Madison Vocational and Adult Education School

DAY SCHOOL BULLETIN

1944 - 1945

211 NORTH CARROLL ST.  MADISON, WISCONSIN
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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.

There is no tuition charge for Madison residents, but in some classes fees will be charged to cover the cost of laboratory expense, incidental breakage, texts and supplies.

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. There are no specific educational requirements for entrance in any courses offered by this school.

WAR VETERANS AND EX-SERVICE MEN

This school is cooperating with the Veterans Administration located at Wood, Wisconsin, and the Veterans Recognition Board of the State of Wisconsin in the matter of furnishing educational courses for returning war veterans and other ex-service men. All the departments of the school are available to them. They may get training in the following lines: trade, commercial, related art, foods and clothing, and high school subjects which will permit them to complete their high school training and secure a high school diploma.

HIGH SCHOOL CREDITS

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.

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 13, January 29 and April 9. Tuition is payable in the main office.

ATTENDANCE

A close check 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 Those who must be absent are requested to call Badger 2350 so that they will not be withdrawn from classes.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 classroom work.

Vocational School students who wish to be considered for employment should inform the Guidance Office of this fact.

The Placement Department has contacts with the various industries and business organizations in the city. Employers place calls with the Vocational School when they need help.
ADULT EDUCATION SPECIAL SERVICES

Adults wishing to meet special educational requirements for civil service equivalency or to make up educational deficiencies in order that they may enter certain special high school subjects, may make up these deficiencies by making arrangements at the time of registration. These courses are in the nature of refresher courses which do not require full semester attendance.

RECORDS

Grades will be issued at the end of each quarter. Grades of all students will be mailed to the parents. 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.

GENERAL INFORMATION

Locker service is available for the students. Please make arrangements with your department supervisor.

Attention is called to the fact that smoking in the building, corridors, classrooms, shops, laboratories, auditoriums and lavatories is not permitted because of a city ordinance and for sanitary and safety reasons.

GENERAL INFORMATION

The Guidance Office is located in room 237. This department is at the service of all students for attendance, health, welfare, placement and all guidance problems. This department offers testing services including aptitude, interest and general information tests. Any young student or adult wishing to avail himself of the opportunity to take these tests may arrange for it at this office.

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SOCIAL SCIENCE II—Story of Nations

A survey of the countries of the world, the reason for their development and government, their ways of life, how we see them, and how we see other people. A course of study of the growth of democracy in the U.S.A. This course includes a study of "The Growth of Democracy" and "Across the Ages by Capen.

SOCIAL SCIENCE III—The World Today—Global Geography

This course attempts to acquaint pupils with the knowledge of life all over the world and to arouse their curiosity and stimulate their interest in these countries. It increases their knowledge of geography in order to build up a background for an understanding of human beings and what we owe other parts of the world. It stresses the one world idea and our interdependence.

WORLD AFFAIRS—Following the boys

This is a study of our allies and enemies, their history, geography and industry. We must all live in the same world and we must begin to understand their problems and their actions and reactions. We will study and make maps and learn where our boys are fighting and why. We will stress the shrinking world with all that that implies. This will bring in government ideologies, understanding of our interdependence and therefore the necessity of making a peaceful world.

U.S. HISTORY

It will begin with explorations and discovery. Why the various races came and where they settled. It will trace their involvement leading to the Revolution and our democratic ideas and our expansion. It shows the causes of the civil war—slavery issue and whole colored question. Results of Civil War and these implications. The Industrial Revolution, the rise of "Big Business," imperial issue, and growth of an empire. It will trace our westward movement, our part in World War I, our efforts toward world peace, the Progressive movement, League of Nations and the situation that lead to the New Deal with its effect on agriculture, capital, and labor. It will show our attempt at isolation and why it had to fail, the rise of totalitarian states and our entrance into this war.


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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:

1. Art of making costumes: historical and modern trends in costume, costume accessories, and their adaptability to personal types, modern designers, and how they work.
2. Past and present accessories in costume, and how to budget a wardrobe for color and suitability.

APPLIED ARTS I
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 arrangement, and fine arts for making the most of things at hand.

2nd Quarter
Individual problems in applied design correlated with Home Economics classes on the student's subjects. These include: metal files for card recipe books, classes; mounting and cataloging of recipes; loose leaf note for clipping and pictures of food and table arrangements; plate and serving dishes; and accessories for the kitchen, designs for quilt squares.

RELATED ART—Interior Decoration for second year full- and half-time Home Economics students.

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

ARTS II, FREEHAND DRAWING, 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
Perspective and elementary anatomy. View study. Media: tempera, brush and ink.

3rd Quarter
Composition and techniques. Water color, oil, and still life. History of art.

4th Quarter
Landscapes, illustration, figure composition, and still life. History of art.

JEWELRY FOR TRADE BOYS—A semester course. 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.

DESIGN FOR PRINTERS
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
Problems in leather modeling, chip carving, metal etching and tapping and cork craft.

GENERAL CRAFTS (Adults)
A class planned to meet the needs of the young adult, the homemaker, the young 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 $1.00.

CRAFTS FOR THE REHABILITATION STUDENT
Special work is provided for the disabled according to the type of injury or disability, clay modeling and pottery for paralyzed muscles of the fingers and hand. Foot power weaving for stiffened knees and joints. Raffia for stiff wrists. Weaving and basketry for the blind. Most any craft for the cardiac disturbances provided the elements of fatigue and excitement are eliminated.

CRAFTS COURSE FOR GIRL SCOUT LEADERS. (Materials to be paid by the student)

Especially planned to enable the leader to help the scout to win art badges. Following objectives stressed: To develop creative ability; to master skills and techniques; to gain an appreciation of the crafts.

The crafts offered to the first group of scout leaders were finger weaving, block printing, elementary book binding; raffia and basketry. A certificate is given to those who satisfactorily complete the course.

ART METAL FOR ADULTS
Students to purchase their own materials. Laboratory Fee $2.50 per quarter.

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
Students to purchase their own materials. Laboratory Fee $5.00 per 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.

MODELING
Student to purchase own pieces at 30 cents each. Laboratory fee $3.00 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 moulds. Casting in plaster and finishing.

POTTERY
Student to purchase own pieces at 30 cents each. Laboratory fee $2.50 per quarter.

1st Quarter
A beginning course in ceramic covering coil and piece method of hand built processes.

2nd Quarter
The making of slip and pouring moulds. Stamping surface enrichment.
3rd Quarter
Glaze techniques, the making of slip moulds, the use of the potter's wheel.

4th Quarter
The making of slip moulds, the use of the potter's wheel.

WEAVING I (Adults)
For the homemaker, craftsmen, teacher, or camp instructor. An elementary course in weaving will include plain and double weave, design, and color schemes; draft writing and sketch analysis. Labor fee $1.00 a semester. Materials to be purchased by student.

WEAVING II (Adults)
Advanced problems in weaving; stick weaving, Navajo, Danish lace weave, crackle weave on four harness looms. Summer and winter, bronson and double weave on six and eight harness looms. Laboratory fee $1.00 a semester. Materials to be purchased by student.

WEAVING III (Adults)
Studio Period is open to students who wish to devote three to five hours daily or several days a week to weaving projects such as dress material, upholstery, table cloth, curtains, luncheon sets, coverlets, hangings, blankets, and rugs. Laboratory fee $1.00 a semester. Materials to be purchased by the student.

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

ACCOUNTING I
This is a one-semester course designed to give the student a thorough knowledge of the fundamental steps in the bookkeeping and accounting cycle, namely; journalizing, posting, trial balance, and closing the ledger. The student becomes familiar with the special journals, notes, interest, as well as the uses of the usual business forms. Practice sets are used.

ACCOUNTING II
This is a one-semester course and has as a prerequisite Accounting I. Here the students are given work in drafts, trade acceptance, cash, and merchandise, invoices, notes and insurance register, accounts and controlling accounts. The partnership type of business organization is used in this course. Practice sets are used.

ACCOUNTING III
This is a one-semester course and requires at least one year's previous training in accounting. In this course the corporation 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 of cash journal (in use in almost all small retail establishments) is very thoroughly covered, as well as classification of accounts. Practice sets are used in this course.

Advanced Accounting
ACCOUNTING IV
In this course the student 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 text-work.

Advanced Accounting
ADVANCED ACCOUNTING PRINCIPLES
A thorough knowledge of the accounting principles, plus two years' accounting training is a prerequisite to advanced accounting. 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.

Arithmetic
BUSINESS ARITHMETIC
This is primarily a review of the fundamentals of arithmetic, namely, addition, subtraction, multiplication, and division of whole numbers and fractions. Units on interest, bank discount, business and stock transactions, Record. The sale, and purchasing the goods are covered in this course.

Calculating Machines
BURROUGHS AND COMPTOMETER
The student first completes a text book of 60 lessons which gives him a complete knowledge of the machine with a reasonable length of time. It includes the four fundamental processes of addition, multiplication, subtraction, and division, and their applications to types of work that are usually required in business situations. After the student has completed this textbook, he is entirely familiar with the fundamental technique of the operation of the machine, but he does not have a high degree of skill.

For students desiring further training, intensive drill is given on all the fundamentals and operations and their application to all types of problems in business arithmetic. To receive a certificate, the following standards of speed must be attained: 80 correct columns an hour of eight-column addition, 7 correct multiplication problems per minute, 7 correct subtraction problems per minute, 2-3 correct division problems per minute. The course leading to the certificate requires about 300 hours to complete.

MONROE AND MARCHANT
This course covers addition and the various methods of multiplying, subtracting, and dividing; followed by their application to problems in business arithmetic. Upon the completion of the course, the student should have a thorough training in the fundamental processes as they apply in business and sufficient knowledge to operate the machine in any business office. The course consists of thirty assignments.

Commercial English
COMMERCIAL ENGLISH I
This course includes punctuation, spelling, word usage, vocabulary, grammar, interpretation of meaning, use of the dictionary to verify spelling, and any other material that is found necessary as the class progresses.

COMMERCIAL ENGLISH II
Business Correspondence
A course in letter styles and letter writing. Emphasis is placed on form, appearance, set-up. Essential qualities of business writing. Consideration, correctness, character, cheerfulness and conviction. Student learns how to write: orders, inquiries, sales letters, and collection letters. Any other material that is found necessary as the class progresses.

COMMERICAL ENGLISH III
Business Information
A course in English for office workers in business organizations. It covers all the knowledge and skill needed to operate the machine, but he does not have a high degree of skill.

Commercial Law
COMMERCIAL LAW
A course covering the use of contracts, bills of lading, and financing. It covers the use of business machines and the methods of filing and practical application.

Filing
FILING
A nine-week course in correspondence filing. The course is divided into four units: (1) Rules for filing and their application; (2) Study of filing supplies and equipment; (3) Methods of filing and application of the use of 75 miniature letters and filing trays; (4) The use of indexes. This course is also presented.

Machine Accounting
BURROUGHS TYPEWRITER BOOKKEEPING MACHINE CLASS 78
Prerequisite: Ability to operate a typewriter. Knowledge of bookkeeping is of great value. The student learns the parts of the machine by name, the function of the various keys, the general principles of operation, and the various methods of posting debits and credits to accounts receivable and of
proving the operations. After the student has mastered these operations, he posts a set of business transactions using individual ledger and statement sheets and a control account. A class 78 machine is more automatic than the desk model, but the operations of the two machines is almost identical. The student first learns the Burroughs Short-Cut Method of adding until a certain speed is acquired; then the function of the various keys on the keyboard. This is followed by posting to individual ledger sheets from lists of transactions in the textbook. Methods of proving the work are introduced. For the final lessons in posting, unit media are provided.

BUROUGHS TYPewriter BOOKKEEPING MACHINE CLASS 76
Prerequisite: Ability to operate a typewriter. Knowledge of bookkeeping is of great value. The student first learns the parts of the machine by name, the function of the various keys, the general principles of operation, and the various methods of posting debits and credits to accounts receivable and accounts payable. He learns to post debits and credits to an Account Receivable Account from a list of business transactions bringing in all possible combinations of debits and credits and the resulting debit and credit balances. Methods of proving the work and the correction of errors are introduced.

THE BurROUGHS DESK MODEL ADdING-SUBTRACTING BOOKKEEPING MACHINE
Prerequisite: Knowledge of bookkeeping is of great value.

The first part of the course covers the Burroughs Short-Cut Method of adding with timed tests included to gauge the rate progressed, followed by assignments of limited scope in multiplication, use of wide office forms, and simple ledger posting.

The second part emphasizes applications rather than machine techniques. A brief review of addition is followed by practical problems in Office Practice. Then the basic procedures of mechanical bookkeeping are applied in two cycles of Customer accounting from transaction lists.

The third section is devoted to Commercial and Bank bookkeeping. Unit transaction media instead of lists is introduced for posting practice.

BUROUGHS HIGH KEYBOARD BOOKKEEPING MACHINE
Prerequisite: Knowledge of bookkeeping is of great value. The Burroughs High Keyboard Bookkeeping Machine is more automatic than the desk model, but the operations of the two machines is almost identical. The student first learns the Burroughs Short-Cut Method of adding until a certain speed is acquired; then the function of the various keys on the keyboard. This is followed by posting to individual ledger sheets from lists of transactions in the textbook. Methods of proving the work are introduced. For the final lessons in posting, unit media are provided.

The student first learns the parts of the machine by name, the function of the various keys, the general principles of operation, and the various methods of posting debits and credits to accounts receivable and accounts payable. He learns to post debits and credits to an Account Receivable Account from a list of business transactions bringing in all possible combinations of debits and credits and the resulting debit and credit balances. Methods of proving the work and the correction of errors are introduced.

Adding Machines or Listing Machines

BUROUGHS ADDING MACHINE
This machine has no subtraction bar; so only addition and simple multiplication can be taught.

The student learns the Burroughs Short-Cut Method of adding and practices until the required standards of speed and accuracy are attained.

OFFICE PRACTICE
Office practice includes Office Routine, Job Personality, Commercial Dress, Voice Training, Switchboard, Dictation, Edifying, Ditto and Mimeograph operation.

Secretarial Training

STENOGRAPHY I—Full Time
Beginning Shorthand and Typewriting
This is a course for beginners in shorthand and typewriting. About one year is required to complete the course. Classes meet twice a day with a required study period intervening. 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 school year.

STENOGRAPHY II—Half Time
Beginning Shorthand and Typewriting
Four Semesters—Eight Quarters If T. New classes are organized at the beginning of each semester. This is a course for beginners in shorthand and typewriting. Two years is required to complete the course.

Classes meet once a day. It requires one semester to complete the course. Dictation and transcription is introduced during the last two or three weeks of the semester.

STENOGRAPHY III
Intermediate Dictation
This course consists of a review of theory and beginning dictation. Dictation for transcription begins at 50 words per minute and increases to at least 80 words per minute. The English and shorthand teachers cooperate in checking errors and improving transcription.

STENOGRAPHY IV
Advanced Dictation
This course is open to students who are working for a shorthand speed of 50 to 100 words per minute for transcription. A review of shorthand principles is given. Practice material is dictated at different rates of speed for speed building. Emphasis is placed on letter set-up, spelling and typing. A carbon copy of each letter transcribed is required.

STENOGRAPHY V
Stenography is open to advanced students who wish to specialize in Legal or Medical dictation.

TYPEWRITING I
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, 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 (Harp's list) is completed. There is little waste in skillfully learning such commonly used material. Proper stroking is carefully developed in this procedure.

4. From the "word stage" sentences and paragraphs are taken up.

5. Timed sets are given, including practical material, and figures are carefully brought into use. Accuracy is stressed as the only basis for successful typewriting, and a writing rate of 20 to 25 words per minute for five or ten minutes is required.

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

7. Horizontal and vertical placement.

8. Simple letter set-up is presented.

TYPEWRITING II
This period is given over to learning the practical application of typewriting, fluent, easy writing should have been attained. We begin the following phases of correspondence: envelopes, different letter styles, folding and insertion, carbon copies, enclosures, postal cards, tabulation, index cards, rough drafts; many kinds of placement problems including design, title page, table of contents, menu, etc.; a speed of 25 to 35 words per minute for ten and fifteen consecutive minutes is required.

TYPEWRITING III
A year's work in typing is necessary to enter this course. A rate of approximately 35 words per minute is also required. Letter and envelope set-up, oth-
General Accounting

**ACCOUNTING COURSE “A”**

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

<table>
<thead>
<tr>
<th>One year—Two Semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
</tr>
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</tr>
<tr>
<td>Typewriting</td>
</tr>
<tr>
<td>English</td>
</tr>
<tr>
<td>Business Arithmetic</td>
</tr>
<tr>
<td>Calculating Machines</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Second Semester</th>
<th>Hrs. per wk.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting II</td>
<td>10</td>
</tr>
<tr>
<td>Typewriting</td>
<td>10</td>
</tr>
<tr>
<td>English</td>
<td>5</td>
</tr>
<tr>
<td>Calculating Machines</td>
<td>5</td>
</tr>
</tbody>
</table>

Short Unit Courses required:
- Office Training
- Switchboard
- Filing and Indexing

**ACCOUNTING COURSE “B”**

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

<table>
<thead>
<tr>
<th>Two years—Four Semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Semester</td>
</tr>
<tr>
<td>Accounting I</td>
</tr>
<tr>
<td>Typewriting</td>
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</thead>
<tbody>
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</tr>
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<td>Typewriting</td>
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<tr>
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</tr>
</tbody>
</table>

These coming back the second year will go into Accounting Course “D”.

**ACCOUNTING COURSE “C”**

For Half-time students having had Accounting I or its equivalent. One year—Two Semesters.

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs. per wk.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting I</td>
<td>5</td>
</tr>
<tr>
<td>Typewriting</td>
<td>5</td>
</tr>
<tr>
<td>English</td>
<td>5</td>
</tr>
<tr>
<td>Business Arithmetic</td>
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<tr>
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<tr>
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<tbody>
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</tr>
</tbody>
</table>

**CALCULATING MACHINE COURSE**

One year—Two Semesters.

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<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>Typewriting</td>
<td>5 to 20</td>
</tr>
<tr>
<td>Business Arithmetic</td>
<td>5</td>
</tr>
<tr>
<td>English</td>
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<tr>
<td>Filing and Indexing</td>
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**General Accounting**

One year—Two Semesters.

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</tr>
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</table>

**General Clerical**

Full-time

This two year course of study is for boys and girls of eighth, ninth or tenth grade preparation who come full time.

<table>
<thead>
<tr>
<th>Two years—Four Semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
</tr>
<tr>
<td>First Semester</td>
</tr>
<tr>
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</tbody>
</table>

PART-TIME—EIGHT HOURS A WEEK

The student who enters part-time work for the first time with no previous Commercial training is advised to take the General Course.

<table>
<thead>
<tr>
<th>Two year course—For part-time students</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
</tr>
<tr>
<td>First Semester</td>
</tr>
<tr>
<td>Typewriting</td>
</tr>
<tr>
<td>English and Spelling</td>
</tr>
<tr>
<td>Bookkeeping or Shorthand</td>
</tr>
<tr>
<td>Typewriting</td>
</tr>
<tr>
<td>Business Accounting</td>
</tr>
</tbody>
</table>

**General Accounting**

Half-time—Part-time

This course is designed for the employed boy and girl who come directly from the eighth grade or High School at the age of 16.

<table>
<thead>
<tr>
<th>First Year — Half-Time — Twenty Hrs. a Week</th>
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<tr>
<td>First Semester</td>
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</table>

**Advanced Accounting PRINCIPLES**

For students having had two years of General Accounting.

<table>
<thead>
<tr>
<th>One year—Two Semesters</th>
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</thead>
<tbody>
<tr>
<td>First Semester</td>
</tr>
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<tr>
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</tr>
<tr>
<td>Bookkeeping</td>
<td>5</td>
</tr>
<tr>
<td>Filing and Indexing</td>
<td>5</td>
</tr>
<tr>
<td>Sales Training</td>
<td>2</td>
</tr>
<tr>
<td>Electives</td>
<td>2</td>
</tr>
<tr>
<td>Office Training</td>
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**Advanced Accounting**

One year—Two Semesters.

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**General Clerical**

Half-time—Part-time

This course is designed for the employed boy and girl who come directly from the eighth grade or High School at the age of 16.

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</tbody>
</table>

**Part-Time—Eight Hours a Week**

The student who enters part-time work for the first time with no previous Commercial training is advised to take the General Course.

<table>
<thead>
<tr>
<th>Two year course—For part-time students</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
</tr>
<tr>
<td>First Semester</td>
</tr>
<tr>
<td>Typewriting</td>
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<tr>
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**Advanced Accounting PRINCIPLES**

For students having had two years of General Accounting.

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<th>One year—Two Semesters</th>
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<td>First Semester</td>
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<table>
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<tr>
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<tr>
<td>Calculating Machines</td>
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<td>Bookkeeping</td>
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<td>Filing and Indexing</td>
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<td>Sales Training</td>
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<td>Electives</td>
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<td>Office Training</td>
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**Advanced Accounting**

One year—Two Semesters.

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<thead>
<tr>
<th>First Semester</th>
<th>Hrs. per wk.</th>
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<tr>
<td>Advanced Accounting</td>
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<td>Typewriting</td>
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<td>Bookkeeping</td>
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<td>Shorthand</td>
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<td>Electives</td>
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<td>Office Training</td>
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</table>
SECOND SEMESTER HRS. PER WK.
Typewriting .......... 2
English and Spelling .1
Penmanship or Filing ..1
Calculating Machines .2
Business Arithmetic ...1
Office Training ....... 1

SECOND YEAR

FIRST SEMESTER HRS. PER WK.
Typewriting .......... 2
English ................ 1
Penmanship or Filing ..1
Calculating Machines .2
Business Arithmetic ...1
Elementary Bookkeeping 2

SECOND SEMESTER HRS. PER WK.
Typewriting .......... 2
English ................ 1
Penmanship or Filing ..1
Calculating Machines .2
Bookkeeping II ........ 2
Business Arithmetic ...1

Students who enter part-time work previous to Commercial training may choose one of the courses given below:

SECRETARIAL COURSE
Typewriting .......... 2
Shorthand .............. 2
Transcription .......... 1
English ................ 1
Penmanship ............. 1
Calculating Machines 2
Filing .................. 1
Office Training ....... 1

ACCOUNTING COURSE
Typewriting .......... 2
Accounting ............ 1
Penmanship ............. 1
Calculating Machines 2
Bookkeeping II ........ 2
Business Arithmetic ...1

CALCULATING MACHINE COURSE
Calculating (4 periods) Typewriting (4 periods)
English is required of all students taking Shorthand.

STENOGRAPHIC COURSE "A"
For full-time students not having any Commercial training.

First Semester HRS. PER WK.
Shorthand, Transcription and Office Training ....... 15
Typewriting ............ 10
English ................ 5
Study (for Shorthand preparation) ....... 5
Short Unit Courses required:
Filing and Indexing (second quarter) ....... 5

Second Semester HRS. PER WK.
Diction and Transcription ....... 15
Typewriting ............ 10
English ................ 5
Study (for Shorthand preparation) ....... 5
Short Unit Courses required:
Calculating Machines ....... 5
Note: Shorthand students wishing to branch out into other fields of Commercial training such as bookkeeping and advanced calculation may add these courses the second year either at day or night school, and by so doing prepare themselves for Secretarial work.

STENOGRAPHIC COURSE "B"
For half-time students not having any Commercial training.

First Year

First Semester HRS. PER WK.
Shorthand I ............. 5
Typewriting ............ 5
English ................ 5
Study (for Shorthand preparation) ....... 5
Short Unit Courses required:
Filing (second semester) ....... 5

Second Semester HRS. PER WK.
Shorthand II ........... 5
Typewriting ............ 5
English ................ 5
Those who return the second year should enroll in Stenographic Course "C" or Secretarial Course "A."

STENOGRAPHIC COURSE "C"
For half-time students having had Shorthand I. Review of principles. Dictation for transcription begins at 30 words a minute.

First Semester HRS. PER WK.
Shorthand II ........... 5
Typewriting ............ 5
English ................ 5
Filing (second quarter) ....... 5

SECOND SEMESTER HRS. PER WK.
Shorthand 3 or 4 ....... 5
Typewriting ............ 5
English ................ 5
Elementary Bookkeeping ....... 5
Short Unit Courses required:
Office Training ....... 5
Switchboard ....... 5
Machine Calculating ....... 5

SECRETARIAL COURSE "A"
For half-time students having had advanced shorthand. Dictation begins at 80 and 90 words a minute.

One-Year—Two Semesters

First Semester to HRS. PER WK.
Typewriting ............ 15
English ................ 5
Elementary Bookkeeping ....... 5
Short Unit Courses required:
Office Training ....... 5
Switchboard ....... 5
Machine Calculating ....... 5

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, and typewrite at the rate of 50 to 60 words a minute.

One-half year—One semester.

Legal Dictation ............ 5
Legal Transcription ....... 5
Commercial Law ............ 5
Secretarial Training ....... 5
Secretarial Accounting ....... 5
Typewriting (if needed) ....... 5

A course in Medical Dictation will be given upon request for advanced students who are able to take dictation at the rate of 100 to 120 words a minute and who have a typewriting speed of from 50 to 60 words per minute.

For Nutrition courses see Home Economics Department section.
For course in Industrial Terminology see Trade and Industry section.

DISTRIBUTIVE EDUCATION TUESDAY ONLY

RETAILING
The course is designed to cover the elements of retailing. Recommended to people who intend to enter or recently entered the field of store selling.

Covered are such subjects as:
- The system of distribution.
- The nature of consumer wants.
- The functions and services of the seller.
- The two-way process of buying and selling.
- The importance of the salesperson in the store.
- Developing the sales story.
- Attitude toward customers, fellow workers and employers.

ROUTEMEN'S SELLING COURSE
The short course is prepared to assist people in the sales problems of "outside" selling.

The following subjects are taken up:
- The balanced job: (1) Service; (2) Collections; (3) Selling. Developing satisfied customers. Holding your customers. Winning back your customers. Getting new customers.

SPECIAL COURSE FOR FOOD STORE WORKERS
The objectives of food store training may be summed up as follows:
- To set up an occupational standard for food store workers.
- To educate food store workers to the point where they become more efficient in their field.
- To make food store sales persons more valuable to themselves, their employers and the customers.

The material for this course is based on the First and Second Courses edited by the National Grocers Institute.

CREDITS AND COLLECTIONS
Designed to assist people in the field of merchandising in their problems on credits and collections.

The following topics are discussed:
- The place of credit in retailing.
- Credit investigation and analyzing information.
Accepting and declining applications. Credit control. Essential records. Fundamentals of collections. Legal instruments — repossessions and suits. Improving consumer relations through efficient handling of credit.

**"HOW TO INSTRUCT A WORKER ON THE JOB"**

This short course is designed to assist managers, junior executives and department heads to "sharpen their teaching tools."

The following points are emphasized: Benefits derived from a more efficient technique of training. Illustrate the weaknesses of the two common training methods—telling and showing. Illustrate the "sure-fire" method of training. Instruct and practice a material or task analysis. Apply the four basic steps of instruction to actual store situations.

**Home Economics Courses**

Courses for Full-time, Half-time, and Part-time Students

**Growth and Development of Family Members**

**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 given emphasis. Personal hygiene, clothing hygiene, eating for body needs, correcting posture, care of hair, skin, teeth, nails, as well as use and purchase of cosmetics, are some of the highlights of this unit.

2. Family Relationships—points emphasized are: 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 adjustment.

3. Social Life in the Home—this includes group activities for family recreation; determining amount of money to be used for recreation; the home hospitality center for friends; making friends and entertaining friends.

**CloTHING**

**CloTHING I — Selection and Construction**

This course includes four units for the part-time student for the first year. Because these students range from the beginner to the more advanced, garments from Clothing I, II and III may be selected.

Unit 1—My Ideal Wardrobe

Inventories of wardrobe made and plans made for garments which are needed to complete the wardrobe. The garment selected to be made will depend upon students previous experience. Demonstrations will be given which apply to garments under construction. Review of the sewing machine is included.

Unit 2—What to Wear on the Job

What shall I wear to work and the importance of being dressed properly for the job. Garment construction is continued.

Unit 3—Care and Repair of Clothing

Clothing conservation a need at all times is given emphasis. When is it worthwhile to repair a garment; why proper care makes a garment give longer service; the real meaning of a stitch in time saves nine; when to darn and when to mend; these and other worthwhile topics are considered.

Unit 4—Fabric Study and Clothing Purchase

The study of the new fabrics on the market and a review of cotton, rayon, linen and wool is given in this unit. All students may make some garment for summer.

**CloTHING II**

This series of four units in clothing are planned for the second year for Part-time students. The garments to be made will be chosen from Clothing I, II, III; class demonstrations and presentations will be given when needed by the majority of class members. Individual help given in all instances.

Unit 1—Techniques used in garment construction

A practical pre-test will be given on such processes as seams, hems, etc. A review of some of the fundamental processes will be given in relation to garments being constructed.

Unit 2—Restyling of Patterns

Use of commercial patterns and learning how to take a basic pattern and restyle in such a way that it could be used for several garments, will be given. Alteration of patterns, study of irregularities of figures is included.

Unit 3—Cutting and Fitting

Special emphasis will be given to cutting and fitting. Demonstration will be given by the instructor and student will fit each other. The importance of well-fitting garments will be stressed.

Unit 4—Sewing Machine Attachments

The various sewing machine attachments will be demonstrated and students will actually make use of the most commonly used ones. Various types of garments or household articles may be made where the attachment may be used.

**MILLINERY**

This course is planned for the part-time student and is open to students from all departments. Millinery for all seasons will be included. Hats will be made in keeping with whatever styles are in vogue. Fabrics left from dresses, suits and coats may be used in making hats. Scraps of fur may also be used. Old taffs may be renovated and made over. Bonnets, calots, pill boxes or whatever is being worn in the moment may be made. Shapes may be covered. Blocking and steaming are taught.

**PERSONALITY WARDBROBE**

This course is open to all girls in school who are interested in personality development through dress.
PERSONALITY WARDROBE II
(For the Part-time Student)

This is a nine lesson course planned for the student who attends school one day a week. Wardrobe planning taking into consideration personality type, color, texture of fabrics, and cost are some of the topics covered. Each girl will be given her own wardrobe, complete with accessories. Dressing as the occasion demands, whether for work, school or play is included.

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

Health, Safety and Home Care of the Sick

FIRST AID AND HEALTH
This course is planned for the half and full time student. Some of the more simple techniques in first aid will be given. Some of the topics included are: health and hygiene; personal fitness; exercise; relaxation; sleep; normal weight; health agencies; periodic health examinations; mental health; caring for the sick; homosexuality; prevention of disease. Special speakers will be brought in and much use will be made of films.

SAFETY IN THE HOME
This course is given daily for several weeks and is for the full and half time student. Some of the topics to be covered are: order versus disorder in the home; precautions in storing and managing; hazards to be avoided in sewing; selection, arrangement and use of kitchen equipment from the standpoint of safety; use and care of electric equipment; use and care of laundry equipment; bathroom, some general precautions in home. Demonstrations, use of films and special speakers will be featured.

HOME NURSING
For the part-time student.

Similar to the above course, but it meets but one day a week. Certificates are awarded to those completing the course.

SAFETY MEASURES IN THE HOME
For the part-time student.

Similar to course for half and full time students. Material is adapted to one day a week.

Home Improvement
For the student who attends school one day a week. This course is given daily for several weeks. Some of the highlights are: new and old order; giving the baby a home; personality traits; conversation; cosmetics and their use; assurance and poise; personality traits; conversation and study and around which discussion and study and actual practice by student will be stressed.

ADULT CLASSES
Development of Family Members

PERSONALITY DEVELOPMENT
This course is planned for the young mother or bride. This will include the following: pre-natal care; giving the baby a home; personality traits; conversation; cosmetics and their use; assurance and poise; personality traits; conversation and study and actual practice by student will be stressed.

Home Improvement
This includes courses in Home Planning, Home Furnishing, Room Arrangement, etc., which are given in the Art Department.

Additions

Foods and Nutrition
The food courses are offered in units of nine lessons each and are arranged so that the student may choose one, two, or as many courses 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 food courses take into consideration points and rationing and are based on nutritional principles.

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 dressings are made. Lab. Fee $5.

2nd Quarter
Vitamin Bread—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. Lab. fee $.75.

3rd Quarter

Budget Meals—This includes the planning and preparation of adequate, well-balanced, attractive meals with a minimum of expenditure. Lab. fee $1.00.

4th Quarter

Hot Weather Foods—Favorable foods for hot days. Easy to prepare main dishes; simple and healthful desserts; summer salads; and summer time beverages. Lab. fee $.75.

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. Lab. fee $1.50.

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. Lab. fee $1.00.

FOODS II

Refreshing Ideas in Cookery—Brush-up course on basic principles; batters, white sauces and cream soups, custards, cheese and egg cookery, beverages. Lab. fee $.75.

CLOTHING V (Bridal and Special Type Clothes)

How to secure that much desired ready-made effect will be one of the purposes of this course. Selection of material and patterns will be stressed, with emphasis on color, texture and blending for every individual. Such fabrics as silk, wool, rayon, and nylon will be studied. Emphasis will be placed on the use which construction is adapted to give garments the proper fit; square or square, short or tall figure; sloping shoulders; large hips and small bust line; rounded shoulders and flat chest; changing of plain pattern to circular or pleated skirts; variations of collars and necklines; the body and the seven subtle curves. This course includes help on the application of basic artistic principles, as a means of securing sharply, well-fitting garments. The use of pattern forms, muslin foundation patterns and adjustable dress forms are taught. This is a basic course for those interested in advanced dressmaking or remodeling. It will also be of interest to people working in the alterations department of ready-to-wear shops.

CLOTHING II (Children’s Garments)

This course consists of a study of special problems in the selection and making of children’s garments. Selection of suitable patterns and materials for all types of garments will be discussed. Special attention will be given to the making of worked and bound buttonholes, plaits and zippers, making and applying collars, patch and pilot pockets. Decorative stitches such as fringing and smocking will be applied to the making of cotton or silk dresses. Coats, suits and dresses may be made from home material. Some of the garments made from new material are: pajamas, slips, sun suits, play dresses, tailored dresses, dance trocks, confirmation dresses, suits for small boys, and infants’ layettes. Selection of ready-to-wear garments, stressing self-help for the toddler, the comfortable and practical garments for nursery school age will be discussed.

CLOTHING III (Pattern Design and adaptation of pattern to figure)

Pattern designing and adaptation of commercial patterns to the figure are two of the high points in this course. How to create several styles by using one basic pattern; how to use your own ideas in re-designing; how to take individual measurement and to apply them in the making of a simple pattern; those are some of the essentials in this course. Some of the specific problems considered are: Sleeves altered for different types of figures; the figure of a small or square body; large hips and small bust line; rounded shoulders and flat chest; changing of plain pattern to circular or pleated skirts; variations of collars and necklines; the body and the seven subtle curves. This course includes help on the application of basic artistic principles, as a means of securing sharply, well-fitting garments. The use of pattern forms, muslin foundation patterns and adjustable dress forms are taught. This is a basic course for those interested in advanced dressmaking or remodeling. It will also be of interest to people working in the alterations department of ready-to-wear shops.

CLOTHING IV (First Aid for Home Meals)

This is planned for the experienced homemaker who wishes to adapt the principles developed in the nutrition classes to her home meals, and it is offered once a week. Alternates for sugar used in canning, health salads, legume cookery, quick cooking of vegetables and casseroles without sugar are included. Lab. fee $1.00.

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 and syrup, glan- dulaceous, cheese and egg cookery, beverages. Lab. fee $.75.

Bride’s Cookery Course

This course is offered three days a week for the bride-to-be. It will include meal planning, food preparation, and attractive service. Meals to fit the budget, stressing the fundamental principles of cooking. 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. Lab. fee $3.00.

NUTRITION

The standard Red Cross Nutrition course is given and covers the following: relation of food to physical and mental efficiency; food needs, food values and the newer principles of food preparation and service; food and health habits; energy foods; body building made happy; vitamins; meals plans; buying good diets; diet variations; better nutrition, a national goal. This is a lecture and discussion course. Upon successful completion of the course, certificates are awarded.

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. Lab. fee $.75.

Clothing and Textiles

CLOTHING I (Beginning Sewing)

This is a fundamental course for beginners or those who have had little or no experience in clothing construction. It includes the use and care of the sewing machine, adjusting of patterns, sewing, fundamental principles and techniques in the construction of the following: nightgowns, pajamas, housecoats, pin tucks, brash coat and simple cotton dress. Selection of materials and study of cotton and rayon fabrics are included. This course is a foundation for elementary and advanced courses.

CLOTHING III (Pattern Design and adaptation of pattern to figure)

Pattern designing and adaptation of commercial patterns to the figure are two of the high points in this course. How to create several styles by using one basic pattern; how to use your own ideas in re-designing; how to take individual measurement and to apply them in the making of a simple pattern; those are some of the essentials in this course. Some of the specific problems considered are: Sleeves altered for different types of figures; the figure of a small or square body; large hips and small bust line; rounded shoulders and flat chest; changing of plain pattern to circular or pleated skirts; variations of collars and necklines; the body and the seven subtle curves. This course includes help on the application of basic artistic principles, as a means of securing sharply, well-fitting garments. The use of pattern forms, muslin foundation patterns and adjustable dress forms are taught. This is a basic course for those interested in advanced dressmaking or remodeling. It will also be of interest to people working in the alterations department of ready-to-wear shops.

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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 and syrup, glandular meats, cheaper cuts of meat and herbs and cereals as replacement for tea and coffee. Other replacement ideas will be used.

Bride’s Cookery Course

This course is offered three days a week for the bride-to-be. It will include meal planning, food preparation, and attractive service. Meals to fit the budget, stressing the fundamental principles of cooking. 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. Lab. fee $3.00.

NUTRITION

The standard Red Cross Nutrition course is given and covers the following: relation of food to physical and mental efficiency; food needs, food values and the newer principles of food preparation and service; food and health habits; energy foods; body building made happy; vitamins; meals plans; buying good diets; diet variations; better nutrition, a national goal. This is a lecture and discussion course. Upon successful completion of the course, certificates are awarded.

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. Lab. fee $.75.
This course is for the advanced student.

**CLOTHING VI (Tailoring)**

This course is for the advanced student and is planned for those people who want to learn to fit garments. Some of the specific tailoring principles which are given are: planning pattern to fit the figure; use of interfacing, tape and interfacing; hand stitching of collar; and front facing; fitting problems; use of pressing boards for shaping garment to fit; how to lay out, cut and press pockets; lining and interfacing for coats and suits; types of pads most suitable; worked buttonholes for suit or coat; selection of fabrics for collars, linings, lapels, interlinings, and interfacing. To achieve successful tailoring of a suit or coat, accuracy in cutting, fitting, basting and sewing, as well as a thorough job of planning and fitting, is stressed. Garments to be made are suits and coats from new materials as well as made over problems in Suits and Coats.

**CLOTHING VII (Remodeling)**

It is essential that members of the class have had Clothing IV or its equivalent before enrolling in the remodeling course. Instruction will be given on the preparation of the garment for class work, combination of new and old materials and selection of garments for remodeling. If possible Clothing III should be taken before or parallel to this course, since the redesigning of patterns is very helpful. Almost any type of garment may be remodeled. Children's garments may be made from adults discarded garments; coats may be made over and made up-to-date; coats and suits may be refitted; garments which are out-of-style may be restyled.

**CLOTHING VIII (See Household Sewing Under Home Improvement)**

This is only for students who have completed Clothing VI satisfactorily. Because of the nature of the course it is essential that all class members have a thorough knowledge of all the elementary and advanced courses. Any type of garment may be made in this class. Many times the experienced sewer needs help on new ideas and new fabrics which come out from time to time; or perhaps she is sewing for some other member of the family and needs help on the fitting problems.

**FABRIC STUDY**

This is planned for the students who are interested in preparing to be dressmakers and designers. Fabrics are studied from the standpoint of fibers (cotton, linen, rayon, silk, wool, etc.), suitable design of costumes, 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. Dressmaking 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 interested in design. This course includes pattern adaptation 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 remodeled; the garment is made in the construction class.

**MILLINERY I**

This is a course in Millinery for the beginner and will include fundamental principles. Choosing becoming hats is required. Hats may be made over as well as making new ones. Types of hats to be made are: berets, cloche, sailor, pillbox, and any other styles which are in vogue. Scrap of any material left over from coats and suits may be used. Steamng and blocking is taught.

**MILLINERY II**

This is for the advanced student who has had Millinery I. Instruction will be given on the use of sizing and gluing of fabric to frame. All types of hats may be made.

**Health, Safety and Home Care of the Sick**

**HOME NURSING (12 hour Course)**

The standard Red Cross course is given and the course is taught by a certified Red Cross Nurse. Some of the topics covered are: Health and happiness; how to recognize signs of illness; care of the patient; how to meet common emergencies in the home; how to carry out the doctor's orders; how to give food and medicine to the patient; how to take care of the aged, chronic and convalescent patient; child growth; protective measures to guard against illness; sanitation. Use is made of demonstrations, lectures and class discussion. Members of the class have actual practice in all activities.

**SAFETY IN THE HOME**

This is a nine lesson course prepared for the homemaker. Since the majority of types of problems in the home safety measures in the home are stressed. Some of the points to be covered are: Use and care of electric equipment; selection, arrangement and use of kitchen equipment; bathroom hazards; general precautions in the home; building to eliminate accidents; use and care of laundry equipment; arrangement of furniture and equipment. Demonstrations, use of films and special speakers will be featured.

**Management of Family Resources**

**INCOME MANAGEMENT**

This course meets once a week and is planned for those people who would like some help on keeping a record of money spent and planning expenditures. Topics considered: family income management; income and capital; methods of handling income; use of records as an aid in family finances; choosing an account system; what should the family use as an investment, for consumer credit, for the future; savings and investments; life insurance; the budget or plan for use of income. Each student may work out a budget plan to suit her needs.

**MANAGEMENT IN HOMEMAKING**

This course would be of great practical value to the beginning homemaker, or even the experienced homemaker who feels the need of new ideas. It includes such things as: philosophy of homemaking; possibilities in homemaking; the effective homemaker; management of time and energy; 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. New ideas in kitchen equipment which save time and energy are shown. Importance of time management in homes where both husband and wife are working outside the home is included. This course is suggested also for brides or brides-to-be.

**CONSUMER PROBLEMS**

This course is planned for homemakers and all others who have any responsibility in the selection and purchase of commodities. It will be kept up-to-date with buying and the post-war period. As long as rationing is in effect help will be given in this direction. Some of the many divisions will be: how to use the food dollar to best advantage; how to use the clothing dollar to best advantage; how to spend it; the rental dollar and purchases for the home; conservation of consumer goods in the home; responsibilities of the consumer. This is a lecture and discussion course. Films and special speakers will be featured.

**HOME MECHANICS**

This course is planned for the homemaker with the purpose of helping her to use her home and household equipment more intelligently and to repair it efficiently. Demonstrations, lectures, use of films and class discussion will all be used in the teaching. As much practical experience as possible will be given each student in repair problems, so that it can be carried on at home in a safe and workmanlike manner. Some of the problems considered are: sharpening knives; re-gluing furniture; cleaning paint and varnish brushes; re-finishing of furniture; repair of window and door screens; repair of clocks; repair of electric cords; care and upkeep of household motors; the electric iron; vacuum cleaner; electric range; gas stove; sanitation of bathroom and kitchen; care of silverware.
Music Courses

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

PIANO I
A course for beginning students. Folk tunes, easier arrangements of the classical repertoire. Textbook: First Steps for the Young Pianist, Kinsella ($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, Kinsella ($3.50).

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, Lopez ($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).

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).

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, Wehrle ($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 and Industry Courses

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

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 course in automotive fundamentals and repair, followed by training using modern equipment in the following specializations: mechanics, brakes, front wheel alignment and wheel balancing, engine tune-up in including carburetion and electrical repair, body repair, lubrication, engine overhaul and chassis repair.

BLUE PRINT READING
This course is designed to meet the needs of students who are concerned with the contents of a blueprint than he is with the technique of making one. Study is made of views and their relationship to each other, kinds of drawings, dimensions, tolerances, limits, allowances, kinds of fits, screw threads, angular measurements and tables and charts given in the machinery handbook applied in blueprints. Previous experience in blueprint work is not necessary.

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. Problems 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 directed 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; and mechanical and electrical equipment in the following specialized fields, brakes, front wheel alignment and wheel balancing, engine tune-up in including carburetion and electrical repair, body repair, lubrication, engine overhaul and chassis repair.

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, snap­ er, and grinder. A vocabulary of shop terms, types and treatment of metals and their alloys, safety practices, and the uses of references 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 and have demonstrated an ability to do the necessary work. The student will be able to read and follow plans and drawings of millwork projects, and will be able to use tools, to cut and assemble millwork, and to make necessary repairs. This course deals with the construction of millwork projects, and will be available for school assembly programs.

PRINTING
The first semester of printing consists of elementary composition and proofreading. During the second semester the student is given advanced composition, layout, and proofing as well as elementary platen presswork. Familiar with page makeup, and machine operation the student is expected to complete the third semester along with simple bindery processes. The fourth semester consists of general work with the student taking jobs through to completion. Line-
Type operation and maintenance are given to those who have successfully completed the above courses. Newspaper makeup, head writing, and design and color are also offered.

**RADIO COMMUNICATION**
At least two semesters of work in the electrical laboratory is 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, resistance, 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 furnaces, air conditioning, roofing, and ornamental work.

**OXY-ACETYLENE WELDING**
This course covers the fundamentals of welding and cutting and includes the welding of all kinds of metals in common use today. Ornamental iron work, pipe welding and testing of weld specimens are included in this course. Materials fee.

**ELECTRIC ARC WELDING**
This course offers the 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 woodworking the following advanced units may be taken: cabinet making; carpentry; pattern making; wood finishing; and wood turning. One semester in bench woodworking qualifies for the following operations: storage 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, dressing, 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 troubleshooting, 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 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.

**Electrical**
Blueprint reading, layout work, mathematics for alternating and direct current, DC and AC theory, temperature, gas, 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 actual 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**
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**
Work in the development of skills in the use of hand and machine tools and metal, and pattern drafting. Safe practices, welding and air-conditioning applications are stressed. Individual work situations arising on the job are discussed.

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

**Technical Courses**
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

**Related Courses**

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

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

**Chemistry of Nursing (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 mathe-
Mathematics courses made up of actual shop and trade problems. For commercial students there are brief reviews of commercial arithmetic.

**Microbiology for Nurses**

A lecture and laboratory course which has as its aim the presentation of material pertinent to the nursing profession. The content of the course includes a study of (1) The Microscope, (2) Pathogenic organisms, their cultivation, methods of inhibiting their growth, and their relation to air, soil, water and foods. Study is made of transfer of disease organisms and their activities and effects. The study of immunity is given considerable attention. Students completing this course should be capable of passing the State Board of Nursing Examinations. Very helpful as a review course.
BOARDS OF VOCATIONAL AND ADULT EDUCATION

S. GWYN SCANLAN, President
PHILIP H. FALK, Secretary
JOSEPH H. BROWN
FRED M. MASON
EMIL J. FRAUTSCHI
ALEXANDER R. GRAHAM, Director
Office: 211 North Carroll Street
Telephone: Badger 2350

General Information Governing The 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 25, 26, 27, 28, 29, 1944
FROM 7 P. M. TO 8:30 P. M.

Instruction begins Monday evening, October 2. 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 9:30 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 9:30 p.m. The doors of the building will be locked at 8:30 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 every Tuesday evening and other evenings by appointment.

School Calendar 1944-1945
Monday, September 23, through Friday, September 29, 1944—Registration from 7:00 p.m. to 8:30 p.m.
Monday, October 2—Evening classes begin.
Thursday and Friday, November 2 and 3—School closes for Milwaukee meeting of the Wisconsin Education Association.
Thursday and Friday, November 30 and December 1—School closes for Thanksgiving.
Friday, December 15—Evening classes close for three weeks' Christmas vacation.
Monday, January 8—School reopens.
Thursday, March 29—Evening school closes.

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 7:00-9:00.
For foreign-born students who are seeking American citizenship.

SPANISH I—Tuesday and Thursday. 7:00-8:00.
A course which aims to give the student a basic foundation in grammar, vocabulary, and pronunciation.

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

GENERAL INFORMATION

FRENCH I—Tuesday and Thursday. 7:00-8:00.
This is a course in elementary French and aims to give the student a basic foundation in accurate pronunciation, grammar, reading, and speaking.

SPANISH III—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 IV—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 V—Monday, 7:00-8:00.
Advanced composition. Short stories, poetry, magazine articles. Style. Useful to students preparing for Journalism.

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

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. Lab Fee $2.50.
1st semester: Foundation course in drawing. Still-life and figure drawing featured.
2nd semester: Study of the head and portrait modeling in various techniques. Media: pencil, charcoal, conté and pastel.

LUTTERING—Tuesday and Thursday 7:00-9:00. Lab Fee $1.00.
Offers practical training in all phases of lettering adaptable to commercial uses.
1. Primary and fundamental alphabets—executed in pencil and pen.
2. Lettering for advertising—reproduction stressing modern methods.
3. Brush lettering and show card layout.

ADVANCED SHOW CARD WRITING AND SIGN PAINTING—Tues. & Thurs. 7:00-9:00. Lab Fee $2.00.
Advanced course in making permanent signs, displays, timely layout and silk screen procedures.

GENERAL CRAFT COURSE
Mon. & Wed., 7:00-9:00. Lab fee $3.00.
Course especially planned for camp scout, youth leaders, Red Cross workers and those interested in Occupational Therapy. Crafts taught—block printing, leather tooling and lacing, chip carving, elementary book binding, non-loom technique (knotting-weaving) see information on weaving course.

PHOTOGRAPHY—Tues. and Thurs. 7:00-9:00. Sem. Lab Fee $2.00.
A course for amateurs offering developing, printing, enlarging and other darkroom processes.

MODELLING—Mon. & Wed. 7:00-9:00. Lab Fee $2.50.
Creation design in three dimensions. Symbolic design, stylized animals and figures. Making of ship moulds, objects fired and glazed or cast in plaster.

ART METAL—Tues. 7-9. Lab Fee $1.50.
Individual and class instruction in various processes as applied to copper, brass, pewter, construction problems and pattern making. Choice of problems—plates, bowls, bookends, desk sets, boxes, vases, pitchers, canelabras.

PAINTING—Mon. 7:00-8:00. Lab fee $1. Still life and picturesque composition. Media water-color and oil. Materials to be furnished by the student.

POTTERY—Mon. & Wed. 7:00-9:00. Lab. Fee $3.00.
Pottery forms with coil method. Slip mounds, surface enrichment and glazing. Use of the potter’s wheel. Placing and firing the kiln.

COSTUME JEWELRY—Thurs. 7:00-9:00. Lab fee $1.50.
Flat work in copper, brass and silver in various processes, namely, wire, chasing, repousse, enameling, and stonering. Silver casting in original designs modeled in wax and cast by means of centrifugal force.

Note: These materials are subject to O.P.A. regulations.

WEAVING—Tues. & Thurs. 7-9. Fee $1. For the homemaker, craftsman, teacher, camp instructor, Red Cross worker or youth leader. An elementary course which includes the various processes of warping, threading and weaving in plain and pattern weaves; sumacs and winter; braided weaves. Materials to be purchased by the student.

HOOKED AND BRAIDED RUGS
Mon. & Wed., 7:00-9:00. Lab fee $1.50.
Original designs and color schemes. All materials are recommended. Both hand and machine method taught. Braided rugs in three and five strands. Laced method taught.

INTERIOR DECORATION—Thursday 8:00-10:00. Lab Fee $1.00.
Plan your home. A course for both men and women which includes lectures and class discussions supplemented by illustration material and travel trips.

Outstanding phases of the course:
Type of house; selection of location; architecture as it affects interior plan and furnishing; background, walls and floor treatment; color and texture; how to build a color scheme; window treatments; furniture; combination of furniture styles; furniture arrangement, accessories, pictures and framing.

COMMERCIAL COURSES

ACCOUNTING I—Elementary. Monday and Wednesday 7:00-9:00.
This course is intended for students who have had no previous instruction in bookkeeping and accounting. It is also a course for clerical workers, stenographers and typists who wish to become familiar with the principles of accounting 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; credits and debits, journalizing, posting, trial balance, statements, division and department closing and special journals. Problems and sets are used to give practical application to these principles.

Cost of text and supplies about $2.20.

ACCOUNTING II—Tuesday and Thursday 7:00-9:00.
This course is for those who have completed Elementary Accounting I. It is intended for students who have completed Accounting I and II or its equivalent.

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

Cost of text and supplies about $2.50.

ACCOUNTING III—Tuesday and Thursday 7:00-9:00.
This is a course for those who have completed Accounting I and II or its equivalent.

In this course a study is made of department store problems, reserve accounts, depreciation, bad debts, and bank journal, with special emphasis on classification of accounts.

Problems and sets are used in this course.

Cost of text and supplies about $2.85.

ACCOUNTING IV—Tuesday and Thursday 7:00-9:00.
Only those who have completed Accounting III or the equivalent should register for this course.

In this course Corporation Accounts including 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.

Commercial Courses

Sets and supplementary problems in Elementary accounting are used for practical material.

Cost of text and supplies about $2.40.

ADVANCED GENERAL ACCOUNTING
Tuesday and Thursday 7:00-9:00.
Only those who have completed General Accounting I and II or its equivalent should select this course.

Work in advanced accounting, C.P.A. problems. Cost Accounting, Federal income tax, and auditing is presented.

BUSINESS ARITHMETIC—Monday 7:00-9:00.
This is primarily a review of the fundamentals of arithmetic, namely, addition, subtraction, multiplication, and division of whole numbers and fractions.

Units on Interest, Interest Tables and Bank Discount. Business Papers, Payrolls, Record the Sale, Purchasing the Goods, the Weights and Measures are covered in this course.

Cost of text and supplies $1.00.

CALCULATING MACHINES
(Key Driven)
Monday and Wednesday 7-8-9
Tuesday and Thursday 7-8-9
Friday 7-9

For beginners, the course includes the fundamental operations of two and three-column Cross addition, split addition, multiplication and division.

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

Course fee $1.00.

MONROE AND MARCHANT
This course covers addition and the various methods of multiplying, subtracting, and dividing, followed by their applications to problems in Business Arithmetic. Upon the completion of the course, the student should have a thorough training in the fundamental processes as they apply in business and sufficient knowledge to operate the machine in any business office. The course consists of thirty assignments.

Course fee $1.00.
COMMERCIAL ENGLISH I—Wednesday 7:00-9:00.
This course is a brush-up course for stenographers, bookkeepers, clerical workers and salespeople. The following material is covered: review of grammar, fundamentals of good usage, spelling, punctuation, vocabulary building, sentence structure and pronunciation. Course fee $.10.

COMMERCIAL ENGLISH II—Business Correspondence. Monday 7:00-9:00.
This course is a business letter writing intensive for bookkeepers, stenographers, salespeople and clerical workers. This course consists of letter styles and better punctuation. Emphasis is placed on form, appearance, set-up, and essential qualities of business writing. Text $.70.

COMMERCIAL LAW—Monday 7:30-9:00.
This course covers a study of contracts, negotiable instruments, market transactions and business organization. Text $.50.

DICTAPHONE AND EDIPHONE Monday 7:30-9:00.
The course consists of practice in transcribing from records on both machines. The work includes the operation and care of the machine. Prerequisites: a typing speed of 45 words per minute and adequate training in Commercial English. Course fee $.10.

FILING—Monday 7:00-9:00.
Instruction is offered in the following principles of indexing including name and Card, filing, alphabetical filing, numeric filing, automatic or so called triple check filing, descriptive filing, subject filing, soundex filing, visible records, sometimes called Kardex systems. Included also is a study of filing supplies and equipment. Consideration of methods of handling records as they become obsolete. Course fee $.10.

SHORTHAND I (For Beginners only) Monday and Wednesday 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. Cost of text and supplies $.50.

SHORTHAND II Monday and Wednesday 7:00-9:00.
This course is a continuation of Short- hand I. Upon completion of the manual, a rapid review is given. This is followed by dictation practice. Cost of text and supplies $.50.

STENOGRAPHY I Tuesday and Thursday 7:00-9:00.
Beginning Stenography and Typewriting. This is a course for beginners in shorthand and typewriting. Two years are required to complete it. At the end of the first year the students should be able to take notes but will not be able to take business dictation rapidly.

This class period is divided into one hour of typewriting and one hour of shorthand. Homework and regular attendance are necessary. Course fee $.50. Cost of text and supplies $.15.

STENOGRAPHY II Tuesday and Thursday 7:00-9:00.
Intermediate Stenography and Typewriting.
This course is a continuation of Stenography I, the completion of the manual and dictation practice. The class period is divided into one hour of shorthand and one hour of typewriting.

Course fee $.15. Cost of text and supplies $.15.

STENOGRAPHY III Tues. and Thurs., 7:00-5:30. Beginning Dictation.
This course consists of a rapid review of shorthand principles and beginning dictation work. Dictation is given at the rate of 60 to 80 words per minute. Transcription at the typewriter is required. Course fee $.50. Cost of text and supplies $.15.

STENOGRAPHY IV Intermediate Dictation. Tuesday and Thursday 7:30-9:00.
This is a course for stenographers who are working for a shorthand speed of 80 to 100 words per minute. Transcription at the typewriter is required. Students selecting this course should have a good understanding of Gregg shorthand. Special emphasis is given to the writing of advanced phrases and to the building of a shorthand vocabulary of business terms. Course fee $.50. Cost of text and supplies $.15.

STENOGRAPHY V—Advanced Dictation Tuesday and Thursday 7:30-8:30.
This course is intended for stenographers who have attained a shorthand speed of 100 to 120 words per minute. Transcription at the typewriter is required. This course covers advanced phrasing, vocabulary building, and technical material for dictation and transcription. Course fee $.50. Cost of text and supplies $.15.

TYPEWRITING I Monday and Wednesday 7:30-9:00.
This course is a continuation of Typewriting I. It includes the following: technique check-up, perfect placement of material, use of carbon paper, and tabulation practice. Course fee $.50. Text: Cost $.15.

BANKERS
For the past ten years two or three courses have been offered by the Bankers’ Association and are sponsored by the school. The courses offered this year will be announced later. A four hour final examination is required of all students enrolled in the course.

INSURANCE
An insurance course is offered each year for experienced agents in the Insurance field. Information regarding the course will be announced later.

NUTRITION—See Home Economics.

Home Economics Courses

SUCCESSFUL HOME LIFE
(One night a week. 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, psychological problems of married life, spiritual aspects of marriage and adjustments in the family life are topics to be discussed. Responsibilities and keeping up morale during the war are taken into consideration.

HOSPITALITY AND TABLE DECORATION
(One night a week. 7:00-9:00.)
A course for those who wish to learn how to develop naturalness of manner and relaxation. Importance of personal development in career life and home life.

LIVING WITH OUR CHILDREN IN WARTIME
(One night a week. 7-9.)
This course is open to both fathers and mothers and is a lecture and discussion course. Some of the topics considered are: how to enjoy children; their physical, psychological and social needs; training in habits; constructive interests of children; books and music; toys, games and occupations; children in war-time; goals for parents.

TYPEWRITING II
Monday and Wednesday 7:30-8:30.
This course is a continuation of Typewriting I. It includes the following: technique check-up, perfect placement of material, use of carbon paper, and tabulation practice. Course fee $.50. Text: Cost $.15.

BANKERS
For the past ten years two or three courses have been offered by the Bankers’ Association and are sponsored by the school. The courses offered this year will be announced later. A four hour final examination is required of all students enrolled in the course.

INSURANCE
An insurance course is offered each year for experienced agents in the Insurance field. Information regarding the course will be announced later.

NUTRITION—See Home Economics.

Home Economics Courses

Development of Family Members

YOUR PERSONALITY (One night a week. 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.

LIVING WITH OUR CHILDREN IN WARTIME (One night a week. 7-9.)
This course is open to both fathers and mothers and is a lecture and discussion course. Some of the topics considered are: how to enjoy children; their physical, psychological and social needs; training in habits; constructive interests of children; books and music; toys, games and occupations; children in war-time; goals for parents.
Foods and Nutrition

FOODS I (Simple Meal Planning and Preparation) Two nights a week. 7-8.
This class will meet two evenings a week and is planned for those who are interested in developing skills in the fundamentals of meal planning and preparation. Principles of cooking as related to good nutrition and meal patterns are a part of the course. The practical meal is featured. It includes preparation of common used foods; typical menu patterns for breakfast, lunch and dinners; planning and preparing simple meals; management of time, energy and money in the family food problems. Lab. Fee $3.00.

FOODS II (Baking, Meat Cookery, Vegetables) Two nights a week. 7-9.
This half of the course places emphasis on baking and includes preparation of quick breads, yeast breads, cakes, cookies and pastries. Meat cookery follows, which includes demonstration and cookery of meat, poultry and fowl. Selection and buying of meat, preparation, serving and caring are taught. Use of ration points and planning around the meat dish is included. Vegetable cookery, including the unusual as well as common used vegetables, is included. Cooking to retain nutritive value is stressed. This is suggested for those interested in restaurant training as well as for homemakers. Lab. Fee $3.00.

FOODS III (Foods Preservation, Salads, Desserts, Casserole Dishes) One night a week. 7:00-9:00.
This course includes food preservation if the majority of the class want it. Preparation of various types of salads, desserts and casseroles are stressed. Preparation of foods and nutritional value are emphasized. This course is suggested for the homemaker and the person interested in catering. Lab Fee $1.40.

FOODS IV (Supper class) Two nights a week. 5:15-7:00.
This is the Supper class for the business girl. It includes planning and preparing simple dinners suitable to serve in the small apartment, for two to four persons. Time management and efficient meal planning are given. Recipes are given cut in the form that may be cut and filed in recipe boxes. Nutritional principles are stressed in the planning and preparation of meals. Lab. Fee $5.00 each semester.

FOODS V (Entertaining in War Time) One night a week. 7:00-9:00.
Hospitality in war time is a feature of this course. This is a course in food preparation and is planned for the person who has had some experience in cooking. Guest meals or no points are included. Some of the high lights of the course are: buffet meals, teas, easy guest dinners, unusual desserts, bridge luncheons, quick meat, poultry and fish. Lab. Fee $5.00.

RED CROSS CANTINE (One evening a week. 5:00-7:00). This course is open to those people who have completed the Red Cross Nutrition course. The purpose of the course is to prepare people for volunteer service in the Red Cross Canteen.

ELEl\CTRIC ROASTER DEMONSTRATIONS. (One evening a week. 7-9). This is a series of demonstrations on the use of the electric roaster. It includes the following: roasting meats, poultry, cakes, Christmas cookies, casserole dishes and vegetables. Many times a complete meal is prepared. Lab. Fee $2.50. Note: Use of points and rationing are taken into consideration in all food courses.

NUTRITION. (One evening a week. 7-8) The standard Red Cross Nutrition course is given and covers the following: relation of food to physical and mental efficiency; facts about food needs, food values and the newer principles of food preparation and service; energy foods; body building materials, minerals, vitamins, meal plans; buying good diets. This is a lecture and discussion course. Upon successful completion of the course, Red Cross certificates are awarded. Text book $1.00.

Clothing and Textiles

CLOTHING I (Sewing for Beginners) One evening a week. 7:00-8:30.
This course is for beginners who have had little experience in sewing. It includes the use and care of the sewing machine, selection of patterns and materials, adjusting pattern to figure, important stitches in hand sewing, fundamental principles and techniques in the construction of the following: nightgowns, pajamas, slips, housecoat, bodice, dress, pillowcase, col- lars, handkerchief, cushion, lean sheet, pillow sham, robe, dressing gown. Lab. Fee $3.00.

CLOTHING II (Children's Garments) One night a week. 7:00-8:00.
This course is open to those who have completed CLOTHING I and have had experience in sewing. It includes the construction of children's garments and includes the use of patterns and the development of good sewing habits. Lab. Fee $1.50.

CLOTHING III (That Ready Made Effect and Professional Touches). One evening a week. 7:00-8:30.
The main emphasis of this course is to teach the student to appreciate the importance of the use of natural materials and the selection of colors, fabrics and styles to harmonize the figure. The student will learn to make alterations and design in the sewing room, particularly in the area of fashion and design. Lab. Fee $5.00.

CLOTHING IV (Tailoring for Women) Two nights a week. 5:15-7:00.
This course is for the advanced student and is planned to meet the needs of the people who want to make tailored garments. Some specific tailoring principles included are: planning a pattern to fit figure; use of interfacing, tape and padding; collar and buttonholes; shoulder pads; worked buttonholes; selection of fabrics for coats, suits, blouses, skirts, formal; and other fasteners. Selection of materials and coordination of the wardrobe will be included. Lab. Fee $5.00.
may be made from men's suits.

First Evening: Patterns and materials to be selected and plans made for first garment. Course Fee $1.50.

CLOTHING VII (Remodeling Garments)

One evening a week. 7:00-9:00.

It is essential that class members have Clothing IV or its equivalent prior to this course. Instructors will be given on preparation of old garment for class use. Course Fee $1.50.

CLOTHING VIII

One evening a week. 7:00-9:00.

Italian hemstitching, applique, weaving, the actual work is expert in fur work. Course Fee $2.00.

For HOUSEHOLD SEWING AND KNITTING—See section on Home Improvement.

NEEDLEWORK

One evening a week. 7:00-9:00.

This course is for all people interested in fine needlework. It includes all decorative stitches, some of which are: Satin stitch, needlepoint, outline stitch, crewel stitch, smocking, Italian hemstitching, applique, Swedish weaving. Weeds the student has studied needlework abroad, and has many rare patterns which are available to the class. Course Fee $2.50.

FUR REMODELING

One evening a week. 7:00-9:00.

Remodeling of fur garments is included. Equipment needed first evening: two number three knitting needles, two inch bone; one small ball of any kind of yarn, notebook and pencil.

MILLINERY I

This course is for the beginner and will include the basic principles of Millinery. The class is conducted on the plan of class demonstrations and individual help. Various types of hats are made depending upon season and current styles. Hats may be renovated and remade. Material left from suits, dresses and coats may be used. An expert in fur work will be in charge of the class. Course Fee $2.50.

SAFETY IN THE HOME

(One evening a week. 7:00-9:00.

This is a twenty hour course on safety measures in the home. Lectures, demonstrations, films and slides will be shown to conduct the class. Opportunity for practice will be given on all of fire fighting and electrical equipment in the home. Course Fee $1.50.

Management of Family Resources

MANAGEMENT PROBLEMS IN THE HOME (One evening a week. 7:00-9:00)

This course is open to anyone interested in a more harmonious home through better management and will include the following: Income management; budgeting; the rental dollar; the food dollar; the clothing dollar; credit for consumers; household of homemaking; time and energy management; news in equipment for the home. Personality in homemaking is a feature.

CONSUMER PROBLEMS

(One evening a week. 7:00-9:00).

How to buy intelligently is the keynote of this course. War time problems and war problems will be considered. Rationing, inflation, and conservation of materials will be stressed. Some other points included are: price control, grade labeling; consumer standards; advertising. Special speakers will be brought in for lectures and discussion. Forums may be conducted by class members.

Health and Safety

HOME NURSING (Long Course)

One evening a week. 7:00-9:00.

This course is offered throughout the entire evening school year and is for those people who wish to spend more time on home nursing than is provided for in the Red Cross course. All material in the Red Cross course is included. Opportunity is given in class for actual practice on taking temperatures, baths, giving medication, and patient in it and practice in other sick room procedures. Red Cross certificates are issued. Text: Red Cross Home Nursing, $1.50.

Home Improvement

FAMILY HOUSING

(One evening a week. 7:00-9:00).

This is a twenty hour course on housing problems. Both current and post war problems will be considered. Some of the highlights of the course are: Renting or buying a home; leases; selection of site; legal aspects of buying; post war building; post war modernization; methods of financing home ownership; the home of the future. Films, field trips and special speakers will be featured.

KNITTING I

(One evening a week. 7:00-9:00).

This is for the beginners or those who have had very little experience in knitting. The more simple articles may be made. Typical of what might be knitted are: scarfs, lanterns, sweaters, afghans, and other similar articles. Each class and individual instruction is given. Equipment needed first evening: Two number three knitting needles, 10 or 12 inch bone, a small ball of yarn, notebook and pencil.

HOUSEHOLD SEWING AND KNITTING—See section on Home Improvement.

Homecrafts (Knitting)

KNITTING I

(One evening a week. 7:00-9:00).

This is for the beginners or those who have had very little experience in knitting. The more simple articles may be made. Typical of what might be knitted are: scarfs, lanterns, sweaters, afghans, and other similar articles. Each class and individual instruction is given. Equipment needed first evening: Two number three knitting needles, 10 or 12 inch bone, a small ball of yarn, notebook and pencil.
be taught by a man who is a specialist in nutrition. Text book: $3.50.

Food, Clothing, Millinery, Hospitality, Nutrition, and Table Decoration will be offered in neighborhood centers.

Music Courses

MADISON CIVIC SYMPHONY ORCHESTRA
Tuesday, 7:20.
Performs representative works of the entire orchestral repertoire; assists at opera and oratorio performances.

MADISON CIVIC CHORUS
(Mixed Voices) Monday, 7:20.
Performs oratorios, cantatas, and operas of outstanding composers of all nations.

MAENDNERCHOR
(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.

Harmony—Thursday, 7:00.
A laboratory course in music writing. Study of form and technique; the formation, progression, and selection of chords and melodies. Fee $4.00.

MODERN STYLE PIANO PLAYING
Tuesday and Thursday, 7:30-8:30.
Practice in the performance of modern arrangements of popular songs. Teaches how to improve, fill-in, play breaks, runs, blues, etc., in the same manner as is generally employed by professional orchestra pianists. Textbook: Modern Harmony, Foote and Spalding ($1).

PIANO I—Tuesday or Thursday, 7:00.

Sheet Metal
Pattern drafting for sheet metal workers. Fee $5.00.

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.

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.

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

INSTRUCTION—Tuesday and Thursday, 7:00-9:00.
Blueprint reading, basic reading of micrometer, vernier, scales, and other precision instruments.

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

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.

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.

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 free.

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 $3.00. Texts extra.

DRAFTING—Tuesday and Thursday, 7:00-9:00.
Blueprint reading, shop drawing 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 foundry problems as sand testing and control, operation and construction of melting furnaces, metals and alloys, mixing and cupola charging, cleaning room operations, moulding and core making.

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

MATHEMATICS—Tuesday and Thursday, 7:00 to 9:00.
Individual instruction in algebra, geometry, trigonometry, calculus, and shop problems.

WELDING—Tuesday and Thursday, 7:00-9:00.
Electric arc welding; use and application of arc welding to qualify trainees to pass the necessary tests in downhand, vertical, and overhead welding. Also oxy-acetylene cutting and welding in connection with special work.

RADIO REPAIR—Tuesday and Thursday, 7:00-9:00.
Repair defective radios, test currents, tubes and other parts by using various testing meters and devices.

ELECTRICITY—Tuesday and Thursday, 7:00-9:00.
Lay out, assemble, install and test electrical fixtures, apparatus, control equipment and wiring used in the alarm, radio, communication, light and power systems of buildings.

SLIDE RULE
This course is designed for engineers, draftsmen, estimators, accountants, and others who are called upon to make rapid calculations. This course will cover units of work in multiplication, division, proportion, squares and square roots, cubes and cube roots, reciprocals, trigonometry, solution of triangles, solution of various problems involved in business, and solution of different kinds of trade problems by using the slide rule. Each student must provide himself with a slide rule.

PLASTICS—Monday and Wednesday, 7:00-9:00.
A lecture course which covers the chemistry and physical properties of different kinds of plastics, die-making and ondulating machines, as well as present and future plastic products.
INDUSTRIAL TERMINOLOGY
7:00-9:00 Wednesday
A course designed for people employed in jobs where they are confronted with industrial and trade terms but who do not need a thorough knowledge of the terms. Stenographers and clerks in industrial offices, librarians, inspectors and checkers may benefit greatly from this course.

TYPEWRITER SERVICE
Tuesday and Thursday 7:00-9:00.
This course is designed to instruct the operator in making minor repairs and adjustments of ribbon movement mechanism, marginal stops, carriage tension, key sticking, upper and lower case letter alignment and etc. Instruction will be given on Underwood, L. C. Smith, Woodstock, Burroughs, Remington Standard and Remington noiseless typewriters.

AUTO MECHANICS—Tues., Wed. and Thurs. 7:30-10:30.
This is a trade extension class for garage mechanics and filling station service men. The contents of this course will be arranged according to the students' job requirements. Units of work on brakes, engine, tune-up, engine overhaul, carburetion, body work, chassis repair, etc. may be given.

MACHINE SHOP I—Tues. and Thurs. 7:00-9:00.
Theory and function of hand and machine tools, including engine lathe, milling machine, shaper, drill press, cylindrical and surface grinder.

MACHINE SHOP II—Mon. and Wed. 7:00-9:00.
Advanced theory and manipulation of machine tools for students who have had previous machine shop experience.
Madison
Vocational and Adult Education School

DAY SCHOOL

BULLETIN

1944 - 1945

211 NORTH CARROLL ST.    MADISON, WISCONSIN
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board of vocational and adult education

S. Gwyn Scanlan, President
Philip H. Falk, Secretary
Joseph H. Brown
Fred M. Mason
Emil J. Frautschi
Alexander R. Graham, Director
Office: 211 North Carroll Street
Telephone: Badger 2350

School Calendar 1944-1945

Wednesday, September 9—School opens.
Monday, October 2—Evening school opens.
Thursday and Friday, November 2 and 3—School closes for Milwaukee meeting of the Wisconsin Education Association.
Thursday and Friday, November 30 and December 1—School closes for Thanksgiving.
Friday noon, December 22, to Monday, January 2—School closes for Christmas.
Monday, January 8—School reopens.
Friday, January 26—End of first semester.
Monday, January 29—Beginning of second semester.
Friday and Saturday, February 9 and 10—School closes for meeting of Southern Wisconsin Education Association.
Thursday, March 29—Evening school closes.
Friday, March 30, to Monday, April 9—School closes for spring vacation.
Monday, April 9—School reopens.
Friday, May 4—School closes for meeting of Wisconsin Association for Vocational and Adult Education.
Wednesday, May 20—School closes for Memorial Day.
Friday, June 3—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.
There is no tuition charge for Madison residents, but in some classes fees will be charged to cover the cost of laboratory expense, incidental breakage, texts and supplies.

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. There are no specific educational requirements for entrance in any courses offered by this school.

War Veterans and Ex-Service Men

This school is cooperating with the Veterans Administration located at Wood, Wisconsin, and the Veterans Recognition Board of the State of Wisconsin in the matter of furnishing educational courses for returning war veterans and other ex-service men. All the departments of the school are available to them. They may get training in the following lines: trade, commercial, related arts, foods and clothing, and high school subjects which will permit them to complete their high school training and secure a high school diploma.

High School Credits

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.

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 6, November 13, January 29 and April 9. Tuition is payable in the main office.

Attendance

A close check 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 required to call Badger 2350 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 classes suitable to aptitudes and skills demonstrated in classroom work.

Vocational School students who wish to be considered for employment should inform the Guidance Office of this fact.

The Placement Department has contacts with the various industries and business organizations in the city. Employers place calls with the Vocational School when they need help.
The Guidance Office is located in room 237. This department is at the service of all students for attendance, health, welfare, placement and all guidance problems. This department offers testing services including aptitude, interest and general information tests. Any young student or adult wishing to avail himself of the opportunity to take these tests may arrange for it at this office.

ADULT EDUCATION SPECIAL SERVICES
Adults wishing to meet special educational requirements for civil service equivalency or to make up educational deficiencies in order that they may enter fields of training which require certain special high school subjects, may make up these deficiencies by making arrangements at the time of registration. These courses are in the nature of refresher courses which do not require full semester attendance.

RECORDS
Grades will be issued at the end of each quarter. Grades of all students will be mailed to the student's office and may be obtained at any time by a student for reference or educational purposes.

GENERAL INFORMATION
Looker service is available for the students. Please make arrangements with your department supervisor.

Attention is called to the fact that smoking in the building, corridors, classrooms, shops, laboratories, auditoriums and lavatories is not permitted because of a city ordinance and for sanitary and safety reasons.

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

ENGLISH FOR FOREIGNERS
A Year Course
This course is planned for the foreign-born residents.

Special attention is given to those who wish to learn to speak, read and write English, and to those who require help and information in obtaining their American citizenship.

For those learning the language emphasis is placed on pronunciation, oral drill, expression common in everyday use and the everyday idioms.

The teaching is done individually. Materials used are selected according to the needs of each student.

ENGLISH III—A year's Course
This is both a beginning and a review course of the fundamentals of English Grammar.

The purpose is to teach the reasons for and the functions of the parts of speech, punctuation, and the identification of the kinds of sentences. Considerable time is spent on spelling and the use of the dictionary.

Materials used are: New Plain Way English Exercise, Book I & II, Walsh and Walsh, Price 50 cents.

ENGLISH IV & V—A Year's Course
Advanced course in Grammar and Writing.

The grammar and composition work briefly reviews the parts of speech and their place within the sentence and identification and use of phrases and clauses.

Special attention is placed upon recognition and avoidance of sentence errors; development of the organized paragraph; intensive drill upon punctuation and business and social correspondence. A survey is made to determine each student's needs. These needs are met by individual teaching and individual assignments.

Creative writing is encouraged.


ENGLISH VI
This is a continuation of English V and a course in books and their authors, where literature and the current trends in writing are analyzed. Writing is encouraged for those who feel the urge to express themselves through that medium.

BOOKS FOR ALL
The current season's books for all who want to read.

Everyone is allowed expression of his views and a chance to develop a truer understanding of people and events through lively class discussions of current novels, biographies, books on travel, and world events.

The course is highlighted with book reviews and talks by well-informed speakers who are invited to address the group.

ORAL ENGLISH FOR FULL AND PART-TIME BOYS
This course is taught with special emphasis upon its application in the industrial world. The purpose is to help the student overcome self-consciousness. The course includes work on voice and diction. A record is made of each student's voice. A unit on personality is included with the purpose of giving the student poise.

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
incarnation 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.

SOCIAL SCIENCE I—Wisconsin Geography & Industry

The story of a pioneer state which is designed to make pupils want to see and know more of Wisconsin. The course reviews historical, geographic, and industrial facts from its discovery to the present day and shows its industrial importance to the nation and the world as well as acquainting the pupil with the occupational opportunities of the state and a desire to preserve its natural resources.

It will review briefly its great men and women and stress their contribution to the welfare of mankind and explain the Wisconsin idea. It is to help pupils to realize the beauty of the state and to arouse their pride in a desire to protect and increase it.

Texts:

SOCIAL SCIENCE II—Story of Nations

A survey of the countries of the world, the reason for their development and government, as to our heritage from them; what we owe them, and allies alike. We trace the development of the axial nations and try to explain the growth of totalitarian states. This we contrast with the growth of democratic government in the U.S.A. This course includes a study of "The Growth of Democracy.


SOCIAL SCIENCE III—The World Today—Global Geography

This course attempts to acquaint pupils with the knowledge of life all over the world and to arouse their curiosity and stimulate their interest in these countries.

To increase their knowledge of geography in order to build up a background for an understanding of human beings and what we owe other parts of the world. It stresses the one world idea and our interdependence.

WORLD AFFAIRS—Following the boys

This is a study of our allies and enemies; their history, geography and industry. We must all live in the same world and we must begin to understand their problems and their actions and reactions.

We will study and make maps and learn where our boys are fighting and why. We will stress the shrinking world with all that that implies. This will bring the government's ideologies, an understanding of our interdependence and therefore the necessity of making a peaceful world.

U. S. HISTORY

It will begin with explorations and discovery. Why the various races came and where they settled. It will trace the lessons leading to the Revolution and our democratic ideas and our expansion. The causes of the civil war—slavery issue and whole colored question. Results of Civil War and those implications. The Industrial Revolution, the rise of 'Big Business,' imperial issues and growth of an empire. It will trace our westward movement, our part in World War I, our efforts toward World Peace, the Progressive movement. League of Nations and the situation that lead to the New Deal with its effects on agriculture, capital, and labor. It will show our attempt at isolation and why it had to fail, the rise of totalitarian states and our entrance into this war.


CIVICS

A study of American democracy in action as worked out by our government under our Constitution. A study of the fundamental rights of a citizen guaranteed us by the Declaration of Independence and the Bill of Rights. How our government is organized, how it functions, how it differs from all other governments. The course will have to include a study of the problems of labor and capital, taxation, regulation of public utilities and our position in a World Order.

It takes up state and local governments, stressing the rights of individuals and their responsibilities. Gives details obtaining citizenship. Given information on Employers' Liability, Workers' Compensation—all Social Security problems and in more detail the freedoms guaranteed by the Bill of Rights.


LATIN-AMERICAN RELATIONS

Our Southern Neighbors—Who are they? What are they like?

This course will begin by a study of our Monroe Doctrine—its reasons, its results and importance. It will take up the story of the Panama Canal. Will show our need of each of these industrially and economically. It will take up each country beginning with Mexico, and give a brief summary of it and show its importance to us and the rest of the world. It will show how these countries south of us were settled for the same reasons we were. It will stress love of democracy throughout this hemisphere. It will compare Bolivia and George Washington.

Texts: Good Neighbors by Herling. Latin America by Gunther. Meet the South Americans by Crow.

ELEMENTARY ECONOMICS

A course in common economic terms that should be understood by all employed. A discussion of our modern economic problems faced by men and women in daily life,—Wages, value, heat, cost of living, inflation, prices, trade unions and trusts, etc.


Art Courses

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

LETTERING—$1.00

Offers practical training in all phases of lettering, adaptable to commercial and personal use 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 showing card layouts.
4. Color theory and poster design.

LETTERING—P.T. Commercial Students


COMMERCIAL ART—Daily, Lab. Fee $1

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—Lab. Fee $1

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 dress. 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, military, fundations and related subjects. Planning a budget wardrobe; wardrobe planning for vacations, trips, week-ends, unusual occasions; building around present wardrobe items; commercial dress problems in remodeling. Individual needs given special consideration.
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 and harmony 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.

APPLIED ARTS I
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
arrangement and other problems for making
the most of things at hand.
2nd Quarter
Individual problems in applied design
related to home economics classes
in the student's program. These include:
metal files for card recipes in foods;
classes, mounting and cataloguing of
recipes; loose leaf notebook for clippings
and pictures of food and table
arrangements; place setting for dinners and parties;
monograms for linens; towels, dresses, sweaters, etc.
which may be used in the sewing and needlework
classes, and other articles to be used.

INTERIOR DECORATION
A course for adults dealing with the
more practical aspects of interior design:
line, form, style of architecture as it affects furniture and
interiors; furniture arrangement.
1st Quarter
Individual problems in applied design
related to home economics classes
in the student's program. These include:
metal files for card recipes in foods;
classes, mounting and cataloguing of
recipes; loose leaf notebook for clippings
and pictures of food and table
arrangements; place setting for dinners and parties;
monograms for linens; towels, dresses, sweaters, etc.
which may be used in the sewing and needlework
classes, and other articles to be used.

JEWELRY FOR TRADE BOYS—A
semester course. Student to pay for
material.
1st Quarter
Individual instruction in the principles
of jewelry making, metal cutting
and assembly. A general knowledge
of tools and techniques.
2nd Quarter
Elementary work in jewelry technique.
This course will be repeated the second
semester.

CRATE S FOR PART-TIME BOYS
Problems in leather modeling, chip
and braid cutting, metal etching and tapping and
cork craft.

GENERAL CRAFTS (Adults)
A class planned to meet the needs of
the young adult, the homemaker, the
young student in camps, and the crafts-
man. Instruction is offered in the fol-
lowing crafts: block printing, book bind-
ing, batik, cork craft, wood carving, bead
work, leather tooling, and chair caning.
Materials furnished by the student. Lab-
atory Fee $1.00.

CRAFTS FOR THE REHABILITATION
STUDENT
Special work is provided for the dis-
abled according to the type of injury or
disability, clay modeling and pottery
for paralyzed muscles of the fingers and
hand. Foot-power weaving for stiffened
knees and joints, etc. Weaving and basketry, etc.
Most any craft for the cardiac dis-
ability provided the elements of patience
and enjoyment are eliminated.

CRAFT COURSE FOR GIRL SCOUT
LEADERS. (Materials to be paid by the
student)
Especially planned to enable the leader
to help the scout to win art badges.
Following objectives stressed: To de-
velop creative ability; to master skills
and techniques; to gain an appreciation
of the crafts.
The crafts offered to the first group
of resident leaders were finger weaving,
chip cutting; elementary book bind-
ing; raffia and basketry. A certificate is
given to those who satisfactorily com-
plete the course.

ART METAL FOR ADULTS
Students to purchase their own ma-
terial; laboratory fee $1.00 per quarter.
1st Quarter
A general knowledge of various pro-
cesses and the use of tools in art metal
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.
4th Quarter
An advanced course in jewelry. Ele-
mentary wax modeling for silver cast-
ing.
Commercial Courses

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

General Accounting

ACCOUNTING I
This is a one-semester course aimed to give the student a thorough knowledge of the fundamental steps in the bookkeeping and accounting 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. Practice sets are used.

ACCOUNTING II
This is a one-semester course and has as a prerequisite Accounting I. Here the students are given work in drafts, trade acceptance, cash and merchandise discounts, notes and insurance registers, accruals and controlling accounts. The pattern type of business organization is used in this course. Practice sets are used.

ACCOUNTING III
This is a one-semester course and requires at least one year's previous training in accounting. In this course the corporate organization is introduced in an elementary way; depreciation and revenue 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. Practice sets are used in this course.

Advanced Accounting

ADVANCED ACCOUNTING PRINCIPLES
A thorough knowledge of elementary accounting principles or two year's accounting training is a prerequisite of this course. In this course the work is all individual, and the needs and desires of the student are fulfilled as far as possible. Work in advanced accounting: C.P.A. problems, cost accounting, federal income tax, and auditing is presented.

Arithmetic

BUSINESS ARITHMETIC
This is primarily a review of the fundamentals of arithmetic, namely, addition, subtraction, multiplication, and division of whole numbers and fractions. Units on Interest, Bank Discount, Business Papers, Payrolls, Recording the Sale, and Purchasing the Goods are covered in this course.

Calculating Machines

BURROUGHS AND COMPTOMETER
The student first completes a text of 60 lessons which gives him a complete knowledge of the machine with a reasonable length of time. It includes the four fundamental processes of touch addition, multiplication, subtraction, and division, and their application to the types of work that are usually required in business situations. After the student has completed this textbook, he is entirely familiar with the fundamental knowledge for the operation of the machine, but he does not have a high degree of skill.

For students desiring further training in key-punching, instruction is given on all the fundamental operations and on their application to all types of problems in business arithmetic. To receive a certificate, the following standards of speed must be attained: 70 correct columns in an hour of five-column addition, 7 correct multiplication problems per minute, 7 correct subtraction problems per minute, 2-3 correct division problems per minute. The course leading to the certificate requires about 300 hours to complete.

MONROE AND MARCHANT
This course covers addition and the various methods of multiplying, subtracting, and dividing, followed by their application to problems in business arithmetic. Upon the completion of the course, a student should have a thorough training in the fundamental processes as they apply in business and sufficient knowledge to operate the machine in any business office. The course consists of thirty assignments.

Commercial English

COMMERCIAL ENGLISH I
This course 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.

COMMERCIAL ENGLISH II
Business Correspondence
A course in letter styles and letter psychology. Emphasis is placed on form, appearance, set-up. Essential qualities of business writing: Consideration, Correctness, Character, Cheerfulness and Concision. Student learns how to write: orders, inquiries, sales letters, credit and collection letters, adjustments, and applications.

COMMERCIAL ENGLISH III
Business Information
A course in English for general office workers and stenographers. This course offers information on the following five units: Stocks and Bonds including Banking, Building and Loan, Insurance, Business Psychology, and General Merchandising. In addition to information on these units, the technical language or general business terms used in the modern business office are taught; current information from magazines, newspapers, and government pamphlets is also presented.

Commercial Law

COMMERCIAL LAW
The course covers a study of contracts, negotiable instruments, market transactions, and business organizations. It is conducted as a combination of lecture, text material, cases and discussion problems.

Filing

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 260 cards; (2) Study of filing supplies and filing equipment; (3) Methods of filing and practical application by use of 75 miniature letters and filing trays—alphabetical, numerical, geographical, subject, triple check, Saunders, and Varens; (4) Cross filing; (5) Charge methods; (6) Transfer methods; (7) Follow-up.

Machine Accounting

BURROUGHS TYPEWRITER BOOKKEEPING MACHINE CLASS 78
Prerequisite: Ability to operate a typewriter. Knowledge of bookkeeping is of great value. The student first learns the parts of the machine by name, the function of the various keys, the general principles of operation, and the various methods of posting debits and credits to accounts receivable and of
proving the operations. After the student has mastered these operations, he posts a set of business transactions using individual ledger and statement sheets and a control account. A Class 76 machine is more automatic than the desk model, but the operation of the two machines is almost identical. The student first learns the Burroughs Short-Cut Method of adding until a certain speed is acquired; then the function of the various keys on the keyboard is mastered. This is followed by posting to individual ledger sheets from lists of transactions in the textbook. Methods of proving the work are introduced.

For the final lessons in posting, unit media are provided.

**BURROUGHS TYPEWRITER BOOKKEEPING MACHINE CLASS 76**

Prerequisite: Ability to operate a typewriter. Knowledge of bookkeeping is a great value. The student first learns the parts of the machine by name, the function of the various keys, the general principles of operation, and the various methods of posting debits and credits to accounts receivable accounts and of proving the operation.

After the student has mastered these operations, he posts a set of business transactions using individual ledger and statement sheets and a control account. A Class 76 machine is less automatic than a Class 78 machine and requires the use of more keys to perform the various operations. Approximately 50 hours are required to complete the course.

**THE BURROUGHS DESK MODEL ADDING-SUBTRACTING BOOKKEEPING MACHINE**

Prerequisite: Knowledge of bookkeeping is of great value.

The first part of the course covers the Burroughs Short-Cut Method of adding with timed tests included to gauge the rate progressed. This is followed by assignments of limited scope in multiplication, use of wide office forms, and simple ledger posting.

The second part emphasizes applications rather than machine techniques. A brief review of addition is followed by practical problems in Office Practice. Then the basic procedures of mechanical bookkeeping are applied in two cycles of Customer accounting from transaction lists.

The third section is devoted to Commercial and Bank bookkeeping. Unit transaction media instead of lists is introduced for posting practice.

**BURROUGHS HIGH KEYBOARD BOOKKEEPING MACHINE**

Prerequisite: Knowledge of bookkeeping is of great value. The Burroughs High Keyboard Bookkeeping Machine is more automatic than the desk model, but the operation of the two machines is almost identical. The student first learns the Burroughs Short-Cut Method of adding until a certain speed is acquired; then the function of the various keys on the keyboard is mastered. This is followed by posting to individual ledger sheets from lists of transactions in the textbook. Methods of proving the work are introduced.

For the final lessons in posting, unit media are provided.

**REMINGTON ACCOUNTING MACHINE MODEL 85**

Prerequisite: Ability to operate a typewriter. Knowledge of bookkeeping is a great value.

After a thorough study of the parts of the machine and the functions of the various keys, the student learns to post debits and credits to an Account Receivable Account from a list of business transactions bringing in all possible combinations of debits and credits and the resulting debit and credit balances. Methods of proving the work and the correction of errors are introduced.

**Adding Machines or Listing Machines**

**BURROUGHS ADDING MACHINE**

This machine has no subtraction bar; so only addition and simple multiplication can be taught.

The student learns the Burroughs Short-Cut Method of adding and practices until the required standards of speed and accuracy are attained.

**OFFICE PRACTICE**

Office practice includes Office Routine, Job Personality, Commercial Dress, Voice Training, Switchboard, Dictation, Ediphone, Ditto and Mimeograph operation.

**Secretarial Training**

**STENOGRAPHY I — Half Time**

**Beginning Shorthand and Typewriting**

Four Semesters—Eight Quarters If. T. New classes are organized at the beginning of each semester. This is a course for beginners in shorthand and typewriting. Two years is required to complete the course.

Classes meet once a day. It requires one semester to complete the theory. Dictation and transcription is introduced during the last two or three weeks of the semester.

**STENOGRAPHY II Intermediate Dictation**

This course consists of a review of theory and beginning dictation. Dictation for transcription begins at 50 words per minute and increases to at least 80 words per minute. The English and shorthand teachers cooperate in checking errors and improving transcription.

**STENOGRAPHY III—Advanced Dictation**

This is a course for stenographers who are working for a shorthand speed of 50 to 100 words per minute. Practice material is dictated at different rates of speed for speed building. Emphasis is placed on letter set-up, spelling and typing. A carbon copy of each letter transcribed is required.

**STENOGRAPHY IV—Full Time**

**Beginning Shorthand and Typewriting**

This course is open to students having a beginning speed of 90 words per minute on new material of average difficulty. The emphasis in this course is given to the writing of advanced phrases and to the building of a shorthand vocabulary of business terms.

The first forty-five minute period is devoted to dictation and is followed by a second forty-five minute period of transcription.

**STENOGRAPHY V**

Stenography 8 is open to advanced students who wish to specialize in Legal or Medical dictation.

**TYPEWRITING I**

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, 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 (Harr's list) is completed. There is little waste in skillfully learning such commonly used material. Proper stroking is carefully developed in this procedure.
4. From the "word stage" sentences and paragraphs are taken up.
5. Timed sets are given, including practical material, and figures are carefully brought into use. Accuracy is stressed as the only basic for successful typewriting, and a writing rate of 20 to 25 words per minute for five or ten minutes is required.
6. The student is taught care of machine, cleaning and citing, and changing ribbons.
7. Horizontal and vertical placement is taught.
8. Simple letter set-up is presented.

**TYPEWRITING II**

This period is given over to learning the practical application of typewriting, fluent, easy writing should have been attained. We begin the following phases of correspondence: envelopes, different letter styles, folding and insertion, carbon copies, enclosures, postal cards, tabulation, index cards, rough drafts, many kinds of placement; problems including design, title page, table of contents, menus, etc.; a speed of 25 to 35 words per minute for ten or fifteen consecutive minutes is required.

**TYPEWRITING III**

A year's work in typing is necessary to enter this course. A rate of approximately 35 words per minute is also required. Letter and envelope set-up, cut-
bon 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.

**General Accounting**

**ACCOUNTING COURSE "A"**

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Hrs. per wk.</th>
<th>First Semester</th>
<th>Hrs. per wk.</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>One</td>
<td>10</td>
<td>Accounting I</td>
<td>10</td>
<td>Accounting II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Typewriting</td>
<td>5</td>
<td>Typewriting</td>
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<tr>
<td></td>
<td></td>
<td>English</td>
<td>5</td>
<td>English</td>
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<tr>
<td></td>
<td></td>
<td>Business Arithmetic</td>
<td>5</td>
<td>Business Arithmetic</td>
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<td></td>
<td></td>
<td>Commercial Law</td>
<td>5</td>
<td>Commercial Law</td>
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<tr>
<td></td>
<td></td>
<td>Calculating Machines</td>
<td>5</td>
<td>Calculating Machines</td>
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<td></td>
<td></td>
<td>Office Training</td>
<td>5</td>
<td>Office Training</td>
</tr>
</tbody>
</table>

**ACCOUNTING COURSE "B"**

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

<table>
<thead>
<tr>
<th>Year</th>
<th>Hrs. per wk.</th>
<th>First Semester</th>
<th>Hrs. per wk.</th>
<th>Second Semester</th>
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</thead>
<tbody>
<tr>
<td>Two</td>
<td>10</td>
<td>Accounting I</td>
<td>10</td>
<td>Accounting II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Typewriting</td>
<td>5</td>
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<tr>
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<td></td>
<td>English</td>
<td>5</td>
<td>English</td>
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<td></td>
<td></td>
<td>Business Arithmetic</td>
<td>5</td>
<td>Business Arithmetic</td>
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<td>Commercial Law</td>
<td>5</td>
<td>Commercial Law</td>
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<tr>
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<td></td>
<td>Calculating Machines</td>
<td>5</td>
<td>Calculating Machines</td>
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<td></td>
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<td>Office Training</td>
<td>5</td>
<td>Office Training</td>
</tr>
</tbody>
</table>

**ACCOUNTING COURSE "C"**

For Half-time students having had Accounting I or its equivalent.

<table>
<thead>
<tr>
<th>Year</th>
<th>Hrs. per wk.</th>
<th>First Semester</th>
<th>Hrs. per wk.</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two</td>
<td>10</td>
<td>Accounting I</td>
<td>10</td>
<td>Accounting II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Typewriting</td>
<td>5</td>
<td>Typewriting</td>
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<tr>
<td></td>
<td></td>
<td>English</td>
<td>5</td>
<td>English</td>
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<tr>
<td></td>
<td></td>
<td>Business Arithmetic</td>
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<td>Commercial Law</td>
<td>5</td>
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<td></td>
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<td>Calculating Machines</td>
<td>5</td>
<td>Calculating Machines</td>
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<td></td>
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<td>Office Training</td>
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**CALCULATING MACHINE COURSE**

**One Year—Two Semesters**

<table>
<thead>
<tr>
<th>Year</th>
<th>Hrs. per wk.</th>
<th>First Semester</th>
<th>Hrs. per wk.</th>
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<td></td>
<td>English</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>Filing and Indexing</td>
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</tr>
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</table>

**General Clerical**

**Full-time**

This two year course of study is for boys and girls of eighth, ninth or tenth grade preparation who come full time.

<table>
<thead>
<tr>
<th>Year</th>
<th>Hrs. per wk.</th>
<th>First Semester</th>
<th>Hrs. per wk.</th>
<th>Second Semester</th>
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<td>Two</td>
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<td>Penmanship</td>
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<td>Filing</td>
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<td>College Training</td>
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<tr>
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<td></td>
<td>Electives (Other Departments)</td>
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<td></td>
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<tr>
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<td>Home Economics</td>
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**PART-TIME—EIGHT HOURS A WEEK**

The student who enters part-time work for the first time with no previous Commercial training is advised to take the General Course.

**Two year course—For part-time students**

<table>
<thead>
<tr>
<th>Year</th>
<th>Hrs. per wk.</th>
<th>First Semester</th>
<th>Hrs. per wk.</th>
<th>Second Semester</th>
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<tr>
<td>First</td>
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<td>English and Spelling</td>
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<td>Lettering</td>
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<td>Office Training</td>
<td>1</td>
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</tr>
<tr>
<td>ACCOUNTING COURSE</td>
<td>Hrs. per wk.</td>
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<tr>
<td>Typewriting</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>English</td>
<td>1</td>
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<tr>
<td>Stenography</td>
<td>2</td>
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<td>Calculating Machines</td>
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<td>Business Arithmetic</td>
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<table>
<thead>
<tr>
<th>CALCULATING MACHINE COURSE</th>
<th>Hrs. per wk.</th>
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<tbody>
<tr>
<td>Calculating (4 periods)</td>
<td>2</td>
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<tr>
<td>Typewriting (4 periods)</td>
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<tr>
<td>English</td>
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<table>
<thead>
<tr>
<th>STUDYING COURSE</th>
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<tbody>
<tr>
<td>Typewriting</td>
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<td>Transcription</td>
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<td>Business Arithmetic</td>
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<tr>
<td>English</td>
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</table>

**Students who enter part-time work with previous Commercial training may choose one of the courses given below:**

**SECRETARIAL COURSE**

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Hrs. per wk.</th>
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<tbody>
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<tr>
<td>English</td>
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<tr>
<td>Secretarial Accounting</td>
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**ACCOUNTING COURSE**

<table>
<thead>
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<th>First Semester</th>
<th>Hrs. per wk.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Typewriting</td>
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</tr>
<tr>
<td>English</td>
<td>1</td>
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**CALCULATING MACHINE COURSE**

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<th>First Semester</th>
<th>Hrs. per wk.</th>
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<td>Typewriting</td>
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<td>English</td>
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**STENOGRAPHIC COURSE**

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<th>First Semester</th>
<th>Hrs. per wk.</th>
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**SECRETARIOAL COURSE"A"**

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

**LEGAL SECRETARIOAL COURSE"A"**

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, and typewrite at the rate of 50 to 60 words a minute.

**STENOGRAPHIC COURSE"A"**

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

**ROUTEMEN'S SELLING COURSE**

The course is designed to cover the elements of retailing. Recommended to people who intend to enter or recently entered the field of store selling. Covered are such subjects as:

- The system of distribution.
- Requirements of a successful retailer.
- The nature of consumer wants.
- The functions and services of the seller.
- The two-way process of buying and selling.
- The importance of the salesperson in the store.
- Salesmanship from the point of view of the customer.
- Developing the sales story.
- Attitude toward customers, fellow workers, and employers.

**SPECIAL COURSE FOR FOOD STORE WORKERS.**

The objectives of the course are:

- To set up an occupational standard for food store workers.
- To educate food store workers in their problems on the job.
- To make food store salespersons more valuable to themselves, their employers, and the customers.

**CREDITS AND COLLECTIONS**

Designed to aid people in the field of merchandising in their problems on credits and collections.

The following topics are discussed:

- The place of credit in retailing.
- Credit investigation and analyzing information.
Accepting and declining applications.
Credit control.
Essential records.
Fundamentals of collections.
Legal instruments — repossessions and suits.
Improving consumer relations through efficient handling of credit.

"HOW TO INSTRUCT A WORKER ON THE JOB".
This short course is designed to assist managers, junior executives and department heads to "sharpen their teaching tools."
The following points are emphasized: Benefits derived from a more efficient technique of training. Illustrate the weaknesses of the two common training methods—telling and showing. Illustrate the "sure-fire" method of training.
Instruct and practice a material or task analysis.
Apply the four basic steps of instruction to actual store situations.

Supervise practice in handling the two types of training situations. The importance of "follow-up" after training.

"HOW TO SUPERVISE EMPLOYEES"
This short course is designed to assist the people in supervisory positions to work with the individuals under them in the most satisfactory manner.
What to put into use.

Home Economics Courses
Courses for Full-time, Half-time, and Part-time Students

Growth and Development of Family Members

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 given emphasis. Personal hygiene, clothing hygiene, eating for body needs, correct posture, care of hair, skin, teeth, nails, as well as use and purchase of cosmetics, are some of the highlights of this 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. Value to individual who puts courteous behavior into use.
3. Understanding Yourself and Others—Some of the topics emphasized in this unit are: personal characteristics which affect people; importance of understanding one's behavior and behavior of others; need for security; meaning of friendship; use of leisure time; hobies, their place in one's development.

HOME LIVING (Second Semester)
This course is for the beginning half-time and full-time students and consists of the following units:
1. Clothing—The course includes a study of the normal development of children, the habits of dressing of the pre-school child, children's clothing, play and games and development of social behavior.
2. Family Relationships—points emphasized are: 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 adjustment.
3. Social life in the home—the course includes group activities for family recreation; determining amount of money to be used for recreation; the home a hospitable center for friends; making friends and entertaining friends.

CloTHING IV—Selection and Construction
This course includes four units for the part-time student for the first year. Because these students range from the beginner to the more advanced, garments from Clothing I, II and III may be used.

Unit I—My Ideal Wardrobe
Inventories of wardrobe are made and plans made for garments which are needed to complete the wardrobe. The garment selected to be made will depend upon students' previous experience. Demonstration will be given which apply to garments under construction. Review of the sewing machine is included.

Unit 2—What to Wear on the Job
What shall I wear to work and the importance of being dressed properly for the job. Garment construction is continued.

Unit 3—Care and Repair of Clothing
Clothing conservation a need at all times is given emphasis. When is it worthwhile to repair a garment? Why proper care makes a garment give longer service; the real meaning of a stitch in time saves nine; when to darn and when to mend; these and other worthwhile topics are considered.

Unit 4—Fabric Study and Clothing Purchase
The study of the new fabrics on the market and a review of cotton, rayon, linen, and wool is given in this unit. All students may make some garment for summer.

CLOTHING V
This series of four units in clothing are planned for the second year for Part-time students. The garments to be made will be chosen from Clothing I, II, III; class demonstrations and presentations will be given when needed by the majority of class members. Individual help given in all instances.

Unit 1—Techniques used in garment construction
A practical pre-test will be given on such processes as seams, hems, etc. A review of some of the fundamental processes will be given in relation to garments being constructed.

CLOTHING VI—Restyling of Patterns
Use of commercial patterns and learning how to take a basic pattern and restyle in such a way that it could be used for several garments, will be given. Alteration of patterns and irregularities of figures is included.

Unit 2—Cutting and Fitting
Specific emphasis will be given to cutting and fitting. Demonstration will be given by the instructor and the student will actually make use of the most commonly used ones. Various types of garments or household articles may be made where the attachment may be used.

MILLINERY
This course is planned for the part-time student and is open to students from all departments. Millinery for all seasons will be included. Hats will be made in keeping with whatever styles are in vogue. Materials left from dresses, suits and coats may be used in making hats. Scraps of fur may also be used. Old hats may be renovated and made over. Berets, calots, pill boxes or whatever is being worn in person the moment may be made. Shapes may be covered. Blocking and steaming are taught.

PERSONALITY WARDROBE I
(For full time and half time student)
Personality development through choice of clothes, and the effect clothes have on poise and a feeling of satisfaction, are emphasized. Some of the material studied is: the psychology of correct dress; importance of design and color in choosing becoming, attractive clothing; application of simple rules of color harmony to cases; choosing correct accessories; personality types and clothes to correspond; fashion study; importance of proper foundation garment; the clothing budget; planning the complete wardrobe. Special speakers, films and field trips will be features of this course. This course is open to all girls in school who are interested in personality development through dress.
PERSONALITY WARDROBE II
(For the Part-time Student)
This is a nine lesson course planned for the student who attends school one day a week. Wardrobe planning taking into consideration personality type, color, texture of fabrics, and color are some of the topics covered. Certificates are awarded to those completing the course.

HOME NURSING
For the part-time student.
Similar to the above course, but it meets but one day a week. Certificates are awarded to those completing the course.

SAFETY MEASURES IN THE HOME
For the part-time student.
Similar to courses for half and full time students. Some material is adapted to one day a week.

Management of Family Resources
MANAGING YOUR HOME I
Order and Convenience in the Home
This course is for the beginning half and full time student. Topics for discussion and study and around which activities are planned are: Management of time, energy, and materials; responsibility for personal belongings; planning of schedules; food buying, purchase of equipment; purchase of household supplies; clothing purchase; buying cosmetics; budgeting; management of allowance or income; responsibility of the consumer; wartime purchasing; points and rationing; the family as a consumer.

MANAGING YOUR MONEY
A course in consumer problems for the part-time student. It will include such topics as: Food buying; purchase of equipment; purchase of household supplies; clothing purchase; buying cosmetics; budgeting; management of allowance or income; responsibility of the consumer; wartime purchasing; points and rationing; the family as a consumer.

MANAGING YOUR HOME
Management problems of interest to the part time student will be covered. Use of family income and budgeting of time are included. Food management problems are studied.

MANAGING YOUR HOME
Management of household equipment so that the everyday problems which arise may be accomplished in a safe and workmanlike manner. It will include such things as: Sharp- ening of kitchen knives; re-gluing furniture; applying paint, varnish and enamels; oiling and cleaning paint brushes; re-finishing of furniture; care and upkeep of household tools; care of household motors; the electric iron; vacuum cleaner; electric ranges; gas stoves; sanitation of bathroom and kitchen; care of silverware. Demonstrations by instructor and actual practice by student will be stressed.

Home Improvement
This includes courses in Home Planning, Home Furnishing, Room Arrangement, etc., which are given in the Art Department.

ADULT CLASSES
Development of Family Members
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 living; gaining self assurance and poise; personality traits; conversation; cosmetics and their use; relation of drees and grooming to personality; leisure-time activities; developing and maintaining community understanding; exercise; introversion and extraversion.

INFANT CARE
This course is planned for the young mother or bride. This will include the following: pre-natal care; giving the baby a bath (with demonstration and practice on the doll); correct diet for the baby; behavior problems; forming habits; schedules. Suggestions and ideas for group care in winter will be discussed. Help will be given on toys which can be made at home. Some study of nursery schools and use of their methods in the home will be given. The making of the infant's wardrobe will also be a part of this course and will include actual planning and making of the infant's wardrobe. Some of the points to be covered are: choice of materials for winter and summer babies; ideas for trimming the tiny clothes and ways of testing patterns.

LIVING WITH OUR CHILDREN IN WARTIME
This is planned for mothers who have children of pre-school age. Topics to be covered: Goals for parents; habits and principles of behavior; children's clothing; books and music; toys, games and occupations; obedience; imagination, truth, falsehood; curiosity; fears and emotional control; children in wartime; children's use of money; community services for parents. This is a lecture and discussion course.

HOSPITALITY AND TABLE DECORATION
This course is planned for all homemakers who are interested in learning more about the art of entertaining and being a gracious, successful hostess. This will include such topics as: tablet setting for all occasions; formal and informal service; service with and without a maid; arrangement of tea table and arrangement of table for buffet service; selection of china and glassware; flower arrangement. Lecture, discussion and demonstration methods are used in this course. Opportunity is given to serve a tea and a buffet supper in the homemaking apartment. Course fee $5.
making of quick breads, and yeast breads. Rolls, banana bread, date and prune breads, are included. Lab. fee $.75.

3rd Quarter
Budget Meals—This includes the planning and preparation of adequate, well-balanced, attractive meals with a minimum of expenditure. Lab. fee $.10.

4th Quarter
Hot Weather Dinners—Fascinating foods for hot days. Easy to prepare main dishes; simple and healthful desserts; summer salads; and summer time beverages. Lab. fee $.10.

FOODS II
Refreshers Ideas In Cookery—Brush-up course on basic principles; batters, white sauces and cream soups, cutletts, cheese and egg cookery, beverages. Lab. Fee $.75.

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 leaner cuts is given. The nutritive value of meat and place in the diet is considered. Lab. Fee $1.50.

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. Lab. Fee $1.00.

FOODS III
Vegetables the Vitamin Way—1st quarter. How to retain the minerals and vitamins in the cooking process. Preparation of the usual and unusual vegetables, casseroles, salads, and vegetable plates. Lab. fee $.75.

Cakes and Cookies to Match Your Sugar Quote—2nd quarter. Sponge cakes, butter cakes and cookies, comprise this unit. The use of syrups and honey for sweetening are used. Various types of icing's are included. Cakes and cookies for teas are included. Lab. fee $.10.

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. Lab. fee $.75.

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 frosted desserts. Lab. fee $.10.

FOODS IV
1st Quarter
First Aid for Home Meals
This is planned for the experienced homemaker who wishes to adapt the principles developed in the nutrition class to her home meals, and it is offered once a week. Alternates for sugar used in canning, health salads, legume cookery, quick cooking of vegetables and dressings without sugar are included. Lab. fee $.10.

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: Wheat and enriched flour breads and muffins, whole wheat cereals, cakes and cookies using honey and syrup, groat and groat meals, 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-to-be. It will include meal planning, food preparation, and attractive service. Meals to fit the budget, stressing the fundamental principles of cooking. 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. Lab. fee $.50.

NUTRITION
The standard Red Cross Nutrition course is given and covers the following: relation of food to physical and mental efficiency; food needs, food values and the newer principles of food preparation and service; food and health habits; energy foods; body building meals; vitamins; meal plans; buying good diets; diet variations; better nutrition, a national goal. This is a lecture and discussion course. Upon successful completion of the course, certificates are awarded.

Clothing and Textiles
CLOTHING I (Beginning Sewing)
This is an elementary dressmaking course and follows Clothing I, or its equivalent. There will be opportunity to choose the type of garment to be made. It may be dresses for morning wear, garden dresses, for active sports such as golf, tennis, bicycling, picnics and also spectator sport dresses. Problems found in this type of garment will be used as a basis for the lessons, which would include: cutting and fitting; application of principles involved in handling, sewing and pressing new types of materials used; bound buttonholes, tailored pockets, finishes for sportswear and many other details. Some information will be given for selection of materials as well as a study of cotton, rayon and linen fabrics. Concise explanations with detailed illustrative material will be used to simplify each step of construction.

CLOTHING IV (Clothing and Textiles)
This is a basic course in sewing. Some trouble is found in the selection and making of children's garments. Selection of suitable patterns and materials for all types of garments will be discussed. Special attention will be given to the making of workable and bound buttonholes, plackets and zippers, making 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 in any material. Some of the garments made from new material are: pajamas, slips, sun suits, play dresses, tailored dresses, dance trocks, confirmation dresses, suits for small boys, and infants' layettes. Selection of ready-to-wear garments, stressing self-help for the children, the comfortable and practical garments for nursery school age will be discussed.

CLOTHING III (Pattern Design and adaptation of pattern to figure)
Pattern designing and adaptation of commercial patterns to the figure are two of the high points in this course. How to create several styles by using one basic pattern; how to use your own ideas in re-designing; how to take individual measurement and to apply them in the making of a simple pattern; those are some of the essentials in this course. Some of the specific problems considered in the adaptation of patterns are: Sleeves altered for different types of arms; the figure flatter or square; sloping or rounded shoulders; large hips and small bust line; rounded shoulders and flat chest; changing of plain pattern to circular or pleated skirts; variations of collars and necklines; the body and the seven subtle curves. This course includes help on the application of basic artistic principles as a means of securing shape, well-fitting garments. The use of pattern forms, muslin foundation patterns and adjustable dress forms are taught. 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-made wear shops.

CLOTHING V (Dress Making Effect)
How to secure that much desired ready-made effect will be one of the purposes of this course. Selection of material and patterns will be stressed, with emphasis on color, texture and becoming design for each individual. Such fabrics as silk, wool, rayon, nylon and the new fabrics on the market will be studied. Garments to be made will be chosen from the following: rayon dresses, wool dresses, blouses and skirts, and two piece dresses, formal, and dinner dresses. The importance of good techniques in sewing, proper pressing and finishing will be stressed. Emphasis will be placed on the use to which construction is adapted to give garments the proper fit. The use of simplifying, cutting in construction processes, identification of materials, interpretation and application of pattern principles, and coordin-
This course is for the advanced student. CLOTHING VI (Tailoring) This course is for the advanced student and is planned for those people who want to make garments. Some of the specific tailoring principles which are given are: planning pattern to fit the figure; use of interfacing; tailor's chalk; and tailoring for collars and reverses; hand stitching of collar and front facings; fitting problems; use of pressing boards for shaping garment to the figure; breaking a foundation; patch pocket; lining and interlining for coats and suits; types of pads most suitable; worked buttonholes for suit or coat; selection of fabrics for collar, suits linings, interlinings, and interfacing. To achieve successful tailoring of a suit or coat, accuracy in cutting, fitting, basting and sewing, as well as a thorough job of personal work is stressed. Garments to be made are suits and coats from new materials such as wool, cotton, linens, silks, and rayon, as well as made over problems in Suits and Coats. CLOTHING VII (Remodeling) It is essential that members of the class have had Clothing IV 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 materials, and selection of garments for remodeling. If possible, Clothing III should be taken before or parallel to this course, since the redesigning of patterns is very helpful. Almost any type of garment may be remodeled. Children's garments may be made from adults discarded garments: coats may be made over and made up into casual suits and casual attire may be re-sized; garments which are out-moded may be restyled. CLOTHING VIII (See Household Sewing under Home Improvement) CLOTHING IX (Clothing Workshop) This is only for students who have completed Clothing VI satisfactorily. Because of the nature of the course it is essential that all class members have a thorough understanding of both the elementary and advanced courses. Any type of garment may be made in this class. Many times the experienced sewer needs help on new ideas and new fabrics which come out from time to time; or perhaps she is sewing for some other member of the family and needs help on the fitting problems. 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, nylon, rayon, and wool. Suitability of design to cost, to individuality of person, and to use in furnishing of home. The approach is functional rather than logical. Texts for identification of fibers are given. Dressing 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 interested in design. This course includes pattern alteration to give the pupil an understanding of structural lines; clothing construction to practice handling fabrics; color and design to gain an understanding of design in relation to the figure. Costumes are designed in the Art Department, and the pattern altered in the pattern alteration class and then sewn. The garment is made in the construction class. MILLINERY I This is a course in Millinery for the beginner and will include fundamental principles. Choosing becoming hats is featured. Hats may be made over as well as making new ones. Types of hats to be made are: berets, cloches, sailors, pillboxes and any other styles which are in vogue. Scraps of fabric and material left over from coats and suits may be used. Steamining and blocking is taught. MILLINERY II This is for the advanced student who has had Millinery I. Instruction will be given on the use of sizing and glueing of fabric to frames. All types of hats may be made. Health, Safety and Home Care of the Sick HOME NURSING (12 hour Course) The standard Red Cross course is given and the course is taught by a certified Red Cross Nurse. Some of the topics covered are: Health and happiness; how to recognize signs of illness; care of the patient; how to meet common emergencies; how to carry out the doctor's orders; how to give food and medicine to the patient; how to take care of the aged, chronic and convalescent patient; child growth; protective measures to guard against illness: sanitation. Use is made of demonstrations, lectures, and discussion. Members of the class have actual practice in all activities. SAFETY IN THE HOME This is a nine lesson course prepared for the homemaker. Since the majority of injuries in the home safety measures in the home are stressed. Some of the points to be covered are: Use and care of electric equipment; selection, arrangement and use of kitchen equipment; bathroom hazards; general precautions in the home; building to eliminate accidents; use and care of laundry equipment; arrangement of furnishing and equipment. Demonstrations, use of films and special speakers will be featured. Management of Family Resources INCOME MANAGEMENT This course meets once a week and is for the homemaker who would like some help on keeping a record of money spent and planning expenditures. Topics considered: family finance management; income and capital; methods of handling income; use of records as an aid in family finances; choosing an account system; what should the family use for financing consumer goods? It sources; savings and investments; life insurance; the budget or plan for use of income. Each student may work out a budget plan to suit her needs. MANAGEMENT IN HOMEMAKING This course would be of great practical value to the beginning homemaker, or even the experienced homemaker who feels the need of new ideas. It includes such things as: philosophy of homemaking; responsibilities in homemaking; the effective home manager; time, energy and fatigue costs of homemaking; controlling time, energy and fatigue costs through planning; through acquisition of skills, improved methods of working and through improvement of working conditions. New ideas in kitchen equipment, which save time and energy are shown. Importance of time management in homes where both husband and wife are working outside the home is stressed. This course is suggested also for brides or brides-to-be. CONSUMER PROBLEMS This course is planned for homemakers and those who are interested in the selection and purchase of commodities. It will be kept up-to-date with buying of wartime and the post-war period. New ideas in rationing will be given in this direction. Some of the main divisions will be: how to use the food dollar to best advantage; the clothing dollar and how to spend it; the rental dollar and purchases for the home; conservation of consumer goods; responsibilities of the consumer. This is a lecture and discussion course. Films and special speakers will be featured. HOME MECHANICS This course is planned for the homemaker with the purpose of helping her to use her home equipment more intelligently and to repair it efficiently. Demonstrations, lectures, use of films and class discussion will all be used in this teaching. As much practical experience as possible will be given each student in repair problems, so that it can be carried on at home in a safe and workmanlike manner. Some of the problems considered are: sharpening knives; re-gluing furniture; cleaning paint and varnish brushes; re-finishing of furniture; repair of window and door screens; reading meters; repair of electric cords; care and upkeep of household motors; the electric flat iron; vacuum cleaner; electric ranges; gas stove; sanitation of bathroom and kitchen; care of silverware. Home Improvement FAMILY HOUSING This course is planned for the homemaker or prospective homemaker and meets once a week. Some of the old problems of housing are to be considered and that includes post-war problems. Some of the specific topics considered are: family housing; non-traditional family living; relation of housing to
Music Courses

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

PIANO I
A course for beginning students. Folk tunes, easier arrangements of the classical repertoire. Textbook: First Steps for the Young Pianist, Kinsella ($0.75).

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 ($3.00).

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 Pianist Method, Lopizzo ($1).

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.

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 in 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 course in automotive fundamentals and repair, followed by training using modern equipment in the following specialized fields: brakes, front wheel alignment and wheel balancing, engine tune-up in cluding carburetion and electrical repair, body repair, lubrication, engine overheating and chassis repair.

BLUE PRINT READING
This course is designed to meet the needs of students who are more concerned with the contents of a blueprint than is the technique of making one. Study is made of views and their relationship to each other, kinds of drawings, dimensioning, tolerances, limits, allowances, kinds of fits, screw threads, angular measurements and tables and charts given in the machinery handbook applied in blueprints. Previous experience in blueprint work is not necessary.

ELECTRICITY
The first semester in elementary electricity deals with the application of theories and laws involved in the functioning 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. 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 designed 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; cast and gear; 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, sander, and grinder. A vocabulary of shop terms, types and treatment of metals and their alloys, safety practices, and the use of reference manuals 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. The student should be able to prepare himself to operate and care for woodworking machinery. Experience in layout of shaper knives, circle and band saws, boring, planing, surfacing, surface planers, as well as general knowledge of the trade is desirable. The advanced semester provides an opportunity for the student to explore the many facets of the trade.

PRINTING
The first semester of printing consists of elementary composition and proof-reading. During the second semester the student is given advanced composition, makeup, and layout as well as elementary platen presswork. Freework on page makeup, and mailing is given the third semester along with simple bindery processes. The fourth semester consists of general work with the student taking jobs through to completion.
type operation and maintenance are given to those who have successfully completed the above courses. Newspaper makeup, head writing, and design and color are also offered.

**RADIO COMMUNICATION**

At least two semesters of work in the technical 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, resistance, series, circuits, and paralleling of circuits. It provides operating practice and methods, 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 anodized iron. Radial and parallel line development, triangulation, and short methods in layout are applied to furnace, air conditioning, roofing, and corrosion 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 practical work on the various types of joints and positions of welding. Actual repair jobs are done to test the welder’s skill. Oxy-acetylene welding is a prerequisite to this course. Materials fee.

**WOODWORK**

After a prerequisite course in bench woodworking the following advanced units may be taken: cabinet making; carpentry; pattern making; wood finishing; and wood turning. One semester in bench woodworking qualifies for the following operations: storage of woodworking tools; selection and layout of stock; construction of common joints; bench work; gluing; and project making.
Math courses made up of actual shop and trade problems. For commercial students there are brief reviews of commercial arithmetic.

**MICROBIOLOGY FOR NURSES**

A lecture and laboratory course which has as its aim the presentation of material pertinent to the nursing profession. The content of the course includes a study of (1) The Microscope, (2) Pathogenic organisms, their cultivation, methods of inhibiting their growth, and their relation to air, soil, water and foods. Study is made of transfer of disease organisms and their activities and effects. The study of immunity is given considerable attention. Students completing this course should be capable of passing the State Board of Nursing Examinations. Very helpful as a review course.

Printed by the Printing Classes of the Madison Vocational and Adult Education School, Madison, Wisconsin.
Madison
Vocational and Adult Education School
Evening School Bulletin
1944-1945

211 North Carroll St.  -  Madison, Wisconsin
General Information Governing The 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 25, 26, 27, 28, 29, 1944
FROM 7 P. M. TO 8:30 P. M.

Instruction begins Monday evening, October 2. 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 9:30 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 9:30 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 every Tuesday evening and other evenings by appointment.

School Calendar 1944-1945

Monday, September 25, through Friday, September 29, 1944—Registration from 7:00 p.m. to 9:30 p.m.

Monday, October 2—Evening classes begin.

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

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

Friday, December 15—Evening classes close for three weeks' Christmas vacation.

Monday, January 8—School reopens.

Thursday, March 29—Evening school closes.

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 7:00-9:00.

For the foreign-born seeking American citizenship.

ENGLISH III—Tuesday and Thursday 7:00-9:00.

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

ENGLISH IV—Tuesday and Thursday 7:00-9:00.

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

ENGLISH V—Monday, 7:00-9:00.

Advanced composition. Short stories, poetry, magazine articles. Style. Useful to students preparing for Journalism.

PUBLIC SPEAKING FOR EVERYONE

Monday, 7:00-9:00.

This will include: position and bearing while on the floor; remembering what you wish to say; getting, arranging, 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.

FRENCH I—Tuesday and Thursday, 7:00-8:00.

This is a course in elementary French and aims to give the student a basic foundation in accurate pronunciation, 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, 7:30-8:30.

The "news behind the news" in international affairs.

BOOKS FOR ALL—Mon. or Wed.

The current season's books for all who want to read.

Everyone is allowed expression of his views and a chance to develop a truer understanding of people and events through lively class discussions of current novels, biographies, books on travel, and world events.

The course is highlighted with book reviews and talks by well-informed speakers who are invited to address the group.

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. Lab Fee $2.00
1st semester: Foundation course in drawing. Still-life and figure drawing featured.
2nd semester: Study of the head and portrait models in various techniques. Media: pencil, charcoal, conte and pastel.

LETTERING—Tuesday and Thursday 7:00-9:00. Lab. Fee $1.00
Offers practical training in all phases of lettering adaptable to commercial uses.
1. Primary and fundamental alphabets—executed in pencil and pen.
2. Lettering for advertising and reproduction stressing modern methods.
3. Brush lettering and show card lay out.

ADVANCED SHOW CARD WRITING AND SIGN PAINTING—Tues. & Thurs. 7:00-9:00. Lab Fee $2.00
Advanced course in making permanent signs, displays, timely layout and silk screen procedures.

GENERAL CRAFT COURSE
Mon. & Wed., 7:00-9:00. Lab. fee $3.00
Course especially planned for camp scout, youth leaders, Red Cross workers and those interested in Occupational Therapy. Crafts taught: block printing, leather tooling and lacing, chip carving, elementary book binding, non-loom technique (knotting-weaving) see information on weaving course.

PHOTOGRAPHY—Tues. and Thurs. 7:00-9:00. Sem. Lab. Fee $2.00
A course for amateurs offering developing, printing, enlarging and other dark room procedure.

MODELING—Mon. & Wed. 7:00-9:00. Lab Fee $2.50
Creation design in three dimensions. Symbolic design, stylized animals, heads and figures. Making of ship models, objects fired and glazed or cast in plaster.

ART METAL—Tues. 7-9. Lab. fee $1.50
Individual and class instruction in various processes as applied to copper, brass, pewter, construction problems and pattern making. Choice of problems—plates, bowls, bookends, desk sets, boxes, vases, pitchers, candle labs.

PAINTING—Mon. 7:00-9:00, Lab fee $1
Still life and pictorial composition. Media: water-color, and oil. Materials to be furnished by the student.

POTTERY—Mon. & Wed., 7:00-9:00. Lab. Fee $3.00
Pottery forms with coil method. Slip molds, surfaces enameling and glazes. Use of the potter's wheel. Placing and firing the kiln.

COSTUME JEWELRY—Thurs. 7:00-9:00
Lab. fee $1.50
Flat work in copper, brass and silver in various processes, namely, wire, chasing, repousse, enameling, and stonetting. Silver casting in original designs modeled in wax and cast by means of centrifugal force.
*Note: These materials are subject to O.P.A. regulations.

WEAVING—Tues. & Thurs. 7-9. Fee $1
For the homemaker, craftsman, teacher, camp instructor, Red Cross worker or youth leader. An elementary course which includes the various processes of warping, threading and weaving in plain and pattern weaves; summe and winter; bronze woven. Materials to be purchased by the student.

HOOKED AND BRAIDED RUGS
Mon. & Wed., 7:00-9:00. Lab. fee $1.50

INTERIOR DECORATION—Thursday 8:00-9:00. Lab. Fee $1.00
Plan your home. A course for both men and women which includes lectures and class discussions supplemented by illustration. Material. and trips.

Outstanding phases of the course:
Type of house; selection of location; architecture as it affects interior plan and furnishing; background; walls and floor treatment; color and texture; how to build a color scheme; window treatments; furniture; combination of furniture styles; furniture arrangement; accessories; pictures and framing.

COSTUME DESIGN—Mon. and Wed. 7:00-9:00. Lab. fee $1.00
Historical and modern trends; problems regarding line, color, texture, figure types.

Commercial Courses

ACCOUNTING I—Elementary. Monday and Wednesday 7:00-9:00
This course is intended for students who have had no previous instruction in bookkeeping and accounting. It is also a course for clerical workers, stenographers and those persons who wish to become familiar with the principles of accounting in order that they may learn to keep their own books and interpret financial statements.

Through training is given in the fundamental principles of double entry bookkeeping; debits and credits, journalizing, posting, trial balance, statements, division and journal closing and special journals. Problems and sets are used to give practical application to these principles.
Cost of text and supplies about $2.20.

ACCOUNTING II—Tuesday and Thursday 7:00-9:00
This course is for those students who have completed Elementary Accounting or its equivalent.

The course gives thorough training in the study of partnership problems. Control accounts, accruals, and working sheets. Problems and sets are used to give practical application to these principles.
Cost of text and supplies about $2.50.

ACCOUNTING III—Tuesday and Thursday 7:00-9:00
This is a course for those who have completed Accounting I and II or its equivalent.

In this course a study is made of department store problems, reserve accounts, depreciation, bad debts, and Cash journal, with special emphasis on Classification of accounts.

Problems and sets are used in this course.
Cost of text and supplies about $2.85.

ACCOUNTING IV—Tuesday and Thursday 7:00-9:00
Only those who have completed Accounting III or its equivalent should register for this course.

In this course Corporation Accounts including 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.

Sets and supplementary problems in Elementary accounting are used for practical material.
Cost of text and supplies about $2.40.

ADVANCED GENERAL ACCOUNTING
Tuesday and Thursday 7:00-9:00
Only those who have completed General Accounting I and II or its equivalent should select this course.

Work in advanced accounting, C.P.A. problems. Cost Accounting, Federal income tax, and auditing is presented.

BUSINESS ARITHMETIC—Monday 7:00-9:00
This is primarily a review of the fundamentals of arithmetic, namely, addition, subtraction, multiplication and division of whole numbers and fractions.

Units on Interest, Interest Tables and Bank Discount, Business Papers, Payrolls, Recording the Sale, Purchasing the Goods, the Weights and Measures are covered in this course.
Cost of text and supplies $1.00.

CALCULATING MACHINES
(Key Driven)
- Monday and Wednesday 7-8; 8-9
- Tuesday and Thursday 7-8; 8-9
- Friday 7-9

For beginners, the course includes the fundamental operations of two and three. Column Cross addition, split addition, multiplication, division. For advanced students, the course includes four and five Column Cross addition and the application of the fundamental operations to practical business problems such as discounts, percentages, commissions, payrolls, prorating, mark-ups, mark-down, and interest.
Cost fee $1.00.

MONROE AND MARCHANT
This covers addition and the various methods of multiplying, subtracting, and dividing, followed by their applications to problems in Business Arithmetic. Upon completion of the course, the student should have a thorough training in the fundamental processes as they apply in business and sufficient knowledge to operate the machine in any business office. The course consists of thirty assignments.
Cost fee $1.00.
COMMERCIAL ENGLISH I—Wednesday 7:00-9:00.
This course is a brush-up course for stenographers, bookkeepers, clerical workers and salespeople. The following material is covered: review of grammar, fundamentals of good usage, spelling, punctuation, vocabulary building, sentence structure and pronunciation.
Course fee $1.10.

COMMERCIAL ENGLISH II—Business Correspondence. Monday 7:00-9:00.
This is a course in business letter writing intended for stenographers, salespeople and clerical workers.
This course covers the following: letter styles and letter composition. Emphasis is placed on form, appearance, set-up, and essential qualities of business writing.
Text $1.70.

COMMERCIAL LAW—Monday 7:30-9:00.
This course covers a study of contracts, negotiable instruments, market transactions and business organization.
Text $1.50.

DICTAPHONE AND EDIPHONE
Monday 7-9 or Wednesday 2-4.
This course consists of practice in transcribing from records on both machines. The work includes the operation and care of the machine. Prerequisites: the ability to dictation practice. The class period is divided into one hour of typewriting and one hour of shorthand. Homework and regular attendance are necessary. Course fee $5.00. Cost of text and supplies $1.50.

STENOGRAPHY

STENOGRAPHY I
Tuesday and Thursday 7:00-9:00.
Beginning Stenography and Typewriting. This is a course for beginners in shorthand and typewriting. Two years of study are required to complete it. The course is divided into two parts: an hour of shorthand and an hour of typewriting. Class fee $4.00. Cost of text and supplies $1.50.

STENOGRAPHY II
Tuesday and Thursday 7:00-9:00.
Intermediate Stenography and Typewriting.
This course is a continuation of Stenography I, the completion of the manual and dictation practice. The class period is divided into one hour of shorthand and one hour of typewriting. Class fee $4.00. Cost of text and supplies $1.50.

STENOGRAPHY III Tues. and Thurs., 7:00-9:00.
Beginning Dictation.
This course consists of a rapid review of shorthand principles and beginning dictation work. Dictation is given at the rate of 60 to 80 words per minute. Transcription at the typewriter is required. Course fee $5.00. Cost of text and supplies $1.50.

STENOGRAPHY IV Intermediate Dictation.
Tues. and Thurs., 7:00-9:00.
This is a course for stenographers who are working for a shorthand speed of 80 to 100 words per minute. Transcription at the typewriter is required. Students selecting this course should have a good understanding of Gregg Shorthand. Special emphasis is given to the writing of advanced phrases and to the building of a shorthand vocabulary of business terms.
Course fee $5.00. Cost of text and supplies $1.50.

STENOGRAPHY V—Advanced Dictation
Tues. and Thurs., 7:00-9:00.
This course is intended for stenographers who have attained a shorthand speed of 120 to 140 words per minute. Transcription at the typewriter is required. This course offers advanced phrasing, vocabulary building, and technical material for dictation and transcription. Course fee $5.00. Cost of text and supplies $1.50.

TYPOGRAPHY

TYPOGRAPHY I
Monday—Wednesday 7:30-8:30.
This course is for those who wish to learn the touch system of typewriting. It includes the following: study of the parts of the machine, keyboard, drills and rhythm and accuracy. Correct typing habits. Text fee $5.00. Fee $1.50.

INDUSTRIAL TERMINOLOGY—See Trade.

TYPEWRITING

TYPEWRITING II
Monday—Thursday 7:30-8:30, Tuesday and Thursday, 7:30-8:30.
This course is a continuation of Typewriting I. It includes the following: technique check-up, perfect placement of material, use of carbon paper, and transcription practice.
Course fee $5.00. Cost $1.50.

BANKERS

BANKERS
For the past ten years two or three courses have been offered by the Bankers' Association and are sponsored by the school. The courses offered this year will be announced later.

A four hour final examination is required of all students enrolled in the course.

INSURANCE

INSURANCE
An insurance course is offered each year for experienced agents in the Insurance field. Information regarding the course will be announced later.

NUTRITION—See Home Economics.

Home Economics Courses

Development of Family Members

SUCCESSFUL HOME LIFE
(One night a week: 7:00-9:00)
A course for new family members in homemaking. Successful Home Life is intended for those who wish to learn how to develop an understanding of marriage and home life. It includes the following: study of the problems of marriage and home life; development of individuality. This is a lecture and discussion course.

LIVING WITH OUR CHILDREN IN WARTIME
(One night a week: 7:30-9:30)
This course is open to both fathers and mothers and is a lecture and discussion course. Some of the topics considered are: how to enjoy children; their physical, psychological and social needs; training in basic habits; constructive interests of children; books and music; toys, games and occupations; children in war-time; goals for parents.
Foods and Nutrition

FOODS I (Simple Meal Planning and Preparation) Two nights a week. 7-9.
This class will meet two evenings a week and is planned for those who are interested in developing skill in the fundamentals of meal planning and preparation. Principles of cookery are related to good nutrition and meal patterns are a part of the course. The practical phase includes preparation of common foods; typical menus for breakfast, lunch and dinners; planning and preparing simple meals; management of time, energy and money in the family food problem. Lab Fee $3.00.

FOODS II (Baking, Meat Cookery, Vegetables) One night a week. 7-9.
This first half of this course places emphasis on baking and includes quick breads, yeast breads, cakes, cookies and pastries. Meat cookery follows, which includes demonstrations and Cookery of meat, poultry and fish. Selection and buying of meat, preparation, serving and carving are taught. Use of ration points and planning with around the meat dish is included. Vegetable cookery, including the unusual as well as more commonly used vegetables, is given. Cooking to retain nutritive value is stressed. This is suggested for those interested in restaurant training as well as for homemakers. Lab Fee $3.00.

FOODS III (Food Preservation, Salads, Desserts, Casserole Dishes) One night a week. 7:00-9:00.
This course includes food preservation if the majority of the class want it. Preparation of various types of salads, desserts and casserole dishes are stressed. Preservation and nutritional values are emphasized. This course is suggested for the homemaker and the person interested in catering. Lab Fee $1.50.

FOODS IV (Supper class) Two nights a week. 5:15-7:00.
This is the supper class for the busy girl. It includes planning and preparing simple dinners suitable to serve in the small apartment, for two to four people. Time management is featured. Cooking is modified to fit the time available. Recipes are given cut in the form that may be cut and filled in recipe boxes. Nutritional principles are stressed in the planning and preparation of meals. Lab Fee $3.00 each semester.

FOODS V (Entertaining in War Time) One night a week. 7:00-9:00.
Hospitality in war time is a feature of this course. This is a course in food preparation and is planned for the person who has had some experience in cooking. Guest meals, few or no points are included. Some of the highlights of the course are: buffet meals, teas, easy guest dinners, unusual dessert, breads,桥deau, Christmas cookies, casseroles and vegetables. Many times a complete meal is prepared. Note: Use of points and rationing are considered. Lab Fee $2.50.

RED CROSS CANTEN (One evening a week. 5:00-7:00).
This course is open to those who have completed the Red Cross Nutrition course. The purpose of the course is to prepare people for volunteer service in the Red Cross Canteen.

ELECTRIC ROASTER DEMONSTRATIONS. (One evening a week. 7-9.)
This is a series of demonstrations on the use of the electric roaster. It includes the following: roasting meats, poultry, cakes, Christmas cookies, casseroles and vegetables. Many times a complete meal is prepared. Lab Fee $2.50.

NUTRITION. (One evening a week. 7-9.)
The standard Red Cross Nutrition course is given and covers the following: relation of food to physical and mental efficiency; facts about food needs, food values and the newer principles of food preparation and service; energy foods; body building materials, minerals, vitamins, meat plans, buying good diets. This is a lecture and discussion course. Upon successful completion of the course, Red Cross certificates are awarded. Text book $3.50.

Clothing and Textiles

CLOTHING I (Sewing for Beginners) One evening a week. 7:00-9:00.
This course is for beginners or those who have had little experience in sewing. It includes the use and care of the sewing machine, selection of patterns and materials, adjusting pattern to figure, important stitches in hand sewing, fundamental principles and techniques in the construction of the following: nightgowns, panties, slips, housecoat, brunch coat, pinafore and simple cotton dress. Cotton and rayon fabric study is included. This course is a foundation for the more advanced courses. At least three of the above garments should be completed. Suggestions for sewing tools, pattern and materials will be given the first evening. Course Fee $5.00.

CLOTHING II (Childress Garments) One night a week. 7:00-9:00.
This course includes food preservation if the majority of the class want it. Preparation of various types of salads, desserts and casserole dishes are stressed. Preservation and nutritional values are emphasized. This course is suggested for the homemaker and the person interested in catering. Lab Fee $3.00.

CLOTHING III (Pattern Design and Construction) One night a week 7-9.
Pattern design and adaptation of commercial patterns to the figure are two of the high points in this course. Other topics include: how to create several styles by using one basic pattern; taking measurements and using them in the making of a simple pattern; alteration of patterns for all types of figures; variations of collars and necklines. This course includes help in the application of basic artistic principles in a means of securing shape, well-fitting garments. Patterns and making foundation patterns are made. This is a basic course for those interested in advanced dressmaking or remodeling. It will also be of interest to people working in alteration departments of ready-to-wear shops. Course Fee $5.00.

CLOTHING IV (Morning dressing and Sport Type Clothes) One evening a week. 7:00-9:00.
This course is for students who want to make tailored garments. Some specific tailoring principles included are: planning pattern to fit figure; use of interfacing, tape and stay stitch for collars and revers; hand stitching of collar and front facing; fitting; use of pressing boards for shaping of garment to figure; and using such parts as interlining and inter-lining for coats and suits; shoulder pads; worked buttonholes; selection of fabrics for coats, suits, linings, as well as some study of color and rayon fabrics is given. Course Fee $5.00.

CLOTHING VI (Tailoring for Women) Two nights a week. 7:00-9:00.
This course is open to those who have had some experience in sewing. It is designed for the student who wants to learn to tailor for women. Specific tailoring principles included are: planning pattern to fit figure; use of interfacing, tape and stay stitch for collars and revers; hand stitching of collar and front facing; fitting; use of pressing boards for shaping of garment to figure; and using such parts as interlining and inter-lining for coats and suits; shoulder pads; worked buttonholes; selection of fabrics for coats, suits, linings, as well as some study of color and rayon fabrics is given. Course Fee $5.00.

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CLOTHING VI (Tailoring for Women) Two nights a week. 7:00-9:00.
This course is open to those who have had some experience in sewing. It is designed for the student who wants to learn to tailor for women. Specific tailoring principles included are: planning pattern to fit figure; use of interfacing, tape and stay stitch for collars and revers; hand stitching of collar and front facing; fitting; use of pressing boards for shaping of garment to figure; and using such parts as interlining and inter-lining for coats and suits; shoulder pads; worked buttonholes; selection of fabrics for coats, suits, linings, as well as some study of color and rayon fabrics is given. Course Fee $5.00.
CLOTHING VII (Remodeling Garments)

One evening a week, 7:00-9:00.

It is essential that class members have a thorough knowledge of sewing. They should be able to work on garments to be remodeled. If possible, Pattern Design should be taken parallel to this course, so that the sequencing of patterns is very helpful. Most any type of garment may be remodeled from discarded or outmoded garments; coats may be made over; coats and suits re-lined. Improvement of planning, styling and pressing is stressed. Course Fee $5.00.

For HOUSEHOLD SEWING AND KNITTING—See section on Home Improvement.

NEEDLEWORK (One evening a week, 7:00-9:00)

This course is for all people interested in fine needlework. It includes all decorative stitches, some of which are: Satin stitch, needlepoint, outline stitch, crewel stitch, fagoting, smocking, Italian hemstitching, applique, Swedish weaving, etc. There will be a variety of materials, some of old garment material, and very few patterns which are available to the class. Course Fee $3.50.

FUR REMODELING (One evening a week, 7:00-9:00)

Making over fur coats, restyling and modernizing the fur garment are two features of this course. Putting fur collars on coats and suits, and re-moving rips are also included. The actual work is done under the instruction of an expert in fur work. Course Fee $3.50.

MILLINERY I

This course is for the beginner and will include the basic principles of Millinery. The class is conducted on the plan of class demonstrations and individual help. Various types of hats are made depending upon season and current styles. Hats may be renovated and remade. Material left from suits, dresses and coats may be used, as well as pieces of fur. Stitching and blocking are taught. Some of the types of hats made are: berets, pillbox, sailor hats, cloches and shapes are covered.

MILLINERY II

(One evening a week, 7:00-9:00)

This is for the student who has had Millinery I and is concerned with more advanced problems. The type of hat made depends upon season and styles which are in vogue. Use of glue in applying fabrics is taught, as well as use of sizing. Methods of applying trimming are given. Selection of hats to suit the individuality is included. Many types of hats may be made. Lab. Fee $5.00.

PERSONALITY WARDROBE

(One evening a week, 7:00-9:00)

This is a lecture and discussion course with interesting activities planned for each lesson. How to bring out one's personality through choice of the wardrobe is the keynote of the course. Some of the highlights of the course are: planning the perfect wardrobe and the down-to-reality wardrobe; new silhouettes for old; skillful shopping; accessories; foundation garments; weight control; care of skin and use of cosmetics. Special speakers will be brought in.

Health and Safety

HOME NURSING (Long Course) (One evening a week, 7:00-9:00)

This course is offered throughout the entire evening school year and is for those people who wish to spend more time on home nursing than is provided for in the Red Cross course. All material in the Red Cross course is included. Opportunity is given in class for actual practice on taking temperatures, weighing the patient, taking blood and patient in it and practice in other sick room procedures. Red Cross certificates are issued. Text: Red Cross Home Nursing, $3.50.

HOME NURSING (Red Cross Course) 12 hours. One evening a week, 7:00-9:00

This is the Standard Red Cross course and runs for a period of six weeks and covers the basic skills needed in Home Nursing. Class work will be all practical work with very little theory. Class members will have opportunity in class for practice in the basic skills. Red Cross certificates will be issued upon completion of course.

SAFETY IN THE HOME

(Safety in the Home, one evening a week, 7:00-9:00)

This is a twenty-hour course on safety measures in the home. Lectures, demonstrations by specialists, films and slides will be used in conducting the class. Opportunity for practice will be given on such things as repairing electric iron cords, use and care of electrical equipment in the home will be demonstrated.

Management of Family Resources

MANAGEMENT PROBLEMS IN THE HOME (One evening a week, 7:00-9:00)

This course is open to anyone interested in a more harmonious home through better management and will include the following; income management; budgeting; the rental dollar; the food dollar; the clothing dollar; credit for consumers; philosophy of homemaking; time and energy management; news ideas in equipment for the home. Personality in homemaking is a feature.

CONSUMER PROBLEMS

(One evening a week, 7:00-9:00)

How to buy intelligently is the keynote of this course. War time problems and post war problems will be considered. Rationing, inflation, and conservation of materials will be stressed. Some other points included are: price control, grade labeling; consumer standards; advertising. Special speakers will be brought in for lectures and discussions. Forums may be conducted by class members.

Home Improvement

FAMILY HOUSING

(One evening a week, 7:00-9:00)

This is a twenty-hour course on housing problems. Both current and post war problems will be considered. Some of the highlights of the course are: Renting or buying a home, leases, selection of site, legal aspects of buying, post war building, post war modernization; methods of financing home ownership, the home of the future. Films, field trips and special speakers will be featured.

Housecrafts (Knitting)

KNITTING I

(One evening a week, 7:00-9:00)

This is for the beginners or those who have had very little experience in knitting. This will include fundamentals of knitting. The more simple articles may be made. Typical of what might be knitted will be scarfs, lumber ties, afghans, and other similar articles. Both class and individual instruction are given. Equipment needed first evening: Two number three knitting needles, 10 or 12 inch bone, a small ball of any kind of yarn, notebook and pencil.

KNITTING II

(One evening a week, 7:00-9:00)

This is for the advanced student. It will include planning, styling and charting of garments to measurements. Types of garments which may be made are: sweaters, blouses, skirts, suits, gloves and socks. Tools needed first evening: Two number three knitting needles, 10 or 12 inch bone, a small ball of yarn, notebook and pencil.

HOUSEHOLD SEWING AND KNITTING—See section on Home Improvement.

NUTRITION FOR MEN

Nutrition for men, offered one night a week, will be given on a very practical basis and will consist of from 8 to 12 lessons. Some of the highlights of the course will be: relation of food to efficiency and well-being; eating for body needs; relationship between good eyesight and food; how proper food prevents disease; vitamins and minerals in the diet; balance of the well-balanced diet in restaurants; obesity and food; normal weight and food; relationship between success and food. This is a lecture and discussion course; questions and problems may be brought in. Films will be used from time to time. This class will
be taught by a man who is a specialist in nutrition. Text book: $3.50.

Foods, Clothing, Millinery, Hospitality, Nutrition, and Table Decoration will be offered in neighborhood centers. The

Music Courses

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.

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 free.

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 $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 $5.00.

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

INFORMATION—Tuesday and Thursday, 7:00-9:00.
Blueprint reading, basic reading of micrometer, vernier, scales, and other precision instruments.

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.

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.

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

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, sealing devices, piping 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.

TRAFFIC—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 $5.00.

MATHEMATICS—Tuesday and Thursday, 7:00 to 9:00.
Individual instruction in algebra, geometry, trigonometry, calculus, and shop problems.

WELDING—Tuesday and Thursday, 7:00-9:00.
Electric arc welding: Use and application of arc welding to qualify trainees to pass the customary tests in downhill, vertical and overhead welding. Also oxyacetylene cutting and welding in connection with special work.

RADIO REPAIR—Tuesday and Thursday, 7:00-9:00.
Repair defective radios, test circuits, tubes and other parts by using various testing meters and devices.

ELECTRICITY—Tuesday and Thursday, 7:00-9:00.
Layout, assemble, install and test electrical fixtures, apparatus, control equipment and wiring used in the alarm, radio, communication, light and power systems of buildings.

SLIDE RULE
This course is designed for engineers, draftsmen, tradesmen, estimators, accountants, and others who are called upon to make rapid calculations. This course will cover units of work in multiplication, division, proportion, squares and square roots, cubes and cube roots, reciprocals, trigonometry, solution of triangles, solution of various problems implicated in business, and solution of different kinds of trade problems by using the slide rule.

Each student must provide himself with a slide rule.

PLASTICS—Monday and Wednesday, 7:00-9:00.
A lecture course which covers the chemistry and physical properties of different kinds of plastics, die-making and molding machines, as well as present and future plastic products.
INDUSTRIAL TERMINOLOGY
7:00-9:00 Wednesday
A course designed for people employed in jobs where they are confronted with industrial and trade terms but who do not need a thorough knowledge of these terms. Stenographers and clerks in industrial offices, librarians, inspectors and checkers may benefit greatly from this course.

TYPEWRITER SERVICE
Tuesday and Thursday 7:00-9:00
This course is designed to instruct the operator in making minor repairs and adjustments of ribbon movement mechanism, marginal stopa, carriage tension, key sticking, upper and lower case letter alignment and etc. Instruction will be given on Underwood, L. C. Smith, Woodstock, Burroughs, Remington Standard and Remington noiseless typewriters.

AUTO MECHANICS—Tues., Wed. and Thurs. 7:30-10:30
This is a trade extension class for garage mechanics and filling station service men. The contents of this course will be arranged according to the students' job requirements. Units of work on brakes, engine, tune-up, engine over-haul, carburetion, body work, chassis repair, etc. may be given.

MACHINE SHOP I—Tues. and Thurs. 7:00-9:00
Theory and function of hand and machine tools, including engine lathe, milling machine, shaper, drill press, cylindrical and surface grinder.

MACHINE SHOP II—Mon. and Wed. 7:00-9:00
Advanced theory and manipulation of machine tools for students who have had previous machine shop experience.