Bulletin of the
Madison Vocational
and
Adult Education School

Evening School

1943 - 1944

Board of
Vocational and Adult Education

211 N. Carroll Street
Madison, Wisconsin

EDUCATION for VICTORY
Evening School

The 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 27, 28, 29, 30, October 1, 1943
from 7 P.M. to 8:30 P.M.

Instruction begins Monday evening, October 4. 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.
Schedule

Classes will be held from 7:00 to 9:00 P.M. unless otherwise designated.

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

General Information

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

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

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

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

A student who is absent three consecutive times without an excuse will be automatically withdrawn from the class.

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 in the evenings by appointment.

Calendar

Monday, September 27, through Friday, October 1, 1943—
Registration from 7:00 P.M. to 8:30 P.M.

Monday, October 4—Evening classes begin.

Thursday and Friday, November 4 and 5—School closes for Milwaukee meeting of the Wisconsin Education Association.

Thursday and Friday, November 25 and 26—School closes for Thanksgiving recess.

Friday, December 10—Evening classes close for three weeks' Christmas vacation.

Monday, January 3—School re-opens.

Friday, March 31—Evening school closes.

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, 7:00-8:00.
Grammar review. Individual attention in correct use of parts of speech. Punctuation, capitalization, spelling.

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

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; 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, 7:00-8:00.
A continuation of Spanish I.

GENERAL MATHEMATICS—Tuesday and Thursday, 7:00-8:00.

LIP READING—Tuesday and Thursday, 7:00-8:00.
For the totally or partially deaf.

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

BOOKS FOR ALL—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.

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Art Courses

DRAWING—Tuesday and Thursday, 7:00-8:00.
Foundation course in drawing and painting. Illustration design. Laboratory fee $2.00.

LETTERING AND SHOW CARD WRITING—Tuesday and Thursday, 7:00-8:00.
Group and individual instruction. Laboratory fee $1.00.

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

GENERAL ART COURSE—Tuesday and Thursday, 7:00-8:00.
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, 7:00-8:00.
Block printing, leather tooling, chip carving, wooden bead work, non-loom techniques (knitting, 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, 7:00-8:00.
A course for amateurs offering developing, printing, enlarging, and other dark-room procedure. Laboratory fee $2.00 a semester.

LANDSCAPE PAINTING—Monday, 7:00-8:00.
Pictorial composition. Medias oil and water-color. Pre-requisite drawing. Materials to be furnished by student. Laboratory fee $1.00.

ADULT EDUCATION SCHOOL

MODELING AND WOOD CARVING—Monday and Wednesday, 7:00-8:00.
Modeling: Creative design in three dimensions. Wood Carving: Constructions of patterns, preparations of wood, techniques of carving and finishing. Laboratory fee $3.00.

POTTERY—Monday and Wednesday, 7:00-8:00.
Pottery forms with coil method. Slip molds, surface enrichment and glazes. The placing and firing the kiln. Use of the potter's wheel. Laboratory fee $2.50.

ART METAL—Tuesday and Thursday, 7:00-8:00.
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, 7:00-8:00.
Elementary course in modeling in wax, investing, and casting in silver. Articles made: Costume jewelry and figures. 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, 7:00-8:00.
Textile construction, analysis of tapestry and loom weaving. Processes of warping and threading. Laboratory fee $1.00.

HOOLED AND BRAIDED RUGS—Monday and Wednesday, 7:00-8:00.
A study of the old and modern hooked rug for inspiration. Original designs and color schemes planned to fit a certain place in a particular room in your home. Discarded materials recommended. Both hand and machine hook techniques taught.

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

INTERIOR DECORATION—Thursday, 7:00-8:00.
Practical course for men and women. Lectures and discussions by people prominent in the field. Some of the practical aspects of interior decoration course are style trends in furniture, arrangement 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, 7:00-8:00.
Historical and modern trends; personal problems regarding line, color and texture. Laboratory fee $1.00.

FASHION ILLUSTRATION—Monday and Wednesday, 7:00-9:00.
Prerequisite: drawing. Study of the fashion figure for the purpose of commercial illustration. Line, wash techniques, commercial reproducion processes. Model. Laboratory fee $1.00.
STAGE CRAFT—(12 lectures)—Wednesday, 7:00-9:00.
Lectures by people in the field. These will include:
Makeup, lighting, costumes, sets, analysis of sets, moods
of plays, research, color psychology, professional equip-
ment, advertising and display, how to watch a play.
Note: People interested in church plays, playground,
civic groups, and play appreciation would profit here.
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 others who wish to become
familiar with the principles of bookkeeping in order that
they may learn to keep their own books and interpret finan-
cial statements.
Thorough training is given in the fundamental principles
of double entry bookkeeping: debits and credits, journaliz-
ing, 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 ap-
plication 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 part-
nership 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, 7:00-8:00.
This course is for those who have completed book-
keeping I and II or the equivalent.
In this course a study is made of department store prob-
lems, reserve accounts, depreciation, bad debts, and cash
journal, with special emphasis on classification of ac-
counts. Problems and sets VI and VII of Elwell are cov-
ered 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 con-
nection 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.

ADULT EDUCATION SCHOOL
CALCULATING MACHINES (Key Driven)
Monday and Wednesday, 7:00-9:00, or 8:00 to 9:00.
Tuesday and Thursday, 7:00-10:00, or 8:00 to 9:00.
Friday, 7:00-10:00.
For beginners, the course includes the fundamental
operations of two and three column cross addition, split
addition, multiplication from right and left of keyboard and
over the permanent decimal point, subtraction, and di-
vision.
For advanced students, the course includes four and five
column cross addition and the application of the funda-
mental operations to practical business problems such as
discounts, percentages, commissions, payrolls, prorating,
mark-up, mark-down, and interest.
Course fee: $1.00.

COMMERCIAL ENGLISH I
Monday and Wednesday, 7:00-9:00.
Tuesday and Thursday, 8:00-9:00.
This course which includes punctuation, spelling, word
usage, synthesis, vocabulary building, sentence struc-
ture, and grammar, is intended for stenographers, book-
keepers, office workers and salespeople.
Text: $1.00.

COMMERCIAL ENGLISH II
Monday and Wednesday, 8:00-9:00.
Tuesday and Thursday, 7:00-8:00.
This is a course in business letter writing intended for
bookkeepers, stenographers, salespeople and office
workers.
This course includes letter styles and letter psychology.
Emphasis is placed on form, appearance, setup and es-
tential qualities of business writing.
Text: $1.75.

COMMERCIAL LAW—Monday, 7:00-8:00.
The course covers a study of contracts, negotiable instru-
m ents, market transactions, and business organization.
Text: $3.50.

SHORTHAND I—Tuesday and Thursday, 7:00-9:00.
This course is a study of shorthand only and is designed
for skilled typists. Homework and regular attendance are
necessary for progress.
Text: Gregg Shorthand. Functional Method (Volumes
I & II) $3.00.

STENOGRAPHY I (Beginning) (First year).
Monday and Wednesday, 7:00-9:00.
This is a course for beginners in shorthand and type-
writing. Two years are required to complete the theory.
The class period is divided into one hour of typewriting
and one hour of shorthand. Homework and regular atten-
dance are necessary.
Course fee: 50 cents.
Text: Gregg Shorthand Functional Method (Volume
I) $1.50. Short Typing, ONE Year Complete Course $1.50.

STENOGRAPHY I—(Second Year.)
Monday and Wednesday, 7:00-9:00.
This course is a continuation of the work in Stenography
I—first year, and completes the theory of Gregg Short-
hand. The class period is divided into one hour of typewriting
and one hour of shorthand. Homework and reg-
ular attendance are necessary.
Course fee: 50 cents.
Texts: Gregg Shorthand Functional Method (Volume II)
$1.50. Stuart Typing, ONE Year Complete Course $1.50.
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, 7:30-8:30, 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, 7:00-8:00.
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.
(If there are second hand machines available.)

STENOTYPY II—Thursday, 7:00-8:00.
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.

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 route men.

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

SALESMANSHIP COURSE II
Advance 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 4:00-6:00 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 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 deserts. Laboratory fee $1.50.

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

FOODS III—Tuesday and Thursday, 7:00-9:00.
For brides 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, 5:30-7:15.
The supper class for the busy girl. Planning and preparing the simple dinner meal 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 $0.50 per semester.

FOOD BUYING—Tuesday, 7:00-8:00.
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, 7:00-8:00.
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 meals, including meats, breads, cakes, pastry, casserole dishes, and vegetables. Use of strups 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 in the point of sale; kinds of food-life 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 of 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 $5.00.

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 banking accounts, budgeting income, family relationships, 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.
Beginninig and advanced problems in knitting.

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

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

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

CLOTHING III—Thursday, 7:00-9:00.
Pattern alteration and re-designing patterns. Use of commercial patterns: muslin foundation pattern. Part of period spent on 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 stressed. Rayons, linens, silk and wool may be used. Course fee $.50.

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

CLOTHING VII—Wednesday, 7:00-9:00.
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, 7:00-9:00.
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 retrimming; harmonizing of colors and materials; design of hats; shopping turbans and hats to suit different types of faces.

ADULT EDUCATION SCHOOL

CLOTHING REMODELING
Remodeling and altering garments to meet the needs of the thrifty homemaker during the war time emergency. The Federal Department of Education, in cooperation with the State Board of Vocational and Adult Education, has conducted during the past year several institutes in the state at which a number of local teachers have taken special training under an instructor from the Federal Department of Education. These refresher courses were designed especially for those teachers who are going to conduct the above courses. In addition, other public school centers will be used according to the demands for this instruction.

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

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

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

MAENNERCHOR (Male Voices)—Thursday, 7:30.
Sings part songs of the standard choral repertoire.

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

HOW TO ENJOY MUSIC—Thursday, 7:30.
A series of illustrated lectures presenting many interesting aspects of music. The purpose of this course is to assist the untrained listener in enjoying music of all types and forms. To stimulate active interest, informal discussion and exchange of opinions will be part of each class.

HARMONY—Thursday, 7:00.
A laboratory course in music writing. Study of harmonic intervals; the formation, progression, and selection of triads and chords of the seventh and ninth. Elementary Modulation. Analysis. Conducts a class of twenty students wishing to enroll in this course must have consent of department head before enrolling.

MODERN STYLE PIANO PLAYING
Tuesday and Thursday, 7:00-9:00.
A course for beginning students. Folk tunes. Earlier arrangements of classical repertoire.

Textbook: First Steps for the Young Pianist, Kinsella ($7.75).
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 $5.00.

CHEMISTRY—Tuesday and Thursday, 7:00-9:00.
Industrial chemistry essential to laboratory technicians and to many skilled trades. Fee $5.00. 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 $5.00.

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 mental 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. Port of every session devoted to code practice.

SHEET METAL
Pattern drafting for sheet metal workers. Fee $5.00.

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

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

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 $.55.

War Production Training Courses

These courses have been held in the various trade shops. Classes will be started in any War Production Training course when a sufficient enrollment and the local demands warrant the starting of a course. All students wishing to enroll in these courses, either men or women, who are eighteen years of age may call at the office of the Vocational School. Training courses will be offered in:

Welding

ACETYLENE GAS
Fuses (welds) metal parts together by means of an oxyacetylene torch and welding rod.

ACETYLENE BURNING
Set up and operate oxyacetylene-burning equipment to perform metal cutting operations.

ELECTRIC ARC AC-DC (Heavy)
Fuses (welds) metal parts together by means of electric welding apparatus and welding rod.

ARMY AND NAVY BREAK BAR AND TENSILE TESTING EQUIPMENT AVAILABLE.

Machine Shop

ENGINE LATHE
Shapes external and internal cylindrical surfaces of metal objects with a lathe on which rotations of the work and the feeding of the tool may be accomplished mechanically.

UNIVERSAL GRINDER
Grinds external and internal cylindrical metal surfaces with a machine that feeds at selected angles to the axis of the work for grinding tapered holes or sharply tapering external surfaces with abrasive wheel.

SURFACE GRINDER
Grinds plane metal surfaces or grooves in plane surfaces with a machine that finishes metal with an accurately controlled abrasive wheel.
SHAPER
Planes, shapes, or cuts grooves in metal objects with a machine that cuts with a tool held in a reciprocating head (ram).

RADIAL DRILL
Drill and ream with a large drilling machine, the drill spindle of which can be brought to bear anywhere within a large arc by moving the drill assembly along a horizontal radial arm and swinging the arm about its anchorage.
(Also supplementary training in the use of drill press, hack saw, tool grinder, hand tools and necessary precision instruments).

Electricity

RADIO MECHANICS
Inspect, adjust and repair medium and low powered radio transmitting and receiving equipment, using instruments such as ammeters, voltmeters and tube testers.

RADIO OPERATION
Controls the operation of and adjusts all the equipment associated with the transmitter of a radio station and assumes responsibility for compliance with federal regulations.

RADIO REPAIR
Repair defective radios, test currents, tubes and other parts by using various testing meters and devices.

ELECTRICITY - GENERAL
Lay out, assemble, install and test electrical fixtures, apparatus, control equipment and wiring used in the alarm, radio, communication, light and power system of buildings.

ELECTRICITY - POWER HOUSE
Repair electrical equipment such as generators, rotary converters and switchboards within the power house.

Sheet Metal

GENERAL SHEET METAL
Fabricate, assemble, alter, repair, and install sheet metal articles and equipment, cut metal with hand shears, rotary shears, square shears; shape metal with brake; forming machine, punch and drill holes for rivets, bolts and screws with center punch and hammer or hand drill; use of all necessary hand tools. Also sheet metal lay-out work.

AIRCRAFT RIVETING
Joins the metal skin to the skeletons of airplane assemblies and subassemblies such as tails and ailerons using a pneumatic riveting hammer.

Motor Mechanics

AIRCRAFT ENGINE
Inspect, service, repair and overhaul airplane engine (employment dependent on license from Civil Aeronautics Authority or the performance of duties under supervision of licensed worker).

AUTO ENGINE
Assemble and overhaul engines, transmissions, clutches, rear ends, and other automobile assemblies. Use of modern automotive testing equipment.
Bulletin of the
Madison Vocational
and
Adult Education School

Evening School
1943 - 1944

Board of
Vocational and Adult Education
211 N. Carroll Street
Madison, Wisconsin

EDUCATION for VICTORY
Madison Vocational and Adult Education School
211 North Carroll Street

Board of Vocational and Adult Education
S. G. Scanlan, President  J. H. Brown
P. H. Falk, Secretary  Fred M. Mason
Emil J. Frautschi
Alexander R. Graham, Director

Evening School
The 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 27, 28, 29, 30, October 1, 1943
from 7 P.M. to 8:30 P.M.

Instruction begins Monday evening, October 4. 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.
Schedule

Classes will be held from 7:00 to 9:00 P.M. unless otherwise designated.

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.

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 in the evenings by appointment.

Calendar

Monday, September 27, through Friday, October 1, 1943—Registration from 7:00 P.M. to 8:30 P.M.

Monday, October 4—Evening classes begin.

Thursday and Friday, November 4 and 5—School closed for Milwaukee meeting of the Wisconsin Education Association.

Thursday and Friday, November 25 and 26—School closed for Thanksgiving recess.

Friday, December 10—Evening classes close for three weeks' Christmas vacation.

Monday, January 3—School re-opens.

Friday, March 31—Evening 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, 7:00-8:00.
Grammar review. Individual attention in correct use of parts of speech. Punctuation, capitalization, spelling.

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

ENGLISH V—Monday, 7:00-8:00.
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, 7:00-8:00.
A continuation of Spanish I.

GENERAL MATHEMATICS— Tuesday and Thursday, 7:00-8:00.

LIP READING—Tuesday and Thursday, 7:00-8:00.
For the totally or partially deaf.

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

BOOKS FOR ALL—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, Chalk-Talk tricks. Laboratory fee $2.00.

GENERAL CRAFTS—Tuesday and Thursday, 7:00-9:00.
Block printing, leather tooling, chip carving, wooden bead work, non-loom techniques (knitting, 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. Mediums oil and water-color. Prerequisite drawing. Materials to be furnished by student. Laboratory fee $1.00.

ADULT EDUCATION SCHOOL

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 finishing. Laboratory fee $2.50.

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

ART METAL—Tuesday and Thursday, 7:00-8:00.
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, 7:00-8:00.
Elementary course in modeling in wax, investing, and casting in silver. Articles made: Costume jewelry and figures. 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 tapistry 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. 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. Laboratory fee $1.00.

INTERIOR DECORATION—Thursday, 7:00-8:00.
Practical course for men and women. Lectures and discussions by people prominent in the field. Some of the practical aspects of interior decoration course are style trends in furniture, arrangements 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, 7:00-8:00.
Historical and modern trends; personal problems regarding line, color and texture. Laboratory fee $1.00.

FASHION ILLUSTRATION—Monday and Wednesday, 7:00-8:00.
Prerequisite: drawing. Study of the fashion figure for the purpose of commercial illustration. Line, wash techniques, commercial reproduction processes. Model. Laboratory fee $1.00.
Commercial 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 entries, and the use of 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, 7:30-9:30 or 8:30-10:00.
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 introduces the student to shorthand principles. The speed dictation begins at 150 words a minute. Transcription at the typewriter is required.
Course fee: 50 cents.

STENOTYPY I (Beginning)—Tuesday and Thursday, 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, 7:00-8:00.
This course is designed 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.

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 route men.

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; leather 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 4:00-6:00 P.M.; 7:00-8:00 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 conformed 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, 7:00-9:00.
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 1, Monday, 7:00-8:00.
Section 2, Wednesday, 7:00-8:00.
War-time entertaining and recreation through guest meals: teas, luncheons, buffet suppers, holiday foods, Christmas candles using sirups, after theater snacks, entertaining the men from the armed forces. Laboratory fee $1.50.

FOODS III—Tuesday and Thursday, 7:00-9:00.
For brides 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, 5:30-7:15.
The supper class for the business girl. Planning and preparing the simple dinner meal 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 $9.00 per semester.

FOOD BUYING—Tuesday, 7:00-8:00.
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, vitamin 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, 7:00-8:00.
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 meals, including meats, breads, cakes, pastry, casseroles, and vegetables. Use of sirups 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 in the point of sale; kinds of food: their human body needs, vitamins, 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 of 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 $5.00.

HOME NURSING LONG COURSE
Section I—Monday, 7:00-8:00.
Section II—Tuesday, 7:00-8:00.
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 $5.00.

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 banking accounts, budgeting income, family relationships, and 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.

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

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

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

CLOTHING III—Thursday, 7:00-9:00.
Pattern alteration and re-designing patterns. Use of commercial patterns: muslin foundation pattern. Part of period spent on alteration of garment. 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 stressed. 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 cors and suits. Fitting emphasized. Course fee $.50.

CLOTHING VII—Wednesday, 7:00-9:00.
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, 7:00-9:00.
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 retrimming; harmonizing of colors and materials; design of hats; shopping turbans and hats to suit different types of faces.

CLOTHING REMODELING
Remodeling and altering garments to meet the needs of the thrifty homemaker during the war time emergency. The Federal Department of Education, in cooperation with the State Board of Vocational and Adult Education, has conducted during the past year several institutes in the state at which a number of our local teachers have taken special training under an instructor from the Federal Department of Education. These refresher courses were designed especially for those teachers who are going to conduct the above courses. In addition, other public school centers will be used according to the demands for this instruction.

Music Courses

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

MADISON CIVIC SYMPHONY ORCHESTRA
Tuesday, 7:30.
Performs representative works of the entire orchestral repertoire; assists in 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.
Sings part songs of the standard choral repertoire.

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

HOW TO ENJOY MUSIC—Tuesday, 7:30.
A series of illustrated lectures presenting many interesting aspects of music. The purpose of this course is to assist the untrained listener in enjoying music of all types and forms. To stimulate active interest, informal discussion and exchange of opinions will be part of each class.

HARMONY—Thursday, 7:00.
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 (S2).

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

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

PIANO I—Tuesday or Thursday, 7:00.
A course for beginning students. Folk tunes. Earlier arrangements of classical repertoire.

Textbook: First Steps for the Young Pianist, Kinsella ($7).
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 $.50.

CHEMISTRY—Tuesday and Thursday, 7:00-9:00.
Industrial chemistry essential to laboratory technicians and to many skilled trades. Fee $.50. 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 $.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 mental 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. Port 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 craftsmen on each of the following: construction of various types of equipment, traps, boilers, regulators, template design for pipe bending and welding, heat loss calculations, and heating system design.

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.

MECHANICAL
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 $.55.

War Production Training Courses

These courses have been held in the various trade shops. Classes will be started in any War Production training course when a sufficient enrollment and the local demands warrant the starting of a course. All students wishing to enroll in these courses, either men or women, who are eighteen years of age may call at the office of the Vocational School. Training courses will be offered in:

Welding

ACETYLENE GAS
Fuses (welds) metal parts together by means of an oxyacetylene torch and welding rod.

ACETYLENE BURNING
Set up and operate oxyacetylene-burning equipment to perform metal cutting operations.

ELECTRIC ARC AC-DC (Heavy)
Fuses (welds) metal parts together by means of electric welding apparatus and welding rod.

ARMY AND NAVY BREAK BAR AND TENSILE TESTING EQUIPMENT AVAILABLE.

Machine Shop

ENGINE LATHE
Shapes external and internal cylindrical surfaces of metal objects with a lathe on which rotations of the work and the feeding of the tool may be accomplished mechanically.

UNIVERSAL GRINDER
Grinds external and internal cylindrical metal surfaces with a machine that feeds at selected angles to the axis of the work for grinding tapered holes or sharply tapering external surfaces with abrasive wheel.

SURFACE GRINDER
Grinds plane metal surfaces or grooves in plane surfaces with a machine that finishes metal with an accurately controlled abrasive wheel.
SHAPER
Planes, shapes, or cuts grooves in metal objects with a machine that cuts with a tool held in a reciprocating head (ram).

RADIAL DRILL
Drill and ream with a large drilling machine, the drill spindle of which can be brought to bear anywhere within a large arc by moving the drill assembly along a horizontal radial arm and swinging the arm about its anchorage.

(Also supplementary training in the use of drill press, hack saw, tool grinder, hand tools and necessary precision instruments).

Electricity

RADIO MECHANICS
Inspect, adjust and repair medium and low powered radio transmitting and receiving equipment, using instruments such as ammeters, voltmeters and tube testers.

RADIO OPERATION
Controls the operation of and adjusts all the equipment associated with the transmitter of a radio station and assumes responsibility for compliance with federal regulations.

RADIO REPAIR
Repair defective radios, test currents, tubes and other parts by using various testing meters and devices.

ELECTRICITY - GENERAL
Lay out, assemble, install and test electrical fixtures, apparatus, control equipment and wiring used in the alarm, radio, communication, light and power system of buildings.

ELECTRICITY - POWER HOUSE
Repair electrical equipment such as generators, rotary converters and switchboards within the power house.

Sheet Metal

GENERAL SHEET METAL
Fabricate, assemble, alter, repair, and install sheet metal articles and equipment, cut metal with hand shears, rotary shears, square shears; shape metal with brake; forming machine, punch and drill holes for rivets, bolts and screws with center punch and hammer or hand drill; use of all necessary hand tools. Also sheet metal lay-out work.

AIRCRAFT RIVETING
Joins the metal skin to the skeletons of airplane assemblies and subassemblies such as tails and ailerons using a pneumatic riveting hammer.

Motor Mechanics

AIRCRAFT ENGINE
Inspect, service, repair and overhaul airplane engine (employment dependent on license from Civil Aeronautics Authority or the performance of duties under supervision of licensed worker).

AUTO ENGINE
Assemble and overhaul engines, transmissions, clutches, rear ends, and other automobile assemblies. Use of modern automotive testing equipment.