Madison Vocational School

EVENING SCHOOL BULLETIN
1937-1938

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

Registration: Vocational School
First Semester: September 27, 28, 29, 30—7:00-9:00 p. m.
Classes begin October 4

Second Semester: January 3, 4, 5, 6—7:00-9:00 p. m.
Classes begin January 3
MADISON VOCATIONAL SCHOOL
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 2351

Registration and Fees

Registration for the first semester: September 27, 28, 29, 30
7:00-9:00 p.m.
Registration for the second semester: January 3, 4, 5, 6
7:00-9:00 p.m.

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

In addition to the regular registration fee, a tuition fee of $5.00 will be charged students who are not residents of the City of Madison.

General Information

1. The Vocational School building will be 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.

2. 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.

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

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

5. Only emergency telephone calls can be delivered for night school students.
Night School Calendar

October 4—Beginning of classes

November 4-5—Classes close for Wisconsin Education Association Convention

November 25-26—Thanksgiving recess

December 17—End of first semester

January 3—Beginning of second semester classes

March 31—Night school closes

Academic Courses

All Academic courses continue for two semesters; a registration fee of $1 will be charged for each semester.

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The purpose of this course is to teach foreign-born residents to read, write, and speak the English language.

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A course in English and Citizenship for the foreign-born who are preparing for the examination for their citizenship papers.

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A continuation of German I.

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A course designed for those who wish practical familiarity with elementary Spanish.
Dramatics

A course in the reading and presenting of plays. The course includes uniting in play selection, character make-up, properties, pantomime, interpretation, coaching, and practical staging.

Mathematics (General and Trades) Monday and Wednesday—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, plane geometry, solid geometry, trigonometry, and college algebra. Practical courses in shop mathematics and in commercial arithmetic are likewise available.

Lip Reading

This course presents the fundamentals of lip reading for the totally or partially deaf. The course is especially helpful to those who are beginning to become deaf.

World Politics

This course gives a week by week interpretation of international news and a survey of the factors underlying those events. The course includes not only an historical survey of the factors "behind the scenes" in international events, but also presents an analysis and evaluation of the sources of news and a study of the "news behind the news" in international relations.

Literature V (Current Books)

A survey course in current literature.

Dramatics

A course in the reading and presenting of plays. The course includes uniting in play selection, character make-up, properties, pantomime, interpretation, coaching, and practical staging.

Art Courses

Drawing I (First Semester) Tuesday and Thursday—7:00-9:00

Drawing from living models, stressing action, rhythm, form, character, anatomy, and pattern. Construction of the head in light and shade. Interesting and unusual still-life problems in perspective and composition. Adapted to the elementary and advanced pupil. Mediums: charcoal, pencil, crayon and ink. Laboratory fee, $2.00.

Drawing II (Second Semester) Tuesday and Thursday—7:00-9:00

Advanced figure composition for illustration. Water color will be the principal medium used. A fundamental course leading to other branches of art. Laboratory fee, $2.00.

Dramatics

A course in the reading and presenting of plays. The course includes uniting in play selection, character make-up, properties, pantomime, interpretation, coaching, and practical staging.

Commercial Art (First and Second Semester)

Monday and Wednesday—7:00-9:00

A practical course of instruction including pen and ink lettering, show card writing, advertising layout, black and white illustration and poster design. A year's course with new registration acceptable the second semester. Laboratory fee, $1.00 each semester.

Landscape Painting (First and Second Semester)

Tuesday and Thursday—7:00-9:00

Includes drawing, composition, and oil techniques as applied to landscape painting. Materials to be purchased by the students.

Art Appreciation (Second Semester) Tuesday and Thursday—7:00-9:00

A general survey course touching upon the important art periods, namely: Egyptian, Greek, Renaissance, and Modern, as evidenced by painting, sculpture, and architecture. Laboratory fee, $1.00.

General Crafts (First and Second Semester)

Monday and Wednesday—7:00-9:00

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A course consisting of design applied to block-printing, leather-tooling, book-binding, wood-carving, chair-caning and baling. The following articles may be made in the course: hand-blocked Christmas cards, wall-hangings, cushions, lencihoon sets, leather-toolered purses, book-covers, bill-folds, desk sets; the binding of books and magazines; carved figures and toys; re-seating of chairs. Laboratory fee, $1.00 for each semester.

Pottery (First and Second Semester)

Tuesday and Thursday—7:00-9:00

A case course in pottery, stressing the design, the various processes, and the glazing of pottery pieces. Its purpose is to give training in self-expression, accuracy, and the appreciation of commercial pottery. The second semester includes transfering, painting and coloring, glazing, and firing the kiln. The courses will be beneficial to homemakers, teachers, and art students. Laboratory fee, $1.00 a semester.

Art Metal (First Semester)

Monday and Wednesday—7:00-9:00

A course which includes the application of modern design to metals such as copper, brass, pewter, and monel. The methods used are heating, etching, soldering, plating, and finish. It is possible to finish bowls, plates, book ends and candle holders in this course. Laboratory fee, $2.00.

Art Metal (Second Semester)

Monday and Wednesday—7:00-9:00

The second semester of Art Metal will include copper, brass, silver jewelry, and will add the methods of hard-soldering, chasing and setting of stones. Laboratory fee, $2.00.

Weaving (First Semester)

Tuesday and Thursday—7:00-9:00

A practical course in weaving, textile construction, analysis of tapestry andloom weaves, the processes of warping and threading the loom for plain and pattern weaves. Rugs, scarfs, runners, pillow tops and bags are articles made. Materials to be purchased by the student. Laboratory fee, $1.00.

Weaving (Second Semester)

Tuesday and Thursday—7:00-9:00

Problems in stick, double, and summer and winter weaves, and the execution of original designs in tapestry weaves. Materials to be purchased by the student. Laboratory fee, $1.00.
Home Decoration (First and Second Semester)  
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 each semester.

Costume Design (First and Second Semester)  
Tuesday and Thursday—7:00-8:00

Principles of design and color theory as applied to clothing, and actual experiments with the textures and colors for individual types, are units of the work. Interesting highlights of the course are outside lectures on such subjects as Make-up, Foundations, Shoes and Millinery. No prerequisites. — Laboratory fee, $1.00, each semester.

Fashion Illustration (First and Second Semester)  
Tuesday and Thursday—7:00-8:00

This course will be of particular value for those engaged in advertising, selling or commercial art work. It includes a study of the fashion figure; techniques in pen and ink, water color, charcoal and crayon; mechanical processes, such as Ben Day, Rossetti, spatter brush, airbrush and methods of reproduction. Lay-out, rendering of textures and sketching from a model are phases of this work. Prerequisites: Design or Drawing. — Laboratory fee, $1.00 each semester.

Amateur Photography (First and Second Semester)  
Monday and Wednesday—7:00-8:00  
Tuesday and Thursday—7:00-8:00

An elementary course wherein problems of composition, time exposure, developing, printing, reducing and enlarging of prints are solved. — Laboratory fee, $1.00 each semester.

Commercial Retouching (Second Semester)  
Tuesday and Thursday—7:00-8:00

Course in commercial retouching and wash drawings for advertising purposes. Course covers work on original copy; photographs and drawings furnished, preparatory to making of half-tone plates for reproduction in catalogues and advertising materials. — Laboratory fee, $2.00.

Commercial Courses

All commercial courses, unless otherwise indicated, will continue for two semesters; a registration fee of $1.00 will be charged for each semester.

Shorthand In  
Monday and Wednesday, Section I, 7:00-8:00  
Section II, 8:00-9:00

Intensive theory course of the Gregg Shorthand Functional Method. The first semester covers Volume I; the second semester, Volume II. Instruction and Practice in typewriting will be given during the second hour. Requires one year to complete the theory.

Shorthand Ib  
Monday and Wednesday—7:00-8:00

Intensive two-hour theory course of the Gregg Shorthand Functional Method for students who have a typewriting speed of 40 words per minute. The first semester covers Volume I and part of Volume II; the second semester, completion of Volume II and beginning dictation followed by one-half hour of transcription.

Shorthand IIa  
Monday and Thursday—7:00-8:00

Rapid review of first eighteen units and completion of the Gregg Manual, including some beginning dictation followed by one hour of typewriting. Requires one year of night school to complete the manual from this point. A typewriting ability of from 10 to 15 words per minute on straight material will be required.

Shorthand IIb  
Tuesday and Thursday, Section I, 7:00-8:30  
Section II, 7:30-9:00

Continuous review of the manual. Speed: 60-75 words per minute on new material followed by one-half hour of transcription. A typewriting ability of 30 words per minute on straight material will be required.

Shorthand IIIa  
Tuesday and Thursday, Section I, 7:00-8:30  
Section II, 7:30-9:00

Continuous review of the manual. Speed 75-85 words per minute on new material, followed by one-half hour of transcription. A typewriting ability of 35 words per minute on straight material will be required.

Shorthand IIIb  
Tuesday and Thursday, Section I, 7:00-8:30  
Section II, 7:30-9:00

Continuous review of the manual. Speed 85-100 words per minute on new material followed by one-half hour of transcription. A typewriting ability of 45 words per minute on straight material will be required.

Shorthand IV  
Tuesday and Thursday—7:00-8:30

Advanced dictation (no review of principles). Speed: 100-120 words per minute on new material. A typewriting ability of 50 words per minute on straight material will be required.

Court Reporting  
Monday—7:00-8:00

Prerequisites: Ability to take dictation at the rate of 120 words per minute. The course includes: (1) review of Gregg Shorthand Manual; (2) study of legal vocabulary; (3) dictation of legal material, testimony from trials, jury charge, congressional record, and other legal subjects; (4) study of abbreviations and phrases used in reporting speech; (5) rules on court procedure.
Stenotypy

Tuesday and Thursday—7:00-9:00

Stenotypy is a system of recording speech in plain English letters by means of a machine called the Stenotype. (Note: Machine to be purchased by the student.)

Typewriting I

Monday and Wednesday, Section I, 7:00-8:00

The average student, who is regular in attendance, learns to handle the machine easily and type at the rate of 25 words per minute in one year of night school.

Typewriting II

Tuesday and Thursday, Section I, 7:00-8:00

Monday and Wednesday, Section II, 8:00-9:00

Ability to write 25-35 words per minute on straight material is required of this group. The units studied are: perfect placement of material on paper; the care of the machine; envelopes and simple letter forms; simple tabulation; and the use of carbon paper.

Typewriting III

Tuesday and Thursday—7:00-8:00

Ability to write at least 35 words per minute. The units studied are: letter set-up; practice in addressing envelopes, carbon copies, tabulation, rough drafts, typing on ruled paper, stenotyping dittos, making ditto copies, erasing and putting paper back in the machine to make the corrections, filing forms, and practice in typing numbers.

Calculating Machines

Tuesday and Thursday, Section I, 7:00-8:00

Section II, 8:00-9:00

Monday and Wednesday, Section I, 7:00-8:00

Section II, 8:00-9:00

Students are given a thorough training in the fundamental operations of one of the following machines: Comptometer, Burroughs, Marchant, or Monroe. For beginners, the work of the first semester covers addition and multiplication; the second semester, subtraction and division. Advanced students are given work in the application of the fundamental processes to practical business problems. Fee: 35c per semester, covering use of textbook and answer sheets.

Bookkeeping I

Monday and Wednesday—7:00-9:00

The first semester will cover a study of the fundamental principles of double entry bookkeeping: Debts, and Credits, Journalising, Posting, Trial Balance, Statements, direct and journal closing, and Special Journals. Problems and Sets I and II, second semester, Set III.

Bookkeeping II

Tuesday and Thursday—7:00-8:00

The first semester will cover a study of partnership problems, special column journals, controlling accounts, accruals, and working sheets. Problems and Set IV. Second semester, Set V.

Bookkeeping III

Tuesday and Thursday—7:00-8:00

The first semester will cover a study of department store problems, reserve accounts, depreciation, bad debts, and cash Journal with special emphasis on classification of accounts, Problems and Set VI. Second semester, Set VII.

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 in connection with the manufacturing business. Set VIII and supplementary problems in elementary accounting are used for practical material.
Laboratory fee $1.50.

Foods III Monday and Wednesday—7:00-9:00
This course is planned for boys and young men who are interested in learning how to be successful in the art of baking. Thorough training will be given in the preparation of batters and doughs, biscuits, rolls, bread, quick breads, plain and fancy pastry, cookies, cakes, and donuts. Suggestions and recipes which may be used for large quantity cookery in restaurants, caterers or camps, will be available. Laboratory fee $1.00 each semester.

Laboratory fee $1.50.

Foods IV Tuesday and Thursday—7:00-9:00

Parental Education Courses

Parental Education I Tuesday—7:00-9:00
(First semester)
This course is planned for boys and young men who are interested

Parental Education II Tuesday—7:00-9:00
(Second semester)
Those interested in adolescence and family relationships will find

Clothing Courses

Clothing I Thursday—7:00-9:00
(First and second semester)
This course 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 pockets. A practical application of problems will be made by students on the following garments: step-ins, brassiere, slip, pajamas or gown, and a simple house dress.

Clothing II Monday—7:00-9:00
(Second semester)
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 use it to refer to in applying the stitches to other things later. Motifs and designs are offered in this course. These patterns are copied on thin paper to be transferred to fabrics later with carbon paper. All the various stitches are taught, such as needlepoint, Italian hemstitching, cutwork, fagoting, Swedish weaving, and crewel work.
Clothing III (Pattern Alterations)  
(First semester)  
Monday—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)  
(First and second semester)  
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)  
(First semester)  
Wednesday—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 accessory best suited to her personality and figure.

Clothing VI (Children's Clothing)  
(First and second semester)  
Wednesday—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 layette.

Clothing VII (Remodeling)  
(First and second semester)  
Wednesday—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)  
(First and second semester)  
Tuesday, Section I—7:00-9:00  
Thursday, Section II—7:00-9:00  
It is the aim of this course to teach the students to knit any garment they wish to make without the aid of instructions, and also to follow an instruction book, if so desired.

Clothing IX (Advanced Dressmaking)  
(First and second semester)  
Tuesday and 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.

Music Courses

Madison Civic Symphony Orchestra  
Tuesday—7:30  
Dr. Sigfrid Prager, Conductor, Vocational School, Room 30.  
Performs symphonies, symphonic poems, overtures, and other representative works of the entire orchestral repertoire; assists at opera and oratorio performances.

Vocational Concert Orchestra  
Thursday—7:30  
Mr. John L. Ench, Conductor, Vocational School, Room 30.  
Studies and performs standard works of the orchestral repertoire.

Madison Civic Chorus (Mixed Voices)  
Monday—7:30  
Dr. Sigfrid Prager, Conductor, Vocational School, Room 30.  
Performs oratorios and cantatas of outstanding composers of all nations.

Maenncherchor (Male Voices)  
Wednesday—8:00  
Mr. Alexius Haas, Conductor, Turner Hall.  
Performs both German and English part songs.

Labor Temple Glee Club (Male Voices)  
Tuesday—7:30  
Mr. Alexius Haas, Conductor, Vocational School Gymnasium.  
Sings part songs, in English, of the standard choral repertoire.

Trade and Industry Courses

All Trade and Industry courses continue for two semesters; a registration fee of $1 will be charged for each semester.

Auto Engine Diagnosis  
Tuesday—7:00-9:00  
A course for auto mechanics who wish to acquaint themselves with latest motor analyzing equipment.

Barber Science  
Monday—7:00-9:00  
This course for master and journeyman barbers is offered during the first semester only, beginning in September.

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

Bricklaying  
Tuesday and Thursday—7:00-9:00  
Blueprint reading, conventions, fireplace and arch details, and strength of materials for workers in the bricklaying trade. Materials fee, fifty cents.

Carpentry  
Blueprint reading, conventions, plan reading and estimating, and house planning for journeyman carpenters. The time and evening will be announced later.

Drafting  
Tuesday and Thursday—7:00-9:00  
Preliminary drawing and conventions, machine drawing, architectural drawing for building trades, and house planning. Materials fee, fifty cents.
Electricity  
Tuesday and Thursday—7:00-9:00

The following units will be offered: essentials of electricity and magnetism; experiments in Ohm's Law, cells, and batteries; wire splicing; signal and light circuits; safety codes; motor work.

Electricity

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

Machine Shop  
Monday and Wednesday—7:00-9:00  
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 and master 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.

Steamfitting (Applied Welding)  
Thursday—7:00-9:00

Pipe welding and cutting for steamfitters. Fee: $4.00 per semester.

Safe Driving  
Thursday—7:00-9:00

A semester course on proper driving under varying traffic conditions, starting, steering, signaling, parking, rules of the road, care of the car, tire changing, recognition of breakdowns.

Welding (Gas and Electric)  
Tuesday—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. Fee: $4.00 per semester.

Woodwork  
Monday and Wednesday—7:00-9:00  
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Bench and machine woodwork, cabinet making, wood turning, and wood finishing. Material fee depending on project made.
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Tuesday—7:00-9:00

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**Public Speaking II**

Thursday—7:00-9:00

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

**French I**

Monday and Wednesday—7:00-9:00

A course in elementary and idiomatic French, with principal emphasis upon reading and speaking.

**French II**

Thursday—7:00-9:00

A continuation of French I, with emphasis upon reading and speaking.

**German I**

Monday and Wednesday—7:00-9:00

A beginner's course in German grammar, reading, and speaking.

**German II**

Tuesday—7:00-9:00

A continuation of German I.

**Spanish I**

Monday and Wednesday—7:00-9:00

A course designed for those who wish practical familiarity with elementary Spanish.
Spanish II
A continuation of Spanish I.

Tuesday—7:00-9:00

Chemistry
This course parallels the chemistry course given in the typical American high school. The applications of chemistry to industry and to the skilled trades are emphasized throughout the course. Laboratory Fee: $3 for each semester.

Tuesday and Thursday—7:00-9:00

Mathematics (General and Trade)
Monday and Wednesday—7:00-9:00
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Dramatics
A continuation of Spanish I.

Tuesday and Thursday—7:00-9:00

This course gives the fundamentals of lip reading for the totally or partially deaf. The course is especially helpful to those who are beginning to become deaf.

Tuesday and Thursday—7:00-9:00

World Politics
This course gives a week by week interpretation of international news and a survey of the factors underlying those events. The course includes not only an historical survey of the factors "behind the scenes" in international events, but also presents an analysis and evaluation of the sources of news and a study of the "news behind the news" in international relations.

A survey course in current literature.

Tuesday—7:00-9:00

Dramatics
A course in the reading and presenting of plays. The course includes unit in play selection, character makeup, properties, pantomime, interpretation, coaching, and practical acting.

Art Courses

Drawing I (First Semester)
Tuesday and Thursday—7:00-9:00
Drawing from living models, stressing action, rhythm, form, character, anatomy, and pattern. Construction of the head in light and shade. Interesting and unusual still-life problems in perspective and composition. Adapted to the elementary and advanced pupil. Mediums: charcoal, pencil, crayon, and ink. Laboratory Fee, $2.00.

Wednesday—7:00-9:00

Drawing II (Second Semester)
Tuesday and Thursday—7:00-9:00
Advanced figure composition for illustration. Water color will be the principal medium used. A fundamental course leading to other branches of art. Laboratory Fee, $2.00.

Design (First and Second Semester)
Monday and Wednesday—7:00-9:00
A course of design principles and color theory and their application to crafts, home and clothing. Laboratory Fee, $1.00 each semester.

Tuesday and Thursday—7:00-9:00

A practical course of instruction including pen and ink lettering, show card writing, advertising layout, black and white illustration and poster design. A year's course with new registration acceptable the second semester. Laboratory Fee, $1.00 each semester.

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

Art Appreciation (Second Semester)
Tuesday and Thursday—7:00-9:00
A general survey course touching upon the important art periods, namely: Egyptian, Greek, Renaissance, and Modern, as evidenced by painting, sculpture, and architecture. Laboratory Fee, $1.00.

General Crafts (First and Second Semester)
Monday and Wednesday—7:00-9:00
Tuesday and Thursday—7:00-9:00
A course consisting of designs applied to block-printing, leather-tooling, book-binding, wood-carving, chair-caning, and batik. The following articles may be made in the course: hand-blocked Christmas cards, wall-hangings, cushions, luncheon sets, leather-tooling purses, book-covers, bill-fold, desk sets; the binding of books and magazines: carved figures and toys, re-seating of chairs. Laboratory Fee, $1.00 for each semester.

Tuesday—7:00-9:00

Pottery (First and Second Semester)
Tuesday and Thursday—7:00-9:00
A year's course in pottery, stressing the design, the various processes, and the glazing of pottery pieces. Its purpose is to give training in self-expression, accuracy, and the appreciation of commercial potential. The class routine consists in hand-building, casting and pouring, glazing, and firing the kiln. The courses will be beneficial to homemakers, teachers, and art students. A course in design is urged as a prerequisite for this work. Laboratory Fee, $1.60 a semester.

Art Metal (First Semester)
Monday and Wednesday—7:00-9:00
A year's course in weaving, textile construction, analysis of tapestry andloom weaving, and the processes of warping and threading the loom for plain and pattern weaves. Rugs, scarfs, runners, pillow tops and bags are articles made. Materials to be purchased by the student. Laboratory Fee, $1.00.

Art Metal (Second Semester)
Monday and Wednesday—7:00-9:00
The second semester of Art Metal will include copper, brass, pewter and metal. The methods used are beating, etching, soldering, plating, reaving, and finishing. It is possible to finish bowls, plates, book ends and candle holders in this course. Laboratory Fee, $2.00.

Wooling (First Semester)
Tuesday and Thursday—7:00-9:00
A practical course in wooling, textile construction, analysis of tapestry andloom weaving, and the processes of warping and threading the loom for plain and pattern weaves. Rugs, scarfs, runners, pillow tops and bags are articles made. Materials to be purchased by the student. Laboratory Fee, $1.00.

Wooling (Second Semester)
Tuesday and Thursday—7:00-9:00
Problems in stick, double, and summer and winter weaves, and the execution of original designs in tapestry weave. Materials to be purchased by the student. Laboratory Fee, $1.00.
Home Decoration (First and Second Semester)
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 each semester.

Costume Design (First and Second Semester)
Tuesday and Thursday—7:00-8:00
Principles of design and color theory as applied to clothing, and actual experiments with the textures and colors for individual types, are units of the work. Interesting highlights of the course are outside lectures on such subjects as Make-up, Foundations, Shoes and Millinery. No prerequisites. —Laboratory fee, $1.00, each semester.

Fashion Illustration (First and Second Semester)
Tuesday and Thursday—7:00-9:00
This course will be of particular value for those engaged in advertising, selling or commercial art work. It includes a study of the fashion figure; techniques in pen and ink, wash, charcoal and crayon; mechanical processes, such as Ben Day, Ross Boards, spatter brush, air brush and methods of reproduction. Lay-out, rendering of textures and sketching from a model are phases of this work. Prerequisites: Design or Drawing. —Laboratory fee, $1.00 each semester.

Amateur Photography (First and Second Semester)
Monday and Wednesday—7:00-8:00
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 each semester.

Commercial Retouching (Second Semester)
Tuesday and Thursday—7:00-9:00
Courses 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
All commercial courses, unless otherwise indicated, will continue for two semesters; a registration fee of $1.00 will be charged for each semester.

Shorthand In
Monday and Wednesday, Section I, 7:00-8:00
Section II, 8:30-9:00
Intensive theory course of the Gregg Shorthand Functional Method. The first semester covers Volume I; the second semester, Volume II. Instruction and Practice in typewriting will be given during the second hour. Requires one year to complete the theory.

Shorthand Ib
Monday and Wednesday—7:00-8:00
Intensive two-hour theory course of the Gregg Shorthand Functional Method for students who have a typewriting speed of 40 words per minute. The first semester covers Volume I and part of Volume II; the second semester, completion of Volume II and beginning dictation followed by one-half hour of transcription.

Shorthand IIA
Tuesday and Thursday—7:00-9:00
Rapid review of first eighteen units and completion of the Gregg Manual, including some beginning dictation followed by one hour of typewriting. Requires one year of night school to complete the manual from this point. A typewriting ability of from 10 to 15 words per minute on straight material will be required.

Shorthand IIb
Tuesday and Thursday, Section I, 7:00-8:30
Section II, 7:30-9:00
Continuous review of the manual. Speed: 60-75 words per minute on new material followed by one-half hour of transcription. A typewriting ability of 30 words per minute on straight material will be required.

Shorthand IIIa
Tuesday and Thursday, Section I, 7:00-8:30
Continuous review of the manual. Speed 75-85 words per minute on new material, followed by one-half hour of transcription. A typewriting ability of 50 words per minute on straight material will be required.

Shorthand IIIb
Tuesday and Thursday, Section I, 7:00-8:30
Section II, 7:30-9:00
Continuous review of the manual. Speed 85-100 words per minute on new material followed by one-half hour of transcription. A typewriting ability of 40 words per minute on straight material will be required.

Shorthand IV
Tuesday and Thursday—7:00-8:30
Advanced dictation (no review of principles). Speed: 100-120 words per minute on new material. A typewriting ability of 50 words per minute on straight material will be required.

Court Reporting
Monday—7:00-9:00
Prerequisites—ability to take dictation at the rate of 120 words per minute. The course includes: (1) review of Gregg Shorthand Manual; (2) study of legal vocabulary; (3) dictation of legal material; testimony from trials, jury charge, congressional record, and other legal subjects; (4) study of shortcuts and phrases used to increase reporting speed; (5) rules on court procedure.
Accounting  
Tuesday and Thursday—7:00-8:00
Principles of cost accounting, auditing, income tax, and C. P. A.
Problems are some of the subjects covered.

Business Correspondence  
Tuesday and Thursday—8:00-9:00
A study of the various general principles back of good business
letters such as: orders, inquiries, acknowledgements, credits, collections,
applications, sales, and follow-up. Prerequisite—four year high school
English course or its equivalent.

Commercial Law  
Tuesday and Thursday—8:00-9:00
This course covers an elementary study of contracts, negotiable
instruments, market transactions, partnerships, and corporations.
The purpose of the course is to acquaint the student with the law of the
various fields as it relates chiefly to business transactions.

Advertising (First semester)  
Tuesday—7:00-8:00
Principles of psychology of advertising; an analysis of the store,
nature, and community. A study of advertising appeals, type sizes,
cats, copy writing, and the preparation of mailing lists.

Psychology of Selling  
Offered Second Semester Only
This course will cover the general principles of selling that may be
related to any type of work.

Banking Courses

Trusts II  
Tuesday—7:00-8:00

Money and Banking  
Tuesday—7:00-8:00

Banking Fundamentals  
Tuesday—7:00-8:00

Home Economics Courses

Foods I  
Tuesday and Thursday—7:00-8:00
(First Semester)—Unit I
Foods I is planned to meet the needs of the business girl or home-
maker who has had little or no experience in meal preparation. This
unit includes canning, jelly making, conserves and marmalades. Empha-
sis will be placed on the preparation of breakfasts, including fruit
cooking, egg cooking, biscuits and doughs, beverages and breakfast
service.—Laboratory fee $1.00.

(Second Semester)—Unit II
Lunches—dishes, such as soups, salads, vegetables, desserts, plain
pastry, cookies and cakes, meats and meat substitutes will be offered
in this unit. Lunchrooms will be prepared and served.—Laboratory fee
$1.00.

Foods II  
Tuesday and Thursday—7:00-8:00
(First Semester)—Unit I
Prerequisites: Foods I or its equivalent. This course consists of the
preparation of foods for family and company dinners, including vege-
table cooking, meat and poultry, fish, pastry, cakes, salads and pudd-
ings.—Laboratory fee $1.00.
Laboratory fee $1.50.

Foods III—Monday and Wednesday—7:00-9:00
This course is planned for boys and young men who are interested in learning how to be successful in the art of baking. Thorough training will be given in the preparation of batters and doughs, rolls, bread, quick breads, plain and fancy pastry, cookies, cakes, and doughnuts. Suggestions and recipes which may be used for large quantity cookery in restaurants, cafeterias or camps, will be available.
Laboratory fee $1.00 each semester.

Foods IV—Tuesday and Thursday—7:00-9:00

Baking—(First and second semester)
Training in Food Salesmanship for restaurants and tea rooms will be offered in this unit. This will include table setting, meal service, seating the customer, menu planning, care of equipment, and preparation of beverages. Home employment training also will be given in this unit.

Nutrition—Thursday—7:00-9:00
(First semester)
The purpose of this unit is to give a thorough knowledge of nutrition as a basis for food selection. Topics to be covered are: definition of nutrition; weight and nutrition; food constituents essential to good nutrition; vitamins; food requirements; diet deficiencies; dangers of so-called "dieting"; eating for body needs; attaining correct weight by intelligent methods. This is a lecture and discussion course and is open to anyone interested.

Food Buying—Thursday—7:00-9:00
(First semester)
Food buying or marketing is planned for the woman who does the buying for the family. Some of the topics to be covered are: woman's responsibility as a buyer of food; supply and demand; quality; bulk or package food; how grades and brands in foods aid in efficient marketing; purchase of fruits, vegetables, dairy products, eggs, poultry, meat, canned goods; pure food laws.

Table Service—Tuesday—7:00-9:00
(First semester)
Table service and etiquette is offered for those interested in learning the correct tea service for both the formal and informal occasion. Selection of china, glassware, silverware and linens is included.

Menu Planning—Tuesday—7:00-9:00
(Second semester)
The menu planning course is open to anyone interested in planning meals. Topics given include seasonality, meal patterns, food costs, balanced meals, menus for family meals, party luncheons, dinners, and buffet luncheons.

Home Management—Wednesday—7:00-9:00
(First semester)
The Home Management course is planned to aid homemakers in understanding and guiding the development of the different members of the family. Management of time, labor and income will be considered.

Home Nursing—Thursday—7:00-9:00
(First and second semester)
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.

Parental Education Courses

Parental Education I—Tuesday—7:00-9:00
(First semester)
This course is a study of methods of training in basic habits for the pre-school child, and the guidance for happy adjustment and character training, the understanding of new attitudes, new ambitions and social relationships for the school age child. Round table discussions of group problems will be included.

Parental Education II—Tuesday—7:00-9:00
(Second semester)
These interested in adolescence and family relationships will find help in this course, which is a study of the changes taking place during adolescence and the influence they have on the conduct of the child, as well as the study of the effect of family life on the conduct and development of the child in the home. This class will be conducted on the lecture and discussion plan with round table discussion of group problems.

Clothing Courses

Clothing I—Thursday—7:00-9:00
(First and second semester)
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 pockets. A practical application of problems will be made by students on the following garments: step-ins, brassiere, slip, pajamas or gown, and a simple house dress.

Clothing II (Needlework)—Monday—7:00-9:00
(First and second semester)
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 them to other things later. Motifs and designs are offered in class. These patterns are copied on thin paper to be transferred to fabrics later with carbon paper. All the various stitches are taught, such as needlepoint, Italian hemstitching, cutwork, tatting, Swedish weaving, and crewel work.
Clothing III (Pattern Alterations)  
(First semester)  
Monday—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)  
(First and second semester)  
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)  
(First semester)  
Wednesday—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)  
(First and second semester)  
Wednesday—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 layette.

Clothing VII (Remodeling)  
(First and second semester)  
Wednesday—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)  
Tuesday, Section I, 7:00-9:00  
Thursday, Section II, 7:00-9:00  
(First and second semester)  
It is the aim of this course to teach the students to knit any garment they wish to knit, without the aid of instructions, and also to follow any instruction book, if so desired.

Clothing IX (Advanced Dressmaking)  
Tuesday and Thursday—7:00-9:00  
(First and second semester)  
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.

Music Courses

Madison Civic Symphony Orchestra  
Tuesday—7:30  
Dr. Sigfrid Prager, Conductor, Vocational School, Room 30  
Performs symphonies, symphonic poems, overtures, and other representative works of the entire orchestral repertoire; assists at opera and oratorio performances.

Vocational Concert Orchestra  
Thursday—7:30  
Mr. John L. Ench, Conductor, Vocational School, Room 30  
Studies and performs standard works of the orchestral repertoire.

Madison Civic Chorus (Mixed Voices)  
Monday—7:30  
Dr. Sigfrid Prager, Conductor, Vocational School, Room 30  
Performs oratorios and cantatas of outstanding composers of all nations.

Maennerchor (Male Voices)  
Wednesday—8:00  
Mr. Alexius Haas, Conductor, Turner Hall  
Sings part songs, in English, of the standard choral repertoire.

Trade and Industry Courses

Auto Engine Diagnosis  
Tuesday—7:00-9:00  
A course for auto mechanics who wish to acquaint themselves with latest motor analyzing equipment.

Barber Science  
Monday—7:00-9:00  
A course for master and journeyman barbers who wish to acquaint themselves with latest motor analyzing equipment.

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

Bricklaying  
Tuesday and Thursday—7:00-9:00  
Blueprint reading and estimating, fireplace and arch details, and strength of materials for workers in the bricklaying trade. Material fee, fifty cents.

Carpentry  
Blueprint reading, conventions, plan reading and estimating, and house planning for journeyman carpenters. The time and evening will be announced later.

Drafting  
Tuesday and Thursday—7:00-9:00  
Preliminary drawing and conventions, machine drawing, architectural drawing for building trades, and house planning. Material fee, fifty cents.
Electricity  
Tuesday and Thursday—7:00-9:00

The following units will be offered: essentials of electricity and magnetism; experiments in Ohm's Law, cells, and batteries; wire splicing; signal and light circuits; safety codes; motor work.

Electricity

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

Machine Shop  
Monday and Wednesday—7:00-9:00
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 and master 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.

Steamfitting (Applied Welding)  
Thursday—7:00-9:00

Pipe welding and cutting for steamfitters. Fee: $4.00 per semester.

Safe Driving  
Thursday—7:00-9:00

A semester course on proper driving under varying traffic conditions, starting, steering, signaling, parking, rules of the road, care of the car, tire changing, recognition of breakdowns.

Welding (Gas and Electric)  
Tuesday—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. Fee: $4.00 per semester.

Woodwork  
Monday and Wednesday—7:00-9:00
Tuesday and Thursday—7:00-9:00

Bench and machine woodwork, cabinet making, wood turning, and wood finishing. Material fee depending on project made.