Bulletin of the  
Madison Vocational  
and  
Adult Education  
School  

1942-1943  

EVENING SCHOOL  

Board of  
Vocational and Adult Education  
211 N. CARROLL ST., MADISON, WISCONSIN
Salute to the Flag

I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation, indivisible, with liberty and justice for all.

*
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 28, 29, 30, October 1, 2, 1942, from 7 P.M. to 8:30 P.M.

Instruction begins Monday evening, October 5. 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. 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.
ADULT EDUCATION SCHOOL

Academic Courses

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

ENGLISH II—Monday and Wednesday, 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—Wednesday 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, 7:00-8:00.
Advanced course in grammar, punctuation, spelling, letter writing, and sentence structure.

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

SHAKESPEARE
A class in Shakespearean study and reading to meet the needs of a large number of citizens who would like to become better acquainted with Shakespeare's works.

PUBLIC SPEAKING FOR EVERYONE—Monday, 7:00-9:00.
This will include: position and bearing on the floor; remembering what you wish to say; getting, arranging, connecting 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.

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.

GERMAN I—Tuesday and Thursday, 7:00-8:00.
A beginner's course in German grammar, reading, and speaking.

SPANISH I—Tuesday and Thursday, 7:00-8:00.
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, 7:30-9:30.
The “news behind the news” in international affairs.

BOOKS FOR ALL—Monday or Wednesday.
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.

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

ADVANCED SHOW CARD WRITING AND SIGN PAINTING
Advanced course in making permanent signs, displays, timely layouts, and alphabets. Laboratory fee $2.00.

GENERAL ART COURSE—Tuesday and Thursday, 7:00-9:00.
Design as applied to posters, Christmas cards, place cards, and decorative design. Stencil spray technique. Cartooning which includes comic cartoons, advertising cartoons. Chatel-Teal techniques. Laboratory fee $2.00.

GENERAL CRAFTS—Tuesday and Thursday, 7:00-9:00.
Block printing, leather tooling, chip carving, wooden-bent work, non-loom techniques (trotting, weaving on homemade appliances). Course especially planned for camp, scout, youth leaders and those interested in occupational therapy. Laboratory fee $2.00.

AMATEUR PHOTOGRAPHY—Tuesday and Thursday, 7:00-9:00.
A course for amateurs offering developing, printing, enlarging, and other dark-room procedure. Laboratory fee $2.00 a semester.

LANDSCAPE PAINTING—Monday, 7:00-9:00.
Pictorial composition. Media oil and water-color. Prerequisite drawing. Materials to be furnished by student. Laboratory fee $1.00.

MODELING AND WOOD CARVING—Monday and Wednesday, 7:00-9:00.
Modeling: Creative design in three dimensions. Wood Carving: Constructions of patterns, preparations of wood, techniques of carving and finishes. Laboratory fee $2.50.

POTTERY—Monday and Wednesday, 7:00-9:00.
Pottery forms with coil method. Slip moulds, surface enrichment and glazes. The placing and firing the kiln. Use of the potter’s wheel. Laboratory fee $2.50.

API METAL—Tuesday and Thursday, 7:00-9:00.
Individual and class instruction in various processes as applied to copper, brass, pewter, and silver. Laboratory fee $3.00.

*Course offered provided metal is available.

SILVER CRAFT—Tuesday and Thursday, 7:00-9:00.
Elementary course in modeling in wax, investing, and casting in silver. Articles made: Costume jewelry and figurines. Prerequisite: Foundation art courses and laboratory training. Laboratory fee includes use of equipment and all materials for class problems. Class limited to ten students. Laboratory fee $5.00.

BOOK BINDING—Monday and Wednesday, 7:00-9:00.

WEAVING—Tuesday and Thursday, 7:00-9:00.
Textile construction, analysis of tapestry andloom weaving. Processes of warping and threading. Laboratory fee $1.00.

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 hooked techniques taught. Braided rugs in three and five strand braid; round, oval, or geometrical design. Laced method taught. Laboratory fee $1.00.

INTERIOR DECORATION—Tuesday, 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 courses are style trends in furniture, arrangement of furniture, background and window treatments, selection and framing of pictures, accessories. Course supplemented by illustrative material, new periodicals, books, Baloptican, and field trips. Laboratory fee $1.00.

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

FASHION ILLUSTRATION—Monday and Wednesday, 7:00-9:00.
Prerequisites: drawing. Study of the fashion figure for the purpose of commercial illustration. Line, wash tech­niques, commercial reproduction processes. Model. Laboratory fee $1.00.
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 fundamentals of bookkeeping, with special emphasis on the 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’s Bookkeeping for Today give practical application to these principles.

Cost of text and supplies: $2.20.

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.
STENOGRAPHY II (Beginning Dictation).
Tuesday and Thursday, 7:00-8:30, or 7:00-9:00.
This course consists of a thorough review of shorthand principles and beginning dictation work at the rate of 40 words a minute. Transcription at the typewriter is required.
Course fee: 50 cents.
Text: Gregg Functional Method (Volumes I and II) $3.00.

STENOGRAPHY III (Intermediate Dictation).
Tuesday and Thursday, 7:00-8:30, 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 Shorthand 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 Shorthand 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 attain a shorthand speed of 100 to 150 words a minute. Transcription at the typewriter is required.
Course fee: 50 cents.
Text: To be announced later.

STENOTYPY I (Beginning)—Tuesday, 7:00-9:00.
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 new machine: cash, $67.50, or on time $75.
(Often there are second hand machines available.)

STENOTYPY II—Thursday, 7:00-9:00.
This course includes a review of the theory covered in stenotypy I and supplementary work to build up speed to approximately 125 words a minute. Text: $2.50.

TYPEWRITING I
Monday and Wednesday, 7:00-8:00, or 8:00-9:00, or Tuesday and Thursday, 7:00-9:00.
This is for those who wish to learn the touch system of typewriting. It includes the following: study of the parts of the machine, mastery of keyboard, drills for rhythm and accuracy, correct typing habits.
Course fee: 50 cents.
Text: Stuart Typing ONE Year Complete Course, $1.50.

TYPEWRITING II—Monday and Wednesday, 7:00-8:00, or Tuesday and Thursday, 7:00-9:00.
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: Stuart Typing ONE Year Complete Course, $1.50.

Distributive Education Courses
All courses in the field of retail selling are now classified under Distributive Education. The following courses are offered with the aim of assisting in developing personnel in the selling field.

ADULT EDUCATION SCHOOL

BANKING
The following courses are designed especially for bankers and bank tellers. The texts used are publications of the American Institute of Banking. Upon the completion of these courses and passing the examination, a certificate is granted by the American Institute of Banking.
1. Money and Banking
2. Negotiable Instruments
3. Commercial Law
4. Analyzing Financial Statements
5. Economics and Public Speaking

GROCERS TRAINING COURSES
These courses are organized in collaboration with the National Grocers Institute.

DAIRY ROUTEMEN'S SELLING COURSE
This course is designed as a study of the duties, services and responsibilities of the dairy routemen.

SALESMANSHIP COURSE I
Pre-employment course for persons interested in entering the retail industries.

SALESMANSHIP COURSE II
Advanced course for experienced salespeople covering the psychology of selling, public relations, textiles, trend management.

STORE RECORD KEEPING AND BUSINESS MANAGEMENT
Designed to meet the needs of the small business or trade.

INSTITUTES AND CLINICS FOR SUPERVISORS AND PERSONNEL DIRECTORS IN THE FIELD OF RETAIL SELLING
These courses will be conducted at various times during the entire school year as the need arises. Trained people from the various fields of retail selling will conduct these institutes.

FURNITURE SELLING
Technique of salesmanship style as a selling factor; furniture woods; selling sleep equipment; floor coverings and fabrics; furnishing various rooms; accessories—lamps, pictures, wall decorations and plastics.

FITTING AND SELLING OF SHOES
Information on fitting devices; pathology of the foot; shoe construction; leathers and selling technique.

SALES TRAINING FOR RESTAURANT PERSONNEL
Course covers an analysis of the job; arrangement of menus; standards for food products; advertising; customer good-will; assembling and serving of orders.

MEAT MERCHANDISING
Pricing, preparation and selling of meats. Designed especially for persons engaged in the meat retailing business.

LIFE INSURANCE—Monday 4:00-8:00 P.M.; 7:00-9:00 P.M.
The highest step in the ladder of education in the field of Life Insurance is the acquisition of the degree of Chartered Life Underwriter. This degree is bestowed upon successful candidates by the American College of Life Underwriters. The entire course covers a series of five examinations of four hours each, and the classes in Madison are being conducted in preparation for these examinations which lead to the C.L.U. degree.
Home Economics Courses

Foreword: Practically all the Home Economics courses have been revised to meet the war program. Recipes have been changed, hospitality courses tuned to war-time entertaining, clothing construction conforms to government regulations, and all general homemaking courses are pointed toward the part the home plays in keeping up morale and winning the war.

FOODS

FOODS I—Monday and Wednesday, 7:00-8:00.
Basic principles of food preparation stressing cookery in relation to good nutrition. Units on general cookery, baking, Christmas cookies, cake making, pastry, meats, poultry, vegetables, salads and desserts. Laboratory fee $1.50.

FOODS II—Section I—Monday, 7:00-8:00.
Section II—Wednesday, 7:00-8:00.
Wartime entertaining and recreation through guest meals; teas, luncheons, buffet suppers, holiday foods, Christmas candies, holiday suppers, after theater snacks, entertaining the man from the armed forces. Laboratory fee $1.50.

FOODS III—Tuesday and Thursday, 7:00-8:00.
For bibles and brides-to-be. Newest methods of cookery according to nutrition principles. Planning and preparation of simple keep-within-your-budget meals. Enriched and whole wheat flour recipes used. Pastry and desserts to match your sugar ration. One dish meals and casserole dishes. Garnishing and attractive methods of serving. Laboratory fee $1.50.

FOODS IV—Tuesday and Thursday, 5:15-7:15.
Intelligent food buying in accordance with income and based on nutritional principles. Special speakers and field trips featured.

NUTRITION—Section I—Monday.
Section II—Tuesday.
Section III—Wednesday.
Section IV—Thursday.
All nutrition classes will be according to the Red Cross course and Red Cross certificates will be issued upon completion of course. How to keep fit through proper food, how to plan your daily meals, vitamin and mineral requirements, and normalizing weight, are the main topics of the course.

RED CROSS CANTEN—Tuesday, 7:00-9:00.
This course is open to people who have completed the Red Cross Nutrition course, and is to train people who wish to become volunteers in the Canteen Corps.

HOSPITALITY AND TABLE SERVICE.
Wednesday, 7:00-9:00.
A course designed to be utilitarian as well as aesthetic. Table setting, formal and informal table service, Study of China, silver, glass, and linen; flower arrangement; correct service for teas and buffet luncheons. Course fee $5.00.

ADULT EDUCATION SCHOOL

ELECTRIC ROASTER DEMONSTRATIONS
Tuesday, 7:00-9:00.
A series of demonstrations on the use of the roaster in preparation of meals, including meats, breads, cakes, pastry, casserole dishes, and vegetables. Use of syrups for sweetening, as well as other adaptations to the war program.

NUTRITION FOR RETAIL GROCERS—Tuesday, 7:00-9:00.
High points of course are: The need for nutritional intelligence at the point of sale; kinds of food the human body needs; vitamins; calories; minerals; enriched foods. The course consists of six lectures.

GENERAL HOMEMAKING

CONSUMER INTERESTS—Monday, 7:00-9:00.
How to buy intelligently in war time. Keeping in touch with all information coming out from the Office of Price Administration. New fabrics on the market and how to buy them. Conservation and care of present equipment.

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.

PERSONALITY IN HOMEMAKING—Monday, 7:00-9:00.
Personality in the home; how to run the home smoothly, expressing pulse and harmony. Time, labor and income management; records and budgeting; organization of schedules for maid. Special speakers and field trips featured. Laboratory fee $5.00.

HOME NURSING LONG COURSE
Section I—Monday. 7:00-9:00.
Section II—Tuesday. 7:00-9:00.
Section III—Wednesday. 7:00-9:00.
Section IV—Thursday. 7:00-9:00.
Home care for illness. Carrying out the doctor's orders. Taking temperatures; bandagings first aid. This will be given in accordance with Red Cross requirements and will lead to a Red Cross certificate. Course fee $5.00.

HOME NURSING—Red Cross Course of 12 lessons.
Section I—Monday. 7:00-9:00.
Section II—Tuesday. 7:00-9:00.
Section III—Wednesday. 7:00-9:00.
Section IV—Thursday. 7:00-9:00.
This will be the Standard Red Cross course of twenty-four hours and will lead to the Red Cross certificate.

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.

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.

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 redesigning patterns. Use of commercial patterns: muslin foundation patterns. Part of period spent on alteration of garments. Course fee $.50.

CLOTHING IV—Tuesday, 7:00-9:00.


CLOTHING V—Wednesday, 7:00-9:00.

That ready-made effect. Dresses, skirts, and blouses. Summer suits. Finishes suggested. Rayons, linens, silk and wool may be used. Course fee $.50.

CLOTHING VI—Tuesday and Thursday, 7:00-9:00.

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

CLOTHING VII—Wednesday, 7:00-8:00.

Remodeling of garments for advanced pupils. Pattern alteration to be taken parallel to this course, or prior to it. Course fee $.50.

FUR REMODELING—Monday, 7:00-8:00.

Making over fur coats: restyling and modernizing; putting fur collars on coats and suits.

MILLINERY—Section I, Monday, 7:00-9:00.

Section II, Wednesday, 7:00-9:00.

This course is taught by a local milliner and will include: making of turbans to match dresses, suits and coats; fur and fur-trimmed hats; blocking and retimming; harmonizing of colors and materials; design of hats; shaping turbans and hats to suit different types of faces.

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.

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.

PARENTOLOGY—Thursday, 7:00.

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, 7:00-8:00; 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.


PIANO I—Tuesday or Thursday, 7:00.

A course for beginning students. Folk tunes. Easier arrangements of classical repertoire.

Textbook: First Steps for the Young Pianist, Kinsella ($75).
SPECIAL COURSES
Special courses in Form and Analysis, Conducting, Sight-Reading, and Arranging will be offered if a sufficient number of requests are received.

Trade and Industry Courses

BAKING—Monday, 7:00-9:00.
Baking Science and related information for journeyman bakers. Short units on cake decorating will be offered. Materials fee.

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

CHEMISTRY—Tuesday and Thursday, 7:00-9:00.
Industrial chemistry essential to laboratory technicians and to many skilled trades. Fee $3.00. Texts extra.

DRAFTING—Tuesday and Thursday, 7:00-9:00.
Blueprint reading, shop sketching and elementary machine design for men employed in machine shop trade.

DRAFTING—Monday and Wednesday, 7:00-9:00.
Mechanical and architectural drafting. Fee $1.50.

FOUNDRY—Thursday, 7:00-9:00.
Informal discussion on such foundry problems as sand testing and control, operation and construction of melting furnaces, metals and alloys, mixing and cupola charges, cleaning room operations, moulding and core making.

INSPECTION—Tuesday and Thursday, 7:00-9:00.
Blueprint reading, basic reading of micrometer, vernier, scales, and other precision instruments. Primarily for inspection of production line machine parts.

MATHEMATICS—Tuesday and Thursday, 7:00-9:00.
Individual instruction in algebra, geometry, trigonometry, and calculus. Special instruction given to young men wanting review courses for army, navy and air corps manifold exams.

PRINTING—Two evenings per week, 7:00-9:00.
Trade extension for apprentice printers.

RADIO COMMUNICATION
Tuesday and Thursday, 7:00-9:00.
A course designed to give sufficient training for passing the Federal Radio examination. Part of every session devoted to code practice.

SHEET METAL
Pattern drafting for sheet metal workers. Fee $1.50.

SLIDE RULE—Tuesday and Thursday, 7:00-9:00.
Operation and use of slide rule for calculations in various trades.

STEAMFITTING—Friday, 7:00-9:00.
Short units for tradesmen on each of the following: construction of various types of equipment, traps, heaters, boilers, regulator equipment, template design for pipe bending and welding, heat loss calculations, and heating system design.

ADULT EDUCATION SCHOOL

EVENING TECHNICAL ENGINEERING COURSES
A simplified course for men in the metal trades industry who feel a lack of technical and general knowledge, upon the completion of which a certificate will be issued.

MATHEMATICS
Elementary algebra, application of geometric principles, trigonometry functions, and use of tables.

MECHANICS
Use and application of simple machines: wheel and axle, pulley, screw, wedge and inclined plane.

METALLURGY
S. A. E. numbers, hardness testing, effect of alloys on steels in industry, composition and temperatures of common alloys, and study of NE steels.

TRACING—Monday and Wednesday, 7:00-9:00.
Preparation for tracer in drafting room. Short units in use of instruments, tracing on various types of material, and study of conventions, symbols and lines. Fee $1.50.

National Defense Courses
For the past two years the trade department of this school has been conducting national defense courses in cooperation with the Social Security Agency, Washington, D. C. The shops have been devoting their entire time to training men and women over eighteen years of age to become operators in the various trade fields which are building national defense equipment.

Students wishing to enroll in these courses, either men or women who are over eighteen years of age, may do so by registering with the Federal Employment Office, 210 Monona Avenue, Madison.

Most of these trade training shops are in operation twenty-four hours of each day, seven days of the week. Eight weeks of training in the following are offered:

- Acetylene Gas Welding
- Airplane Engine Mechanics
- Arc Welding
- Electricity
- Machine Shop
- Radio (Repair and Communication)
- Sheet Metal (Aircraft)
- Shipbuilders Helper (Woodwork)

The following related training courses for national defense workers are also offered:

- Blueprint Reading
- Inspection and Layout
- Shop Mathematics
- Shop Sketching and Mechanical Drawing
- Slide Rule and Micrometer Instruction

All of the above courses have been approved by the federal government, and trainees, upon satisfactory completion of the course, are eligible for employment in national defense industries. There are no fees in the national defense training courses.

Students who are temporarily employed and wish to prepare for employment in national defense industries may arrange with the Vocational School to enroll in many of these courses at certain times that will not interfere with their present employment.

WELDING TEST
All persons wishing to take the navy test in welding in order to find out if they can qualify for welding in the government shipyards may arrange with the school to take this test. No fee.
Salute to the Flag

I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation, indivisible, with liberty and justice for all.

★
BOARD OF VOCATIONAL AND ADULT EDUCATION

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ALEXANDER R. GRAHAM, Director
Office: 211 North Carroll Street
Telephone: Badger 2351

SCHOOL CALENDAR 1942-1943

Tuesday, September 8—School opens.
Monday, October 6—Evening school opens.
Thursday and Friday, November 5 and 6—School closes for Milwaukee meeting of the Wisconsin Education Association.
Thursday and Friday, November 26 and 27—School closes for Thanksgiving.
Saturday, December 19, 1942, to Monday, January 4, 1943—School closes for Christmas.
Monday, January 4, 1943—School reopens.
Friday, January 29—End of first semester.
Monday, February 1—Beginning of second semester.
Friday and Saturday, February 12 and 13—School closes for meeting of Southern Wisconsin Education Association.
Friday, March 26—Evening school closes.
Saturday, April 10 to Monday, April 19—School closes for spring vacation (Easter).
Monday, April 19—School reopens.
Friday, April 23, 1943—School closes for Good Friday.
Friday, May 1—School closes for meeting of Wisconsin Association for Vocational and Adult Education.
Friday, June 11—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.

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 and attend school on a part-time, half-time, or full-time plan. Arrangements may be made to accommodate the student in this regard.

ADULT COURSES

There are courses for young people and adults. These 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 $10 per day is collected. Tuition is payable quarterly in advance and is due on the following dates: September 8, November 16, February 1 and April 5. Tuition is payable in the Main Office.

ATTENDANCE

A close check-up is kept on the attendance of all students, including the adults. It 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 the guidance office.

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 this 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 at 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.

MADISON VOCATIONAL AND 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.

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 to help boys and girls in their reading habits, and to attain a joy from reading. Individual help for understanding and satisfaction are stressed. Selected short stories and books are used in this class.

LITERATURE II

The emphasis in this class is placed on speed and comprehension. Scholarmatic magazine is the material used during the class period. Books from the library are read outside of the class room.

LITERATURE III and IV

This course is planned for those who come to school one day of the week. The purpose of the class period is to create an interest in current information. Newspapers, Readers' Digest and Life magazine are used for the class work.
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 careful 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 type 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, costume, lighting, and stage equipment. Intensive study of great plays and famous people of the stage. Collatera1 reading of a list of plays designed to give the students a knowledge of how to choose a play intelligently. Open to all students.

JUNIOR DRAMATICS

A course for young boys and girls in play reading, radio announcing and technique, vocabulary, and conversation.

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 (Wisconsin Geography and Industry)

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, its contribution to the United States and the world.

SOCIAL SCIENCE II

The story of nations. The story of democracy. A history of industry.
COMMERCIAL ART—Daily 9:30-10:15. Lab. Fee $1.00

A practical course offered to young adults who are interested in Commercial Art as a vocation. The following units are included: graphic design, perspective, pen and ink rendering, processes of reproduction and silk screen process.

COSTUME DESIGN—Monday and Wednesday, 2:30-4:00. Lab. Fee $.75

Suggested for those interested in designing costumes and accessories for personal or professional problems. Methods of drawing and rendering in wash or color, on paper, are taught. Miniature model for draping.

1st Quarter


2nd Quarter

Principles of design and color theory as applied to costume. Inspirational, historical, and foreign influences. Textures and combinations.

3rd Quarter

Clothing accessories, make-up, millinery, foundations and related subjects. Planning a budget wardrobe; wardrobe planning for vacations, trips, weekends, unusual occasions; building around present wardrobe items; commercial dress; problems in remodeling. Individual needs given special consideration.

4th Quarter: FASHION ILLUSTRATION (1st and 2nd Sem.)

This course will be of particular value for those engaged in advertising, selling or commercial art work. It includes a study of the fashion figure; techniques in pen and ink, wash, charcoal and crayon; mechanical processes, such as Ben Day, Ross Boards, spatter brush, air brush and methods of reproduction. Lay-out, rendering of textures and sketching from a model are phases of this work. Prerequisites: Design or Drawing. Laboratory Fee $.10 each.

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 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.

APPLIED ARTS—I—DAILY, 1:00-2:30

Planned primarily for first year full and half-time Home Economics girls to acquaint them with the importance of good design in everyday life.

1st Quarter

Principles of design, color theory and composition as related to architecture, furniture, costume, weaving, table arrangements, etc. Ideas for making the most of things at hand.

2nd Quarter

Individual problems in applied design correlated with home economics classes on the student’s program. These include: metal tiles for card recipes in foods classes; mounting and cataloguing of recipes; loose leaf notebook for clippings and pictures of food and table arrangements; place cards for dinners and parties; monograms for linens; towels, dresses, sweaters, etc. which may be used in the sewing and needlework classes; bookends, coasters, candy boxes, 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 cooking classes; labels for jellies and other canned foods; arrangement of shelves and cupboards and color accessories for the kitchen, designs for quilt squares.

RELATED ART—Interior Decoration for second year full and half-time Home Economics Students—Daily, 1:00-1:45

Application of Art principles to everyday living. Making the most of available materials: placement of furniture; backgrounds; window treatments; rugs; rooms and their purposes; accessories; lighting; pictures, etc. A practical related-arts course.

ART LABORATORY WORKSHOP—Monday, Wednesday and Friday, 1:45-2:30.

A suggested art class for representatives of all departments who would take care of art work needed in their respective fields for the semester or quarter, much as the newspaper reporters do. This work could be done under supervision and training and at a definite time. Such things as block cuts for the paper, charts and illustrations for classwork, labels, signs for class room activities, etc. would be amply provided. Students would benefit also.

ARTS II, FREEHAND DRAWING—Daily, 10:15-11:45. Laboratory Fee $1.00.

A basic drawing course open to both beginners and advanced students.

1st Quarter

Mass, line and form from casts, still life and figure. Media: pencil, charcoal, conte and pastel.

2nd Quarter


3rd Quarter

Composition and techniques. Water color, gouache and oil. Still life and figure.

4th Quarter

Landscape, illustration, figure composition, advanced still life. Choice of media.

Current exhibits visited during each quarter with criticism by instructor. Students will furnish all materials.

ARTS III, ADVANCED DESIGN—Daily, 1:00-2:30. Laboratory Fee $.75

One of the most varied classes—Art work.

3rd Quarter

Commercial illustration, cartoon and caricature, surface patterns for fabrics, wall papers and other usages; stylized design from life; modern adaptation of historical design. All media.
4th Quarter

Commercial assignments such as programs, letterheads, menus, Christmas and greeting cards, monograms. Designs for advanced applied projects such as screens, lamps, block prints, etc. may be planned. Color theory, composition, techniques. Art book if desired.

Prerequisites: Previous Art training.

ARTS IV—Friday, 2:30-4:00. Laboratory Fee $2.00.

PORTRAIT

Open to advanced students only. Study of the head, and techniques of portrait painting. Choice of media. Models. All materials furnished by the student.

INTERIOR DECORATION—Thursday, 2:30-4:00.

1st Quarter

A course for adults dealing with the more practical aspects of interior decoration; problems of location; style of architecture as it affects furniture and interior; furniture arrangement.

2nd Quarter

Background and window treatments; floor coverings; illumination; pictures; accessories; continuity in decorating. Color and textures in interiors. Furniture styles suitable for today. Decorating an apartment. Individual problems.

3rd Quarter

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.

4th Quarter

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.

MODEL BUILDING FOR TRADE BOYS—Daily, 10:15-11:00.

Construction of three dimensional models of airplanes, boats and architectural structures.

DESIGN FOR PRINTERS—Daily, 1:00.

A comprehensive study of layout, proportion, balance, tone quality and harmony, emphasis, line form, decoration and borders. Reproduction processes and color.

CRAFTS FOR PART TIME BOYS—Daily, 1:45-2:30.

Problems in leather modeling, chip carving, metal etching and taping and cork craft.

GENERAL CRAFTS (Adults)—Tuesday, Wednesday and Thursday, 2:30-4:00.

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. Laboratory fee $1.

ART METAL FOR ADULTS—Tuesday, Thursday, 1:45-4:00.

Students to purchase their own material; laboratory fee $.50 per quarter.

ADULT EDUCATION SCHOOL

1st Quarter

A general knowledge of various processes and the use of tools in art metal design. Work will be in copper and brass only.

2nd Quarter

More advanced design as applied to pewter only.

3rd Quarter

Art metal design as applied to costume jewelry work in copper, brass, pewter and silver.

4th Quarter

An advanced course in jewelry. Elementary wax modeling for silver casting.

SILVER CRAFT FOR ADULTS—Monday and Wednesday, 8:45-11:00 Tuesday and Friday, 8:45-11:00.

Students to purchase their own material. Laboratory fee $5.00 a semester.

1st semester: An elementary course in modeling in wax, investing and casting in silver. Class is especially planned for the student who has had previous art and laboratory training. The above processes are applied to costume jewelry.

2nd semester: Advanced problems, such as small figurines, are modeled in wax and cast.

JEWELRY FOR TRADE BOYS—A semester course, daily 1:15-1:45. Student to pay for material.

1st Quarter

Individual instruction in the principles of design as applied to plastic copper, brass and pewter. A general knowledge of tools and techniques.

2nd Quarter

Elementary work in silver technique. This course will be repeated the second semester.

MODELING—Friday, 1:45-4:00. Student to purchase own pieces at 30 cents each. Laboratory fee $.50 a semester.

1st semester: The modeling of small figurines, heads, animals, symbolic designs. Objects to be fired and glazed.

2nd semester: The making of slip, rubber and plaster molds. Casting in plaster and finishes.

POTTERY—Monday and Wednesday, 1:45-4:00. Student to purchase own pieces at 30 cents each. Laboratory fee $.25 per quarter.

1st Quarter

A beginning course in ceramics covering coil and piece method of hand built processes.

2nd Quarter

The making of slip and pouring moulds. Stressing surface enrichment.

3rd Quarter

Glaze techniques, the placing and firing the kiln.

4th Quarter

The making of slip molds, the use of the potters wheel.

WEAVING I (Adults)

For the homemaker, craftsman, teacher or camp instructor. An elementary course in weaving which includes plain and overshot Colonial techniques; linen weaves, laid-in and tapestry weaves developed through original design and color schemes; draft writing and cloth analy-
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 half-time students not having had any commercial training

**One Year — Two Semesters**

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<th>HOURS</th>
<th>FIRST SEMESTER PER WEEK</th>
<th>SECOND SEMESTER PER WEEK</th>
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<td>Shorthand</td>
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<td>Typewriting</td>
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<td>English</td>
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<td>Study (for shorthand</td>
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<td>Short Unit Courses Required:</td>
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<td>Filing and Indexing</td>
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<td>Machine Calculating</td>
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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 by 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

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<th>HOURS</th>
<th>FIRST SEMESTER PER WEEK</th>
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<td>Shorthand I</td>
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<td>Typewriting</td>
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<td>Machine Calculating</td>
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Those coming back the second year go into Stenographic Course "c" or Secretarial Course "a".

SECRETARIAL COURSE "a"

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

**One Year — Two Semesters**

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<th>HOURS</th>
<th>FIRST SEMESTER PER WEEK</th>
<th>SECOND SEMESTER PER WEEK</th>
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<td>5</td>
<td>English</td>
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<td>Bookkeeping</td>
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<td>Office Training</td>
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<td>Machine Calculating</td>
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LEGAL SECRETARIAL COURSE

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 80 words a minute.

One-half year — One semester

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<tr>
<th>HOURS PER WEEK</th>
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<td>5</td>
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<td>Commercial Law</td>
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<td>5</td>
<td>Typewriting (if needed)</td>
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<td>5</td>
<td>Bookkeeping</td>
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GENERAL CLERICAL—FULL TIME

**One Year — Two Semesters**

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<th>HOURS</th>
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<th>SECOND SEMESTER PER WEEK</th>
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<td>5</td>
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<td>English</td>
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<td>5</td>
<td>Business Mathematics</td>
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<td>Machine Calculating</td>
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Special electives: Public Speaking, Music, Literature, Social Science, Home Economics.
General Clerical—Half Time

One year — Two semesters

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<th>First Semester Per Week</th>
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<td>English ............ 5</td>
<td>English ............ 5</td>
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<tr>
<td>Business Mathematics 5</td>
<td>Filing and Indexing 5</td>
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</table>

Special electives:
- Public Speaking
- Music
- Social Science
- Home Economics

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

One year — Two semesters

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<th>First Semester Hours</th>
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<td>Typewriting 5</td>
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<td>English 5</td>
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<td>Business Mathematics 5</td>
<td>Commercial Law 5</td>
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<td>Typewriting 5</td>
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<td>Study 5</td>
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<td>Business Calculating 5</td>
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<td>Typewriting 5</td>
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<td>English 5</td>
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<td>Shorthand 5</td>
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<td>Accounting 5</td>
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Note: Bookkeeping students wishing to branch out into other fields of commercial training such as shorthand and advanced machine calculating may take these courses the second year either in 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

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<tr>
<th>First Year Hours</th>
<th>HOURS</th>
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<td>Bookkeeping I 5</td>
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<td>Typewriting 5</td>
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<td>Shorthand 5</td>
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<td>Accounting 5</td>
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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-line calculating machine program. The full course requires over 300 hours of work.

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

One year — Two semesters

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<td>English 5</td>
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<td>Machine Bookkeeping 5</td>
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<tr>
<td>Office Training</td>
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<td>Switchboard</td>
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ACCOUNTING COURSE

For students having had two years of bookkeeping.

One year — Two semesters

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<th>Hours</th>
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<td>Shorthand 5</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-line calculating machine program. The full course requires over 300 hours of work.

Shorthand 1 — Full time
Texts required: Gregg Shorthand (Functional Method) Volumes I and II; Functional Method Dictation; Speed Drills in Gregg Shorthand.

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.

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: Dictation for Transcription, by Renshaw and Leslie.
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 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 TECHNIQUE

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 striking is carefully developed in this procedure.
4. From the "word stage", sentences and paragraphs are taken up.

TYPEWRITING II (Second semester)
Texts required: Stuart Typing Complete.
A year's work in typing is necessary to enter this course. A rate of approximately 40 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

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

BOOKKEEPING III
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 discounts, notes and insurance, accounts 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 8 and 7 are completed.

BOOKKEEPING IV

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

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

ACCOUNTING

Texts required: (Depends upon course followed).

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

MACHINE BOOKKEEPING

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.

MATHEMATICS

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

ADULT EDUCATION SCHOOL

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 Calculator. Four hours a day of instruction and practice are offered to each student. To complete this course students must finish the 155 lessons in the textbook and must attain a designated standard of speed and accuracy. Students not maintaining a grade of "Good" in scholarship, deportment, 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 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—alphabet, numeric, geographic, subject, triple check. Soundex, and Vari-deck; (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, etc. 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 cooperatives and various other economic theories.

BUSINESS ENGLISH

ENGLISH FOR STENographers

Text required: To be announced later.

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 Bonding Instruments, Market Transactions, and Business Organizations, Building and Loan, Insurance, Business Psychology, and General Merchandising. In addition to information on these units, the technical language of general business terms used in the modern business office are taught: current information from magazines, newspapers, and government pamphlets is also presented.
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 meal basis and includes planning, preparing and serving those foods commonly found in the family dinner. Guest dinners will be included in the hospitality unit, as will teas, buffet luncheons and suppers. The homemaking experiment 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 woman, 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
This course is offered one day a week for the part time student. Canning, cooking with syrups for sweetening, casseroles dishes, vitamin broods, and frozen desserts, are among the units offered. Table Service stressed.

NUTRITION
Nutrition for the student who attends daily. This course is based on the new yardstick for Nutrition; it includes a study of energy foods, calories, proteins, vitamins, and minerals. Other high points are: How to keep the vitamin and mineral content in foods; vitamin and mineral deficiencies; planning healthful meals; how food affects personality.

ADULT EDUCATION SCHOOL

NUTRITION III
This course is planned for the part time student and is offered one day a week. The Standard Red Cross Nutrition Unit is followed.

PRACTICAL NUTRITION FOR BOYS
A course in Practical Nutrition, one day a week, is offered for the part time student. How to choose food for health, results when required foods are not eaten; study of vitamins, minerals, energy foods and proteins, are some of the points covered. Trays of vitamin foods will be served occasionally.

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, tacit, 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: the importance of a plan for spending the family income; keeping personal and family expense account; planning a budget, social security. An opportunity will be given for the group to help in the planning of this course to meet their needs and desires.

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, conversations and table gowns, selection of guests, responsibilities of guests are some of the features of this course. Selection of silver, china, glassware and linens as well as flower arrangements and table decorations are included. Formal and informal service, service with and without a maid are a part of the table arrangement unit.

FOOD BUYING
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; adopting 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 students who wish to become more efficient in insuring safety and caring for the sick in the home. This includes more than accident prevention. Some of the problems to be considered are: relation of health to happiness and success; improvement of sanitation; prevention of spread of disease; protection of individuals from home accidents; techniques and supplies helpful in meeting emergencies in the home; care of a patient in the home; thoughtful 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: 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, 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 problems to be considered are: qualities and uses of linen and rayon fabrics; use of commercial patterns in making more difficult garments; construction processes; fitting techniques; sewing as a creative art as well as an economy measure; importance of being well dressed. Some of the garments which may be constructed are sport 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; patterns and pattern alteration; study of wool, silk, and rayon fibers; processes and equipment needed to construct a well-made wool, silk or rayon garment; assembling complete garment with suitable accessories. Garments which may be made are wool and silk dresses, 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 with regard to style, cost, as well as other factors; importance of correct foundation garments. Special speakers, field 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.

NEEDLECRAFT
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 wardrobe, 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.

2. Family relationships—this unit includes the importance of family life to 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 a hospitable center for friends.

FAMILY RELATIONSHIPS

A one day a week course for the part time student How to work and play and how to make friends; dating and parties; responsibility to others in the family, are some of the main topics in the course.
HOME MANAGEMENT I

Order and Convenience in the Home

This unit is planned for the full-time and half-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. An opportunity is given to develop ability in eliminating unnecessary work through improvement in habits, in methods of work or in rearrangements of furniture and equipment.

Other points included are: assuming responsibility for personal belongings; cleaning routine for various rooms in the home; planning of schedules; laundry problems.

HOME MANAGEMENT II

Unit I—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; selection 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 II—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 furnishing 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.

HOME MANAGEMENT III

This is planned one day a week for the part-time student and includes home mechanics, scheduling, time studies, and a unit on Home Laundering.

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 sleep 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 marking 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 marking of worked and bound buttonholes, plackets and zippers, marking and applying collars, patch and slot pockets. Decorative stitches such as fagoting 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, dressing 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: 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 skirt, modeling of color 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 garment 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 will 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 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 evening 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 VIII (Household Sewing)

A unit in the selection and construction of curtains, drop-cloths, 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.

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, 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, 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. Fabrics in war-time are included.

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 gain an understanding of line in relation to the figure. Costumes are designed in the Art Department, and the pattern altered in the pattern alteration class and then as a fixed problem, the garment is made in the construction class.

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-confidence; introversion and extroversion. 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 affect 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.

PERSONALITY AND EVERYDAY SPEECH

This course is planned for the adult who is interested in conversation techniques and voice improvement, as well as the procedures to be followed when introducing a speaker. The duties of a program chairman and how to conduct forums is given. A record may be made of each student's voice. This will be offered one day a week.

BOOKS FOR RECREATION

Book reviews and class discussions of the current books and novels, including biographies, travel literature and world events, makes this an interesting course for the busy adult.

HOME MANAGEMENT AND HOUSING

This course is divided into four units of nine lessons each; the units may be taken in sequence or one may enter at the beginning of any one unit. The content of the course will be adapted to war time problems and to post-war problems.

1st Quarter

Management in Homemaking; Philosophy of homemaking; responsibilities in homemaking; the effective home manager; time, energy and fatigue costs of homemaking activities; controlling time, energy and fatigue costs through planning, through acquisition of skills, improved methods of working and through improvement of working conditions.

2nd Quarter

Family finance management; Income and capital; management of family finances; methods of handling income; use of records as an aid in family finances; choosing an occupation system; the budget, or plan for use of income; what should the family understand about credit; consumer credit sources; savings and investments; life insurance, incomes and expenditures.

3rd Quarter

Family housing management; Housing for family living; relation of housing to health and safety; building to eliminate accidents; financial aspects of housing the family; shall the family buy or build; methods of financing home ownership; government aid to family housing, legal information for home owners; selection of housing for family needs; activity areas of the home; adequate storage space.

4th Quarter

Management problems in using other goods and services: How much should be spent on furnishings and equipment; making a furniture budget; budget for food and services; selection of equipment for activity areas; consumer-buyer questions; managerial aspects of feeding the family; household-operation expenditures and the
family car; management of family health and recreation.

NOTE: Upon the completion of this course or parallel to it, the interior decoration course offered in the Art Department is suggested.

CLOTHES CONSERVATION
This is planned for the homemaker who wishes the full amount of wear for the family's clothing. Stain removal, care and repair of clothing, including clothing of wool fabrics, and proper storage, are some of the topics covered. How to launder fine fabrics and fabric protection are given.

HOME MECHANICS AND CARE OF EQUIPMENT
How to make your present equipment last for the duration, as well as help on simple home mechanics is given. Care of electric equipment and repair, such as mending an electric cord will be given.

CONSUMER INTERESTS IN WARTIME
This is a discussion and lecture course given as a part of the civilian defense program and is arranged for nine meetings. The topics covered are: the consumer's position in the war; wise buying of food and clothing; conservation of consumer goods in the home; use of alternate goods and services by homemakers; participation in community consumer program. Upon the completion of the course a certificate is issued to each member, who is expected to contribute fifty hours of volunteer service in the consumer interest center.

CHILDREN IN WARTIME
This is a lecture and discussion course for mothers of young children. The usual content for child development is included such as: the growing needs; environment and habits; play interests and equipment; books and radio; emotions; the child's use of money. Wartime problems will be considered as: answering children's questions regarding the war; how to give the children a feeling of security; emotions and the war; care of children during this time.

NOTE: During this war emergency some of the regular courses have been discontinued and other courses having a direct bearing upon the wartime program have been included.

The regular "Practical Nutrition" course is discontinued and the Red Cross Nutrition is given instead. In place of "Getting Your Money's Worth", a course in Consumer Interests in Wartime is given.

Other general courses which may be given on request are: The Adolescent—a course for parents interested in adolescents. Family Living—a family life education course for parents.

New Horizons for the Family—This follows the Personality Development course and puts emphasis on most worthwhile values in personal and family living.

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.

All foods courses are adapted to the War Program and food preparation is based on Nutritional principles.

ADULT EDUCATION SCHOOL

FOODS I Four Units

1st Quarter
The New Yard Stick Salads—Salads for health and variety in the diet. Main dish salads, salads for luncheons and dinners, tossed salads and moulded salads are included. Various types of salad dressing are made.

2nd Quarter
Vitamin Breads—Enriched flour and whole wheat flour are used in the making of quick breads, and yeast breads. Rolls, banana bread, date and prune breads are included.

3rd Quarter
Budget Meals—This includes the planning and preparation of adequate, well-balanced, attractive meals with a minimum of expenditure.

4th Quarter
Hot Weather Dishes—Attractive foods for hot days. Easy to prepare main dishes; simple and healthful desserts; summer salads; and summer time beverages.

FOODS II

Refresher Ideas in Cookery—Brush-up course on basic principles; batters, white sauces and cream soups, custards, cheese and egg cookery, beverages.

Meat and Poultry—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 demonstration with explanation of the various cuts is given by an expert demonstrator. Preparation of tender and less tender cuts is given. The nutritive value of meat and place in the diet are considered.

Entertaining For Morale—How to be a successful hostess in War time. Simple inexpensive guest meals; unusual attractive dishes; the serving of teas, luncheons, buffet suppers and dinners.

FOODS III

Vegetables the Vitamin Way—1st quarter. How to retain the minerals and vitamins in the cooking process. Preparation of both usual and unusual vegetables,casserole dishes, and vegetable plates.

Cakes and Cookies to Match Your Sugar Quota—2nd quarter. Sponge cakes, butter cakes and cookies, comprise this unit. The use of syrups and honey for sweetening are included. Cakes and cookies for teas are included.

Victory Pie—3rd quarter. Principles of pastry making stressed. Both two crust and one crust pies are made. Fruit pies and filled pies are included. Syrup for sweetening in filling is used.

Desserts, With and Without Sugar—4th quarter. Both simple and fancy desserts are prepared. Syrup and honey used for sweetening. Meringues, tortes, ice box desserts and other frozen desserts.

FOODS IV

1st Quarter

FIRST AID FOR HOME MEALS

This is planned for the experienced homemaker who wishes to adopt the principles developed in the nutrition.
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 ($1.75).

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 ($2.95).

MODERN STYLE PIANO PLAYING
Practice in the performance of modern arrangements of popular music; how to improvise, fill in, play breaks, runs, blues, etc. in the manner employed by professional orchestral pianists. Textbook: Modern Piano Method, Lopes ($1).

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.)

ADULT EDUCATION SCHOOL

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 triads and chords of the seventh and ninth. Modulation, analysis, keyboard harmony.

Textbook: Modern Harmony, Foote and Spalding ($2).

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, Weick ($2.50).

SPECIAL COURSES:
Courses in Music Appreciation, Form and Analysis, and Conducting will be offered if a sufficient number of requests are received.

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 on 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 materials; the application of conventions and symbols; lettering; and the intelligent reading of blueprints. By the end of the semester each student is well along in projection drawing and freehand sketching.

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; notes and material lists used in working drawing; use of handbooks; bills of materials; cans 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-working machinery. Experience in layout of shop furniture, 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 layout as well as elementary platen presswork. Presswork, page makeup, and make-ready are given the third semester along with simple bindery processes. The fourth semester consists of general work with the student taking jobs through to completion. Linotype operation and maintenance are given to those who have successfully completed the above courses. Newspaper makeup, head writing, and design and color are also offered.

ADULT EDUCATION SCHOOL

RADIO COMMUNICATION

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, tin plate, black iron, and blue annealed iron. Radial and parallel line development, triangulation, and short methods in layout are applied to furnace, air conditioning, fueling, 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

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

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 facial treatment, care of equipment, and treatment of skin diseases. Units are covered in anatomy, formulas, sanitation, salesmanship, and trade ethics.
BRICKLAYING
Blueprint reading, fireplace and arch details, estimating quantities, preparing mortar, and manipulative skills in applying mortar and laying brick on all types of construction.

CARPENTRY
This course for apprentices is designed to supplement actual daily work on the job with the necessary theory in mathematics, blueprint reading, rafters, 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, 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
Theoretical study 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.

ADULT EDUCATION SCHOOL

TECHNICAL COURSE

In order that young men may prepare themselves for better positions in the trade and industrial field and become better grounded in the scientific and technical principles as applied to the job in the production field, the following two year course has been set up in our day school to meet that particular need. A certificate will be granted to the student upon completion of the subject matter set up in this course.

First Year
First semester (30 hours)—Mechanics
Second semester (30 hours)—Strength of Materials

Second Year
First semester (30 hours)—Metallurgy
Second semester (30 hours)—Mechanisms

A general review of mathematics and instruction in the use of the slide rule will be given.

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.

National Defense Courses

For the past two years the trade department of this school has been conducting national defense courses in cooperation with the Social Security Agency, Washington, D. C. The shops have been devoting their entire time to training men and women over eighteen years of age to become operators in the various trade fields which are building national defense equipment.

Students wishing to enroll in these courses, either men or women who are over eighteen years of age, may do so by registering with the Federal Employment Office, 210 Monona Avenue, Madison.
Most of these trade training shops are in operation twenty-four hours of each day, seven days of the week. Eight weeks of training in the following courses are offered:

- Airplane Engine Mechanics
- Arc Welding
- Electricity
- Machine Shop
- Sheet Metal (Aircraft)
- Radio (Repair and Communication)
- Shipfitters Helper (Woodwork)
- Inspection and Testing

The following related training courses for national defense workers are also offered:

- Blueprint Reading
- Shop Mathematics
- Shop Sketching and Mechanical Drawing
- Slide Rule and Micrometer Instruction

All of the above courses have been approved by the federal government, and trainees, upon satisfactory completion of the course, are eligible for employment in national defense industries. There are no fees in the national defense training courses.

Students who are temporarily employed and wish to prepare for employment in national defense industries may arrange with the Vocational School to enroll in many of these courses at certain times that will not interfere with their present employment.

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Bulletin of the
Madison Vocational
and
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1942-1943

Board of
Vocational and Adult
Education

211 N. CARROLL ST., MADISON, WISCONSIN
Salute to the Flag

I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation, indivisible, with liberty and justice for all.

★
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. FALKE, Secretary FRED M. MASON
J. H. BROWN
ALEXANDER 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 28, 29, 30, October 1, 2, 1942,
from 7 P.M. to 8:30 P.M.

Instruction begins Monday evening, October 5. 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. 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.
MADISON VOCATIONAL AND

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 8:00 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 237. 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 Thursday evenings from 7:00 to 9:00, and other times by appointment.

* CALENDAR

Monday, September 28, through Friday, October 2, 1942—
Registration from 7:00 P.M. to 8:00 P.M.

Monday, October 5—Evening classes begin.

Thursday and Friday, November 5 and 6—School classes for Milwaukee meeting of the Wisconsin Education Association.

Thursday and Friday, November 26 and 27—School classes for Thanksgiving recess.

Saturday, December 19 to Monday, January 4, 1943—
School classes for Christmas vacation.

Monday, January 4—School re-opens.

Friday, March 25—Night school closes.

ADULT EDUCATION SCHOOL

Academic Courses

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

ENGLISH II—Monday and Wednesday, 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, 7:00-8:00.
Advanced course in grammar, punctuation, spelling, letter writing, and sentence structure.

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

SHAKESPEARE
A class in Shakespearean study and reading to meet the needs of a large number of citizens who would like to become better acquainted with Shakespeare's works.

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, connecting 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.

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.

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

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, 7:30-9:30.
The “news behind the news” in international affairs.

BOOKS FOR ALL—Monday or Wednesday.
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.

ADULT EDUCATION SCHOOL

Art Courses

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

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

ADVANCED SHOW CARD WRITING AND SIGN PAINTING
Advanced courses in making permanent signs, displays, timely layouts, and alphabets. Laboratory fee $2.00.

GENERAL ART COURSE—Tuesday and Thursday, 7:00-9:00.
Design as applied to posters, Christmas cards, place cards, and decorative design. Stencil spray technique. Cartooning which includes comic cartoons, advertising cartoons, Chalk-Talk tricks. Laboratory fee $2.00.

GENERAL CRAFTS—Tuesday and Thursday, 7:00-9:00.
Block printing, leather tooling, chip carving, wooden Such work, non-loom techniques (knotting, weaving on homemade appliances). Course especially planned for camp, scout, youth leaders and those interested in occupational therapy. Laboratory fee $2.00.

AMATEUR PHOTOGRAPHY—Tuesday and Thursday, 7:00-9:00.
A course for amateurs offering developing, printing, enlarging, and other dark-room procedure. Laboratory fee $2.00 a semester.

LANDSCAPE PAINTING—Monday, 7:00-9:00.
Pictorial composition. Media oil and water-color. Prerequisite drawing. Materials to be furnished by student. Laboratory fee $1.00.

MODELING AND WOOD CARVING—Monday and Wednesday, 7:00-9:00.
Modeling: Creative design in three dimensions. Wood Carving: Construction of patterns, preparations of wood, techniques of carving and finishes. Laboratory fee $2.50.

POTTERY—Monday and Wednesday, 7:00-9:00.
Pottery forms with coil method. Slip moulds, surface enrichment and glazes. The placing and firing the kiln. Use of the potter’s wheel. Laboratory fee $2.50.

API METAL—Tuesday and Thursday, 7:00-9:00.
Individual and class instruction in various processes as applied to copper, brass, pewter, and silver. Laboratory fee $3.00.
*Course offered provided metal is available.

SILVER CRAFT—Tuesday and Thursday, 7:00-9:00.
Elementary course in modeling in wax, investing, and casting in silver. Articles made: Costume jewelry and figurines. Prerequisite: Foundation art courses and laboratory training. Laboratory fee includes use of equipment and all materials for class problems. Class limited to ten students. Laboratory fee $5.00.

BOOK BINDING—Monday and Wednesday, 7:00-9:00.
Fundamentals of book-binding; pamphlets and magazines in semi-permanent covers; old books rebound. 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. Laboratory fee $1.00.

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. Recycled materials recommended. Both hand and machine hooked techniques taught. Braided rugs in three and five strand braid: round, oval, or geometrical design. Library fee $1.00.

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 courses are style trends in furniture, arrangement of furniture, background and window treatments, selection and framing of pictures, accessories. Course supplemented by illustrative material, new periodicals, books, Rolodex, and field trips. Laboratory fee $1.00.

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

FASHION ILLUSTRATION—Monday and Wednesday, 7:00-9:00.
Prerequisites: drawing. Study of the fashion figure for the purpose of commercial illustration. Line, wash techniques, commercial reproduction processes. Model. Laboratory fee $1.00.
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's Bookkeeping for Today give practical application to these principles.

Cost of text and supplies: $2.20.

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 or 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, 7:00-8:00.
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.
STENOGRAPHY II (Beginning Dictation).
Tuesday and Thursday, 7:00-8:30, or 7:30-9:00.
This course consists of a thorough review of shorthand principles and beginning dictation work at the rate of 40 words a minute. Transcription at the typewriter is required.
Course fee: 50 cents.
Text: Gregg Functional Method (Volumes I and II) $3.00.

STENOGRAPHY III (Intermediate Dictation).
Tuesday and Thursday, 7:00-8:30, 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 Shorthand 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 Shorthand 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 attain a shorthand speed of 100 to 150 words a minute. Transcription at the typewriter is required.
Course fee: 50 cents.
Text: To be announced later.

STENOTYPY I (Beginn1ng) —Tuesday, 7:00-9:00.
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 new machine: cash, $87.50, or on time $75.
(There are second hand machines available.)

STENOTYPY II—Thursday, 7:00-9:00.
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.

TYPEWRITING I
Monday and Wednesday, 7:00-8:00, or 8:00-9:00, or Tuesday and Thursday, 7:00-8:00.
This is for those who wish to learn the touch system of typewriting. It includes the following: study of the parts of the machine, mastery of keyboard, drills for rhythm and accuracy, correct typing habits.
Course fee: 50 cents.
Text: Stuart Typing ONE Year Complete Course, $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: Stuart Typing ONE Year Complete Course, $1.50.

Distributive Education Courses
All courses in the field of retail selling are now classified under Distributive Education. The following courses are offered with the aim of assisting in developing personnel in the selling field.

STUDENT ACTIVITIES PROGRAM
This course is designed for students interested in entering the retail industries.

SALESMANSHIP COURSE I
Pre-employment course for persons interested in entering the retail industries.

SALESMANSHIP COURSE II
Advanced course for experienced salespeople covering the psychology of selling, public relations, textiles, style trends and merchandising.

STORE RECORD KEEPING AND BUSINESS MANAGEMENT
Designed to meet the needs of the small business or trade.

INSTITUTES AND CLINICS FOR SUPERVISORS AND PERSONNEL DIRECTORS IN THE FIELD OF RETAIL SELLING
These courses will be conducted at various times during the entire school year as the need arises. Trained people from the various fields of retail selling will conduct these institutes.

FURNITURE SELLING
Technique of salesmanship, style as a selling factor, furniture woods; selling sleep equipment; floor coverings and fabrics; furnishing various rooms; accessories—lamps, pictures, wall decorations and plastics.

FITTING AND SELLING OF SHOES
Information on fitting devices; pathology of the foot; shoe construction; leathers and selling technique.

SALES TRAINING FOR RESTAURANT PERSONNEL
Course covers an analysis of the job; arrangement of menus; standards for food products; advertising; customer good-will; assembling and serving of orders.

MEAT MERCHANDISING
Pricing, preparation and selling of meats. Designed especially for persons engaged in the meat retailing business.

LIFE INSURANCE—Monday 4:00-8:00 P.M.; 7:00-9:00 P.M.
The highest step in the ladder of education in the field of life insurance underwriting is the acquisition of the degree of Chartered Life Underwriter. This degree is bestowed upon successful candidates by the American College of Life Underwriters. The entire course covers a series of five examinations of four hours each, and the classes in Madison are being conducted in preparation for these examinations, which lead to the C.L.U. degree.
Home Economics Courses

Foreword: Practically all the Home Economics courses have been revised to meet the war program. Recipes have been changed, hospitality courses tuned to war-time entertaining, clothing, construction conforms to government regulations, and all the general homemaking courses are pointed toward the part the home plays in keeping up morale and winning the war.

FOODS

FOODS I—Monday and Wednesday, 7:00-9:00.
Basic principles of food preparation stressing cookery in relation to good nutrition. Units on general cookery, baking, Christmas cookies, cake making, pastry, meats, poultry, vegetables, salads and desserts. Laboratory fee $1.50.

FOODS II—Section I—Monday, 7:00-9:00.
Section II—Wednesday, 7:00-9:00.
War-time entertaining and recreation through guest meals; teas, luncheons, buffet suppers, holiday foods, Christmas candies using syrup after theater snacks, entertaining the man from the armed forces. Laboratory fee $1.50.

FOODS III—Tuesday and Thursday, 7:00-9:00.
For batters and bride-to-be. Newest methods of cookery according to nutrition principles. Planning and preparation of simple keep-within-your-budget meals. Enriched and whole wheat flour recipes used, Pastry and desserts to match your sugar ration. One-dish meals and casseroles. Garnishing and attractive methods of serving. Laboratory fee $1.50.

FOODS IV—Tuesday and Thursday, 5:15-7:15.
The supper class for the business girl. Planning and preparing the simple dinner meals planned for war-time budgets, 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 $3.00 per semester.

FOOD BUYING—Tuesday, 7:00-9:00.
Intelligent food buying in accordance with income and based on nutritional principles. Special speakers and field trips featured.

NUTRITION—Section I—Monday.
Section II—Tuesday.
Section III—Wednesday.
Section IV—Thursday.
All nutrition classes will be according to the Red Cross course and Red Cross certificates will be issued upon completion of course. How to keep fit through proper food, how to plan your daily meals, vitamins and mineral requirements, and normalizing weight are the main topics of the course.

RED CROSS CANTEEN—Tuesday, 7:00-9:00.
This course is open to people who have completed the Red Cross Nutrition course, and is to train people who wish to become volunteers in the Canteen Corps.

HOSPITALITY AND TABLE SERVICE—Wednesday, 7:00-9:00.
A course designed to be utilitarian as well as aesthetic. Table setting, formal and informal table service, Study of china, silver, glass, and linen; flower arrangement; correct service for teas and buffet luncheons. Course fee $3.50.

ADULT EDUCATION SCHOOL

ELECTRIC ROASTER DEMONSTRATIONS—Tuesday, 7:00-9:00.
A series of demonstrations on the use of the roaster in preparation of meats, including meats, breads, cakes, pastry, casseroles, and vegetables. Use of sirup for sweetening, as well as other adaptations to the war program.

NUTRITION FOR RETAIL GROCERS—Tuesday, 7:00-9:00.
High points of course are: The need for nutritional intelligence at the point of sale; kinds of food the human body needs; vitamins; calories; minerals; enriched foods. The course consists of six lectures.

GENERAL HOMEMAKING

CONSUMER INTERESTS—Monday, 7:00-9:00.
How to buy intelligently in war time. Keeping in touch with all information coming out from the Office of Price Administration. New fabrics on the market and how to buy them. Conservation and care of present equipment.

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.

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 maid. Special speakers and field trips featured. Laboratory fee $3.50.

HOME NURSING LONG COURSE

Section I—Monday, 7:00-9:00.
Section II—Tuesday, 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 $8.00.

HOME NURSING—Red Cross Course of 12 lessons.
Section I—Monday.
Section II—Tuesday.
Section III—Wednesday.
Section IV—Thursday.
This will be the Standard Red Cross course of twenty-four hours and will lead to the Red Cross certificate.

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 bank accounts,
budgeting income, family relationships, psychological
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.

NERDEWORK—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 sew·
ing machine. Course fee $.50.

CLOTHING II—Wednesday, 7:00-9:00.
Problems in selection and making of children's
clothes. Smocking and embroidery 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. Cotton and rayon
materials. Simple fitting problems. Course fee $.50.

CLOTHING V—Wednesday, 7:00-9:00.
That ready-made effect. Dresses, skirts, and blouses,
summer suits. Finishes of seams. Rayons, linens, silk and
wool may be used. Course fee $.50.

CLOTHING VI—Tuesday and Thursday, 7:00-9:00.
Professional touches and finishes. Silk, rayon, velvet and
wool garments are made. Tailored dresses, afternoon
dresses, dinner dresses, formal suits, coats and suits. Fitting
emphasized. Course fee $.50.

CLOTHING VII—Wednesday, 7:00-8:00.
Remodeling of garments for advanced pupils. Pattern
alteration to be taken parallel to this course, or prior to
it. Course fee $.50.

FUR REMODELING—Monday, 7:00-8:00.
Making over fur coats: restyling and modernizing; putting
fur collars on coats and suits.

MILLINERY—Section I, Monday, 7:00-9:00.
Section II, Wednesday, 7:00-9:00.
This course is taught by a local milliner and will in·
clude: making of turbans to match dresses, suits and
costumes; fur and fur-trimmed hats; blocking and restrimming;
harmonizing of colors and materials; design of hats; shap·
ing turbans and hats to suit different types of faces.

MADISON CIVIC SYMPHONY ORCHESTRA
Tuesday, 7:00.
Performs representative works of the entire orchestral
repertoire; assists at opera and oratorio performances.

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

MAENNERCHOR (Male Voices) —Thursday, 8:00.
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.

FAMILY MUSIC—Thursday, 7:30.
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 profes·
sional 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, etc., in the same manner as it is gen·
terally employed by professional orchestra pianists.

Textbook: Modern Piano Method, Lopez ($1).

PIANO I—Tuesday or Thursday, 7:00.
A course for beginning students. Folk tunes. Easier ar·
rangements of classical repertoire.

Textbook: First Steps for the Young Pianist, Kinsella
($1.75).
SPECIAL COURSES
Special courses in Form and Analysis, Conducting, Sight-Reading, and Arranging will be offered if a sufficient number of requests are received.

Trade and Industry Courses

BAKING—Monday, 7:00-9:00.
Baking Science and related information for journeymen bakers. Short units on cake decorating will be offered. Materials fee.

BLUEPRINT READING
Monday and Wednesday, 7:00-9:00.
Blueprint reading and estimating for all building trades. Fee $.50.

CHEMISTRY—Tuesday and Thursday, 7:00-9:00.
Industrial chemistry essential to laboratory technicians and to many skilled trades. Fee $.50. Text extra.

DRAFTING—Tuesday and Thursday, 7:00-9:00.
Blueprint reading, shop sketching and elementary machine design for men employed in machine shop trade.

DRAFTING—Monday and Wednesday, 7:00-9:00.
Mechanical and architectural drafting. Fee $.50.

FOUNDRY—Thursday, 7:00-9:00.
Informal discussion on such foundry problems as sand testing and control, operation and construction of melting furnaces, metals and alloys, mixing and cupola charges, cleaning room operations, moulding and core making.

INSPECTION—Tuesday and Thursday, 7:00-9:00.
Blueprint reading, basic reading of micrometer, vernier, scales, and other precision instruments. Primarily for instruction in the inspection of production line machine parts.

MATHEMATICS—Tuesday and Thursday, 7:00-9:00.
Individual instruction in algebra, geometry, trigonometry, and calculus. Special instruction given to young men wanting review courses for army, navy and air corps manifold exams.

PRINTING—Two evenings per week, 7:00-9:00.
Trade extension for apprentices printers.

RADIO COMMUNICATION
Tuesday and Thursday, 7:00-9:00.
A course designed to give sufficient training for passing the Federal Radio examination. Part of every session devoted to code practice.

SHEET METAL
Pattern drafting for sheet metal workers. Fee $.50.

SLIDE RULE—Tuesday and Thursday, 7:00-9:00.
Operation and use of slide rule for calculations in various trades.

STEAMFITTING—Friday, 7:00-9:00.
Short units for tradesmen on each of the following: construction of various types of equipment, traps, steam boilers, regulators, equipment, template design for pipe bending and welding, heat loss calculations, and heating system design.

ADULT EDUCATION SCHOOL

EVENING TECHNICAL ENGINEERING COURSES

A simplified course for men in the metal trades industry who feel a lack of technical and general knowledge, upon the completion of which a certificate will be issued.

MATHEMATICS
Elementary algebra, application of geometric principles, trigonometry functions, and use of tables.

MECHANICS
Use and application of simple machines: wheel and axle, pulley, screw, wedge and inclined plane.

METALLURGY
S.A.E. numbers, hardness testing, effect of alloys on steels in industry, composition and temperatures of common alloys, and study of NF steels.

TRACING—Monday and Wednesday, 7:00-9:00.
Preparation for tracer in drafting room. Short units in use of instruments, tracing on various types of material, and study of conventions, symbols and lines. Fee $.50.

National Defense Courses

For the past two years the trade department of this school has been conducting national defense courses in cooperation with the Social Security Agency, Washington, D.C. The shops have been devoting their entire time to training men and women over eighteen years of age to become operators in the various trade fields which are building national defense equipment.

Students wishing to enroll in these courses, either men or women who are over eighteen years of age, may do so by registering with the Federal Employment Office, 210 Monroe Avenue, Madison.

Most of these trade training shops are in operation twenty-four hours of each day, seven days of the week. Eight weeks of training in the following are offered:

Acetylene Gas Welding
Airplane Engine Mechanics
Arc Welding
Electricity
Machine Shop
Radio (Repair and Communication)
Sheet Metal (Aircraft)
Shipwright Helper (Woodwork)

The following related training courses for national defense workers are also offered:

Blueprint Reading
Inspection and Layout
Shop Mathematics
Shop Sketching and Mechanical Drawing
Slide Rule and Micrometer Instruction

All of the above courses have been approved by the federal government, and trainees, upon satisfactory completion of the course, are eligible for employment in national defense industries. There are no fees in the national defense training courses.

Students who are temporarily employed and who wish to prepare for employment in national defense industries may arrange with the Vocational School to enroll in many of these courses at certain times that will not interfere with their present employment.

WELDING TEST
All persons wishing to take the navy test in welding in order to find out if they can qualify for welding in the government shipyards may arrange with the school to take the test. No fee.
Bulletin of the
Madison Vocational and
Adult Education
School

1942-1943

Board of Vocational and Adult Education

211 N. CARROLL ST., MADISON, WISCONSIN
I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation, indivisible, with liberty and justice for all.
SCHOOL CALENDAR 1942-1943

Tuesday, September 8—School opens.
Monday, October 6—Evening school opens.
Thursday and Friday, November 5 and 6—School closes for Milwaukee meeting of the Wisconsin Education Association.
Thursday and Friday, November 26 and 27—School closes for Thanksgiving.
Saturday, December 19, 1942, to Monday, January 4, 1943—School closes for Christmas.
Monday, January 4, 1943—School reopens.
Friday, January 29—End of first semester.
Monday, February 1—Beginning of second semester.
Friday and Saturday, February 12 and 13—School closes for meeting of Southern Wisconsin Education Association.
Friday, March 26—Evening school closes.
Saturday, April 10 to Monday, April 19—School closes for spring vacation (Easter).
Monday, April 19—School reopens.
Friday, April 23, 1943—School closes for Good Friday.
Friday, May 1—School closes for meeting of Wisconsin Association for Vocational and Adult Education.
Friday, June 11—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.

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 and attend school on a part-time, half-time or full-time plan. This allows the student to work part time daily while attending school. Special arrangements may be made to accommodate the student in this regard.

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 quarterly in advance and is due on the following dates: September 9, November 16, February 1 and April 5. 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 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 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.

MADISON VOCATIONAL AND 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.

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 to help boys and girls in their reading habits, and to attain a joy from reading. Individual help for understanding and satisfaction are stressed. Selected short stories and books are used in this class.

LITERATURE II

The emphasis in this class is placed on speed and comprehension. Scholastic magazine is the material used during the class period. Books from the library are read outside of the class room.

LITERATURE III and IV

This course is planned for those who come to school one day of the week. The purpose of the class period is to create an interest in current information. Newspapers, Readers' Digest and Life magazine are used for the class work.
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 careful articulation, audibility, tone, 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, costume, lighting, and stage equipment. Intensive study of great plays and famous people of the stage. Collaborative reading of a list of plays designed to give the students a knowledge of how to choose a play intelligently. Open to all students.

JUNIOR DRAMATICS

A course for young boys and girls in play reading, radio announcing and technique, vocabulary, and conversation.

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 (Wisconsin Geography and Industry)

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. Its contribution to the United States and the world.

SOCIAL SCIENCE II

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

ADULT EDUCATION SCHOOL

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? Inflation?

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.

CIVICS

Our constitution and government. What all citizens should know about their government.

LATIN AMERICAN RELATIONS

Importance of dependence on Central and South America.

GENERAL SCIENCE

The course answers questions such as these: What is hard water? How is food digested? 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.

Art Courses

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

LETTERING—Daily 8:45 - 9:30, Lab. Fee $1.00

Offers practical training in all phases of lettering, adaptable to commercial and personal uses including:

1. Primary and fundamental alphabets executed in pencil and pen.
2. Lettering for advertising reproduction stressing modern tendencies and methods.
3. Brush lettering and show cord layout.
4. Color theory and poster design.
COMMERCIAL ART—Daily 9:30-10:15, Lab. Fee $1.00

A practical course offered to young adults who are interested in Commercial Art as a vocation. The following units are included: graphic design, perspective, pen and ink rendering, processes of reproduction and silk screen process.

COSTUME DESIGN—Monday and Wednesday, 2:30-4:00. Lab. Fee $0.75

Suggested for those interested in designing costumes and accessories for personal or professional problems. Methods of drawing and rendering in wash or color on paper, are taught. Miniature model for draping.

1st Quarter

Study of figure types, current silhouettes and fashion trends, personal figure problems. Suitability of costume for the occasion.

2nd Quarter

Principles of design and color theory as applied to costume. Inspirational, historical, and foreign influences. Textures and combinations.

3rd Quarter

Clothing accessories, make-up, millinery, foundations and related subjects. Planning a budget wardrobe: wardrobe planning for vacations, trips, weekends, unusual occasions; building around present wardrobe items; commercial dress: problems in remodeling, individual needs given special consideration.

4th Quarter: FASHION ILLUSTRATION (1st and 2nd Sem.)

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, charcoal and crayon; mechanical processes, such as water color, photograph, air brush and methods of reproduction. Lay-out, rendering of textures and sketching from a model are phases of this work. Prerequisites: Design or Drawing, Laboratory Fee $1 each.

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 designers and how they work, the part accessories play in the costume scheme, and how to adjust a wardrobe for line, color and suitability. Wednesday and Friday, 8:45-8:15.

APPLIED ARTS I—Daily, 1:00-2:30

Planned primarily for first year full and half-time Home Economics girls to acquaint them with the importance of good design in everyday life.

1st Quarter

Principles of design, color theory and composition as related to architecture, furniture, costume, weaving, table arrangements, etc. Ideas for making the most of things at hand.

ADULT EDUCATION SCHOOL

2nd Quarter

Individual problems in applied design correlated with home economics classes on the student's program. These include: metal tiles for card recipes in foods classes; mounting and cataloguing of recipes; loose leaf notebook for clippings and pictures of foods and table arrangements; place cards for dinners and parties; monograms for linens; towels, dresses, sweaters, etc., which may be used in the sewing and needlework classes; bookends, coasters, canister 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 cooking classes; labels for jelly and other canned foods; arrangements of shelves and cupboards and color accessories for the kitchen, designs for quilt squares.

RELATED ART—Interior Decoration for second year full and half-time Home Economics Students—Daily, 1:00-1:45

Application of Art principles to everyday living. Making the most of available materials: placement of furniture: backgrounds: window treatments; rugs: rooms and their purposes: accessories: lighting; pictures, etc. A practical related-arts course.

ART LABORATORY WORKSHOP — Monday, Wednesday and Friday, 1:45-2:30.

A suggested art class for representatives of all departments who would take care of art work needed in their respective fields for the semester or quarter, much as the newspaper reporters do. This work could be done under supervision and training at a definite time. Such things as block cuts for the paper, charts and illustrations for classwork, labels, signs for class room activities, etc. would be emply provided for. Students would benefit also.

ARTS II, FREEHAND DRAWING—Daily, 10:15-11:45.

Laboratory Fee $1.00.

A basic drawing course open to both beginners and advanced students.

1st Quarter

Mass, line and form from casts, still life and figure. Media: pencil, charcoal, conte and pastel.

2nd Quarter


3rd Quarter

Composition and techniques. Water color, guache and oil. Still life and figure.

4th Quarter

Landscape, illustration, figure composition, advanced still life. Choice of media.

Current exhibits visited during each quarter with criticism by instructor. Students will furnish all materials.

ARTS III, ADVANCED DESIGN—Daily, 1:00-2:30, Laboratory Fee $1.75

One of the most varied courses in Art work.

3rd Quarter

Commercial illustration, cartoon and caricature, surface patterns for fabrics, well papers and other uses; stylized design from life; modern adaptation of historical design. All media.
4th Quarter

Commercial assignments such as programs, letterheads, menus, Christmas and greeting cards, monograms. Designs for advanced applied projects such as screen, lamps, block prints, etc. may be planned. Color theory, composition, techniques. Art four and required.

Prerequisites: Previous Art training.

ARTS IV—Friday, 2:30-4:00. Laboratory Fee $2.00.

PORTRAIT

Open to advanced students only. Study of the head, and techniques of portrait painting. Choice of media. Models. All materials furnished by the student.

INTERIOR DECORATION—Thursday, 2:30-4:00.
1st Quarter
A course for adults dealing with the more practical aspects of interior decoration; problems of location; style of architecture as it affects furniture and interiors; furniture arrangement.

2nd Quarter
Background and window treatments; floor coverings; illumination; pictures; accessories; continuity in decorating. Color and textures in interiors. Furniture styles suitable for today. Decorating an apartment. Individual problems.

3rd Quarter
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.

4th Quarter
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.

MODEL BUILDING FOR TRADE BOYS—Daily, 10:15-11:00.

Construction of three dimensional models of airplanes, boats and architectural structures.

GENERAL CRAFTS (Adults)—Tuesday, Wednesday and Thursday, 2:30-4:00.

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. Laboratory fee $1.

ART METAL FOR ADULTS—Tuesday, Thursday, 1:45-4:00. Students to purchase their own material; laboratory fee $.50 per quarter.

ADULT EDUCATION SCHOOL

1st Quarter

A general knowledge of various processes and the use of tools in art metal design. Work will be in copper and brass only.

2nd Quarter

More advanced design as applied to pewter only.

3rd Quarter

Art metal design as applied to costume jewelry work in copper, brass, pewter and silver.

4th Quarter

An advanced course in jewelry. Elementary wax modeling for silver casting.

SILVER CRAFT FOR ADULTS—Monday and Wednesday, 8:45-11:00 Tuesday and Friday, 8:45-11:00.

Students to purchase their own material. Laboratory fee $.50 a semester.

1st semester: An elementary course in modeling in wax, investing and casting in silver. Class is especially planned for the student who has had previous art and laboratory training. The above processes are applied to costume jewelry.

2nd semester: Advanced problems, such as small figurines, are modeled in wax and cast.

JEWELRY FOR TRADE BOYS—A semester course, daily 1:15-4:15. Student to pay for material.

1st Quarter

Individual instruction in the principles of design as applied to plastic copper, brass and pewter. A general knowledge of tools and techniques.

2nd Quarter

Elementary work in silver technique. This course will be repeated the second semester.

MODELING—Friday, 1:45-4:00. Student to purchase own pieces at 30 cents each. Laboratory fee $.50 a semester.

1st semester: The modeling of small figurines, heads, animals, symbolic designs. Objects to be fired and glazed.

2nd semester: The making of slip, rubber and plaster molds. Casting in plaster and finishes.

POTTERY—Monday and Wednesday, 1:45-4:00. Student to purchase own pieces at 30 cents each. Laboratory fee $.25 per quarter.

1st Quarter

A beginning course in ceramics covering coil and pug method of hand built processes.

2nd Quarter

The making of slip and pouring moulds. Stressing surface enrichment.

3rd Quarter

Glaze techniques, the placing and firing the kiln.

4th Quarter

The making of slip moulds, the use of the potters wheel.

WEAVING I (Adults)

For the homemaker, craftsmen, 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 analy-
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>
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<tbody>
<tr>
<td>Shorthand</td>
<td>English</td>
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<tr>
<td>Typewriting</td>
<td>Typewriting</td>
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<tr>
<td>Study (for shorthand)</td>
<td>Study (for shorthand)</td>
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<tr>
<td>Filing and Indexing</td>
<td>Machine Calculating</td>
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</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 by so doing prepare themselves for general office work.

Stenographic Course "b"

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

**Two Years — Four Semesters**

<table>
<thead>
<tr>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
<th>THIRD SEMESTER</th>
<th>FOURTH SEMESTER</th>
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</thead>
<tbody>
<tr>
<td>Shorthand I</td>
<td>English</td>
<td>Typewriting</td>
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<tr>
<td>Typewriting</td>
<td>Typewriting</td>
<td>Study</td>
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<tr>
<td>Study</td>
<td>Filing and Indexing</td>
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<tr>
<td>Short Unit Courses Required:</td>
<td>Short Unit Courses Required:</td>
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</table>

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

ADULT EDUCATION SCHOOL

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>
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</thead>
<tbody>
<tr>
<td>Shorthand II</td>
<td>English</td>
</tr>
<tr>
<td>Typewriting</td>
<td>Typewriting</td>
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<tr>
<td>Study</td>
<td>Machine Calculating</td>
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</tbody>
</table>

Legal Secretarial Course

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 80 words a minute.

**One-half year — One semester**

<table>
<thead>
<tr>
<th>Legal Dictation</th>
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General Clerical—Full Time

**One year — Two semesters**

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<tr>
<th>FIRST SEMESTER</th>
<th>SECOND SEMESTER</th>
<th>THIRD SEMESTER</th>
<th>FOURTH SEMESTER</th>
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</thead>
<tbody>
<tr>
<td>Typewriting</td>
<td>English</td>
<td>Business Math.</td>
<td>Bookkeeping</td>
</tr>
<tr>
<td>Study</td>
<td>Filing and Indexing</td>
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</tr>
</tbody>
</table>

Special electives:

- Public Speaking
- Music
- Social Science
- Home Economics
General Clerical—Half Time

One year — Two semesters

<table>
<thead>
<tr>
<th>HOURS</th>
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<tbody>
<tr>
<td>FIRST SEMESTER PER WEEK</td>
<td>SECOND SEMESTER PER WEEK</td>
</tr>
<tr>
<td>Typewriting 5</td>
<td>Typewriting 5</td>
</tr>
<tr>
<td>English 5</td>
<td>English 5</td>
</tr>
<tr>
<td>Business Mathematics 5</td>
<td>Filing and Indexing 5</td>
</tr>
</tbody>
</table>

Special electives:
- Public Speaking
- Music
- Literature
- Social Science
- Home Economics

Bookkeeping Course "a"

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

One year — Two semesters

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

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

Two years — Four semesters

First Year

<table>
<thead>
<tr>
<th>HOURS</th>
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<tbody>
<tr>
<td>FIRST SEMESTER PER WEEK</td>
<td>SECOND SEMESTER PER WEEK</td>
</tr>
<tr>
<td>Bookkeeping I 5</td>
<td>Bookkeeping II 5</td>
</tr>
<tr>
<td>Typewriting 5</td>
<td>Typewriting 5</td>
</tr>
<tr>
<td>Business Mathematics 5</td>
<td>Commercial Law 5</td>
</tr>
<tr>
<td>Commercial Law 5</td>
<td>Machine Calculating 5</td>
</tr>
<tr>
<td>Study 5</td>
<td>Filing and Indexing 5</td>
</tr>
<tr>
<td>Office Training</td>
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</tbody>
</table>

Note: For students who have had two years of bookkeeping, the course may be taken in two semesters. The shorthand required is for those who wish to take a shorthand course.

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

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-line calculating course. The full course requires over 300 hours of work.

One year — Two semesters

<table>
<thead>
<tr>
<th>HOURS</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRST SEMESTER PER WEEK</td>
<td>SECOND SEMESTER PER WEEK</td>
</tr>
<tr>
<td>Calculating 20</td>
<td>Calculating 20</td>
</tr>
<tr>
<td>Typewriting 5</td>
<td>Typewriting 5</td>
</tr>
<tr>
<td>English 5</td>
<td>English 5</td>
</tr>
<tr>
<td>Office Training</td>
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</tbody>
</table>

Short Course in Typewriting

Texts required: Gregg Shorthand (Functional Method) Volumes I and II; Functional Method Dictation; Speed Drills in Gregg Shorthand.

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 obtained 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.

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: Dictation for Transcription, by Renshaw and Leslie.

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 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 TECHNIQUE

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 striking 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 typewriting, and a writing rate of 20 to 25 words per minute for five or ten minutes is required.

7. The student is taught care of machine, cleaning and oiling, and changing of ribbons.

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 draft; 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 40 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, Dictaphone and Ediphone, Ditto and Mimeograph duplicating machines.

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 discounts, trade acceptances, cash and merchandise discounts, notes and insurance receipts, 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.

BOOKKEEPING IV

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

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

ACCOUNTING

Texts required: (Depends upon course followed).

A thorough knowledge of bookkeeping principles or two year's bookkeeping training is a prerequisite of this course.

In this course the work is all individual, and the needs and desires of the students are fulfilled as far as possible. Work in advanced accounting, C.P.A. problems, cost accounting, federal income tax, and auditing is presented if an enrollment of ten students in each course is secured.

MACHINE BOOKKEEPING

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.

MATHEMATICS

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, 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 in the Comptometer and Burroughs Calculator, covering two and three column touch addition, multiplication from right and left of key- board, 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.

ADULT EDUCATION SCHOOL

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 Calculator. Four hours a day of instruction and practice are offered to each student. To complete this course students must finish the 155 lessons in the textbook and must attain a designated standard of speed and accuracy. Students not maintaining a grade of "Good" in scholarship, deportment, 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 Varia- 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 In- scars, 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 eco- nomic 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 cooperatives and various other economic theories.

BUSINESS ENGLISH

ENGLISH FOR STENOGRAPHERS

Text required: To be announced later.

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 Bonding, instruments, Market Transactions, and Business Organization; Building and Loan, Insurance, Business Psychology, and General Merchandising. In addition to information on these units, the technical language of general business terms used in the modern business office are taught; current information from magazines, newspapers, and government pamphlets is also presented.
BUSINESS CORRESPONDENCE

A course in letter styles and letter psychology. Emphasis
is placed on form, appearance, setup. Essential qualities
of business writing: consideration, compactness, correctness,
character, cheerfulness, and conviction. Student learns
how to write: orders, inquiries, sales letters, credit and
collection letters, adjustments, and applications.

HOSPITALITY AND TABLE ARRANGEMENT

This course is planned for the adult student and is
offered one day a week. The Standard Red Cross Nutri-
tion Unit is followed.

PRACTICAL NUTRITION FOR BOYS

A course in Practical Nutrition, one day a week, is
offered for the part time student. How to choose food
for health; results when required foods are not eaten;
study of vitamins, minerals, energy foods and proteins,
are some of the points covered. Trays of vitamin foods
will be served occasionally.

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,
tact, getting along with others, ability to carry on conver-
sations, charm and many others, the student participates
in discussions and in the planning of the course.

This course 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

This course is planned for the junior adult or the advanced stu-
dent. It includes the following: formal and informal service,
with and without a hostess; formal and informal invitations,
courtesy, and correct social usage at home and in travel-
ing; good grooming, and personality clothes. Special
speakers are brought in and field trips taken.

FOODS AND HEALTH

FOODS I

A two-period laboratory class which meets daily and in-
cludes 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 course 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. Pres-
ervation of fruits and vegetables, including jams, jellies
and pickles are a part of the food preservation unit. The
dinner unit will be on the meal basis and includes plan-
ning, preparing and serving these 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 experiment will be used for the
tea and buffet suppers.

FOODS III (Hospitality and Meal Preparation)

This course is planned for the high school graduate or
young business woman, and it meets daily for one semes-
ter. 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 economy 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 fea-
tured points.

FOODS IV

This course is offered one day a week for the part
time student. Canning, cooking with syrups for sweeten-
ing, casseroles, pies, desserts, and frozen des-
serts, are among the units offered. Table Service stressed.

NUTRITION

Nutrition for the student who attends daily. This
course is based on the new yardstick for Nutrition; it
includes a study of energy foods, calories, proteins, vita-
mins, and minerals. Other high points are: how to keep
the vitamin and mineral content in foods; vitamin and
mineral deficiencies; planning healthful meals; how food
affects personality.
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; adopting 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 students who wish to become more efficient in insuring safety and caring for the sick in the home. This includes more than accident prevention. Some of the problems to be considered are: relation of health to happiness and success; improvement of sanitation; prevention of spread of disease; protection of individuals from home accidents; techniques and supplies helpful in meeting emergencies in the home; care of a patient in the home; thoughtful 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. It 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; the 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, 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 problems to be considered are: qualities and uses of linen and rayon fabrics; use of commercial patterns in making more difficult garments; construction processes; fitting techniques, sewing as a creative art as well as an economy measure; importance of being well dressed. Some of the garments which may be constructed are sport 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; patterns and pattern alteration; study of wool, silk and rayon fibers; processes and equipment needed to construct a well-made wool, silk or rayon garment; assembling complete garment with suitable accessories. Garments which may be made are wool and silk dresses, 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

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problems will be studied as: importance of design and color in choosing attractive clothing; making the individual more attractive through pleasuring 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 personalities; study of fashion; planning complete wardrobe; use and purchase as well as other factors; importance of correct foundation garments. Special speakers, field 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.

NEEDLECRAFT
This course is planned for the half or full time student and will include the following: crocheting, knitting, decorative stitches; quits 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 wardrobe 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.

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 a hospitable center for friends.

FAMILY RELATIONSHIPS
A one day a week course for the part time student. How to work and play and how to make friends; dating and parties; responsibility to others in the family; some of the main topics in the course.
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. An opportunity is given to develop ability in eliminating unnecessary work or in rearrangements of furniture and equipment. Other points included are: assuming responsibility for personal belongings; cleaning routine 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; selection 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.

HOME MANAGEMENT III
This is planned one day a week for the part-time student and includes home mechanics, scheduling, time studies, and a unit on Home Laundering.

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 nightgown and brassiere, slip, pajamas, and a simple cotton dress. Use and care of the sewing machine will be emphasized. This course is planned for the elementary and advanced courses.

CLOTHING II (Children's Clothing)
This unit consists of a study of special problems in the selection and marking 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 zippers, marking and applying collars, patch and slot pockets. Decorative stitches such as fagoting 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: 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 color 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 finish 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 evening 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 tailorining 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 balancing 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 VIII (Household Sewing)

A unit in the selection and construction of curtains, drop-cloths, slip covers for davenport; studio couch and chairs, skirt for dressing table, or any other type of household series, slip covers for davenport, studio couch and chairs, skirt and long fitted coat; relining of fur or cloth coat.

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.

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 knitting 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, 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. Fabrics in war-time are included.

COSTUME DESIGN

This course is given in cooperation 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 gain an understanding of line in relation to the figure. Costumes are designed in the Art Department, and the pattern altered in the pattern alteration class and then as a fixed problem, the garment is made in the construction class.

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; cosmetics and their use; color and personality; leisure-time activities; development of individuality: charm; posture; exercise; gaining self-confidence; introversion and extroversion. 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 affect personality. “Staying Young at Forty” is one of the features 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.

PERSONALITY AND EVERYDAY SPEECH

This course is planned for the adult who is interested in conversation techniques and voice improvement, as well as the procedures to be followed when introducing a speaker. The duties of a program chairman and how to conduct forums is given. A record may be made of each student’s voice. This will be offered one day a week.

BOOKS FOR RECREATION

Book reviews and class discussions of the current books and novels, including biographies, travel literature and world events, makes this an interesting course for the busy adult.

HOME MANAGEMENT AND HOUSING

This course is divided into four units of nine lessons each; the units may be taken in sequence or one may enter at the beginning of any one unit. The content of the course will be adapted to war time problems and to post-war problems.

1st Quarter

Management in Homemaking: Philosophy of homemaking; responsibilities in homemaking; the effective home manager; time, energy and fatigue costs of homemaking activities: controlling time, energy and fatigue costs through planning, through acquisition of skills, improved methods of working and through improvement of working conditions.

2nd Quarter

Family finance management: Income and capital; management of family finances; methods of handling income; use of records as an aid in family finances; choosing an account system; the budget, or plan for use of income; what should the family understand about credit; consumer credit sources; savings and investments; life insurance; incomes and expenditures.

3rd Quarter

Family housing management: Housing for family living; relation of housing to health and safety; building to eliminate accidents; financial aspects of housing the family; shall the family buy or build; methods of financing home ownership; government aid to family housing; legal information for home owners; selection of housing for family needs; activity areas of the home; adequate storage space.

4th Quarter

Management problems in using other goods and services: How much should be spent on furnishings and equipment; making a furniture budget; budget for food and services; selection of equipment for activity areas; consumer-buyer questions; managerial aspects of feeding the family; household-operation expenditures and the
family car; management of family health and recreation.

NOTE: Upon the completion of this course or parallel to it, the interior decoration course offered in the Art Department is suggested.

CLOTHES CONSERVATION

This is planned for the homemaker who wishes the full amount of wear for the family's clothing. Stain removal, care and repair of clothing, including cleaning of wool fabrics, and proper storage, are some of the topics covered. How to launder fine fabrics and fabric protection are given.

HOME MECHANICS AND CARE OF EQUIPMENT

How to make your present equipment last for the duration, as well as help on simple home mechanics is given. Care of electric equipment and repair, such as mending an electric cord will be given.

CONSUMER INTERESTS IN WARTIME

This is a discussion and lecture course given as a part of the civilian defense program and is arranged for nine meetings. The topics covered are: the consumer's position in the war; wise buying of food and clothing; conservation of consumer goods in the home; use of alternate goods and services by homemakers; participation in community consumer program. Upon the completion of the course a certificate is issued to each member, who is expected to contribute fifty hours of volunteer service in the consumer interest center.

CHILDREN IN WARTIME

This is a lecture and discussion course for mothers of young children. The usual content for child development is included such as: the growing needs; environment and habits; play interests and equipment; books and radio; emotions; the child's use of money. Wartime problems will be considered as: answering children's questions regarding the war; how to give the children a feeling of security; emotions and the war; care of children during this time.

NOTE: During this war emergency some of the regular courses have been discontinued and other courses having a direct bearing upon the wartime program have been included.

The regular "Practical Nutrition" course is discontinued and the Red Cross Nutrition is given instead. In place of "Getting Your Money's Worth", a course in Consumer Interests in Wartime is given.

Other general courses which may be given on request are: The Adolescent—a course for parents interested in adolescents. Family Living—a family life education course for parents.

New Horizons for the Family—This follows the Personality Development course and puts emphasis on most worthwhile values in personal and family living.

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.

All foods courses are adapted to the War Program and food preparation is based on Nutritional principles.

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FOODS I Four Units

1st Quarter

The New Yard Stick Salads—Salads for health and variety in the diet. Main dish salads, salads for luncheons and dinner, tossed salads and molded salads are included. Various types of salad dressing are made.

2nd Quarter

Vitamin Breads — Enriched flour and whole wheat flour are used in the making of quick breads, and yeast breads. Rolls, banana bread, date and prune breads, are included.

3rd Quarter

Budget Meals—This includes the planning and preparation of adequate, well-balanced, attractive meals with a minimum of expenditure.

4th Quarter

Hot Weather Dishes—Attractive foods for hot days. Easy to prepare main dishes; simple and healthful desserts; summer salads; and summer time beverages.

FOODS II

Refreshers Ideas in Cookery—Brush-up course on basic principles; batters, white sauces and cream soups, custards, cheese and egg cookery, beverages.

Meat and Poultry—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 demonstration with explanation of the various cuts is given by an expert demonstrator. Preparation of tender and less tender cuts is given. The nutritive value of meat and place in the diet are considered.

Entertaining For Morale—How to be a successful hostess in War time. Simple inexpensive guest meals; unusual attractive dishes; the serving of teas, luncheons, buffet suppers and dinners.

FOODS III

Vegetables the Vitamin Way—1st quarter. How to retain the minerals and vitamins in the cooking process. Preparation of both usual and unusual vegetables, casserole dishes, and vegetable plates.

Cakes and Cookies to Match Your Sugar Quota—2nd quarter. Sponge cakes, butter cakes and cookies, comprise this unit. The use of syrups and honey for sweetening are used. Various types of icings are included. Cakes and cookies for teas are included.

Victory Pies—3rd quarter. Principles of pastry making stressed. Both two crust and one crust pies are made. Fruit pies and filled pies are included. Syrup for sweetening in filling is used.

Desserts, With and Without Sugar—4th quarter. Both simple and fancy desserts are prepared. Syrup and honey used for sweetening. Meringues, tortes, fruit box desserts and other frozen desserts.

FOODS IV

FIRST A ID FOR HOME MEALS

This is planned for the experienced homemaker who wishes to adopt the principles developed in the nutrition.
classes to her home meals, and it is offered once a week. Alternates for sugar used in coming, health salads, legume cookery, quick cooking of vegetables and desserts without sugar are included.

**2nd Quarter**

**PREPARING TODAY'S VICTORY DISH**

This is also for the experienced homemaker and will follow the above course. It will include such things as: Whole wheat and enriched flour breads and muffins, whole wheat cereals, cakes and cookies using honey or syrup, glandular meats, cheaper cuts of meat and herbs and cereals as replacement for tea and coffee. Other replacement ideas will be used.

**FOODS V**

**BRIDE'S COOKERY COURSE**

This course is offered three days a week for the bride or bride-to-be. It will include meal Planning, food Preparation, and attractive service. Meals to fill the Budget, stressing the fundamental principles of cookery are included. Both family meals and guest meals are a part of the course. Salads, quick breads, vegetable cookery, meat cookery, pastry and other desserts are prepared.

**WAR TIME COURSES**

Red Cross Nutrition courses. Canteen courses, Home Nursing, Consumer Interests courses and a Foods course designed especially for war time are included in the program.

Opportunity to do Red Cross Sewing and Knitting will be provided.

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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, Kinsce lla ($2.75).

**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, Kinsce lla ($2.90).

**MODERN STYLE PIANO PLAYING**

Practice in the performance of modern arrangements of popular music; how to improvise, fill in, play breaks, runs, blues, etc., in the manner employed by professional orchestra pianists. Textbook: Modern Piano Method, Lopes ($1).

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.)

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**ADULT EDUCATION 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).

**SPECIAL COURSES:**

Courses in Music Appreciation, Form and Analysis, and Conducting will be offered if a sufficient number of requests are received.

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**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 overhaul 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 materials; the application of conventions and symbols; lettering; and the intelligent reading of blueprints. By the end of the semester each student is well along in projection drawing and freehand sketching.

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, parallel circuits, 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; notes and material lists used on working drawing; use of handbooks; bills of materials; cans 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 machinist 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 bindery processes. The fourth semester consists of general work with the student taking jobs through to completion. Linotype operation and maintenance are given to those who have successfully completed the above courses. Newspaper makeup, head writing, and design and color are also offered.

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RADIO COMMUNICATION

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, tin plate, black iron, and blue an-reeled 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

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

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 theoretical, 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 facial treatment, care of equipment, and treatment of skin diseases. Units are covered in anatomy, formulas, sanitation, salesmanship, and trade ethics.
BRICKLAYING
Blueprint reading, fireplace and arch details, estimating quantities, preparing mortar, and manipulative skills in applying mortar and laying brick on all types of construction.

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

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.

GENERAL SCIENCE
This course allows the apprentice to supplement actual training in science, theory, color harmony, design, layout, mathematics, science, and metallurgy required in actual practice.

GRAPHIC DEVICES
Included in this course are point practice to develop manipulative skill, science, theory, color harmony, design, making and applying stencils, wall papering, and safety regulations.

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

PAIN'TING AND DECORATING
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.

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.

STEAMFITTERING APPRENTICES
A course for steamfitting apprentices will follow as closely as local conditions will permit the national standards for steamfitters 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
In order that young men may prepare themselves for better positions in the trade and industrial field and become better grounded in the scientific and technical principles as applied to the job in the production field, the following two year course has been set up in our day school to meet that particular need. A certificate will be granted to the student upon completion of the subject mater set up in this course.

First Year
First semester (30 hours)—Mechanics
Second semester (30 hours)—Strength of Materials

Second Year
First semester (30 hours)—Metallurgy
Second semester (30 hours)—Mechanisms

A general review of mathematics and instruction in the use of the slide rule will be given.

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.

National Defense Courses
For the past two years the trade department of this school has been conducting national defense courses in cooperation with the Social Security Agency, Washington, D. C. The shops have been devoting their entire time to training men and women over eighteen years of age to become operators in the various trade fields which are building national defense equipment.

Students wishing to enroll in these courses, either men or women who are over eighteen years of age, may do so by registering with the Federal Employment Office, 210 Monroe Avenue, Madison.
Most of these trade training shops are in operation twenty-four hours of each day, seven days of the week. Eight weeks of training in the following courses are offered:

- **Airplane Engine Mechanics**
- **Arc Welding**
- **Electricity**
- **Machine Shop**
- **Sheet Metal (Aircraft)**
- **Radio (Repair and Communication)**
- **Shipfitters Helper**
- **Suspension and Testing**
- **Shipfitters Helper**
- **Woodwork**

The following related training courses for national defense workers are also offered:

- **Blueprint Reading**
- **Shop Sketching and Mechanical Drawing**
- **Slide Rule and Micrometer Instruction**

All of the above courses have been approved by the federal government, and trainees, upon satisfactory completion of the course, are eligible for employment in national defense industries. There are no fees in the national defense training courses.

Students who are temporarily employed and wish to prepare for employment in national defense industries may arrange with the Vocational School to enroll in many of these courses at certain times that will not interfere with their present employment.