The Madison Vocational and Adult Education School

Day School Courses

Day School Bulletin issued under the direction of

The Board of Vocational and Adult Educational
Madison, Wisconsin
September 1939
SCHOOL CALENDAR 1939-1940

Monday, September 11, 1939—School opens

Thursday and Friday, November 2-3, 1939—School closes for Milwaukee meeting of Wisconsin Education Association

Thursday and Friday, November 30, 1939-December 1, 1939—School closes for Thanksgiving recess

Saturday, December 16, 1939—School closes for Christmas vacation

Tuesday, January 2, 1940—School re-opens

Friday, February 2, 1940—End of first semester

Friday and Saturday, February 9-10, 1940—School closes for meeting of Southern Wisconsin Education Association (These dates are subject to change)

Friday, March 22, and Saturday, April 13, to Sunday, April 21, 1940, inclusive—School closes for spring vacation. (Spring vacation coincides with University, Easter Sunday—March 24.)

Monday, April 22, 1940—School re-opens

Thursday, May 30, 1940—School closes for Memorial Day

Friday, June 14, 1940—End of school year

MADISON VOCATIONAL AND ADULT EDUCATION SCHOOL

BOARD OF VOCATIONAL AND ADULT EDUCATION

S. G. Scanlan, President
P. H. Falk, Secretary
J. H. Brown
Fred M. Mason
Emil J. Frautschy

Alexander R. Graham, Director
Office: 211 North Carroll Street
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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 anytime. 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 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. 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 2851, so that they will not be withdrawn from classes.

PLACEMENT

Students who have completed their courses of training and can be recommended by their supervisors 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 137.

GUIDANCE DEPARTMENT

The Guidance Department is located in Room 137. This Department is at the service of all students for attendance, health, welfare, placement, and all guidance problems. School N. Y. A. and scholarship applications are received in this office.

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.

**General Courses**

**ENGLISH**

- **ENGLISH I**
  - For newly-arrived foreign-born residents. Reading, writing, speaking, spelling.

- **ENGLISH II**
  - Second-year English for foreign-born residents. Reading, writing, speaking, spelling.

- **ENGLISH III**
  - Grammar review. Individual attention in correct use of parts of speech. Punctuation, capitalization, spelling.

- **ENGLISH IV**
  - Advanced course in grammar, punctuation, spelling, letter writing, and sentence structure.

- **ENGLISH V**
  - 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 form.

- **LITERATURE I**
  - The stories of favorite American authors including Zane Grey, Booth Tarkington, Zona Gale, Edna Ferber, Hamlin Garland, Will Rogers, Mark Twain, Jack London, Stories of adventure, pioneering life, the sea, travel, humor, and Western life.

- **LITERATURE II**
  - A course in what to read and how to find it.

- **LITERATURE IV**
  - Survey of literature from Germany, Norway, Sweden, France, Italy, Denmark, and the British Isles.

- **LITERATURE V** (For adults)
  - Current American novels, short stories, and poetry.

- **LITERATURE VI** (For adults)
  - World literature. Critical review and reports on books of European authors. Current and classical literature included.

- **PUBLIC SPEAKING I**
  - How to prepare and deliver a talk. How to conduct a meeting.

- **PUBLIC SPEAKING II**
  - A practice course in preparing and delivering the common types of speeches, including acceptance, nominating, after-dinner, welcome, sales, presentation. Interpretation of poetry. Oral reading.

**DRAMATICS**

Reading and presentation of plays. The modern stage, make-up, pantomime, interpretation. Presented in cooperation with the Art Department.

**VOICE TRAINING (Second semester only)**

Clinical study of the voice. Exercises in improvement of voice quality. The voice and the telephone. Useful to those who are to work in offices.

**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 those 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 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. Study of the ways in which Wisconsin makes her living.

**SOCIAL SCIENCE II**

The story of nations. The story of democracy. A history of industry.

**SOCIAL SCIENCE III (Part-time groups only)**

Elementary economics. Why are there "good times" and "hard times"? How is business organized and managed? How are wages determined?

**WORLD AFFAIRS (Monday, Wednesday, and Friday)**

The "news behind the news" in international affairs. A study of what is happening in Europe, and why. The United States in world diplomacy. An economic interpretation of current history.

**COMMERCIAL GEOGRAPHY (Tuesday and Thursday)**

A study of the natural resources, industry, and business of the principal nations. Special emphasis upon North and South America.

**ECONOMICS**

The basic economic problems of distribution, production, and exchange. Study of current economic theories; their history and application.

**UNITED STATES HISTORY**

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. Study of the ways in which Wisconsin makes her living.

**GENERAL SCIENCE**

The course answers questions such as these: What is hard water? How is food digested? Why do we use 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 typical 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
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 practical applications of these combined will be stressed. Class size limited to 20. Placement is made for those who do exceptional work. Laboratory fee—$7.50 per semester. Daily.

COMMERCIAL LETTERING
Offers practical training in lettering emphasizing alphabetical forms, origin and development of various alphabets, present-day tendencies, fundamental principles, modern methods, mediums used, laid-out and use of color. Daily.

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, Rosé Boards, poster brush, air brush and methods of reproduction. Lay-out, rendering and sketching from a model are phases of this work. Prerequisites: Design or Drawing. Laboratory fee—$1.00 each semester. M, W, F.

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 especially for trade boys, this course is open to anyone interested in elementary drawing. Daily.

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; subject matter; color theory, advanced perspective, elementary anatomy, varied techniques included. Media: water color, gouache, lithographic pencil, pastel, dry paint. Prerequisite: ART I or equivalent. Daily.

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 studied for decorative uses. Border designs, unit designs, surface pattern, 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.

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, monograms and other problems to meet individual needs are offered. Color theory, composition, techniques, reproductive methods and commercial materials are studied: Pen and ink, water color, tempera, gouache, air brush. Prerequisite: ART I, APPLIED ART I, or equivalent. Daily.

COSTUME DESIGN
Suggested correlated course: 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 figures, current fashions and trends; principles of design and color theory as applied to costume design; inspirational, clothing accessories, costume make-up, millinery, and related subjects. Methods of drawing and rendering in wash or color and, on paper, are taught. Textures, colors and fabrics of actual experiments are available as well as a miniature model for draping. Individual problems given special consideration. Notebook required. M, W, F.

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 or interiors, furniture arrangement, background and window treatments, floor coverings, illumination, pictures, accessories, continuity in decoration. The course is supplemented by illustrative material, new periodicals, books, use of the Balloptican and lantern slides. Field trips. Notebook required. Th.

ART SEMINAR
A lecture and discussion course concerning occupational opportunities in the art field, preparation, 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.

APPLIED ART I (Design for home economics girls, first quarter)
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 as they relate to architecture, furniture, costumes, weaving, table arrangements, and other related subjects. Problems in applied design include: monograms (suitable for linens, towels, doilies, towels, doilies, end of meal, letterheads, canister sets, letterheads); designs for table coverings, menus, letterheads, Christmas and greeting cards, monograms, and other problems to meet individual needs are offered. Color theory, composition, techniques, reproductive methods and commercial materials are studied: Pen and ink, water color, tempera, gouache, air brush. Prerequisite: ART I, APPLIED ART I, or equivalent. Daily.

APPLIED ART I (Design for home economics girls, second quarter)
This is a course for girls in the home economics department and 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.

TRADE DESIGN
A brief survey of trends in industrial design for the boy who is majoring in trade and industry. Photos stressed: background of industrial design; bond 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.
ART METAL (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—$0.75. Daily.

JEWELRY
Individual instruction in the design principles as applied to silver, Initial rings, stone setting, chains, pins and pendants. General knowledge of tools and techniques. 1:00-2:30. Laboratory fee—$0.75.

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, canebrooks. Students purchase their own materials. Laboratory fee—$2.00 per month for use of tools and moulds. M. W. F.

POTTERY (Adults, First Semester)
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. Advanced students use the potter's wheel. Laboratory fee—$.30 per piece. T. Th. 2:30-4:00. First semester only.

MODELING (Adults, Second Semester)
A beginning course in modeling which covers the making of small animal figures, masks, heads, or the human figure. Originality and creativity are emphasized. Chip molds, two and three part moulds, casting, and the various processes of plaster are included. Laboratory fee—$.30 per model. T. Th. 2:30-4:00. Second semester only.

HOOKED AND BRAIDED RUGS
Teaches 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. Both hand and machine hook techniques taught. Braided rugs in three and five strand brids, round, oval, or geometrical design. Laced method taught. T. Th.

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.

WEAVING II (Adults)
Advanced problems in unusual weaves such as stick weaving, Navajo, Danish lace weave, crinkle weave on four harness looms. Summer and winter, bronson, and double weave on six and eight harness looms. T. Th.

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.

GENERAL CRAFTS I
A beginning course for the student under 18 offering instruction in wooden bead work, leather tooling, chair caning, and block printing. Daily.

GENERAL CRAFTS II (Adults)
A class planned to meet the needs of the young adult, the housemaker, the youth, and craft leader. and the craftsman. Instruction is offered in the following crafts: block printing, book binding, batik, crock craft, wood carving, bead 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, character and stage, make-up, costuming, and mask making. See Studio Period. Tu. 2:30-4:00.

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. Materials for individual projects to 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

Six Months—One and one-half semesters

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<th>Course</th>
<th>First Semester per week</th>
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<td>Shorthand and Shorthand Dictation</td>
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<td>Transcription</td>
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<td>Typewriting I</td>
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<td>Study (for Shorthand Preparation)</td>
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<td>Filing and Indexing</td>
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<td>Machine Calculating</td>
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STENOGRAPHY AND OFFICE TRAINING COURSE FOR HALF-TIME STUDENTS

One Year—Two Semesters

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Second Year—Four Semesters

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<td>Shorthand Dictation</td>
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### BOOKKEEPING COURSE

**First Year—Two Semesters**

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<td>Business Law</td>
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**Second Year—Four Semesters**

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### ACCOUNTING COURSE

**One Year—Two Semesters**

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### SHORTHAND

**SHORTHAND I—Half-time Course**

Texts required: Gregg Shorthand (Functional Method) Volumes I and 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 and 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 80 words per minute. Instruction 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: Direct Method Materials for Gregg Shorthand. Review of shorthand principles. Practice material is dictated at different rates of speed for speed building. New material is dictated at rates ranging from 80 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 Drills in Gregg Shorthand—Zoeck Shorthand IV is open to students having a beginning speed of 60 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, Mailing; (3) Miscellaneous Duties; (4) General Information; (5) Envelopes; (6) Shipping Documents, Legal Documents, Itineraries; (7) Reference Books, Miscellaneous Typing Problems; (8) Office Machinery; (9) Applying for the First Position.

Dictation begins at 100 words per minute and is increased to accommodate every individual member of the class.

**SHORTHAND V (Second Semester)**

Texts required: Gregg Dictation and Transcription—Reesha and Leslie 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.

**SHORTHAND VI**

Shorthand VI is open to advanced students who wish to specialize in Legal or Medical dictation.

### 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 (Horn's list) is completed.
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 throughout the entire course.
6. The student is taught care of machine, cleaning and oiling, 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
3. Index cards
4. Rough draft
5. Many kinds of placement problems, designs, title page, table of contents, menus, etc.
6. Legal forms
7. Stencils
8. 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 required. Letter and envelope set-up, carbon copies, cutting stencils and operation of the mimeograph, tabulation, care of the machine, including changing ribbons, rough draft, 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 type speed of 35 words per minute is required.

**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 statements, and closing the ledgers. The student becomes familiar with the special journals, notes, interest, as well as the various 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 acceptances, cash and merchandise discounts, notes and insurance registers, accurate and controlling accounts. The partnership type of business organization is used in this course. Sets 6, 4, and 8 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 computer organization is introduced in an elementary way; depreciation and reserves 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 very thoroughly covered, as well as classification of accounts. Sets 8 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 of this course. In this course the work is all individual, and the needs and desires of the students are fulfilled as far as 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-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 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, 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 an interest in the work.

CALCULATING II
An intensive course approximately three hundred hours in length to train operators of the Comptometer and Burroughs Calculator. Six periods a day of practice are required. To complete this course students must finish the 195 lessons in the textbook and maintain a designated standard of speed and accuracy. Students not making a grade of "Good" in scholarship, department, and attendance will be asked to surrender their places to new students desiring to take the course.

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 alphabetsizing 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—alphabetic, numeric, and geographic; (4) Cross filing; (5) Charge methods; (6) Transfer methods; (7) Follow-ups.

COMMERCIAL GEOGRAPHY
COMMERCIAL GEOGRAPHY
A course conducted by the Department of Geography in one of our largest cities, the "high school graduate cannot get along in the ever-changing business world on the geographic facts learned in the elementary school."

This is 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—Hulver
This 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 which cooperative enterprise has taken are studied, such as Consumer Cooperatives, Producers' Co-ops, Co-operative Housing, Credit Unions, Consumers' Co-ops, and Co-operative Education.

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 textbook is required. The information is gathered from current literature.

BUSINESS CORRESPONDENCE
Text required: Effective Business Correspondence—Aune.
A course in letter styles and letter psychology, emphasis is placed on format, appearance, set-up. Emphasis is placed on the business writing: consideration, correctness, character, cheerfulness, etc. Student learns 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, syllabification, 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.

Home Economic Courses
AREA OF FOODS AND HEALTH
FOODS I
A two-period laboratory class which meets daily and includes Food Preservation I, suppers or luncheons and breakfasts. Simple cooking processes, availability, nutritional value, cost and the utilization of canned foods are included in the food preservation unit. The suppers or luncheons and breakfasts included are the relation of food to health, nature of an adequate diet, and the consideration of cost in planning meals. Actual food preparation will consist of those foods which make up the family supper or luncheon and breakfast. As near as possible all food preparation will be on the meal basis. Field trips will be an important feature. This class is open to boys as well as girls.

FOODS II
Food Preservation II, dinners and hospitality are the units in this two-period course which meets daily. Preservation of fruits and vegetables, including jams, jellies and pickles are a part of the food preservation unit. The dinner unit will be on the meal basis and includes planning, preparing and serving foods commonly served in the family dinner. Guest dinners will be included in the hospitality unit, and the homemaking apartment will be used for the teas and buffet suppers.

FOODS III
Friendly Get-Togethers is a unit on entertaining in a simple manner. This will include simple techniques in the preparation and serving of party foods, party menus, party service and party organization. Consideration will be given to the importance of being a gracious host or hostess, a pleasant guest and family cooperation. The homemaking apartment will be used for the various types of party meals, so that members of the class may have the actual experience of being host, hostess and guest. This unit is of much interest to boys as to girls, because being a successful host is an asset in any occupation.

FOODS IV
Food preservation, meat cooking, vegetable cooking, baking and salads are some of the units included in this course, which is
FOODS V

Nutrition and menu planning are the units forming this course. The unit on menu planning is concerned with personal food habits for attractive appearance and health; also a study is made of the various foods, including the protective foods, proteins, carbohydrates, minerals and vitamins. The written material for this course includes a discussion of dietary habits as under-weight, over-weight, food allergies, dental care, diabetes,rickets and anemia are discussed. The nutrition unit forms a basis for classroom work on menu planning. The family meal is given consideration as well as the party; special diets for health difficulties are studied. Opportunity is given for individual work on specific problems.

NUTRITION

This course is offered daily for one period and is primarily for the students who are planning to enter nurse's training. Some of the topics covered are: importance of proper diet in the child's growth and development; fundamental principles of food selection; the importance of food in good health and disease; the effect of food on the body's need for these foods. Such diet concerns as weight control are developed. The unit on menu planning is concerned with menu planning, properties of selected foods, influence of food labels and cooking and process. The unit on menu planning includes special diets, such as diabetic, renal, etc.

HOSPITALITY AND TABLE SERVICE

Hospitality through simple guest meals, invitations, conversation and table games, selection of meals, responsibilities of guests are some of the features of this course. Selection of silver, china, glassware and table linens as well as flower arrangement and table decoration are included. Formal and informal service, service with and without a maid are a part of the table service unit.

FOOD MARKETING

This unit includes a study of the factors to be considered in selecting the food from which to buy; such factors as types of markets, availability of food, reliability of store; and services offered by the store. The factors influencing the price of food are studied, such as types of markets as they affect price, advertising, changing styles in food, package versus bulk, and cost of commercial preparation. Guides to buying such as planning before marketing, plans to consider in buying specific types of food and standardization form a part of the course. Field trips, showing of films and special speakers are a part of this course.

FOOD MANAGEMENT

This course is planned to give some assistance in learning and understanding ways to reduce food costs and to secure greater variety in the diet. Some of the topics to be studied are: the importance of the family income to be spent on food; adapting the family food allowance to different situations, keeping the economical preparation of food in mind; protection to consumer through laws; handling and saving for food. Consideration will be given to ways of saving money, time and energy in the preparation of food.

HOME SAFETY AND CARE OF THE SICK

This unit is planned for those students who wish to become more efficient in insuring safety and care of the sick in the home. This includes more than accident prevention. Some of the problems to be considered are: relation of health to happiness and success; improvement of sanitation; prevention of spread of disease; protection of individuals from home accidents; techniques and supplies helpful in meeting emergencies in the home; care of a patient in the home; thought process and decision making concerning health problems.

CLOTHING CONSTRUCTION I

This course is planned to meet the needs of the individual who has had little or no training in clothing construction. This is a two-week class and is open to the half-term or full-time pupil. Included in this course are: a study of the more common cotton fabrics; selection of patterns and patterns suitable for the individual; care and covering; the use of sewing machine and other sewing equipment; fundamental sewing processes in the application to simple garments such as slips, slacks, pajamas and simple buttoned overcoat.

CLOTHING CONSTRUCTION II

This course is intended for those who have satisfactorily completed Clothing I or its equivalent. Some of the problems to be considered are: qualities and uses of linens; silk and rayon fibers; processes and equipment needed to construct a well-made wool, silk or rayon garment; assembling complete garment with suitable accessories. Garments which may be made are: wool and silk dresses, suit, coats, afternoon dresses, formal. All styles may be constructed are sportswear, blouses, skirts, housecoats or other similar types of garments.

CLOTHING CONSTRUCTION III

This course is planned for the advanced student, attending half or full time, who has acquired some skill in fundamental clothing construction problems. Some of the problems to be studied are: consideration of wardrobe needs; selection of design suited to personality of wearer; patterns and pattern alteration; study of wool, silk and rayon fibers; processes and equipment needed to construct a well-made wool, silk or rayon garment; assembling complete garment with suitable accessories. Garments which may be made are: wool and silk dresses, suit, coats, afternoon dresses, formal. A style show put on by members of the class will be a culminating feature of this course.

CLOTHING SELECTION

Personality development through choice of clothing and its relationship to increasing attractiveness as well as securing feelings of poise and satisfaction is emphasized. Such problems will be studied as: importance of design and color in choosing clothing; making the individual more attractive through attention to color; application of simple rules of color harmony to clothing; choosing correct accessories; relation of activities of individual to the chosen clothing; dressing for the weather; types of individuals and their clothing; study of fashion; planning complete wardrobe considering cost as well as other factors; importance of correct dressing for engagements. Special speakers, field trips, showing of films will be features of this course. This course is open to all girls in school who are interested in personality development through dress.

CLOTHING IV

This course is open to all girls and is of special value to the girl in business; it is made up of four units as follows:

1. Care and repair of clothing—highlights of this unit are: relationship between personal appearances and well cared for clothing; personal satisfaction and saving of money; protection of clothing in use; daily, weekly and seasonal care; mending processes; arrangement of closets and other storage space.

2. Planning and Buying Clothes—topics to be considered are: Planning and selecting own clothing in relation to one's needs, family income and community standards; value of intelligent buying; shopping ethics and shopping courtesy; guides to buying; methods of paying; whom to buy. Factors governing the choice of all clothing will be considered; this course includes footwear, hose, dresses and coats, hats and gloves, accessories, sportswear and casual wear. Sound slides and field trips will be featured.

3. Cleaning of Clothes: Some of the important problems in this unit are: Care to be given before washing; cleaning materials, stain removal; efficient laundering; comparative cost of home and commercial
laundering; garments which may be dry cleaned at home; pressing garments; methods of storage.

4. Clothing Management: This unit will include the following problems: Proportion of income spent for clothing; factors influencing cost of clothing; consideration in judging ready-made garments; considerations in determining whether to make or buy clothing; protection offered the consumer; where to buy; methods of payment; consumer's responsibility.

5. New clothes for old: This is an advanced course and includes the reconditioning, remaking, and the complete making over of used garments. Highlights of the course area: cost of replacement in relation to wearing qualities and general appearance; time consumption; health values; minor changes which may improve used garments; possibilities of make-over; remodelling techniques to get best results.

CLOTHING CLINIC

This course is open to any student in the school. Just as a matter of course, help will be given in a private consultation on any clothing problem and a diagnosis made. Such problems as: Is this dress worth remaking? What color and type of hat should be worn with this suit? What are the points to be considered in buying ready-to-wear clothing? How much should one pay for silk hose? Can this spot be removed? Is it possible to darn this three-cornered tear? Any and all problems may be brought to the clinic.

AREA OF FAMILY RELATIONSHIPS

HOME LIVING I (First Semester)

This course is planned for the beginning full-time or half-time student and will include the following: Crocheting; knitting; decorative stitches; quilts and coverslets. Opportunity will be given for creative efforts and projects developed for leisure time activities.

CLOTHING CLINIC

This course is open to any student in the school. Just as the name indicates, help will be given in a private consultation on any clothing problem and a diagnosis made. Such problems as: Is this dress worth remaking? What color and type of hat should be worn with this suit? What are the points to be considered in buying ready-to-wear clothing? How much should one pay for silk hose? Can this spot be removed? Is it possible to darn this three-cornered tear? Any and all problems may be brought to the clinic.

HOME LIVING II (Second Semester)

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

(1) Personal Care and Improvement—Personal, social, and financial values of a well-groomed appearance are discussed. Personal hygiene, clothing hygiene, eating for body needs, correct posture, care of hair, skin, nails, proper choice, use and purchase of cosmetics are some of the highlights of this unit.

(2) Understanding Yourself and Others—Some of the topics emphasized in this unit are: personality characteristics which affect people; importance of understanding one's and other behavior need for security; meaning of friendship; use of leisure time.

HOME MANAGEMENT I

This is planned for the beginning student who attends half-time or full-time. The topics studied are: Scheduling and management problems; equipment of the kitchen and laundry; laundry problems; care of home; responsibility for personal belongings.

HOME MANAGEMENT II

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

HOUSING

This course precedes the course in house planning and furnishing given in the Art Department and is for the advanced student. Some of the topics studied are: characteristics of an inviting home; effects of satisfying home on family life; comfort and friendly atmosphere; functions of the home; use of labor saving devices; arrangement of equipment and working space; adequate yard space; relationship of housing to health and happiness; desirable standard; equipment for the home.

CONSUMER EDUCATION

This course might be called "wise homemaking." 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, linens, furniture and equipment. Field trips and sound films are used in this course.

ADULT CLASSES

CLOTHING I (Beginning Clothing)

This unit is planned for students who have had little or no experience in clothing construction. Selection of patterns and material, adjusting of patterns to personal measurements, hand stitches, seams, hems, bindings, facings, shouldered plackets, and window buttons will be brought to the course. The garments to be made will be sleepwear and bathrobe, simple cotton clothes. Use and care of the sewing machines will be emphasized. This course is a foundation for the elementary and advanced courses.

CLOTHING II: (Pattern Alteration)

Taking individual measurements and applying them to the making of a simple pattern will be included in the first lesson of this unit. Some of the problems considered in the altering of patterns are as follows: sleeves altered for different types of arms; dress patterns changed to fit the short or tall figure; altering of pattern to fit the square or sloping shoulders, for large hips and small bustline; changing of plain pattern to circular or pleated skirts, modeling of collar patterns. This is a basic course for those interested in advanced dressmaking or remodeling. It will also be of interest to people who work in the production department of ready-to-wear shops.

CLOTHING III: (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, plaques, collars, sleeves, fasteners, belts, and bound buttonholes. The garments to be made are house dress, blouse, shirt, linen or voile dress.

CLOTHING V: (Clothing Selection and Fabric Study)

This unit is helpful for the people who do their own sewing as well as for those who buy ready-to-wear garments. The following topics include some of the subject matter included in the unit: the human body and posture, use 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, type of material, 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 material, seam finishes, making and applying collars, setting in different types of sleeves, making plaid or tailored plackets, worked in 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. Coats, suits, and dresses may be made for boys or girls from old garments. Garments made from new material are: pajamas, slips, rompers, sun suits, 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 enrolling in the remodeling class. Instruction will be given on the preparation of the garment for class work, combination of color and fabrics, selection of design and pattern, combination 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 decorative needlework. The course consists of special problems and instruction in decorative stitches, embroidery, haunching, 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 garments. Selection of patterns and cost. Special emphasis will be placed on adjustment of pattern to fit the figure, fitting of the garment, selection of seams and plackets, neckline finishes, tailored pockets. Properly typed to use in pressing various kinds of fabrics 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 pattern alteration to give the pupil an understanding of structural lines; clothing construction to give practice in 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.

HOUSEHOLD SEWING
A unit in selection and construction of curtains, drapes, slip covers or any type of household sewing. Each student works on her individual problem.

CLOTHING CLINIC
A period for individual consultation on any type of clothing problem. Whatever the problem, a diagnosis will be made. It may help in buying fabrics for garments or for household use; a problem in renovation; or a problem in repair. Whatever it is, bring it to the clinic.

FOODS COURSES
The foods courses are offered in units of nine lessons each and are arranged so that the student may choose one, two or as many days a week as he desires. These are planned for homemakers in such a way that they may choose the day which is most convenient for them.

FOODS I
This is composed of four units:
Salad Making-1st quarter. Various types of salad dressing are made, such as French, mayonnaise, boiled and fruit salad dressing. Salads as the main dish as well as salads to be served with luncheons and dinners are a part of this unit. Molded salads are a part of this unit.

Baking-2nd quarter. This unit includes quick breads, banana, date and prune breads, yeast rolls and breads.

Low Cost Meals-3rd quarter. This includes the planning and preparation of adequate, well-balanced meals with a minimum of expenditure.

Pastry Making-4th quarter. Pastry making stresses the principles underlying the making of pastry. Plain and puff pastry, one crust and two crust pies and crumb pies are made.

FOODS II
General Cookery-1st quarter. This is a basic course which includes beverages, batter, white sauces, custards, and egg cookery.

Meat Cookery-2nd and 3rd quarters. Poultry, meat and fish are included in this unit. Selection of cuts, preparation, serving and carving are taught. A meat cutting demonstration with explanation of the various cuts is given by an expert demonstrator. Preparation of tender and less tender cuts is given. The nutritional value of meat and plans in the diet are considered.

Hospitality-4th quarter. This is a unit on being a successful hostess and includes the actual preparation and serving of teas, luncheons, buffet suppers and dinners.

FOODS III
Vegetable Cookery-1st quarter. Both the usual and unusual vegetables are prepared. Casserole dishes and vegetable plates are a part of this unit.

Cake Making-2nd quarter. Sponge cakes, butter cakes and cookies comprise this unit. Various types of icing and frostings are made. Cakes for tea time are included.

 Desserts-3rd quarter. Both simple and fancy desserts are prepared. Desserts for the home meal as well as for the company luncheon and dinner are given. Some of the more unusual desserts to be made are every failed, logs, ice box desserts and other frozen desserts.

FOODS VI
Sunday night supper-1st quarter. Sunday night suppers for family and for guests. The easy to prepare menu, the friendly snack, the green supper are all features of this unit.

Easy Guest Meals-2nd quarter. Entertaining without a maid and where time must be considered are points of emphasis. The tasty and unusual meal with a minimum expenditure of time and labor is stressed.

Platter Dinners-3rd quarter. The complete dinner on a platter, with the exception of salad or dessert, is taught. Molded salads and the simple dessert included.

FOODS VII
Hostess at Tea Time-1st quarter. Everything one would like to know about tea from planning to pouring is included in this unit. How to be a gracious hostess and a pleasing guest are featured.
The homemaking apartment is used for the teas which will be a part of the course. Recipe Analysis—2nd quarter. This unit is concerned with the science of an attitude in selecting recipes and evaluating cooks and settings. Some topics considered are: need for analyzing recipes and evaluating the food products; principles used in writing, analyzing, and improving recipes; selecting and adopting recipes for different situations; variations in recipes. Note: Hostess at Tea Time may be repeated any quarter for which there is a demand for it.

**ELECTRIC-OVEN COOKERY**

This unit is on the use of the electric oven or roaster. All foods are prepared in the electric roaster. Opportunity for experimentation is given.

**MENU PLANNING**

The nutritional needs of the body in relation to menu planning are considered. General policies in menu planning, food fads, and fallacies 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 menu patterns, food costs, menus for the party luncheon, dinner, buffet supper.

**MARKETING TO FOOD BUYING**

This course is planned to help the homemaker in the buying of food. Some of the topics covered are: responsibility as a buyer of food; supply and demand, quality, bulk or package food; types of stores; low grades and brands in foods; efficient marketing; determining the food to be purchased; purchasing specific foods, such as cereals, fruits, vegetables, dairy products, eggs, poultry, meat; canned foods, price of food laws.

**TABLE SERVICE AND HOSPITALITY**

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 occasion, 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 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 problem of where, when, and how much to buy; also, the buying of specific commodities as food, clothing, drugs, cosmetics, rugs, household lines, 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; 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 the physical needs, psychological needs, aesthetic needs and protection. Other topics to be discussed are: essentials of good housing; functions of the home; pointers that tell of fatigue and irritations; general laws in house planning; electric convenience outlets; and adequate yard space.

**FAMILY RELATIONSHIPS**

**FOODS AND PERSONALITY**

This unit is on the improvement of personality through right eating habits. "Staying Young at Forty" is one of the features of this unit. Cosmetics, their use and purchase are included. Special speakers will be brought in and sound slides will be used.

**YOUNG ADULTS IN FAMILY LIFE**

This unit is for the junior adult and is planned to give an understanding of the following: the purpose of family life; responsibility within the family; various generations in one family group; relationship of the family to the community.

**THROUGH FRIENDSHIP INTO MARRIAGE**

This is a problem of many young people and to meet the various needs the following topics will be considered: social contacts and lasting friendships; privileges and responsibilities of marriage; planning as an aid in gaining values; planning of the marriage ceremony; the wedding.

**ECONOMICS OF THE FAMILY**

This is a unit planned to give some understanding of the effects of social and economic changes on the security and unity of present day families. Also such topics are used in this course as: value of planned spending and saving for the individual and the family; ability to handle money wisely to distinguish between needs and desires; making more families economically secure.

**Music Courses**

**PIANO I**

This introductory course is planned to give the pupil a knowledge of treble and bass clefs, the meaning of sharps and flats, and the 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—1:45.

**PIANO II**

This course is a continuation of Piano I. Special attention is given to rhythm problems, to developing finger independence, left-hand independence, and melody playing. The chromatic scale, as well as the scales of B flat, C flat, A flat and D flat, is introduced. Daily—12:00.

**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
MIXED CHORUS (a capella)

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 individual 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 what we hear and see; and to appreciate not only the melodic effects of music, but the harmonic and rhythmic as well. M. W. F. 10:15.

REED AND BRASS INSTRUMENT CLASSES

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 tonal balance; and
Part III—offering drill in the performance of various types and styles of music. T. Th.—3:15.

Special courses in vocal and instrumental ensemble, and dance orchestra are offered on demand.

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 1:00-3:15.

AUTO DRIVERS

A six-week course for students of license age who are interested in learning how to drive and care for the automobile. One afternoon is devoted to lecture and another for actual driving in the dual control car. There is a laboratory fee.

AUTO MECHANICS

Beginning students are given a thorough general course on automobile chassis 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. 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 intelligent reading of blueprints. By the end of the semester each student is well along in projection drawing and freehand sketching. 8:00-11:00 and 1:00-3:15.

ELECTRICITY

The first semester in elementary electricity deals with the application of theories 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 mathematics required in the general field of electricity, in order to provide a better understanding of the various laws. The advanced semester deals with electrical machinery, 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 and 1:45-3:15.

MACHINE DRAFTING

Students desiring to work ahead in any trade need machine drafting. Problems of interest designed to meet individual needs are built around the following subjects: standards; structural drafting; assembly drawing; notes and material lists used on working drawings; use of handbooks; bills of materials; cams and gears; pattern drafting; materials of machine design; tool, jig, and die design. 8:00-11:00 and 1:00-3:15.

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 reference material and handbooks further the training of the student towards entry into the trade. 8:00-11:00 and 1:45-3:15.

MILLWORK

A two-semester course in millwork is available to those students who have completed the course in bench woodwork. During the first semester the student can prepare himself to operate and care for woodwork machinery. Experience in layout of shaper knives, on a circle and band saw fitting, band saw brazing, surfacer and jointer knife fitting, mill orders and stock routing on practice projects is provided during the second semester. 8:00-11:00 and 1:45-3:15.

PRINTING

The first semester of printing consists of elementary composition and proofreading. During the second semester the student is given advanced composition, makeup, and lockup as well as elementary platen presswork. Presswork, page makeup, and inkerready 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 and 1:45-3:15.

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 parallelizing of circuits. It provides operating practice and methods and rules for securing a government license. 8:00-11:00 and 1:45-3:15.

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. Work in bronze, black iron, and blue annealed iron. Radiol and parallel line development, triangulation, and sheet methods in layout are applied to furnace, air conditioning, roofing, and cornice work. 8:00-11:00 and 1:45-3:15.
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, pipe welding and testing, and welding of weld specimens are included in this course. Materials fee: 8:00-11:00 and 1:45-3:15.

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. Materials fee: 8:00-11:00 and 1:45-3:15.

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 and 1:45-3:15.

TRYOUT COURSES
These courses are arranged for the younger students who have 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 which he pursues courses which are adapted to the needs of his particular choice. 1:45-3:15.

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, essential in every trade, are stressed in such trades as auto mechanics, baking, barbering, bricklaying, carpentry, drafting, electricity, foundry, machine shop, painting and decorating, pattern making, plumbing, printing, and sheet metal.

BAKING
Related chemistry, fermentation, experimental baking, mathematics, manufacturing processes, production schedules, study of ingredients, bakery trouble shooting, and shop practice.

BARBER SCIENCE
Work that is supplementary to the daily occupation as well as new skills in manipulative processes required in local 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, blue print reading, rafter cutting, light frame construction, principles of forming, use and care of tools, and the building code.

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

MACHINE SHOP
FOUNDRY
This course is designed to supplement daily work on the job with theory in mathematics, oral English, shop sketching, mechanics, shop forms, 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 related design are covered as well as actual technical manipulative skills in hand composition and impositions. 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, and pattern drafting. Safe practices, welding, and air conditioning applications are stressed. Individual work situations arising on the job are discussed.
The Madison Vocational and Adult Education School

Day School Courses

Day School Bulletin issued under the direction of

The Board of Vocational and Adult Educational
Madison, Wisconsin
September 1939
SCHOOL CALENDAR 1939-1940

Monday, September 11, 1939—School opens

Thursday and Friday, November 2-3, 1939—School closes for Milwaukee meeting of Wisconsin Education Association

Thursday and Friday, November 30, December 1, 1939—School closes for Thanksgiving recess

Saturday, December 16, 1939, to Monday, January 1, 1940, inclusive—School closes for Christmas vacation

Tuesday, January 2, 1940—School re-opens

Friday, February 2, 1940—End of first semester

Friday and Saturday, February 9-10, 1940—School closes for meeting of Southern Wisconsin Education Association (These dates are subject to change)

Friday, March 22, and Saturday, April 13, to Sunday, April 21, 1940, inclusive—School closes for spring vacation. (Spring vacation coincides with University Easter Sunday—March 24.)

Monday, April 22, 1940—School re-opens

Thursday, May 20, 1940—School closes for Memorial Day

Friday, June 14, 1940—End of school year

MADISON VOCATIONAL AND ADULT EDUCATION SCHOOL

BOARD OF VOCATIONAL AND ADULT EDUCATION

S. G. Scanlan, President
P. H. Falk, Secretary
J. H. Brown
Fred M. Mason
Emil J. Frautschl
Alexander R. Graham, Director
Office: 211 North Carroll Street
Telephone: Badger 2351

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 have completed high school. It 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.

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 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. 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. Students who must be absent are requested to call Badger 2351, 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 137.

GUIDANCE DEPARTMENT

The Guidance Department is located in Room 137. This Department is at the service of all students for attendance, health, welfare, placement, and all guidance problems. School N. Y. A. and scholarship applications are received in this office.

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.

General Courses

ENGLISH

ENGLISH I
For newly-arrived foreign-born residents. Reading, writing, speaking, spelling.

ENGLISH II
Second-year English for foreign-born residents. Reading, writing, speaking, spelling.

ENGLISH III
Grammar review. Individual attention in correct use of parts of speech. Punctuation, capitalization, spelling.

ENGLISH IV
Advanced course in grammar, punctuation, spelling, letter writing, and sentence structure.

ENGLISH V
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 form.

JOURNALISM
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
The stories of favorite American authors including Zane Grey, Booth Tarkington, Zona Gale, Edna Ferber, Hamlin Garland, Will Rogers, Mark Twain, Jack London. Stories of adventure, pioneering life, the sea, travel, humor, and Western life.

LITERATURE III (Part-time groups only)
A course in what to read and how to find it.

LITERATURE IV (Part-time groups only)
Survey of literature from Germany, Norway, Sweden, Spain, Russia, France, Italy, Denmark, and the British Isles.

LITERATURE V (For adults)
Current American novels, short stories, and poetry.

LITERATURE VI (For adults)
World literature. Critical review and reports on books of European authors. Current and classical literature included.

PUBLIC SPEAKING I
How to prepare and deliver a talk. How to conduct a meeting.

PUBLIC SPEAKING II
A practice course in preparing and delivering the common types of speech, including acceptance, nomination, after-dinner, welcome, sales, presentation, interpretation of poetry. Oral reading.

DRAMATICS
Reading and presentation of plays. The modern stage, make up, pantomime, interpretation. Presented in cooperation with the Art Department.

VOICE TRAINING (Second semester only)
Clinical study of the voice. Exercises in improvement of voice quality. The voice and the telephone. Useful to those who are to work in offices.

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, 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 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. Study of the ways in which Wisconsin makes its living.

SOCIAL SCIENCE II
The story of nations. The story of democracy. A history of industry.

SOCIAL SCIENCE III (Part-time groups only)
Elementary economics. Why are there “good times” and “hard times”? How is business organized and managed? How are wages determined?

WORLD AFFAIRS (Monday, Wednesday, and Friday)

COMMERCIAL GEOGRAPHY (Tuesday and Thursday)
A study of the natural resources, industry, and business of the principal nations. Special emphasis upon North and South America.

ECONOMICS
The basic economic problems of distribution, production, and exchange. Study of current economic theories; their history and application.

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 course while in attendance at the Vocational School. It is open, however, as an elective to other Vocational School students.

GENERAL SCIENCE
The course answers questions such as these: What is hard water? How is food digested? Why do we use yeast in baking? What makes the wind blow? How do we predict weather changes? Why do we use oxygen and acetylene in welding metal?

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 office or a dentist's office. The work includes some physiological chemistry and some training in analysis.

HIGH SCHOOL CREDIT COURSES

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

Art Courses

COMMERCIAL ART

A practical course offered to young adults who are interested in advertising as a vocation. Spacing, arrangement, techniques, and reproductions are given. The course is planned primarily for home economics girls to acquire an understanding of the art of making the most effective use of type and form in creating advertisements. Laboratory fee—$1.00 per semester. Daily.

COMMERCIAL LETTERING

Offers practical training in lettering emphasizing alphabetical forms, origin and development of various alphabets, present-day tendencies, fundamental principles, modern methods, penmanship, and use of the lettering pen. Daily.

FASHION ILLUSTRATION (First and Second Semester)

A course planned for students who have had art training or can present work showing special aptitude. Still life, castles, landscape, dress figure, composition in pen and ink. Media: Pencil; charcoal, crayon; mechanical processes, such as Ben Day, Rosca Boards, spotter brush, airbrush, and methods of reproduction. Lay-out, lettering, and drawing from the model are phases of this work. Laboratory fee—$1.00 each semester. M., W., F.

ART I (Freehand drawing for trade boys)

A course planned for boys who have had art training or can present work showing special aptitude. Still life, castles, landscape, dress figure, composition in pen and ink. Media: Pencil, charcoal, crayon. A correlation course with mechanical drawing, drafting, and pattern making. Although planned for boys, this course is open to anyone interested in freehand drawing. Daily.

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, carousels, landscape, dress figure, composition in pen and ink. Media: Water color, charcoal, pen and ink, mechanical processes, such as Ben Day, Rosca Boards, spotter brush, airbrush, and methods of reproduction. Lay-out, lettering, and drawing from the model are phases of this work. Laboratory fee—$1.00 each semester. M., W., F.

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 of objects, form and solid objects, light and shade, mechanical processes, such as Ben Day, Rosca Boards, spotter brush, airbrush, and methods of reproduction. Lay-out, lettering, and drawing from the model are phases of this work. Laboratory fee—$1.00 each semester. M., W., F.

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, monograms and other problems to meet individual needs are studied. Color theory, composition, techniques, reproductive methods, and commercial materials are studied. Pen and ink, water color, tempera, gouache, airbrush. Prerequisite: ART I, APPLIED ART I, or equivalent. Daily.

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 influences; clothing accessories; make-up, millinery, and related subjects. Methods of drawing and rendering in wash or color, on paper, are taught. Textures, colors and fabrics, actual experiments are available as well as a miniature model for draping. Individual problems given special consideration. Notebook required. M., W., F.

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 or 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 Ballotipan and lantern slides. Field trips. Notebook required.

ART SEMINAR

A lecture and discussion course concerning occupational opportunities in the art field, preparation, 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.

APPLIED ART I (Design for home economics girls, first quarter)

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 arrangements, and other related subjects. Problems in applied design include: monograms (suitable for linens, towels, doilies, place settings, coasters), canister sets, canister sets, waste baskets, wooden plaques, boxes, desk sets, decorative belts, copper etched bracelets, Christmas cards, designs for table squares, embroidery patterns, etc. Notebook and four finished articles required. Daily.

APPLIED ART II (For girls, second quarter)

This is a course for girls in the home economics department and 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.

TRADE DESIGN

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

JEWELRY
Individual instruction in the design principles as applied to silver, initial rings, stone setting, chains, pins and pendants. General knowledge of tools and techniques. 1:00-2:30. Laboratory fee—$ .75.

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 ar plates, boxes, bowls, pichers, trays, candellabra. Students purchase their own materials. Laboratory fee—$ .25 per month for use of tools and moulds. M. W. F.

POTTERY (Adults, First Semester)
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. Advanced students use the potters wheel. Laboratory fee—$ .30 per piece. T. Th, 2:30-4:00. First semester only.

MODELING (Adults, Second Semester)
A beginning course in modeling which covers the making of small animal figures, masks, heads, or the human figure. Originality and creative ability are developed. Chip molds, two and three part molds, casting, and the various finishes of plaster are included. Laboratory fee—$ .30 per model. T. Th, 2:30-4:00. Second semester only.

HOOKED AND BRAIDED RUGS
An intensive 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. Both hand and machine hook techniques taught. Braided rugs in three and five strand braid; round, oval, or geometrical design. Laced method taught. T. Th.

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 inserted weaves developed through original design and color schemes; draft writing and cloth analysis. M. W. F.

WEAVING II (Adults)
Advanced problems in unusual weaves such as stick weaving, Navajo, Welsh lace weave, crinkle weave on four harness looms. Summer and winter, bronson, and double weave on six and eight harness looms. T. Th.

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.

GENERAL CRAFTS I
A beginning course for the student under 18 offering instruction in wooden bead work, leather tooling, chair caning, and block printing. Daily.

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 offered in the following crafts: block printing, book binding, batik, coach craft, wood carving, bead 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, design of sets for plays under discussion in Dramatics class, color and lighting, character and stage make-up, and mask making. See Studio Period. Tu. 2:30-4:00.

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 furnished or purchased by the student. Daily, 11:00; Th, 2:30-4:00.

Commercial Courses

INTENSIVE SECRETARIAL COURSE FOR FULL-TIME STUDENTS ONLY

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STENOGRAPHY AND OFFICE TRAINING COURSE FOR HALF-TIME STUDENTS

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BOOKKEEPING COURSE

First Year—Two Semesters

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SHORTHAND

SHORTHAND I—Intensive Course (6 months), Full Time.


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 30-40 words per minute to be reached at the end of six months.
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. Keyboarding, 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 (Horn'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 brought into use. Accuracy is stressed as the only basis for successful typewriting. A writing rate of 36-35 words per minute for five or ten minutes.
6. The student is taught care of machine, cleaning and oiling, 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 |
| Simple |
| Medium |
| Difficult |
| 3. Index cards |
| 4. Rough draft |
| 5. Many kinds of placement problems, designs, title page, table of contents, menus, etc. |
| 6. Legal forms |
| 7. Stencils |
| 8. 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, 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 typewriting speed of 35 words per minute is required. |

Information about and practice in performing clerical and stenographic duties. Discuss cases of finding employment, correct dress, 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 |
| 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 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 8 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 accounts, cash and merchandise discounts, notes and insurance registers, accurate 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 and reserves are studied; functional accounts for single as well as departmental businesses are presented; the combination Cash Journal (in use in almost all small retail establishments) is very 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 of this course. In this course the work is all individual, and the needs and desires of the students are fulfilled as far as 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 |
| Texts required: Elementary bookkeeping machines. Between 50 and 60 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 in 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 acquit students with the fundamental operations of the above machines, and to test their aptitude for an interest in the work.

CALCULATING II
An intensive course approximately three hundred hours in length to train operators of the Comptometer and Burroughs Calculator. Six periods a day of practice are required. To complete this course students must finish the 195 lessons in the textbook and must attain a designated standard of speed and accuracy. Students not meeting the grade of “Good” in scholarship, department, and attendance will be asked to surrender their places to new students desiring to take the course. 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 75 miniature letters and filing trays—alphabetic, numeric, and geographic; (4) Cross filing; (5) Change methods; (6) Transfer methods; (7) Follow-ups.

COMMERCIAL GEOGRAPHY
COMMERCIAL GEOGRAPHY
A course of a Chamber of Commerce in one of our largest cities said, “The high school graduate cannot get along in the ever-changing business world on the geographic facts learned in the elementary school.”

This is 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.
This 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 been taken are studied, such as Credit Unions, Consumers Co-op, Producer’s 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

---15---

General Merchandising. In addition to information on these units, the technical language or general business terms used in the modern office are taught. No textbook is required. The information is gathered from current literature.

BUSINESS CORRESPONDENCE
Text required: Effective Business Correspondence—Aurner.
A course in letter styles and letter psychology. Emphasis is placed on form, appearance, set-up, Epistolary qualities of business writing. Consideration, respect, truthfulness, and correct spelling, grammar, interpretation of meaning, use of the dictionary to verify spelling, and any other material that is found necessary as the class progresses.

Home Economic Courses
AREA OF FOODS AND HEALTH
FOODS
A two-period laboratory course which meets daily and includes Food Preservation I, suppers or luncheons and breakfasts. Simple canning processes, availability, nutritive value, cost and the utilization of canned foods are included in the food preservation unit. The suppers or luncheons and breakfasts include the relation of food to health, nature of an adequate diet, and the consideration of cost in planning meals. Actual food preparation will consist of those foods which make up the family supper or luncheon and the breakfast. As near as possible all food preparation will be on the meal basis. Field trips will be an important feature. This class is open to boys as well as girls.

FOODS II
Food Preservation II, dinners and hospitality are the units in this two-period course which meets daily. Preservation of fruits and vegetables, including jams, jellies and pickles are a part of the food preservation unit. The dinner unit will be on the meal basis and includes planning, preparing and serving those foods commonly found in the family dinner. Guest dinners will be included in the hospitality unit, as will teas, buffet luncheons and suppers. The homemaking apartment will be used for the teas and buffet suppers.

FOODS III
Friendly Get-Togethers is a unit on entertaining in a simple manner. This will include simple techniques in the preparation and serving of party foods, party menus, party service and party organization. Consideration will be given to the importance of being a gracious host or hostess, a pleasant guest and family cooperation. The homemaking apartment will be used for the various types of party lessons, so that members of the class may have the actual experience of being host, hostess and guest. This unit is of special interest to boys as to girls, because being a successful host is an asset in any occupation.

---16---
FOODS V
Nutrition and menu planning are the units forming this course. The second unit is concerned with personal food habits for attractive appearance and health; also a study is made of the various foods, including the protective foods, proteins, carbohydrates, vitamins and minerals and their effects on the body's need for these foods. Such topics as under-weight, over-weight, food allergies, dental caries, diabetes, rickets and anemia are discussed. The nutrition unit forms a basis for the unit on menu planning. The family meal is given consideration as well as the party; special diets for health difficulties are studied. Opportunity is given for individual work on specific problems.

NUTRITION
This course is offered daily for one period and is primarily for the students who are planning to enter nurse's training. Some of the topics covered are: indications of a good state of nutrition; weight and nutrition; food constituents essential to good nutrition; vitamins; food requirements; diet deficiencies; food allergies; planning of diets for special patients.

HOSPITALITY AND TABLE SERVICE
Hospitality through simple guest meals, invitations, conversation and table games, selection of guests, responsibilities of guests are some of the features of this course. Selection of silver, china, glassware and linens as well as flower arrangement and table decoration are included. Formal and informal service, service with and without a maid are a part of the table service unit.

FOOD MARKETING
This includes a study of the factors to be considered in selecting the stores from which to buy; such factors as types of markets, sanitary protection of food, reliability of store, and services offered by the store. The factors influencing the price of food are studied such as types of markets as they affect price, advertising, changing styles in food, package versus bulk, and cost of commercial preparation. Guides to buying such as planning before marketing, points to consider in buying specific types of food and standardization form a part of the course. Field trips, showing of films and special speakers are added to this course.

FOOD MANAGEMENT
This course is planned to give some assistance in learning and understanding ways to reduce food costs and to secure greater variety in the diet. Some of the topics to be studied are: the proper use of the family income to be spent on food; adapting the family food allowance to different situations, keeping the economical preparation of food in mind; protection to consumer through the law; handling and saving for food. Consideration will be given to ways of saving money, time and energy in the preparation of food.

HOME SAFETY AND CARE OF THE SICK
This unit is planned for those students who wish to become more efficient in insuring safety and caring for the sick in the home. This includes more than accident prevention. Some of the problems to be considered are: relation of health to happiness and success; improvement of sanitation; prevention of spread of disease; protection of individuals from home accidents; techniques and supplies helpful in meeting emergencies in the home; care of a patient in the home; thoughtful bearing of one's responsibility concerning health problems.

AREA OF CLOTHING
CLOTHING CONSTRUCTION I
This course is planned to meet the needs of the individual who has had little or no training in clothing construction. This is a two-period class and is open to the half-time or full-time pupil. Included in this course are: a study of the more common cotton fabrics; selection of materials and patterns suitable for the individual; understanding and use of sewing machine and other sewing equipment; fundamental sewing processes in application to simple garments such as aprons, slips, pajamas, and night wear.

CLOTHING CONSTRUCTION II
This course is intended for those who have satisfactorily completed Clothing I or its equivalent. Some of the problems to be considered are: qualities and uses of linen and rayon fabrics; use of commercial patterns in making more difficult garments; sewing processes; fitting techniques, sewing as a creative art as well as an economy measure; importance of being well dressed. Some of the garments which may be constructed are sport suits, blouses, skirts, housecoats or other similar types of garments.

CLOTHING CONSTRUCTION III
This course is planned for the advanced student, attending half or full time, who has acquired some skill in fundamental clothing construction problems. Some of the problems to be studied are: consideration of wardrobe needs; selection of design suited to personality of wearer; patterns and pattern alteration; study of wool, silk and rayon fibers; processes and equipment new to construct: a well-made wool, silk or rayon garment; assembling complete garment with suitable accessories. Garments which may be made are wool and silk dresses, suits, coats, afternoons dresses, formals. A style show put on by members of the class will be a culminating feature of this course.

CLOTHING SELECTION
Personality development through choice of clothing and its relation to increasing attractiveness as well as securing a feeling of poise and satisfaction is emphasized. Such problems will be studied as: importance of design and color in choosing attractive clothing; making the individual more attractive through pleasing choice of color; application of simple rules of color harmony to clothing; choosing correct accessories; relation of activities of individual to the clothes she wears; types of individuals and what is suitable to their personality; study of fashion; planning complete wardrobe considering cost as well as other factors; importance of correct fitting garments. Special speakers, field trips, showing of films will be features of this course. This course is open to all girls in school who are interested in personality development through dress.

CLOTHING IV
This course is open to all girls and is of special value to the girl in business; it is made up of four units as follows:

1. Care and repair of clothing—highlights of this unit are: relationship between personal appearance and well cared for clothing; personal satisfaction and saving of money; protection of clothing in use; daily, weekly and seasonal care; mending processes; arrangement of closets and other storage space.

2. Planning and Buying Clothes—Topics to be considered are: Planning and selecting own clothing in relation to one's needs, family income and community standards; value of intelligent buying; shopping ethics and shopping courtesy; guides to buying; methods of paying; when to buy. Factors governing the choice of all clothing will be considered; this of course includes footwear, hose, dresses and coats, hats and gloves, accessories, sport wear and raincoats. Sound slides and field trips will be featured.

3. Cleaning of Clothes: Some of the important problems in this unit are: Care to be given clothing before it is cleaned; stain removal; efficient laundering; comparative cost of home and commercial

—10—
laundering; garments which may be dry cleaned at home; pressing garments; methods of storage.

4. Clothing Management: This unit will include the following problems: Proportion of income spent for clothing; factors influencing the cost of clothing; considerations in judging ready-made garments; considerations in determining whether to make or buy clothing; protection of the consumer; where to buy; methods of payment; consumer's responsibility.

5. New clothes for old: This is an advanced course and includes the reconditioning, remodeling, and the complete making over of used garments. Highlights of the course area: cost of remodelling in relation to wearing qualities and general appearance; time consumption; health values; minor changes which may improve used garments; possibilities of make-over; remodelling techniques to get best results.

NEEDLECRAFT

This course is planned for the half- or full-time student and will include the following: Crocheting; knitting; decorative stitches; quits and coverslets. Opportunity will be given for creative efforts and projects developed for leisure time activities.

CLOTHING CLINIC

This service is open to any student in the school. Just as the name indicates, help will be given in a private consultation on any clothing problem and a diagnosis made. Such problems include: Is this dress worth remodeling? What color and type of hat should be worn with this suit? What are the points to be considered in buying ready-to-wear clothing? How much should one pay for such a dress? Can this spot be removed? Is it possible to darn this three-cornered tear? Any and all problems may be brought to the clinic.

AREA OF FAMILY RELATIONSHIPS

HOME LIVING I (First Semester)

This course is planned for the beginning half-time or half-time student. It includes the following units:

1) Personal Care and Improvement—Personal, social, and financial values of a well-groomed appearance are discussed. Practical hygiene and clothing hygiene, eating for body needs, correct posture, care of hair, skin, teeth, nails, proper choice, use, and purchase of cosmetics are some of the highlights of this unit.

2) Shopping and Buying—Social customs at home, at school, and in the community, conduct in public, manners in hotels and restaurants and proper introductions are points emphasized.

3) Understanding Yourself and Others—Some of the topics emphasized in this unit are: personal characteristics which affect people; importance of understanding one's and other behavior; need for security; meaning of friendship; use of leisure time.

HOME LIVING II (Second Semester)

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

1) The child in the home: This unit includes a study of the normal development of children, the health needs of the pre-school child, and children's clothing, play and games, and development of social behavior.

2) Family Relationships: This unit includes the importance of family life in the home, characteristics of a satisfying home, the contributions which each individual can make to the home life, importance of family councils, home and community responsibilities, and plans for the future.

3) Social life in the home, which includes the following: group activities usable for family recreation; determining amount of money for recreation; the home a hospitable center for friends.

HOME MANAGEMENT I

This is planned for the beginning student who attends half-time or full-time. The topics studied are: Scheduling and management problems; equipment of the kitchen and laundry; laundry problems; care of home; responsibility for personal belongings.

HOME MANAGEMENT II

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

HOUSING

This course precedes the course in house planning and furnishing given in the Art Department and is for the advanced student. Some of the topics studied are: characteristics of an inviting home; effect on home life; comfort and friendly atmosphere; functions of the home; use of labor saving devices; arrangement of equipment and working space; acquisition of yard space; relationship of housing to health and happiness; desirable standards; equipment for the home.

CONSUMER EDUCATION

This course might be called "wise buying." 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, linens, furniture, and equipment. Field trips and sound films are used in this course.

ADULT CLASSES

CLOTHING I (Beginning Clothing)

This unit is planned for students who have had little or no experience in clothing construction. Selection of patterns and material, adjusting of patterns to personal measurements, hand stitches, seams, hems, bindings, facings, bound placket, and worked buttonholes will be included. The garments which will be applied are step-in and brassiere, slip, pajamas, and a simple cotton dress. Use and care of the sewing machine will be emphasized. This course is a preparation for the elementary and advanced courses.

CLOTHING III (Pattern Alteration)

Taking individual measurements and applying them on the making of simple patterns will be included in the first lesson of this unit. Some of the problems considered in the altering of patterns are as follows: sleeves altered for different types of arms, dress patterns changed to fit short or tall figure, altering of pattern for fit the square or sloping shoulders, for large hips and small bust lines, or changing of plain pattern to circular or pleated skirts, modeling of collar patterns. This is a basic course for those interested in advanced dressmaking or remodeling. It will also be of interest to those preparing in the instruction department of ready-to-wear shops.

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 sleeves, facings, plackets, collars, sleeves, fasteners, belt, and buttonholes. The garments to be made are house dress, blouse, shirt, linen, or velveteen.

CLOTHING V (Clothing Selection and Fabric Study)

This unit is helpful to 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 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 garments, 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 material, seam finishes, making and applying collars, setting in different types of sleeves, making plain or tailored plackets, worked and bound button holes, patch and slit pockets will be given special attention. The smocking and fagoting stitches will be applied on cotton or silk dresses. Coste, skirts, and dresses may be made for boys or girls from old garments. Garments made from new material are: pajamas, slips, rompers, sundress, 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 enrolling in the remodeling class. Instruction will be given on the preparation of the garment for class work, combination of color and fabrics, selection of design and pattern, combination 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 contains special problems and instruction in decorative stitches, embroidery, henstitching, crocheting, tatting, and knitting. The work is based on the needs 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 suits. Jackets, suits and coats. Special completion must be placed on adjustment of pattern to fit the figure, fitting of the garment, selection of seams and plackets, neckline finishes, tailored pockets. Properly placed 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 students interested in design. This course includes pattern alteration to give the pupil an understanding of structural lines; clothing construction to give practice in handling fabric; color to give 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.

HOUSEHOLD SEWING

A unit in selection and construction of curtains, drapes, slip covers or any other type of household sewing. Each student works on her individual problem.

CLOTHING CLINIC

A period for individual consultation on any type of clothing problem. Whatever the problem, a diagnosis will be made. It may help in buying fabrics for garments or for household use; a problem in renovation; or a problem in repair. Whatever it is, bring it to the clinic.

FOODS COURSES

The foods courses are offered in units of nine lessons each and are arranged so that the student may choose one, or two or as many days a week as the desire. These are planned for homemakers in such a way that they may choose the day which is most convenient for them.

FOODS I

This is composed of four units. Salad Making—1st quarter. Various types of salad dressing are made, such as French, mayonnaise, boiled and fruit salad dressing. Salads as the main dish as well as salads to be served with luncheons and dinners are a part of this unit. Molded salads are a part of this unit. Baking—2nd quarter. This unit includes quick breads, banana, date and prune breads. Yeast rolls and breads. Low Cost Meals—3rd quarter. This includes the planning and preparation of adequate, well-balanced meals with a minimum of expenditure. Pastry Making—4th quarter. Pastry making stresses the principles underlying the making of pastry. Plain and puff pastry, one crust and two crust pies and crumb pies are made.

FOODS II

General Cookery—1st quarter. This is a basic course which includes beverages, batters, white sauce, custards, and egg cookery. Meat Cookery—2nd and 3rd quarters. Poultry, meat and fish are included in this unit. Selection of cuts, preparation, serving and carving are taught. A meat cutting demonstration with explanation of the various cuts is given by an expert demonstrator. Preparation of tender and less tender cuts is given. The nutritive value of meat and planning the diet are considered.

Hospitality—4th quarter. This is a unit on being a successful hostess and includes the actual preparation and serving of teas, luncheons, buffet suppers and dinners.

FOODS III

Vegetable Cookery—1st quarter. Both the usual and unusual vegetables are prepared. Casserole dishes and vegetable plates are a part of this unit.

Cake Making—2nd quarter. Sponge cakes, butter cakes and cookies constitute this unit. Various kinds of icing and frostings are made. Cakes for tea time are included.

Pastry Making—4th quarter. Both simple and fancy desserts are prepared. Desserts for the home meal as well as for the company luncheon and dinner are given. Some of the more unusual desserts to be made are meringues, light, ice cream, etc.

FOODS IV

Sunday night supper—1st quarter. Sunday night suppers for family or for guests. The easy to prepare menu, the friendly snack, the great supper are all features of this unit.

Easy Guest Meals—2nd quarter. Entertaining without a maid and where time must be considered are points of emphasis. The tasty and unusual meal with a minimum expenditure of time and labor is stressed.

Platter Dinners—3rd quarter. The complete dinner on a platter, with the exception of salad or dessert, is taught. Molded salads and the simple dessert included.

FOODS VII

Hostess at Tea Time—1st quarter. Everything one would like to know about teas from planning to pouring are included in this unit. How to be a gracious hostess and a pleasing guest are featured.
The homemaking apartment is used for teas which will be a part of the course.

Recipe Analysis—2nd quarter. This unit is concerned with the scientific attitude in selecting recipes and evaluating cookery products. Some topics considered are: need for analyzing recipes and evaluating food products; principles used in writing, analyzing and improving recipes; selecting and adopting recipes for different situations; variations in recipes. Note: Hostesses at Tea Time may be repeated any quarter for which there is a demand for it.

ELECTRIC-OVEN COOKERY

This unit is on the use of the electric oven or roaster. All foods are prepared in the electric roaster. Opportunity for experimentation is given.

MENU PLANNING

The nutritional needs of the body in relation to menu planning are considered. General policies in menu planning, food fats, and fallacies 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 luncheons, dinner, buffet supper.

MARKETING & FOOD BUYING

This course is planned to help the homemaker in the buying of food. Some of the topics covered are: responsibility as a buyer of food; supply and demand, quality, bulk or package food; types of stores; 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, pickled food laws.

TABLE SERVICE AND HOSPITALITY

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 and without maid service is stressed. The correct tea service for both the formal and informal occasion, 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 chinaware, 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; 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 problem of what, when, how much to buy; also, the buying of specific 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; 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 physiological needs, psychological needs, esthetic needs and protection. Other topics to be discussed are: essentials of good housing; functions of the home; pointers that tell of fatigue and irritations; general laws in house planning; electric convenience outlets; and adequate yard space.

FAMILY RELATIONSHIPS

FOODS AND PERSONALITY

This unit is on the improvement of personality through right eating habits. "Staying Young at Forty" is one of the features of this unit. Cosmetics, their use and purchase are included. Special speakers will be brought in and sound slides will be used.

YOUNG ADULTS IN FAMILY LIFE

This unit is for the junior adult and is planned to give an understanding of the following: the purpose of family life; responsibility within the family; various generations in one family group; relations of the family to the community.

THROUGH FRIENDSHIP INTO MARRIAGE

This is a problem of many young people and to meet the various needs the following points will be considered: social contacts and lasting friendships; privileges and responsibilities of marriage; planning as an aid in gaining values, planning of the marriage ceremony; the wedding.

ECONOMICS OF THE FAMILY

This is a unit planned to give some understanding of the effects of social and economic changes on the security and unity of present day families. Also such topics are used as value of planned spending and saving for the individual and the family; ability to handle money wisely to distinguish between needs and desires; making more families economically secure.

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.

PIANO II

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

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. Daily—2:30.

MIXED CHORUS (a capella)

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

Sight-reading is devoted to lecture and other for actual driving in the dual concept; and training, as well as an extensive vocabulary 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 reference material and handbooks further the training of the student towards entry into the trade. 8:00-11:00 and 1:45-3:15.

MACHINE SHOP

This machine shop course is 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 and 1:45-3:15.

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 and 1:45-3:15.

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 and 1:45-3:15.
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, pipe welding and testing of weld specimens are included in this course. Materials fee: 8:00-11:00 and 1:45-3:15.

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. Materials fee: 8:00-11:00 and 1:45-3:15.

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 and 1:45-3:15.

TRYOUT COURSES
These courses are arranged for the younger students who have 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 which he pursues courses which are adapted to the needs of his particular choice. 1:45-3:15.

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, essential in every trade, are stressed in such trades as auto mechanics, baking, barbering, bricklaying, carpentry, drafting, electricity, foundry, machine shop, painting and decorating, pattern making, plumbing, printing, and sheet metal.

BAKING
Related chemistry, fermentation, experimental baking, mathematics, manufacturing processes, production schedules, study of ingredients, bakery trouble shooting, and shop practice.

BARBER SCIENCE
Work that is supplementary to the daily occupation as well as new skills in manipulative processes required in scalping 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.

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

MACHINE SHOP
FOUNDRY
This course is designed to supplement daily work on the job with theory in mathematics, oral English, shop sketching, mechanics, shop forms, 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 related design are covered as well as actual technical manipulative skills in hand composition and impositions. 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, and pattern drafting. Safe practices, welding, and air conditioning applications are stressed. Individual work situations arising on the job are discussed.