The Madison Vocational and Adult Education School

Day School Courses

Day School Bulletin issued under the direction of

The Board of Vocational and Adult Education
Madison, Wisconsin
September 1938
SCHOOL CALENDAR FOR 1938-1939

Monday, September 12, 1938—School opens

Thursday and Friday, November 3-4, 1938—School closes for Milwaukee meeting of Wisconsin Education Association

Thursday and Friday, November 24-25, 1938—School closes for Thanksgiving recess

Saturday, December 17, 1938, to Monday, January 2, 1939, inclusive—School closes for Christmas vacation

Tuesday, January 3, 1939—School re-opens

Friday and Saturday, February 10-11, 1939—School closes for meeting of Southern Wisconsin Education Association

Friday, April 7, and Saturday, April 15, to Sunday, April 23, 1939, inclusive—School closes for spring vacation (Easter)

Monday, April 24, 1939—School re-opens

Tuesday, May 30, 1939—School closes for Memorial Day

Friday, June 16, 1939—End of school year

MADISON VOCATIONAL AND ADULT EDUCATION

SCHOOL

BOARD OF VOCATIONAL AND ADULT EDUCATION

S. G. Scanlan, President
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General Information

The Madison Vocational and Adult Education School is a public school and is open to all residents of the City of Madison who are over fourteen years of age.

This school is free to all Madison residents excepting in such courses that carry a regular laboratory fee for the materials used in the course.

ENROLLMENT

Students may enroll at any time. This is a worker's school and its program of studies is arranged to meet the individual needs of the students as well as the contingencies of employment and unemployment.

ADULT COURSES

There are courses for young people and adults. There are courses for those who have not completed high school, for those who have completed high school, and for those who have attended college.

NON-RESIDENT STUDENTS

A limited number of non-resident students can be enrolled. A tuition fee of 50 cents per day is collected.

ATTENDANCE

A close check-up is kept on the attendance of all students, including the adults. Adult students absent for three consecutive times without being excused will be withdrawn and other students admitted in their places. This is necessary because of the great demand for the use of the school's equipment and to eliminate any who are not serious about their work. Those who must be absent are requested to call Badger 2361, so that they will not be withdrawn from classes.

PLACEMENT

Students who have completed their courses of training and can be recommended by their supervisor and teachers will be referred to positions when available. Calls for students who wish for employment while attending school come to the Placement Office, and if you wish to secure such employment you should call at the Guidance and Placement Office, Room 107.

RECORDS

Grades will be issued at the end of each quarter. Grades of all students will be mailed by the school to the parent or guardian. Permanent records of all students' work are kept in the Director's office and may be obtained at any time by a student for reference or educational purposes.
HIGH SCHOOL CREDITS

Adult students wishing to secure high school credits for work done in the Vocational School will take this matter up with the Director before enrolling in the courses. Otherwise, no high school credit can be granted.

Art Courses

COMMERCIAL ART

A practical course offered to young adults who are interested in advertising as a vocation. Spacing, arrangement, techniques and reproduction processes together with the psychology of public appeal will be stressed. Placements are made for those who do exceptional work. Laboratory fee—$1.75 a semester. Daily, 1:30-4:00.

RETAIL SHOW-CARD WRITING

See description under Distributive Trades. Daily, 8:00.

COMMERCIAL LETTERING

Offers practical training in lettering emphasizing alphabetical forms; origin, development of various alphabets; present day tendencies; fundamental principles; modern methods; mediums used; lettering and use of color. Daily, 8:00-11:00.

FASHION ILLUSTRATION (First and Second Semester)

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 Wood, water color, air brush and methods of reproduction. Lay-out, rendering of textures and sketching from a model are phases of this work. Prerequisite: Design or Drawing. Laboratory fee—$2.00 each semester. M W F, 2:30-4:00.

ART I (Freehand drawing for trade boys)

A semester course for trade boys. This course includes problems in rapid sketching of familiar objects, form and solidity, light and shade, freehand perspective. Media: Pencil, charcoal, crayon. A correlation course with mechanical drawing, drafting, and pattern work. Although planned essentially for trade boys, this course is open to anyone interested in elementary drawing. Daily, 8:00.

ART II (Advanced freehand drawing)

This course is open to students who have had art training or can present work showing special aptitude. Still life, landscape, quick figure sketching for subject matter; color theory, advanced mechanical drafting, varied techniques included. Media: water color, gouache, lithographic pencil, pastel, dry paint. Prerequisites: ART I or equivalent. Daily, 8:00-9:30 or 2:30.

ART III (Design)

This course involves a study of design principles and color theory, particularly as they apply to commercial art, composition, and crafts. Naturalistic forms are stylized for decorative uses. Border designs, unit designs, surface patterns, decorative maps, and commercial material are created. Natural forms, geometric forms, architectural detail are sources of inspiration. Media: Pen and ink, tempera, air brush, cut paper, block print, water color. Prerequisite: ART I or equivalent. Daily, 1:00-2:30.

ART IV (Advanced Design, second semester)

One of the most varied courses in art work, it is a finding class for art students. Commercial illustration, cartoon and caricature work, surface patterns for fabrics, wall-paper and other commercial usage, programs, menus, letterheads, Christmas and greeting cards, monograms and other problems to meet individual needs are offered. Color theories, composition, techniques, reproductive methods and commercial material are studied. Media: Pen and ink, water color, tempera, gouache, air brush. Prerequisites: ART I, APPLIED ART I, or equivalent. Daily, 1:00-2:30.

COSTUME DESIGN

Suggested correlated courses: Pattern Drafting, Clothing Selection.

This course is open to anyone interested in designing clothing or accessories for personal or professional problems. The course includes: a study of figure types, current silhouettes and fashion trends; principles of design and color theory as applied to costume design; inspirational, historical and foreign influences; clothing accessories, millinery, and related subjects. Methods of dressmaking, quality and rendering in wash or color, on paper, are taught. Textiles, colors and fabrics for actual experiments are available as well as a miniature model for draping. Individual problems given special consideration. Notebook required. M W F, 5:30-6:00.

INTERIOR DECORATION (Adult)

A course for adults dealing with the more practical aspects of interior decoration; style trends in furniture, problems of location; style of architecture as it affects furniture and interiors, furniture arrangement, background and window treatments, floor coverings, illumination, pictures, accessories, continuity in decorating. The course is supplemented by illustrative material, new periodicals, books, use of the Balletpic and lantern slides. Field trips. Notebook required. Th, 2:30-4:00.

ART SEMINAR

A lecture and discussion course concerning occupational opportunities in the art field, preparation, and methods of entering specialized fields, salaries, etc. Outstanding people in commercial art fields today will be discussed. Art training as an aid and requisite in other fields explained. This course contains nine lectures. Tu, 12:00.

APPLIED ART I (Design for home economics girls)

A course planned primarily for home economics girls to acquaint them with the importance of good design in everyday life. Principles of design, color theory and composition are given as they relate to architecture, furniture, costume, weaving, table arrangement, and other related subjects. Problems in applied design include: monograms (suitable for linens, towels, dresses, etc.), book sets, canister sets, waste baskets, wooden plaques, boxes, desk sets, decorative belts, copper etched bracelets, Christmas cards, designs for quilt squares, embroidery patterns, etc. Notebook required. Daily, 1:00-2:30.

APPLIED ART II (For girls, second semester)

This is a semester course for girls in the home economics department. The third quarter is devoted to home planning (two days a week), home furnishing (two days a week), and picture study (one day a week). The various types of home architecture and furniture are considered as well as wall finishes, curtains, rugs, and accessories. The aim of the course is to give the student criteria for selecting a home and its furnishings from the standpoint of practicality and beauty.

APPLIED ART III

Weaving for the home economics girls offered the fourth quarter. An elementary course in loom weaving which includes the making of a sampler in various weaves such as plain, twill, herringbone, laid-in, satin and pattern in order to gain an appreciation and knowledge of cloth and fabric structures, and the weaving...
of a belt, purse, and runner in order to apply design principles, color and weaving techniques. Daily, 10:15-11:45.

**TRADE DESIGN**

A brief survey of trends in industrial design for the boy who is majoring in trade and industry. Phases stressed: background of industrial design; hand craft versus machine craft; personalities in the field, streamline, symbol of today; transportation design; color in business. Pictures and slides illustrate points made in discussion. Th, 11:00.

**ART METAL**

For the junior student in the trade and industry department for one semester. Design principles are studied and applied to boxes, ash trays, and book ends, in copper, brass, and pewter. Two or three problems in silver are included in the course for boys who have exceptional ability. Laboratory fee—$75. Daily, 1:00.

**ART METAL (Adults)**

A course for adults who wish a knowledge of various processes, the use of tools, and art metal design. Work is done on copper, brass, and pewter. Processes used are etching, soldering, plating, raising. Objects made are plates, boxes, bowls, pitchers, trays, candleabra. Students purchase their own materials. Laboratory fee—$1.15 per month for use of tools and molds. M W F, 1:45-4:00.

**POTTERY (Adults)**

A beginning course in ceramics which covers the essential processes in the making of pottery: coil method, hand building, pouring, glazing, surface enrichment, placing and firing the kiln. Each person completes at least ten pieces. Laboratory fee—$3.25 per piece. Th, 1:45-4:00. First semester only.

**MODELING (Adults)**

A beginning course in modeling which covers the making of small animal figures, masks, heads, and the human figure. Originality and creative ability are developed. Chip moulds, two and three part moulds, casting, and the various finishes of plaster are included. Laboratory fee—$1.35 per model. T Th, 1:45-4:00. Second semester only.

**HOOKED AND BRAIDED RUGS**

A study of the old and modern hooked rug for inspiration. Original designs and color schemes planned to fit a certain place in a particular room in your home. Discarded materials recommended. Laboratory fee—$1.00. Tu, 2:30.

**WEAVING I (Adults)**

For the homemaker, craftsman, teacher or camp instructor. An elementary course in weaving which includes plain and overshot Colonial techniques; linen weaves, laid-in and tapestry weaves developed through original design and color schemes; draft writing and cloth analysis. M W F, 1:45-4:00.

**WEAVING II (Adults)**

Advanced problems in unusual weaves such as stick weaving, Navajo, Danish lace weave, tapestry weave on four harness looms. Summer and winter, bronson, and double weave on six and eight harness looms. T Th, 2:30-4:00.

**PHOTOGRAPHY I (Adults)**

Offered to students over 18. An elementary course in photography which includes processes involved in taking pictures, developing and printing of films, reducing and enlarging of prints. Camera required. Laboratory fee—$2.00. M W F, 2:30-4:00.

**GENERAL CRAFTS I**

A finding course for the student under 18 offering instruction in wooden bead work, leather tooling, chair caning, and block printing. Daily, 9:30-11:00.

**GENERAL CRAFTS II (Adults)**

A class planned to meet the needs of the young adult, the homemaker, the youth and camp leader, and the craftsman. Instruction is given in the following crafts: block printing, book binding, halcyon; pillow craft; wood carving; hat work; leather tooling; and chair caning. Materials furnished by the student. Laboratory fee—$6.00. Daily, 1:00-2:30.

**STAGE CRAFT**

This class will be offered in conjunction with the course in Dramatics. Phases of the work include: history of the stage, scenery, planning sets for plays under discussion in Dramatics class, color and lighting, make-up, costumes, and mask making. See Studio Period, Tu, 2:30.

**STUDIO PERIODS**

Informal periods open to students in which outside work, rush orders, or creative ideas and problems can be worked out. Supervision will be given if desired. Part of the studio program will be devoted to the building and painting of stage sets and scenery for school plays by those interested in stage craft. Material for individual projects to be purchased or purchased by the student. Daily, 11:00, T Th, 2:30-4:00.

**COMMERCIAL COURSES**

**INTENSIVE SECRETARIAL COURSE FOR FULL-TIME STUDENTS ONLY**

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<tr>
<th>Course</th>
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<tr>
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<td>Typewriting I</td>
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<td>Business English</td>
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<td>Study (for Shorthand Preparation)</td>
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**STENOGRAPHY AND OFFICE TRAINING COURSE**

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SHORTHAND

SHORTHAND I
Intensive Course (6 months). Full time.
Texts Required: Gregg Shorthand (Functional Method) Volumes I & II, Functional Method Dictation.
Classes meet twice a day with a required study period intervening. Volumes I and II are covered in the first quarter of the school year. A third period is required for transcription before the end of the first quarter. Dictation speed of 100 words per minute and transcription speed of 50-40 words per minute to be reached at the end of six months.

SHORTHAND II
Half-time course
Texts Required: Gregg Shorthand (Functional Method) Volumes I & II.
Shorthand I is a theory course which requires one semester for completion. The course is taught by the functional method. Writing begins at the end of six weeks and dictation from new material is given when the first 70 assignments are completed. Dictation for transcription is introduced during the last two or three weeks of the course.

Typewriting Technique

TYPEWRITING I (First semester)
Aim: to develop the highest skill in the most economical way.
1. Operation of Typewriter
   a. Learning parts, as used
   b. Mechanical manipulation of each part, including paper insertion and removal, carriage return, use of shift key
2. Correct posture
3. Keyboard learning, beginning with home position keys, followed by the other characters as related to home keys. The most common combinations of from two to five letters are practiced and a thorough coverage of the thousand most frequently used words (Hirn's list) is completed.
   There is little waste in skillfully learning such commonly used material. Proper stroking is carefully developed in this procedure.

ACCOUNTING COURSE
One Year—Two Semesters

First Semester

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<td>Bookkeeping I</td>
<td>Typewriting</td>
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<td>Typewriting</td>
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THIRD PERIOD IS REQUIRED FOR TRANSCRIPTION BEFORE THE END OF THE SIXTH MONTH.
4. From the "word stage," sentences and paragraphs are taken.
5. Timed tests are given, including practical material; and figures are carefully brought into use. Accuracy is stressed as the only basis for successful typewriting. A writing rate of 30-35 words per minute for five or ten minutes.
6. The student is taught care of machine, cleaning, and oiling, and ribbons are changed.
7. Horizontal and vertical placement
8. Simple letter set-up is presented.

**TYPEWRITING II (Second semester)**

Texts Required: Stuart Typing, Complete

This period is given over to learning the practical applications of typewriting. Fluent, easy writing should have been attained.

1. Various phases of correspondence are learned
   a. Envelopes
   b. Different letter styles
   c. Folding and insertion
   d. Carbon copies
   e. Enclosures
   f. Postal cards

2. Tabulation
   a. Simple
   b. Medium
   c. Difficult
   d. Index cards
   e. Rough draft
3. Many kinds of placement problems, designs, title page, table of contents, menus, etc.
4. Legal forms
5. Stencils
6. A very definite speed accomplishment: 40-45 words per minute for ten and fifteen minutes

**TYPEWRITING III**

Texts Required: Stuart Typing, Complete

A year's work in typing is necessary to enter this course. A rate of approximately 35 words per minute is also required. Letter and envelope set-up, carbon copies, cutting stencils and operation of the mimeograph, tabulation, care of the machine, including changing ribbons, your drafts, and dictation directly to the machine are given. In addition, exercises for speed building and practice in writing numbers are included in the course.

**OFFICE PRACTICE**

Open to advanced shorthand and typing students. Minimum typing speed of 35 words per minute is required.

Information about and practice in performing clerical and stenographic duties. Discussion of methods of finding employment, of courses, and of proper conduct in an office. Instruction in the operation of duplicating machines and the Dictaphone; practice in setting up legal documents, making several carbon copies, and typing tables, rough drafts, and other types of special set-up.

Each student is required to furnish paper, carbon, stencils, and other laboratory materials.

**BOOKKEEPING I**

Texts Required: Bookkeeping for Today, Elementary Course—Elwell

This is a one-semester course aimed to give the student a thorough knowledge of the fundamental steps in the bookkeeping cycle; namely: journalizing, posting, trial balance, business statements, and closing the ledger. The student becomes familiar with the special journals, notes, interest, as well as the uses of the usual business forms. This course covers the work up to Set 3 in the text.

**BOOKKEEPING II**

Texts Required: Bookkeeping for Today, Elementary Course—Elwell; Bookkeeping for Today, Advanced Course—Elwell.

This is a one-semester course and has as a prerequisite Bookkeeping I, or two sets of books. Here the students are given work in drafts, trade acceptance, cash and merchandise discounts, notes and insurance reserves, accruals, and controlling accounts. The partnership type of business organization is used in this course. Sets 3, 4, and 5 are completed.

**BOOKKEEPING III**

Texts Required: Bookkeeping for Today, Advanced Course—Elwell.

This is a one-semester course and requires at least one year's previous training in bookkeeping. In this course corporate organization is introduced in an elementary way; depreciation is studied; functional accounts for single, as well as departmental business are presented; the combination Cash Journal (in use in almost all small retail establishments) is thoroughly covered; as well as classification of accounts. Sets 6 and 7 are completed.

**BOOKKEEPING IV**

Texts Required: Bookkeeping for Today, Advanced Course—Elwell.

In this course the aim is to acquaint the student with the more complex corporation problems, statement analysis, and comparative statements. The voucher system of keeping records in a manufacturing business is the basis of the set work. Set 8 is completed in this semester.

**ACCOUNTING**

Texts Required: (Depends upon course followed)

A thorough knowledge of bookkeeping principles or two year's bookkeeping training is a prerequisite to this course. In this course the work is all individual, and the methods and desires of the students are fulfilled as far as is possible. Work in advanced accounting, C.P.A. problems, cost accounting, federal income tax, and auditing is presented if an enrollment of ten students in each course is secured.

**MACHINE BOOKKEEPING**

A course designed to train operators of the Elliott-Fischer and Burroughs Bookkeeping machines. Between 50 and 90 hours of practice are necessary to train a student to become a good operator of any one machine. The operation of the listing adding machine is also taught in this course to those students desiring such instruction.

**MACHINE CALCULATION**

**CALCULATING I**

A nine-week introductory course to the Comptometer and Burroughs Calculator, covering two and three column touch addition, multiplication from right and left of keyboard, subtraction, and short division. This course is not planned to train operators, but to acquaint students with the fundamental operations of the above machines, and to test their aptitude for and interest in the work.

**CALCULATING II**

An intensive course approximately three hundred hours in length to train operators of the Comptometer and Burroughs Calculator. To complete this course students must finish the 185 lessons
in the textbook and must attain a designated standard of speed and accuracy. Students should take Calculating I before Calculating II to determine whether or not they have a liking or an aptitude for the work before specializing in it. It is advisable for students who can not maintain a grade of at least 85 in Calculating I to take Calculating II. This course also trains operators of the Marchant and Monroe Calculators.

FILING
A nine-week course in Correspondence Filing. The course is divided into seven units as follows: (1) Rules for alphabetizing and their application by the use of 200 cards; (2) Study of filing supplies and filing equipment; (3) Methods of filing and practical application by the use of 76 miniature letters and filing trays—alphabetical, numeric, and geographic; (4) Cross filing; (5) Charge methods; (6) Follow-ups.

COMMERCIAL GEOGRAPHY
A course in geographic spelling and placement—cities, states, capitals, rivers, famous places, and natural scenes. It reviews cities and ports of the world—exports, imports, and our economic relationship and political importance to the welfare of the world.

BUSINESS LAW
BUSINESS LAW (Offered first semester)
Texts Required: Commercial Law—Halvey.
The course covers a study of Contracts, Negotiable Instruments, Market Transactions, and Business Organizations. It is conducted as a combination of lectures, text material, cases, and discussion of problems.

COOPERATIVE ECONOMICS
COOPERATIVE ECONOMICS (Offered second semester)
A cooperative economics is a survey of the cooperative movement in various European countries and America; a study of its historical development and its social and economic implications. The several forms in which cooperative enterprise has taken are studied, such as: Credit Unions, Consumers Co-op, Producer Co-op, Marketing Co-op, and Co-op Housing, Co-op Medicine. A critical comparison is made between cooperation and various other economic theories.

BUSINESS ENGLISH
BUSINESS INFORMATION
A course in English for general office workers and stenographers. This course offers information on the following five units: Stocks and Bonds, Building and Loan, Insurance, Business Psychology, and General Merchandising. In addition to information on these units, the technical language or general business terms used in the modern office are taught. No text book is required. The information is gathered from current literature.

BUSINESS CORRESPONDENCE
A course in English for general office workers and stenographers. Emphasis is placed on form, appearance, set-up. Essential qualities of business writing: consideration, compactness, correctness, character, cheerfulness, and conviction. Student learns how to write: orders, inquiries, sales letters, credit and collection letters, adjustments, and applications.

ENGLISH FOR STENOGRAPHERS
Text Required: Business English Projects—Samuels (Eleven Booklets)
This course is based on errors made in transcription classes. The aim is to correct these errors. Includes punctuation, spelling, word usage, syllabication, vocabulary building, sentence structure, grammar, interpretation of meaning, use of the dictionary to verify spelling, and any other material that is found necessary as the class progresses.

Distributive Trades Course
One Year—Two Semesters

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<th>Second Semester</th>
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<tr>
<td>Retail Show-Card Writing</td>
<td>5</td>
<td>Retail Advertising</td>
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<td>Merchandise Facts</td>
<td>5</td>
<td>Grocery Retailing</td>
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<td>Store Arithmetic</td>
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<td>Current Retail Problems</td>
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RETAIL SELLING (Offered first semester)
This course deals with the fundamental tools necessary to successful selling in any kind of store. It includes store operation and procedures, selling techniques, and a study of the customer. Units are included on making change, operating a cash register, and detecting counterfeit money.

MERCHANTISE FACTS (Offered first semester)
A course designed for those who see the customer and sell the merchandise to discover selling points. Covers the entire field from Dry Goods to Hardware with the exception of Groceries. The course is designed to give the student an understanding of the merchandising in the store.

CURRENT RETAIL PROBLEMS (Offered first semester)
A survey of current retail problems as they arise and are dealt with in numerous trade journals and current periodicals. Includes the study of recent vocabularies of selling as well as tested selling sentences. A unit is included on modern methods of telephone selling.

RETAIL SHOW-CARD WRITING (Offered first semester)
A course designed for those who sell the customer and sell the merchandise. A survey of current retail show-card writing together with the most recent developments in the field. Includes the fundamentals of construction of standard show-card styles of lettering, principles of layout, arrangement, color, and show-card advertising principles.

STORE ARITHMETIC (Offered first semester, second quarter)
Includes those arithmetic skills which are used in any store. The aim is to develop the student to the point of quickly calculating such problems as fractions, percentages, discounts, mark-ups, mark-downs, turn-over, and inventory.

DIRECT SELLING (Offered first semester)
A course designed for those who sell the customer and sell the merchandise. A survey of the following are included: paying monthly, paragraph information, gaining the interview, the approach, the sales presentation and demonstration, meeting objections, closing the sale, personality in salesmanship.

WINDOW AND STORE DISPLAY (Offered second semester)
The selling values of various forms of display used in the retail store, such as window, ledge, table, and aisle displays. The necessity
of building displays that sell; manufacturers' display helps; window demonstration; types of display; getting effect through lighting, arrangement, and background.

RETAIL ADVERTISING (Offered second semester)
Includes the following: the value of advertising the field of retailing; utilizing manufacturers advertising; collecting data for advertisements; mediums of advertising; advertising as applied to special forms of retailing such as: the department store, the chain store, the large city, the small town.

This course will present the facts about groceries so that the student will understand what is being sold in the grocery store. It will also include a study of those retailing processes, procedures and systems pertinent to the grocery store.

General Courses

ENGLISH

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

ENGLISH II
A second-year course for foreign-born residents. The course continues the work begun in English I. After completing English II, the average student is able to read American newspapers and books and to express himself fairly well both in written and spoken English. This course also includes a unit for those who wish to get their citizenship papers.

ENGLISH III
A course in applied grammar. This course places emphasis upon the correct use of the several 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
An advanced course in composition and review of the fundamentals of applied grammar. This course will prove useful to any persons (especially stenographers) who wish to take a thorough review of the principles of sentence construction, punctuation, capitalization, paragraphing, and spelling.

ENGLISH
A course which emphasizes the "style" side of writing. The course devotes considerable attention to methods of developing variety of expression, of developing smooth transition between the parts of a composition, and of giving sentences, paragraphs, and themes a unique tone.

JOURNALISM AND WRITING
An advanced course in writing. This course includes practice in the writing of short stories, poetry, news articles, editorials, special feature articles, and columns. This is a laboratory course in writing. The class work grows out of the daily written work done by the students.

LITERATURE II
A course in favorite American authors and stories. The course includes the reading of such popular writers as Zane Grey, Booth Tarkington, Zona Gale, Edna Ferber, Hamlin Garland, Will Rogers, Mark Twain, Jack London. Throughout the year's course, the stu-

LITERATURE III
A survey course of current literature suitable for young men and women. The name of this course might very well be "What to Read and How to Find It." The course is intended primarily for students who attend school one day a week.

LITERATURE IV
A survey course in the literature of various parts of the world. The students read stories written by authors of Germany, Norway, Sweden, Spain, Russia, France, Italy, Denmark, and the British Isles. Short stories make up the bulk of the reading. The course is intended primarily for part-time students.

LITERATURE V (For adults)
A course in modern American literature. This course survey's currently appearing novels, short stories, and poetry. The class works out a set of standards of judging literature and critically examines current books in the light of these standards. The text material of the course consists of current magazines, newspapers, and recent books.

LITERATURE VI (For adults)
A course in world literature. This course, conducted somewhat like Literature V, surveys European authors and books. While much emphasis is given to current world literature, some time is devoted to the classical writings. The author's personal background and the spirit of the time in which he wrote receive attention. Specialists from the music, art, and dramatics staff of our school cooperate in presenting each unit of the course.

PUBLIC SPEAKING
This course emphasizes the type of "public speaking" that the average person is called upon to do in committee meetings, unions, conferences, clubs, and similar smaller groups. The course includes units on planning the speech, gathering the material, and delivering the speech. The following common types of speeches are studied: acceptance speech; nomination speech; after-dinner speech; welcome speech; sales speech; and presentation speech. Some attention is also given to the interpretation of poetry, declamations, and orations.

DRAMATICS
A course in the reading and presenting of plays. The course includes units in make-up, properties, pantomime, interpretation, and stage technique. Staff members from the Art Department will cooperate in presenting the practical stage craft work. See description of Stage Craft course given under Art Department Courses.

MATHEMATICS

MATHEMATICS
All mathematics courses in our school are taught on an individual 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.

SOCIAL SCIENCE AND CITIZENSHIP

SOCIAL SCIENCE AND CITIZENSHIP
A study of the ways in which people make a living. The course gives the student a method of studying critically many vocations. The purpose of the course is to help the student choose a life work.

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SOCIAL SCIENCE I
The story of a pioneering state. The course reviews interesting incidents in the history of Wisconsin from early territorial days up to the present time.

SOCIAL SCIENCE II
A course in the history of industry. This course opens with a discussion of some recent changes in the way we live a living. The influence of inventions and discoveries upon our everyday living receives attention.

SOCIAL SCIENCE III
A course in elementary economics. This course consists of a series of thirty lessons in economics for beginners and attempts to explain questions such as these: How are wages determined? What is the meaning of the term "wages"? What are some causes of "good times" and "hard times"? How is business organized and managed?

SOCIAL SCIENCE IV
A course in government for part-time students. This course is usually given during the years that the state legislature and the national congress are in session. The students study the everyday working of their state and national governments by watching the problems which come up for discussion before the lawmakers and the methods which the lawmakers follow in solving those problems.

SOCIAL SCIENCE V (For adults)
A course in current social economic problems which the people of America are facing today. The readings and discussions are based upon current books, magazine articles, and newspapers. The course answers the question "What is new in the news?"

SOCIAL SCIENCE VI
An advanced course in economics. The course includes a study of basic economic problems of distribution, production, and exchange. Some attention is given to economic terms such as rent, wages, price, and value. The course closes with a comparative study of several theories which have been currently proposed as remedies for society's economic ills.

UNITED STATES HISTORY
This course parallels the usual American history course given during the senior year of the high school. It is intended primarily for students who are completing their high school courses while in attendance at the Vocational School. It is open, however, as an elective to other Vocational School students.

SCIENCE

GENERAL SCIENCE I
A one-year's course covering units on air, water, heat, magnetism, electricity, mechanics, elementary chemistry, physiology, and elementary biology. The course answers questions such as these: "What is 'hard' water?" "How is food digested?" "What do we mean by yeast in baking?" "What makes the wind blow?" "How do we predict weather changes?" "Why do we use oxygen and acetylene in welding metals?"

CHEMISTRY
This course parallels the average chemistry course usually given in the typical high school.

CHEMISTRY OF NURSING (For adults)
This course is given to students who are contemplating the study of nursing or who are planning to become laboratory technicians in a doctor's or a dentist's office. The work includes some physiological chemistry, a study of the actions of medicines, and some training in analysis.

HIGH SCHOOL CREDIT COURSES

FOODS COURSES

FOODS I
This course is a two-period laboratory class meeting every day. It is a basic study of food preparation, the principles of food cookery, and the elementary study of nutrition. It is worked out in two units—the breakfast, and the luncheon or supper. Breakfasts consist of the various sub-units of fruits, beverages, cereals, eggs, and bacon and bread stuffs. Luncheons are sub-divided into units on soups, main hot-dishes, vegetables, batters and doughs, salads and simple desserts. Each unit is followed by a series of meals which are planned, prepared, and served by the students.

FOODS II
Foods II is a two-period laboratory course based on dinners, table service, hospitality cookery, and food preservation. The dinner unit includes a study of what a dinner menu should contain; how to prepare and serve such foods. Emphasis is laid on the duties of a host, a hostess, and a guest. Menus are also prepared and served for a buffet supper, a tea, a picnic and a card party to give the students experience in the art of entertaining and being entertained.

FOODS FOR THE PART-TIME STUDENT (First year)
Food preservation, including cold pack and open kettle methods and jelly making, is studied in this course. A unit on vegetable and meat cookery is given. These are followed by home baking; how to prepare and serve quick breads, yeast breads, pies and cakes; how to plan meals according to the needs of the various groups represented in the home; oven menus; pressure cooker menus; low cost meals. This unit is for the student who is working and attends school one day a week. Part-time Student (Second year)
More advanced methods of food preservation are studied and applied; the important points in vegetable cookery are emphasised. This is followed by planning and preparing typical breakfasts, luncheons, dinners, teas, buffet suppers, picnics, card parties and the like. The latter part of the course is devoted to invalid cookery; its value, problems and importance. This is for the older student who is working, who has completed the part-time first year work and who attends school one day a week.

FOODS V
This course is given to students who are contemplating the study of nursing or who are planning to become laboratory technicians in a doctor's or a dentist's office. The work includes some physiological chemistry, a study of the actions of medicines, and some training in analysis.

FOODS VI
A full schedule of high school courses in mathematics, English, science, and social science is offered. Any student desiring high school credit for their work at the Vocational School must first make arrangements with the Director's office before enrolling in the course. These courses are open to adult students only.

Home Economics Courses

These courses are open to boys as well as girls.

FOODS I
This course is a two-period laboratory class meeting every day. It is a basic study of food preparation, the principles of food cookery, and the elementary study of nutrition. It is worked out in two units—the breakfast, and the luncheon or supper. Breakfasts consist of the various sub-units of fruits, beverages, cereals, eggs, and bacon and bread stuffs. Luncheons are sub-divided into units on soups, main hot-dishes, vegetables, batters and doughs, salads and simple desserts. Each unit is followed by a series of meals which are planned, prepared, and served by the students.

There are two classes of beginning foods. One is planned for the full-time student from 15 to 17 years in age. The other is planned to meet the needs and desires of the junior, adult, also, the prospective homemaker or the young homemaker. Both classes are open to boys as well as girls.

FOODS II
Foods II is a two-period laboratory course based on dinners, table service, hospitality cookery, and food preservation. The dinner unit includes a study of what a dinner menu should contain; how to prepare and serve such foods. Emphasis is laid on the duties of a host, a hostess, and a guest. Menus are also prepared and served for a buffet supper, a tea, a picnic and a card party to give the students experience in the art of entertaining and being entertained.

Food preservation includes jelly making, jams, preserves, conserves, pickles, and relishes. This course is for students who have completed Foods I or its equivalent.

FOODS FOR THE PART-TIME STUDENT (First year)
Food preservation, including cold pack and open kettle methods and jelly making, is studied in this course. A unit on vegetable and meat cookery is given. These are followed by home baking; how to prepare and serve quick breads, yeast breads, pies and cakes; how to plan meals according to the needs of the various groups represented in the home; oven menus; pressure cooker menus; low cost meals. This unit is for the student who is working and attends school one day a week. Part-time Student (Second year)
More advanced methods of food preservation are studied and applied; the important points in vegetable cookery are emphasised. This is followed by planning and preparing typical breakfasts, luncheons, dinners, teas, buffet suppers, picnics, card parties and the like. The latter part of the course is devoted to invalid cookery; its value, problems and importance. This is for the older student who is working, who has completed the part-time first year work and who attends school one day a week.

FOODS V
This course is given to students who are contemplating the study of nursing or who are planning to become laboratory technicians in a doctor's or a dentist's office. The work includes some physiological chemistry, a study of the actions of medicines, and some training in analysis.

FOODS VI
A full schedule of high school courses in mathematics, English, science, and social science is offered. Any student desiring high school credit for their work at the Vocational School must first make arrangements with the Director's office before enrolling in the course. These courses are open to adult students only.
good state of nutrition; food constituents essential to good nutrition; vitamins; food requirements; adequate dietetics; diet deficiencies; eating for body needs; saving and maintaining proper weight by intelligent methods.

The nutrition unit forms the basis for the menu planning unit which includes factors affecting daily diet; personal likes and dislikes; what constitutes a good meal; suitable combinations; wisc expenditure; meal patterns; food costs; balanced meals; menus for family meals; menus for the party luncheon, dinner, buffet supper; low cost meals; use of left-overs in attractive ways. This course is planned for the advanced full-time and half-time student and for the high school graduate who attends full-time or half-time.

CLOTHING COURSES

CLOTHING I

Clothing I is designed to meet the needs of the person who has had little or no training in clothing construction. It is a two period course. The course is planned so that it will meet the needs of the beginning full-time or half-time student. The morning section is for the younger student and the afternoon section for the high school graduate or junior adult.

The use and care of the sewing machine is stressed; fundamental processes in sewing, such as seams, hems, pleats, and neck finishes are emphasized. Good workmanship is aimed for in this unit. The garments constructed are undergarments, slips, pajamas, and a cotton dress.

CLOTHING II

This course is intended for those who have satisfactorily completed Clothing I or its equivalent. Construction processes include slip stitching, seam finishing, set-in sleeves, neck finishes, bound buttonholes, pockets of various types. Selection of materials and designs are stressed. Some fabric study is given. Garments to be constructed are: cotton school dress, silk blouse, wool skirt, spectator's sport dress.

CLOTHING III

The advanced student, attending half or full time, will find this course to meet her needs. It will include a study of wool, silk and rayon. Some pattern alteration is given; also time is devoted to the care and repair of clothing. Such garments as a silk or wool afternoon dress, suit or coat with lining, a formal dinner or evening dress, and a remodeling problem are in the course.

CLOTHING SELECTION

Designed for the student who wishes to acquire a knowledge of the fundamental principles of Clothing Selection. It includes the principles of design and color, and a study of their application to different types of individuals; a study of color and its influence on the human figure to clothing design; appropriate combinations in dress; individual clothing budget; and the study of fashion as related to the clothing industry.

CONSUMER EDUCATION

This course might be called "How to Spend Your Dollar." It includes the study of advertising, the problem of where, when and how much to buy. It also includes the buying of specific commodities as food, clothing, drugs, cosmetics, rugs, household linens, furniture, and household equipment. This course is limited to those majoring in home economics. It is intended for all students, on the theory that every student is a consumer and wants to get his money's worth.

RELATED COURSES

HOME ECONOMICS FOR BOYS

The purpose of this course is to help the boy meet his personal problems in a changing world. It concerns the individual needs of the boy, such as the selection and care of clothing, foods and nutrition, earning and spending money, and also the subject matter that will assist the boy in his relations with other people.

This course is given one period a week for a semester. It is taken up from the standpoint of the present with a view to the future. A class is organized for the boy from 16 to 17 years old, and it is comprised of ten people. There will be one organized for junior adults.

HOME LIVING I (First semester)

This course is for the beginning full-time or half-time student and includes the following three units:

(1) Personal Hygiene and Improvement—demonstration, discussion and notebook work. Hygiene of bathing, hygiene of clothing, selection of food for health and beauty, care of hair, skin, teeth, hands and nails, proper choice and use of makeup, use of deodorants, importance of personal appearance are some of the topics stressed.

(2) Health and Safety. Includes study of individual's responsibility in protecting health of home, school, and community. Health schedules and charts developing right living habits. Safety devices and organizations.

(3) Social Uses and Courtesy. Social customs at home, at school and in the community; conduct in public places; proper introductions; table manners and etiquette.

HOME LIVING II (Second semester)

This course is for the beginning full-time or half-time student, and consists of the following three units:

(1) Family Relationships which includes the use of leisure time, hobbies, crafts, home and community responsibilities, family vacations, art of making friends, sharing care of home, family life, family adjustments.

(2) Care of children which includes the training of the young child, his food, habits, health habits, games and play in the family.

(3) Pre-school Child, including the responsibility in establishing good habits of eating, sleeping, dressing and personal care. Daily.

HOME MANAGEMENT I

Home Management I is for the beginning student who attends half or full time and includes the following: getting along with people, scheduling and management problems, equipment of the kitchen and laundry, laundry problems, and use of leisure time.

HOME MANAGEMENT II

This course is for the advanced full-time or half-time student or for the high school graduate. Topics covered are responsibilities of homemakers, management of time and labor, income management, housing and home equipment.

HOUSING

This course precedes in houseplanning and furnishing given in the Art Department. The housing course includes such things as: essentials of good housekeeping; functions of the home; pointers that pall of fatigue and irritation; electric convenience outlets; arrangement of equipment and working space; and adequate yard space.

HOME EMPLOYMENT I

The student attending half and full time and who is a beginning student will find this course adapted to her needs. It includes per-
personal qualities and relationships, responsibilities of employees, table service, care of the home and management problems.

HOME EMPLOYMENT II
This course is for the older student who is working and attends school one day a week or for the employed girl over 18 years who wishes training for her work. There is one forty-five minute period for discussion and demonstration and it includes the following: personal qualities and relationships, value of home service, keeping your job, employer and employee relationships, table service, management problems, daily and weekly schedules, clearing problems, and care of children.

Two periods a week are given to laboratory work, which includes food preparation. Emphasis is placed on planning time and division of labor, and serving of meals. Principal units covered are food preservation, vegetable cookery, salads, baking, egg and cheese dishes, soups and supper dishes, deep fat frying, ices, and sandwiches, and hospitality. The school apartment is used in giving this training.

RELATED SCIENCE (For the part-time student)
This course is planned for the part-time student and is given one day a week. It consists of a study of problems arising in the home and how they may be handled to the best advantage. Problems relating to the various methods of food preparation, bacteria, yeasts and molds in the house, labor-saving devices and how to clean various materials, how to remove stains and other similar problems arising in home laundry. The course is worked out on a two-year basis and rotates every year.

HOME EMPLOYMENT COURSES
This is a training program for those girls who wish to prepare themselves for household work. All the courses are offered daily and upon successful completion of the program, a certificate is awarded. Courses are as follows:

PERSONAL QUALITIES AND EMPLOYER-EMPLOYEE RELATIONSHIP
Some of the topics covered in this unit are: personality traits; code of behavior; practice answering telephones, receiving telegrams, special delivery letters; practice answering the doorbell; planning a working costume; and standards.

HEALTHFUL AND PERSONAL HYGIENE
This is a lecture and discussion unit and includes the following: an understanding of the physical fitness in wage earning; appreciation and importance of a well-groomed appearance; study of economy through illness; good food habits; table service, care of teeth, nails, and hair.

TABLE SERVICE
This unit is given daily for one quarter and opportunity is given for practice in the homeworking apartment. Some of the material given is as follows: appreciation of good china, silver, crystal, and linen; setting the table for formal and informal style of service; rules of table service; plan and practice carrying out schedules for the things to be done during the serving of each course for various menus. Actual practice will be given in serving four or more people in the amount for each meal: family breakfast, luncheon, dinner, informal luncheon, including guests, buffet supper or luncheon, informal dinner including guests and formal dinner including guests.

FOODS AND MEAL PREPARATION
This course is given two periods and daily, and is planned to give the pupil practice and training in food preparations for break-
CLOTHING IV (Elementary Dressmaking)

Before entering Clothing IV, beginning sewing or its equivalent should have been completed. A review of the care and use of the sewing machine and the making of seams and plackets will be given. Some of the processes included are seams, plackets, collars, sleeves, fastenings, belts, and bound buttonholes. The garments to be made are house dresses, blouses, skirt, linen or voile dresses.

CLOTHING V (Clothing Selection and Fabric Study)

This unit is helpful for the people who do their own sewing as well as for others who have made ready-to-wear garments. The following topics include some of the material to be included in the unit: the human figure and posture, line in relation to the figure, color and its relation to dress, personal color chart, clothes for different personalities, clothes for different occasions, accessories, French and American designers, fabric study, care and repair of clothing. Each student will make a chart showing selection of garment, color of material, type of material, and type of accessories best suited to her personality, and figure.

CLOTHING VI (Children's Garments)

This unit consists of a study of special problems in the selection and making of children's clothes. Selection of suitable patterns and materials, seam finishes, making and applying collars, setting in different types of sleeves, making plain or tailored plackets, worked and bound button holes, patch and slot pockets will be given special attention. The snipping and finishing stitches will be applied on cotton or silk dresses. Costs, suits, and dresses may be made for boys or girls from old garments. Garments made from new material are: pajamas, slips, rompers, sunsuits, play dresses, smocks, dresses, suits for the small boys, and infant's layettes.

CLOTHING VII (Remodeling)

It is essential that members of the class have had elementary dressmaking or its equivalent, and pattern alteration before entering the remodeling class. Instructions will be given on the preparation of the garment for class work, combinations of color and fabrics, selection of design and pattern, combinations of new and old materials, selection of garments suitable for remodeling. In addition to the remodeling of garments, costs may be refined.

CLOTHING VIII (Decorative Stitches and Knitting)

This course affords the student an opportunity to become familiar with various forms of art needlework. The course consists of special lectures and instruction in decorative stitches, embroidery, hemstitching, crocheting, tatting, and knitting. The work is based on the needs and problems of the members of the class.

CLOTHING IX (Advanced Dressmaking)

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 or formal dresses, jacket suits and coats. Special emphasis will be placed on adjustment of pattern to fit the figure, finishing of the garment, selection of seams and plackets, neckline finishes, set-in and raglan sleeves, pockets, hem finishes and application of trimming. Proper methods to use in pressing various kinds of materials will be discussed and demonstrated.

COSTUME DESIGN COURSE

This course is given in collaboration with the Art Department and is planned for those people interested in design. This course involves the selection to give the pupil an understanding of structural lines; clothing construction to give practice handling fabrics; color and design to gain an understanding of line in relation to the figure. Costumes are designed in the Art Department, and the pattern altered in the pattern alteration class and then as a final problem, the garment is made in the construction class.

MENU PLANNING

The nutritional needs of the body in relation to menu planning are considered. General policies in menu planning, food lists, and failure are included. The planning of properly balanced family meals for the various seasons, using leftovers in attractive ways, and the company menus are some of the features of this course. Other topics included are meal patterns, food costs, menus for the party luncheon, dinner, buffet supper.

MARKETING OR FOOD BUYING

This course is planned to help the housewife in the buying of food. Some of the topics covered are responsibility as a buyer of food, supply and demand, quality, bulk or packaged food; type of store; how grades and brands in foods aid efficient marketing; determining the food to be purchased; purchasing specific foods, as cereals, fruits, vegetables, dairy products, eggs, poultry, meat; canned foods, pure food laws.

TABLE SERVICE

Table service and etiquette is offered to homemakers and others interested in learning the correct service for all occasions. The service for both family and company luncheons and dinners with maid service and without maid service are stressed. The correct tea service for both the formal and informal occasions, as well as the service for buffet spreads are given. Lecture, discussion and demonstration methods are used in this course. Several meals are served in the apartment. Selection of china, glassware, silverware, and linens is included.

HOME MANAGEMENT

This course is planned to aid homemakers in securing the best development of the different members of the family. As a working basis for management problems, the following steps to a well-managed home will be considered: a study of the needs of the family; the planning of the family budget, and a consideration of the resources; the making of a plan and living by the plan; a check on the results; a perfection of the plan—and you have the well-managed home. This includes management of time, labor, and income, which of course takes in budgeting.

CONSUMER EDUCATION

This course might be called "How to Spend Your Dollar." It includes the study of advertising, the problems of where, when, and how much to buy; the buying of specific commodities as food, clothing, drugs, cosmetics, rugs, household linen, furniture, and household equipment. A study will be made of undenieries, labels, and guaranties compared with values received by the consumer.

NUTRITION

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; what the indications of a good state of nutrition are; weight and nutrition; what may affect the individual's state of nutrition; food constituents essential to good nutrition; vitamins; food requirements; diet deficiencies; dangers of so-called "dieting"; eating for body needs; correcting and maintaining correct weight by intelligent methods. This is a lecture and discussion course and is open to anyone interested.

HOUSING

This will be offered two periods one day a week the first semester, and precedes the interior decorating course given in the Art Department. Housing will be considered from the standpoint of
FOODS COURSE

The Adult Foods Courses are organized in two groups: one plan is that of the short unit given three days a week, Tuesday, Wednesday, and Friday. These would enable one to finish a specified amount of work, four or five units, in nine weeks or one quarter, by attending three days a week. The other plan is offering a unit of work for one day a week, Monday, for nine weeks and thus completing one unit in nine weeks.

FOODS I (First Quarter)

The first three weeks are concerned with an introductory unit, preservation of foods and jelly making. Nutrition is offered for three weeks and is planned to give a knowledge of nutrition as a basis for food selection. It is concerned with the food needs of the family, protective foods, food habits, food principles, vitamins and minerals, diet deficiencies and dangers of so-called "dieting."

General cooking and vegetable cookery complete this quarter's work. The general cookery is a basic course including beverages, batters and doughs, white sauces, custards and puddings, and sauces. Cereals of vegetables and vegetable plates are given. T W F.

FOODS II (Second Quarter)

This quarter's work starts with the unit on poultry, which includes selection, preparation for roasting, carving and serving. Following this are quick breads, yeast breads, cookies, cakes and pastry. Christmas cookies are prepared preceding the holiday season. The pastry unit includes batter, plain and puff pastry, and the crumb pies. T W F.

FOODS III (Third Quarter)

Meat and fish cookery are offered including the following material: selection of meat; meat cutting demonstration; principles of meat cookery; preparation of both tender and less tender cuts; and use of left overs. Fish is prepared in a variety of ways. Appetizers and salads come next. French, mayonnaise, boiled and fruit salad dressing are prepared. Salads as the main dish as well as salads to be served with luncheons and dinners are a part of this unit.

Casserole dishes and one-dish meals complete this unit.

FOODS IV (Fourth Quarter)

Low cost meals is the first unit in this course and includes the planning and preparation of adequate, well-balanced meals with a minimum of expenditure. Both simple and fancy doughnuts form the second unit. Dinner rolls for the home meal as well as the company luncheon and dinner are given. Some of the more fancy doughnuts to be made are meringues, torte, ice box doughnuts and other frozen desserts. Table service and hospitality finishes this course. Opportunity is given to make direct application of some of the work in the preceding units as well as to develop ability in the management of meal preparations. All types of serving are given and those in which the group are particularly interested are stressed.

For the adults who can attend but one day a week, the following units are offered on Monday:

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<th>Quarter</th>
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<tr>
<td>First quarter</td>
<td>General Cookery</td>
<td>Vegetable Cookery</td>
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<td>Second quarter</td>
<td>Baking Cookery</td>
<td>Salads</td>
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Music Courses

PIANO I

This introductory course is planned to give the pupil a knowledge of treble and bass clefs, the meaning of sharps, flats and accidentals, the first elements of transposition, a considerable amount of finger independence, and the ability to play musically in the keys of C, G, D, and E. Daily, 9:30 or 1:00.

PIANO II

This course is a continuation of Piano I. Special attention is given to rhythm problems, to develop finger independence, left-hand independence, and melody playing. The chromatic scale, as well as the scales of B flat, E flat, A flat and D flat, is introduced. T W T F, 11:00.

HARMONY

This is a laboratory course in music writing. Special attention is given to analysis and to keyboard work. A study is made of the building of rhythm, melodies, chords, and the combining of these into phrases and periods. Finally the fashioning of these into complete compositions. Daily, 1:45.

MIXED CHORUS (a capella)

Membership in the chorus, while open to all students in the school, is conditional upon a successful try-out. The group provides an opportunity for developing correct singing, understanding, and enjoyment of a finer type of choral music. M W F, 10:15.

SIGHT-READING OF MUSIC

A series of lessons and lectures designed to develop the faculty of thinking in tones; to train ear and eye that we may learn to sing and play what we hear and see; and to appreciate not only the melodic effects of music, but the harmonic and rhythmic as well. T Th, 10:15 or M W F, 2:30.

REED AND BRASS INSTRUMENT CLASSES

This work is organized into two sections for beginning and advanced students.

The class material is grouped under three headings:

Part I—teaching the elementary technique of the instruments themselves.

Part II—teaching the foundations of ensemble playing—tone quality, intonation attack, release, shading, phrasing, and total balance.


Trade and Industry Courses

ARCHITECTURAL DRAFTING

This course aims to develop a background for students who plan to enter the building trades or the occupation of architectural drafting. Problems of interest designed to meet individual needs are developed around the following subjects: lettering; building conventions and symbols; detailed building construction; dwellings, estimating; and structural drafting, as well as an extensive vocabulary of building terms. 8:00-11:00 and 3:00-4:30.
AUTO MECHANICS

Beginning students are given a thorough general course on automotive mechanisms, units and their functions. A semester of advanced instruction on overhauling of engines and chassis repair follows the beginning unit. For those planning to enter the trade a semester of work on the electrical units and motor analysis is required. A unit on safe driving and rules of the road is available to older students. 8:00-11:00.

BLUEPRINT READING AND MECHANICAL DRAFTING

Students who have had little or no drawing need this course in order to become good mechanics in any trade. In several months the students learn the following: to use drawing tools; to use materials; the application of conventions and symbols; lettering; and the interpretation of blueprints. By the end of the semester the student is well along in projection drawing and freehand sketching. 8:00-11:00 and 1:00-4:00.

ELECTRICITY

The first semester in elementary electricity deals with the application of theory and laws involved in the functions of electrical apparatus and equipment by means of units in circuits, paralleling of equipment, and series circuits. An introduction is given to the fundamentals required in the general field of electricity, in order to provide a better understanding of the various laws. The advanced semester deals with electrical motors and generators of both direct and alternating types, loads, efficiencies, costs, maintenance, and operation. In this work the student develops ability to apply principles involving conductivity, capacities, and heat to electrical apparatus. 8:00-11:00.

MACHINE DRAFTING

Students desiring to work ahead in any trade need machine drafting. Problems of interest to meet individual needs are built around the following subjects: standard screw threads; detail and assembly drawing; notes and material lists used in working drawing; use of handtools; bills of materials; cams and gears; pattern drafting; materials of machine design; tool, fig, and die design. 8:00-11:00 and 1:00-4:00.

MACHINE SHOP

The machine shop beginning course aims to give the student the ability to use and care for hand tools and to understand the operation of machine tools. The advanced semesters provide practical projects on such machines as the lathe, drill press, milling machine, shaper, and grinder. A vocabulary of shop terms, types and treatment of metals and their alloys, safety practices, and the use of references material and handbooks further the training of the student towards entry into the trade. 8:00-11:00.

MILLWORK

A two-semester course in millwork is available to those students who have completed the course in woodwork. During the first semester the student can prepare himself to operate and care for woodwork machinery. Experience in layout of shaper knives, circle and hand saw fitting, bond saw braising, surfacer and jointer knife fitting, mill orders and stock routing on practice projects is provided during the second semester. 8:00-11:00.

PRINTING

The first semester of printing consists of elementary composition, proofreading, and simple lookup problems. During the second semester the student is given advanced composition, complex lookup as well as elementary platen presswork. Presswork, page makeup, and makeready are given the third semester along with simple binding processes. The fourth semester consists of general work with the student taking jobs through to completion. Linotype operation and maintenance are given to those who have successfully completed the above courses. Newspaper makeup, head writing, and design and color are also offered. 8:00-11:00.

RADIO

At least two semesters of work in the electrical laboratory are necessary for the student to accomplish the work set up in the radio course. This course provides problems in application of Ohm's law and in mathematics as well as training in figuring currents, resistances, series circuits, and paralleling of circuits. It provides operating practice and methods and rules for securing a government license. 8:00-11:00.

SHEET METAL

A course of study covering the essential operations and processes used in the sheet metal trade. This course includes the making of practical and useful articles and projects in galvanized sheet metal, tin plate, black iron, and blue annealed iron. Radial and parallel line development, triangulation, and short methods in layout are applied to furnace, air conditioning, roofing, and cornice work. 8:00-11:00.

OXY-ACETYLENE WELDING

This course covers the fundamentals of welding and cutting and includes the welding of all kinds of metals in common use today. Ornamental iron work and pipe welding are included in this course. Materials fee 8:00-11:00.

ELECTRIC ARC WELDING

This course offers the essential operation and processes involved in both AC and DC welding, with practice work on the various types of joints and positions of welding. Actual repair jobs are done to test the welder's skill. Oxy-acetylene welding is a prerequisite to this course. Material fee 8:00-11:00.

WOODWORK

After a prerequisite course in bench woodwork the following advanced units may be taken: cabinet making; carpentry; pattern making; wood finishing; and wood turning. One semester in bench woodwork qualifies for the following operations: use and care of woodworking tools; selection and layout of stock; construction of common joints; bench work; gluing; and project making. 8:00-11:00.

TRYOUT COURSES

These courses are arranged for the younger students who has not had any trade experience. They are informational in character and are part of the school's vocational guidance program in that they aid young students in selecting wisely the vocation they wish to follow. The student is given various school shop and laboratory experiences for a period of six weeks each during his first year in school. After the Pursues courses which are adapted to the needs of his particular choice. 1:00-3:15.

APPRENTICESHIP

Courses for young workers who have entered skilled trades as apprentices are offered in many types of work. These courses have been developed to fit the needs of each trade. Apprentices attend school four hours per week during the entire term of apprenticeship. Related technical, scientific information, and safety instruction, in addition to the everyday trade, are stressed in such trades as auto mechanics, barbering, beauty culture, bricklaying, carpentry, drafting, electricity, foundry, machine shop, painting and decorating, pattern making, plumbing, printing, and sheet metal.
BARBER SCIENCE
Work that is supplementary to the daily occupation as well as new skills in manipulative processes required in scalp and facial treatment, care of equipment, and treatment of skin diseases. Units are covered in anatomy, formulas, sanitation, salesmanship, and trade ethics.

BRICKLAYING
Blueprint reading, fireplace and arch details, estimating quantities, preparing mortar, and manipulative skills in applying mortar and laying brick on all types of construction.

CARPENTRY
This course for apprentices is designed to supplement actual daily work on the job with the necessary theory in mathematics, blueprint reading, rafter cutting, light frame construction, principles of forming, use and care of tools, and the building code.

FOUNDRY
The offering in this course includes such essential mathematics, drawing, science, and metallurgy required in the foundry in actual practice.

MACHINE SHOP
This course is designed to supplement daily work on the job with theory in mathematics, oral English, shop sketching, mechanics, shop terms, and economics.

PAINTING AND DECORATING
Included in this course are painting practice to develop manipulative skill, science, theory, color harmony, design, making and applying stencils, wall papering, and safety regulations.

PLUMBING
Theory of plumbing, plumbing practice, mathematics, related science, state code, blueprint reading, and safety regulations.

PRINTING
Mathematics, English, and design related are covered as well as actual technical manipulative skills in hand composition, imposition, and presswork. A unit on the linotype is included in the last year's work.

SHEET METAL
This course allows the apprentice to supplement actual daily work in the development of skills in the use of hand and machine tools and metals. Safe practices, welding, and air conditioning applications are stressed.
The Madison Vocational and Adult Education School

Day School Courses

Day School Bulletin issued under the direction of

The Board of Vocational and Adult Education

Madison, Wisconsin

September 1938
SCHOOL CALENDAR FOR 1938-1939

Monday, September 12, 1938—School opens

Thursday and Friday, November 3-4, 1938—School closes for Milwaukee meeting of Wisconsin Education Association

Thursday and Friday, November 24-25, 1938—School closes for Thanksgiving recess

Saturday, December 17, 1938, to Monday, January 2, 1939, inclusive—School closes for Christmas vacation

Tuesday, January 3, 1939—School re-opens

Friday and Saturday, February 10-11, 1939—School closes for meeting of Southern Wisconsin Education Association

Friday, April 7, and Saturday, April 15, to Sunday, April 23, 1939, inclusive—School closes for spring vacation (Easter)

Monday, April 24, 1939—School re-opens

Tuesday, May 30, 1939—School closes for Memorial Day

Friday, June 16, 1939—End of school year
HIGH SCHOOL CREDITS

Adult students wishing to secure high school credits for work done in the Vocational School will take this matter up with the Director before enrolling in the courses. Otherwise, no high school credit can be granted.

Art Courses

COMMERCIAL ART

A practical course offered to young adults who are interested in advertising as a vocation. Spacing, arrangement, techniques, and reproduction processes together; with the psychology of public appeal will be stressed. Placements are made for those who do exceptional work. Laboratory fee—$1.75. Daily, 1:30-1:50.

RETAIL SHOW-CARD WRITING

See description under Distributive Trades. Daily, 8:00.

COMMERCIAL LETTERING

Offers practical training in lettering emphasizing alphabetical forms; origin, development of various alphabets; present day tendencies; fundamental principles; modern methods; mediums used; layout and use of color. Daily, 8:10.

FASHION ILLUSTRATION (First and Second Semester)

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 Wood, spatter brush, air brush and methods of reproduction. Layout, rendering of textures and sketching from a model are phases of this work. Pre-requisites: Design or Drawing. Laboratory fee—$1.00 each semester. M W F, 2:30-4:00.

ART I (Freehand drawing for trade boys)

A semester course for trade boys. This course includes problems in rapid sketching of familiar objects, form and solidity, light and shade. Freestyle perspective. Media: Pencil, charcoal, crayon. A correlation course with mechanical drawing, drafting, and pattern work. Although planned essentially for trade boys, this course is open to anyone interested in elementary drawing. Daily, 8:00.

ART II (Advanced freehand drawing)

This course is open to students who have had art training or can present work showing special aptitude. Still life, casts, landscape, quick figure sketching for subject matter; color theory; advanced mechanical processes and elements. Media: Water color, gouache, lithographic pencil, pastel, dry paint. Prerequisites: ART I or equivalent. Daily: 8:00-9:30 or 9:45.

ART III (Design)

This course involves a study of design principles and color theory, particularly as they apply to commercial art, composition, and crafts. Naturalistic forms are stylized for decorative uses. Border designs, unit designs, surface patterns, decorative maps, and commercial material are created. Natural forms, geometric forms, architectural detail are sources of inspiration. Media: Pen and ink, tempera, air brush, cut paper, block print, water color. Prerequisites: ART I or equivalent. Daily, 9:30-11:00.

ART IV (Advanced Design, second semester)

One of the most varied courses in art work, it is a finding class for art fields. Commercial illustration, cartoon and caricature work, surface patterns for fabrics, wall-paper and other commercial usage, programs, menus, letterheads, Christmas and greeting cards, mono-grams and other problems to meet individual needs are offered. Color theories, composition, techniques, reproductive methods and commercial materials are studied. Media: Pen and ink, water color, tempera, gouache, air brush. Prerequisites: ART I, ART II, or equivalent. Daily, 1:00-3:00.

COSTUME DESIGN

Suggested correlated courses: Pattern Drafting, Clothing Selection.

This course is open to anyone interested in designing clothing or accessories for personal or professional problems. The course includes: a study of figure types, current silhouettes and fashion trends; principles of design and color theory as applied to costume design; inspirational, historical and foreign influences; clothing accessories, style development, millinery, and related subjects. Methods of drafting and rendering in wash or color, on paper, are taught. Textiles, colors and fabrics for actual experiments are available as well as a miniature model for draping. Individual problems given special consideration. Notebook required. M W F, 3:30-4:00.

INTERIOR DECORATION (Adult)

A course for adults dealing with the more practical aspects of interior decoration; style trends in furniture, problems of location, style of architecture as it affects furniture and interiors, furniture arrangement, background and window treatments, floor coverings, illumination, pictures, accessories, continuity in decorating. The course is supplemented by illustrative material, new periodicals, books, use of the Ballotoplan and lantern slides. Field trips. Notebook required. Tu, 2:30-4:00.

ART SEMINAR

A lecture and discussion course concerning occupational opportunities in the art field, preparation, methods of entering specialized fields, salary, etc. Outstanding people in commercial art fields today will be discussed. Art training as an aid and requisite in other fields explained. This course contains nine lectures. Tu, 12:00.

APPLIED ART I (Design for home economics girls)

A course planned primarily for home economics girls to acquaint them with the importance of good design in everyday life. Principles of design, color theory and composition are given as they relate to architecture, furniture, costume, weaving, table arrangement, and other related subjects. Problems in applied design include: monograms (suitable for linens, towels, dresses, etc.), book and purse sets, canning sets, waste baskets, wooden plaques, boxes,.databinding, decorative belts, cooper stiched bracelets, Christmas cards, designs for quilt squares, embroidery patterns, etc. Notebook required. Daily, 1:00-2:00.

APPLIED ART II (For girls, second semester)

This is a semester course for girls in the home economics department. The third quarter is devoted to home planning (two days a week), home furnishing (two days a week), and picture study (one day a week). The various types of home architecture and furniture are considered as well as wall finishes, curtains, rugs, and accessories. The aim of the course is to give the student criteria for selecting a home and its furnishings from the standpoint of practicability and beauty.

APPLIED ART III

Weaving for the home economics girls offered the fourth quarter. An elementary course in loom weaving which includes the making of a sampler in various weaves such as plain, twill, herringbone, laid-in, satin and pattern in order to gain an appreciation and knowledge of cloth and fabric structures, and the weaving
of a belt, purse, and runner in order to apply design principles, color and weaving techniques. Daily, 10:15-11:45.

TRADE DESIGN
A brief survey of trends in industrial design for the boy who is majoring in trade and industry. Phases stressed: background of industrial design; hand craft versus machine craft; personalities in the field; streamline, symbol of today; transportation design; color in business. Pictures and slides illustrate points made in discussion. Th, 11:00.

ART METAL (Adults)
For the junior student in the trade and industry department for one semester. Design principles are studied and applied to boxes, ash trays, and book ends. Two or three projects in silver are included in the course for boys who have exceptional ability. Laboratory fee—$7.50. Daily, 1:00.

ART METAL (Adults)
A course for adults who wish a knowledge of various processes, the use of tools, and art metal design. Work is done on copper, brass, and pewter. Processes used are etching, soldering, planishing, raising, objects made are plates, boxes, bowls, pitchers, trays, candleabra. Students purchase their own materials. Laboratory fee—$7.50 per month for use of tools and moulds. M W F, 1:45-4:00.

POTTERY (Adults)
A beginning course in ceramics which covers the essential processes in the making of pottery: coil method, hand building, pouring, glazing, surface enrichment, placing and firing the kiln. Each person completes at least ten pieces. Laboratory fee—$7.50 per piece. Th, 1:45-4:00. First semester only.

MODELING (Adults)
A beginning course in modeling which covers the making of small animal figures, masks, heads, on the human figure. Originality and expressiveness are developed. Chip molds, two and three piece molds, casting, and the various finishes of plaster are included. Laboratory fee—$3.50 per model. Th, 1:45-4:00. Second semester only.

HOOKED AND BRAIDED RUGS
A study of the old and modern hooked rug for inspiration. Original designs and color schemes planned to fit a certain place in a particular room in your home. Discarded materials recommended. Lab fee—$1.00. M W F, 1:45-4:00. Daily, 1:00-2:30.

WEAVING I (Adults)
For the homemaker, craftsman, teacher, or camp instructor. An elementary course in weaving which includes plain and overshot Colonial techniques; linen, flax and tapestry weaves developed through original design and color schemes; draft writing and cloth analysis. M W F, 1:45-4:00.

WEAVING II (Adults)
Advanced problems in unusual weaves such as stick weaving, Navajo, Danish lace weave, cradle weave on four harness looms. Summer and winter, bronson, and double weave on six and eight harness looms. Th, 2:30-4:00.

PHOTOGRAPHY I (Adults)
Offered to students over 18. An elementary course in photography which includes processes involved in taking pictures, developing and printing of films, reducing and enlarging of prints. Camera required. Laboratory fee—$2.00. M W F, 2:30-4:00.

GENERAL CRAFTS I
A finding course for the student under 18 offering instruction in wooden head work, leather tooling, chair caning, and block printing. Daily, 9:30-11:00.

GENERAL CRAFTS II (Adults)
A class planned to meet the needs of the young adult, the homemaker, the youth and camp leader, and the craftsman. Instruction is given in the following crafts: block printing; book binding; batik; cork craft; wood carving; head work; leather tooling; and chair caning. Materials furnished by the student. Laboratory fee—$1.00. Daily, 1:00-2:30.

STAGE CRAFT
This class will be offered in conjunction with the course in Dramatics. Phases of the work include: history of the stage, scenery, planning sets for plays under discussion in Dramatics class, color and lighting, make-up, costume, and mask making. See Studio Periods. Tu, 2:30.

STUDIO PERIODS
Informal periods open to students in which outside work, rush orders, or creative ideas and problems can be worked out. Supervision will be given if desired. Part of the studio program will be devoted to the building and printing of stage sets and scenery for school plays by those interested in stage craft. Material for individual projects will be furnished or purchased by the student. Daily, 11:00, T, Th, 2:30-4:00.

Commercial Courses

INTENSIVE SECRETARIAL COURSE FOR FULL-TIME STUDENTS ONLY
One Year—Two Semesters

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STENOGRAPHY AND OFFICE TRAINING COURSE
One Year—Two Semesters

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BOOKKEEPING COURSE
First Year—Two Semesters

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BOOKKEEPING COURSE
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ACCOUNTING COURSE
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SHORTHAND

SHORTHAND I
Intensive Course (6 months). Full time.
Texts Required: Gregg Shorthand (Functional Method) Volumes I & II, Functional Method Dictation.
Classes meet twice a day with a required study period intervening. Volumes I and II are covered in the first quarter of the school year. A third period is required for transcription before the end of the first quarter. Dictation speed of 100 words per minute and transcription speed of 50-40 words per minute to be reached at the end of six weeks.

SHORTHAND II
Half-time course
Texts Required: Gregg Shorthand (Functional Method) Volumes I & II, Functional Method Dictation.
Shorthand I is a theory course which requires one semester for completion. The course is taught by the functional method.
Writing begins at the end of six weeks and dictation from new material is given when the first 70 assignments are completed. Dictation for transcription is introduced during the last two or three weeks of the course.

SHORTHAND II
Texts Required: Gregg Shorthand (Functional Method) Volumes I & II, Functional Method Dictation.
The course begins with a review of theory as presented in Gregg Shorthand (Functional Method) Volumes I and II. Reading and writing drills are assigned each day from supplementary books. Dictation for transcription begins at 40 words per minute and increases to at least 60 words per minute. Instructing in Office Practice and in Geography is included during the semester. The English and Shorthand teachers cooperate in checking errors and improving the transcripts.

SHORTHAND III
Texts Required: Gregg Shorthand (Functional Method) Volumes I & II, Direct Method Materials for Gregg Shorthand.
Review of shorthand principles. Practice material is dictated at different rates of speed to build up. New material is dictated at rates ranging from 50 to 100 words per minute for transcription. Emphasis is placed on letter set-up, spelling, and typing. A carbon copy of each letter transcribed is required.

SHORTHAND IV
Texts Required: Speed Studies and Graded Readings combined.
Shorthand IV is open to students having a beginning speed of 50 words per minute on new material of average difficulty. The first forty-five minute class period is devoted to dictation and is followed by a second forty-five minute period of transcription.
Two forty-five minute periods each week are devoted to Office Procedure, which teaches the wide variety of duties to be performed in an office, other than dictation and transcription. This course is divided into nine units as follows: (1) The Business Letter; (2) Dictation, Transcription, Mail; (3) Miscellaneous Duties; (4) General Information; (5) Enclosures; (6) Office Machines, General Information; (7) Office Machines, Office Machines, Office Machines; (8) Office Machines; (9) Office Machines.
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SHORTHAND V
Texts Required: Speed Studies and Graded Readings combined.
Shorthand V is open to students having a beginning speed of 100 words per minute on new material of average difficulty. The first forty-five minute class period is devoted to dictation and is followed by a second forty-five minute period of transcription.
Dictation begins at 100 words per minute and is increased to accommodate every individual member of the class.

TYPEWRITING TECHNIQUE

TYPEWRITING I (First semester)
Aim: to develop the highest skill in the most economical way.
1. Operation of Typewriter
a. Learning parts, as used
b. Mechanical manipulation of each part, including paper insertion and removal, carriage return, use of shift key
2. Correct posture
3. Keyboard learning, beginning with home position keys, followed by the other characters as related to home keys. The most common combinations of from two to five letters are practiced and a thorough coverage of the thousand most frequently used words (Hirn's list) is completed.
There is little waste in skillfully learning such commonly used material. Proper stroking is carefully developed in this procedure.
4. From the "word stage," sentences and paragraphs are taken
5. Timed tests are given, including practical material; and figures
   are carefully written in by hand. Accuracy is stressed as the
   only basis for successful typewriting. A writing rate of 36-38
   words per minute for five or ten minutes.
6. The student is taught care of machine, cleaning and oiling,
7. Horizontal and vertical placement
8. Simple letter set-up is presented.

**TYPETWRITING II (Second semester)**

Texts Required: Stuart Typing, Complete

This period is given over to learning the practical applications
of typewriting. Fluent, easy writing should have been attained.
1. Various phases of correspondence are learned
   a. Envelopes
   b. Different letter styles
   c. Folding and insertion
   d. Carbon copies
   e. Enclosures
2. Postal cards
3. Telegrams
4. Medium
5. Difficult
6. Index cards
7. Rough draft
8. Many kinds of placement problems, designs, title page, table
   of contents, menus, etc.
9. Legal forms
10. Stencils
11. A very definite speed accomplishment: 40-45 words per min-
   ute for ten and fifteen minutes

**TYPETWRITING III**

Texts Required: Stuart Typing, Complete

A year's work in typewriting is necessary to enter this course. A rate
of approximately 35 words per minute is also required. Letter and
envelope set-up, carbon copies, cutting stencils and operation of the
mimeograph, tabulation, care of the machine, including changing
ribbons, rough drafts, and dictation directly to the machine are given.
In addition, exercises for speed building and practice in writing
numbers are included in the course.

**OFFICE PRACTICE**

Open to advanced shorthand and typing students. Minimum
typing speed of 35 words per minute is required.

Information about and practice in performing clerical and steno-
graphic duties. Discussion of methods of acquiring employment, of
correct address and of proper conduct in an office. Instruction in the
operation of duplicating machines and the Dictaphone; practice in
setting up legal documents, making several carbon copies, and typing
tables, rough drafts, and other types of special set-up.

Each student is required to furnish paper, carbon, stencils, and
other laboratory materials.

**BOOKKEEPING I**

Texts Required: Bookkeeping for Today, Elementary Course—
Elwell

This is a one-semester course aimed to give the student a very
thorough knowledge of the fundamental steps in the bookkeeping
cycle; namely: journalizing, posting, trial balance, business state-
ments, and closing the ledger. The student becomes familiar with
the special journals, notes, interest, as well as the uses of the usual
business forms. This course covers the work up to Set 3 in the text.

**BOOKKEEPING II**

Texts Required: Bookkeeping for Today, Elementary Course—
Elwell; Bookkeeping for Today, Advanced Course—Elwell.

This is a one-semester course and has as a prerequisite Book-
keeping I, or two sets of books. Here the students are given work
in drafts, trade acceptances, cash and merchandise discounts, notes
and insurance registers, accruals and controlling account. The part-
nership type of business organization is used in this course. Sets
3, 4, and 5 are completed.

**BOOKKEEPING III**

Texts Required: Bookkeeping for Today, Advanced Course—
Elwell.

This is a one-semester course and requires at least one year's
previous training in bookkeeping. In this course corporate organiza-
tion is introduced in an elementary way; depreciation and reserve
are studied; functional accounts for single as well as departmental
business are presented; the combination Cash Journal (in use in
almost all small retail establishments) is used thoroughly covered;
and Posts is classification of accounts. Sets 6 and 7 are completed.

**BOOKKEEPING IV**

Texts Required: Bookkeeping for Today, Advanced Course—
Elwell.

In this course the aim is to acquaint the student with the more
complex corporation problems, statement analysis and comparative
statements. The voucher system of keeping records for manufacturing
business is the basis of the set work. Set 8 is completed in this
semester.

**ACCOUNTING**

Texts Required: (Depends upon course followed)

A thorough knowledge of bookkeeping principles or two year's
bookkeeping training is a prerequisite of this course. In this course
the work is all individual, and the needs and desires of the students
are fulfilled as far as is possible. Work in advanced accounting,
C. P. A. problems, cost accounting, federal income tax, and auditing
is presented if an enrollment of ten students in each course is
secured.

**MACHINE BOOKKEEPING**

**MACHINE BOOKKEEPING**

A course designed to train operators of the Elliott-Fisher and
Burroughs Bookkeeping machines. Between 50 and 90 hours of
practice are necessary to train a student to become a good operator
of any one machine. The operation of the adding machine is
also taught in this course to those students desiring such instruction.

**MACHINE CALCULATION**

**CALCULATING I**

A nine-week introductory course to the Comptometer and Bur-
roughs Calculator, covering two and three column touch addi-
tion, multiplication from right and left of keyboard, subtraction, and
short division. This course is not planned to train operators, but to
acquire students with the fundamental operations of the above machi-

**CALCULATING II**

An intensive course approximately three hundred hours in
length to train operators of the Comptometer and Burroughs Cal-
culator. To complete this course students must finish the 168 lessons
in the textbook and must attain a designated standard of speed and accuracy. Students should take Calculating I before Calculating II to determine whether or not they have a liking or an aptitude for the work before specializing in it. It is advisable for students who cannot obtain a grade of at least 85 in Calculating I to take Calculating II. This course also trains operators of the Marchant and Monroe Calculators.

FILING
A nine-week’s course in Correspondence Filing. The course is divided into seven units as follows: (1) Rules for alphabetizing and their application by the use of 200 cards; (2) Study of filing supplies and filing equipment; (3) Methods of filing and practical application by the use of 76 miniature letters and filing trays—alphabetical, numeric, and geographic; (4) Cross filing; (5) Charge methods; (6) Transfer methods; (7) Follow-ups.

COMMERCIAL GEOGRAPHY
A course in geographic spelling and placement—cities, states, capitals, rivers, famous places, and natural scenes. It reviews cities and ports of the world—exports, imports, and our economic relationship and political importance to the welfare of the world.

BUSINESS LAW
BUSINESS LAW (Offered first semester)
Texts Required: Commercial Law—Hulvey.
The course covers a study of Contracts, Negotiable Instruments, Market Transactions, and Business Organizations. It is conducted as a combination of lectures, text material, cases, and discussion of problems.

COOPERATIVE ECONOMICS
COOPERATIVE ECONOMICS (Offered second semester)
Cooperative economics is a survey of the cooperative movement in various European countries and America; a study of its historical development and its social and economic implications. The several forms in which cooperative enterprise has taken are studied, such as: Credit Unions, Consumers Co-op, Producer’s Co-op, Marketing Co-op, and Co-op Housing. A critical comparison is made between cooperation and various other economic theories.

BUSINESS ENGLISH
BUSINESS INFORMATION
A course in English for general office workers and stenographers. This course offers information on the following five units: Stocks and Bonds, Building and Loan, Insurance, Business Psychology, and General Merchandising. In addition to information on these units, the technical language or general business terms used in the modern office are taught. No text book is required. The information is gathered from current literature.

BUSINESS CORRESPONDENCE
Title of course: Effective Business Correspondence—Aurgur.

ENGLISH FOR STENOGRAPHERS
Text Required: Business English Projects—Samuels (Eleven Booklets)
This course is based on errors made in transcription classes. The aim is to correct these errors. Includes punctuation, spelling, word usage, syllabication, vocabulary building, sentence structure, grammar, interpretation of meaning, use of the dictionary to verify spelling, and any other material that is found necessary as the class progresses.

Distributive Trades Course
One Year—Two Semesters

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<td>Grocery Retailing</td>
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<td>Current Retail Problems</td>
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RETAIL SELLING (Offered first semester)
A course designed for those who seek out the customer and sell direct to the consumer. A study of the last 10 years of salesmanship. A unit is included on making change, operating a cash register, and detecting counterfeit money.

MERCHANDISE FACTS (Offered first semester)
An elementary course in the merchandises to discover selling points. Covers the entire field from Dry Goods to Hardware with the exception of Groceries. A student is designed to give the student an understanding of the management field.

CURRENT RETAIL PROBLEMS (Offered first semester)
A survey of the retail problems as they arise and are dealt with in numerous trade journals, and current periodicals. Includes the study of recent vocabularies of selling as well as tested selling procedures. A unit is included on modern methods of telephone selling.

RETAIL SHOW-CARD WRITING (Offered first semester)
A course designed to teach the fundamentals of retail show-card writing together with the most recent developments in the field. Includes the fundamentals of construction of standard show-card styles of lettering, principles of layout, arrangement, color, and show-card advertising principles.

STORE ARITHMETIC (Offered first semester, second quarter)
Includes those arithmetic skills which are used in any store. The aim is to develop the student to the point of quickly calculating such problems as fractions, percentages, discounts, mark-ups, mark-downs, turn-over, and inventory.

DIRECT SELLING (Offered first semester)
A course designed for those who seek the customer and sell direct to the consumer. A study of the following are included: buying motives, purchasing information, gaining the interview, the approach, the sales presentation and demonstration, meeting objections, closing the sale, personality in salesmanship.

WINDOW AND STORE DISPLAY (Offered second semester)
The selling values of various forms of display used in the retail store, such as window, ledge, table, and aisle displays. The necessity
of building displays that sell; manufacturers' display helps; window demonstration; types of display; getting effect through lighting, arrangement, and background.

RETAIL ADVERTISING (Offered second semester)
Includes the following: the value of advertising the field of retailing; utilizing manufacturers advertising; collecting data for advertisements; mediums of advertising; advertising as applied to special forms of retailing such as: department store, the chain store, the large city, the small town.

GROCERY RETAILING (Offered second semester)
This course will present the facts about groceries so that the student will understand what is being sold in the grocery store. It will also include a study of those retailing processes, procedures and systems pertinent to the grocery store.

General Courses

ENGLISH

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

ENGLISH II
A second-year course for foreign-born students. The course continues the work begun in English I. After completing English II, the average student is able to read American newspapers and books and to express himself fairly well in both written and spoken English. This course also includes a unit for those who wish to get citizenship papers.

ENGLISH III
A course in applied grammar. This course places emphasis upon the correct use of the several 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
An advanced course in composition and a review of the fundamentals of applied grammar. This course will prove useful to any persons (esp. special students) who want a thorough review of the principles of sentence construction, punctuation, capitalization, paragraphing, and spelling.

ENGLISH V
A course which emphasizes the "style" side of writing. The course devotes considerable attention to methods of developing variety in expression, in developing smooth transition between the parts of a composition, and in giving sentences, paragraphs, and themes a unique tone.

JOURNALISM AND WRITING
An advanced course in writing. This course includes practice in the writing of short stories, poetry, news articles, editorials, special feature articles, and columns. This is a laboratory course in writing. The class work grows out of the daily written work done by the students.

LITERATURE II
A course in favorite American authors and stories. The course includes the reading of such popular writers as Zane Grey, Booth Tarkington, Zona Gale, Edna Ferber, Hamlin Garland, Will Rogers, Mark Twain, Jack London. Throughout the year's course, the stu-

LITERATURE III
A survey course of current literature suitable for young men and women. The name of this course might very well be "What to Read and How to Find It." The course is intended primarily for students who attend school one day a week.

LITERATURE IV
A survey course in the literature of various parts of the world. The students read stories written by authors of Germany, Norway, Sweden, Spain, Russia, France, Italy, Denmark, and the British Isles. Short stories make up the bulk of the reading. The course is intended primarily for part-time students.

LITERATURE V (For adults)
A course in modern American literature. This course surveys the currently appearing novels, stories, and poetry. The class work consists of current magazines, newspapers, and recent books.

LITERATURE VI (For adults)
A course in world literature. This course, conducted somewhat like Literature V, surveys European authors and books. While much emphasis is given to current world literature, some time is devoted to the classical writings. The authors' personal backgrounds and the spirit of the time in which they wrote receive attention. Specialists from the music, art, and dramatic staffs of our school cooperate in presenting each unit of the course.

PUBLIC SPEAKING
This course emphasizes the type of "public speaking" that the average person is called upon to do in committee meetings, unions, conferences, clubs, and similar smaller groups. The course includes units on planning the speech, gathering the material, delivering the speech. The following common types of speeches are studied: acceptance speeches; nomination speeches; after-dinner speech; welcome speech; sales speech; and presentation speech. Some attention is also given to the interpretation of poetry, declamations, and orations.

DRAMATICS
A course in the reading and presenting of plays. The course includes units in make-up, properties, pantomime, interpretation, and stage technique. Staff members from the Art Department will cooperate in presenting the practical stage craft work. See description of Stage Craft course given under Art Department Courses.

MATHEMATICS

MATHEMATICS
All mathematics courses in our school 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.

SOCIAL SCIENCE AND CITIZENSHIP

OCCUPATIONS
A study of the ways in which people make a living. The course gives the student a method of studying critically many vocations. The purpose of the course is to help the student choose a life work.
SOCIAL SCIENCE I
The story of a pioneering state. The course reviews interesting incidents in the history of Wisconsin from early territorial days up to the present time.

SOCIAL SCIENCE II
A course in the history of industry. This course opens with a discussion of some recent changes in the way we make a living. The influence of inventions and discoveries upon our everyday living receives attention.

SOCIAL SCIENCE III
A course in elementary economics. This course consists of a series of thirty lessons in economics for beginners and attempts to explain questions such as these: How are wages determined? What is the meaning of the term "wages"? What are some causes of "good times" and "hard times"? How is business organized and managed?

SOCIAL SCIENCE IV
A course in government for part-time students. This course is usually given during the years that the state legislature and the national congress are in session. The students study the everyday working of their state and national governments by watching the problems which come up for discussion before the lawmakers and the methods which the lawmakers follow in solving these problems.

SOCIAL SCIENCE V (For adults)
A course in current social economic problems which the people of America are facing today. The readings and discussions are based upon current books, magazine articles, and newspapers. The course answers the question "What is new in the news?"

SOCIAL SCIENCE VI
An advanced course in economics. The course includes a study of basic economic problems of distribution, production, and exchange. Some attention is given to economic terms such as rent, wages, price, and value. The course closes with a comparative study of several theories which have been currently proposed as remedies for society's economic ills.

UNITED STATES HISTORY
This course parallels the usual American history course given during the senior year of the high school. It is intended primarily for students who are completing their high school courses while in attendance at the Vocational School. It is open, however, as an elective to other Vocational School students.

HIGH SCHOOL CREDIT COURSES

FOODS COURSES

FOODS I
This course is a two-period laboratory class meeting every day. It is a basic study of food preparation, the principles of food cookery, and the elementary study of nutrition. It is worked out in two units—the breakfast, and the luncheon or supper. Breakfasts consist of the various sub-units of fruits, beverages, cereals, eggs, and bacon and bread stuffs. Luncheons are sub-divided into units on soups, main hot-dishes, vegetables, batters and doughs, salads and simple desserts. Each unit is followed by a series of meals which are planned, prepared, and served by the students.

FOODS II
Foods II is a two-period laboratory course based on dinners, table service, hospitality cookery, and food preservation. The dinner unit includes a study of what a dinner menu should contain; how to plan and prepare such foods. Emphasis is laid on the duties of a host, a hostess, and a guest. Menus are also prepared and served for a buffet supper, a tea, a picnic and a card party to give the students experience in the art of entertaining and being entertained. Food preservation includes jelly making, jams, preserves, conserves, pickles, and relishes. This course is for students who have completed Foods I or its equivalent.

FOODS FOR THE PART-TIME STUDENT (First year)
Food preservation, including cold pack and open beetle methods and jelly making, is studied in this course. A unit on vegetable and meat cookery is given. These are followed by home ballying; how to prepare and serve quick breads, yeast breads, pies and cakes; how to plan meals according to the needs of the various groups represented in the home, over menus, pressure cooker menus, low cost meals. This unit is for the student who is working and attends school one day a week.

FOODS FOR THE PART-TIME STUDENT (Second year)
More advanced methods of food preservation are studied and applied; the important points in vegetable cookery are emphasised. This is followed by planning and preparing typical breakfasts, luncheons, dinners, teas, buffet suppers, picnics, card parties and the like. The latter part of the course is devoted to invalid cookery. Its value, problems and importance. This is for the older student who is working, who has completed the part-time first year work and who attends school one day a week.

FOODS V
This is made up of two units, nutrition and menu planning. In the nutrition unit the following is included: nutrition, indications of chemistry, a study of the actions of medicines, and some training in analysis.

good state of nutrition; food constituents essential to good nutrition; vitamins; food requirements; adequate dietary; diet deficiencies; eating for body needs; succeeding and maintaining proper weight by intelligent methods.

The nutrition unit forms the basis for the main planning unit which includes factors affecting daily diet; personal likes and dislikes; what constitutes a good meal; suitable combinations; wise expenditure; meal patterns; food costs; balanced meals; menus for family meals; menus for the party luncheon, dinner, buffet supper; low cost meals; use of leftovers in attractive ways. This course is planned for the advanced full-time and half-time student and for the high school graduate who attends full-time or half-time.

CLOTHING COURSES

CLOTHING I

Clothing I is designed to meet the needs of the person who has had little or no training in clothing construction. It is a two period course. The course is planned so that it will meet the needs of the beginning full-time or half-time student. The morning section is for the younger student and the afternoon section for the high school graduate or junior adult.

The use and care of the sewing machine is stressed; fundamental processes in sewing, such as seams, hems, placings, and neck finishes are emphasized. Good workmanship is aimed for in this unit. The garments constructed are under-garments, slips, pajamas, and a cotton dress.

CLOTHING II

This course is intended for those who have satisfactorily completed Clothing I or its equivalent. Construction processes include slip-stitching, seam finishing, set-in sleeves, neck finishes, bound buttonholes, pockets of various types, selection of materials, and designs are stressed. Some fabric study is given. Garments to be constructed are: cotton school dress, silk blouse, wool skirt, spectator's sport dress.

CLOTHING III

The advanced student, attending half or full time, will find this course to meet her needs. It will include a study of wool, silk and rayon. Some pattern alteration is given; also some time is devoted to the care and repair of clothing. Such garments as a silk or wool afternoon dress, suit or coat with lining, a formal dinner or evening dress, and a remodeling problem are in the course.

CLOTHING SELECTION

Designed for the student who wishes to acquire a knowledge of the fundamental principles of Clothing Selection. It includes the principles of design and color, and a study of their application to different types of individuals; the principles of hygiene that influence clothing selection; the study of textiles; the relationship of the human figure to clothing design; appropriate combinations in dress; individual clothing budget; and the study of fashion as related to the clothing industry.

CONSUMER EDUCATION

This course might be called "How to Spend Your Dollar." It includes the study of advertising, the problem of where, when and how to buy. It also includes the buying of specific commodities as food, clothing, drugs, cosmetics, rugs, household linens, furniture, and household equipment. This course is limited to those majoring in home economics. It is intended for all students, on the theory that every student is a consumer and wants to get his money's worth.

RELATED COURSES

HOME ECONOMICS FOR BOYS

The purpose of this course is to help the boy meet his personal problems in a changing world. It concerns the individual needs of the boy, such as: the selection and care of clothing, foods and nutrition, earning and spending money, and also the subject matter that will assist the boy in his relations with other people.

This course is given one period a week for a semester. It is taken up from the standpoint of the present with a view to the future. A class is organized for the boy from 16 to 17 years old and upon the application of ten people there will be one organized for junior adults.

HOME LIVING I (First semester)

This course is for the beginning full-time or half-time student and includes the following three units:

1. Personal Health and Improvement—demonstration, discussion and notebook work. Hygiene of bathing, hygiene of clothing, selection of food for health and beauty, care of hair, skin, teeth, hands and nails, proper choice and use of make-up, use of deodorants, importance of personal appearance are some of the topics stressed.


3. Social Uses and Courtesy. Social customs at home, at school and in the community; conduct in public places; proper introductions, table manners and etiquette.

HOME LIVING II (Second semester)

This course is for the beginning full-time and half-time student and consists of the following three units:

1. Family Relationships which includes: selection and care of clothing, foods and nutrition, earning and spending money and also the subject matter that will assist the boy in his relations with other people.

2. Social Uses and Courtesy. Social customs at home, at school and in the community; conduct in public places; proper introductions, table manners and etiquette.

3. Care of children which includes the training of the young child, his food, habits, health habits, games and place in the family.


HOME MANAGEMENT I

Home Management I is for the beginning student who attends half or full time and includes the following: getting along with people, scheduling and management problems, equipment of the kitchen and laundry, laundry problems, and use of leisure time.

HOME MANAGEMENT II

This course is for the advanced full-time or half-time student or for the high school graduate. Topics covered are responsibilities of homemakers, management of time and labor, income management, housing and home equipment.

HOUSING

This course precedes the course in house-planning and furnishing given in the Art Department. The housing course includes such things as: essentials of good housekeeping; functions of the home, pointers that tell of fatigue and irritation; electric convenience outlets; arrangement of equipment and working space; and adequate yard space.

HOME EMPLOYMENT I

The student attending half and full time and who is a beginning student will find this course adapted to her needs. It includes po-
personal qualities and relationships, responsibilities of employees, table service, care of the house and management problems.

HOME EMPLOYMENT II

This course is for the older student who is working and attends school one day a week or for the employed girl over 18 years, who wishes training for her work. There is one forty-five minute period daily given over to discussion and demonstration, and it includes the following: personal qualities and relationships, value of home service, keeping your job, employer and employee relationships, table service, management problems, daily and weekly schedules, cleaning problems, and care of children.

Two periods a week are given over to laboratory work, which includes food preparation. Emphasis is placed on planning time and division of labor, and serving of meals. Principal units covered are food preservation, vegetable cookery, salads, baking, egg and cheese dishes, soups and supper dishes, deep-fat frying, sauces, soups, dishes, and hospitality. The school apartment is used in giving this training.

RELATED SCIENCE (For the part-time student)

This course is planned for the part-time student and is given one day a week. It consists of a study of problems arising in the home and how they may be handled to the best advantage. Problems relating to the various methods of food preparation, bacteria, yeast and mold in the house, labor-saving devices and how to clean various materials, how to remove stains and other similar problems arising in home laundry. The course is worked out on a two-year basis and rotates every year.

HOME EMPLOYMENT COURSES

This is a training program for those girls who wish to prepare themselves for household work. All the courses are offered daily and upon successful completion of the program, a certificate is awarded. Courses are as follows:

PERSONAL QUALITIES AND EMPLOYER-EMPLOYEE RELATIONSHIP

Some of the topics covered in this unit are: personality traits; code of behavior; practice answering telephone, receiving telegrams, special delivery letters; practice answering the doorbell; planning a working costume; and standards.

HEALTHFUL AND PERSONAL HYGIENE

This is a lecture and discussion unit and includes the following: an understanding of the physical fitness in wage earning; appreciation and importance of a well-groomed appearance, factors essential to be well-groomed; study of economy lost through illness; good food habits; class demonstrations on care of teeth, nails, and hair.

TABLE SERVICE

This unit is given daily for one quarter and opportunity is given for practice in the homemaking apartment. Some of the material given is as follows: appreciation of good china, silver, crystal, and linen; setting the table for formal and informal style of service; rules of table service; plan and practice carrying out schedules for the things to be done during the serving of each course for various menus. Actual practice will be given in serving four or more people in the apartment for the following meals: family breakfast, luncheon, dinner, informal luncheon, including guests; buffet supper or luncheon, informal dinner including guests and formal dinner including guests.

FOODS AND MEAL PREPARATION

This course is offered two periods and daily, and is planned to give the pupil practice and training in food preparations for break-
CLOTHING IV (Elementary Dressmaking)

Before entering Clothing IV, beginning sewing or its equivalent should have been completed. A review of the care and use of the sewing machine and the making of seams and plackets will be given. Some of the processes included are seams, plackets, collars, sleeves, foundations, belts, and bound buttonholes. The garments to be made are house dresses, blouses, skirt, linen or voile dresses.

CLOTHING V (Clothing Selection and Fabric Study)

This unit is helpful for the people who do their own sewing as well as for the ones who buy ready-to-wear garments. The following topics include some of the materials to be included in the unit: the human figure and posture, line in relation to the figure, color and its relation to dress, personal color chart, clothes for the different periods of life, accessories for different occasions, accessories. French and American designers, fabric study, care and repair of clothing. Each student will make a chart showing selection of garment, color of material, type of material, and type of accessories best suited for her personality, and figure.

CLOTHING VI (Children’s Garments)

This unit consists of a study of special problems in the selection and making of children’s clothes. Selection of suitable patterns and materials, seam finishes, making and applying collars, setting in different types of sleeves, making plain or tailored plackets, worked and bound button holes, patch and slot pockets will be given special attention. The smocking and fagoting stitches will be applied on cotton or silk dresses. Costs, suits, and dresses may be made for boys or girls from old garments. Garments made from new material are: pajamas, slips, rompers, mantisuits, play dresses, smocks, dresses, suits for the small boys, and infants' jumpers.

CLOTHING VII (Remodeling)

It is essential that members of the class have had elementary dressmaking or its equivalent, and pattern alteration before entering the remodeling class. Instructions will be given on the preparation of the garment for this work, combinations of color and fabrics, selection of design and pattern, combinations of new and old materials, selection of garments suitable for remodeling. In addition to the remodeling of garments, costs may be refined.

CLOTHING VIII (Decorative Stitches and Knitting)

This course affords the student an opportunity to become familiar with various forms of art needlework. The course consists of special marijuana and instruction in decorative stitching, embroidery, hem stitching, crocheting, tatting, and knitting. The work is based on the needs and problems of the members of the class.

CLOTHING IX (Advanced Dressmaking)

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 or formal dresses, jacket suits and costs. Special emphasis will be placed on adjustment of pattern to fit the figure, fitting of the garment, selection of seams and plackets, neckline finishes, set-in and raglan sleeves, pockets, hem finishes and application of trimming. Proper methods to use in pressing various kinds of materials will be discussed and demonstrated.

COSTUME DESIGN COURSE

This course is given in collaboration with the Art Department and is planned for those people interested in design. This course includes an allocation of time to give the pupil an understanding of structural lines; clothing construction to give practice handling fabrics; color and design to gain an understanding of line in relation to the figure. Costumes are designed in the Art Department, and the pattern altered in the pattern alteration class and then as a final problem, the garment is made in the construction class.

MENU PLANNING

The nutritional needs of the body in relation to menu planning are considered. General policies in menu planning, food fats, and failures are included. The planning of properly balanced family meals for the various seasons, using left-overs in attractive ways, and the company menus are some of the features of this course. Other topics include are meal patterns, food costs, menus for the party luncheon, dinner, buffet supper.

MARKETING OR FOOD BUYING

This course is planned to help the homemaker in the buying of food. One of the topics covered is: responsibility as a buyer of food, supply and demand, quality, bulk or packaged food, type of stores; how grades and brands in foods aid efficient marketing; determining the food to be purchased; purchasing specific foods, cereals, fruits, vegetables, dairy products, eggs, poultry, meat; canned foods, pure food laws.

TABLE SERVICE

Table service and etiquette is offered to homemakers and others interested in learning the correct service for all occasions. The service for both family and company luncheons and dinners with maid service and without maid service are stressed. The correct tea service for both the formal and informal occasions, as well as the service for buffet spreads are given. Lecture, discussion and demonstration methods are used in this course. Several meals are served in the apartment. Selection of china, glassware, silverware, and linens is included.

HOME MANAGEMENT

This course is planned to aid homemakers in securing the best development of the different members of the family. As a working basis for management problems, the following steps to a well-managed home will be considered: a study of the needs of the family, consideration of the resources, the making of a plan and living by the plan; a check on the results; a perfection of the plan—and you have the well-managed home. This includes management of time, labor, and income, which of course takes in budgeting.

CONSUMER EDUCATION

This course might be called “How to Spend Your Dollar.” It includes the study of advertising, the problems of where, when, and how much to buy; also, the buying of special commodities as food, clothing, drugs, cosmetics, rugs, household linens, furniture, and household equipment. A study will be made of trademarks, labels, and guarantees compared with values received by the consumer.

NUTRITION

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; what the indications of a good state of nutrition are; weight and nutrition; what may affect the individual’s state of nutrition; food constituents essential to good nutrition; vitamins; food requirements; diet deficiencies; theories of so-called “dieting”; eating for body needs; correcting and maintaining correct weight by intelligent methods. This is a lecture and discussion course and is open to anyone interested.

HOUSING

This will be offered two periods one day a week the first semester, and precedes the interior decorating course given in the Art Department. Housing will be considered from the standpoint of
physiological needs, psychological needs, esthetic needs and protection.

Other topics to be discussed are: essentials of good housing; furnishing of the home; pointers that tell of fatigue and irritations; general laws in house planning; electric convenience outlets; and adequate yard space.

FOODS COURSE

The Adult Foods Courses are organized in two groups: one plan is that of the short unit given three days a week, Tuesday, Wednesday, and Friday. These would enable one to finish a specified amount of work, four or five units, in nine weeks or one quarter, by attending three days a week. The other plan is offering a unit of work for one day a week, Monday, for nine weeks and thus completing one unit in nine weeks.

FOODS I (First Quarter)

The first three weeks are concerned with an introductory unit, preservation of foods and jelly making. Nutrition is offered for three weeks and is planned to give a knowledge of nutrition as a basis for food selection. It is concerned with the food needs of the family, protective foods, food habits, food principles, vitamins and minerals, diet deficiencies and dangers of so-called "dieting.

General cooking and vegetable cookery complete this quarter's work. The general cookery is a basic course including beverages, batters and doughs, white sauces, custards and eggs. The vegetable cookery includes both the usual and the unusual vegetables. Casseroles of vegetables and vegetable plates are given. T W F.

FOODS II (Second Quarter)

This quarter's work starts with the unit on poultry, which includes selection, preparation for roasting, carving and serving. Following this are quick breads, yeast breads, cookies, cakes and pastry. Christmas cookies are prepared preceding the holiday season. The pastry unit includes batten, plain and puff pastry, and the curb pies. T W F.

FOODS III (Third Quarter)

Meat and fish cookery are offered including the following material: selection of meat; meat cutting demonstration; principles of meat cookery; preparation of both tender and less tender cuts; and use of left overs. Fish is prepared in a variety of ways.

Appetizers and salads come next. French, mayonnaise, and fruit salad dressing are prepared. Salads as the main dish as well as salads to be served with luncheons and dinners are a part of this unit.

Casserole dishes and one-dish meals complete this unit.

FOODS IV (Fourth Quarter)

Low cost meals is the first unit in this course and includes the planning and preparation of adequate, well-balanced meals with a minimum of expenditure. Both simple and fancy doughnuts form the second unit. Doughnuts for the home meal as well as for the company luncheon and dinner are given. Some of the more fancy doughnuts to be made are meringues, tarts, ice box doughnuts and other frozen desserts. Table service and hospitality finishes this course. Opportunity is given to make direct application of some of the work in the preceding units as well as to develop ability in the management of meal preparations. All types of serving are given and those in which the group are particularly interested are stressed.

For the adults who can attend but one day a week, the following units are offered on Monday:

First quarter General Cookery
Second quarter Vegetable Cookery

Music Courses

PIANO I

This introductory course is planned to give the pupil a knowledge of treble and bass clefs, the meaning of sharps, flats and accidentals, the first elements of composition, a considerable amount of finger independence, and the ability to play musically in the keys of C, G, D and G. Dally, 9:30 or 1:00.

PIANO II

This course is a continuation of Piano I. Special attention is given to rhythmic problems, to development of finger independence, left-hand independence, and melody playing. The chromatic scale, as well as the scales of B flat, E flat, A flat and D flat, is introduced. T W T F, 11:00.

HARMONY

This is a laboratory course in music writing. Special attention is given to analysis and to keyboard work. A study is made of the building of rhythms, melodies, chords, and the combining of these into phrases and periods. Finally the fashioning of these into complete compositions. Dally, 1:45.

MIXED CHORUS (a cappella)

Membership in the chorus, while open to all students in the school, is conditional upon a successful tryout. The group provides an opportunity for developing correct singing, understanding, and enjoyment of a finer type of choral music. M W F, 10:15.

SIGHT-READING OF MUSIC

A series of lessons and lectures designed to develop the faculty of thinking in tones; to train ear and eye that we may learn to sing and play what we hear and see; and to appreciate not only the melodic effects of music, but the harmonic and rhythmic as well. T Th, 10:15 or M W F, 2:30.

REED AND BRASS INSTRUMENT CLASSES

This work is organized into two sections for beginning and advanced students.

The class material is grouped under three headings:

Part I—teaching the elementary technique of the instruments themselves:

Part II—teaching the foundations of ensemble playing—tone quality, intonation attack, release, shading, phrasing, and total balance:


Trade and Industry Courses

ARCHITECTURAL DRAFTING

This course aims to develop a background for students who plan to enter the building trades or the occupation of architectural drafting. Problems of interest designed to meet individual needs are developed around the following subjects: lettering; building conventions and symbols; detailed building construction; dwellings, estimating; and structural drafting, as well as an extensive vocabulary of building terms. 8:00-11:00 and 1:00-4:00.
AUTO MECHANICS
Beginning students are given a thorough general course on automatic transmission units and their functions. A semester of advanced instruction on overhauling engines and chassis repair follows the beginning unit. For those planning to enter the trade a semester of work on the electrical units and motor analysis is required. A unit on safe driving and rules of the road is available to older students. 8:00-11:00.

BLUEPRINT READING AND MECHANICAL DRAFTING
Students who have had little or no drawing need this course in order to become good mechanics in any trade. In several months the student learns: to use drawing tools; to use materials; the application of conventions and symbols; lettering; and the interpretation of blueprints. By the end of the semester the student is well along in projection drawing and freehand sketching. 8:00-11:00 and 1:00-4:00.

ELECTRICITY
The first semester in elementary electricity deals with the application of theory and laws involved in the functions of electrical apparatus and equipment by means of units in circuits, paralleling of equipment, and series circuits. An introduction is given to the mathematicians required in the general field of electricity; in order to provide a better understanding of the various laws. The advanced semester deals with electrical motors and generators of both direct and alternating types, loads, efficiencies, costs, maintenance, and operation. In this work the student develops the ability to apply principles involving conductivity, capacities, and heat to electrical apparatus. 8:00-11:00.

MACHINE DRAFTING
Students desiring to work ahead in any trade need drafting. Problems of interest to meet individual needs are built around the following subjects: standard screw threads; detail and assembly drawing; use of handbooks; bills of materials; parts and gears; pattern drafting; materials of machine design; tool, jig, and die design. 8:00-11:00 and 1:00-4:00.

MACHINE SHOP
The machine shop beginning course aims to give the student the ability to use and care for hand tools and to understand the operation of machine tools. The advanced seminars provide practical projects on such machines as the lathe, drill press, milling machine, shaper, and grinder. A vocabulary of shop terms, types and treatment of materials and their alloys, safety practices, and the use of reference material and handbooks further the training of the student towards entry into the trade. 8:00-11:00.

MILLWORK
A two-semester course in millwork is available to those students who have completed the course in woodwork. During the first semester the student can prepare himself to operate and care for woodwork machinery. Experience in layout of shaper knives, circle and band saw fitting, band saw braising, surfacer and jointer knife fitting, mill orders and stock routing on practice projects is provided during the second semester. 8:00-11:00.

PRINTING
The first semester of printing consists of elementary composition, presswork, and simple lockup problems. During the second semester the student is given advanced composition methods, lockup as well as elementary platen presswork. Presswork, page makeup, and makeready are given the third semester along with simple bindery processes. The fourth semester consists of general work with the student taking jobs through to completion. Linotype operation and maintenance are given to those who have successfully completed the above courses. Newspaper makeup, head writing, and design and color are also offered. 8:00-11:00.

RADIO
At least two semesters of work in the electrical laboratory are necessary for the student to accomplish the work set up in the radio course. This course provides problems in circuit work in radio and electronic circuits as well as training in figuring currents, resistances, series circuits, and paralleling of circuits. It provides operating practice and methods and rules for securing a government license. 8:00-11:00.

SHEET METAL
A course of study covering the essential operations and processes used in the sheet metal trade. This work includes the making of practical and useful articles and projects in galvanized sheet metal, tin plate, black iron, and blue annealed iron. Radial and parallel line development, triangulation, and short methods in layout are applied to furnace, air conditioning, roofing, and cornice work. 8:00-11:00.

OXY-ACETYLENE WELDING
This course covers the fundamentals of welding and cutting and includes the welding of all kinds of metals in common use today. Ornamental iron work and pipe welding are included in this course. Materials fee. 8:00-11:00.

ELECTRIC ARC WELDING
This course offers the essential operations and processes involved in both AC and DC welding, with practice work on the various types of joints and positions of welding. Actual repair jobs are done to test the welder's skill. Oxy-acetylene welding is a prerequisite to this course. Materials fee. 8:00-11:00.

WOODWORK
After a prerequisite course in bench work, woodwork, the following advanced units may be taken: cabinet making; carpentry; pattern making; wood finishing; and wood turning. One semester in bench woodworking qualifies for the following operations: use and care of woodworking tools, picking and layout of stock, construction of common joints, bench work, gluing, and project making. 8:00-11:00.

TRYOUT COURSES
These courses are arranged for the younger students who has not had any trade experience. They are informational in character and are part of the school's vocational guidance program in that they aid young students in selecting wisely the vocation they wish to follow. The student is given various school shop and laboratory experiences for a period of six weeks each during his first year in school, after he has completed the above courses which are adapted to the needs of his particular choice. 1:00-3:15.

APPRENTICESHIP
Courses for young workers who have entered skilled trades as apprentices are offered in many types of work. These courses have been developed to fit the needs of each trade. Apprentices attend school four hours per week during the entire term of apprenticeship. Related technical, scientific information, and safety instruction, courses are stressed in such trades as auto mechanics, barbering, beauty culture, bricklaying, carpentry, drafting, electricity, foundry, machine shop, painting and decorating, pattern making, plumbing, printing, and sheet metal.
BARBER SCIENCE
Work that is supplementary to the daily occupation as well as new skills in manipulative processes required in scalp and facial treatment, care of equipment, and treatment of skin diseases. Units are covered in anatomy, formulas, sanitation, salesmanship, and trade ethics.

BRICKLAYING
Blueprint reading, fireplace and arch details, estimating quantities, preparing mortar, and manipulative skills in applying mortar and laying brick on all types of construction.

CARPENTRY
This course for apprentices is designed to supplement actual daily work on the job with the necessary theory in mathematics, blueprint reading, rafter cutting, light frame construction, principles of forming, use and care of tools, and the building code.

FOUNDRY
The offering in this course includes such essential mathematics, drawing, science, and metallurgy required in the foundry in actual practice.

MACHINE SHOP
This course is designed to supplement daily work on the job with theory in mathematics, oral English, shop sketching, mechanics, shop terms, and economics.

PAINTING AND DECORATING
Included in this course are painting practice to develop manipulative skill, science, theory, color harmony, design, making and applying stencils, wall papering, and safety regulations.

PLUMBING
Theory of plumbing, plumbing practice, mathematics, related science, state code, blueprint reading, and safety regulations.

PRINTING
Mathematics, English, and design related are covered as well as actual technical manipulative skills in hand composition, imposition and presswork. A unit on the linotype is included in the last year's work.

SHEET METAL
This course allows the apprentice to supplement actual daily work in the development of skills in the use of hand and machine tools and metals. Safe practices, welding, and air conditioning applications are stressed.