ADULT EDUCATION SCHOOL

GENERAL MATHEMATICS - Tuesday and Thursday, 7:15-9:15

MATHEMATICS OF SHOP AND BUSINESS - Tuesday and Thursday, 7:15-9:15

CHEMISTRY - Tuesday and Thursday, 7:15-9:15
As applied to industry, skilled trades, and industrial laboratories. Essential to laboratory technicians. Fee $3.00. Texts extra.

LIP READING - Tuesday and Thursday, 7:15-9:15
For the totally or partially deaf.

WORLD AFFAIRS - Monday, 7:30-8:30
The "news behind the news" in international affairs.

CURRENT LITERATURE (What's New in Books) - Monday, 7:15-9:15

DRAMATICS - Tuesday and Thursday, 7:15-9:15
Reading and presenting of plays. The modern stage, make up, pantomime, interpretation, staging. Presented in cooperation with the Art Department.

HIGH SCHOOL CREDIT COURSES
Full schedule of high-school credit courses in mathematics, English, science, and social sciences for adults only.

ART COURSES

DRAWING - Tuesday and Thursday, 7:15-9:15
Foundation course in drawing and painting, illustration, design. Laboratory fee $2.00.

COSTUME DESIGN - Monday and Wednesday, 7:15-9:15
Historical and modern trends; personal problems regarding line, color and texture. Laboratory fee $1.00.

GENERAL CRAFTS - Tuesday and Thursday, 7:15-9:15
Block printing, chair caning, leather tooling, book binding, wood carving. Laboratory fee $1.00.

CRAFT SURVEY (class limited to 12) - Monday, 7:15-9:15
Especially planned for scout, camp, and youth leaders. Laboratory fee $2.00.

LETTERING AND SHOW-CARD WRITING - Tuesday and Thursday, 7:15-9:15
Group and individual instruction. Laboratory fee $1.00.

AMATEUR PHOTOGRAPHY - Tuesday and Thursday, 7:15-9:15
A course for amateurs offering developing, printing, enlarging and other dark room procedure. Laboratory fee $2 per semester.

FASHION ILLUSTRATION - Monday and Wednesday, 7:15-9:15
Prerequisite: drawing. Study of the fashion figure for the
purpose of commercial illustration. Line, wash techniques, commercial reproduction processes. Model. Laboratory fee $1.00.

COMMERCIAL RETOUCHING—Monday, 7:15-9:15
Retouching of photographs and wash drawings for advertising purposes. Laboratory fee $2.00.

INTERIOR DECORATION—Thursday, 7:15-9:15
Practical course for men and women. Lectures and discussions by people prominent in the field. Some of the practical aspects of interior decoration course are style trends in furniture, architecture as it affects furniture and interior, furniture arrangement, background and window treatments, selection and framing of pictures, accessories. Course supplemented by illustrative material, new periodicals, books, Ballopticon, and field trips.

UPHOLSTERY—Wednesday, 7:15-9:15
Reconditioning and redesigning of furniture, chair caining, and elementary upholstery.

CARTOONING—Tuesday, 7:15-9:15. One semester.
Comic cartoons, advertising cartoons, chicle-talk tricks. Laboratory fee $1.00.

POTTERY—Tuesday and Thursday, 7:15-9:15
Pottery forms, coil method; glazing and firing. Laboratory fee $2.00.

ART METAL—Monday and Wednesday, 7:15-9:15
Individual and class instruction in various processes applied to copper, brass and pewter. Laboratory fee $2.00.

WEAVING—Tuesday and Thursday, 7:15-9:15
Textile construction, analysis of tapestry and loom weaving. Processes of warping and threading the loom for plain and pattern weaves. Laboratory fee $1.00.

LANDSCAPE PAINTING—Monday, 7:15-9:15
Pictorial composition. Media: oil and water color. Prerequisite: drawing. Materials to be furnished by student.

DESIGN—Thursday, 7:15-9:15
Principles of design and color as applied to home, industry, dress, architecture, sculpture, painting. Labo­ratory, lectures and discussion. Fee $1.00.

ELEMENTARY BOOK-BINDING—1 semester (Intensive Course) Monday and Wednesday, 7:15-9:15
The amateur, with simple and inexpensive equipment, can in a workmanlike way make valuable books from worth­while magazines and other literary materials, and can rebind old books. Laboratory.

ADVANCED BOOK-BINDING (Second semester)
Advanced processes. Leather binding, gold leaf stamping, steps in paper-making. Prerequisite: elementary book-bind­ing. Laboratory fee $2.00.

WOODCARVING—Monday, 7:15-9:15
Construction of patterns, preparation of wood, techniques of carving and finishes. Laboratory fee $2.00.

OCCUPATIONAL THERAPY—Monday, 7:15-9:15
Crafts and methods used for convalescent and institutional work. Psychology and presentation.

ADULT EDUCATION SCHOOL

HOOKED AND BRAIDED RUGS—Monday and Wednesday, 7:15-9:15
A study of the old and modern hooked rug for inspiration. Original designs and color schemes planned to fit a certain place in a particular room in your home. Discarded ma­terials recommended. Both hand and machine hook tech­niques taught.
Braided rugs in three and five strand braid; round, oval, or geometrical design. Laced method taught.

STAGE CRAFT (12 lectures)—Wednesday, 7:15-9:15
Lectures by people in the field. These will include: make-up, lighting, costumes, sets, analysis of sets, moods of plays, research, color psychology, professional equipment, advertising and display, how to watch a play.
Note: People interested in church plays, playground, civic groups, and play appreciation would profit here.

ARTISTIC MERCHANDISE DISPLAY
1. For druggists on window and counter display, advertising appeals and seasonal decorations.
2. For gift shop owners and salespeople. Salesmanship stressing design qualities, buying and displaying.
3. For salespeople interested in the display of costume and accessories. Arrangement of materials for display, selling, and combinations for appeal.

The above courses will be offered in short units of three to six lessons at opportune periods that will be most helpful to store people.

COMMERCIAL COURSES

BOOKKEEPING I (Elementary)—Monday and Wednesday, 7:15-9:15
This course is intended for students who have had no previous instruction in bookkeeping. It is also a course for clerical workers and business men who wish to become familiar with the principles of bookkeeping in order that they may learn to keep their own books and interpret financial statements.
Through training is given in the fundamental principles of double entry bookkeeping: debits and credits, journalizing, posting, trial balance, statement, indirect and direct journal closing, and special journals. Problems and sets I, II and III of employed give practical application to these principles.
Cost of text and supplies: $2.20.

BOOKKEEPING II—Tuesday and Thursday, 7:15-9:15
This course is for those students who have completed bookkeeping I or its equivalent.
The course gives thorough training in the study of partnership problems, control accounts, accruals, and working sheets. Problems and sets IV and V are used to give practical application to these principles.
Cost... supplies: $2.50.

BOOKKEEPING III—Tuesday and Thursday, 7:15-9:15
This is a course for those who have completed bookkeeping I and II or its equivalent.
In this course a study is made of department store problems, reserve accounts, depreciation, bad debts, and cash...
journal, with special emphasis on classification of accounts.

Problems and sets VI and VII of Elwell are covered in this course.

Cost of text and supplies: $2.85.

BOOKKEEPING IV—Tuesday and Thursday, 7:15-9:15

Only those who have completed bookkeeping III or the equivalent should register for this course.

In this course corporation accounts including the study of handling the various types of capital stock, bonds, and the voucher system of record keeping are studied in connection with the manufacturing business. Set VIII and supplementary problems in Elementary Accounting by Elwell are used for practical material.

Cost of text and supplies: $2.40.

ACCOUNTING—Tuesday and Thursday, 7:15-9:15

Only those who have completed bookkeeping IV or the equivalent should attempt to work in this course.

The material covered in this course will be determined by the type of enrollment. A text will be required.

CALCULATING MACHINES (Key Driven)

Monday and Wednesday, 7:15-8:15, or 8:15-9:15

Tuesday and Thursday, 7:15-8:15, or 8:15-9:15

Friday, 7:15-9:15

For beginners, the course includes the fundamental operations of two and three column cross addition, split addition, multiplication from right and left of keyboard and over the permanent decimal point, subtraction, and division.

For advanced students, the course includes four and five column cross addition and the application of the fundamental operations to practical business problems such as discounts, percentages, commissions, payrolls, prorating, mark-up, mark-down, and interest.

Course fee: $1.00.

COMMERICAL ENGLISH I

Monday and Wednesday, 8:15-9:15

Tuesday and Thursday, 8:15-9:15

This course, which includes punctuation, spelling, word usage, syllabication, vocabulary building, sentence structure, and grammar, is intended for stenographers, bookkeepers, office workers, and salespeople.

Text: $1.00.

COMMERICAL ENGLISH II

Monday and Wednesday, 8:15-9:15

Tuesday and Thursday, 8:15-9:15

This is a course in business letter writing intended for bookkeepers, stenographers, salespeople, and office workers.

This course includes letter styles and letter psychology. Emphasis is placed on form, appearance, set-up and essential qualities of business writing.

Text: $1.70.

COMMERICAL LAW—Monday and Wednesday, 8:15-9:15

The course covers a study of contracts, negotiable instruments, market transactions, and business organization.

Text: $3.50.

SHORTHAND—Course I (Beginning)

Monday and Wednesday, 7:15-9:15

This course is a study of shorthand only and is designed
COMMERCIAL RETOUCHING—Monday, 7:15-9:15
Retouching of photographs and wash drawings for advertising purposes. Laboratory fee $1.00.

INTERIOR DECORATION—Thursday, 7:15-9:15
Practical course for men and women. Lectures and discussions by people prominent in the field. Some of the practical aspects of interior decoration course are style trends in furniture, architecture as it affects furniture and interior, furniture arrangement, background and window treatments, selection and framing of pictures, accessories. Course supplemented by illustrative material, new periodicals, books, Balopticon, and field trips.

UPHOLSTERY—Wednesday, 7:15-9:15
Reconditioning and reupholstering of furniture, chair caning, and elementary upholstery.

CARTEENING—Tuesday, 7:15-9:15. One semester.
Comic cartoons, advertising cartoons, chalk-talk tricks. Laboratory fee $1.00.

POTTERY—Tuesday and Thursday, 7:15-9:15
Pottery forms, coil method, glazing and firing. Laboratory fee $1.00.

ART MEYAL—Monday and Wednesday, 7:15-9:15
Individual and class instruction in various processes applied to copper, brass and pewter. Laboratory fee $2.00.

WEAVING—Tuesday and Thursday, 7:15-9:15
Textile construction, analysis of tapestry and loom weaving. Processes of warping and threading the loom for plain and pattern weaves. Laboratory fee $1.00.

LANDSCAPE PAINTING—Monday, 7:15-9:15
Picture composition. Media: oil and water color. Prerequisite: drawing. Materials to be furnished by student.

DESIGN—Thursday, 7:15-9:15
Principles of design and color as applied to home, industry, dress, architecture, sculpture, painting. Laboratory, lectures and discussion. Fee $1.00.

ELEMENTARY BOOK-BINDING—1 semester (Intensive Course) Monday and Wednesday, 7:15-9:15
The amateur, with simple and inexpensive equipment, can in a workmanlike way make valuable books from worth while magazines and other literary materials, and can rebind old books. Laboratory.

ADVANCED BOOK-BINDING (Second semester)
Advanced processes. Leather binding, gold leaf stamping, steps in paper-making. Prerequisite: elementary book-binding. Laboratory fee $2.00.

WOODCARVING—Monday, 7:15-9:15
Construction of patterns, preparation of wood, techniques of carving and finishing. Laboratory fee $2.00.

OCCUPATIONAL THERAPY—Monday, 7:15-9:15
Crafts and methods used for convalescent and institutional work. Psychology and presentation.

BOOKKEEPING I (Elementary)—Monday and Wednesday, 7:15-9:15
This course is intended for students who have had no previous instruction in bookkeeping. It is also a course for clerical workers and business men who wish to become familiar with the principles of bookkeeping in order that they may learn to keep their own books and interpret financial statements.

The above courses will be offered in short units of three to six lessons at opportune periods that will be most helpful to more people.

ARTISTIC MERCHANDISE DISPLAY

1. For drugists on window and counter display, advertising appeals and seasonal decorations.
2. For gift shop owners and salespeople. Salesmanship stressing design qualities, buying and displaying.
3. For salespeople interested in the display of costume and accessories. Arrangement of materials for display, selling, and combinations for appeal.

This course is intended for those who have completed bookkeeping I or its equivalent.

The course gives thorough training in the study of partnership problems, control accounts, accruals, and working sheets. Problems and sets IV and V are used to give practical application to these principles.

This is a course for those who have completed bookkeeping I and IV or the equivalent.

In this course a study is made of department store problems, reserve accounts, depreciation, bad debts, and cash.
MADISON VOCATIONAL AND

journal, with special emphasis on classification of accounts. Problems and sets VI and VII of Elwell are covered in this course.

Cost of text and supplies: $3.85.

BOOKKEEPING IV—Tuesday and Thursday, 7:15-9:15

Only those who have completed bookkeeping III or the equivalent should register for this course.

In this course corporation accounts including the study of handling the various types of capital stock, bonds, and the voucher system of record keeping are studied in connection with the manufacturing business. See VIII and supplementary problems in Elementary Accounting by Elwell are used for practical material.

Cost of text and supplies: $2.40.

ACCOUNTING—Tuesday and Thursday, 7:15-9:15

Only those who have completed bookkeeping IV or the equivalent should attempt to work in this course.

The material covered in this course will be determined by the type of enrollment. A text will be required.

CALCULATING MACHINES (Key Driven)

Monday and Wednesday, 7:15-8:15, or 8:15-9:15

Tuesday and Thursday, 7:15-8:15, or 8:15-9:15

Friday, 7:15-9:15

For beginners, the course includes the fundamenital operations of two and three column cross addition, split addition, multiplication from right and left of keyboard and over the permanent decimal point, subtraction, and division.

For advanced students, the course includes four and five column cross addition and the construction of the fundamental operations to practical business problems such as discounts, percentages, commissions, payrolls, and inventory. Emphasis is placed on form, appearance, and interest.

Course fee: $1.00.

COMMERCIAL ENGLISH I

Monday and Wednesday, 8:15-9:15

Tuesday and Thursday, 8:15-9:15

This course which includes punctuation, spelling, word usage, vocabulary building, sentence structure, and grammar, is intended for stenographers, bookkeepers, office workers, and salespeople.

Text: Gregg Functional Method (Volumes I and II) $3.00.

COMMERCIAL ENGLISH II

Monday and Wednesday, 8:15-9:15

Tuesday and Thursday, 8:15-9:15

This is a course in business letter writing intended for bookkeeping, stenographers, salespeople, and office workers. This course includes letter styles and letter psychology. Emphasis is placed on form, appearance, and the essential qualities of business writing.

Text: Gregg Functional Method (Volumes I and II) $3.00.

COMMERCIAL IAV—Monday and Wednesday, 8:15-9:15

The course covers a study of contracts, negotiable instruments, market transactions, and business organization.

Text: Gregg Functional Method (Volumes I and II) $3.00.

SHORTHAND—Course I (Beginning)

Monday and Wednesday, 7:15-9:15

This course is a study of shorthand only and is designed for skilled typists. Homework and regular attendance are necessary for progress.

Text: Gregg Functional Method (Volumes I and II) $3.00.

STENOGRAPHY I (Beginning)

Thursday and Wednesday, 7:15-9:15

This course is a study of shorthand only and is designed for skilled typists. Homework and regular attendance are necessary for progress.

Text: Gregg Functional Method (Volumes I and II) $3.00.

STENOGRAPHY II (Beginning Dictation)

Tuesday and Thursday, 7:15-8:45 or 7:45-9:15

This course consists of a thorough review of shorthand principles and beginning dictation work at the rate of 40 words a minute. Transcription at the typewriter is required.

Course fee: 50 cents.

STENOGRAPHY III (Intermediate Dictation)

Tuesday and Thursday, 7:15-8:45 or 7:45-9:15

This course offers a continuous review of shorthand principles. The speed begins at 70 words a minute. Transcription at the typewriter is required.

Course fee: 50 cents.

STENOGRAPHY IV—Tuesday and Thursday, 7:15-8:45 or 7:45-9:15

This course offers a continuous review of shorthand principles. The speed begins at 85 words a minute. Transcription at the typewriter is required.

Course fee: 50 cents.

STENOGRAPHY V—Tuesday and Thursday, 7:15-8:45

This course is intended for stenographers who can attain a shorthand speed of 110 words a minute. Transcription at the typewriter is required.

Course fee: 50 cents.

STENOGRAPHY I (Beginning)—Tuesday and Thursday, 8:15-9:15

This course is a study of shorthand only and is designed for skilled typists.

Text: To be announced later.

STENOGRAPHY I (Beginning)—Tuesday and Thursday, 8:15-9:15

This course is a study of shorthand only and is designed for skilled typists.

The course includes the following: reading in stenotypy, theory, machine work, and finger drills.

Cost of machine: cash $75.00, or on time $75.00.

STENOGRAPHY II—Tuesday and Thursday, 7:15-8:45

This course includes a review of the theory covered in stenotypy I and supplementary work to build up speed to approximately 115 words a minute.

Texts: $7.00.

STENOGRAPHY III—Tuesday and Thursday, 7:15-8:45

If speed of 115 words a minute has been obtained, then training for court reporting will be instituted using Berry II.

Harris's course in Stenotype Court and Convention Reporting.

Texts: $7.50.
HOME ECONOMIC COURSES

FOODS I—Tuesday and Thursday, 7:15-9:15
Basic principles of food preparation. Units on vegetable cookery, general cookery, meat, salads, baking, cake making, pastry, breakfasts and luncheons. Laboratory fee $1.50.

FOODS II—Section 1, Monday, 7:15-9:15
Section II, Wednesday, 7:15-9:15
Family and company dinners. Hospitality units: teas, bridge luncheons, and buffet suppers. Laboratory fee $1.50.

FOODS III—Section 1, Monday, 7:15-9:15
Section II, Wednesday, 7:15-9:15
One-dish meals for those who have had experience in cooking but wish to plan and prepare one-dish meals. Place setting, and "ring molds" meals included. Garnishing and attractive methods of serving stressed. Laboratory fee $1.00.

FOODS IV—Tuesday and Thursday, 5:15-7:00
The Supper Class— for the business woman; planning and preparing the simple dinner. Meals suitable to serve in the small apartment when time is limited and three or four are sharing work and cost. Complete menu with recipes given out at each meeting in such form as to be cut and filed in recipe boxes. Laboratory fee $2.50.

FOOD BUYING—Tuesday, 7:15-9:15
Intelligent food buying in accordance with income. Special speakers and field trips featured. Laboratory fee $.50.

PRACTICAL NUTRITION—Tuesday, 7:15-9:15
Importance of vitamins in the diet; the protective foods; the "Stay Young at Forty" theory; proteins, carbohydrate and mineral requirements; diet deficiencies; eating for body needs; correct way to normalize weight. Food needs of the entire family. Personality and edible foods. Laboratory fee $.50.

HOSPITALITY AND TABLE SERVICE
Tuesday, 7:15-9:15
Table setting, formal and informal table service. Study of china, silver, glass and linens; flower arrangement and buffet luncheons; teas and buffet luncheons. Special speakers featured. Laboratory fee $.50.

GETTING THE MOST FOR YOUR MONEY

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<tr>
<th>Wednesday, 7:15-9:15</th>
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<tr>
<td>Guides for the homemaker who wants to secure maximum satisfaction for money expended in household goods such as sheets, blankets, refrigerators, kitchen utensils, furniture, housekeeping, clothing, and cosmetics. Study of labels, advertising, new textiles such as &quot;nylon&quot;.</td>
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CHILDCARE AND TRAINING—Wednesday, 7:15-9:15
How to enjoy children; their physical, psychological and sociological needs. Training in basic habits; child growth and learning; constructive interests of children; dominant interests at different age levels; books, magazines, toys, and work materials; music, radio, and movies. This course is for parents and others interested in children.

THE ADOLESCENT—Thursday, 7:15-9:15
Lectures and discussions on the problems of the adolescent. Consideration will be given to personality adjustment, physical development, social needs, self-direction, adjustment to environment, importance of balance between success and failure at this age. Open to fathers, mothers, and others interested in the adolescent.

PERSONALITY IN HOMEMAKING—Tuesday, 7:15-9:15
Personality in the home; how to run the home smoothly, expressing poise and harmony. Time, labor and income management; records and budgeting; organization of schedules for maid. Special speakers and field trips featured. Laboratory fee $.50.

HOME EMPLOYMENT—Thursday, 7:15-9:00
Employee and employer relationships; planning and scheduling duties; care of the home; formal and informal table service; child care.

HOME NURSING—Wednesday, 7:15-9:15
Home care for illness. Carrying out the doctor's orders. Taking temperatures; bandaging; first aid. Laboratory fee $.50.
HOMEMAKING FORUM—Monday, 7:15-9:15
An assembly for discussion of subjects of interest to class
members by leaders and authorities in special fields. Class
be lecture-discussion group. Topics such as family finance,
mortgage laws, child problems, youth problems, family and
community problems, taxes, municipal government, and
housing might be discussed.

Clothing

PERSONALITY CLOTHES—Tuesday, 7:15-9:15
Development of personality through the selection and pur­
chase of clothes; importance of fashion, fabrics and acces­
sories. Laboratory fee $.50.

KNITTING—Section I, Wednesday; 7:45-9:15
Section II, Thursday, 7:15-9:15
Beginning and advanced problems in knitting.

CLOTHING I—Section I, Monday, 7:15-9:15
Section II, Thursday, 7:15-9:15
Construction of simple cotton garments. Use of the sewing
machine. Laboratory fee $.50.

CLOTHING II—Wednesday, 7:15-9:15
Problems in the selection and making of children's clothes.
Smocking and fagoting taught. Laboratory fee $.50.

CLOTHING III—Thursday, 7:15-9:15
Pattern alteration and re-designing patterns. Use of com­
cmercial patterns; muslin foundation pattern. Part of period
spent on alteration of garments. Laboratory fee $.50.

CLOTHING IV—Tuesday, 7:15-9:15
Mending dresses and sports clothes. Cotton and rayon ma­
terials. Simple fitting problems. Laboratory fee $.50.

CLOTHING V—Wednesday, 7:15-9:15
Tailoring dresses, skirts and blouses, summer suits. Finishes stressed. Rayons, linens, silk and wool
may be used. Laboratory fee $.50.

CLOTHING VI—Tuesday and Thursday, 7:15-9:15
Problems in the selection and making of children's clothes. Smocking and fagoting taught. Laboratory fee $.50.

CLOTHING VII—Wednesday, 7:15-9:15
Remodeling of garments for advanced pupils. Pattern alteration to be taken parallel to this course, or prior to it.
Laboratory fee $.50.

HOUSEHOLD SEWING—Monday, 7:15-9:15
Selection and construction of curtains, draperies, and slip
covers. Other household articles may be made: bedroom
linens, table linens, etc.

ADULT EDUCATION SCHOOL

for skilled typists. Homework and regular attendance are
necessary for progress.
Text: Gregg Functional Method (Volumes I and II) $3.

STENOGRAPHY I (Beginning)
Monday and Wednesday, 7:15-9:15
This is a course for beginners in shorthand and typewriting. Two years are required to complete the theory. The class period is divided into one hour of typewriting and one hour of shorthand. Homework and regular attendance are necessary.
Course fee: 50 cents.
Text: Gregg Functional Method (Volume I) $1.50.

STENOGRAPHY II (Beginning Dictation)
Tuesday and Thursday, 7:15-8:45 or 7:45-9:15
This course consists of a thorough review of shorthand principles and beginning dictation work at the rate of 40
words a minute. Transcription at the typewriter is required.
Course fee: 50 cents.
Text: Gregg Functional Method (Volumes I and II) $3.00.

STENOGRAPHY III (Intermediate Dictation)
Tuesday and Thursday, 7:15-8:45 or 7:45-9:15
This course offers a continuous review of shorthand prin­
ciples. The speed dictation begins at 50 words a minute.
Transcription at the typewriter is required.
Course fee: 50 cents.
Text: Gregg Functional Method (Volumes I and II) $3.00.

STENOGRAPHY IV—Tuesday and Thursday, 7:15-8:45 or
7:45-9:15
This course offers a continuous review of shorthand prin­
ciples. Dictation begins at 85 words a minute. Transcrip­
tion at the typewriter is required.
Course fee: 50 cents.
Text: Gregg Functional Method (Volumes I and II) $3.00.

STENOTYPY I (Beginning)—Tuesday and Thursday,
8:15-9:15
This course is a study of stenotypy only and is designed for
skilled typists.
The course includes the following: reading in stenotypy,
theory, machine work, and finger drills.
Cost of machine: cash $37.50, or on time $75.

STENOTYPY II—Tuesday and Thursday, 7:15-8:45
This course includes a review of the theory covered in
stenotypy I and supplementary work to build up speed to
approximately 125 words a minute.
Text: $2.50.

STENOTYPY III—Tuesday and Thursday, 7:15-8:45
If speed of 175 words a minute has been obtained, then
training for court reporting will be instituted using Berrv H.
Home's course in Stenotype Court and Convention Re­
porting.
Texts: $7.50.
HOME ECONOMIC COURSES

Foods

FOODS I—Tuesday and Thursday, 7:15-9:15
Basic principles of food preparation. Units on vegetable cookery, general cookery, meat, salads, baking, cake making, pastry, breakfasts and luncheons. Laboratory fee $1.50.

FOODS II—Section I, Monday, 7:15-9:15
Section II, Wednesday, 7:15-9:15
Family and company dinners. Hospitality units: teas, bridge luncheons, and buffet suppers. Laboratory fee $1.50.

FOODS III—Section I, Monday, 7:15-9:15
Section II, Wednesday, 7:15-9:15
One dish meals; for those who have had experience in cooking but wish to plan and prepare one-dish meals. Platter dinners, and "ring mold" meals included. Garnishing and attractive methods of serving stressed. Laboratory fee $1.50.

FOODS IV—Tuesday and Thursday, 7:15-7:00
The Supper Class—for the business girl; planning and preparing the simple dinner. Meals suitable to serve in the small apartment when time is limited and three or four are sharing work and cost. Complete menu with recipes given at each meeting in such form as to be cut and filed in recipe boxes. Laboratory fee $1.50.

FOOD BUYING—Tuesday, 7:15-9:15
Intelligent food buying in accordance with income. Special speakers and field trips featured. Laboratory fee $1.50.

PRACTICAL NUTRITION—Tuesday, 7:15-9:15
Importance of vitamins in the diet; the protective foods; the "Stay Young at Forty" theory; proteins, carbohydrate and mineral requirements; diet deficiencies; eating for body needs; correct way to minimize weight. Food needs of the entire family. Personality and carnivorous foods. Laboratory fee $1.50.

HOSPITALITY AND TABLE SERVICE—Tuesday, 7:15-9:15
Table setting, formal and informal table service. Study of china, silver, glass and linens; flower arrangement and buffet luncheons. Text and buffet luncheons. Special speakers featured. Laboratory fee $1.50.

ADULT EDUCATION SCHOOL

ELECTRIC ROASTER DEMONSTRATIONS

Wednesday, 7:15-9:15
A series of demonstrations on the use of the roaster in preparation of meals, including meats, breads, cakes, pastry, casserole dishes, and vegetables. Laboratory fee $1.50.

MENU PLANNING—Thursday, 7:15-9:15
Planning menus for family meals and guest meals; meal patterns; food costs; party luncheons, buffet suppers and teas. Laboratory fee $1.50.

RESTAURANT, TEA ROOM AND CAFETERIA MANAGEMENT—Monday, 7:15-9:15
Buying food in large quantities; menu planning; large quantity recipes. Purchase and arrangement of equipment. Organization of work. Laboratory fee $1.50.

CATERING AND SERVICE—Thursday, 7:15-9:15
Essentials of catering. Service for special occasions. Laboratory fee $1.50.

WAITRESS TRAINING—Tuesday, 7:15-9:15
Continued training for the experienced worker. Laboratory fee $1.50.

General Homemaking

GETTING THE MOST FOR YOUR MONEY

Thursday, 7:15-9:15
Guides for the homemaker who wants to secure maximum satisfaction for money expended in household goods such as sheets, blankets, refrigerators, kitchen utensils, furniture, house, clothing, and cosmetics. Study of labels, advertising, new textiles such as "nylon". Laboratory fee $1.50.

CHILD CARE AND TRAINING—Wednesday, 7:15-9:15
How to enjoy children; their physical, psychological and sociological needs. Training in basic habits; child growth and learning; constructive interests of children; dominant interests at different age levels; books, magazines, toys, and work materials; music, radio, and movies. This course is for parents and others interested in children.

THE ADOLESCENT—Thursday, 7:15-9:15
Lectures and discussions on the problems of the adolescent. Consideration will be given to personality adjustment, physical development, social needs, self-direction, adjustment to environment, importance of balance between success and failure at this age. Open to fathers, mothers, and others interested in the adolescent.

PERSONALITY IN HOMEMAKING—Tuesday, 7:15-9:15
Personality in the home; how to run the home smoothly, expressing poise and harmony. Time, labor and income management; records and budgeting; organization of schedules for maid. Special speakers and field trips featured. Laboratory fee $1.50.

HOME EMPLOYMENT—Thursday, 7:15-9:00
Employee and employer relationships. Planning and scheduling duties; care of the home; formal and informal table services; child care.

HOME NURSING—Wednesday, 7:15-9:15
Home care for illness. Carrying out the doctor's orders. Taking temperatures; bandaging, first aid. Laboratory fee $1.50.
HOMEMAKING FORUM—Monday, 7:15-9:15
An assembly for discussion of subjects of interest to class members by leaders and authorities in special fields. Class to be lecture-discussion group. Topics such as family finance, marriage laws, child problems, youth problems, family and community problems, taxes, municipal government, and housing might be discussed.

Clothing

PERSONALITY CLOTHES—Tuesday, 7:15-9:15
Development of personality through the selection and purchase of clothes; importance of fashion, fabrics and accessories. Laboratory fee $.50.

KNITTING—Section I, Wednesday, 7:15-9:15
Section II, Thursday, 7:15-9:15
Beginning and advanced problems in knitting.

NEEDLEWORK—Monday, 7:15-9:15
Most of the decorative stitches are taught in this class. Laboratory fee $.50.

CLOTHING I—Section I, Monday, 7:15-9:15
Section II, Thursday, 7:15-9:15
Construction of simple cotton garments. Use of the sewing machine. Laboratory fee $.50.

CLOTHING II—Wednesday, 7:15-9:15
Problems in the selection and making of children's clothes. Smocking and fagoting taught. Laboratory fee $.50.

CLOTHING III—Thursday, 7:15-9:15
Pattern alteration and re-designing patterns. Use of commercial patterns; muslin foundation pattern. Part of period spent on alteration of garments. Laboratory fee $.50.

CLOTHING IV—Tuesday, 7:15-9:15
Morning dresses and sports clothes. Cotton and rayon materials. Simple fitting problems. Laboratory fee $.50.

CLOTHING V—Wednesday, 7:15-9:15
That ready-made effect. Dresses, skirts, and blouses, summer suits. Finishes stressed. Rayons, linens, silk and wool may be used. Laboratory fee $.50.

CLOTHING VI—Tuesday and Thursday, 7:15-9:15
Professional touches and finishes. Silk, rayon, velvet and wool garments are made. Tailored dresses, afternoon dresses, dinner dresses, formal, coats and suits. Fitting emphasized. Laboratory fee $.50.

CLOTHING VII—Wednesday, 7:15-9:15
Remodeling of garments for advanced pupils. Pattern alteration to be taken parallel to this course, or prior to it. Laboratory fee $.50.

HOUSEHOLD SEWING—Monday, 7:15-9:15
Selection and construction of curtains, draperies, and slip covers. Other household articles may be made: bedroom linens, table linens, etc.
Bulletin of the
Madison Vocational and
Adult Education School

Evening School Courses
1940-1941

Board of
Vocational and Adult Education
211 North Carroll Street
Madison, Wisconsin
ADULT EDUCATION SCHOOL

GENERAL MATHEMATICS — Tuesday and Thursday, 7:15-9:15

MATHEMATICS OF SHOP AND BUSINESS — Tuesday and Thursday, 7:15-9:15

CHEMISTRY — Tuesday and Thursday, 7:15-9:15
   As applied to industry, skilled trades, and industrial laboratories. Essential to laboratory technicians. Fee $3.00. Texts extra.

LIP READING — Tuesday and Thursday, 7:15-9:15
   For the totally or partially deaf.

WORLD AFFAIRS — Monday, 7:30-8:30
   The "news behind the news" in international affairs.

CURRENT LITERATURE (What's New in Books) — Monday, 7:15-9:15

DRAMATICS — Tuesday and Thursday, 7:15-9:15
   Reading and presenting of plays. The modern stage, make up, pantomime, interpretation, staging. Presented in cooperation with the Art Department.

HIGH SCHOOL CREDIT COURSES
   Full schedule of high-school credit courses in mathematics, English, science, and social sciences for adults only.

ART COURSES

DRAWING — Tuesday and Thursday, 7:15-9:15
   Foundation course in drawing and painting, illustration, design. Laboratory fee $2.00.

COSTUME DESIGN — Monday and Wednesday, 7:15-9:15
   Historical and modern trends; personal problems regarding line, color and texture. Laboratory fee $1.00.

GENERAL CRAFTS — Tuesday and Thursday, 7:15-9:15
   Block printing, chair caning, leather tooling, book binding, wood carving. Laboratory fee $1.00.

CRAFT SURVEY (class limited to 12) — Monday, 7:15-9:15
   Especially planned for scout, camp, and youth leaders. Laboratory fee $2.00.

LETTERING AND SHOW-CARD WRITING — Tuesday and Thursday, 7:15-9:15
   Group and individual instruction. Laboratory fee $1.00.

AMATEUR PHOTOGRAPHY — Tuesday and Thursday, 7:15-9:15
   A course for amateurs offering developing, printing, enlarging and other dark room procedure. Laboratory fee $2 per semester.

FASHION ILLUSTRATION — Monday and Wednesday, 7:15-9:15
   Prerequisite: drawing. Study of the fashion figure for the
purpose of commercial illustration. Line, wash techniques, commercial reproduction processes. Model. Laboratory fee $1.00.

COMMERCIAL RETOUCHING—Monday, 7:15-9:15
Retouching of photographs and wash drawings for advertising purposes. Laboratory fee $2.00.

INTERIOR DECORATION—Thursday, 7:15-9:15
Practical course for men and women. Lectures and discussions by people prominent in the field. Some of the practical aspects of interior decoration course are style trends in furniture, architecture as it affects furniture and interior, furniture arrangement, background and window treatments, selection and framing of pictures, accessories. Course supplemented by illustrative material, new periodicals, books, Ballopticon, and field trips.

UPHOLSTERY—Wednesday, 7:15-9:15
Reconditioning and redesigning of furniture, chair caning, and elementary upholstery.

CARTOONING—Tuesday, 7:15-9:15. One semester.
Comic cartoons, advertising cartoons, chalk-talk tricks. Laboratory fee $1.00.

POTTERY—Tuesday and Thursday, 7:15-9:15
Pottery forms, coil method; glazing and firing. Laboratory fee $2.00.

ART METAL—Monday and Wednesday, 7:15-9:15
Individual and class instruction in various processes applied to copper, brass and pewter. Laboratory fee $2.00.

WEAVING—Tuesday and Thursday, 7:15-9:15
Textile construction, analysis of tapestry andloom weaving. Processes of warping and threading the loom for plain and pattern weaves. Laboratory fee $1.00.

LANDSCAPE PAINTING—Monday, 7:15-9:15
Pictorial composition. Media: oil and water color. Prerequisite: drawing. Materials to be furnished by student.

DESIGN—Thursday, 7:15-9:15
Principles of design and color as applied to home, industry, dress, architecture, sculpture, painting. Laboratory, lectures and discussion. Fee $1.00.

ELEMENTARY BOOK-BINDING—1 semester (Intensive Course) Monday and Wednesday, 7:15-9:15
The amateur, with simple and inexpensive equipment, can in a workmanlike way make valuable books from worth while magazines and other literary materials, and can rebind old books. Laboratory.

ADVANCED BOOK-BINDING (Second semester)
Advanced processes. Leather binding, gold leaf stamping, steps in paper-making. Prerequisite: elementary book-binding. Laboratory fee $1.00.

WOODCARVING—Monday, 7:15-9:15
Construction of patterns, preparation of wood, techniques of carving and finishes. Laboratory fee $2.00.

OCCUPATIONAL THERAPY—Monday, 7:15-9:15
Crafts and methods used for convalescent and institutional work. Psychology and presentation.

COMMERCIAL COURSES
BOOKKEEPING I (Elementary)—Monday and Wednesday, 7:15-9:15
This course is intended for students who have had no previous instruction in bookkeeping. It is also a course for clerical workers and business men who wish to become familiar with the principles of bookkeeping in order that they may learn to keep their own books and interpret financial statements.

Through training is given in the fundamental principles of double entry bookkeeping: debits and credits, journalizing, posting, trial balance, statements, direct and journal closing, and special journals. Problems and sets I, II and III of Kellett give practical application to these principles.

Cost of text and supplies: $2.20.

BOOKKEEPING II—Tuesday and Thursday, 7:15-9:15
This course is for those students who have completed bookkeeping I or its equivalent.

The course gives thorough training in the study of partnership problems, control accounts, accruals, and working sheets. Problems and sets IV and V are used to give practical application to these principles.

Cost of text and supplies: $2.50.

BOOKKEEPING III—Tuesday and Thursday, 7:15-9:15
This is a course for those who have completed bookkeeping I and II or the equivalent.

In this course a study is made of department store problems, reserve accounts, depreciation, bad debts, and cash

ARTISTIC MERCHANDISE DISPLAY
1. For druggists on window and counter display, advertising appeals and seasonal decorations.
2. For gift shop owners and salespeople. Salesmanship stressing design qualities, buying and displaying.
3. For salespeople interested in the display of costume and accessories. Arrangement of materials for display, selling, and combinations for appeal.

The above courses will be offered in short units of three to six lessons at opportune periods that will be most helpful to store people.

ADULT EDUCATION SCHOOL
HOOKED AND BRAIDED RUGS—Monday and Wednesday, 7:15-9:15
A study of the old and modern hooked rug for inspiration. Original designs and color schemes planned to fit a certain place in a particular room in your home. Discarded materials recommended. Both hand and machine hook techniques taught.

Braided rugs in three and five stranded braid; round, oval, or geometrical design. Laced method taught.

STAGE CRAFT (12 lectures)—Wednesday, 7:15-9:15
Lectures by people in the field. These will include: make-up, lighting, costumes, sets, analysis of sets, moods of plays, research, color psychology, professional equipment, advertising and display, how to watch a play.

Note: People interested in church plays, playground, civic groups, and play appreciation would profit here.
journal, with special emphasis on classification of accounts. Problems and sets VI and VII of Elwell are covered in this course.

Cost of text and supplies: $2.85.

BOOKKEEPING IV—Tuesday and Thursday, 7:15-9:15
Only those who have completed bookkeeping III or the equivalent should register for this course.
In this course corporation accounts including the study of handling the various types of capital stock, bonds, and the voucher system of record keeping are studied in connection with the manufacturing business. Set VIII and supplementary problems in Elementary Accounting by Elwell are used for practical material.
Cost of text and supplies: $2.40.

ACCOUNTING—Tuesday and Thursday, 7:15-9:15
Only those who have completed bookkeeping IV or the equivalent should attempt to work in this course.
The material covered in this course will be determined by the type of enrollment. A text will be required.

CALCULATING MACHINES (Key Drives)
Monday and Wednesday, 7:15-8:15, or 8:15-9:15
Tuesday and Thursday, 7:15-8:15, or 8:15-9:15
Friday, 7:15-9:15
For beginners, the course includes the fundamental operations of two and three column cross addition, split addition, multiplication from right and left of keyboard and over the permanent decimal point, subtraction, and division.
For advanced students, the course includes four and five column cross addition and the application of the fundamental operations to practical business problems such as discounts, percentages, commissions, payrolls, prorating, mark-up, mark-down, and interest.
Course fee: $1.00.

COMMERCIAL ENGLISH I
Monday and Wednesday, 8:15-9:15
Tuesday and Thursday, 8:15-9:15
This course which includes punctuation, spelling, word usage, syllabication, vocabulary building, sentence structure, and grammar, is intended for stenographers, bookkeepers, office workers and salespeople.
Text: $1.00.

COMMERCIAL ENGLISH II
Monday and Wednesday, 8:15-9:15
Tuesday and Thursday, 8:15-9:15
This is a course in business letter writing intended for bookkeepers, stenographers, salespeople, and office workers.
The course includes letter styles and letter psychology. Emphasis is placed on form, appearance, set-up and essential qualities of business writing.
Text: $1.70.

COMMERCIAL LAW—Monday and Wednesday, 8:15-9:15
The course covers a study of contracts, negotiable instruments, market transactions, and business organization.
Text: $3.50.

SHORTHAND—Course 1 (Beginning)
Monday and Wednesday, 7:15-9:15
This course is a study of shorthand only and is designed

ADULT EDUCATION SCHOOL

GENERAL MATHEMATICS—Tuesday and Thursday, 7:15-9:15

MATHEMATICS OF SHOP AND BUSINESS—Tuesday and Thursday, 7:15-9:15

CHEMISTRY—Tuesday and Thursday, 7:15-9:15
As applied to industry, skilled trades, and industrial laboratories. Essential to laboratory technicians. Fee $3.00. Texts extra.

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Full schedule of high-school credit courses in mathematics, English, science, and social sciences for adults only.

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Foundation course in drawing and painting, illustration, design. Laboratory fee $2.00.

COSTUME DESIGN—Monday and Wednesday, 7:15-9:15
Historical and modern trends; personal problems regarding line, color and texture. Laboratory fee $1.00.

GENERAL CRAFTS—Tuesday and Thursday, 7:15-9:15
Block printing, chair caning, leather tooling, book binding, wood carving. Laboratory fee $1.00.

CRAFT SURVEY (class limited to 12)—Monday, 7:15-9:15
Especially planned for scout, camp, and youth leaders. Laboratory fee $2.00.

LETTERING AND SHOW-CARD WRITING—Tuesday and Thursday, 7:15-9:15
Group and individual instruction. Laboratory fee $1.00.

AMATEUR PHOTOGRAPHY—Tuesday and Thursday, 7:15-9:15
A course for amateurs offering developing, printing, enlarging and other dark room procedure. Laboratory fee $2 per semester.

FASHION ILLUSTRATION—Monday and Wednesday, 7:15-9:15
Prerequisite: drawing. Study of the fashion figure for the
I.

COMMERICAL RETOUCHING—Monday, 7:15-9:15
Retouching of photographs and wash drawings for advertising purposes. Laboratory fee $1.00.

INTERIOR DECORATION—Thursday, 7:15-9:15
Practical course for men and women. Lectures and discussions by people prominent in the field. Some of the practical aspects of interior decoration course are style trends in furniture, architecture as it affects furniture and interior, furniture arrangement, background and window treatments, selection and framing of pictures, accessories. Course supplemented by illustrative material, new periodicals, books, Bollption, and field trips.

COMMERICAL RECONDITIONING—Monday, 7:15-9:15
Reconditioning and redesigning of furniture, chair caning, and elementary upholstery.

CARPETING—Tuesday, 7:15-9:15
One semester. Lecture and practical instruction in various processes applied to copper, brass and pewter. Laboratory fee $2.00.

LANDSCAPE PAINTING—Monday, 7:15-9:15
Perspective composition. Media: oil and water color. Prerequisite: drawing. Materials to be furnished by student.

DICTION—Thursday, 7:15-9:15
Individual and class instruction in various processes applied to copper, brass, and pewter. Laboratory fee $2.00.

WEAVING—Tuesday and Thursday, 7:15-9:15
Textile construction, analysis of tapestry and loom weaving. Processes of warping and threading the loom for plain and pattern weaves. Laboratory fee $1.00.

ARTISTIC MERCHANDISE DISPLAY

1. For druggists on window and counter display, advertising appeals and seasonal decorations.
2. For gift shop owners and salespeople. Salesmanship stressing design qualities, buying and displaying.
3. For salespeople interested in the display of costume and accessories. Arrangement of materials for display, selling, and combinations for appeal.

The above courses will be offered in short units of three to six lessons at opportune periods that will be most helpful to more people.

COMMERCIAL COURSES

BOOKKEEPING I (Elementary)—Monday and Wednesday, 7:15-9:15
This course is intended for students who have had no previous instruction in bookkeeping. It is also a course for clerical workers and business men who wish to become familiar with the principles of bookkeeping in order that they may learn to keep their own books and interpret financial statements.
Thorough training is given in the fundamental principles of double entry bookkeeping: debits and credits, journalizing, posting, trial balances, statements, direct and journal closing, and special journals. Problems and sets I, II, and III of Elwell give practical application to these principles.
Cost of text and supplies: $2.20.

BOOKKEEPING II—Tuesday and Thursday, 7:15-9:15
This course is for those students who have completed bookkeeping I or its equivalent.
The course gives thorough training in the study of partnership problems, control accounts, accruals, and working sheets. Problems and sets IV and V are used to give practical application to these principles.
Cost of text and supplies: $2.50.

BOOKKEEPING III—Tuesday and Thursday, 7:15-9:15
This is a course for those who have completed bookkeeping I and II or the equivalent.
In this course a study is made of department store problems, reserve accounts, depreciation, bad debts, and cash.
journal, with special emphasis on classification of accounts. Problems and sets VI and VII of Elwell are covered in this course.

Cost of text and supplies: $2.85.

BOOKKEEPING IV—Tuesday and Thursday, 7:15-9:15
Only those who have completed bookkeeping III or the equivalent should register for this course. In this course corporation accounts including the study of handling the various types of capital stock, bonds, and the voucher system of record keeping are studied in connection with the manufacturing business. See VIII and supplementary problems in Elementary Accounting by Elwell are used for practical material.

Cost of text and supplies: $2.40.

ACCOUNTING—Tuesday and Thursday, 7:15-9:15
Only those who have completed bookkeeping IV or the equivalent should attempt to work in this course. The material covered in this course will be determined by the type of enrollment. A test will be required.

CALCULATING MACHINES (Key Driven)
Monday and Wednesday, 7:15-8:45, or 8:15-10:45
Tuesday and Thursday, 7:15-8:45, or 8:15-10:45
Friday, 7:15-9:15
For beginners, the course includes the fundamental operations of two and three column cross addition, split addition, multiplication from right and left of keyboard and over the permanent decimal point, subtraction, and division.
For advanced students, the course includes four and five column cross addition and the application of the fundamental operations to practical business problems such as discounts, percentages, commissions, payrolls, prorating, mark-up, mark-down, and interest.

Course fee: $1.00.

COMMERCIAL ENGLISH I
Monday and Wednesday, 8:15-9:15
Tuesday and Thursday, 8:15-9:15
This course which includes punctuation, spelling, word usage, syllabiaceous, vocabulary building, sentence structure, and grammar, is intended for stenographers, bookkeepers, office workers and salespeople.

Text: Gregg Functional Method (Volumes I and II) $3.00.

COMMERCIAL ENGLISH II
Monday and Wednesday, 8:15-9:15
Tuesday and Thursday, 8:15-9:15
This is a course in business letter writing intended for bookkeeping, stenographers, salespeople, and office workers. This course includes letter styles and letter psychology. Emphasis is placed on form, appearance, set-up and essential qualities of business writing.

Text: $1.70.

COMMERCIAL LAW—Monday and Wednesday, 8:15-9:15
The course covers a study of contracts, negotiable instruments, market transactions, and business organization.

Text: $3.50.

SHORTHAND—Course I (Beginning)
Monday and Wednesday, 7:15-9:15
This course is a study of shorthand only and is designed

ADULT EDUCATION SCHOOL

for skilled typists. Homework and regular attendance are necessary for progress.

Text: Gregg Functional Method (Volumes I and II) $3.

STENOGRAPHY I (Beginning)
Monday and Wednesday, 7:15-9:15
This is a course for beginners in shorthand and typewriting. Two years are required to complete the theory. The class period is divided into one hour of typewriting and one hour of shorthand. Homework and regular attendance are necessary.

Course fee: 50 cents.
Text: Gregg Functional Method (Volume I) $1.50.

STENOGRAPHY II (Beginning Dictation)
Tuesday and Thursday, 7:15-8:45 or 7:45-9:15
This course consists of a thorough review of shorthand principles and beginning dictation work at the rate of 40 words a minute. Transcription at the typewriter is required.

Course fee: 50 cents.
Text: Gregg Functional Method (Volumes I and II) $3.00.

STENOGRAPHY III (Intermediate Dictation)
Tuesday and Thursday, 7:15-8:45 or 7:45-9:15
This course offers a continuous review of shorthand principles. The speed dictation begins at 70 words a minute. Transcription at the typewriter is required.

Course fee: 50 cents.
Text: Gregg Functional Method (Volumes I and II) $3.00.

STENOGRAPHY IV—Tuesday and Thursday, 7:15-8:45 or 7:45-9:15
This course offers a continuous review of shorthand principles. The speed dictation begins at 85 words a minute. Transcription at the typewriter is required.

Course fee: 50 cents.
Text: Gregg Functional Method (Volumes I and II) $3.00.

STENOGRAPHY V—Tuesday and Thursday, 7:15-8:45
This course is intended for stenographers who can attain a shorthand speed of 100 to 120 words a minute. Transcription at the typewriter is required.

Course fee: 50 cents.
Text: To be announced later.

STENOTYPY I (Beginning)—Tuesday and Thursday, 8:15-9:15
This course is a study in shorthand only and is designed

for skilled typists. The course includes the following: reading in stenotypy, theory, machine work, and finger drills. Cost of machine: cash $75.50, or on time $75.

STENOTYPY II—Tuesday and Thursday, 7:15-8:45
This course includes a review of the theory covered in stenotypy I and supplementary work to build up speed to approximately 125 words a minute.

Texts: $2.50.

STENOTYPY III—Tuesday and Thursday, 7:15-8:45
If speed of 125 words a minute has been obtained, then training for court reporting will be instituted using Berry II. Horace's course in Stenotypy Court and Convention Reporting.

Texts: $5.50.
HOME ECONOMIC COURSES

**FOODS**

**FOODS I**—Tuesday and Thursday, 7:15-9:15
Basic principles of food preparation. Units on vegetable cookery, general cookery, meat, meats, shrimp, veal, poultry, and luncheons. Laboratory fee $1.50.

**FOODS II**—Section I, Monday, 7:15-9:15
Section II, Wednesday, 7:15-9:15
Family and company dinners. Hospitality units: teas, bridge luncheons, and buffet suppers. Laboratory fee $1.50.

**FOODS III**—Section I, Monday, 7:15-9:15
Section II, Wednesday, 7:15-9:15
One dish meals; for those who have had experience in cooking but wish to plan and prepare one-dish meals. Platter dinners, and "caviar mild" meals included. Garnishing and attractive methods of serving stressed. Laboratory fee $1.00.

**FOODS IV**—Tuesday and Thursday, 5:15-7:00
The Supper Class for the business girl; planning and preparing the simple dinner. Meals suitable to serve in the small apartment when time is limited and three or four are sharing work and cost. Complete menu with recipes given out at each meeting in such form as to be cut and filed in recipe boxes. Laboratory fee $2.50.

**FOOD BUYING**—Tuesday, 7:15-9:15
Intelligent food buying in accordance with income. Special speakers and field trips featured. Laboratory fee $1.50.

**PRACTICAL NUTRITION**—Tuesday, 7:15-9:15
Importance of vitamins in the diet; the protective foods; the "Stay Young at Forty" theory; proteins, carbohydrate and mineral requirements; diet deficiencies; eating for body needs; correct way to normalize weight. Food needs of the entire family. Personality and edible foods. Laboratory fee $1.50.

**HOSPITALITY AND TABLE SERVICE**

**Tuesday, 7:15-9:15**
Table setting, formal and informal table service. Study of china, silver, glass and linens, flower arrangement and buffet luncheons. Teas and buffet luncheons. Special speakers featured. Laboratory fee $1.50.

**GETTING THE MOST FOR YOUR MONEY**

Thursday, 7:15-9:15
Guides for the homemaker who wants to secure maximum satisfaction for money expended for household goods such as sheets, blankets, refrigerators, kitchen utensils, furniture, house, clothing, and cosmetics. Study of labels, advertising, new textiles such as "nylon," Laboratory fee $1.50.

**CHILD CARE AND TRAINING**—Wednesday, 7:15-9:15
How to enjoy children: their physical, psychological and sociological needs. Training in basic habits; child growth and learning; constructive interests of children; dominant interests at different age levels; books, magazines, toys, and work materials; music, radio, and movies. This course is for parents and others interested in children.

**THE ADOLESCENT**—Thursday, 7:15-9:15
Lectures and discussions on the problems of the adolescent. Consideration will be given to personality adjustment, physical development, social needs, self-direction, adjustment to environment, importance of balance between success and failure at this age. Open to fathers, mothers, and others interested in the adolescent.

**PERSONALITY IN HOMEMAKING**—Tuesday, 7:15-9:15
Personality in the home; how to run the home smoothly, expressing poise and harmony. Time, labor and income management; records and budgeting; organization of schedules for maid. Special speakers and field trips featured. Laboratory fee $1.50.

**HOME EMPLOYMENT**—Thursday, 7:15-9:00
Employee and employer relationships. Planning and scheduling duties; care of the home, formal and informal table service; child care.

**HOME NURSING**—Wednesday, 7:15-9:15
Home care for illness. Carrying out the doctor's orders. Taking temperatures, bandaging; first aid. Laboratory fee $1.50.
HOMEMAKING FORUM—Monday, 7:15-9:15

An assembly for discussion of subjects of interest to class members by leaders and authorities in special fields. Class to be a lecture-discussion group. Topics such as family finance, marriage laws, child problems, youth problems, family and community problems, taxes, municipal government, and housing might be discussed.

Clothing

PERSONALITY CLOTHES—Tuesday, 7:15-9:15
Development of personality through the selection and purchase of clothing; importance of fashion, fabrics and accessories. Laboratory fee $.50.

KNITTING—Section I, Wednesday, 7:15-9:15
Section II, Thursday, 7:15-9:15
Beginning and advanced problems in knitting.

NEEDLEWORK—Monday, 7:15-9:15
Most of the decorative stitches are taught in this class. Laboratory fee $.50.

CLOTHING I—Section I, Monday, 7:15-9:15
CLOTHING II—Thursday, 7:15-9:15

Construction of simple cotton garments. Use of the sewing machine. Laboratory fee $.50.

CLOTHING II—Wednesday, 7:15-9:15
Problems in the selection and making of children's clothes. Smocking and fagoting taught. Laboratory fee $.50.

CLOTHING III—Thursday, 7:15-9:15
Pattern alteration and re-designing patterns. Use of commercial patterns; muslin foundation pattern. Part of period spent on alteration of garments. Laboratory fee $.50.

CLOTHING IV—Tuesday, 7:15-9:15
Mending dresses and sports clothes. Cotton and rayon materials. Simple fitting problems. Laboratory fee $.50.

CLOTHING V—Wednesday, 7:15-9:15
That ready-made effect. Dresses, skirts, and blouses, summer suits. Finishes stressed. Rayons, linens, silk and wool may be used. Laboratory fee $.50.

CLOTHING VI—Tuesday and Thursday, 7:15-9:15
Professional touches and finishes. Silk, rayon, velvet, and wool garments are made. Tailored dresses, afternoon dresses, dinner dresses, formal dresses, coats and suits. Fitting emphasized. Laboratory fee $.50.

CLOTHING VII—Wednesday, 7:15-9:15
Remodeling of garments for advanced pupils. Pattern alteration to be taken parallel to this course, or prior to it. Laboratory fee $.50.

HOUSEHOLD SEWING—Monday, 7:15-9:15
Selection and construction of curtains, draperies, and slip covers. Other household articles may be made: bedroom linens, table linens, etc.

ADULT EDUCATION SCHOOL

for skilled typists. Homework and regular attendance are necessary for progress.
Text: Gregg Functional Method (Volumes I and II) $3.

STENOGRAPHY I (Beginning)

Monday and Wednesday, 7:15-9:15
This is a course for beginners in shorthand and typewriting. Two years are required to complete the theory. The class period is divided into one hour of typewriting and one hour of shorthand. Homework and regular attendance are necessary.
Course fee: 50 cents.
Text: Gregg Functional Method (Volume I) $1.50.

STENOGRAPHY II (Beginning Dictation)

Tuesday and Thursday, 7:15-8:45 or 7:45-9:15
This course consists of a thorough review of shorthand principles and beginning dictation work at the rate of 40 words a minute. Transcription at the typewriter is required.
Course fee: 50 cents.
Text: Gregg Functional Method (Volumes I and II) $3.00.

STENOGRAPHY III (Intermediate Dictation)

Tuesday and Thursday, 7:15-8:45 or 7:45-9:15
This course offers a continuous review of shorthand principles. The speed dictation begins at 50 words a minute. Transcription at the typewriter is required.
Course fee: 50 cents.
Text: Gregg Functional Method (Volumes I and II) $3.00.

STENOGRAPHY IV—Tuesday and Thursday, 7:15-8:45 or 7:45-9:15
This course offers a continuous review of shorthand principles. Dictation begins at 85 words a minute. Transcription at the typewriter is required.
Course fee: 50 cents.
Text: Gregg Functional Method (Volumes I and II) $3.00.

STENOGRAPHY V—Tuesday and Thursday, 7:15-8:45
This course is intended for stenographers who can attain a shorthand speed of 100 to 120 words a minute. Transcription at the typewriter is required.
Course fee: 50 cents.
Text: To be announced later.

STENOTYPY I (Beginning)—Tuesday and Thursday, 8:15-9:15
This course is a study of stenotypy only and is designed for skilled typists.
The course includes the following: reading in stenotypy, theory, machine work, and finger drills.
Cost of machine: cash $57.50, or on time $75.

STENOTYPY II—Tuesday and Thursday, 7:15-8:45
This course includes a review of the theory covered in stenotypy I and supplementary work to build up speed to approximately 125 words a minute.
Texts: $2.50.

STENOTYPY III—Tuesday and Thursday, 7:15-8:45
If speed of 175 words a minute has been obtained, then training for court reporting will be instituted using Berry H. Home's course in Stenotype Court and Convention Reporting.
Texts: $7.50.
HOME ECONOMIC COURSES

Foods

FOODS I—Tuesday and Thursday, 7:15-9:15
Basic principles of food preparation. Units on vegetable cookery, general cookery, meat, salads, baking, cake making, pastry, breakfasts and luncheons. Laboratory fee $1.50.

FOODS II—Section I, Monday, 7:15-9:15
Family and company dinners. Hospitality units: teas, bridge luncheons, and buffet suppers. Laboratory fee $1.50.

FOODS III—Section I, Monday, 7:15-9:15
Section II, Wednesday, 7:15-9:15
One dish meals; for those who have had experience in cooking but wish to plan and prepare one-dish meals. Platter dinners, and "ring mold" meals included. Garnishing and attractive methods of serving stressed. Laboratory fee $.50.

FOODS IV—Tuesday and Thursday, 7:15-7:00
The Supper Class—for the business girl; planning and preparing the simple dinner. Meals suitable to serve in the small apartment when time is limited and three or four are sharing work and cost. Complete menu with recipes given at each meeting in such form as to be cut and filed in recipe boxes. Laboratory fee $.50.

FOOD BUYING—Tuesday, 7:15-9:15
Intelligent food buying in accordance with income. Special speakers and field trips featured. Laboratory fee $.50.

PRACTICAL NUTRITION—Tuesday, 7:15-9:15
Importance of vitamins in the diet; the protective foods; the "Stay Young at Forty" theory; proteins, carbohydrate and mineral requirements; diet deficiencies; eating for body needs; correct way to maintain weight. Food needs of the entire family. Personality and carbohidrates. Laboratory fee $.50.

HOSPITALITY AND TABLE SERVICE
Tuesday, 7:15-9:15
Table setting, formal and informal table service. Study of china, silver, glass and linens; flower arrangement and buffet luncheons, Text and buffet luncheons. Special speakers featured. Laboratory fee $.50.

ADULT EDUCATION SCHOOL

ELECTRIC ROASTER DEMONSTRATIONS
Wednesday, 7:15-9:15
A series of demonstrations on the use of the roaster in preparation of meals, including meats, breads, cakes, pastries, casseroles, and vegetables. Laboratory fee $.50.

MENU PLANNING—Thursday, 7:15-9:15
Planning menus for family meals and guest meals; meal patterns, food costs, party luncheons, buffet suppers and teas. Laboratory fee $.50.

RESTAURANT, TEA ROOM AND CAFETERIA MANAGEMENT—Monday, 7:15-9:15
Buying food in large quantities; menu planning; large quantity recipes. Purchase and arrangement of equipment. Organization of work. Laboratory fee $.50.

CATERING AND SERVICE—Thursday, 7:15-9:15
Essentials of catering, Service for special occasions. Laboratory fee $.50.

WAITRESS TRAINING—Tuesday, 7:15-9:15
Continued training for the experienced worker. Laboratory fee $.50.

General Homemaking

GETTING THE MOST FOR YOUR MONEY
Thursday, 7:15-9:15
Guides for the homemaker who wants to secure maximum satisfaction for money expended in household goods such as sheets, blankets, refrigerators, kitchen utensils, furniture, house, clothes, and cosmetics. Study of labels, advertising, new textiles such as "nylon". Laboratory fee $.50.

CHILD CARE AND TRAINING—Wednesday, 7:15-9:15
How to enjoy children; their physical, psychological and sociological needs. Training in basic habits; health and learning; constructive interests of children; dominant interests at different age levels; books, magazines, toys, and work materials; music, radio, and movies. This course is for parents and others interested in children.

THE ADOLESCENT—Thursday, 7:15-9:15
Lectures and discussions on the problems of the adolescent. Consideration will be given to personality adjustment, physical development, social needs, self-direction, adjustment to the environment, importance of balance between success and failure at this age. Open to fathers, mothers, and others interested in the adolescent.

PERSONALITY IN HOMEMAKING—Tuesday, 7:15-9:15
Personality in the home; how to run the home smoothly, impressing poised and harmony. Time, labor and income management; records and budgeting; organization of schedules for maid. Special speakers and field trips featured. Laboratory fee $.50.

HOME EMPLOYMENT—Thursday, 7:15-9:00
Employee and employer relationships. Planning and scheduling duties; care of the home; formal and informal table service; child care.

HOME NURSING—Wednesday, 7:15-9:15
Home care for illness. Carrying out the doctor's orders. Taking temperature; bandaging; first aid. Laboratory fee $.50.
MADESON VOCATIONAL AND

HOMEMAKING FORUM—Monday, 7:15-9:15

An assembly for discussion of subjects of interest to class members by leaders and authorities in special fields. Class to be lecture-discussion group. Topics such as family finance, marriage laws, child problems, youth problems, family and community problems, taxes, municipal government, and housing might be discussed.

Clothing

PERSONALITY CLOTHES—Tuesday, 7:15-9:15

Development of personality through the selection and purchase of clothes; importance of fashion, fabrics and accessories. Laboratory fee $ .50.

KNITTING—Section I, Wednesday, 7:15-9:15
Section II, Thursday, 7:15-9:15

Beginning and advanced problems in knitting.

NEEDLEWORK—Monday, 7:15-9:15

Most of the decorative stitches are taught in this class. Laboratory fee $ .50.

CLOTHING I—Section I, Monday, 7:15-9:15
Section II, Thursday, 7:15-9:15

Construction of simple cotton garments. Use of the sewing machine. Laboratory fee $ .50.

CLOTHING II—Wednesday, 7:15-9:15

Problems in the selection and making of children’s clothes. Smocking and fagoting taught. Laboratory fee $.30.

CLOTHING III—Thursday, 7:15-9:15

Pattern alteration and re-designing patterns. Use of commercial patterns; muslin foundation pattern. Part of period spent on alteration of garments. Laboratory fee $.50.

CLOTHING IV—Tuesday, 7:15-9:15

Morning dresses and sports clothes. Cotton and rayon materials. Simple fitting problems. Laboratory fee $.50.

CLOTHING V—Wednesday, 7:15-9:15

That ready-made effect. Dresses, skirts, and blouses, summer suits. Finishes stressed. Rayons, linens, silk and wool may be used. Laboratory fee $.50.

CLOTHING VI—Tuesday and Thursday, 7:15-9:15

Professional touches and finishes. Silk, rayon, velvet and wool garments are made. Tailored dresses, afternoon dresses, dinner dresses, formal, coats and suits. Fitting emphasized. Laboratory fee $.50.

CLOTHING VII—Wednesday, 7:15-9:15

Remodeling of garments for advanced pupils. Pattern alteration to be taken parallel to this course, or prior to it. Laboratory fee $.30.

HOUSEHOLD SEWING—Monday, 7:15-9:15

Selection and construction of curtains, draperies, and slip covers. Other household articles may be made: bedroom linens, table linens, etc.