Madison Vocational School

EVENING SCHOOL BULLETIN
1936-1937

Issued under the direction of
The Board of Vocational Education
Madison, Wisconsin

Registration: Vocational School
October 19, 20, 21, 22, 23, 26—7:00-9:00 P. M.
Classes begin October 27
General Information

1. A registration fee of $1.00 will be required of every evening school student for each subject taken. Some courses have a special fee as indicated in the bulletin.

2. Students who are not residents of Madison will be charged a tuition fee of $5.00 in addition to the regular registration fee.

3. All classes must have the required attendance of ten members in order to continue.

4. The Vocational School building will open to students at 6:45 P.M. Class instruction will start at 7:00 P.M. and close at 9:00 P.M. The doors of the building will be locked at 9:30 P.M.

5. All supplies and texts will be furnished by the student upon the recommendation of the department head, but not until the instructor in charge of the class so directs.

6. No refunds will be made after the first week of classes.

7. Only emergency telephone calls can be delivered for night school students.
General Courses

English I (English for Foreigners) Tuesday and Thursday—7:00-9:00
The purpose of this course is to teach foreign-born residents to read, write, and speak the English language.

English III (Elementary Grammar) Tuesday and Thursday—7:00-9:00
The purpose of this course is to give a review of elementary grammar. It places emphasis upon the correct use of the parts of speech, upon punctuation, capitalization, spelling, and upon the building of good sentences. The individual language difficulties of each member of the class are dealt with according to individual need.

English IV (Elementary Composition) Tuesday—7:00-9:00
The purpose of this course is to give the student a fluent and ready use of the English language. It is an advanced course in grammar, rhetoric, and composition. The development of coherence, unity, variety, and emphasis in theme construction is stressed. This course is recommended for stenographers and business people.

English V (Advanced Composition and Rhetoric) Thursday—7:00-9:00
A course which emphasizes the style of writing. It includes a study of the technique of choosing and using words well, improving sentence structure, gaining paragraph unity, developing transition, and comparing different styles of writing in order to give the student a better command of our language and to develop fluency in his writing.

Public Speaking I Tuesday—7:00-9:00
The purpose of this course is to meet the needs of those people who are called upon to appear before large or small audiences in business, church work, club work, or civic movements.

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The purpose of this course is to meet the needs of the mature adult who has had some practical experience in public speaking.

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Spanish II
An advanced course in Spanish will be organized if the demand is great enough.

Chemistry
Tuesday and Thursday—7:00-9:00
This course will parallel the chemistry course usually given in the typical American high school.—Laboratory Fee, $4.00.

Mathematics (General and Trade Mathematics)
Tuesday and Thursday—7:00-9:00
All mathematics courses are taught on an individual lesson basis. The content of the course, which ranges from simple arithmetic through college algebra, includes arithmetic, high school algebra, plane geometry, solid geometry, trigonometry, and college algebra. For trade students there are practical mathematics courses made up of actual shop and trade problems. For commercial students there are brief reviews of commercial arithmetic.

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Consumer Education
Tuesday and Thursday—7:00-9:00
This course is organized to awaken a fuller appreciation of consumer problems from an economic standpoint.

Current Problems
A class in Current Problems will be organized if the demand is great enough.

Art Courses

Drawing
Tuesday and Thursday—7:00-9:00
A course which consists of principles of construction, perspective and cast analysis, sketching from life, memory drawing, and organization of material for composition. Mediums: pencil, charcoal, pen and ink, and water color.—Laboratory Fee, $2.00.

Design
Tuesday and Thursday—7:00-9:00
A course of design principles and color theory and their application to crafts, home, and clothing.—Laboratory Fee, $1.00.

Landscape Painting
Tuesday and Thursday—7:00-9:00
Includes drawing, composition, and oil technique as applied to landscape painting. Materials to be purchased by the students.

Commercial Art
Tuesday and Thursday—7:00-9:00
The essentials of commercial art: lettering with pen and ink; show card writing; color as used in advertising layouts and poster expression; illustration and window decoration.—Laboratory Fee, $1.00.

General Crafts
Tuesday and Thursday—7:00-9:00
A course consisting of design applied to block printing, batik, leather tooling, book-binding, wood carving, and chair caning. Such articles as Christmas cards, wall hangings, purses, desk sets, and book ends may be made. Materials to be purchased by the student.—Laboratory Fee, $1.00.

Pottery
Monday and Wednesday—7:00-9:00
A course devoted to the study of contour of hand-built pieces and decoration by means of applied design—under-glaze, slip painting, and opaque glaze; the study of early art in pottery; the making of moulds, pouring moulds, and the applying of appendages to poured forms. Students will have an opportunity of placing and firing the kiln.—Laboratory Fee, $2.50.

Art Metal
Tuesday and Thursday—7:00-9:00
A course which includes design construction, beating down, planishing, reeding, soldering, etching, casting and finishing. Materials used: brass, copper, and pewter.—Laboratory Fee, $3.50.

Weaving
Tuesday and Thursday—7:00-9:00
A practical course in weaving: textile construction; analysis of tapestry and loom weaving, and the processes of warping and threading the loom for plain and pattern weave. Rugs, scarfs, runners, pillow tops and bags are articles made. Materials to be purchased by the student.

Commercial Retouching
Tuesday and Thursday—7:00-9:00
Course in commercial retouching and wash drawings for advertising purposes. Course covers work on original copy—photographs and drawings furnished, preparatory to the making of half tone plates for reproduction in catalogs and advertising materials.—Laboratory Fee, $2.00.


Commercial Courses

Shorthand Ia

Intensive theory course of first eighteen units of the Gregg Manual, followed by one hour of instruction and practice in typing. Requires two years of night school work to complete the manual.

Tuesday and Thursday—7:00-8:00

Shorthand Ib

An intensive two-hour theory course in Gregg Shorthand for students who have a typing speed of 50 words per minute. Requires one year of night school work to complete the manual.

Tuesday and Thursday—7:00-8:00

Shorthand IIa

Rapid review of first eighteen units and completion of the manual, including some beginning dictation. Requires one year of night school work to complete the manual. A typing ability of 40 words per minute will be required.

Tuesday and Thursday—7:00-8:00

Shorthand IIb

Continuous review of the manual. Speed 50-75 words per minute on new material followed by transcription. The second hour will be taken up with transcription and typing instruction.

Tuesday and Thursday—7:00-8:30

Shorthand IIIa

Continuous review of the manual. Speed 75-85 words per minute on new material, followed by transcription. A typing ability of 30 words a minute on straight material will be required.

Tuesday and Thursday—7:00-8:30

Shorthand IIIb

Continuous review of the manual. Speed 85-100 words per minute, followed by one-half hour of transcription. A typing ability of 40 words a minute on straight material will be required.

Tuesday and Thursday—7:00-8:30

Advanced dictation (no review of principles). Speed 100-150 words per minute on new material. A typing ability of 50 words per minute on straight material will be required. The last half hour will be given over to transcription.

Tuesday and Thursday—7:00-8:30

Typewriting I

Section I, 7:06-8:00; Section II, 8:00-9:00

The average student, who is regular in attendance, learns to handle the machine easily and type at the rate of 26 words per minute in one year of night school.

Tuesday and Thursday—7:06-9:00

Typewriting II

Ability to write 26 to 35 words a minute on straight material is required of this group. The units studied are: letter set-up; practice in addressing envelopes, carbon copies, tabulation; correction; the care of the machine; envelopes and simple leters of the letter, simple tabulation; and the use of carbon paper.

Tuesday and Thursday—7:06-9:00

Typewriting III

Ability to write at least 36 words per minute. The units studied are: letter set-up; practice in addressing envelopes, carbon copies, tabulation, correction; the care of the machine; envelopes and simple letters; and the use of carbon paper.

Tuesday and Thursday—7:00-8:00

Calculating Machines

Tuesday and Thursday—7:00-9:00

A course in machine arithmetics developing the ability to apply the Coinmptometer, Burroughs, Marchant, and Moore Calculators to business calculations. Beginners are giving a thorough training in one machine to the process, two and three column touch addition, multiplication from right to left of keyboard, subtraction, and short division. Students who have completed the beginner's course in the application of the fundamental processes to practical business problems.

Bookkeeping I

Tuesday and Thursday—7:00-9:00

A study of the fundamental principles of double entry bookkeeping. Debts and credits; accounting, paying, trial balance, statements, direct and journal closing, and special journals. Problems and Sets I, II, and III of Elwell give practical application to these principles.

Bookkeeping II

Tuesday and Thursday—7:00-9:00

A study of partnership, balance of accounts, accrued, and working sheets. Problems and Sets IV and V of Elwell are covered.

Bookkeeping III

Tuesday and Thursday—7:00-9:00

A study of department store problems, revenue accounts, depreciation, bad debts, and cash journal, with special emphasis on classification of accounts. Problems and Sets VI and VII of Elwell are covered.

Bookkeeping IV

Tuesday and Thursday—7:00-9:00

Cooperation accounts including the study of handling the various types of capital stock, bonds, and the voucher system of record keeping. Problems and Sets VIII and IX of Elwell are covered.

Accounting

Tuesday and Thursday—7:00-9:00

Principles of cost accounting, auditing, income tax, and O. P. A. problems are some of the subjects covered.

Budgeting

Thursday—7:00-9:00

Prerequisite—Bookkeeping I, II, III, IV, or equivalent.

Advertising

Tuesday and Thursday—7:00-9:00

Principles of psychology of advertising, analysis of the store, market, and community. A study of advertising appeal, type sizes, color, copy writing, and the preparation of mailing lists.

Psychology of Selling

Tuesday and Thursday—7:00-9:00

This course will cover the general principles of selling that may be related to any type of work.

Business Correspondence

Thursday—7:00-9:00

Study of the various general principles of good business letter, the proper make-up, tone, phrases, and the study of the various types of letters, such as orders, inquiries, acknowledgments, adjustments, credits, collections, applications, sales, and follow-up. Prerequisites are four years high school, English course, or its equivalent.

Commercial Law

Tuesday—7:00-9:00

This course covers an elementary study of contracts, negotiable instruments, market transactions, partnerships, and co...
purpose of the course is to acquaint the student with the law in those various fields as it relates chiefly to business transactions.

Cooperative Economics
Study of fundamental principles of the cooperative movement. Description of various types of cooperative effort, such as credit unions, producers and marketing cooperatives, consumer's cooperatives (cooperative medicine, housing, insurance), and organization and management of cooperative businesses. Brief study of historical development in Europe and United States.

* Economics (Banking)
This course is planned to enable the banker to apply the principles of economics to his everyday work. There is a minimum of economic theorizing. There is a discussion of current theories and problems arising out of present conditions.

* Trusts (Business)
This course provides a clear and complete picture of the fundamentals of trust department service.

Legal Dictation (Court Reporting)
Prerequisites—ability to take dictation at the rate of 100 words per minute. The course is an advanced dictation class with a threefold aspect: (a) legal dictation—concentration on an intensive legal vocabulary and dictation on straight legal matter; (b) civil service—those students interested in taking Civil Service examinations in stenography will benefit greatly by the training given in this phase of the course; (c) students who are strictly advanced in speed may desire to take work leading up to actual court reporting. In this phase of the course, there will be presented reporting short-cuts, jury-charge dictation, and direct testimony.

Home Economics Courses

Foods I (Beginning Cooking) Tuesday and Thursday—7:00-9:00
This course is planned to meet the needs of the business girl or homemaker who has had little or no experience in meal preparation. Emphasis will be placed on family breakfasts and luncheons. This is a laboratory course and the student will have actual meal preparation work. Some table service will be given. Principles of cookery will be stressed.—Laboratory Fee, $1.00.

Foods II (Advanced Cooking) Tuesday and Thursday—7:00-9:00
Foods II, or its equivalent, should be completed before entering the Foods II class. This course consists of food preservation, family and company dinners, buffet luncheons and suppers, bridge luncheons, teas, and other phases of hospitality cookery. This also is a laboratory course, and the student has training in meat preparation. Meat cookery, pastry, cakemaking, desserts, dinner vegetables are a few of the lessons included.—Laboratory Fee, $1.00.

Foods III (Cafeteria and Tea Room Management) Tuesday—7:00-8:00
This is a course in cafeteria and tea room management and is of interest to those people engaged in institutional work or those planning on entering this field. It includes menu planning for cafeteria and tea rooms: enlargement of recipes; wholesale buying of canned goods; cost, sizes, grades; institutional management; employment of help; equipment; attractive counters arrangement and serving.

Foods Demonstrations Thursday—7:00-9:00
Business girls, homemakers, and others who have had some experience in cooking but who wish new ideas, will find this course adapted to their needs. Lectures accompany the demonstrations, and there is opportunity for questions and discussion.

Menu Planning Tuesday—7:00-9:00
The menu planning course is open to anyone interested in planning meals.

Food Buying
Food buying or marketing is planned for the woman who does the buying for the family.

Table Service
table service and etiquette is offered to homemakers and others interested in learning the correct service for all occasions.

Clothing I
This unit is planned for students who have had little or no experience in clothing construction. A demonstration is given each evening by the instructor on operation of the sewing machine, choice of materials, choice of patterns, hand sewing, seams, hems, bindings, worked buttonholes, mitered corners, facings, and placemats.

Clothing II
The course in needlework offers the learning of many decorative stitches suitable for household linens, textiles and clothing. Students make a sampler, recording all the stitches, so that they may have it to refer to in applying the stitches to other things later. Motifs and designs are offered to the class. These patterns are copied on thin paper to be transferred to fabric later with carbon paper. All the various stitches are taught, such as needlepoint, Italian hemstitching, cutwork, French, Swedish weaving, and crewel work.

Clothing III
This course is planned for the student who has completed the Clothing I, or its equivalent. A practical application of problems will be made on the following garments: house dress, blouse, skirt, and afternoon dress.

Clothing IV
The elementary dressmaking course is planned for the student who has successfully completed Clothing I, or its equivalent. A practical application of problems will be made on the following garments: house dress, blouse, skirt, and afternoon dress.

Clothing V
This course is planned for those who do their own sewing, as well as for those who buy ready-to-wear clothing. Each student will make a chart showing selection of garment, color, material, and type of accessories best suited to her personality and figure.
Clothing VI (Children's Clothing)  Thursday—7:00-9:00
This unit consists of a study of special problems in the selecting and making of children's clothes. Coats, suits and dresses may be made for girls or boys from old garments. Other garments to be made are: pajamas, slippers, rompers, sun suits, play dresses, smocks, dresses, suits for small boys and infant's layettes.

Clothing VII (Remodeling)  Thursday—7:00-9:00
The remodeling unit is advanced, and it is essential that the members of the class have had the units in elementary dressmaking and pattern alteration before attempting remodeling.

Clothing VIII (Knitting)  Thursday—7:00-9:00
It is the aim of this course to teach the students to knit any garment they wish to size without the aid of instructions, and also to follow an instruction book, if so desired.

Clothing IX (Advanced Dressmaking)  Thursday—7:00-9:00
The course in advanced dressmaking is planned for the most advanced students who have completed Clothing IV, or its equivalent. Silk, wool or velvet is used in the making of sport, afternoon, dinner or formal dresses, jacket-suits and coats.

Home Nursing  Thursday—7:00-9:00
This course is planned to teach homemakers how to carry out the doctor's orders and to give better care to the sick in the home when a trained nurse is not available. Group discussions, demonstrations, and practice will be included.

Music Courses

Madison Civic Orchestra  Tuesday—7:30
Dr. Sigfrid Frager, Conductor, Vocational School, Room 30.

Madison Civic Orchestra (Mixed Voices)  Monday—7:30
Dr. Sigfrid Frager, Conductor, Vocational School, Room 30.

Mozart Club (Male Voices)  Tuesday—8:00
Professor Earl Swinney, Conductor, Christ Presbyterian Church.

Grieg Chorus (Male Voices)  Tuesday—7:30
Mr. John Med, Conductor, East Side High School.

Mennoncher (Male Voices)  Wednesday—8:00
Mr. Alexius H. Baas, Conductor, Turner Hall.

Labor Temple Chorus (Male Voices)  Tuesday—7:30
Mr. Alexius H. Baas, Conductor.

Trade and Industry Courses

Barber Science  Tuesday—7:00-9:00
This course for master and journeyman barbers is offered during the first semester only, beginning in September. It includes sanitation, sterilization, personal hygiene, skin and scalp diseases, anatomy, massage, shampooing, and salesmanship.

Beauty Culture  This course is planned for the advanced cosmetologist. The work to be covered will be organized to fit the needs of licensed operators who have had practical training and need the theoretical training necessary to advance in their field. The evening and time will be announced later.

Blueprint Reading and Estimating  Tuesday and Thursday—7:00-9:00
Blueprint reading, conventions, estimating for building, preparation of working drawings, and the slide rule. Open to all engaged in trades.

Bricklaying  Tuesday and Thursday—7:00-9:00
Blueprint reading and estimating, fireplaces and arch details, and strength of materials for workers in the brick-laying trade.

Carpentry  This course is planned for the advanced carpenter. The work to be covered will be organized to fit the needs of journeymen carpenters. The evening and time will be announced later.

Carving  Tuesday and Thursday—7:00-9:00
Preliminary drawing and conventions, machine drawing, architectural drafting for building trades, and house planning.

Electricity (Elementary)  Tuesday and Thursday—7:00-9:00
The following units will be offered: essentials of electricity and magnetism; wire splicing; experiments in Ohm's Law, cells, and batteries; audio and light circuits; safety codes.

Electricity (Advanced)  Tuesday and Thursday—7:00-9:00
A course for journeymen electricians covering blueprint reading, material and power load survey, code, and meter trouble diagnosis. The evening and time will be announced later.

Machine Shop  Tuesday and Thursday—7:00-9:00
A course for journeymen machinists in engine lathe, milling machine, shaper, drill press, and bench work.

Painting and Decorating  Monday—7:00-9:00
A course for journeymen painters on interior wall decoration dealing with design and color.

Plumbing  Tuesday—7:00-9:00
A course for journeymen plumbers with special emphasis on code requirements, sanitation, and sewage disposal.
Printing

Tuesday and Thursday—7:00-9:00

A course for journeymen and apprentice printers on the mechanics of the linotype, including care of the machine, names of parts, adjustments, and ordering of parts. A touch system of operation will be given those desiring it.

Safety School

The ninth annual safety school will be conducted in cooperation with Madison Industries some time during the evening school session, to be announced later.

Steamfitting (Applied Welding)

Tuesday—7:00-9:00

Pipe welding and cutting for steamfitters.

Welding (Gas and Electric)

Thursday—7:00-9:00

Welding and brazing; manipulation of the torch with cast iron, monei metal, steel, brass, sheet metal, and cast aluminum. AC and DC electric arc welding is available to those who have had gas torch welding.

Woodwork

Tuesday and Thursday—7:00-9:00

Bench and machine woodwork, cabinet making, wood turning, and wood finishing.

Millwork

A course designed for men engaged in the woodworking trades, including the use and care of the various types of woodworking machinery. The evening and time will be announced later.

Sheet Metal

A course for sheet metal workers in pattern drafting covering parallel line, radial development, and triangulation. The evening and time will be announced later.
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BOARD OF VOCATIONAL EDUCATION

S. G. Scanlan, President
R. W. Bardwell, Secretary
J. H. Brown
Fred Mason
Emil Frautschi
Alexander R. Graham, Director
Office: 211 North Carroll Street
Telephone: Badger 2361

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A course which includes design construction, bending down, planishing, reeding, soldering, etching, casting and finishing. Materials used: brass, copper, and pewter.—Laboratory Fee, $5.00.

Weaving

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A practical course in weaving: textile construction; analysis of tapestry and loom weaving; and the processes of warping and threading the loom for plain and pattern weaving. Rugs, scarves, runners, pillow tops and bags are articles made. Materials to be purchased by the student.

Wood-Carving and Modeling

Tuesday and Thursday—7:00-9:00
Modeling of the head, figure, and figure groups in the round and base relief. The making of moulds. For advanced students only.—Laboratory Fee, $2.00.

Home Decoration

Tuesday and Thursday—7:00-9:00
This course consists of discussions and laboratory problems and includes design and color as applied to the home. The development of color schemes; wall, floor and window treatment; selection and placement of furniture, pictures and accessories.—Laboratory Fee, $1.00.

Costume Design

Tuesday and Thursday—7:00-9:00
A course which offers instruction in dress designing through the use of the art principles and is correlated with the home economics courses in pattern alteration and clothing selection. Fashion technique offered to those who are interested in costume illustration.—Laboratory Fee, $1.00.

Amateur Photography

Tuesday and Thursday—7:00-9:00
An elementary course wherein problems of composition, time exposure, developing, printing, reducing and enlarging of prints are solved.—Laboratory Fee, $2.00.

Commercial Retouching

Tuesday and Thursday—7:00-9:00
Course in commercial retouching and wash drawings for advertising purposes. Course covers work on original copy—photographs and drawings furnished, preparatory to the making of half tone plates for reproduction in catalogs and advertising materials.—Laboratory Fee, $2.00.

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Rapid review of first eighteen units and compilation of the manual, including some beginning dictation, followed by one hour of typewriting. Requires one year of night school in complete the manual. A typing ability of from 10 to 15 words a minute will be required.

Shorthand Ia Tuesday and Thursday—7:00-9:00
Continuous review of the manual. Speed 50-75 words per minute on new material followed by transcription. The second hour will be taken up with transcription and typewriting instruction.

Shorthand Ia Tuesday and Thursday—7:00-9:00
Continuous review of the manual. Speed 75-85 words per minute on new material, followed by transcription. A typing ability of 30 words a minute on straight material will be required.

Shorthand Ia Tuesday and Thursday—7:00-9:00
Continuous review of the manual. Speed 85-100 words per minute, followed by one-half hour of transcription. A typing ability of 40 words a minute on straight material will be required.

Shorthand Ia Tuesday and Thursday—7:00-9:00
Advanced dictation (no review of principles). Speed 100-150 words per minute on new material. A typing ability of 60 words per minute on straight material will be required. The last half hour will be given over to transcription.

Typewriting I Section I, 7:00-8:00; Section II, 8:00-9:00
The average student, who is regular in attendance, learns to handle the machine easily and type at the rate of 20 words per minute in one year of night school.

Typewriting II Tuesday and Thursday—7:00-9:00
Ability to write 20 to 25 words a minute on straight material is required of this group. The units studied are: letter set-up, practice in addressing envelopes, carbon copies, tabulation, making dittos, and correcting and putting paper back in the machine to make the correction, filling in forms, and practice in typing numbers.

Typewriting III Tuesday and Thursday—7:00-8:00
Ability to write at least 50 words per minute. The units studied are: letter set-up, practice in addressing envelopes, carbon copies, tabulation, making dittos, erasing and putting paper back in the machine to make the correction, filling in forms, and practice in typing numbers.

Calculating Machines Tuesday and Thursday—7:00-9:00
A course in machine arithmetic developing the ability to apply the Compugraphic, Burroughs, Marchant, and Moore Calculators to business calculations. Beginners are giving a thorough training in one machine in the processes of two and three column addition, multiplication from right and left of the keyboard, subtraction, and short division. Students who have completed the beginning course in the application of the fundamental processes to practical business problems.

Bookkeeping I Tuesday and Thursday—7:00-9:00
A study of the fundamental principles of double entry bookkeeping. Debts and credits; journalizing, posting, trial balance, statements, direct and journal closing, and special journals. Problems and Sets I, II, and III of Elwell give practical application to these principles.

Bookkeeping II Tuesday and Thursday—7:00-8:00
A study of partnership problems, special columns, sales, accounts, accruals, and working sheets. Problems and Sets IV and V of Elwell are covered.

Bookkeeping III Tuesday and Thursday—7:00-9:00
A study of department store problems, revenue accounts, depreciation, bad debts, and cash journals, with special emphasis on classification of accounts. Problems and Sets VI and VII of Elwell are covered.

Bookkeeping IV Tuesday and Thursday—7:00-9:00
Corporation accounts including the study of handling the various types of capital stock, bonds, and the voucher system of record keeping are studied in connection with the manufacturing business. Set VIII and supplementary problems in elementary accounting by Elwell are used for practice material.

Accounting Tuesday and Thursday—7:00-9:00
Principles of cost accounting, auditing, income tax, and O. P. A. problems are some of the subjects covered.

Budgeting Thursday—7:00-9:00
Prerequisites—Bookkeeping I, II, III, IV, or equivalent.

Advertising Tuesday and Thursday—7:00-8:00
Principles of psychology of advertising, a study of the store, market and community. A study of advertising appeals, type sizes, color, copy writing and the preparation of mailing lists.

Psychology of Selling Tuesday and Thursday—8:00-9:00
This course will cover the general principles of selling that may be related to any type of work.

Business Correspondence Thursday—7:00-9:00
Study of the various general principles of good business letters, the correct make-up, the main phrases, and the study of the various types of letters, such as orders, inquiries, acknowledgments, adjustments, credits, collections, applications, and follow-up. Prerequisites—four year high school English course, or its equivalent.

Commercial Law Tuesday—7:00-9:00
This course covers an elementary study of contracts, negotiable instruments, market transactions, partnerships, and taxes. The
The purpose of the course is to acquaint the student with the law in those various fields as it relates closely to business transactions.

Cooperative Economics

Study of fundamental principles of the cooperative movement. Description of various types of cooperative effort, such as credit unions, producers and marketing cooperatives, consumer's cooperatives (cooperative medicine, housing, insurance), and organization and management of cooperative businesses. Brief study of historical development in Europe and United States.

Economics (Banking)

Tuesday—7:00-9:00

This course is planned to enable the banker to apply the principles of economics to his everyday work. There is a minimum of economic theorizing. There is a discussion of current theories and problems arising out of present conditions.

Trusts (Business)

Tuesday—7:00-9:00

This course provides a clear and complete picture of the fundamentals of trust department service.

Legal Dictation (Court Reporting)

Tuesday and Thursday—7:00-9:00

Prerequisite—ability to take dictation at the rate of 100 words per minute. The course is an advanced dictation class with a three-fold aspect: (a) legal dictation—concentration on an intensive legal vocabulary and dictation on straight legal matters; (b) court service—those students interested in taking Civil Service examinations in stenography will benefit greatly by the training given in this phase of the course; (c) students who are most advanced in speed may desire to take work leading up to actual court reporting. In this phase of the course, there will be presented reporting short-cuts, jury-charge dictation, and direct testimony.

Home Economics Courses

Foods I (Beginning Cooking) Tuesday and Thursday—7:00-9:00

Foods I is planned to meet the needs of the business girl or homemaker who has had little or no experience in meal preparation. Emphasis will be placed on family breakfasts and luncheons. This is a laboratory course and the student will have actual meal preparation work. Some table service will be given. Principles of cookery will be stressed.—Laboratory Fee $1.00.

Foods II (Advanced Cooking) Tuesday and Thursday—7:00-9:00

Foods II, or its equivalent, should be completed before entering the Foods II class. This course consists of food preservation, family and company dinners, buffet luncheons and suppers, bridge luncheons, teas and other phases of hospitality cookery. This is also a laboratory course, and the student has training in meal preparation. Meat cookery, pastry, cake-making, desserts, dinner vegetables are a few of the lessons included.—Laboratory Fee $3.00.

Foods III (Cafeteria and Tea Room Management) Tuesday—7:00-9:00

This is a course in cafeteria and tea room management and is of interest to those people engaged in institutional work or those planning on entering this field. It includes menu planning for cafeteria and tea rooms, enlargement of recipes; wholesale buying of canned goods; cost, sizes, grades; institutional management; employment of help; equipment; attractive counter arrangement and serving.

Foods Demonstrations Thursday—7:00-9:00

Business girls, homemakers, and others who have had some experience in cooking but who wish new ideas, will find this course adapted to their needs. Lectures accompany the demonstrations, and there is opportunity for questions and discussion.

Menu Planning Tuesday—7:00-9:00

The menu planning course is open to anyone interested in planning meals.

Food Buying Thursday—7:00-9:00

Food buying or marketing is planned for the woman who does the buying for the family.

Table Service Tuesday—7:00-9:00

Table service and etiquette is offered to homemakers and others interested in learning the correct service for all occasions.

Clothing I Tuesday—7:00-9:00

This unit is planned for students who have had little or no experience in clothing construction. A demonstration is given each evening by the instructor on operation of the sewing machine, choice of materials, choice of patterns, hand sewing, seams, hems, binding, worked buttonholes, pleated corners, facings and placings.

Clothing II (Needlework) Tuesday—7:00-9:00

The course in needlework offers the learning of many decorative stitches suitable for household linens, textiles and clothing. Students make a sampler, recording all the stitches, so that they may have it to refer to in applying the stitches to other things later. Motifs and designs are offered each class. These patterns are copied on thin paper to be transferred to fabric later with carbon paper. All the various stitches are taught, such as needlepoint, Italian hemstitching, cutwork, Nottingham, Swedish weaving, and crewel work.

Clothing III (Pattern Alteration) Tuesday—7:00-9:00

Taking individual measurements and applying them to the making of a simple pattern will be included in the first lesson of this unit. All problems in the altering of patterns are considered.

Clothing IV (Elementary Dressmaking) Tuesday—7:00-9:00

This unit is planned for the student who has successfully completed Clothing I, or its equivalent. A practical application of problems will be made on the following garments: house dress, blouse, skirt, and afternoon dress.

Clothing V (Clothing Selection) Thursday—7:00-9:00

This unit is helpful for those who do their own sewing, as well as for those who buy ready-to-wear clothing. Each student will make a chart showing selection of garment, color of material, and type of accessories best suited to her personality and figure.
Clothing VI (Children's Clothing) Thursday—7:00-9:00
This unit consists of a study of special problems in the selecting and making of children's clothes. Coats, suits and dresses may be made for girls or boys from old garments. Other garments to be made are: pajamas, slips, rompers, sun suits, play dresses, smocks, dresses, suits for small boys and infant's layettes.

Clothing VII (Remodeling) Thursday—7:00-9:00
The remodeling unit is advanced and it is essential that the members of the class have had the units in elementary dressmaking and pattern alteration before attempting remodeling.

Clothing VIII (Knitting) Thursday—7:00-9:00

Clothing IX (Advanced Dressmaking) Thursday—7:00-9:00
The course in advanced dressmaking is planned for the most advanced students who have completed Clothing IV, or its equivalent. Silk, wool or velvet is used in the making of sport, afternoon, dinner or formal dresses, jackets, suits and coats.

Home Nursing Thursday—7:00-9:00
This course is planned to teach homemakers how to carry out the doctor's orders and to give better care to the sick in the home when a trained nurse is not available. Group discussions, demonstrations, and practice will be included.

Music Courses

Madison Civic Orchestra
Dr. Sigfrid Frager, Conductor, Vocational School, Room 30.

Madison Civic Orchestra (Mixed Voices)
Dr. Sigfrid Frager, Conductor, Vocational School, Room 30.

Mozart Club (Male Voices)
Professor Earl Swinney, Conductor, Christ Presbyterian Church.

Grieg Chorus (Male Voices)
Mr. John Mael, Conductor, East Side High School.

McMenencher (Male Voices)
Mr. Alexius H. Bas, Conductor, Turner Hall.

Labor Temple Chorus (Male Voices)
Mr. Alexius H. Bas, Conductor.

Trade and Industry Courses

Barber Science
Tuesday—7:00-9:00
This course for master and journeyman barbers is offered during the first semester only, beginning in September. It includes sanitation, sterilization, personal hygiene, skin and scalp diseases, anatomy, massage, shampooing, and salesmanship.

Beauty Culture
Tuesday—7:00-9:00
This course is planned for the advanced cosmetologist. The work to be covered will be organized to fit the needs of licensed operators who have had practical training and need the theoretical training necessary to advance in their field. The evening and time will be announced later.

Blueprint Reading and Estimating
Tuesday and Thursday—7:00-9:00
Blueprint reading, conventions, estimating for building, preparation of working drawings, and the slide rule. Open to all engaged in trades.

Bricklaying
Tuesday and Thursday—7:00-9:00
Blueprint reading and estimating, fireplaces and arch details, and strength of materials for workers in the brick-laying trade.

Carpentry
Tuesday and Thursday—7:00-9:00
Blueprint reading, conventions, plan reading and estimating, and house planning for journeymen carpenters. The evening and time will be announced later.

Drafting
Tuesday and Thursday—7:00-9:00
Preliminary drawing and conventions, machine drawing, architectural drafting for building trades, and house planning.

Electricity (Elementary)
Tuesday and Thursday—7:00-9:00
The following units will be offered: essentials of electricity and magnetism; wire splicing; experiments in Ohm's Law, coils, and batteries; signal and light circuits; safety codes.

Electricity (Advanced)
A course for journeymen electricians covering blueprint reading, material and power load survey, code, and motor trouble diagnosis. The evening and time will be announced later.

Machine Shop
Tuesday and Thursday—7:00-9:00
Units will be covered in engine lathe, milling machine, shaper, drill press, and bench work.

Painting and Decorating
Monday—7:00-9:00
A course for journeymen painters on interior wall decoration dealing with design and color.

Plumbing
Tuesday—7:00-9:00
A course for journeymen plumbers with special emphasis on code requirements, sanitation, and sewage disposal.
Printing  
Tuesday and Thursday—7:00-9:00
A course for journeymen and apprentice printers on the mechanics of the linotype, including care of the machine, names of parts, adjustments, and ordering of parts. A touch system of operation will be given to those desiring it.

Safety School  
The ninth annual safety school will be conducted in cooperation with Madison Industries some time during the evening school session, to be announced later.

Steamfitting (Applied Welding)  
Tuesday—7:00-9:00
Pipe welding and cutting for steamfitters.

Welding (Gas and Electric)  
Thursday—7:00-9:00
Welding and brazing; manipulation of the torch with cast iron, monel metal, steel, brass, sheet metal, and cast aluminum. AC and DC electric arc welding is available to those who have had gas torch welding.

Woodwork  
Tuesday and Thursday—7:00-9:00
Bench and machine woodwork, cabinet making, wood turning, and wood finishing.

Millwork  
A course designed for men engaged in the woodworking trades, including the use and care of the various types of woodworking machinery. The evening and time will be announced later.

Sheet Metal  
A course for sheet metal workers in pattern drafting covering parallel line, radial development, and triangulation. The evening and time will be announced later.