Bulletin of the
Madison Vocational
-and-
Adult Education
School

Night School Courses

Board of
Vocational and Adult
Education

211 N. CARROLL ST., MADISON, WISCONSIN
MADISON VOCATIONAL AND ADULT
EDUCATION SCHOOL
211 North Carroll St.

Board of Vocational and Adult Education
S. G. SCANLAN, President  EMIL J. FRAUTSCHI
P. H. FALK, Secretary  FRED M. MASON
J. H. BROWN
A. R. GRAHAM, Director

The Public Evening School

The Public Evening School of Madison, a part of the Madison Vocational and Adult Education School, is organized specifically for persons over eighteen years of age seeking to increase their knowledge, skill, or culture.

Persons attending evening school are not required to pursue definite or set programs but may elect subjects which meet their personal needs.

ENROLL AT THE VOCATIONAL SCHOOL,
211 North Carroll Street, on
MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY,
September 29, 30, October 1, 2, 3, 1941
from 7 P.M. to 8:30 P.M.

Instruction begins Monday evening, October 6. It is advisable to enroll in advance of the starting date of classes because limited equipment and room facilities make it impossible to organize additional classes.

FEES

The registration fee is one dollar. This fee is not returnable. One registration fee will be sufficient for the entire school year, allowing you to take as many courses as you are eligible to carry.

In some classes laboratory fees will be charged to cover the cost of laboratory expense, incidentals, breakage, and supplies. No part of these fees is returnable. Course fees are in addition to the registration fee. Registration and course fees must be paid before beginning a course of study.

Students living outside of Madison will be charged a tuition fee.

Non-Resident Students

Non-residents are charged a registration fee of $5.00.
SCHEDULE

Classes will be held from 7:00 to 9:00 P.M.
The building will be open to students at 6:45 P.M. Class 
instruction will start promptly at 7:00 P.M. and close at 
9:00 P.M. The doors of the building will be locked at 
9:30 P.M.

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GENERAL INFORMATION

Should an insufficient number of registrations be received 
for any course listed in the Evening School Bulletin, the 
school administration reserves the right to withdraw the 
offering.

A class may be discontinued or combined with another 
if the enrollment becomes low.

Courses not listed may be organized if a sufficient num-
ber of persons register for such classes.

All classes will continue from the time of registration 
through the remainder of the school year unless otherwise 
designated under the name of the subject.

A student who is absent three consecutive times without 
an excuse will be automatically withdrawn from the class.

If a student wishes to return after he has been with-
drawn, he must get a re-entry card from the main office.

The Vocational School has extended its guidance service 
to the evening school students. Placement and vocational 
information is available in Room 127. Interest and apti-
tude tests are given upon request. The school invites you to 
make use of all guidance services. The guidance office will 
be open on Monday and Tuesday evenings from 7:00 to 
9:00, and other times by appointment.

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CALENDAR

Monday, September 22, through Friday, October 3, 1941—
Registration from 7:00 P.M. to 9:00 P.M.

Monday, October 6—Evening classes begin.

Thursday and Friday, November 6 and 7—School closes 
for Milwaukee meeting of the Wisconsin Education 
Association.

Thursday and Friday, November 20 and 21 (or 27 and 28) 
—School closes for Thanksgiving recess.

Saturday, December 20 to Monday, January 5, 1942—School 
closes for Christmas vacation.

Monday, January 5—School re-open.

Friday, March 27—Night school closes.
**Academic Courses**

**ENGLISH I**—Tuesday and Thursday, 7:00-8:00.
For newly arrived foreign-born residents. Reading, writing, speaking, spelling.

**ENGLISH II**—Tuesday and Thursday, 7:00-8:00.
Second-year English for foreign-born residents. Reading, writing, speaking, spelling.

**CITIZENSHIP**—Tuesday and Thursday, 8:00-9:00.
For the foreign-born seeking American citizenship.

**ENGLISH III**—Tuesday and Thursday, 7:00-9:00.
Grammar review. Individual attention in correct use of parts of speech. Punctuation, capitalization, spelling.

**ENGLISH IV**—Tuesday and Thursday, 7:00-9:00.
Advanced course in grammar, punctuation, spelling, letter writing, and sentence structure. Recommended for stenographers.

**ENGLISH V**—Monday, 7:00-8:00.
Advanced composition. Short stories, poetry, magazine articles. Style. Useful to students preparing for journalism.

**PUBLIC SPEAKING FOR EVERYONE**—Monday, 7:00-9:00.
This will include: position and bearing while on the floor; remembering what you wish to say; getting, arranging, and expressing your facts and ideas; making the right use of your voice; mastering the words you need; learning to speak extemporaneously; putting animation, speed and energy into your speaking; getting rid of self-consciousness and nervousness; making eye and mind connection with your audience; learning to read a news excerpt, a stanza of verse, or the lines of a play; getting rid of personal mannerisms and other speaking faults; conducting a public meeting.

**PUBLIC SPEAKING FOR BUSINESS MEN**
Tuesday, 7:00-9:00.

**PUBLIC DISCUSSION**—Thursday, 7:00-9:00.
Round-table and panel discussions. A practice course in conference discussion.

**CHEMISTRY FOR NURSES**—
Monday and Wednesday, 7:00-9:00.

**FRENCH I**—Tuesday and Thursday, 7:00-9:00.
This is a course in elementary French and aims to give the student a basic foundation in accurate pronunciation, grammar, reading, and speaking.

**FRENCH II**—Tuesday and Thursday, 7:00-9:00.
A continuation of French I.

**GERMAN I**—Tuesday and Thursday, 7:00-9:00.
A beginner’s course in German grammar, reading, and speaking.

**GERMAN II**—Tuesday and Thursday, 7:00-9:00.
A continuation of German I.

**SPANISH I**—Tuesday and Thursday, 7:00-9:00.
A course which aims to give the student a reading knowledge of elementary Spanish with emphasis on grammar, vocabulary, and pronunciation.

**SPANISH II**—Tuesday and Thursday, 7:00-9:00.
A continuation of Spanish I.

**GENERAL MATHEMATICS**—Tuesday and Thursday, 7:00-9:00.

**LIP READING**—Tuesday and Thursday, 7:00-9:00.
For the totally or partially deaf.

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

**BOOKS FOR ALL**
The Season’s Books and Books for all who want to read.
Your opportunity to read current books and novels, biographies, travel literature and books concerning world events.
Lively class discussions make for more interesting reading and a truer understanding of people and events.
Be informed through this interesting presentation of books.

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

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**Art Courses**

**DRAWING**—Tuesday and Thursday, 7:00-9:00.
Foundation course in drawing and painting, illustration, design. Laboratory fee $2.00.

**COSTUME DESIGN**—Monday and Wednesday, 7:00-9:00.
Historical and modern trends; personal problems regarding line, color and texture. Laboratory fee $1.00.

**GENERAL CRAFTS**—Tuesday and Thursday, 7:00-9:00.
Block printing, chair caning, leather tooling, book binding, wood-carving. Laboratory fee $1.00.

**CRAFT SURVEY** (class limited to 12)—Monday, 7:00-8:00.
Especially planned for scout, camp, and youth leaders. Laboratory fee $2.00.

**LETTERING AND SHOW-CARD WRITING**—Tuesday and Thursday, 7:00-9:00.
Group and individual instruction. Laboratory fee $1.00.

**AMATEUR PHOTOGRAPHY**—Tuesday and Thursday, 7:00-9:00.
A course for amateurs offering developing, printing, enlarging and other dark room procedure. Laboratory fee $2 per semester.

**FASHION ILLUSTRATION**—Monday and Wednesday, 7:00-9:00.
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, 7:00-9:00.
Retouching of photographs and wash drawings for advertising purposes. Laboratory fee $2.00.
INTERIOR DECORATION—Thursday, 7:00-9:00.
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 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, 7:00-9:00.
Reconditioning and redesigning of furniture, chair caning, and elementary upholstery.

CARTOONING—Tuesday, 7:00-9:00. One semester.
Comic cartoons, advertising cartoons, chalk-talk tricks. Laboratory fee $1.00.

POTTERY—Tuesday and Thursday, 7:00-9:00.
Pottery forms, coil method: glazing and firing. Laboratory fee $2.00.

ART METAL—Monday and Wednesday, 7:00-9:00.
Individual and class instruction in various processes applied to copper, brass and pewter. Laboratory fee $2.00.

WEAVING—Tuesday and Thursday, 7:00-9:00.
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, 7:00-9:00.
Pictorial composition. Media: oil and water color. Prerequisite: drawing. Materials to be furnished by student.

DESIGN—Thursday, 7:00-9:00.
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, 7:00-9:00.
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 rebound old books. Laboratory.

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

WOODCARVING—Monday, 7:00-9:00.
Construction of patterns, preparation of wood, techniques of carving and finishes. Laboratory fee $2.00.

OCCUPATIONAL THERAPY—Monday, 7:00-9:00.
Crafts and methods used for convalescent and institutional work. Psychology and presentation.

HOOKED AND BRAIDED RUGS—Monday and Wednesday, 7:00-9:00.
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, 7:00-9:00.
Lectures by people in the field. These will include: makeup, 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.

STENCIL SPRAY TECHNIQUE—
This course introduces a new technique, that of spray painting with the aid of stencils and a simple fly spray gun.
It is planned especially for those who wish to experiment in this new field and learn some of the processes involved in the application of this technique to various problems. The course will include progressive steps in making of simple positive and negative stencils: masks; stencil edges; and the more complicated stencil series. Opportunity will be given for choice of special stencil problems such as place cards, Christmas cards, decorative designs, animal figure stencils or any other suitable stencil problems. Fee $2.00.

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 store people.

Commercial Courses

BOOKKEEPING I (Elementary)—Monday and Wednesday, 7:00-9:00.
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 balance, 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: $2.50.

BOOKKEEPING II—Tuesday and Thursday, 7:00-9:00.
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, 7:00-9:00.
This is a course for those who have completed bookkeeping I and II or the equivalent.
In this course study is made of department store problems, accounts, depreciation, bond debits, 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, 7:00-9:00.
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, 7:00-9:00.
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, 7:00-8:00, or 8:00 to 9:00.
Tuesday and Thursday, 7:00-8:00, or 8:00 to 9:00.
Friday, 7:00-8:00.
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 funda­
mental 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, 8:00-9:00.
Tuesday and Thursday, 8:00-9:00.
This course which includes punctuation, spelling, word usage, syl­labication, vocabulary building, sentence struc­
ture, and grammar, is intended for stenographers, bookkeepers, office workers and salespeople.
Text: $1.00.

COMMERCIAL ENGLISH II
Monday and Wednesday, 8:00-9:00.
Tuesday and Thursday, 8:00-9:00.
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 es­
tential qualities of business writing.
Text: $1.75.

COMMERCIAL LAW—Monday and Wednesday, 8:00-9:00.
The course covers a study of contracts, negotiable instru­ment, market transactions, and business organization.
Text: $3.50.

STENOGRAPHY I (Beginning) (First year).
Monday and Wednesday, 7:00-8:00.
This is a course for beginners in shorthand and typing.
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 (Second Year).
Monday and Wednesday, 7:00-8:00.
This course is a continuation of the work in Stenography I—first year, and completes the theory of Gregg Short­
hand. The class period is divided into one hour of typewriting and one hour of shorthand. Homework and reg­
ular attendance are necessary.
Course fee: 50 cents.
Text: Gregg Functional Method (Volume II) $2.00.

STENOGRAPHY III (Intermediate Dictation).
Tuesday and Thursday, 7:00-8:30, or 7:30-9:00.
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, 7:00-8:30, or
7:30-9:00.
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, 7:00-8:30.
This course is intended for stenographers who can ob­
tain 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.
This course is 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 II—Tuesday and Thursday.
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.
If speed of 175 words a minute has been obtained, then training for court reporting will be instituted using Berry
H. Horne’s course in Stenotype Court and Convention Re­
porting.
Texts: $7.50.
Home Economics Courses

FOODS

FOODS I—Tuesday and Thursday, 7:00-9:00.
Basic principles of food preparation. Units on general cookery, baking pastry, Christmas cookies, cake making, meals, poultry, vegetables, and desserts. Laboratory fee $1.50.

FOODS II
Section I. Monday, 7:00-9:00.
Guest meals; teas, bridge luncheons, buffet suppers; holiday foods for special occasions; Christmas candles, after-theater snacks. Laboratory fee $1.50.

FOODS III—Wednesday, 7:00-9:00.
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, 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 per semester.

FOODS V—Monday, 7:00-9:00.
Family meals, including planning and preparing breakfasts, luncheons, family dinners. Balanced meals for the average income. Laboratory fee $1.00.

FOODS VI—Wednesday, 5:15-7:00.
Supper class for the business bachelor and the camp counselor. Balanced meals as well as foods men like to eat. Laboratory fee $1.75 per semester.

FOOD BUYING—Tuesday, 7:00-8:00.
Intelligent food buying in accordance with income. This year special emphasis is given to food buying as a part of the National Defense Program. Special speakers and field trips featured.

ADULT EDUCATION SCHOOL

PRACTICAL NUTRITION—Thursday, 7:00-8:00.
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. This will be a part of the National Defense Program. Course fee $3.50.

HOSPITALITY AND TABLE SERVICE—Thursday, 7:00-8:00.
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. Course fee $3.50.

ELECTRIC ROASTER DEMONSTRATIONS
Tuesday, 7:00-8:00.
A series of demonstrations on the use of the roaster in preparation of foods, including meats, breads, cakes, pastry, casseroles, dishes, and vegetables.

MENU PLANNING—Thursday, 7:00-8:00.
Planning menus for family meals and guest meals; meal patterns, food costs, party luncheons, buffet suppers and teas.

RESTAURANT, TEA ROOM AND CAFETERIA MANAGEMENT—Monday, 7:00-9:00.
Buying food in large quantities; menu planning; large quantity recipes. Purchase and arrangement of equipment. Organization of work. Laboratory fee $3.50.

CATERING AND SERVICE—Thursday, 7:00-9:00.
Essentials of catering. Service for special occasions. Laboratory fee $3.50.

WAITRESS TRAINING—Tuesday, 7:00-9:00.
Continued training for the experienced worker. Laboratory fee $3.50.

GENERAL HOMEMAKING

GETTING THE MOST FOR YOUR MONEY—Monday, 7:00-9:00.
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".

CHILD CARE AND TRAINING—Tuesday, 7:00-9:00.
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, 7:00-9:00.
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.

HOME EMPLOYMENT—Thursday, 7:00-8:00.
Employee and employer relationships. Planning and scheduling duties; care of the home; formal and informal table service; child care.
PERSONALITY IN HOMEMAKING—Monday, 7:00-9:00.
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 mood. Special speakers and field trips featured. Laboratory fee $.50.

HOME NURSING AND FIRST AID—Wednesday, 7:00-9:00.
Home care for illness. Carrying out the doctor's orders. Taking temperatures; bandaging; first aid. This will be given in accordance with Red Cross requirements and will lead to a Red Cross certificate. Course fee $.50.

FAMILY LIFE EDUCATION—Monday, 7:00-9:00.
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.

YOUR PERSONALITY—Monday, 7:00-9:00.
Many phases of personality studied to learn how to develop naturalness of manner and relaxation. Importance of personality in career life and home life. Factors which contribute to personality development.

SUCCESSFUL HOME LIFE—Tuesday, 7:00-9:00.
A course for newlyweds and young people who plan to be married. Home ownership, joint banking accounts, budgeting income, family relationships, psychosocial problems of married life, spiritual aspects of marriage, and adjustments in the family life are topics to be discussed.

CLOTHING

PERSONALITY WARDROBE—Tuesday, 7:00-9:00.
Development of personality through the selection and purchase of clothes. Importance of fashion, fabrics and accessories. Course fee $.50.

KNITTING—Section I, Wednesday, 7:00-9:00.
Section II, Thursday, 7:00-9:00.
Beginning and advanced problems in knitting.

NEEDLEWORK—Monday, 7:00-9:00.
Most of the decorative stitches are taught in this class. Course fee $.50.

CLOTHING I—Section I, Thursday, 7:00-9:00.
Section II, Thursday, 7:00-9:00.
Construction of simple cotton garments. Use of the sewing machine. Course fee $.50.

CLOTHING II—Wednesday, 7:00-9:00.
Problems in the selection and making of children's clothes. Smocking and fagoting taught. Course fee $.50.

CLOTHING III—Thursday, 7:00-9:00.
Pattern alteration and re-designing patterns. Use of commercial patterns; muslin foundation pattern. Part of period spent on cutting of garments. Course fee $.50.

CLOTHING IV—Tuesday, 7:00-9:00.

Music Courses

Students wishing to enroll in music classes must have consent of department head before enrolling.

MADISON CIVIC SYMPHONY ORCHESTRA
Tuesday, 7:30.
Performs representative works of the entire orchestral repertoire; assists at operas and oratorio performances.

MADISON CIVIC CHOIR (Mixed Voices)
Mondy, 7:30.
Performs oratorios, cantatas, and operas of outstanding composers of all nations.

MADENBRORCH (Male Voices)—Thursday, 8:00.
Performs both German and English part songs.

GRIEG CHORUS (Male Voices)—Wednesday, 7:30.
Carries on the traditions of Scandinavian song.

MOZART CLUB (Male Voices)—Tuesday, 7:30.
Sings part songs of the standard choral repertoire.

LABOR TEMPLE GLEE CLUB (Male Voices)
Tuesday, 7:30.
Sings part songs of the standard choral repertoire.

HOW TO ENJOY MUSIC—Thursday, 7:30.
A series of illustrated lectures presenting many interesting aspects of music. The purpose of this course is to assist the untrained listener in enjoying music of all types and forms. To stimulate active interest, informal discussion and exchange of opinions will be part of each class.
HARMONY—Thursday, 7:15.
A laboratory course in music writing. Study of tonalities and intervals; the formation, progression, and selection of chords and chords of the seventh and ninth. Elementary Modulation. Analysis, Keyboard Harmony. Designed to meet the needs of both the music student and the professional musician.
Textbook: Modern Harmony, Foote and Spalding ($2).

MODERN STYLE PIANO PLAYING
Tuesday and Thursday, 7:00-8:00; 8:00-9:00.
Practice in the performance of modern arrangements of popular songs. Teaches how to improvise, fill-in, play breaks, runs, blues, etc., in the same manner as is generally employed by professional orchestra pianists.
Textbook: Modern Piano Method, Lopez ($1).

PIANO I—Tuesday or Thursday, 7:15.
A course for beginning students. Folk tunes. Easier arrangements of classical repertoire.
Textbook: First Steps for the Young Pianist, Kinsella ($0.75).

Trade and Industry Courses
Persons preparing for employment in national defense industries will receive first preference for enrollment in these courses. Also, those persons now employed in national defense industries will receive preference for enrollment in supplementary or trade related courses in the evening school trade department.

All laboratory fees are for the entire session except where specified for semesters.

AUTO MECHANICS—Monday and Wednesday, 7:00-9:00.
Tuesday and Thursday, 7:00-9:00.
An advanced course in auto mechanics for men employed in the automobile trade. The course will include the electrical units of the car and motor analysis, use of the synchrograph, tachometer, and the latest type of equipment now used in the automobile business.

BAKING—Monday, 7:00-9:00.
Baking science and related information for journeymen bakers.

BARBER SCIENCE—Monday, 7:00-8:00.
Scalp and facial treatment, related work for master and journeymen barbers. Fee $1.

BLUEPRINT READING—Monday and Wednesday, 7:00-9:00.
Blueprint reading and estimating for all trades. Fee $1.

BRICKLAYING—Monday and Wednesday, 7:00-9:00.
Blueprint reading, estimating, linepipe and arch details for bricklayers. Fee $1.

CHEMISTRY—Tuesday and Thursday, 7:00-9:00.
As applied to industry, skilled trades, and industrial laboratories. Essential to laboratory technicians. Fee $3. Texts extra.

DRAFTING—Tuesday and Wednesday, 7:00-9:00.
Blueprint reading, sketching, use of microtometer and calipers for men employed in machine shop trade.

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Bulletin of the
Madison Vocational
-and-
Adult Education
School

Day School Courses

Board of
Vocational and Adult
Education

211 N. Carroll St., Madison, Wisconsin
SCHOOL CALENDAR 1941-1942

Monday, September 8—School opens.
Monday, October 6—Evening school opens.
Thursday and Friday, November 6 and 7—School closes for Milwaukee meeting of the Wisconsin Education Association.
Thursday and Friday, November 20 and 21 (or 27 and 28)—School closes for Thanksgiving.
Saturday, December 20, 1941, to Monday, January 5, 1942—School closes for Christmas.
Monday, January 5, 1942—School reopens.
Friday, January 30—End of first semester.
Monday, February 2—Beginning of second semester.
Friday and Saturday, February 13 and 14—School closes for meeting of Southern Wisconsin Education Association.
Friday, March 27—Evening school closes.
Friday, April 3—School closes for Good Friday.
Saturday, April 18 to Monday, April 27—School closes for spring vacation (Easter).
Monday, April 27—School reopens.
Friday, May 1—School closes for meeting of Wisconsin Association for Vocational and Adult Education.
Friday, June 12—End of school year.
MADISON VOCATIONAL AND ADULT EDUCATION SCHOOL

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 or the materials used in the course.

ENROLLMENT

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

ADULT COURSES

There are courses for young people and adults. There are courses for those who have 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. Tuition is payable in advance and is due on the following dates: September 8, November 17, February 2 and April 6. Tuition is payable in the Main Office.

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 equipment and to eliminate any who are not serious about their work. Those who must be absent are requested to call Badger 2351, so that they will not be withdrawn from classes.

GUIDANCE AND PLACEMENT

The Placement Department is in a sense an extension of the teacher's classroom activities. Teachers' ratings of students are sent to the Placement Department where an effort is made to place students in lines suitable to aptitudes and skills demonstrated in class work.

Madison Vocational School day students who wish to be considered for employment should see that they keep their records up to date.

Placement counselors spend considerable time visiting factories and other organizations and obtain much information about occupations and possible placement opportunities for students. Employers also place calls with the Vocational School when they need help.

The Guidance office is located in Room 137. This department is in the service of all students for attendance, health, welfare, placement and all guidance problems. 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. 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

Academic students may also elect courses in the Art, Music, Home Economics, Trade and Commercial Departments.

ENGLISH I

This is a course for newly arrived foreign-born residents. Assistance is given in reading, writing, speaking and spelling.

ENGLISH II

This course is a continuation of English I. More facility is obtained in reading, writing, speaking, and spelling.

ENGLISH III

This course is a grammar review, planned particularly for girls in home economics and boys in work industry. Individual instruction is given in the correct use of parts of speech, punctuation, capitalization, and spelling. It is open to those who have completed the eighth grade.

ENGLISH IV

This is a comprehensive course in advanced grammar and composition for adults, and for girls in home economics and boys in work industry who have successfully completed the work in English III.

ENGLISH V

This is a combined course in writing and literature.

In writing, style is emphasized. Considerable time is devoted to methods of developing variety of expression, of attaining smooth transitions between parts of a composition and of giving sentences, paragraphs, and themes a unique turn.

Two days a week are devoted to a survey of English literature, including material from the Anglo-Saxon period through the nineteenth century.

ENGLISH VI

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

The members of the class are invited to work on the school newspaper.

A period of four weeks is given over to the preparation of radio scripts.

LITERATURE I

This course is intended for girls in home economics and boys in work industry. It studies read, orally and silently, stories of adventure, pioneering life, the sea, travel, humor, and western life, written by famous American authors.

LITERATURE II

This course, which is for part-time boys and girls, is a continuation of Literature I. Students read and discuss magazines, books and short stories.

BOOKS FOR ALL (Current Literature)

The Season's Books and Books for all who want to read.

Your opportunity to read current books and novels, biographies, travel literature and books concerning world events.

Lively class discussions make for more interesting reading and a truer understanding of people and events. Be informed through this interesting presentation of books.
FUNDAMENTALS OF SPEECH (First Semester)
Voice and diction. The practical training of the speaking voice. Systematic training for correct articulation, audibility, volume, sustained tone; application of this training to speech. A record is made of each student's voice.

The essentials of public speaking—action, projection, selection of subjects, outlining, organization—are taught. The aim of the course is to lay the foundations for a direct, forceful manner of speaking and to help the student to think and speak freely and well before an audience. Open to all students.

FUNDAMENTALS OF SPEECH (Second Semester)
Lectures and drills on the fundamentals of interpretative reading. Studies in naturalness, emphasis, variety, contrast, climax, projection. A study of action; posture, gesture, carriage, platform deportment. Discussions and drills in impersonation and characterization.

Oral reading of different types and kinds of literature by members of the class leads to the acquisition of a broader background and more personal skill in interpretation.

DRAMATICS
A study of the techniques of all aspects of play production, including selection and cutting of plays, directing, acting, make-up, costumes, lighting, and stage equipment. Intensive study of great plays and famous people of the stage. Collateral reading of a list of plays designed to give the students a knowledge of how to choose a play intelligently. Open to all students.

MATHEMATICS
All mathematics courses in our school are taught on an individual lesson basis. The content of the course, which ranges from simple arithmetic through college algebra, includes arithmetic, high-school algebra, plane geometry, solid geometry, trigonometry, and college algebra. For trade students there are practical mathematics courses made up of actual shop and trade problems. For commercial students there are brief reviews of commercial arithmetic.

SOCIAL SCIENCE 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)
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.

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.

ADULT EDUCATION SCHOOL

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

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 average chemistry course usually given in the typical high school as well as giving trade applications. Laboratory fee $3 per semester. Text required.

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.

Art Courses

Art students may also elect courses in the Music, Home Economics, Commercial, Trade and Academic Departments.

COMMERCIAL ART
A practical course offered to young adults who are interested in advertising as a vocation. Spacing, arrangement, techniques, and reproduction processes together with the psychology of public appeal will be stressed. Placement is made for those who do exceptional work. Laboratory fee $7.75 per semester; 9:30-10:15 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, layout and use of color. 8:45-9:30 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, Ross boards, splotter brush, air brush and methods of reproduction. Lay-out, rendering of textures and sketching from a model are phases of this work. Prerequisites: Design or Drawing. Laboratory fee $3 each semester. 2:30-4:00 Monday, Wednesday, Friday.

APPLIED ART I (Design for juvenile girls)
First Semester
A course planned primarily for Home Economics girls to acquaint them with the importance of good design in every day life. Principles of design, color theory and composition are given as they relate to architecture, furniture, costume, weaving, table arrangements, etc. Ideas for making the most of things at hand, techniques in the uses of various media are shown. Problems are correlated with Home Economics classes. These include metal files for card recipes in foods classes; mounting and cataloguing of recipes; loose leaf note-book for clippings and pictures of food and table arrangements; monograms for linens.
towels, dresses, sweaters, etc., which may be used in the sewing and needlework classes; bookends, coasters, con-
sister sets, waste baskets, wooden plaques, boxes, desk-
s, and other articles to be used in the home; block-
prints for Christmas cards; decorative containers for
Christmas cookies, cakes, candles, etc., made in the cook-
ing classes; labels for jellies and other canned foods;
arrangement of shelves and cupboards and color acces-
sories for the kitchen, designs for quilt squares. 1:00-2:30
Daily.

ART II (Advanced freehand drawing)
This course is open to students who have had art train-
ing or can present work showing special aptitude. Still
life, casts, landscape, quick figure sketching for subject
matter; color theory, advanced perspective, elementary
anatomy, varied techniques included. Media: water color,
gouache, lithographic, pencil, pastel, dry point. Pre-
requisite: Previous training. 9:30-11:00 daily.

ART III (Advanced Design, second semester)
One of the most varied courses in art work. It is a find-
ing 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 prob-
lems to meet individual needs are offered. Color theories,
composition, techniques, reproductive methods and com-
mercial materials are studied: Pen and ink, water color,
tempera, gouache, air brush. Prerequisite: Previous train-
ing 1:00-2:30 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 prob-
lems. The course includes a study of figure types, current
silhouettes and fashion trends; principles of design and
color theory as applied to costume design; inspirational,
historical and foreign influences; clothing accessories,
make-up, millinery, and related subjects. Methods of draw-
ing and rendering in works or color, on paper, are taught.
Textures, colors and fabrics for actual experiments are
available as well as a miniature model for draping. Indi-
vidual problems given special consideration. Notebook
required. 2:30-4:00 Monday, Wednesday, Friday. Lecture
Monday.

COSTUME DESIGN (Adult Home Makers)
Coordinated with Pattern Alteration and Clothing Con-
struction.
This course is presented in lecture and discussion form.
The following phases of costume information are included:
Costume as a background, suitability to person and oc-
casion, figure type problems and how to design for special
figure types, color harmonies in costume, historical and
modern trends including foreign and contemporary in-
fuences and their adaptability to personal types, modern
designers and how they work, the part accessories play
in the costume scheme, and how to budget a wardrobe for
line, color and suitability. Wednesday and Friday, 8:45-9:15.

INTERIOR DECORATION (Adults)
A course for adults dealing with the more practical as-
pects of interior decoration; style trends in furniture, prob-
lems of location, style of architecture as it affects furniture
or interiors, furniture arrangement, background and win-
dow treatments, floor coverings, illumination, pictures, ac-
cessories, continuity in decorating. The course is supple-
mented by illustrative material, new periodicals, books,
use of the Balsolphon and lantern slides. Field trips. Note-
book required. 2:30-4:00 Thursday.

HISTORY OF FURNITURE (Adults)
Study of form, design and ornamentation. Development of
period styles. The aim of the course is to familiarize
the student with the best forms of furniture. Antique and
Modern. Illustrated by lantern slides. 2:30-4:00 Tuesday.

TRADE DESIGN
A brief survey of trends in industrial design for the boy
who is majoring in trade and industry. Phases stressed:
background of industrial design; hand craft versus ma-
cine craft; personalities in the field. Streamline symbol of
today; transportation design; color in business. Pictures and
slides illustrate points made in discussion. 10:15-11:00.

DESIGN FOR PRINTERS
A comprehensive study of layout, proportion, balance,
tone quality and harmony, emphasis, line form, decoration
and borders, reproduction processes and color. 11:00-11:45.

JEWELRY
Individual instruction in design principles applied to
plastics, copper, brass, pewter, and silver. Stone setting,
chains, pins, and pendants. General knowledge of tools and
materials. Time: 1:00-1:45 daily. Lab. fee $.75 in
advance.

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, planching, raising. Objects made are
plates, boxes, bowls, pitchers, trays, candelabra. Students
purchase their own materials. Laboratoty fee $.15 per
month for use of tools and moulds. 1:45-4:00 Monday,
Wednesday, Friday.

POTTERY (Adults) First; second; third quarters.
A brief survey of historic trends in the art of pottery.
A study of clay and glazing. The student with the best forms of furniture, Antique and
Modern. Illustrated by lantern slides. 2:30-4:00 Thursday.

MODELING (Adults) 4th quarter
A beginning course in ceramics which covers the essen-
tial 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 $.50 per piece. 1:45-4:00 Monday, Thursday.

WEAVING I (Adults)
For the homemaker, craftsman, teacher or camp in-
suctor. 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, 1:45-4:00 Monday, Wednesday, Friday. Laboratory fee $5.00 a semester. Materials to be purchased by student.

WEAVING II (Adults)
Advanced problems in unusual weaves such as stick weaving. Navajo, Danish loom weave, crackle weave on four harness looms. Summer and winter, braiden, and double weave on six and eight harness looms. 1:45-4:00 Tuesday, Thursday. Laboratory fee $5.00 a semester. Materials to be purchased by student.

WEAVING III (Adults) Studio Period
Open to students who wish to devote three to five hours daily or several days a week to weaving projects such as dress material, upholstery material, curtains, luncheon sets, covers, hangings, afghans and rugs. 9:00-11:45 and 1:00-3:15 daily. Laboratory fee $5.00 a semester. Materials to be purchased by the student.

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. Tuesday, Thursday.

GENERAL CRAFTS I
A finding course for the student under 18 offering instruction in wooden bead work for belts and purses, leather tooling belts, wallets, and book covers, wooden Christmas tree ornaments, loom weaving, plastic bag tops, hooked chair seat and wood carving wall plaques or animals. Time: 10:15-11:45 daily. Laboratory fee—pay for material as needed.

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, cork craft, wood carving, bead work, leather tooling, and chair caning. Materials furnished by the student. Lab. fee $1. 1:00-3:15 Monday, Wednesday, Friday.

STUDIO PERIODS
Informal periods open to students in which outside work, rush orders, or creative ideas and problems can be worked out. Refinishing of furniture. 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.

JOB PERSONALITY (Commercial Dress)
Ten lectures. Time scheduled with program.
This course is coordinated with the Commercial Department and is concerned with appropriate dress for the office worker. The following phases are discussed: (1) The importance of appropriate dress in seeking a position; (2) Advantage to the worker of suitable dress (ease of manner, greater efficiency, and attractive appearance); (3) How to decide to which figure type you belong; (4) How to make the most of your good points and minimize your defects; (5) Advantages of choosing good material, simplicity of line, and attractive accessories for office apparel; (6) How to use color in dress; (7) How to make dress an asset in seeking and keeping a position.

Commercial Courses
Commercial students may also elect courses in the Art, Music, Home Economics, Trade and Academic Departments.

Stenographic Course "a"
For full-time students not having had any commercial training

One Year — Two semesters

FIRST SEMESTER PER WEEK SECOND SEMESTER PER WEEK

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<tr>
<th>Course</th>
<th>Hours</th>
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<tr>
<td>Shorthand and Typewriting</td>
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<tr>
<td>Study (for shorthand preparation)</td>
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</table>

Note: Shorthand students wishing to branch out into other fields of commercial training such as bookkeeping and advanced calculating may add these courses in the second year either at day or night school, and by so doing they prepare themselves for general office work.

Stenographic Course "b"
For half-time students not having had any commercial training

Two Years — Four Semesters

First Year

FIRST SEMESTER PER WEEK SECOND SEMESTER PER WEEK

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>Shorthand I</td>
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<tr>
<td>Typewriting</td>
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<tr>
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<tr>
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</table>

Those coming back the second year go into Stenographic Course "c" or Secretarial Course "a".

Stenographic Course "c" (Adults)
For half-time students having had Shorthand I. Review of principles. Dictation for transcription begins at 40 words a minute.

One year — Two semesters

FIRST SEMESTER PER WEEK SECOND SEMESTER PER WEEK

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<tr>
<th>Course</th>
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<tr>
<td>Shorthand II</td>
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<td>Typewriting</td>
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</table>

Those coming back the second year go into Stenographic Course "c" or Secretarial Course "a".
Secretarial Course "a"

For half-time students having had advanced shorthand, dictation begins at 80 and 90 words a minute.

One Year — Two Semesters

FIRST SEMESTER PER WEEK
Shorthand III or IV ........ 5
Transcription ............... 5
English ..................... 5
Bookkeeping ................ 5

SECOND SEMESTER PER WEEK
Legal Dictation .......... 5
Commercial Law .......... 5
Bookkeeping ............... 5
Office Training
Machine Training

Legal Secretarial Course

One-half year — One semester

For advanced students who wish to specialize in Legal Dictation. Such students should be able to take dictation at the rate of 100 to 120 words a minute, typewrite at the rate of 50 to 60 words a minute.

One Semester

FIRST SEMESTER PER WEEK
Legal Dictation ......... 5
Legal Transcription .... 5
Typewriting (if needed) 5
Bookkeeping ............ 5

SECOND SEMESTER PER WEEK
Typewriting ............. 5
Commercial Law ....... 5
Bookkeeping .......... 5
Machine Training

Note: A course for doctor's assistant will be offered some time during the year.

General Clerical—Full Time

One year — Two semesters

FIRST SEMESTER PER WEEK
Typewriting .......... 5
English .......... 5
Business Mathematics .. 5
Filing and Indexing .. 5
Special electives:
Public Speaking ... 5
Music ........... 5
Literature .......... 5
Social Science ... 5
Home Economics .. 5

SECOND SEMESTER PER WEEK
Typewriting .......... 5
English .......... 5
Business Mathematics .. 5
Filing and Indexing .. 5
Special electives:
Public Speaking ... 5
Music ........... 5
Literature .......... 5
Social Science ... 5
Home Economics .. 5

General Clerical—Half Time

One year — Two semesters

FIRST SEMESTER PER WEEK
Typewriting .......... 5
English .......... 5
Business Mathematics .. 5
Filing and Indexing .. 5
Special electives:
Public Speaking ... 5
Music ........... 5
Literature .......... 5
Social Science ... 5
Home Economics .. 5

(See page 16)

ADULT EDUCATION SCHOOL

Bookkeeping Course "a"

For full-time students not having had any commercial training.

One year — Two semesters

FIRST SEMESTER PER WEEK
Bookkeeping I .......... 5
Typewriting .......... 10
Typewriting .......... 5
English ................. 5
Commercial Law ....... 5
Business Mathematics .. 5

SECOND SEMESTER PER WEEK
Bookkeeping II ....... 5
Typewriting .......... 5
Typewriting .......... 5
English ................. 5
Commercial Law ....... 5
Bookkeeping .......... 5

Short Unit Courses Required:
Office Training
Machine Training

Note: Bookkeeping students wishing to branch out into other fields of commercial training such as shorthand and advanced calculating may take these courses the second year either during the day or in the evening school and by so doing prepare themselves for general office work.

Bookkeeping Course "b"

For half-time students not having had any commercial training.

Two years — Four semesters

FIRST YEAR

FIRST SEMESTER PER WEEK
Bookkeeping I .......... 5
Typewriting .......... 5
Typewriting .......... 5
English ................. 5
Business Mathematics .. 5

SECOND SEMESTER PER WEEK
Bookkeeping II ....... 5
Typewriting .......... 5
Typewriting .......... 5
English ................. 5
Commercial Law ....... 5

Those coming back the second year will go into Bookkeeping Course "c".

Bookkeeping Course "c"

For half-time students having had Bookkeeping I, or two sets of Bookkeeping.

One year — Two semesters

FIRST SEMESTER PER WEEK
Bookkeeping II ....... 5
Typewriting .......... 5
Typewriting .......... 5
English ................. 5
Machine Bookkeeping .. 5

SECOND SEMESTER PER WEEK
Bookkeeping III ...... 5
Typewriting .......... 5
Typewriting .......... 5
English ................. 5
Commercial Law ....... 5
Bookkeeping .......... 5

Short Unit Courses Required:
Office Training
Switchboard

Note: Bookkeeping students wishing to branch out into other fields of commercial training such as shorthand and advanced calculating may take these courses the second year either during the day or in the evening school, and by so doing prepare themselves for general office work.
Bookkeeping Course "A"
For half-time students having had Bookkeeping I and II or five sets of Bookkeeping
One year — Two semesters

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<tr>
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<tr>
<td>Bookkeeping III</td>
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<td>Shorthand</td>
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Accounting Course
For students having had two years of bookkeeping
One year — Two semesters

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<td>Accounting I</td>
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Advanced Machine Calculating Course
For students who have had the introductory course to the Comptometer and Burroughs Calculator, and who received a grade of "Good" in scholarship, or for beginning students on a try-out basis who wish to take a full-time calculating machine program.
One year — Two semesters

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SHORTHAND I — Full time
Texts required: Gregg Shorthand (Functional Method) Volumes I and II: Functional Method Dictation.
Classes meet twice a day with a required study period intervening. Volumes I and II are covered in the first quarter of the school year. A third period is required for transcription before the end of the first quarter. Dictation speed of 100 to 120 words per minute is attained by the end of the year.

SHORTHAND I — Half time
Texts required: Gregg Shorthand (Functional Method) Volumes I and II. Shorthand I is a theory course which requires one semester for completion. The course is taught by the functional method.

Advanced Machine Calculating Course
For students who have had the introductory course to the Comptometer and Burroughs Calculator, and who received a grade of "Good" in scholarship, or for beginning students on a try-out basis who wish to take a full-time calculating machine program.
One year — Two semesters

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<td>Bookkeeping</td>
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<td>Shorthand</td>
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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. The English and shorthand teachers cooperate in checking errors and improving 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—Zoubek. Shorthand IV is open to students having a beginning speed of 50 words per minute on new material of average difficulty. The first forty-five minute class period is devoted to dictation and is followed by a second forty-five minute period of transcription.

SHORTHAND V
Shorthand V is open to advanced students who wish to specialize in legal or medical dictation.

TYPEWRITING I (First semester)
Two texts used.
Aims: 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 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 up.
5. Timed tests are given, including practical material, and figures are carefully brought into use. Accuracy is stressed as the only basis for successful typing, and a writing rate of 20 to 25 words per minute for five or ten minutes is required.
6. The student is taught care of machine, cleaning and oiling, and changing of ribbons.
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.
We begin the following phases of correspondence: envelopes, different letter styles, folding and insertion, carbon copies, enclosures, postal cards; tabulation, index cards; rough drafts; many kinds of placement problems including designs, title page, table of contents, menus, etc.; a speed of 25 to 35 words per minute for ten and fifteen consecutive minutes is required.

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
OFFICE PRACTICE (Offered Second Quarter)
Office practice courses are open to all advanced students. These courses include Office Routine, Job Personality, Commercial Dress, Voice Training, and Switchboard.

BOOKKEEPING
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 ledger. The student becomes familiar with the special journals, notes, interest, as well as the uses of the usual business forms. This course covers the work up to Set 3 in the text.

BOOKKEEPING II
Texts required: Bookkeeping for Today, Elementary Course--Elwell; Bookkeeping for Today, Advanced Course--Elwell.
This is a one-semester course and has as a prerequisite Bookkeeping I, or two sets of books. Here the students are given work in drafts, trade acceptances, cash and merchandise discounts, notes and insurance registers, accruals and controlling accounts. The partnership type of business organization is used in this course. Sets 3, 4 and 5 are completed.

BOOKKEEPING III
Texts required: Bookkeeping for Today, Advanced Course--Elwell.
This is a one-semester course and requires at least one year's previous training in bookkeeping. In this course corporate organization is introduced in an elementary way: depreciation 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 6 and 7 are completed.

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

CALCULATING II
An intensive course approximately three hundred hours in length and as complete a course as offered anywhere to train operators of the Comptometer and Burroughs Calculating. Four hours a day of instruction and practice are offered to each student. To complete this course students must finish the 185 lessons in the textbook and must attain a designated standard of speed and accuracy. Students not maintaining 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.

ACCOUNTING
ACCOUNTING
Texts required: (Depends upon course followed).
A thorough knowledge of bookkeeping principles or two years 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.

MACHINE BOOKKEEPING
MACHINE BOOKKEEPING (Offered Second Quarter)
Prerequisite: one semester of pen bookkeeping.
A course designed to train operators of the Elliot-Fisher and Burroughs bookkeeping machines. Between 56 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.

BUSINESS MATHEMATICS
This course is primarily a review of the fundamentals of arithmetic, namely addition, subtraction, multiplication, and division, of whole numbers and fractions. Units on interest, trade and cash discounts, partial payments, payroll percentage, profit and loss, and bank discounts are covered. Speed drills are given on the fundamentals listed above.

MACHINE CALCULATING
MACHINE CALCULATING
A nine-week introductory course to the Comptometer and Burroughs Calculator, covering two and three column touch addition, multiplication from right and left of key-board, subtraction, and division. This course is not planned to train operators, but to acquaint students with the fundamental operations of the above machines, and to test their aptitude for, and interest in the work.
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 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—alphabetical, numerical, geographic, subject, triple check, Soundex, and Vari-dex; (4) Cross-filing; (5) Charge methods; (6) Transfer methods; (7) Follow-ups.

COMMERCIAL LAW

Texts required: Commercial Law—Hulvey.
The course covers a study of Contracts, Negotiable Instruments, Market Transactions, and Business Organizations. It is conducted as a combination of lectures, text material, cases, and discussion of problems.

COOPERATIVE ECONOMICS

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

BUSINESS ENGLISH

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.

BUSINESS INFORMATION

A course in English for general office workers and stenographers. This course offers information on the following five units: Stocks and Bonds including Banking, 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 business office are taught; current information from magazines, newspapers, and government pamphlets is also presented.

BUSINESS CORRESPONDENCE

Text required: Effective Business Correspondence—Aurner. (1935 Edition.)

HOME ECONOMICS COURSES FOR THE BUSINESS WOMAN

HOSPITALITY OR THE GRACIOUS HOSTESS (See page 28. Home Economics section.)

FOOD PREPARATION FOR THE YOUNG BUSINESS WOMAN. (See page 29.)

MENU MAKING AND PRACTICAL NUTRITION. (See page 29.)

DRESSEMAKING FOR THE BUSINESS WOMAN. (See page 29.)

Home Economics Courses

Home Economics students may also elect courses in the Music, Trade, Academic, Commercial, and Art Departments

FOODS AND HEALTH

FOODS I

A two-period laboratory class 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 home 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 (Hospitality and Meal Preparation)

This course is designed for the high school graduate or young business women, and it meets daily for one semester. Various methods of entertaining such as teas, buffet suppers, and easy guest meals will be included. Flower arrangements and table decorations, as well as choice of linen, silver, and china will be included. Menus to suit all tastes and pocketbooks will be a part of the course. Management problems are included. How to prepare a dinner with ease and efficiency after a day in the office or other place of work, how to be a gracious hostess, how to buy, how to secure well-balanced meals will be featured points.

FOODS IV

Food preservation, meat cookery, vegetable cookery, baking and selecting some of the units included in this course, which is offered once a week for the part-time pupil. Meal planning and preparation are included.

FOODS V

Nutrition and menu planning are the units forming this course. The nutrition is concerned with personal food
Figures for attractive appearance and health; also a study
is made of the various foods, including the protective
foods, proteins, carbohydrates, minerals and vitamins and
the body’s need for these foods. Such health difficulties
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.

DIET THERAPY
This course is planned for young women who desire to
take nursing courses and enter the medical profession;
its emphasis is on dietetics and is a laboratory course based
on the dietetics study. Food preparation is based on foods used
in the regular liquid, soft, light and full hospital diets.
Application is made to the treatment of various diseases
in the menu-planning and food preparation. Typical tray
equipment as used in hospitals is provided and typical
diets are prepared and served using this equipment.

GENERAL HOMEMAKING COURSES

PERSONALITY DEVELOPMENT
This course is planned for the high school graduate and
advanced student. Beginning with a self-inventory of per-
sonality traits, such as poise, self-confidence, sociability,
face, getting along with others, ability to carry on con-
versations, charm and manner, the student participates in discussions and in the planning of the course.
Some of the topics to be considered are: effects of per-
sonality on other people, conversation, writing formal and
informal invitations, introductions, courtship and dates with
men, correct social usage at home, at business and when
traveling, good grooming, and personality clothes. Special
speakers are brought in and field trips taken.

SPENDING MY INCOME
This is for the junior adult or advanced student. It in-
cludes the following: family life and its responsibilities; changes in homes that have affected family life;
family councils; social life in the home; music as a group
activity; individual hobbies; the place of recreation in the
family budget. Dating, engagements, and marriage will be
discussed.

FAMILY RELATIONSHIPS AND MARRIAGE
This is planned for the junior adult or the advanced stu-
dent. It includes the following: family life and its respons-
bilities; changes in homes that have affected family life;
family councils; social life in the home; music as a group
activity; individual hobbies; the place of recreation in the
family budget. Dating, engagements, and marriage will be
discussed.

HOSPITALITY AND TABLE ARRANGEMENT
Hospitality through simple guest meals, invitations, con-
versation and table games, selection of guests, responsi-
bilities of guests are some of the features of this course.

Selection of silver, china, glassware and linens as well
as flower arrangements and table decoration are included.
Formal and informal service, service with and without a
maid are a part of the table arrangement 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 in-
fluencing the price of food are studied; such as types of
markets as they affect price, advertising, changing styles
in foods, 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 add interest
to this course.

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

HOME SAFETY AND CARE OF THE SICK
This unit is planned for those students who wish to be-
come more efficient in insuring safety and caring for the
sick in the home. This includes more than accident pre-
vention. Some of the problems to be considered are: rel-
ation of health to happiness and success; improvement of
sanitation; prevention of spread of disease; protection of
individuals from home accidents; techniques and sup-
plies helpful in meeting emergencies in the home; care
of a patient in the home; thoughtful decisions concerning
health problems.

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; funda-
mental sewing processes in their application to simple
garments such as aprons, slips, pajamas and simple
cotton dresses.

CLOTHING CONSTRUCTION II
This course is intended for those who have satisfactorily
completed Clothing I or its equivalent. Some of the prob-
lems to be considered are: qualities and uses of linen and
rayon fabrics; use of commercial patterns in making
more difficult garments; construction processes; sewing
methods; sewing as a creative art as well as an econ-
omy measure; importance of being well dressed. Some of
the garments which may be constructed are sport dresses,
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; color 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, suits, coats, afternoon dresses, formal. A style show put on by members of the class will be a culminating feature of this course.

PERSONALITY WARDROBE

Personality development through choice of clothes 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 clothes suited to their personality; study of fashion; planning complete wardrobe considering cost as well as other factors; importance of correct foundation garments. Special speakers, health talks, and films will be features of this course. This course is open to all girls in school who are interested in personality development through dress.

NEEDLE CRAFT

This course is planned for the half or full-time student and will include the following: crocheting, knitting, decorative stitches; quilts and coverlets. Opportunities will be given for creative efforts and projects developed for leisure time activities.

FAMILY RELATIONSHIPS

SOCIAL LIVING (First Semester)

This course is planned for the beginning full-time or half-time student and includes 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, teeth, nails, proper choice, use and purchase of cosmetics are some of the highlights of the unit.

2. Courtesy—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's behavior; need for security; meaning of friendship; use of leisure time.

HOME LIVING (Second Semester)

This course is for the beginning half-time and full-time students 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, children's clothing, play and games and development of social behavior.
HOME CARE OF THE SICK
This is planned to give instruction in simple practices in caring for the sick in their own homes. Some of the topics studied are: care of beds; the medicine cabinets; cleaning and sterilizing rubber goods and glass utensils.

COMMUNICABLE DISEASES
This will be a lecture and discussion course supplemented by films and slides. Some topics considered are: microorganisms which cause communicable diseases; transmission of communicable disease; bodily defense against disease; sterilization and disinfection.

NATIONAL DEFENSE CLASSES FOR ADULTS
In cooperation with the National Defense Plan and with the idea that the home is the first line of defense, classes will be offered to homemakers in the selection and buying of food and in menu planning. This is to insure the health of the family by having balanced meals.

NUTRITION
This will be a practical course and will include a study of all food principles such as vitamins, minerals, carbohydrates, proteins, and fats. All the startling new facts in nutrition and the part these facts can play as an important part in keeping the family’s health high and their spirits up will be given. The ill effects of nutritional deficiency will be discussed.

MENU PLANNING
In connection with learning the facts of nutrition, a plan must be followed in order to secure the necessary foods in the meals. Meals for average and moderate incomes will be discussed. Current food prices and nutritional facts will be kept in mind.

FOOD BUYING
Buying foods in order to meet nutritional needs and also keep within one’s income will be stressed. Checks will be made on current market prices. Discussions will center around the best buys of the week keeping in mind food budgets and nutritional needs.

HOUSEHOLD AND COMMUNITY HYGIENE
This is designed to teach the necessity of sanitation in the home and in the community, and how it can be achieved in the community. Topics to be included are: importance of pure milk supply; organization and activity of State Health Department; sewage and refuse disposal; city and state protection of water supplies; industrial and occupational sanitation.

INFANT AND CHILD CARE
The major topics in this course will be: general plan for care of infant; care of nursery; layette and dressing; bathing the baby; infant nutrition; feeding and care of the bottle; pre-school hygiene; habits and interests; health protection; home precautions. Field trips will be a part of this unit.

SELECTION AND PREPARATIONS OF FOODS
This will be a laboratory course where actual meal preparation takes place. The family plan will be followed and laboratory work will include the foods used in most homes. Such preparation will include vegetable cookery, milk cookery, eggs and cheese, meet and fish, muffins, quickbreads, cakes, pies, and salads. These will be used in meal combinations and some time will be given to menu planning.

GENERAL HEALTH EDUCATION AND PERSONAL HYGIENE
This will, of course, include general health principles and the importance of radiant health both in home and outdoor life. Personal hygiene, good grooming and personality traits will be considered.

CHEMISTRY
Chemistry is offered and is adapted to the group. The work includes general chemistry, physiological chemistry, and some training in analysis.

HOME NURSING
This will be given in accordance with the Red Cross regulations, and upon successful completion of the course, Red Cross certificates will be awarded. What to do in case of an emergency and during epidemics will constitute a part of this course. Home care of the sick as well as other home nursing procedures will be given. This will be taught by a qualified Red Cross nurse.

KNITTING
Although knitting is a part of the regular homemaking program, it will be emphasized this year as a part of the National Defense Program.

ADULT CLASSES

CLOTHING I (Beginning Clothing)
This unit is planned for students who have had little or no experience in clothing construction. Selection of pattern and material, adjusting of pattern to personal measurements; hand stitches, seams, hems, bindings, facings, bound plackets, and worked buttonholes will be demonstrated. The garments on which these processes will be applied are step-in and brassiere, slip, petticoats, and a simple cotton dress. Use and care of the sewing machine will be emphasized. This course is a foundation for the elementary and advanced courses.

CLOTHING II (Children’s Clothing)
This unit consists of a study of special problems in the selection and making of children’s garments. Selection of suitable patterns and materials for all types of garments will be discussed. Special attention will be given to the making of worked and bound buttonholes, pockets and alpacas, making and applying collars, patch and slot pockets. Decorative stitches such as topstitching and smocking will be applied on cotton or silk dresses. Coats, suits and dresses may be made from old material. Some of the garments made from new material are: pajamas, slips, sun suits, play dresses, tailored dresses, dance frocks, confirmation dresses, suits for small boys and infants’ layettes. Selection of ready-to-wear garments, stressing self-help for the toddlers, the comfortable and practical garments for nursery school age will be discussed.

CLOTHING III (Pattern Alteration and Redesigning of Patterns)
Taking individual measurements and applying them on 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 bust line, 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 people working in the alteration department of ready-to-wear shops. Analyzing the figure and redesigning of patterns is included.

CLOTHING IV (Morning Dresses and Sports Type Clothes)
To meet the requirements of the modern homemaker this unit includes the type of garment that most women want in their wardrobe. Each student will have an opportunity to choose the type of garments she wishes to make. It may be dresses for morning wear, for active sports such as golf, tennis, bicycling, camping, picnics, and also spectator sport dresses. Problems found in this type of garment will be used as a basis for the lessons; it would include tailored pockets, tailored buttonholes, various tailored finishes, use of pattern, and of course many other details. Some fabric study is included such as cotton, linen and spun rayon. Concise explanations with detailed illustrative material will be used to simplify each step of construction.

CLOTHING V (That Ready-Made Effect)
How to secure that much desired ready-made effect will be one of the purposes of this unit. This means good techniques in the various processes. Choice of garments to be made may be rayon dresses, light weight wood dresses, summer suits, blouses and skirts. Among the various problems considered will be putting zippers in garments, bound buttonholes, smooth finishes, neck and sleeve finishes and those special details found on good ready-to-wear garments. Care will be taken to emphasize the use to which construction is adapted to give garments the suitable finish.

CLOTHING VI (Professional Touches and Finishes)
This course is planned for those students who have completed Clothing III, IV and V or the equivalent. Silk, rayon, wool or velvet is used in making afternoon or formal dresses, wraps for formal wear, jackets, suits and coats. Emphasis will be placed on cutting and fitting, short cuts in construction processes and finishing details. Proper methods to use in the tailoring of garments and pressing of silk and velvet will be discussed and demonstrated. Silk materials on the market, study of the silk and wool fabrics, new weaves and identification of materials will be studied. Application of the principles of line and design as well as coordination of the wardrobe will be stressed.

CLOTHING VII (Remodeling)
It is essential that members of the class have had Clothing V or its equivalent before enrolling in the remodeling class. Instruction will be given on the preparation of the garment for class work, combination of new and old material, selection of garments for remodeling. Some problems considered are: remodeling of man's suit into a woman's tailored suit; box coat made from a suit skirt and long fitted coat; relining of fur or cloth coat.

CLOTHING VII (Household Sewing)
A unit in the selection and construction of curtains, draperies, slip covers for davenport, studio couch and chairs, skirt for dressing table, or any other type of household sewing. Each student works on her own individual problem.

GENERAL HOMEMAKING COURSES

HOSPITALITY AND TABLE DECORATION
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. Special speakers are brought in.

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.

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, 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.

PRACTICAL 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.

NEEDLEWORK
Needlework gives one an opportunity for creative work and expression of artistic ability. The various stitches are taught and the student works these out on a large sampler. Among the many stitches given are: Italian herringbone, plain and fancy; Swedish weaving; needlepoint, smocking; lacepoint, Roman cutwork; satin stitch; crewel work; cross stitch; and of course many others. Application of these stitches may be made to towels, luncheon sets, dresser sets or any article desired.

KNITTING AND CROCHETING
Both the beginner and the advanced student may enter this class, since all instruction is individual. One may choose the garment or article she wishes to make. Suggested articles for knitting are sweaters, suits, scarfs, mittens, dresses and skating sets; for crocheting, doilies, afghans, table mats, table cloths and other articles. Students are taught to block their own garments.

FABRIC STUDY
This is planned for the students who are interested in preparing to be dressmakers and designers. Fabrics are studied from the standpoint of fibers (cotton, linen, rayon, silk, wool, etc.) and are adapted to the making of the various garments.
of the homemaker beyond herself and her own interests. Ability to set goals and the putting of direction into life will be discussed. Guidance of the individual in determining the values most worth working for in personal and home living will be stressed. Some of the discussion will point toward learning how to live happily in a democratic society, developing contented citizenship.

CHILD DEVELOPMENT
This is for mothers of young children and is a lecture and discussion course. A reading shell will be provided and each student may bring in problems for discussion. Suggested topics are: the growing child; environment and habits; play interests and equipment; books and radio; emotions; the child's use of money.

THE ADOLESCENT
This is a lecture and discussion group, the content of which will be built on the interests of the class. Suggested topics are: mental hygiene; physical hygiene; an allowance for the adolescent; recreation; dating; parent and youth relationships. Special speakers will be featured.

FAMILY LIVING
This is a course for parents who would like some help on the common everyday problems which arise from time to time in most all homes. The class members will have an opportunity to help choose subjects for discussion. Some of the topics which may be discussed are: adjustment to social and economic changes; keeping abreast of the times; community responsibilities; some of the needs of families; recreation in the home; use of family resources; cooperation of family members; development of individual talents; group planning; planning of a democratic home life; attitudes of parents toward children; home-school relationships.

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 she desires. These are planned for homemakers in such a way that they can choose the day which is most convenient for them.

FOODS I
This is composed of four units:
Solid Making—1st quarter. Various types of salad dressing are made, such as French, mayonnaise, boiled and fruit salads. 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 pastries, one crust and two crust pies and cobbler pies are made.

FOODS II
General Cookery—1st quarter. This is a basic course which includes beverages, batters, white sauces, custards, and egg cookery.
Meat Cookery—2nd and 3rd quarters. Poultry, meat and fish are included in this unit. Selection of meat, preparation, serving and carving are taught. Meat cutting demon-
stratic 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 place in the diet are considered.

Guest Meals—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 meringues, tortes, ice box desserts and other frozen desserts.

FOODS VI

Sunday Night Supper—1st quarter. Sunday night suppers for family or for guests. The easy to prepare menu, the friendly snack, the guest 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.

MENU PLANNING

The nutritional needs of the body in relation to menu planning are considered. General policies in menu planning, food costs, and failiures 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 unit. Other topics included are meal patterns, food costs, menus for the party luncheon, dinner, and buffet supper.

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 in efficient marketing: determining the food to be purchased; purchasing specific foods as cereals, fruits, vegetables, dairy products, eggs, poultry, meats; canned foods, pure food laws. Slides, films, field trips and special speakers are featured.

HOME ECONOMICS COURSES FOR THE BUSINESS WOMAN

HOSPITALITY OR THE GRACIOUS HOSTESS

From “planning to pouring”, and the hostess at tea time, the aids to entertaining, such as selection of china, silver, glassware, and linens are a part of this unit. Flower arrangement and table decorations are featured. Other highlights are: the breakfast as a means of entertaining, entertaining during the football season, and the “after theater” party. Special speakers are brought in on china, glass, silver, and linen.

FOOD PREPARATIONS FOR THE YOUNG BUSINESS WOMAN

This is planned for the young woman who goes to business during the day, but who has the problem of planning and preparing meals, also. Suggestions are given which will suit all tastes and pocketbooks. Help in management problems is given; for instance, one night’s dinner hinges a bit on the previous night’s preparations. Actual food preparation is carried on in the laboratory. Typical dishes prepared are: casserole dishes, meats, vegetables, (fresh, canned, and frosted), salads, pastry, cakes and anything in fact which the class wish to make. This unit will be planned with the group after they enroll.

MENU MAKING AND PRACTICAL NUTRITION

With the increasing emphasis laid on the foods we eat and their bearing on personality, good looks, efficiency and personal fitness, this course is planned for the business girl. Their relationship between promotion and correct eating habits is defined. Special speakers are featured.

DRESSMAKING FOR THE BUSINESS WOMAN

This unit may include the making of new garments or the re-making of last season’s wardrobe. How to use one pattern successfully for several garments; something of the new fabrics such as nylon, rayons, and new weaves. Types of garments made may be decided individually. Some of the short cuts used in dressmaking and the various devices used to achieve that “ready-made look” are lectures of the unit. If desired, a fashion show will be given sometime during the year.

WAITRESS TRAINING FOR CATERING AND SPECIAL PARTIES

This will include formal and informal service for special parties, tea room service, counter service in cafeterias and soda fountains.

HOME MANAGEMENT TRAINING

The following courses are suggested for young homemakers, assistants in homemaking and others who feel these courses would be of help to them in their own homes or homes of others.

FOOD PREPARATION

A laboratory course for one semester based upon the three meals of the day. Among the foods to be prepared would be: breakfast foods and cereals, quick breads, egg dishes, meat, preparation of shellfish, poultry, yeast breads, desserts, pastry, cakes and cookies. Garnishing and correct service are included.

TABLE SETTING AND SERVICE

Training in both formal and informal service, table setting are features of this unit. Actual training in the homemaking apartment is given.

MANAGEMENT PROBLEMS AND HOUSE CARE

Scheduling of time and work is stressed in this unit. Students may plan their own working schedules. Cleaning and care of each room is considered. The homemaking apartment will be used for demonstration purposes. Care and use of equipment, as well as special responsibilities, is given.

CHILD CARE

This is planned for the student who wishes to learn something of the responsibilities in caring for children. How to get along with children, story telling, what to do in an emergency, and the child’s diet are a few of the topics considered.
ADULT EDUCATION SCHOOL

Suggested Courses in Adult Homemaking
Schedules suggested or combinations from these schedules may be followed

<table>
<thead>
<tr>
<th>Schedule I</th>
<th>Schedule II</th>
<th>Schedule III</th>
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<tr>
<td>MORNINGS PER WEEK</td>
<td>AFTERNOONS PER WEEK</td>
<td>HOURS</td>
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<td>Clothing Construction</td>
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<td>Clothing or Foods</td>
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<td>Pattern Alteration</td>
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<td>Child Development</td>
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<td>Practical Nutrition</td>
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<td>Hospitality</td>
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<td>Design</td>
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Suggested Courses for Young Homemakers, Brides-to-be or Homemaking Assistants

One Semester

<table>
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<tr>
<th>HOURS PER WEEK</th>
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<tr>
<td>Food Preparation</td>
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<td>Table Setting and Series</td>
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<td>Management Problems and House Care</td>
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<td>Child Care</td>
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Food Service Courses for Those Who Are Interested in Training for Positions in Hotels, Tea Rooms and Cafeterias

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<th>HOURS</th>
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Music Courses

Music students may also elect courses in the Home Economics, Commercial, Trade, Academic and Art Departments

PIANO I

A course for beginning students. Folk tunes, easier arrangements of the classical repertoire. Textbook: First Steps for the Young Pianist, Kinsella ($7.50).

PIANO II

Continuation of Piano I. Special attention to rhythm problems, finger independence, left-hand, and melody playing. Textbook: Second Steps for the Young Pianist, Kinsella ($9.90).
MODERN STYLE PIANO PLAYING
Practice in the performance of modern arrangements of popular music; how to improvise, fill in, play breaks, riffs, blues, etc., in the manner employed by professional orchestra pianists. Textbook: Modern Piano Method, Lopez ($1).

VOICE TRAINING
Instruction of small groups in the fundamentals of singing, resonance, voice placement, range, color, diction, etc.

STRING, REED, AND BRASS ENSEMBLE
Teaches the fundamentals of ensemble playing with instruction in the technique of various instruments.

HARMONY
An elementary course in music writing, study of tonalities and intervals, formation, progression, selection of thirds and chords of the seventh and ninth. Modulation, analysis, keyboard harmony.

MIXED CHORUS
Membership is open to all students in the school. This group provides an opportunity for the correct singing, understanding and enjoyment of a finer type of choral music.

RECREATIONAL CHORAL UNITS
To be organized in cooperation with other departments of the school. These groups will stimulate good fellowship and will be available for school assembly programs.

SIGHT-READING OF MUSIC
A series of lessons designed to develop the faculty of thinking in tones to train ear and eye that we may learn to sing and play what we hear and see.

ORCHESTRATION FOR THE MODERN DANCE ORCHESTRA
A practical course in arranging music which covers modern theory and harmony, with a description and demonstration of instruments used in the average dance orchestra. Textbook: Dance Arranging, Weishek ($2.50).

POPULAR PIANO CLASSES
Prerequisite: The equivalent of one semester of piano training. This includes some reading ability and knowledge of rhythms. (New students will be required to cover one semester's work in the fundamentals of the piano before proceeding to the study of popular piano music. Others will be required to pass an examination on such fundamentals.)

Trade and Industry Courses
Trade students may also elect courses in the Art, Music, Home Economics, Commercial and Academic Departments.

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.

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 an additional semester of work on the electrical units and motor analysis is required.

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 read 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.

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 circuit, 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 ability to apply principles involving conductivity, capacities, and heat to electrical apparatus.

MACHINE DRAFTING
Students desiring to work ahead in any trade need machine drafting. Problems of interest to meet individual needs are built around the following subjects: standard screw threads; detail and assembly drawing; bills and material lists used on working drawings; use of handbooks; bills of materials; cars and gears; pattern drafting; materials of machine design; tool, jig, and die design.

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.

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 wood-work machinery. Experience in layout of shaper knives, 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.

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 planer presswork. Presswork, page makeup, and make-ready are given the third semester.
along with simple binary 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, hand writing, and design and color are also offered.

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.

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, brass, black iron, and blue tinned iron. Radial and parallel line development, triangulation, and short methods in layout are applied to furnace, air conditioning, roofing, and cornice work.

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.

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.

WOODWORK
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.

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, printing 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 scalp and facial treatment, care of equipment, and treatment of skin diseases. Units are covered in anatomy, formulas, sanitation, salesmanship, and trade ethics.

BRICKLAYING
Blueprint reading, joint details 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 framing, use and care of tools, and the building code.

COSMETOLOGY
A study course of work supplementary to the daily occupation, including the care and use of cosmetic materials and equipment; a study of anatomy, formulas, sanitation, trade ethics, and salesmanship.

ELECTRICITY
Blueprint reading, layout work, mathematics for alternating and direct current, DC and AC theory, 3-phase power theory, motors, code, and practical problems.

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

MACHINE SHOP
This course is designed to supplement actual work on the job with theory in mathematics, oral English, commercial law, shop sketching, mechanics, strength of materials, metallurgy, and design as described under technical course.

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.

PHOTOGRAPHY
Work that is supplementary to the daily occupation in layout, mathematics, use of electrical equipment, chemistry, and physics of light.

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 imposition. 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.
STEAMFITTING APPRENTICES
A course for steamfitting apprentices will follow as closely as local conditions will permit the national standards for steamfitting apprentices adopted by the Heating, Piping and Air Conditioning Contractors Association and the United Association of Journeymen Plumbers and Steamfitters. It will aim to provide the apprentice with instruction related to the trade.

TECHNICAL COURSE
A two-year course for young men who are qualified by previous training, desiring to enter technical fields. Related subjects offered will depend on previous school training.

MECHANICS
Graphical methods of force analysis by means of vector diagrams; principle of moments applied to reactions of beams and machine parts; work, energy and power; simple machines; physics of machines.

STRENGTH OF MATERIALS
Elements of simple stresses; loading and size of machine parts; deflections under loads; theory of bending; flexure formula; shear and moment diagrams; shafting; columns; simple machine design.

METALLURGY
Fundamentals of iron and steel alloys; emphasis on carbon iron diagram; critical temperatures, molecular structure, cooling rates, quenching media, S.A.E. numbers, hardness testing; effects of alloys on steels and uses in industry.

MECHANICAL DRAWING
Mechanisms of motion, velocity diagrams, gearing, and machine parts will be emphasized; practice in use of hand books for calculations, bearing selection, and machine data.

MATHEMATICS
Review of factoring, square root, quadratic equations, and simultaneous equations. Advanced work in functions and graphic representations, power function, circle and circular functions, ellipse and hyperbola, permutations, combinations, binomial theorems, progressions. Logarithmic and exponential functions, trigonometric equations and solutions of triangles, simple harmonic motion and waves, complex numbers, loci, and the conic sections.

SLIDE RULE
Instruction for rapid calculations in multiplying, dividing, squaring and extracting square roots will be given on the slide rule. Advanced work is available to students desiring it.

RELATED COURSES

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 average chemistry course usually given in the typical high school as well as giving trade applications. Laboratory fee $3 per year. Text required.

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.

MATHEMATICS
All mathematics courses in our school are taught on an individual lesson basis. The content of the course, which ranges from simple arithmetic through college algebra, includes arithmetic, high-school algebra, plane geometry, solid geometry, trigonometry, and college algebra. For trade students there are practical mathematics courses made up of actual shop and trade problems. For commercial students there are brief reviews of commercial arithmetic.
Bulletin of the
Madison Vocational
-and-
Adult Education
School

Night School Courses

Board of
Vocational and Adult
Education
211 N. CARROLL ST., MADISON, WISCONSIN
MADISON VOCATIONAL AND ADULT EDUCATION SCHOOL
211 North Carroll St.

Board of Vocational and Adult Education
S. G. SCANLAN, President  EMIL J. FRAUTSCHI
P. H. FALK, Secretary  FRED M. MASON
J. H. BROWN  A. R. GRAHAM, Director

The Public Evening School

The Public Evening School of Madison, a part of the Madison Vocational and Adult Education School, is organized specifically for persons over eighteen years of age seeking to increase their knowledge, skill, or culture. Persons attending evening school are not required to pursue definite or set programs but may elect subjects which meet their personal needs.

ENROLL AT THE VOCATIONAL SCHOOL,
211 North Carroll Street, on
MONDAY, TUESDAY, WEDNESDAY, THURSDAY, FRIDAY,
September 29, 30, October 1, 2, 3, 1941
from 7 P.M. to 8:30 P.M.

Instruction begins Monday evening, October 6. It is advisable to enroll in advance of the starting date of classes because limited equipment and room facilities make it impossible to organize additional classes.

FEES

The registration fee is one dollar. This fee is not returnable. One registration fee will be sufficient for the entire school year, allowing you to take as many courses as you are eligible to carry.

In some classes laboratory fees will be charged to cover the cost of laboratory expense, incidentals, breakage, and supplies. No part of these fees is returnable. Course fees are in addition to the registration fee. Registration and course fees must be paid before beginning a course of study.

Students living outside of Madison will be charged a tuition fee.

Non-Resident Students

Non-residents are charged a registration fee of $5.00.
SCHEDULE

Classes will be held from 7:00 to 9:00 P.M.
The building will be open to students at 6:45 P.M. Class instruction will start promptly at 7:00 P.M. and close at 9:00 P.M. The doors of the building will be locked at 9:30 P.M.

GENERAL INFORMATION

Should an insufficient number of registrations be received for any course listed in the Evening School Bulletin, the school administration reserves the right to withdraw the offering.

A class may be discontinued or combined with another if the enrollment becomes low.

Courses not listed may be organized if a sufficient number of persons register for such classes.

All classes will continue from the time of registration through the remainder of the school year unless otherwise designated under the name of the subject.

A student who is absent three consecutive times without an excuse will be automatically withdrawn from the class.

If a student wishes to return after he has been withdrawn, he must get a re-entry card from the main office.

The Vocational School has extended its guidance service to the evening school students. Placement and vocational information is available in Room 137. Interest and aptitude tests are given upon request. The school invites you to make use of all guidance services. The guidance office will be open on Monday and Tuesday evenings from 7:00 to 9:00, and other times by appointment.

CALENDAR

Monday, September 29, through Friday, October 3, 1941—
Registration from 7:00 P.M. to 9:00 P.M.

Monday, October 6—Evening classes begin.

Thursday and Friday, November 6 and 7—School closes for Milwaukee meeting of the Wisconsin Education Association.

Thursday and Friday, November 20 and 21 (or 27 and 28)—School closes for Thanksgiving recess.

Saturday, December 20 to Monday, January 5, 1942—School closes for Christmas vacation.

Monday, January 5—School re-opens.

Friday, March 27—Night school closes.
Academic Courses

ENGLISH I—Tuesday and Thursday, 7:00-9:00.
For newly arrived foreign-born residents. Reading, writing, speaking, spelling.

ENGLISH II—Tuesday and Thursday, 7:00-9:00.
Second-year English for foreign-born residents. Reading, writing, speaking, spelling.

CITIZENSHIP—Tuesday and Thursday, 8:00-9:00.
For the foreign-born seeking American citizenship.

ENGLISH III—Tuesday and Thursday, 7:00-9:00.
Grammar review. Individual attention in correct use of parts of speech. Punctuation, capitalization, spelling.

ENGLISH IV—Tuesday and Thursday, 7:00-9:00.
Advanced course in grammar, punctuation, spelling, letter writing, and sentence structure. Recommended for stenographers.

ENGLISH V—Monday, 7:00-9:00.
Advanced composition. Short stories, poetry, magazine articles. Style. Useful to students preparing for journalism.

PUBLIC SPEAKING FOR EVERYONE—Monday, 7:00-9:00.
This will include: position and bearing while on the floor; remembering what you wish to say; getting, arranging, and expressing your facts and ideas; making the right use of your voice; mastering the words you need; learning to speak extemporaneously; putting animation, speed and energy into your speaking; getting rid of self-consciousness and nervousness; making eye and mind connection with your audience; learning to read a news excerpt, a stanza of verse, or the lines of a play; getting rid of personal mannerisms and other speaking faults; conducting a public meeting.

PUBLIC SPEAKING FOR BUSINESS MEN
Tuesday, 7:00-9:00.

PUBLIC DISCUSSION—Thursday, 7:00-8:00.
Round-table and panel discussions. A practice course in conference discussion.

CHEMISTRY FOR NURSES—
Monday and Wednesday, 7:00-9:00.

FRENCH I—Tuesday and Thursday, 7:00-9:00.
This is a course in elementary French and aims to give the student a basic foundation in accurate pronunciation, grammar, reading, and speaking.

FRENCH II—Tuesday and Thursday, 7:00-9:00.
A continuation of French I.

GERMAN I—Tuesday and Thursday, 7:00-9:00.
A beginner's course in German grammar, reading, and speaking.

GERMAN II—Tuesday and Thursday, 7:00-9:00.
A continuation of German I.

SPANISH I—Tuesday and Thursday, 7:00-9:00.
A course which aims to give the student a reading knowledge of elementary Spanish with emphasis on grammar, vocabulary, and pronunciation.

SPANISH II—Tuesday and Thursday, 7:00-9:00.
A continuation of Spanish I.

GENERAL MATHEMATICS—Tuesday and Thursday, 7:00-9:00.

LIP READING—Tuesday and Thursday, 7:00-9:00.
For the totally or partially deaf.

WORLD AFFAIRS—Monday, 7:00-8:30.
The "news behind the news" in international affairs.

BOOKS FOR ALL.
The Season's Books and Books for all who want to read.
Your opportunity to read current books and novels. biographies, travel literature and books concerning world events.
Lively class discussions make for more interesting reading and a truer understanding of people and events.
Be informed through this interesting presentation of books.

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

Art Courses

DRAWING—Tuesday and Thursday, 7:00-9:00.
Foundation course in drawing and painting, illustration, design. Laboratory fee $2.00.

COSTUME DESIGN—Monday and Wednesday, 7:00-9:00.
Historical and modern trends; personal problems regarding line, color and texture. Laboratory fee $1.00.

GENERAL CRAFTS—Tuesday and Thursday, 7:00-9:00.
Block printing, chair caning, leather tooling, book binding, wood-carving. Laboratory fee $1.00.

CRAFT SURVEY (class limited to 12)—Monday, 7:00-9:00.
Especially planned for scout, camp, and youth leaders. Laboratory fee $2.00.

LETTERING AND SHOW-CARD WRITING—Tuesday and Thursday, 7:00-9:00.
Group and individual instruction. Laboratory fee $1.00.

AMATEUR PHOTOGRAPHY—Tuesday and Thursday, 7:00-9:00.
A course for amateurs offering developing, printing, enlarging and other dark room procedure. Laboratory fee $2 per semester.

FASHION ILLUSTRATION—Monday and Wednesday, 7:00-9:00.
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, 7:00-9:00.
Retouching of photographs and wash drawings for advertising purposes. Laboratory fee $2.00.
INTERIOR DECORATION—Thursday, 7:00-9:00.
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 arrangement, background and window treatments, selection and framing of pictures, accessories. Course supplemented by illustrative material, new periodicals, books, Balopicon, and field trips.

UPHOLSTERY—Wednesday, 7:00-9:00.
Reconditioning and redesigning of furniture, chair caning, and elementary upholstery.

CARTOONING—Tuesday, 7:00-9:00. One semester.
Comic cartoons, advertising cartoons, chalk-talk tricks. Laboratory fee $1.00.

POTTERY—Tuesday and Thursday, 7:00-9:00.
Pottery forms, coil method: glazing and firing. Laboratory fee $3.00.

ART METAL—Monday and Wednesday, 7:00-9:00.
Individual and class instruction in various processes applied to copper, brass and pewter. Laboratory fee $3.00.

WEAVING—Tuesday and Thursday, 7:00-9:00.
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, 7:00-9:00.
Pictorial composition. Media: oil and water color. Prerequisite: drawing. Materials to be furnished by student.

DESIGN—Thursday, 7:00-9:00.
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, 7:00-9:00.
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 bookbinding. Laboratory fee $3.00.

WOODCARVING—Monday, 7:00-9:00.
Construction of patterns, preparation of the wood, techniques of carving and finishes. Laboratory fee $2.00.

OCCUPATIONAL THERAPY—Monday, 7:00-9:00.
Crafts and methods used for convalescent and institutional work. Psychology and presentation.

HOOKED AND BRAIDED RUGS—Monday and Wednesday, 7:00-9:00.
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, 7:00-9:00.
Lectures by people in the field. These will include: makeup, 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.

STENCIL SPRAY TECHNIQUE—
This course introduces a new technique, that of spray painting with the aid of stencils and a simple fly spray gun.
It is planned especially for those who wish to experiment in this new field and learn some of the processes involved in the application of this technique to their various problems.
The course will include progressive steps in making of simple positive and negative stencils: masks; stencil edges; and the more complicated stencil series.
Opportunity will be given for choice of special stencil problems such as place cards, Christmas cards, decorative designs, animal figure stencils or any other suitable stencil problems. Fee $2.00.

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 store people.

Commercial Courses

BOOKKEEPING I (Elementary)—Monday and Wednesday, 7:00-9:00.
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 balance, 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: $2.50.

BOOKKEEPING II—Tuesday and Thursday, 7:00-9:00.
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, 7:00-9:00.
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, 7:00-9:00.
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, 7:00-9:00.
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, 7:00-8:00, or 8:00 to 9:00.
Tuesday and Thursday, 7:00-8:00, or 8:00 to 9:00.
Friday, 7:00-9:00.
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, 8:00-9:00.
Tuesday and Thursday, 8:00-9:00.
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, 8:00-5:00.
Tuesday and Thursday, 8:00-9:00.
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: $1.75.

COMMERCIAL LAW—Monday and Wednesday, 8:00-3:00.
The course covers a study of contracts, negotiable instruments, market transactions, and business organization.
Text: $3.50.

ADULT EDUCATION SCHOOL

STENOGRAPHY I (Beginning) (First Year).
Monday and Wednesday, 7:00-9:00.
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—(Second Year.)
Monday and Wednesday, 7:00-9:00.
This course is a continuation of the work in Stenography I—first year, and completes the theory of Gregg Shorthand. 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 II) $1.50.

STENOGRAPHY II (Beginning Dictation)
Tuesday and Thursday, 7:00-8:30, or 7:30-9:00.
This course offers a continuous 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 (Volume I and II) $3.00.

STENOGRAPHY III (Intermediate Dictation)
Tuesday and Thursday, 7:00-8:30, or 7:30-9:00.
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 (Volume I and II) $3.00.

STENOGRAPHY IV—Tuesday and Thursday, 7:00-8:30, or 7:30-9:00.
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 (Volume I and II) $3.00.

STENOGRAPHY V—Tuesday and Thursday, 7:00-8:30.
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.
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.
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.
If speed of 175 words a minute has been obtained, then training for court reporting will be instituted using Berry H. Horne's course in Stenotype Court and Convention Reporting.
Texts: $7.50.
TYPEWRITING I
Monday and Wednesday, 7:00-8:00, or 8:00-9:00.
Tuesday and Thursday, 7:00-8:00.
This is for those who wish to learn the touch system of
typing. It includes the following: study of the parts
of the machine, mastery of keyboard, drills for rhythm
and accuracy, correct typing habits.
Course fee: $1.50.

TYPEWRITING II—Monday and Wednesday, 7:00-8:00, or
Tuesday and Thursday, 7:00-8:00.
This course is a continuation of Typewriting I. It includes
the following: technique check-up, perfect placement
of material on paper, addressing envelopes, simple letter
forms, use of carbon paper, and tabulation practice.
Course fee: 50 cents.

Text: $1.50.

Home Economics Courses

FOODS I—Tuesday and Thursday, 7:00-9:00.
Basic principles of food preparation. Units on general
cookery, baking pastry, Christmas cookies, cake making,
meats, poultry, vegetables, and desserts. Laboratory fee
$1.50.

FOODS II
Section I. Monday, 7:00-9:00.
Section II. Wednesday, 7:00-9:00.
Guest meals; teas, bridge luncheons, buffet suppers;
holiday foods for special occasions; Christmas candles,
after-theater snacks. Laboratory fee $1.50.

FOODS III—Wednesday, 7:00-9:00.
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. Garnish-
ing and attractive methods of serving stressed. Laboratory
fee $1.00.

FOODS IV—Tuesday and Thursday, 8:15-7:00.
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 per semester.

FOODS V—Monday, 7:00-9:00.
Family meals, including planning and preparing break-
fasts, luncheons, family dinners. Balanced meals for the
average income. Laboratory fee $1.00.

FOODS VI—Wednesday, 5:15-7:00.
Supper class for the business bachelor and the camp
counselor. Balanced meals as well as foods men like to
eat. Laboratory fee $1.75 per semester.

FOOD BUYING—Tuesday, 7:00-8:00.
Intelligent food buying in accordance with income. This
year special emphasis is given to food buying as a part
of the National Defense Program. Special speakers and
field trips featured.

PRACTICAL NUTRITION—Thursday, 7:00-8:00.
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. This will be a part of the National
Defense Program. Course fee $5.00.

HOSPITALITY AND TABLE SERVICE—Thursday, 7:00-8:00.
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. Course fee $5.00.

ELECTRIC ROASTER DEMONSTRATIONS
Tuesday, 7:00-8:00.
A series of demonstrations on the use of the roaster in
preparation of meals, including meats, breads, cakes,
pastries, casserole dishes, and vegetables.

MENU PLANNING—Thursday, 7:00-8:00.
Planning menus for family meals and guest meals; meal
patterns, food costs, party luncheons, buffet suppers and
lunches.

RESTAURANT, TEA ROOM AND CAFETERIA MAN-
AGEMENT—Monday, 7:00-9:00.
Buying food in large quantities; menu planning; large
quantity recipes. Purchase and arrangement of equipment.
Organization of work. Laboratory fee $5.00.

WAITRESS TRAINING—Tuesday, 7:00-9:00.
Continued training for the experienced worker. Labora-
tory fee $5.00.

GENERAL HOMEMAKING

GETTING THE MOST FOR YOUR MONEY
Monday, 7:00-9:00.
Guides for the homemaker who wants to secure maxi-
umum satisfaction for money expended in household goods
such as sheets, blankets, refrigerator, kitchen utensils,
furniture, house, clothing, and cosmetics. Study of labels,
advertising, new textiles such as "nylon".

CHILD CARE AND TRAINING—Tuesday, 7:00-9:00.
How to enjoy children: their physical, psychological and
social 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, 7:00-9:00.
Lectures and discussions on the problems of the adoles-
cent. Consideration will be given to personality adjust-
ment, 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.

HOME EMPLOYMENT—Thursday, 7:00-8:00.
Employee and employer relationships. Planning and
scheduling duties; care of the home; formal and informal
table service; child care.
PERSONALITY IN HOMEMAKING—Monday, 7:00-9:00.
Personality in the home: how to run the home smoothly, expressing poise and harmony. Time, labor and income management; record and budgeting; organization of schedules for mood. Special speakers and field trips featured. Laboratory fee $.50.

HOME NURSING AND FIRST AID—Wednesday, 7:00-9:00.
Home care for illness. Carrying out the doctor’s orders. Taking temperatures; bandaging; first aid. This will be given in accordance with Red Cross requirements and will lead to a Red Cross certificate. Course fee $.50.

FAMILY LIFE EDUCATION—Monday, 7:00-9:00.
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.

YOUR PERSONALITY—Monday, 7:00-9:00.
Many phases of personality studied to learn how to develop naturalness of manner and relaxation. Importance of personality in career life and home life. Factors which contribute to personality development.

SUCCESSFUL HOME LIFE—Tuesday, 7:00-9:00.
A course for newlyweds and young people who plan to be married. Home ownership, joint banking accounts, budgeting income, family relationships, physiological problems of married life, spiritual aspects of marriage, and adjustments in the family life are topics to be discussed.

CLOTHING

PERSONALITY WARDROBE—Tuesday, 7:00-9:00.
Development of personality through the selection and purchase of clothes, importance of fashion, fabrics and accessories. Course fee $.50.

KNITTING—Section I, Wednesday, 7:00-9:00.
Section II, Thursday, 7:00-9:00.
Beginning and advanced problems in knitting.

NEEDLEWORK—Monday, 7:00-9:00.
Most of the decorative stitches are taught in this class. Course fee $.50.

CLOTHING I—Section I, Tuesday, 7:00-9:00.
Section II, Thursday, 7:00-9:00.
Construction of simple cotton garments. Use of the sewing machine. Course fee $.50.

CLOTHING II—Wednesday, 7:00-9:00.
Problems in the selection and making of children’s clothes. Smocking and fogging taught. Course fee $.50.

CLOTHING III—Thursday, 7:00-9:00.
Pattern alteration and re-designing patterns. Use of commercial patterns; muslin foundation pattern. Part of period spent on alteration of garments. Course fee $.50.

CLOTHING IV—Tuesday, 7:00-9:00.
Morning dresses and sports clothes. Coton and rayon materials. Simple fitting problems. Course fee $.50.

Music Courses

Students wishing to enroll in music classes must have consent of department head before enrolling.

MADISON CIVIC SYMPHONY ORCHESTRA
Tuesday, 7:30.
Performs representative works of the entire orchestral repertoire; assists at opera and oratorio performances.

MADISON CIVIC CHORUS (Mixed Voices)
Monday, 7:30.
Performs oratorios, cantatas, and operas of outstanding composers of all nations.

MAENNERCHOR (Male Voices)—Thursday, 8:00.
Performs both German and English part songs.

GRIEG CHORUS (Male Voices)—Wednesday, 7:30.
Carries on the traditions of Scandinavian song.

MOZART CLUB (Male Voices)—Tuesday, 7:30.
Sings part songs of the standard choral repertoire.

LABOR TEMPLE GLEE CLUB (Male Voices)
Tuesday, 7:30.
Sings part songs of the standard choral repertoire.

HOM TO ENJOY MUSIC—Thursday, 7:00.
A series of illustrated lectures presenting many interesting aspects of music. The purpose of this course is to assist the untrained listener in enjoying music of all types and forms. To stimulate active interest, informal discussion and exchange of opinions will be part of each class.
MADISON VOCATIONAL AND

HARMONY—Thursday, 7:15.
A laboratory course in music writing. Study of tonalities and intervals; the formation, progression, and selection of triads and chords of the seventh and ninth. Elementary Modulation. Analysis, Keyboard Harmony. Designed to meet the needs of both the music student and the professional musician.
Textbook: Modern Harmony, Foote and Spalding ($2).

MODERN STYLE PIANO PLAYING
Tuesday and Thursday, 7:00-9:00; 8:00-9:00.
Practice in the performance of modern arrangements of popular songs. Teaches how to improvise, fill-in, play breaks, runs, blues, etc., in the same manner as is generally employed by professional orchestra pianists.
Textbook: Modern Piano Method, Lopez ($1).

PIANO I—Tuesday or Thursday, 7:15.
A course for beginning students. Folk tunes. Easier arrangements of classical repertoire.
Textbook: First Steps for the Young Pianist, Kinsicell ($0.75).

Trade and Industry Courses

Persons preparing for employment in national defense industries will receive first preference for enrollment in these courses. Also, those persons now employed in national defense industries will receive preference for enrollment in supplementary or trade related courses in the evening school trade department.

All laboratory fees are for the entire session except where specified for semesters.

AUTO MECHANICS—Monday and Wednesday, 7:00-9:00.
Tuesday and Thursday, 7:00-9:00.
An advanced course in auto mechanics for men employed in the automobile trade. The course will include the electrical units of the car and motor analysis, use of the synchrograph, tachometer, and the latest type of equipment now used in the automobile business.

BAKING—Monday, 7:00-9:00.
Baking science and related information for journeymen bakers.

BARBER SCIENCE—Monday, 7:00-8:00.
Scalp and facial treatment, related work for master and journeymen barbers. Fee $1.

BLUEPRINT READING—Monday and Wednesday.
7:00-9:00.
Blueprint reading and estimating for all trades. Fee $1.50.

CHEMISTRY—Tuesday and Thursday, 7:00-9:00.
As applied to industry, skilled trades, and industrial laboratories. Essential to laboratory technicians. Fee $3. Texts extra.

DRAFTING—Monday and Wednesday, 7:00-9:00.
Blueprint reading, sketching, use of micrometer and calipers for men employed in machine shop trade.

ADULT EDUCATION SCHOOL

DRAFTING—Tuesday and Thursday, 7:00-9:00.
Mechanical, machine and architectural drafting. Fee $5.00.

ELECTRICITY—Monday and Wednesday, 7:00-9:00.

GENERAL MATHEMATICS—Tuesday and Thursday, 7:00-9:00.

MATHMATICS OF SHOP AND BUSINESS—Tuesday and Thursday, 7:00-9:00.

MACHINE SHOP—Monday and Wednesday, 7:00-9:00.
Related information, functions of power machines, bench and layout work. Fee $1.

MECHANICS—Tuesday and Thursday, 7:00-9:00.
Elementary engineering, concepts of force, motion, stress and strain, bending moments, and fatigue formula. Fee $5.00.

PAINTING AND PAPERHANGING—Evening announced later.
Interior wall decoration for journeymen and masters. Fee $2.

PRINTING—Tuesday and Wednesday, 7:00-9:00.
Trade extension for apprentice printers only.

RADIO—Tuesday and Thursday, 7:00-9:00.
A course for men employed in radio service and repair. Practical questions and the use and demonstration of testing equipment.

SHEET METAL—Evening announced later.
Pattern drafting for sheet metal workers. Fee $5.00.

WELDING—Monday or Wednesday, 7:00-9:00.
Gas welding and brazing. Fee $5 per semester.
Bulletin of the
Madison Vocational
-and-
Adult Education
School

Day School Courses

Board of
Vocational and Adult
Education
211 N. Carroll St., Madison, Wisconsin
BOARD OF VOCATIONAL AND ADULT EDUCATION

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Office: 211 North Carroll Street
Telephone: Badger 2351

SCHOOL CALENDAR 1941-1942

Monday, September 8—School opens.
Monday, October 6—Evening school opens.
Thursday and Friday, November 6 and 7—School closes for Milwaukee meeting of the Wisconsin Education Association.
Thursday and Friday, November 20 and 21 (or 27 and 28)—School closes for Thanksgiving.
Saturday, December 20, 1941, to Monday, January 5, 1942—School closes for Christmas.
Monday, January 5, 1942—School reopens.
Friday, January 30—End of first semester.
Monday, February 2—Beginning of second semester.
Friday and Saturday, February 13 and 14—School closes for meeting of Southern Wisconsin Education Association.
Friday, March 27—Evening school closes.
Friday, April 3—School closes for Good Friday.
Saturday, April 18 to Monday, April 27—School closes for spring vacation (Easter).
Monday, April 27—School reopens.
Friday, May 1—School closes for meeting of Wisconsin Association for Vocational and Adult Education.
Friday, June 12—End of school year.
MADISON VOCATIONAL AND ADULT EDUCATION SCHOOL

General Information

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

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

ENROLLMENT

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

ADULT COURSES

There are courses for young people and adults. There are courses for those who have 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. Tuition is payable in advance and is due on the following dates: September 8, November 17, February 2 and April 6. Tuition is payable in the Main Office.

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 2351, so that they will not be withdrawn from classes.

GUIDANCE AND PLACEMENT

The Placement Department is in a sense an extension of the teacher's classroom activities. Teachers' ratings of students are sent to the Placement Department where an effort is made to place students in lines suitable to aptitudes and skills demonstrated in class work.

Madison Vocational School day students who wish to be considered for employment should see that they keep their records up to date.

Placement counselors spend considerable time visiting factories and other organizations and obtain mucj information about occupations and possible placement opportunities for students. Employers also place calls with the Vocational School when they need help.

The Guidance office is located in Room 137. This department is here to guide all students for attendance, health, welfare, placement and all guidance problems. 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. 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.

ADULT EDUCATION SCHOOL

General Courses

Academic students may also elect courses in the Art, Music, Home Economics, Trade and Commercial Departments.

ENGLISH I

This is a course for newly arrived foreign-born residents. Assistance is given in reading, writing, speaking and spelling.

ENGLISH II

This course is a continuation of English I. More facility is attained in reading, writing, speaking and spelling.

ENGLISH III

This course is a grammar review, planned particularly for girls in home economics and boys in trade and industry. Individual instruction is given in the correct use of parts of speech, punctuation, capitalization and spelling. It is open to those who have completed the eighth grade.

ENGLISH IV

This is a comprehensive course in advanced grammar and composition for adults, and for girls in home economics and boys in trade and industry who have successfully completed the work in English III.

ENGLISH V

This is a combined course in writing and literature. In writing, style is emphasized. Considerable time is devoted to methods of developing variety of expression, of obtaining smooth transitions between parts of a composition, and of giving sentences, paragraphs, and themes a unique turn.

Two days a week are devoted to a survey of English literature, including material from the Anglo-Saxon period through the nineteenth century.

ENGLISH VI

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

The members of the class are invited to work on the school newspaper.

A period of four weeks is given over to the preparation of radio scripts.

LITERATURE I

This course is intended for girls in home economics and boys in trade and industry. It studies reading, orally and silently, stories of adventure, pioneering life, the sea, travel, humor, and western life, written by famous American authors.

LITERATURE II

This course, which is for part-time boys and girls, is a continuation of Literature I. Students read and discuss magazines, books, and short stories.

BOOKS FOR ALL (Current Literature)

The Season's Books and Books for all who want to read. Your opportunity to read current books and novels, biographies, travel literature and books concerning world events.

Lively class discussions make for more interesting reading, and a truer understanding of people and events. Be informed through this interesting presentation of books.
School.

How are wages determined?

WORLD AFFAIRS

This course parallels the average chemistry course usually given in the typical high school as well as giving trade applications. Laboratory fee $3 per year. Text required.

CHEMISTRY

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.

Art Courses

Art students may also elect courses in the Music, Home Economics, Commercial, Trade and Academic Departments.

COMMERCIAL ART

A practical course offered to young adults who are interested in advertising as a vocation. Spacing, arrangement, techniques, and reproduction processes together with the psychology of public appeal will be stressed. Prerequisites: Design or Drawing. Laboratory fee $75 per semester. 9:30-10:15 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, layout and use of color. 8:45-9:30 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, Ross Boards, spatter brush, air brush and methods of reproduction. Layout, rendering of textures and sketching from a model are phases of this work. Prerequisites: Design or Drawing. Laboratory fee $31 each semester. 2:30-4:00 Monday, Wednesday, Friday.

APPLIED ART I (Design for juvenile girls)

First Semester

A course planned primarily for Home Economics girls to acquaint them with the importance of good design in every day life. Principles of design, color theory and composition are given as they relate to architecture, furniture, costume, weaving, table arrangements, etc. Ideas for making the most of things at hand, techniques in the uses of various media are shown. Problems are correlated with Home Economics classes. These include: metal files for bread recipes in foods classes; mounting and cataloguing of recipes; loose leaf note-book for clippings and pictures of food and table arrangements; monograms for linens.
towels, dresses, sweaters, etc., which may be used in the sewing and needlework classes; bookends, coasters, con-
nector sets, wastebaskets, wooden plaques, boxes, desk sets, and other articles to be used in the home; block-
prints for Christmas cards; decorative containers for Christmas cookies, cakes, candies, etc., made in the cook-
ing classes; labels for jellies and other canned foods; arrangement of shelves and cupboards and color ac-
cessories for the kitchen, designs for quilt squares. 1:00-2:30 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 for subject matter; color theory, advanced perspective, elementary anatomy, varied techniques included. Media: water color, gouache, lithographic, pencil, pastel, dry point. Prerequisites: Previous training. 9:30-11:00 daily.

ART III (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 theories, composition, techniques, reproductive methods and commercial materials are studied: Pen and ink, water color, tempera, gouache, air brush. Prerequisites: Previous training. 1:00-2:30 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 and foreign influences; clothing accessories, make-up, millinery, and related subjects. Methods of drawing and rendering in white or color, on paper, are taught. Textures, colors and fabrics for actual experiments are available as well as a miniature model for draping. Individual problems given special consideration. Notebook required. 2:30-4:00 Monday, Wednesday, Friday. Lecture Monday.

COSTUME DESIGN (Adult Home Makers) Correlated with Pattern Alteration and Clothing Construction.

This course is presented in lecture and discussion form. The following phases of costume information are included: Costume as a background, suitability to person and occasion, figure type problems and how to design for special figure types, color harmonies in costume, historical and modern trends including foreign and contemporary influences and their adaptability to personal types, modern dressers and how they work, the art accessories play in the costume scheme, and how to budget a wardrobe for line, color and suitability. Wednesday and Friday. 8:45-9:15.

INTERIOR DECORATION (Adults) 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, ac-
cessories, continuity in decorating. The course is supple-
mented by illustrative material, new periodicals, books, use of the Belopinon and lantern slides. Field trips. Note-
book required. 2:30-4:00 Thursday.

HISTORY OF FURNITURE (Adults) Study of form, design and ornamentation. Development of period styles. The aim of the course is to familiarize the student with the best forms of furniture. Antique and Modern. Illustrated by lantern slides. 2:30-4:00 Tuesday.

TRADE DESIGN A brief survey of trends in industrial design for the boy who is majoring in trade and industry. Phases stressed: background of industrial design; hand craft versus machine craft; personalities in the field, streamline symbol of today; transportation design; color in business. Pictures and slides illustrate points made in discussion. 10:15-11:00.

DESIGN FOR PRINTERS A comprehensive study of layout, proportion, balance, tone quality and harmony, emphasis, line form, decoration and borders, reproduction processes and color. 11:00-11:45.

JEWELRY Individual instruction in design principles applied to plastics, copper, brass, pewter, and silver. Stone setting, chains, pips, and pendants. General knowledge of tools and techniques. Time: 1:00-1:45 daily. Lab. fee $ .75 in advance.

ART METAL (Adults) A course for adults who wish a knowledge of various processes, the use of tools, and art metal design. Work is done on copper, brass, and pewter. Processes used are etching, soldering, planishing, raising. Objects made are plates, boxes, bowls, pitchers, trays, candelabra. Students purchase their own materials. Laboratory fee $ 1.50 per month for use of tools and moulds. 1:45-4:00 Monday, Wednesday, Friday.

POTTERY (Adults) First, second, third quarters. 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 $ 3.00 per piece. 1:45-4:00 Tuesday, Thursday.

MODELING (Adults) 4th quarter 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 moulds, two and three port moulds, casting, and the various finishes of plaster are included. Laboratory fee $ 3.00 per model. 1:45-4:30 Tuesday, Thursday.

HOOKED AND BRAIDED RUGS A study of the old and modern hooked rug for inspiration. Original designs and color schemes planned to fit a certain place in a particular room in your home. Discarded materials recommended. Both hand and machine hook techniques taught.

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

WEAVING I (Adults) For the homemaker, crafter, 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. Typewriting, S.45:4:00 Monday, Wednesday, Friday. Laboratory fee S.50 a semester. Materials to be purchased by student.

WEAVING II (Adults)
Advanced problems in weaving such as stick weaving, Navajo, Dutch loom weaving, crackle weave on four harness looms. Summer and winter, bronzen, and double weave on six and eight harness looms. 1:45-4:00 Tuesday, Thursday. Laboratory fee S.50 a semester. Materials to be purchased by student.

WEAVING III (Adults) Studio Period
Open to students who wish to devote three to five hours daily or several days a week to weaving projects such as dress material, upholstery material, curtains, luncheon sets, coverlets, hangings, afghans and rugs. 9:00-11:45 and 1:00-3:15 daily. Laboratory fee S.50 a semester. Materials to be purchased by the student.

PHOTOGRAPHY I (Adults)
Offered to students over 16. An elementary course in photography which includes processes involved in taking pictures, developing and printing of films, and enlarging of prints. Camera required. Laboratory fee S.2. Tuesday, Thursday.

GENERAL CRAFTS I
A finding course for the student under 16 offering instruction in wood bead work for belts and purses, leather tooling belts, wallets, and book covers, wooden Christmas tree ornaments, loom weaving, plastic bag tops, hooked chair seat and wood carving wall plaques or ornaments. Time: 10:15-11:45 daily. Laboratory fee—pay for material as needed.

GENERAL CRAFTS II (Adults)
A class planned to meet the needs of the young adult, the homemaker, the youth and camp leader, and the craftsmen. Instruction is offered in the following crafts: block printing, book binding, batik, cork craft, wood carving, bead work, leather tooling, and chair covering. Materials furnished by the student. Lab. fee S.1. 1:00-3:15 Monday, Wednesday, Friday.

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.

JOB PERSONALITY (Commercial Dress)
Ten lectures. Time scheduled with program. This course is coordinated with the Commercial Department and is concerned with appropriate dress for the office worker. The following phases are discussed: (1) The importance of proper attire to seek a position; (2) Advantage to the worker of suitable dress (ease of manner, greater efficiency, and attractive appearance); (3) How to decide to which figure type you belong; (4) How to make use of your defects; (5) Advantages of choosing good material, simplicity of line, and attractive accessories for office apparel; (6) How to choose color which will be becoming to you; (7) How to use color in dress; (8) How to make dress an asset in seeking and keeping a position.

COMMERCIAL COURSES
Commercial students may also elect courses in the Art, Music, Home Economics, Trade and Academic Departments. English is REQUIRED of all students taking Shorthand.

STENOGRAPHIC COURSE "a"
For full-time students not having had any commercial training.

One Year — Two semesters

<table>
<thead>
<tr>
<th>First Semester Per Week</th>
<th>Second Semester Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shorthand and Dictation</td>
<td>10</td>
</tr>
<tr>
<td>Typewriting</td>
<td>5</td>
</tr>
<tr>
<td>English</td>
<td>5</td>
</tr>
<tr>
<td>Filing and Indexing</td>
<td>5</td>
</tr>
<tr>
<td>Office Training</td>
<td>5</td>
</tr>
</tbody>
</table>

Note: Shorthand students wishing to branch out into other fields of commercial training such as bookkeeping and advanced calculating may add these courses the second year either at day or night school, and so doing prepare themselves for general office work.

STENOGRAPHIC COURSE "b"
For half-time students not having had any commercial training.

Two Years — Four Semesters

First Year

<table>
<thead>
<tr>
<th>First Semester Per Week</th>
<th>Second Semester Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shorthand I</td>
<td>5</td>
</tr>
<tr>
<td>Typewriting</td>
<td>5</td>
</tr>
<tr>
<td>English</td>
<td>5</td>
</tr>
<tr>
<td>Filing and Indexing</td>
<td>5</td>
</tr>
<tr>
<td>Machine Calculating</td>
<td>5</td>
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</tbody>
</table>

Second Year

<table>
<thead>
<tr>
<th>First Semester Per Week</th>
<th>Second Semester Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shorthand II</td>
<td>5</td>
</tr>
<tr>
<td>Typewriting</td>
<td>5</td>
</tr>
<tr>
<td>English</td>
<td>5</td>
</tr>
<tr>
<td>Filing and Indexing</td>
<td>5</td>
</tr>
<tr>
<td>Machine Calculating</td>
<td>5</td>
</tr>
</tbody>
</table>

Those coming back the second year go into Stenographic Course "c" or Secretarial Course "a".

STENOGRAPHIC COURSE "c"
For half-time students having had Shorthand I. Review of principles. Dictation for transcription begins at 40 words a minute.

One Year — Two semesters

<table>
<thead>
<tr>
<th>First Semester Per Week</th>
<th>Second Semester Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shorthand II</td>
<td>5</td>
</tr>
<tr>
<td>Typewriting</td>
<td>5</td>
</tr>
<tr>
<td>English</td>
<td>5</td>
</tr>
<tr>
<td>Filing and Indexing</td>
<td>5</td>
</tr>
<tr>
<td>Office Training</td>
<td>5</td>
</tr>
<tr>
<td>Machine Calculating</td>
<td>5</td>
</tr>
</tbody>
</table>

Short Unit Courses Required:

- Switchboard
- Bookkeeping
- Machine Calculating
Secretarial Course “a”
For half-time students having had advanced shorthand.
Dictation begins at 80 and 90 words a minute.

One Year — Two Semesters

<table>
<thead>
<tr>
<th>Hours</th>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shorthand III or IV</td>
<td>5</td>
<td>Legal Dictation</td>
</tr>
<tr>
<td>Transcription</td>
<td>5</td>
<td>Commercial Law</td>
</tr>
<tr>
<td>English</td>
<td>5</td>
<td>Bookkeeping</td>
</tr>
<tr>
<td>Bookkeeping</td>
<td>5</td>
<td>Special electives:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Office Training</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Switchboard</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Machine Calculating</td>
</tr>
</tbody>
</table>

Legal Secretarial Course
One-half year — One semester
For advanced students who wish to specialize in Legal Dictation. Such students should be able to take dictation at the rate of 105 to 120 words a minute and typewrite at the rate of 55 to 65 words a minute.

One Semester

<table>
<thead>
<tr>
<th>Hours</th>
<th>FIRST SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Dictation</td>
<td>5</td>
</tr>
<tr>
<td>Legal Transcription</td>
<td>5</td>
</tr>
<tr>
<td>Typewriting (if needed)</td>
<td>5</td>
</tr>
<tr>
<td>Bookkeeping</td>
<td>5</td>
</tr>
</tbody>
</table>

Note: A course for doctor’s assistant will be offered some time during the year.

General Clerical—Full Time
One year — Two semesters

<table>
<thead>
<tr>
<th>Hours</th>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typewriting</td>
<td>5</td>
<td>Typewriting</td>
</tr>
<tr>
<td>English</td>
<td>5</td>
<td>English</td>
</tr>
<tr>
<td>Business Mathematics</td>
<td>5</td>
<td>Bookkeeping I</td>
</tr>
<tr>
<td>Filing and Indexing</td>
<td>5</td>
<td>Machine Calculating</td>
</tr>
<tr>
<td>Special electives:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Speaking</td>
<td>5</td>
<td>Public Speaking</td>
</tr>
<tr>
<td>Music</td>
<td>5</td>
<td>Music</td>
</tr>
<tr>
<td>Literature</td>
<td>5</td>
<td>Literature</td>
</tr>
<tr>
<td>Social Science</td>
<td>5</td>
<td>Social Science</td>
</tr>
<tr>
<td>Home Economics</td>
<td>5</td>
<td>Home Economics</td>
</tr>
</tbody>
</table>

General Clerical—Half Time
One year — Two semesters

<table>
<thead>
<tr>
<th>Hours</th>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typewriting</td>
<td>5</td>
<td>Typewriting</td>
</tr>
<tr>
<td>English</td>
<td>5</td>
<td>English</td>
</tr>
<tr>
<td>Business Mathematics</td>
<td>5</td>
<td>Bookkeeping I</td>
</tr>
<tr>
<td>Filing and Indexing</td>
<td>5</td>
<td>Special electives:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Public Speaking</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Music</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Literature</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Social Science</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Social Science</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Home Economics</td>
</tr>
</tbody>
</table>

(See page 16)

Bookkeeping Course “d”
For full-time students not having had any commercial training.

One year — Two semesters

<table>
<thead>
<tr>
<th>Hours</th>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typewriting</td>
<td>10</td>
<td>Typewriting</td>
</tr>
<tr>
<td>English</td>
<td>5</td>
<td>English</td>
</tr>
<tr>
<td>Commercial Law</td>
<td>5</td>
<td>Machine Bookkeeping</td>
</tr>
<tr>
<td>Business Mathematics</td>
<td>5</td>
<td>Short Unit Courses Required:</td>
</tr>
<tr>
<td>Machine Calculating</td>
<td>5</td>
<td>Office Training</td>
</tr>
<tr>
<td>Switchboard</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Filing and Indexing</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Bookkeeping students wishing to branch out into other fields of commercial training such as shorthand and advanced calculating may take these courses the second year during the day or in the evening school, and by so doing, prepare themselves for general office work.

Bookkeeping Course “b”
For half-time students not having had any commercial training.

Two years — Four semesters

First Year

<table>
<thead>
<tr>
<th>Hours</th>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookkeeping I</td>
<td>5</td>
<td>Bookkeeping II</td>
</tr>
<tr>
<td>Typewriting</td>
<td>5</td>
<td>Typewriting</td>
</tr>
<tr>
<td>Business Mathematics</td>
<td>5</td>
<td>Commercial Law</td>
</tr>
<tr>
<td>English</td>
<td>5</td>
<td>Machine Calculating</td>
</tr>
</tbody>
</table>

Those coming back the second year will go into Bookkeeping Course “c”.

Bookkeeping Course “c”
For half-time students having had Bookkeeping I, or two sets of Bookkeeping.

One year — Two semesters

<table>
<thead>
<tr>
<th>Hours</th>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bookkeeping II</td>
<td>5</td>
<td>Bookkeeping III</td>
</tr>
<tr>
<td>Typewriting</td>
<td>5</td>
<td>Commercial Law</td>
</tr>
<tr>
<td>English</td>
<td>5</td>
<td>Machine Bookkeeping</td>
</tr>
<tr>
<td>Filing and Indexing</td>
<td>5</td>
<td>Short Unit Courses Required:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Office Training</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Switchboard</td>
</tr>
</tbody>
</table>

Note: Bookkeeping students wishing to branch out into other fields of commercial training such as shorthand and advanced calculating may take these courses the second year either during the day or in the evening school, and by so doing, prepare themselves for general office work.
Bookkeeping Course "d"
For half-time students having had Bookkeeping I and II or five sets of Bookkeeping
One year — Two semesters

FIRST SEMESTER PER WEEK SECOND SEMESTER PER WEEK
Bookkeeping III ........ 5 Bookkeeping IV ........ 5
Typewriting ............ 5 Commercial Law ........ 5
English ................ 5 Dictation ................ 5
Filing and Indexing .... 5 Transcription ......... 5
Shorthand ............. 5 Short Unit Courses Required:
                     Office Training
                     Switchboard
                     Filing and Indexing

Accounting Course
For students having had two years of bookkeeping
One year — Two semesters

FIRST SEMESTER PER WEEK SECOND SEMESTER PER WEEK
Accounting I ............ 5 Accounting II ............ 5
Typewriting ............ 5 Typewriting ............ 5
English ................ 5 Commercial Law ........ 5
Shorthand ............. 5 Dictation ................ 5
                     Transcription ......... 5
Short Unit Courses  (If needed)
                     Filing and Indexing
                     Office Training
                     Switchboard

Advanced Machine Calculating Course
For students who have had the introductory course to the Comptometer and Burroughs Calculator, and who
received a grade of "Good" in scholarship, or for beginning students on a try-out basis who wish to take a
full-time calculating machine program.
One year — Two semesters

FIRST SEMESTER PER WEEK SECOND SEMESTER PER WEEK
Calculating ............ 50 Calculating ............ 50
Typewriting ............ 5 Typewriting ............ 5
Filing and Indexing .... 5 Bookkeeping ............ 5
                     English ............ 5

SHORTHAND I — Full time
Texts required: Gregg Shorthand (Functional Method) Volumes I and II; Functional Method Dictation.
Classes meet twice a day with a required study period intervening. Volumes I and II are covered in the first quar­
ter of the school year. A third period is required for transcription before the end of the first quarter. Dictation
speed of 100 to 120 words per minute is attained by the end of the year.

SHORTHAND I — Half time
Texts required: Gregg Shorthand (Functional Method) Volumes I and II.
SHORTHAND I is a theory course which requires one semester for completion. The course is taught by the func­
tional 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 semester.

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. The English and shorthand teachers cooperate
in checking errors and improving 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 60 to 100 words per minute for transcription. Emphasis is placed on letter
setup, spelling, and typing. A carbon copy of each letter transcribed is required.

SHORTHAND IV
Texts required: Speed drills in Gregg Shorthand—Zoubek. Shorthand IV is open to students having a beginning
speed of 90 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.

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

TYPEWRITING I (First semester)
Two texts used.
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 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 pro­
cedure.
4. From the "word stage", sentences and paragraphs are taken up.
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, and a writing rate of 20 to 25 words per minute
   for five or ten minutes is required.
6. The student is taught care of machine, cleaning and oiling, and changing of ribbons.
7. Horizontal and vertical placement.
8. Simple letter setup is presented.
BOOKKEEPING IV


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 years 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

MACHINE BOOKKEEPING (Offered Second Quarter)

Prerequisite: one semester of pen bookkeeping.

A course designed to train operators of the Elliot-Fisher and Burroughs bookkeeping machines. Between 55 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.

BUSINESS MATHEMATICS

This course primarily a review of the fundamentals of arithmetic, namely addition, subtraction, multiplication, and division, of whole numbers and fractions. Units on interest, trade and cash discounts, partial payments, payrolls, percentage, profit and loss, and bank discounts are covered. Speed drills are given on the fundamentals listed above.

MACHINE CALCULATING

CALCULATING I

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

CALCULATING II

An intensive course approximately three hundred hours in length and as complete a course as offered anywhere in train operators of the Comptometer and Burroughs Calculator. Four hours a day of instruction and practice are offered to each student. To complete this course students must finish the 185 lessons in the textbook and must obtain a designated standard of speed and accuracy. Students not maintaining 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 alphabetizing and their application by 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—alphabetical, numerical, geographic, subject, triple check, Soundex, and Vardex; (4) Cross filing; (5) Charge methods; (6) Transfer methods; (7) Follow-ups.

COMMERCIAL LAW
Texts required: Commercial Law—Hulvey.
The course covers a study of Contracts, Negotiable Instruments, Market Transactions, and Business Organizations. It is conducted as a combination of lectures, text material, cases, and discussion of problems.

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

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

BUSINESS INFORMATION
A course in English for general office workers and stenographers. This course offers information on the following five units: Stocks and Bonds including Banking, 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 business office are taught; current information from magazines, newspapers and government pamphlets is also presented.

BUSINESS CORRESPONDENCE

HOME ECONOMICS COURSES FOR THE BUSINESS WOMAN
HOSPITALITY OR THE GRACIOUS HOSTESS (See page 29, Home Economics section.)
FOOD PREPARATION FOR THE YOUNG BUSINESS WOMAN. (See page 29.)
MENU MAKING AND PRACTICAL NUTRITION. (See page 29.)
DRESSMAKING FOR THE BUSINESS WOMAN. (See page 29.)

Home Economics Courses
Home Economics students may also elect courses in the Music, Trade, Academic, Commercial, and Art Departments

FOODS AND HEALTH

FOODS I
Food Preservation I. Simple canning processes, availability, nutritive value, cost and the utilization of canned foods are included in the food preservation unit. The suppers or lunches 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 meat 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 (Hospitality and Meal Preparation)
This course is planned for the high school graduate or young business women, and it meets daily for one semester. Various methods of entertaining such as teas, buffet suppers, and easy guest meals will be included. Flower arrangements and table decorations, as well as choice of linens, silver, and china will be included. Menus to suit all tastes and appetites will be a part of the course. Management problems are included. How to prepare a dinner with ease and efficiency after a day in the office or other place of work, how to be a gracious hostess, how to buy, how to secure well-balanced meals will be featured points.

FOODS IV
Food preparation, meat cookery, vegetable cookery, baking and salads are some of the units included in this course, which is offered once a week for the part-time pupil. Meal planning and preparation are included.

FOODS V
Nutrition and menu planning are the units forming this course. The nutrition 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 and the body's need for these foods. Such health difficulties 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.

Diet Therapy

This course is planned for young women who desire to enter the nursing field and in conjunction with chemistry for nurses. Normal nutrition is covered as well as the study of all the food elements as to kinds, sources, functions and daily requirements for the human body. Other topics included are: food selection for normal nutrition; weight and nutrition; vitamins; food requirements; diet deficiencies; food allergies; planning of special diets for patients.

Diet Therapy

This course is planned for the second semester, following the course in dietetics and is a laboratory course based on the dietetics study. Food preparation is based on foods used in the regular liquid, soft, light and full hospital diets. Application is made to the treatment of various diseases in the menu-planning and food preparation. Typical tray equipment as used in hospitals is provided and typical diets are prepared and served using this equipment.

GENERAL HOMEMAKING COURSES

PERSONALITY DEVELOPMENT

This course is planned for the high school graduate and advanced student. Beginning with a self-inventory of personality traits, such as poise, self-confidence, sociability, tact, getting along with others, ability to carry on conversations, charm and many others, the student participates in discussions and in the planning of the course. Some of the topics to be considered are: effects of personality on other people, conversation, writing formal and informal invitations, introductions, courtship and dates with men, correct social usage at home, at business and when traveling, good grooming, and personality clothes. Special speakers are brought in and field trips taken.

SPENDING MY INCOME

This is for the junior adult or advanced student. It includes the following: family life and its responsibilities; changes in homes that have affected family life; family councils; social life in the home; music as a group activity; individual hobbies; the place of recreation in the family budget. Dating, engagements, and marriage will be discussed.

FAMILY RELATIONSHIPS AND MARRIAGE

This is planned for the junior adult or the advanced student. It includes the following: family life and its responsibilities; changes in homes that have affected family life; family councils; social life in the home; music as a group activity; individual hobbies; the place of recreation in the family budget. Dating, engagements, and marriage will be discussed.

HOSPITALITY AND TABLE ARRANGEMENT

Hospitality through simple guest meals, invitations, conversation and table games, selection of guests, responsibilities of guests are some of the features of this course.

ADULT EDUCATION SCHOOL

Selection of silver, china, glassware and linens as well as flower arrangements and table decoration are included. Formal and informal service, service with and without a maid are a part of the table arrangement 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 foods, 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 add interest 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 proportion of the family income to be spent for food; adapting the family food allowance to different situations, keeping the economical preparation of food in mind; protection to consumer through food laws; handling and caring 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 adults 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 decisions concerning health problems.

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-semester class and is open to the part-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 their application to simple garments such as aprons, slippers, pajamas and simple cotton dresses.

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; construction processes; garment 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 dresses, 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 or weather; fabrics and patterns 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, suits, coats, afternoon dresses, formal. A style show put on by members of the class will be a culminating feature of this course.

PERSONALITY WARDROBE

Personality development through choice of clothes 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 clothes suited to their personality: study of fashion: planning complete wardrobe considering cost as well as other factors: importance of correct foundation garments, Special speakers, fashion trips, and films will be features of this course. This course is open to all girls in school who are interested in personality development through dress.

NEEDLE CRAFT

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

FAMILY RELATIONSHIPS

SOCIAL LIVING (First Semester)

This course is planned for the beginning full-time or half-time student and includes 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, teeth, nails, proper choice, use and purchase of cosmetics are some of the highlights of the unit.

2. Courtesy—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’s behavior; need for security; meaning of friendship; use of leisure time.

HOME LIVING (Second Semester)

This course is for the beginning half-time and full-time students 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, children’s clothing, play and games and development of social behavior.

ADULT EDUCATION SCHOOL

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 family adjustments.

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

HOUSING

HOME MANAGEMENT I

Order and Convenience in the Home

This unit is planned for the half-time and full-time beginning student, the importance of cleanliness, order and convenience in the home and efficiency in work habits as definite contributions to family life are given. Opportunity is given to develop ability in eliminating unnecessary work through improvement in habits. Methods of work or in re-arrangements of furniture and equipment. Other points included are: assuming responsibility for personal belongings; cleaning routines for various rooms in the home: planning of schedules: laundry problems.

HOME MANAGEMENT II

Unit 1—The Inviting Home

The unit is planned for the advanced full-time or half-time student, some of the topics considered are: characteristics of an inviting home; use of present furnishings to provide comfort, attractiveness and a friendly atmosphere: use and selection of new furnishings: choice of harmonious backgrounds; choice of suitable window treatments; good pieces of furniture; good lighting facilities; selection of accessories for individuality; making of attractive accessories.

Unit 2—Renovation of Furniture and Equipment in the Home

This is the second unit of Home Management II and follows the unit on the inviting home. This would include the factors to be considered before attempting renovations, such as money, materials and equipment available; also construction of homemade conveniences and furnishings; improving the appearance of furnishings with textiles; care of materials used in furniture: extent to which income may determine the kind and amount of equipment purchased: comparison of different materials in equipment: arrangement of equipment to save time and energy: care and repair of equipment to achieve efficiency and economy.

NATIONAL DEFENSE PROGRAM FOR YOUTH

HOSPITAL ATTENDANTS’ COURSE

This course is planned as a part of the National Defense Program and is given in cooperation with the local hospitals, which give nurses’ training courses. The classes here outlined are given as preparatory training for occupational adjustment and work experience. The work experience provided may lead to private or public employment. This course is open only to high school graduates.

NUTRITION

This is planned so that the student may become familiar with the laws of nutrition and with body requirements supplied by food. Other topics included are: balanced diets: diets for the normal individual: diets for diseased conditions: vitamins and minerals in the diet: how to secure an optimum diet: diet deficiencies: eating for body needs.
HOME CARE OF THE SICK
This is planned to give instruction in simple practices in caring for the sick in their own homes. Some of the topics studied are: care of beds; the medicine cabinets; cleaning and sterilizing rubber goods and glass utensils.

COMMUNICABLE DISEASES
This will be a lecture and discussion course supplemented by films and slides. Some topics considered are: microorganisms which cause communicable diseases; transmission of communicable disease; bodily defense against disease; sterilization and disinfection.

NATIONAL DEFENSE CLASSES FOR ADULTS
In cooperation with the National Defense Plant and with the idea that the home is the first line of defense, classes will be offered to help homemakers in the selection and buying of food and in menu planning. This is to insure the health of the family by having balanced meals.

NUTRITION
This will be a practical course and will include a study of all food principles such as vitamins, minerals, carbohydrates, proteins, and fats. All the startling new facts in nutrition and the part these facts can play as an important part in keeping the family’s health high and their spirits up will be given. The ill effects of nutritional deficiency will be discussed.

MENU PLANNING
In connection with learning the facts of nutrition, a plan must be followed in order to secure the necessary foods in the meals. Meals for average and moderate incomes will be discussed. Current food prices and nutritional facts will be kept in mind.

FOOD BUYING
Buying foods in order to meet nutritional needs and also keep within one’s income will be stressed. Checks will be made on current market prices. Discussions will center around the best buys of the week keeping in mind food budgets and nutritional needs.

HOUSEHOLD AND COMMUNITY HYGIENE
This is designed to teach the necessity of sanitation in the home and in the community, and how it can be achieved in the community. Topics to be included are: importance of pure milk supply; organization and activity of State Health Department; sewage and refuse disposal; city and state protection of water supplies; industrial and occupational sanitation.

INFANT AND CHILD CARE
The major topics in this course will be: general plan for care of infant; care of nursery; layette and dressing; bathing the baby; infant nutrition; feeding and care of the bottle; pre-school hygiene; habits and interests; health protection; home precautions. Field trips will be a part of this unit.

SELECTION AND PREPARATIONS OF FOODS
This will be a laboratory course where actual meal preparation takes place. The family plan will be followed and laboratory work will include the foods used in most homes. Such preparation will include vegetable cookery, milk cookery, eggs and cheese, meet and fish, muffins, quickbreads, cakes, pies, and salads. These will be used in meal combinations and some time will be given to meal planning.

ADULT CLASSES

GENERAL HEALTH EDUCATION AND PERSONAL HYGIENE
This will, of course, include general health principles and the importance of radiant health both in home and other life. Personal hygiene, good grooming and personality traits will be considered.

CHEMISTRY
Chemistry is offered and is adapted to the group. The work includes general chemistry, physiological chemistry, and some training in analysis.

HOME NURSING
This will be given in accordance with the Red Cross regulations, and upon successful completion of the course, Red Cross certificates will be awarded. What to do in case of an emergency and during epidemics will constitute a part of this course. Home care of the sick as well as other home nursing procedures will be given. This will be taught by a qualified Red Cross nurse.

KNITTING
Although knitting is a part of the regular homemaking program, it will be emphasized this year as a part of the National Defense Program.

FOOD BUYING
Buying foods in order to meet nutritional needs and also keep within one’s income will be stressed. Checks will be made on current market prices. Discussions will center around the best buys of the week keeping in mind food budgets and nutritional needs.

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CLOTHING I (Beginning Clothing)
This unit is planned for students who have had little or no experience in clothing construction. Selection of pattern and material, adjusting of pattern to personal measurements; hand stitches, seams, hems, bindings, facings, bound plackets, and worked buttonholes will be demonstrated. The garments on which these processes 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 foundation for the elementary and advanced courses.

CLOTHING II (Children’s Clothing)
This unit consists of a study of special problems in the selection and making of children’s garments. Selection of suitable patterns and materials for all types of garments will be discussed. Special attention will be given to the making of worked and bound buttonholes, plackets and slippers, making and applying collars, patch and slot pockets. Decorative stitches such as tatting and smocking will be applied on cotton or silk dresses. Costs, suits and dresses may be made from old material. Some of the garments made from new material are: pajamas, slips, sun suits, play dresses, tailored dresses, dance frocks, confirmation dresses, suits for small boys, and infants’ layettes. Selection of ready-to-wear garments, stressing self-help for the toddlers, the comfortable and practical garments for nursery school age will be discussed.

CLOTHING III (Pattern Alteration and Redesigning of Patterns)
Taking individual measurements and applying them on 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 arm; 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 bust line, 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 people working in the alteration department of ready-to-wear shops. Analyzing the figure and redesigning of patterns is included.

CLOTHING IV (Morning Dresses and Sports Type Clothes)
To meet the requirements of the modern homemaker this unit includes the type of garment that most women want in their wardrobe. Each student will have an opportunity to choose the type of garments she wishes to make. It may be dresses for morning wear, for active sports such as golf, tennis, bicycling, camping, picnics, and also spectator sport dresses. Problems found in this type of garment will be used as a basis for the lessons; it would include tailored pockets, tailored buttonholes, various tailored finishes, use of pattern, and of course many other details. Some fabric study is included such as cotton, linen and spun rayon. Concise explanations with detailed illustrative material will be used to simplify each step of construction.

CLOTHING V (That Ready-Made Effect)
How to secure that much desired ready-made effect will be one of the purposes of this unit. This means good techniques in the various processes. Choice of garments to be made may be rayon dresses, light weight wool dresses, summer suits, blouses and skirts. Among the various problems considered will be putting zippers in garments, bound buttonholes, smooth finishes, neck and sleeve finishess and those special details found on good ready-to-wear garments. Care will be taken to emphasize the use to which construction is adapted to give garments the suitable finish.

CLOTHING VI (Professional Touches and Finishes)
This course is planned for those students who have completed Clothing III, IV and V or the equivalent. Silk, rayon, wool or velvet is used in making afternoon or formal dresses. wraps for formal wear, jackets, suits and coats. Emphasis will be placed on cutting and fitting, short cuts in construction processes and finishing details. Proper methods to use in the tailoring of garments and pressing of silk and velvet will be discussed and demonstrated. Silk materials on the market, study of the silk and wool fabrics, new weaves and identification of materials will be studied. Application of the principles of line and design as well as coordination of the wardrobe will be stressed.

CLOTHING VII (Remodeling)
It is essential that members of the class have had Clothing V or its equivalent before enrolling in the remodeling class. Instruction will be given on the preparation of the garment for class work, combination of new and old material, selection of garments for remodeling. Some problems considered are: remodeling of men's suit into a woman's tailored suit; box coat made from a suit skirt and long fitted coat; relining of fur or cloth coat.

CLOTHING VII (Household Sewing)
A unit in the selection and construction of curtains, draperies, slip covers for davenport, studio couch and chairs, skirt for dressing table, or any other type of household sewing. Each student works on her own individual problem.

GENERAL HOMEMAKING COURSES

HOSPITALITY AND TABLE DECORATION
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. Special speakers are brought in.

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 health 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.

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, 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.

PRACTICAL 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.

NEEDLEWORK
Needlework gives one an opportunity for creative work and expression of artistic ability. The various stitches are taught and the student works these out on a large sampler. Among the many stitches given are: Italian hemstitching, plain and fancy; Swedish weaving; needlepoint, smocking; fagoting, Roman cutwork; satin stitch; crewel work; cross stitch; and of course many others. Application of these stitches may be made to towels, luncheon sets, dresser sets or any article desired.

KNITTING AND CROCHETING
Both the beginner and the advanced student may enter this class, since all instruction is individual. One may choose the garment or article she wishes to make. Suggested articles for knitting are sweaters, suits, scarfs, mittens, dresses and skating sets; for crocheting, doilies, afghans, table mats, table cloths and other articles. Students are taught to block their own garments.

FABRIC STUDY
This is planned for the students who are interested in preparing to be dressmakers and designers. Fabrics are studied from the standpoint of fibers (cotton, linen, rayon, silk, wool, etc.).

silk, velvet, nylon), suitability to design of costume, to individuality of person, and to use in furnishing of home. The approach is functional rather than logical. Tests for identification of fibers are given. Dyeing of fabrics and textures are studied.

COSTUME DESIGN
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 handling fabrics; color and design to give an understanding of how color is related 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.

DECORATIVE GARDENS
In this course both summer and winter gardens will be planned. Soil and its need for food, need for air, care and transplanting of annuals and perennials as to size of mature plants and color of flowers will be discussed. Topics for discussion are: necessary tools and equipment for small gardens, garden enemies and methods of insect control, selection of flowers for rock gardens, bulbs for fall planting, winter protection for gardens and shrubs, the care of winter plants and planning of indoor gardens and glass gardens. Speakers on special topics will be brought in at various intervals.

GETTING YOUR MONEY'S WORTH
This unit is planned to guide the homemaker in securing maximum satisfaction for money expended in household goods and equipment. All possible aids in purchasing commodities such as sheets, blankets, refrigerators, kitchen utensils, gas ranges, vacuum cleaners, electrical appliances, furniture, hosiery, cosmetics and clothing will be discussed. Some of the purposes of this unit are: to evaluate advertising and to discriminate between good and poor quality merchandise; to recognize the limitations of information available to the home buyer; to gain an appreciation of the buyer's responsibility in cooperating with manufacturers and retailers in making reasonable demands for more accurate information. Special speakers and field trips will be features of this unit.

PERSONALITY DEVELOPMENT
This course is planned for adults and meets once a week. Some of the highlights are: developing a new or understanding philosophy of life; gaining self-assurance and poise; personality traits; conversation: relation of dress and grooming to personality; clothes and their use; color and personality; leisure-time activities; development of individuality; charm; posture: exercise; gaining self-confidence; introspection and extrapolation. This is a lecture and discussion course.

PERSONALITY FOODS AND PERSONAL APPEARANCE
This unit is for the adult who is interested in knowing how and why foods effect personality. "Staying Young at Forty" is one of the lectures of this unit. Also "Eat and Reduce" is a highlight. Cosmetics, their use and purchase, are included. Special speakers will be brought In and slides will be used.

NEW HORIZONS FOR THE FAMILY
This follows Personality Development and continues the subject of personal development but extends the interest of the homemaker beyond herself and her own interests. Ability to set goals and the putting of direction into life will be discussed. Guidance of the individual in determining the values most worth working for in personal and home living will be stressed. Some of the discussion will point toward learning how to live happily in a democratic society, developing contented citizenship.

CHILD DEVELOPMENT
This is for mothers of young children and is a lecture and discussion course. A reading shell will be provided and each student may bring in problems for discussion. Suggested topics are: the growing child; environment and habits; play interests and equipment; books and radio; emotions; the child's use of money.

THE ADOLESCENT
This is a lecture and discussion group, the content of which will be built on the interests of the class. Suggested topics are: mental hygiene; physical hygiene; an allowance for the adolescent; recreation; dating; parent and youth relationships. Special speakers will be featured.

FAMILY LIVING
This is a course for parents who would like some help on the common everyday problems which arise from time to time in most all homes. The class members will have an opportunity to help choose subjects for discussion. Some of the topics which may be discussed are: adjustment to social and economic changes; keeping abreast of the times; community responsibilities; some of the needs of families; recreation in the home; use of family resources; cooperation of family members; development of individual talents; group planning; meaning of a democratic home life; attitudes of parents toward children; homeschool relationships.

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 she desires. These are planned for homemakers in such a way that they can 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 dressings 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, soups, white sauces, custards, and egg cookery.
Meat Cookery—2nd and 3rd quarters. Poultry, meat and fish are included in this unit. Selection of meat, preparation, serving and carving are taught. A meat cutting demon-
FOODS II
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 bing cherries, tortes, ice box desserts and other frozen desserts.

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

Easy Guest Meals—2nd quarter. Entertaining without a meal 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.

MENU PLANNING
The nutritional needs of the body in relation to menu planning are considered. General policies in menu planning, food facts, 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 unit. Other topics included are meal patterns, food costs, menus for the party luncheon, dinner, and buffet supper.

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 in efficient marketing; determining the food to be purchased; purchasing perishable foods as meats, fruits, vegetables, dairy products; eggs, poultry, meat; canned foods, local foods, salads, clean, canned, and frozen foods. The nutritive value of meat and place in the diet are considered.

HOSPITALITY OR THE GRACIOUS HOSTESS
From "planning to pouring", and the hostess at tea time, the aids to entertaining, such as selection of chintz, silver, glassware, and linens are a part of this unit. Flower arrangement and table decorations are featured. Other highlights are: the breakfast as a means of entertaining, entertaining during the football season, and the "after theater" party. Special speakers are brought in on china, glass, silver, and linen.

FOOD PREPARATIONS FOR THE YOUNG BUSINESS WOMAN
This course is planned for the young woman who goes to business during the day, but who has the problem of planning and preparing meals, also. Suggestions are given which will suit all tastes and pocketbooks. Help in management problems is given: for instance, one night's dinner hinges a bit on the previous night's preparations. Actual food preparation is carried on in the laboratory. Typical dishes prepared are: casseroles, meat meals, vegetables, (fresh, canned, and frozen), salads, pastry, cakes and anything in fact which the class wish to make. This unit will be planned with the group after they enroll.

MENU MAKING AND PRATICAL NUTRITION
With the increasing emphasis laid on the foods we eat and their bearing on personality, good looks, efficiency and personal fitness, this course is planned for the business girl. Their relationship between promotion and correct eating habits is defined. Special speakers are featured.

DRESSMAKING FOR THE BUSINESS WOMAN
This unit may include the making of new garments or the re-making of last season's wardrobe. How to use one pattern successfully for several garments; something of the new fabrics such as nylon, rayons, and new weaves. Types of garments made may be decided individually. Some of the short cuts used in dressmaking and the various devices used to achieve that "ready-made look" are features of the unit. If desired, a fashion show will be given sometime during the year.

WAITRESS TRAINING FOR CATERING AND SPECIAL PARTIES
This will include formal and informal service for special parties, tea room service, counter service in cafeterias and soda fountains.

HOME MANAGEMENT TRAINING
The following courses are suggested for young homemakers, assist., is in homemaking and others who feel these courses would be of help to them in their own homes or homes of others.

FOOD PREPARATION
A laboratory course for one semester based upon the three meals of the day. Among the foods to be prepared would be: breakfast, fruits and cereals, quick breads, eggs, meats, preparation, small pastry, yeast breads, desserts, pastry, cakes and cookies. Garnishing and correct service are included.

TABLE SETTING AND SERVICE
Training in both formal and informal service, table setting are features of this unit. Actual training in the homemaking apartment is given.

MANAGEMENT PROBLEMS AND HOUSE CARE
Scheduling of time and work is stressed in this unit. Students may plan their own working schedules. Cleaning and care of each room is considered. The homemaking apartment will be used for demonstration purposes. Care and use of equipment, as well as special responsibilities, is given.

CHILD CARE
This is planned for the student who wishes to learn something of the responsibilities in caring for children. How to get along with children, story telling, what to do in an emergency, and the child's diet are a few of the topics considered.
### HOMEMAKING COURSES

**Homemaking Course for Full-time Beginning Student**

<table>
<thead>
<tr>
<th>HOURS</th>
<th>FIRST SEMESTER PER WEEK</th>
<th>SECOND SEMESTER PER WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foods I or Clothing I</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Social Living</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Design</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Needlecraft</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>English III</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Junior Dramatics</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

**Homemaking Course for Full-time Advanced Student**

<table>
<thead>
<tr>
<th>HOURS</th>
<th>FIRST SEMESTER PER WEEK</th>
<th>SECOND SEMESTER PER WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clothing II</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Personality Development</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Foods V (Nutrition and Menu Planning)</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Social Science II</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Home Management II</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

**Homemaking Electives for the High School Graduate**

<table>
<thead>
<tr>
<th>HOURS PER WEEK</th>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foods III</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Clothing III</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Family Relationships</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Spending My Income</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Personality Development</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Hospitality and Table Arrangement</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Nutrition</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

### NATIONAL DEFENSE SCHEDULE

<table>
<thead>
<tr>
<th>HOURS</th>
<th>Knitting Menu Planning Red Cross Sewing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Buying</td>
<td></td>
</tr>
</tbody>
</table>

### Dressmaking Course for Students Who Wish to be Fashion Designers and Modistes

<table>
<thead>
<tr>
<th>HOURS</th>
<th>FIRST SEMESTER PER WEEK</th>
<th>SECOND SEMESTER PER WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clothing Construction</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Costume Design</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Design</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Fabric Study</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

### Suggested Course for Students Preparing for Nurse's Training

<table>
<thead>
<tr>
<th>HOURS</th>
<th>FIRST SEMESTER PER WEEK</th>
<th>SECOND SEMESTER PER WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Dietetics</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

### ADULT EDUCATION SCHOOL

### Suggested Courses in Adult Homemaking
Schedules suggested or combinations from these schedules may be followed

**Schedule I**

<table>
<thead>
<tr>
<th>HOURS</th>
<th>MORNINGS PER WEEK</th>
<th>AFTERNOONS PER WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clothing Construction</td>
<td>3</td>
<td>Clothing or Foods</td>
</tr>
<tr>
<td>Pattern Alteration</td>
<td>2</td>
<td>Pattern Alteration</td>
</tr>
<tr>
<td>Child Development</td>
<td>2</td>
<td>Practical Nutrition</td>
</tr>
<tr>
<td>Personality Development</td>
<td>2</td>
<td>Hospitality</td>
</tr>
</tbody>
</table>

**Schedule II**

<table>
<thead>
<tr>
<th>HOURS</th>
<th>Schedule III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clothing or Foods</td>
<td>Clothing or Foods</td>
</tr>
<tr>
<td>Personality Wardrobe</td>
<td>Housing</td>
</tr>
<tr>
<td>Food Buying</td>
<td>Needlework</td>
</tr>
<tr>
<td>Budgeting</td>
<td>Decorative Gardens</td>
</tr>
</tbody>
</table>

**Schedule IV**

<table>
<thead>
<tr>
<th>HOURS</th>
<th>Schedule V</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clothing or Foods</td>
<td>Clothing or Foods</td>
</tr>
<tr>
<td>Knitting and Crocheting</td>
<td>Menu Planning</td>
</tr>
<tr>
<td>Getting Your Money's Worth</td>
<td>Costume Design</td>
</tr>
<tr>
<td>Personality Foods</td>
<td>Fabric Study</td>
</tr>
<tr>
<td>Personality Appearance</td>
<td></td>
</tr>
</tbody>
</table>

### Suggested Courses for Young Homemakers, Brides-to-be, or Homemaking Assistants

**One Semester**

<table>
<thead>
<tr>
<th>HOURS PER WEEK</th>
<th>Food Preparation</th>
<th>10 hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management Problems</td>
<td></td>
<td></td>
</tr>
<tr>
<td>House Care</td>
<td>5 hrs.</td>
<td></td>
</tr>
<tr>
<td>Child Care</td>
<td>5 hrs.</td>
<td></td>
</tr>
</tbody>
</table>

**Food Service Courses for Those Who Are Interested in Training for Positions in Hotels, Cafeterias, and Cafeterias**

<table>
<thead>
<tr>
<th>HOURS</th>
<th>FIRST SEMESTER PER WEEK</th>
<th>SECOND SEMESTER PER WEEK</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food Preparation</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Organization and Menu Planning</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Public Speaking</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Food Buying</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Business Mathematics</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Salesmanship and Advertising</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

### Music Courses

Music students may also elect courses in the Home Economics, Commercial, Trade, Academic and Art Departments

**PIANO I**

A course for beginning students. Folk tunes, easier arrangements of the classical repertoire. Textbook: First Steps for the Young Pianist, Kinsello ($7.50).

**PIANO II**

Continuation of Piano I. Special attention to rhythm problems, finger independence, left-hand, and melody playing. Textbook: Second Steps for the Young Pianist, Kinsello ($9.00).
MODERN STYLE PIANO PLAYING
Practice in the performance of modern arrangements of popular music; how to improvise, fill in, play breaks, riffs, stride, blues, etc. in the manner employed by professional orchestra pianists. Textbook: Modern Piano Method, Lopez ($1).

VOICE TRAINING
Instruction in small groups in the fundamentals of singing: resonance, voice placement, range, color, diction, etc.

STRING, REED, AND BRASS ENSEMBLE
Teaches the fundamentals of ensemble playing with instruction in the technique of various instruments.

HARMONY
An elementary course in music writing, study of tonalities and intervals, formation, progression, selection of triads and chords of the seventh and ninth. Modulation, analysis, keyboard harmony.

MIXED CHOIR
Membership is open to all students in the school. This group provides an opportunity for the correct singing, understanding and enjoyment of a liner type of choral music.

RECREATIONAL CHORAL UNITS
To be organized in cooperation with other departments of the school. These groups will stimulate good fellowship and will be available for school assembly programs.

SIGHT-READING OF MUSIC
A series of lessons designed to develop the faculty of thinking in tones to train ear and eye that we may learn to sing and play what we hear and see.

ORCHESTRATION FOR THE MODERN DANCE ORCHESTRA
A practical course in arranging music which covers modern theory and harmony, with a description and demonstration of instruments used in the average dance orchestra. Textbook: Dance Arranging, Weirick ($2.50).

POPULAR PIANO CLASSES
Prerequisite: The equivalent of one semester of piano training. This involves some reading ability and knowledge of rhythms. (New students will be required to cover one semester's work in the fundamentals of the piano before proceeding to the study of popular piano music. Others will be required to pass an examination on such fundamentals.)

Trade and Industry Courses
Trade students may also elect courses in the Art, Music, Home Economics, Commercial and Academic Departments.

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.

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 an additional semester of work on the electrical units and motor analysis is required.

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 working drawings; use of abbreviations 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.

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 ability to apply principles involving conductivity, capacities, and heat to electrical apparatus.

MACHINE DRAFTING
Students desiring to work ahead in any trade need machine drafting. Problems of interest to meet individual needs are built around the following subjects: standard screw threads; detail and assembly drawing; tables and material lists used in working drawings; use of handbooks; bills of materials; cams and gears; pattern drafting; material of machine design; tool, jig, and die design.

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.

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, 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.

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 make-ready are given the third semester.
Along with simple binary 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.

**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 circuits, resistances, series circuits, and paralleling of circuits. It provides operating practice and methods and rules for securing a government license.

**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, black iron, and blue painted iron. Radial and parallel line development, triangulation, and short methods in layout are applied to furnace, air conditioning, roofing, and ornamental work.

**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.

**ELECTRIC ARC WELDING**
This course offers the essentials of operation and processes involved in both AC and DC welding, with practical 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.

**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 woodworking 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.

**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 scalp and local treatment, care of equipment, and treatment of skin diseases. Units are covered in anatomy, formulas, sanitation, salesmanship, and trade ethics.

**BRICKLAYING**
Blueprint reading, site plans 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.

**COSMETOLOGY**
A study course of work supplementary to the daily occupation, including the care and use of cosmetic materials and equipment; a study of anatomy, formulas, sanitation, trade ethics, and salesmanship.

**ELECTRICITY**
Blueprint reading, layout work, mathematics for alternating and direct current, DC and AC theory, 3-phase power theory, meters, code, and practical problems.

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

**MACHINE SHOP**
This course is designed to supplement daily work on the job with theory in mathematics, oral English, commercial law, shop sketching, mechanics, strength of materials, metalurgy, and design as described under technical course.

**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.

**PHOTOGRAPHY**
Work that is supplementary to the daily occupation in layout, mathematics, use of electrical equipment, photography, and physics of light.

**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 imposition. 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.
STEAMFITTING APPRENTICES

A course for steamfitting apprentices will follow as closely as local conditions will permit the national standards for steamfitting apprentices adopted by the Heating, Piping and Air Conditioning Contractors Association and the United Association of Journeymen Plumbers and Steamfitters. It will aim to provide the apprentice with instruction related to the trade.

TECHNICAL COURSE

A two-year course for young men who are qualified by previous training, desiring to enter technical fields. Related subjects offered will depend on previous school training.

MECHANICS

Graphical methods of force analysis by means of vector diagrams; principle of moments applied to reactions of beams and machine parts; work, energy and power; simple machines; physics of machines.

STRENGTH OF MATERIALS

Elements of simple stresses; loading and size of machine parts; deflections under loads; theory of bending; flexure formula; shear and moment diagrams; shafting; columns; simple machine design.

METALLURGY

Fundamentals of iron and steel alloys; emphasis on carbon iron diagram; critical temperatures, molecular structure, cooling rates, quenching media, S.A.E. numbers, hardness testing; effects of alloys on steels and uses in industry.

MECHANICAL DRAWING

Mechanisms of motion, velocity diagrams, gearing, and machine parts will be emphasized; practice in use of hand books for calculations, bearing selection, and machine data.

MATHEMATICS

Review of factoring, square root, quadratic equations, and simultaneous equations. Advanced work in functions and graphic representations, power function, circle and circular functions, ellipse and hyperbola, permutations, combinations, binomial theorems, progressions. Logarithmic and exponential functions, trigonometric equations and solutions of triangles, simple harmonic motion and waves, complex numbers, loci, and the conic sections.

SLIDE RULE

Instruction for rapid calculations in multiplying, dividing, squaring and extracting square roots will be given on the slide rule. Advanced work is available to students desiring it.

RELATED COURSES

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 average chemistry course usually given in the typical high school as well as giving trade applications. Laboratory fee $3 per year. Text required.

ADULT EDUCATION 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.

MATHEMATICS

All mathematics courses in our school are taught on an individual lesson basis. The content of the course, which ranges from simple arithmetic through college algebra, includes arithmetic, high-school algebra, plane geometry, solid geometry, trigonometry, and college algebra. For trade students there are practical mathematics courses made up of actual shop and trade problems. For commercial students there are brief reviews of commercial arithmetic.