Madison Vocational and Adult Education School

EVENING SCHOOL

BULLETIN . . 1945-1946

211 North Carroll Street

Madison 3, 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 10, 11, 12, 13, 14, 1945
FROM 7:00 P.M. TO 8:30 P.M.

Instruction begins Monday evening, September 17. It is advisable to advance of the starting date of classes because limited equipment and room facilities make it impossible to organize additional classes. However, registrations are accepted in classes that are not filled throughout the school term.
FEES

The registration fee is one dollar. THIS FEE IS NOT RETURNABLE. One registration fee will be sufficient for the entire school year, allowing you to take as many courses as you are eligible to carry.

In some classes laboratory fees will be charged to cover the cost of laboratory expense, incidentals, breakage, and supplies. Course fees are in addition to the registration fee. Registration and course fees must be paid before beginning a course of study.

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

NON-RESIDENT STUDENTS

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

SCHEDULE

Classes will be held from 7:00 to 9:00 p.m. unless otherwise designated.

The building will be open to students at 6:15 p.m. Class instruction will start promptly at 7:00 p.m. and close at 9:00 p.m. The doors of the building will be locked at 9:15 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 evenings by appointment.

School Calendar 1945-1946

Monday, September 10, through Friday, September 14 — Registration from 7:00 p.m. to 9:00 p.m.

Monday, September 17 — Evening classes begin.

Thursday and Friday, November 22 and 23 — School closes for Thanksgiving vacation.

Friday, December 14 — Evening school closes for Christmas vacation.

Monday, January 7 — School reopens.

Friday, March 29 — Evening school closes.

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General Courses

ENGLISH I — Tuesday and Thursday, 7:00-9:00.

For newly arrived foreign-born residents. Reading, writing, speaking, etc.

CITIZENSHIP — Tuesday and Thursday, 7:00-9:00.

For the foreign-born seeking American citizenship.

FRENCH I — Tuesday and Thursday, 7:00-9:00.

This is a course in elementary French and aims to give the student a basic foundation in correct pronunciation, grammar, reading and speaking.

SPANISH I — Tuesday and Thursday, 7:00-9:00.

A course which aims to give the student a reading knowledge of elementary Spanish with emphasis on grammar, vocabulary and pronunciation.

SPANISH II — Tuesday and Thursday, 7:00-9:00.

A continuation of Spanish I.

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.

ENGLISH II — Tuesday and Thursday, 7:00-9:00.

Advanced course in grammar, punctuation, spelling, and word structure.

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

Advanced composition. Short stories, poetry, magazine articles, etc. Useful to students preparing for journalism.

FRENCH II — Tuesday and Thursday, 7:00-9:00.

A continuation of French I.

SPANISH III — Tuesday and Thursday, 7:00-9:00.

A continuation of Spanish III.

BOOKS FOR ALL — Wednesday, 7:00-9:00.

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

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, etc., only.
Art Courses

DRAWING — Tuesday and Thursday, 7:00-9:00. Lab Fee $2.00.

Foundation course in drawing. Still-life and figure drawing featured.
Study of the hand and portrait from models in various techniques. Medium: pencil, charcoal, conté 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 reproduction stressing modern methods.
3. Brush lettering and show card laying out.
4. Color theory.

ADVANCED SHOW CARD WRITING AND SIGN PAINTING — Tuesday and Thursday, 7:00-9:00. Lab Fee $2.00.

Advanced course in making permanent signs, displays, timely layouts and silk screen process.

GENERAL CRAFT COURSE — Monday and Wednesday, 7:00-9:00. Lab Fee $2.

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, ship carving, elementary book binding, non-loom technique (knitting-weaving) are information on weaving course.

PHOTOGRAPHY — Tuesday and Thursday, 7:00-9:00. Sun. Lab Fee $2.00.

A course for amateurs offering developing, printing, enlarging and other dark room procedure.

MODELING — Monday and Wednesday, 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 — Tuesday, 7:00-9:00. Lab Fee $1.50.

Individual and class instruction in various processes as applied to copper, brass, pewter, construction problems and pattern making. Choice of problem — plates, bowls, bookends, desk sets, boxes, vases, pitchers, candleabra.

PAINTING — Monday, 7:00-9:00. Lab Fee $1.00.

Still life and pictorial composition. Medium water-color and oil. Materials to be furnished by the student.

POTTERY — Monday and Wednesday, 7:00-9:00. Lab Fee $3.00.

Pottery forms with coil method. Slip models, surface enrichment and glazed. Use of the potter's wheel. Placing and firing the kiln.

COSTUME JEWELRY — Thursday, 7:00-9:00. Lab Fee $1.50.

Flat work in copper, brass and silver in various processes, namely, wire, chasing, repousse, enameling and chasing. Silver casting in original designs modeled in wax and cast by means of centrifugal force.

WEAVING — Tuesday and Thursday, 7:00-9:00. Lab Fee $1.00.

For the homemaker, craftsman, teacher, camp instructor, Red Cross worker or youth leader. An elementary course which includes the various processes of weaving, threading and weaving in plain and pattern weaves; summer and winter; braided weaves. Materials to be purchased by the student.

HOOKED AND BRAIDED RUGS — Monday and Wednesday, 7:00-9:00. Lab Fee $1.50.

Original designs and color schemes are stressed. Discarded materials recommended. Both hand and machine method taught. Braided rugs in three and five strands. Laced method taught.

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 illustrative material and field trips.
Outstanding phases of the course: Type of house; selection of location; architecture as it affects interior plan and furnishings; backgrounds; 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 — Monday and Wednesday, 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 a survey course for clerical workers, stenographers and business men 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 bookkeeping and accounting: namely, journalizing, posting, trial balance, business statements, and closing the ledger. The student becomes familiar with the special journals, accounts, interest, as well as the use of the usual business forms. Practice sets are used.

ACCOUNTING II — Tuesday and Thursday, 7:00-9:00.

Cost of text and supplies about $2.50.

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

Only those who have completed Accounting I or its equivalent should register for this course.

This course includes the study of 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.

ACCOUNTING III — Monday and Thursday, 7:00-9:00.

This is primarily a review of the fundamental principles of accounting, namely, addition, subtraction, multiplication, and division of whole numbers and fractions. Units on interest, interest tables, and accounting for business, leaves, 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.
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 bookkeepers, stenographers, salespeople and clerical workers.
This course includes letter styles and letter psychology. Emphasis is placed on form, appearance, set-up, and essential qualities of business writing.
Text $1.70.

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

STENOGRAPHY I — Monday and Wednesday, 7:00-8:00. Beginning Stenography.
This course is for those who wish to learn the stenographic system. It includes the following: study of the parts of the machine, mastery of keyboard, drills, rhythm and accuracy. Correct typing habits.
Course fee $5.00. Text fee $1.50.

STENOGRAPHY II — Monday and Wednesday, 7:00-9:00. Intermediate Stenography.
This course is for those who have completed Stenography I and wish to continue. Emphasis is given to the development of a shorthand vocabulary of business terms.
Course fee $15.00. Text fee $2.50.

STENOGRAPHY III — Tuesday and Thursday, 7:00-9:00. Beginning Dictation.
This course is for those who wish to learn the touch system of stenography. It includes the following: study of the stenographic system, mastery of keyboard, drills, rhythm and accuracy.
Course fee $5.00. Text fee $1.50.

STENOGRAPHY IV — Intermediate Dictation. Tuesday and Thursday, 7:00-9:00.
This course is for those who have completed Stenography III and wish to continue. Emphasis is given to the development of a shorthand vocabulary of business terms.
Course fee $5.00. Text fee $1.50.

STENOGRAPHY V — Advanced Dictation. Tuesday and Thursday, 7:00-9:00.
This course is for those who have completed Stenography IV and wish to continue. Emphasis is given to the development of a shorthand vocabulary of business terms.
Course fee $5.00. Text fee $1.50.

TYPEWRITING I — Monday and Wednesday, 7:00-9:00. Beginning Typewriting.
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, mastery of keyboard, drills, rhythm and accuracy.
Course fee $5.00. Text fee $1.50.

TYPEWRITING II — Monday and Wednesday, 7:00-9:00. Intermediate Typewriting.
This course is for those who have completed Typewriting I and wish to continue. Emphasis is given to the development of a shorthand vocabulary of business terms.
Course fee $5.00. Text fee $1.50.

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.

INSURANCE
An insurance course is offered each year for experienced agents in the Insurance field. Information regarding the course will be announced later.
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 character and in family life. Some of the high lights of the course are: developing a new understanding of life, gaining self-assurance and poise; relation of dress and grooming to personality; leisure activities; development of individuality. This is a lecture and discussion course.

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 are topics to be discussed.

HOSPITALITY AND TABLE DECORATION — (One night a week, 7:00-9:00)
This course is planned for anyone who is interested in learning more about the art of entertaining and being a successful gracious hostess. It will include: table setting for all occasions; arrangement of table for tea and buffet meals; flower arrangement; selection of china, linen, silver and crystal. Course fee $5.00.

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 as related to good nutrition and meal patterns are a part of the course. The practical work includes: types of menus, patterns for breakfast, lunch and dinner; planning and preparing simple meals. Lab Fee $3.00.

FOODS II — (Baking, Meat Cookery, Vegetables) Two nights a week, 7-9.
The first half of this course places emphasis on baking and includes quick breads, yeast breads, cakes, cookies and pies. Meat cookery follows, which includes demonstrations and cookery of meat, poultry and fish. Selection and buying of meat, preparation, serving and carving are taught. Vegetable cookery, including the unusual as well as more commonly used vegetables, is given. 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 wish it. Preparation of various types of salads, desserts and casserole dishes are stressed. Principles of cookery and nutritional value are emphasized. The class is suggested for the homemaker and the person interested in catering. Lab Fee $1.50.

FOODS IV — (Supper class) Two nights a week, 7:15-7:90.
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 people. Time management is featured. Nutritional principles are stressed in the planning and preparation of meals. Lab Fee $3.00 each semester.

NUTRITION — (One evening a week, 7:00-9:00).
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 foods. Text book $0.50.

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: nightgown, pajamas, slips, housecoat, brassiere, band, pillow sham, and simple cotton dresses. Suggestions for sewing tools, pattern and materials will be given the first evening. Course fee $5.00.

CLOTHING II — (Children's Garments) One night a week, 7:00-9:00.
This course consists of the special problems involved in the selection and construction of children's garments. Patterns and materials for all types of garments will be discussed. Any type of children's garments may be made. Special attention will be given to: making of worked and bound buttonholes, plackets, making and applying collars, pockets, facing, buttoning, smocking. Course fee $5.00.

CLOTHING IV — (Morning dresses and Sport Type Clothes) One evening a week, 7:00-9:00.
This is an elementary dressmaking course and is open to those who have had Clothing I or its equivalent. Types of garments to be made are: morning dresses, house dresses, garden dresses, picnic and sports wear dresses. Problems stressed in this type of garment are bound buttonholes, tailor pockets, cutting and fitting, application of principles involved in handling, sewing and pressing, finishing for sports wear, plackets, zippers and other fasteners. First evening: Discussion of selection of material and pattern. Course fee $5.00.

CLOTHING V — (That Ready Made Effect and Professional Touches) One evening a week, 7:00-9:00.
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. Such fabrics as wool, silk, rayon, nylon and the new fabrics on the market will be featured. Garments to be made will be chosen from the following: rayon dresses, wool dresses, two piece dresses, blouses, skirts, formal and dinner dresses. Lining and fine cottons may be used in latter part of course. This course is for the advanced student.

CLOTHING VI — (Tailoring for Women) Two nights a week, 7:00-9:00.
This course is for the advanced student and planned for those who want to make tailored garments. Some of the specific tailoring principles that are featured are: planning pattern to fit figure, use of interfacings, and pad stitch for collars and revers, hand stitching of center front and back, fitting, use of presser form of shaping of garment to figure, lining and interfacing for coats and suits and shirtwaist. Accuracy and style in workmanship is stressed. Garments to be made are coats and suits from new material or suits from men's suits.

CLOTHING VII — (Remodeling Garments) One night a week, 7:00-9:00.
It is essential that class members have Clothing IV or its equivalent prior to this course. Instruction will be given on preparation of old garments for class work, and combination of new and old material and selection of garments for remodeling. Almost any type of garment may be remodeled from discarded or outmoded garments; coats may be made over; coats and suits refitted, importance of planning, styling and pressing is stressed. Course fee $5.00.

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, frenching, smocking, Italian hemstitching, applique, Swedish weaving. The instructor of this course has studied needlework abroad, and has many rare patterns which are available to the class. Course fee $5.00.
FUR REMODELING
(One evening a week, 7:00-9:00).
Making fur over coats, restyling and modifying fur garments are two features of this course. Materials are included. Opportunity is given in class for practical cutting, batting, cutting, clothing and making coats. Morning: Two evening: Two number three knitting needles, 10 or 12 inch bone, a 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. Materials are included. Example: Some of the types of hats made are: berets, pillbox, sailor, and costumes. Other features of this course are: features of this course are: features of this course are: features of this course are:

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. There are patterns included. Many types of hats may be made. Course fee: $1.00.

PERSONALITY WARDROBE
(One evening a week, 7:00-9:00).
This is a lecture and discussion course with interesting activities included 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 the public, skillful shopping, accessories, foundation garments, weight control, care of skin and use of cosmetics. Special talks will be given on cosmetics, cooking, and living in the country.

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 talks will be featured.

HOME CRAFTS (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.

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

MADISON CIVIC CHOIR
(Mixed Voices) Monday, 7:30.
Performs arias, concertos, and operas of outstanding composers of all nations.

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

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. Studies of tonality and intervals; the formation, progression, and selection of triads

Music Courses

Trade and Industry Courses

BAKING — Monday, 7:00-9:00.
Baking science and related information for journeymen bakers. Short unit 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.
BLUEPRINT READING
Tuesday and Thursday, 7:00-9:00.
Blueprint reading for the machine and building trades. Fee $5.

CHEMISTRY — Tuesday and Thursday
7:00-9:00.
Industrial chemistry essential to laboratory technicians and to many skilled trades. Fee $3. Texts extra.

DRAFTING
Tuesday and Thursday, 7:00-9:00.
General drafting for beginning and advanced students. Fee $.50.

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

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

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

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, holes and screws with center punch and hammer or hand drill; use of all necessary hand tools. Also sheet metal layout work.

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

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

EVENING TECHNICAL ENGINEERING COURSES
First Year
Engineering Mathematics
Physics
Machine Drawing
Second Year
Machine Shop
Mechanics
Electricity and Magnetism
Third Year
Strength of Materials
DC and AC Machines
Technical English
Fourth Year
Machining and Heat Treatment
Machine Design
Heat Engines and Hydraulics
Mechanical Laboratory

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

WELDING
Tuesday and Thursday, 7:00-9:00.
Oxy-acetylene and Electric Arc. This course is offered to all mechanics who use or may use welding in their trade. Oxy-acetylene welding covers the fundamentals of welding and cutting and includes the welding of all kinds of metals in common use today. Electric Arc welding offers the essential operations and processes involved in both AC and DC welding. Both courses include practice work on the various types of joints in all positions of welding. Actual repair work is done to test the welder's skill. The course is offered to both beginners and advanced men.

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, 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 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.

AUTO MECHANICS
Tuesday, Wednesday, Thursday. 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
Tuesday and Thursday, 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
Monday and Wednesday, 7:00-9:00.
Advanced theory and manipulation of machine tools for students who have had previous machine shop experience.

MANAGEMENT AND SAFETY COURSES
1. A course designed for all levels of management from top executives to line foremen. The course covers: objectives in business, men, money, and management, man's basis of accomplishment, man's place in an organization, line and staff relations, character inventory, time analysis, motion of capital, effective delegation, policy as a working tool, clear thinking, man to man relations.

2. A course designed for top executives (presidents, vice presidents, production managers, sales managers, office managers, and senior or junior executives) in business or industry. The course covers: production, natural resources, consumption of goods, capital goods — capital facilities, business organization, marketing, financing of exchange, value and price, distribution, rent and interest, profits, government regulations, purpose of our economic machine and its future problems.

3. A course designed for foremen and leaders in industry. This course covers: the foreman's responsibility to the company, to his superior, to his subordinates, what the work expects of a foreman, duties of leadership, breaking in new workers, and legislation with which the foreman should be familiar.

4. This course is designed to assist foreman in instructing his workers in the principles of safety. Industrial safety problems covered: reports and statistics, industrial accident causes and methods of prevention, maintenance and general protection practices, machine guarding, fire prevention and extinguishment, personal protective equipment and industrial environment affecting health (person and engineering).

The aforesaid courses may be offered daily or evening as they are required to meet the needs of management.
Madison
Vocational and Adult Education School

DAY SCHOOL
BULLETIN

1945 - 1946

211 NORTH CARROLL ST.  MADISON 3, WISCONSIN
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School Calendar 1945-1946

Wednesday, September 5—School opens.
Monday, September 17—Evening school opens.
Thursday and Friday, November 22 and 23—School closes for Thanksgiving vacation.
Saturday, December 22, through Sunday, January 6—School closes for Christmas vacation.
Monday, January 7—School reopens.
Friday, January 25—End of first semester.
Monday, January 29—Beginning of second semester.
Friday, March 29—Evening school closes.
Saturday, March 30, through Sunday, April 7—School closes for spring vacation.
Monday, April 8—School reopens.
Friday, April 19—School closes for Good Friday.
Thursday, May 20—School closes for Memorial Day.
Friday, June 7—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 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 in advance and is due on the following dates: September 5, November 12, January 28 and April 8. 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 2360 so that they will not be withdrawn from classes.

GUIDANCE AND PLACEMENT

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

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 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 those 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 those 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. 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.

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**General Courses**

**ENGLISH FOR FOREIGNERS**

This course is planned for the foreign-born students.

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.

**ENGLISH III**

This is both a beginning and a review course of the fundamentals of English grammar.

**ENGLISH IV & V**

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.

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. Current 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.

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**

Voice and diction. The practical training of the speaking voice.

The essentials of public speaking—action, projection, selection of subjects, outlining, organization—are taught.


**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 opportunities for the occupation of the state and a desire to preserve its natural resources.

It will review briefly its great men and women and stress their contributions to the welfare of mankind and explain the Wisconsin Idea.

**SOCIAL SCIENCE II—Story of Nations**

A survey of the countries of the world, the reason for their development and government. What is our heritage from them; what do we owe them.

**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.

**U. S. HISTORY—I, S. Credit.**

It will begin with explorations and discovery. Why the various races came and where they settled. It will trace reasons 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
ACCOUNTING II

This is a one-semester course and requires at least one year's previous training in accounting. In this course corporate organization is introduced in an elementary way; depreciation and reserve are studied; functional accounts for business as well as departmental businesses are presented; the combination cash journal (in use in almost all small retail stores) is very thoroughly covered, as well as classification of accounts. Practice sets are used in this course.

ACCOUNTING IV

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

Advanced Accounting

ADVANCED ACCOUNTING PRINCIPLES

A thorough knowledge of elementary accounting principles or two years' accounting training is a prerequisite. In this course the work is all individual, and the needs and desires of the students are fulfilled as far as possible. Advanced accounting, C.P.A. problems, cost accounting, federal income tax, and auditing is presented.

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, Record the Sales, 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 machines within 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 techniques for the operation of the machine, but he does not have a high degree of skill.

For students desiring further training, intensive drill is given in all the fundamental operations and on their applications to all types of problems in business and accounting. The course is divided into sections as follows: (1) Rules for adding and subtracting and their application by use of 500 cards; (2) Study of filling supply; (3) Methods of filling and practical application by the use of 75 miniature letters and slip forms. Use of numeric, geographic, subject, date, check, Sauder, and Variadex; (4) Cross-filing; (5) Change methods; (6) Transfer methods; (7) Follow-up.

Machine Accounting

COMMERCIAL LAW

This 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.

FILEING

A nine-week's course in correspondence filing. The course is divided into sections as follows: (1) Rules for filing and their application by the use of 200 cards; (2) Study of filling supply; (3) Methods of filing and practical application by the use of 75 miniature letters and slip forms; (4) Numeric, geographic, subject, date, check, Sauder, and Variadex; (5) Cross-filing; (6) Change methods; (7) Transfer methods; (8) Follow-up.

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 and subtracting bookkeeping principles, which is followed by the rules for the operation of the two machines. The course is conducted as a combination of lecture, text material, cases and discussion problems.

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Machine Accounting

COMMERCIAL ENGLISH I

This course includes punctuation, spelling, word usage, syntax, vocabulary building, sentence structure, and English grammar. The student learns to use the dictionary to verify spelling, and any other material that is found necessary as the course 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. Correspondence, Compromise, Correctness, Character, Cheerfulness and Conviction. The student learns how to write business letters, 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 Bank Transactions, Business Insurance, Business Psychology, and General Merchandising. In addition to information on the subjects, the student learns the general business terms used in the modern business office are taught; current business developments such as government and government pamphlets are also presented.

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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, Elphicke, 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 week. The second 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 I—Half Time
Beginning Shorthand and Typewriting
Four Semesters.

New classes are organized at the beginning of each semester. This is a course for beginners in shorthand and typewriting. Two years are required to complete the course.

Secretarial Training

STENOGRAPHY II
Beginning Dictation
This course consists of a review of shorthand and typewriting. Dictation and transcription are introduced during the last two or three weeks of the semester.

STENOGRAPHY III
Intermediate Dictation
This is a course for stenographers who are working on a shorthand speed of 90 to 100 words per minute for transcription. A review of shorthand principles is given. Practice material is dictated at different rates of speed and speed building. Emphasis is placed on letter set-up, spelling and typing. A carbon copy of each letter transcribed is required.

STENOGRAPHY IV
Advanced Dictation
This course is open to students having a dictation shorthand 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 material. The course teaches the student to build 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

Stenograph 5 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 and removal, carriage, end of line.
2. Correct posture
3. Keyboard learning, beginning with home position keys, followed by other characters as related to home keys. The most commonly used words and phrases are practiced and a thorough coverage of the thousand most frequently used words (Harrn’s list) is completed. There is little waste in skillfully learning such commonly used words. Proper stroking is carefully developed in this procedure.
4. From the “word stage” sentences and paragraphs are taken up.
5. Taped tests are given, including practical material, and figures are carefully brought into use. Accuracy is stressed as the only basis for successful typewriting. 
6. The student is taught care of machine, cleaning, care of 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 be a rule. 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 fifteen consecutive minutes is required.

Typewriting III

A year’s work in typing is necessary to enter this course. A rate of approximately 85 words per minute is also required. Letter and envelope set-up, carbon copies, cutting stencils and operation of the mimeograph, tabulation, care of the machine, including changing ribbons, paper, and transcription directly to the machine are given. In addition, exercises for speed building and practice in writing numbers are included in the course.

Typewriting IV

This course is open to students having a dictation shorthand speed of 90 words per minute on new material of average difficulty. This emphasizes the student to build 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.

Typewriting V

Stenograph 5 is open to advanced students who wish to specialize in Legal or Medical dictation.

Distributive Education

Tuesday Only

Retailing

The course is designed to cover the practical elements of retailing. Recommended to those who wish to enter this field or who have completed their study.

Home Economics Courses

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.
2. Courtesy—social customs at home, at school, and in the community, in public, manners in hotels and restaurants and proper introductions are emphasized. Value to individual with courteous behavior.
3. Understanding Yourself and Others—some of the topics emphasized in this course are: personal characteristics that affect people, importance of understanding and one’s own behavior, and the behavior of others; need for security, meaning of friendship; use of leisure time; hobbies, their place in one’s development.

Home Living (Second Semester)

This course is for the beginning full-time and halftime and full-time students and consists of the following units:

1. The child in the home—his development is emphasized; the need for the pre-school child, children’s clothing, play and games and development of social behavior.
2. Family Relationships—emphasis is placed on family values and social behavior.

Store Operation and Management

This course includes Retail Store Organization, Merchandising, Advertising, Personnel, Control, Finance.

Route Men’s Selling Course

This short course is designed to help salesmen organize their work and become more efficient in their work. To make food store workers and others more valuable to themselves, their employers and the customers.

“HOW TO INSTRUCT A WORKER ON THE JOB”

This short course is designed to assist managers, who may be responsible for training others, to sharpen their teaching tools.

“HOW TO SUPERVISE EMPLOYEES”

This short course is designed to the people responsible for training others, to work with the individuals under them in the most satisfactory manner.
such center reaction determining friends and half-time student and course. Getting along with others, ability to serve, leadership, creative ability are stressed. Actual planning of balanced meals for all classes members included.

Foods (Hospitality and Meal Preparation) This is planned for the advanced student who should have completed Foods I or II or the equivalent. Various methods of serving food are emphasized. The planning and preparation of meals for two, including management problems, is stressed. Actual planning of meals for all classes members included.

FOODS IV—Cooking for Two This is a series of four units planned for the part-time student.

Unit 1—Canning This includes making water bath and pressure cooker canning. Also jelly making, jams and jellies are a part of this unit. The actual preparation of canned foods will be included.

Unit 2—Dinner for Two The planning and preparation of dinner for two, including management problems, is stressed. Actual planning of meals for all classes members included.

Unit 3—Lunch Box The actual preparation of meals for two, including management problems, is stressed. Actual planning of meals for all classes members included.

HOSPITALITY AND TABLE ARRANGEMENT Hospitality through simple guest meals, invitations, conversation, selection of gift and of guest of honor and of guest are some of the features of this course. Selection of silver, china, glassware, table linen, and flower arrangements and table decoration are included. This course is planned for the full and half-time student.

Foods and Nutrition

FOODS I—Five days a week A two period laboratory class in which meals daily and is planned for the full and half-time beginning student. Food preparation is on the meal basis. Planning of nutritious meals, food costs, management problems, principles of cooking, correct table setting, table etiquette, and table setting are included.

Section 1—Meat Planning and Preparation Series of three units in planning for the part-time student the second year.

Unit 1—Meat Planning The planning and preparation of meals for the meat student. This includes meat cooking and vegetable cooking, as well as desserts.

Unit 2—Breads Quick breads and yeast breads are included. Such breads as orange bread, prune bread and banana bread come under the quick breads. Regular enriched white flour, whole wheat flour and soybean flour are used.

Unit 3—Wet Weather Dishes Nutritious and attractive dishes for hot weather to make up this unit. Meals, salads and desserts are featured.

Foods II This is for the full-time and half-time student who has completed Foods I or its equivalent. Food presentation, the family dinner, the guest dinner, casual dinner, meat, meat preparation, baking and salads making are included.

Foods III (Hospitality and Meal Preparation) This is planned for the advanced student who should have completed Foods I and II or the equivalent. Various methods of serving food are emphasized. The planning and preparation of meals for two, including management problems, is stressed. Actual planning of meals for all classes members included.

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SAFETY health and happiness, personal fitness, opportunities will be given for student.

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 happiness, personal fitness, rules of health, sleep, normal weight, mental health.

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, selection, arrangement and use of kitchen equipment from the standpoint of safety, use and care of electric equipment, use and care of laundry equipment.

HOME NURSING
Full and half time student
A modified Red Cross Course for the junior student. The regular Red Cross procedure is followed. Certificates are awarded upon successful completion of course.

HOME NURSING
For the part-time student
Similar to the above course, but it meets only 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 but the course 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 planned for the half and full time student. Topics for discussion and study are arranged in five units: management of time, use of energy, and shelter, efficiency in housework, care of household furnishings and equipment.

CONSUMER PROBLEMS
This course is for the half and full time student. It will include buying and selling as: food buying, purchase of equipment, purchase of household supplies, clothing purchase, buying, packaging, budgeting, management of allowance or income, responsibility of the consumer, the family as a consumer.

MANAGING YOUR MONEY
A course in consumer problems for the part time student. It will include buying and selling as: food buying, purchase of equipment, purchase of household supplies, clothing purchase, buying, packaging, budgeting, management of allowance or income, responsibility of the consumer, 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 is included. Food management problems are studied.

HOME MECHANICS
This course is planned for the part time student and is intended to be on a practical basis. The purpose is to give the student enough information and practice in the care and repairing of household equipment so that the everyday problems which arise may be accomplished in a safe and workmanlike manner.

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 life, gaining self assurance and poise, personality traits, conversation, relation of dress and grooming to personality.

INFANT CARE
This course is planned for the young mother or father. It will include the following: pre-natal care, giving the baby a bath (demonstration and practice on the doll), correct diet for the baby, behavior problems, changing habits, schedules.

HOSPITALITY AND TABLE DECORATION
This course is planned for all homemakers who are interested in learning more about entertaining and being a gracious, successful hostess. This will include such topics as: table setting for all occasions, arrangement of table setting, management of equipment for buffet service, selection of china, silver, linen and glassware, flower arrangement.

FOODS AND NUTRITION
This course is given in units of nine lessons each and are arranged so that the student may choose one, two, or as many units as they desire. These are planned for homemakers in such a way that they can choose the dish which is most convenient for them.

FOODS I
(4 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 covered. Lab. fee $0.75.

2nd Quarter
Vitamin Breads—Enriched flour and whole wheat flour are used in the making of quick breads and yeast breads. Rolls, bagels, and yeast rolls. Dried and fresh fruits are included. Lab. fee $0.75.

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.

FOODS II
Refresher Ideas in Cooking—Brush up course on basic principles; batteries, white sauces and cream soups, custards, cheese and egg concoctions. Lab. fee $0.75.

Meat and Poultry—2nd and 3rd quarter: Poultry, meat and fish are included in this unit. Sausage preparation, cooking, and carving are taught. A meat cutting demonstration with explanation of the meat is shown by an expert demonstrator. Preparation of tender and less tender cuts is given. The nutritive value of the meat is discussed and the food factor in diet are considered. Lab. fee $1.50.

Entertaining—How to be a successful hostess. Simple inexpensive guest meals, unusual appetizing 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 both usual and unusual vegetables, casseroles, dishes, and vegetable plates. Lab. fee $0.75.

Cakes and Cookies—2nd quarter.
Sponge cakes, butter cakes and cookies are prepared in this unit. Various types of cakes, cakes and cookies for teas are included. Lab. fee $1.00.

Pies—3rd quarter. Principles of pastries making stressed, both two and one crust pies are made. Fruit pies and filled pies are included. Lab. fee $0.75.

Desserts—4th quarter. Both simple and fancy desserts are prepared. Meringues, tortes, ice box desserts and other frozen desserts. Lab. fee $1.00.
FOODS V  Bribe's Cookery Course

This course is offered three days a week for the bride or bride-to-be. It will include meal planning, food preparation, and attractive service. Meals to fit the budget, showcasing the fundamentals of cookery are included. Both family meals and guest meals are a part of the course. Salads, quick breads, vegetables, meat, cookery, pastry and other desserts are prepared. Lab. fee $3.00.

NUTRITION

The standard Red Cross Nutrition course is given and consists of the following: good nutrition in physical and mental efficiency; facts about food needs, food values and the new principles of nutrition and service; food and health habits; energy foods; body building materials; minerals; vitamins; meal plans; buying good diets; diet variations; better nutrition a national goal.

Clothing and Textiles

CLOTHING I (Beginners Sewing)

This course is planned for beginners or those who have had little or no experience in clothing construction. It includes the use and care of the sewing machine, selection of patterns, adjusting of patterns, types of seams, important stitches in both sewing and hand sewing, fundamental principles and techniques in the construction of simple garments. Selections of materials and study of cotton and rayon fabrics are included. This course is a foundation for elementary and advanced courses.

CLOTHING II (Children's Garments)

This course consists of a study of special problems in the selection and construction of children's garments. Selection of suitable patterns and materials for all types of garments will be discussed. Special attention will be given to the making of worked and bound buttonholes, plackets and zippers, and applying collars, buttons and pockets. Decorative stitches such as crossed and embroidered will be applied on cotton or silk dresses.

CLOTHING III (Pattern Design and adaptation of commercial patterns 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 measurements and to apply them in the making of patterns are some of the essentials in this course. This course includes help on the application of materials, selection of bases, means of securing shape, well-fitting garments. The use of pattern forms, directions for cutting, making ready-to-wear, attachable dresses are taught. This is a basic course for those interested in advanced dressmaking or remodeling.

CLOTHING IV (Morning Dresses and Sports Type Cloth)

This course 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, active sports dresses. Problems found in this type of garment will be used as a basis for the lessons. Concise explanations will detail illustrative material will be used to simplify each step of construction.

CLOTHING V (That Ready Made Effect)

How to secure that much desired ready-made effect will be one of the purposes of this course. Selection of materials, patterns and the over-all effect will be emphasized in color, texture and design for each individual. Each fabric is studied as to drape and the fabrics are studied. Garments to be made will be chosen from the following: rayon dresses, wool dresses, blouses, rayon or crepe dresses, and formal and dinner dresses. Short cuts in the construction processes, identification of materials, interpretation and application of pattern principles, and coordinate of the wardrobe will be included. 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 tailored garments. Some of the special techniques which are given are: planning pattern to fit the figure; design of collars, sleeve and pad stitches; hand stitching of collar and facing; fitting problems; use of pressing boards and pressing cloths to the figure; button, belt and patch pockets; lining and interfacing for coats and suits; pocket bags; tailoring of garments; suitable worked buttonholes for suit or coat; selection of fabrics for coats, suit linings, interlinings, and interfacing. 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 Clothing VI or its equivalent before enrolling in this remodeling class. Instruction will be given on the preparation of pattern, selection of new materials, and selection of garments for remodeling. If possible Clothing III should be taken before or parallel to this course, since the remodeling of patterns is very helpful. Almost any type of garment may be remodelled.

CLOTHING VIII (See Household Sewing under Home Improvement)

CLOTHING IX (Clothing Workshop)

This is 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.

MILLINER I

This is a course in Millinery for the beginner and will include fundamental principles, choosing a hat, selection of hats, how to make them, and how to wear them. Types of hats to be made are: berets, cloche, bowls, pill-boxes and any other styles which are in vogue at the present time and are studied. Garments to be made will be chosen from the following: rayon dresses, wool dresses, blouses, rayon or crepe dresses, and formal and dinner dresses. Short cuts in the construction processes, identification of materials, interpretation and application of pattern principles, and coordinate of the wardrobe will be included. This course is for the advanced student.

MILLINER II

This is for the advanced student who has had Milliner I. Instruction will be given on the use of sewing and gluing of fabrics to frames all types of hats may be made. Course fee $1.00.

Health, Safety and Home Care of the Sick

HOME NURSING (12 hour Course)

The standard Red Cross course is given and consists of the following: care of the ill and the use of the first aid kit. The course is planned for the Red Cross Nurse. 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 accidents occur in the home, safety measures are stressed. 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 in keeping a record of money spent and planning expenditures. Topics considered: family finance management, income and capital, methods of handling interest, savings and investments. Students will work with a budget and plan for use of income. Each student will 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; controlling time, energy and costs through planning, through acquisition of skills, improved methods of work and the improvement of working conditions. New subjects in kitchen equipment which save time and energy are featured. Improvement in homes where both husband and wife are working outside of the home. Inexpensive foods are suggested also for brides and brides-to-be.

CONSUMER PROBLEMS

This course is planned for homemakers and all others who have any responsibility in the selection and purchasing of commodities. Some of the main divisions of the course will be: how to use the food dollar to best advantage, the clothes dollar and 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 home maker with the idea of helping her to use her household equipment more intelligently and to repair it efficiently. Demonstrations, use of films and class discussion will be used in the teaching. As much practical as possible building and repair problems, so that it can be carried on in the home in a safe and workmanlike manner.
Music Courses

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

PIANO II
Continuation of Piano I. Special attention to rhythm problems, finger independence, left-hand, and melody playing. Textbook: Second Steps for the Young Pianist, Kincaila ($5.50).

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

HARMONY
An elementary course in music writing, study of tonalities and intervals, formation, progression, selection of triads and chords of the seventh and ninth. Modal tonality, analysis, keyboard harmony. Textbook: Modern Harmony, Foste 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.

Trade and Industry Courses

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 worked on during the whole course. Building conventions and symbols are 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 in the use of equipment in the following specialized fields: brakes, front wheel alignment and wheel balancing, engine tune-up including carburetion and electrical repair, body repair, lubrication, engine overhauling and chassis repair.

BLUE PRINT READING
This course is designed to meet the needs of the shop man who is more concerned with the contents of a blueprint than with the technique of making blueprints. Study is made of views and their relationship to each other, kind of material, its source, and its use in the machine trade. A blueprint handbook is given. Previous experience in blueprint work is not necessary.

ELECTRICITY
The student learns electrical circuits and circuit theory and the application of these theories to the study of electricity, including the use of the general field of electricity, in order to provide a better understanding of the various laws. The work in this course will be divided into two parts: part I dealing with general electrical principles and part II dealing with practical electrical problems.

MACHINE DRAFTING
Students desiring to work ahead in the machine trade may take this course. Problems of design and fabrication are worked on during the whole course. A course in machine drafting, including the use of the general field of electricity, is provided. Previous experience in blueprint work is not necessary.

MACHINE SHOP
The machine shop course is designed to give the student an understanding of the operation of machine tools. The advanced sections provide practical projects on the individual machine, including lathes, drill press, milling machine, shaper, and grinder. A complete course is given in the shop, including the study of the relationship of materials and tools, and safety practices, and the use of the reference library and handbooks of the shop. The student is given practical experience in the shop.

MILLWORK
A two-semester course in millwork is available to those students who have taken building trades and carpentry. This course is designed to prepare the student for the trade of cabinet maker. The student will be given practical experience in the shop, including the study of the relationship of materials and tools, and safety practices, and the use of the reference library and handbooks of the shop. The student is given practical experience in the shop.
to test the welder's skill. Oxy-acetylene welding is a prerequisite to this course. Fees vary.

WOODWORK
After a prerequisite course in bench woodworking the following advanced units may be taken: cabinet making, carpentry, patterns, finish carpentry, and wood turning. One semester in bench woodworking qualifies for the following options: design and use 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 schools of work. These courses have been developed to fit the needs of each trade. Apprentices attend school four hours per week during the entire term of apprenticeship. Related technical, scientific information, and safety instruction, essential in every trade, are stressed in such trades as auto mechanics, baking, barbering, bricklaying, carpentry, drafting, electricity, foundry, machine shop, painting and decorating, pattern making, plumbing, printing, and sheet metal.

AUTOMOTIVE
This course is designed to supplement actual work on the job with the necessary theory and related subjects such as machine operation, welding and electricity.

BAKING
Related chemistry, fermentation, experimental baking, mathematics, manufacturing processes, production schedules, study of ingredients, bakery troubles, and shop practice.

BARBER SCIENCE
Work that is supplementary to the daily occupation as well as new skills in manipulation processes required in scalping 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 shaft details, estimates, quantities, preparing mortar, and manipulative skills in applying mortar and laying brick on all types of construction.

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

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

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

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

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

PAINTING AND DECORATING
Included in this course is painting practice to develop manipulative skill, science, theory, color, design, making and applying stencils, wall papering, and safety regulations.

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

PLUMBING
Theory of plumbing, plumbing practice, mathematics, related science, state code, blueprint reading, and safety regulations.

PRINTING
Mathematics, English, and related design are covered as well as actual technical manipulative skills in hand composition and imposition. A unit on the linotype is included in the last year's work.

SHEET METAL
Work in the development of skills in the use of hand and machine tools and metal, and patterns 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.

Related Courses

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

CHEMISTRY
This course parallels the general chemistry course usually given in the typical high school as well as giving trade applications. Laboratory fee $5 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 physiology, chemistry and some biology 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 algebra, high-school algebra, plane geometry, solid geometry, trigonometry, and college algebra. For trade students there are practical mathematics courses made up of actual shop and trade problems. For commercial students there are brief reviews of commercial arithmetic.

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.

Management Courses

1. A course designed for all levels of management from top executives to line foremen. The course covers: objectives, management, man's basis of accomplishment, men's place in an organization, line and staff relations, character inventory, time analysis, rotation of capital, effective supervision, worker and employee relations, and policy as a working tool, clear thinking, man to man relations.

2. A course designed for top executives (president, vice-president, production managers, sales managers, office managers, and senior or junior executives) in business or industry. The course covers: production, natural resources, consumption of goods, capital goods—capital funds, business organization, marketing, financing of exchange, value and price, distribution, rent and interest, profits, government regulations, purpose of our economic machine and its future problems.

3. A course designed for foremen and leading men in industry. This course covers: the foreman's responsibility to the company, to his supervisor, to his subordinates, what the worker expects of a foreman, duties of leadership, breaking in new workers, and legislation with which the foreman should be familiar.

Safety Course

INDUSTRIAL SAFETY FOR FOREMEN
A course designed to cover the following phases of safety: the industrial safety problem, reports and statistics, industrial accident causes and methods of prevention, maintenance and general protection practices, machine guarding, fire prevention and extinguishment, personal protective equipment, and industrial environment affecting health (personal and engineering).
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 10, 11, 12, 13, 14, 1945
FROM 7:00 P.M. TO 8:30 P.M.

Instruction begins Monday evening, September 17. It is advisable to register in advance of the starting date of classes because limited equipment and room facilities make it impossible to organize additional classes. However, registrations are accepted in classes that are not filled throughout the school term.
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 expenses, incidentals, breakage, and supplies. Course fees are in addition to the registration fee. Registration and course fees must be paid before beginning a course of study.

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

NON-RESIDENT STUDENTS

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

SCHEDULE

Classes will be held from 7:00 to 9:00 p.m. unless otherwise designated.

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

GENERAL INFORMATION

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

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

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

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

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

The Vocational School has extended its guidance service to the evening school students. Placement and vocational information are available in room 257. 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 evenings by appointment.

General Courses

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

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

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

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

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

BOOKS FOR ALL — Wednesday. 7:00-9:00.
The current season's books for all who want to read.

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, Adults only.

School Calendar 1945-1946

Monday, September 10, through Friday, September 14 — Registration from 7:00 p.m. to 8:30 p.m.
Monday, September 17 — Evening classes begin.
Thursday and Friday, November 22 and 23 — School closes for Thanksgiving vacation.
Friday, December 14 — Evening school classes for Christmas vacation.
Monday, January 7 — School reopens.
Friday, March 20 — Evening school classes.
**Art Courses**

**DRAWING** — Tuesday and Thursday, 7:00-9:00. Lab Fee $2.00.
Foundation course in drawing. Still-life and figure drawing featured. Study of the head and portrait from 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 reproduction stressing modern methods.
3. Brush lettering and show card layout.
4. Color theory.

**ADVANCED SHOW CARD WRITING AND SIGN PAINTING** — Tuesday and Thursday, 7:00-9:00. Lab Fee $2.00.
Advanced course in making permanent signs, displays, timely layouts and silk screen process.

**GENERAL CRAFT COURSE** — Monday and Wednesday, 7:00-9:00. Lab Fee $2.
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, ship carving, elementary book binding, non-loom technique (knitting-weaving) are information on weaving course.

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

**MODELING** — Monday and Wednesday, 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** — Tuesday, 7:00-9:00. 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, candelabra.

**PAINTING** — Monday, 7:00-9:00. Lab Fee $1.00.
Still life and pictorial composition. Media: water-color and oil. Materials to be furnished by the student.

**POTTERY** — Monday and Wednesday, 7:00-9:00. Lab Fee $3.00.
Pottery forms with coil method. Slip molds, surface enrichment and glazes. Use of the potter's wheel. Placing and firing the kiln.

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

**WEAVING** — Tuesday and Thursday, 7:00-9:00. Lab Fee $1.00.
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; summer and winter; brownon weaves. Materials to be purchased by the student.

**HOOKED AND BRAIDED RUGS** — Monday and Wednesday, 7:00-9:00. Lab Fee $1.50.
Original designs and color schemes are stressed. Discounted materials recommended. Both hand and machine method taught. Braided rugs in three and five strands. Laced method taught.

**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 illustrative material and field trips. Outstanding phases of the course: Type of house; selection of location; architecture as it affects interior plan and furnishings; backgrounds; 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 business men 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 bookkeeping and accounting, 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 use of the usual business forms. Practice sets are used.

**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 $3.40.

**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 involving the study of handling the various types of capital stock, bonds, and the voucher system of record keeping are studied in connection with the manufacturing business.

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

Cost of text and supplies about $2.00.

**ADVANCED GENERAL ACCOUNTING** — Tuesday and Thursday, 7:00-9:00.
Only those who have completed General Accounting III 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 fundamental 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.
**COMMERCIAL LAW**—Monday, 7-9.  
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 7-9.  
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 $1.00.

**FILING**—Monday, 7:00-9:00.  
Instruction is offered in the following principles of indexing including name and card filing, alphabetic filing, graphic filing, automatic or triple check filing, index filing, subject filing, and visible records, sometimes called Cardex systems. 
Included also is a study of filing supplies and equipment, and methods of handling records as the course progresses. 
Course fee $1.00.

**SHORTHAND I (For Beginners only)**—Monday and Wednesday, 7:00-9:00.  
This course is a study of shorthand only and is designed for students who have never been exposed to the machine. 
Course fee $1.10.

**SHORTHAND II**—Monday and Wednesday, 7:00-9:00.  
This course is a continuation of Shorthand I. Upon completion of the manual, a rapid review is given. This is followed by dictation practice. 
Course fee $1.50.

**STENOGRAPHY I**—Tuesday and Thursday, 7:00-9:00.  
Beginning Shorthand and Typewriting. 
This course is intended for beginners in shorthand and typewriting. Two years of high school are required to complete it. At the end of the first year the students should be able to take notes at the rate of 100 words per minute, but will not be able to take dictation rapidly. 
The class period is divided into one hour of typewriting and two and one-half hours of shorthand. 
Course fee $1.50. Cost of text and supplies $1.50.

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

**STENOGRAPHY III**—Tuesday and Thursday, 7:30-9:30.  
Beginning Dictation. 
This course consists of a rapid review of shorthand principles and beginning dictation. Dictation is given at the rate of 60 to 80 words per minute. Transcription at the typewriter is required. 
Course fee $1.00. Cost of text and supplies $1.50.

**STENOGRAPHY IV**—Intermediate Dictation. Tuesday and Thursday, 7:30-9:30.  
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. 
Course fee $1.50. Cost of text and supplies $1.50.

**TYPWRITING I**—Monday-Wednesday 7:00-9:00.  
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, mastery of keyboard, drills, rhythm and accuracy. 
Course fee $1.00. Text fee $1.50.

**TYPWRITING II**—Monday and Wednesday 7:00-9:00.  
This course is for experienced agents in the Insurance field. Information regarding the course will be announced later.
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 daily life and daily life. Some of the high points of the course are: developing a new or understanding philosophy of life, gaining self-assurance and poise; relation of dress and grooming to personality; leisure activities; development of social characteristics. This is a lecture and discussion course.

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 boarders 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.

HOSPITALITY AND TABLE DECORATION — (One night a week. 7:00-9:00).
This course is planned for anyone interested in learning more about the art of entertaining and being a successful gracious hostess. It will include: table setting for all occasions; arrangement of table for tea and buffet meals; flower arrangements; selection of china, linen, silver and crystal. Course fee $ .50.

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 cooking as related to good nutrition and meal patterns are a part of the course. The practical work includes: types of menus, patterns for breakfast, lunch and dinners; planning and preparing simple meals. Lab Fee $ .50.

FOODS II — (Baking, Meat Cooking, Vegetables) Two nights a week. 7-9.
The 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. Vegetable cookery, including the unusual as well as more commonly used vegetables, is given. Lab Fee $ .50.

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, casseroles and casserole dishes are stressed. Principles of cookery and nutritional value are emphasized. This course is suggested for the homemaker and the person interested in catering. Lab Fee $ .50.

FOODS IV — (Supper class) Two nights a week. 5:15-7:00.
This is the supper class for the busy housewife. It includes planning and preparing simple dinners suitable for serving in the small apartment, for two to four people. Time management is featured. Nutritional principles are stressed in the planning and preparation of meals. Lab Fee $ .50 each semester.

NUTRITION — (One evening a week. 7:00-9:00).
The standard Red Cross Nutrition course is given and covers the following: relation of food to physical and mental efficiency; facts about food values; nutritional science; and the newer principles of food preparation and service; energy foods; body building materials; minerals; vitamins; meal plans; buying good diets. Text book $ .35.

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 principles in hand sewing, fundamental principles and techniques in the construction of the following: nightgown, pajamas, slips, housecoat, brunch coat, pillowstitch, simple cotton dresses. Suggestions for sewing tools, pattern and materials will be given the first evening. Course fee $ .50.

CLOTHING II — (Children's Garments) One evening a week. 7:00-9:00.
This course consists of the special problems involved in the selection and construction of children's garments. Patterns and materials for all types of garments will be discussed. Any type of children's garments may be made. Special attention will be given to making of worked and bound buttonholes, plackets, making and applying collars, pockets, facings, smocking. Course fee $ .50.

CLOTHING IV — (Sport and Sport Type Clothes) One evening a week. 7:00-9:00.
This is an elementary dressmaking course and is open to those who have had Clothing I or its equivalent. Types of garments to be made are: morning dresses, housedresses, garden dresses, picnic and sportswear dresses. Problems stressed include selection of pattern, garment to fit figure, all aspects of cutting and fitting, application of principles involved in handling, sewing and pressing, finishing for sportswear, plackets, zippers and other fasteners. First evening: A discussion of selection of material and pattern. Course fee $ .50.

CLOTHING V — (Sewing for Men) One evening a week. 7:00-9:00.
How to secure that much desired neatly made effect will be one of the purposes of this course. Selection of materials and patterns will be stressed, with emphasis on color, texture and design; also, selection of fabric material and garment making. Such fabrics as wool, silk, rayon, nylon, and the new fabrics on the market will be stressed. Garments to be made will be chosen from the following: overcoats, suits, dresses, two piece dresses, blouses, skirts, coats, and evening dresses. Linen and lace costumes may be used in latter part of course. This course is for the advanced student.

First evening: Selection of materials, pattern and planning of first garment to be made. Course fee $ .50.

CLOTHING VI — (Tailoring for Women) Two evenings a week. 7:00-9:00.
This course is for the advanced student and planned for those people who want to make tailored garments. Some specific tailoring principles included are: planning pattern to fit figure, use of underlinings, tape and pad stitch for collars and revers, hand stitching of collar and front lacing, pinning of dress to figure, lining and interlining for coats and suits and shortest side. Accuracy and style in workmanship is stressed. Garments to be made are coats and suits from new material or suits from men's suits.

First evening: Patterns and materials to be selected and plans made for first garment. Course fee $ .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. Instruction will be given on preparation of old garments for class work, and combination of new and old material and selection of garments for remodeling. Almost any type of garment may be remodeled from discarded or outmoded garments; costs may be made over; coats and suits re-lined. Importance of planning, styling and pressing is stressed. Course fee $ .50.

NEEDLEWORK

(One evening a week. 7:00-9:00).
This course is for all people interested in fire needlework. It includes all decorative stitches, some of which are: Satin stitch, needlepoint, coulisse stitch, crewel stitch, fagoting, smocking, Italian hemstitching, applique, Swedish weaving. The instructor of this course has studied needlework abroad, and has many rare patterns which are available to the class. Course fee $ .50.
FUR REMODELING
(One evening a week. 7:00-9:00).
Making fur over coats, restyling and modernizing the fur garment are two features of this course. Putting fur collars on coats and suits, and mending rips are also included. The actual work is done in class under the instruction of an expert in fur work. Course fee $.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 embroidered and beaded. Sewing and blocking are taught. Some of the types of hats made are: berets, pillbox, sailor, and cloche. Shapes are covered. Course fee $1.00.

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 mixing. Methods of applying trimming are given. Selection of hats to suit the individual is included. Many types of hats may be made. Course fee $1.00.

PERSONALITY WARDROBE
(One evening a week. 7:00-9:00).
This is a lecture and discussion course with interesting activities planned for each session. 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, bathing the patient, making bed with patient in it and practice in other sick room procedures. Text: Red Cross Home Nursing, $.60.

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

CONSUMER PROBLEMS
(One evening a week. 7:00-9:00).
How to buy intelligently is the keynote of this course. 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 postwar 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, postwar building, postwar modernization, methods of financing home ownership, the home of the future. Films, field trips and special speakers will be featured.

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. This will include fundamentals of knitting.

Typical of what might be knit are: scarfs, ties, sweaters, muffins, afghans, and other similar articles. 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, slacks and vests.

Tools needed first evening: Two number three knitting needles, 10 or 12 inch bone, a small ball of yarn, notebook and pencil.

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 arias, cantatas, and operatic works of outstanding composers of all nations.

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

LAVOR 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 tonalities and intervals; the formation, progression, and selection of triads and chords of the seventh and ninth. Elementary Modulation. Analysis, Keyboard Harmony. Designed to meet the needs of both the music student and the professional musician.

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

MODERN STYLE PIANO PLAYING
Tuesday and Thursday, 7:30.
Practice in the performance of modern arrangements of popular songs. Teaches how to improvise, fill-in, play breaks, runs, blues, etc., in the same manner as is generally employed by professional orchestra pianists.

Textbook: First Steps for the Young Pianist, Knizecia $.25.

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

Textbook: First Steps for the Young Pianist, Knizecia $.25.

Trade and Industry Courses

BAKING — Monday, 7:00-9:00.
Baking science and related information for professional 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.
BLUEPRINT READING
Tuesday and Thursday, 7:00-9:00.
Blueprint reading for the machine and 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.
General drafting for beginning and advanced students. Fee $.50.

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

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

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

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; form ing 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 layout work.

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

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
First Year
Engineering Mathematics
Physics
Machine Drawing
Second Year
Machine Shop
Mechanics
Electricity and Magnetism
Third Year
Strength of Materials
DC and AC Machines
Technical English
Fourth Year
Metallurgy and Heat Treatment
Machine Design
Heat Engines and Hydraulics
Mechanical Laboratory

MATHMATICS
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.
Oxy-acetylene and Electric Arc. This course is offered to all mechanics who use or may use welding in their trade. Oxy-acetylene welding covers the fundamentals of welding and cutting and includes the welding of all kinds of metals in common use today. Electric Arc welding offers the essential operations and processes involved in both AC and DC welding. Both courses include practice work on the various types of joints in all positions of welding. Actual repair work is done to test the welder's skill. The course is offered to both beginners and advanced men.

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 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.

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

MACHINE SHOP I
Tuesday and Thursday, 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
Monday and Wednesday, 7:00-9:00.
Advanced theory and manipulation of machine tools for students who have had previous machine shop experience.

MANAGEMENT AND SAFETY COURSES
1. A course designed for all levels of management from top executives to line foremen. The course covers: objectives in business, men, money and management, man's basis of accomplishment, man's place in an organization, line and staff relations, character inventory, time analysis, ration of capital, effective delegation, policy as a working tool, clear thinking, man to man relations.

2. A course designed for top executives (presidents, vice presidents, production managers, sales managers, office managers, and senior or junior executives) in business or industry. The course covers: production, natural resources, consumption of goods, capital goods — capital costs, business organization, marketing, financing of exchange, value and price, distribution, rent and interest, profits, government regulations, purpose of our economic machine and its future problems.

3. A course designed for foremen and leaders in industry. This course covers: the foreman's responsibility to the company, to his superior, to his subordinates, what the worker expects of a foreman, duties of leadership, breaking in new workers, and legislation with which the foreman should be familiar.

4. This course is designed to assist foreman in instructing his workers in the principles of safety. Industrial safety problems covered: reports and statistics, industrial accident causes and methods of prevention, maintenance and general protection practices, machine guarding, fire prevention and extinguishment, personal protective equipment and industrial environment affecting health (person and engineering).

The above courses may be offered day or evening as they are required to meet the needs of management.
Madison
Vocational and Adult Education School

D A Y  S C H O O L
B U L L E T I N

1945 - 1946

211 NORTH CARROLL ST. MADISON 3, 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 5, November 12, January 28 and April 8. 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 class 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 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 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. Permanent records of all students' work are kept in the Directors' office and may be obtained at any time by a student for reference or educational purposes.

GENERAL INFORMATION

Library 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.

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ENGLISH FOR FOREIGNERS
This course is planned for the foreign-born students.

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.

ENGLISH III
This is both a beginning and a review course of the fundamentals of English grammar.

ENGLISH IV & V
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.

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. Current 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 semester's books for all who want to read.

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
Voice and diction. The technical training of the speaking voice.

The essentials of public speaking—action, projection, selection of subject, outlining, organization—are taught.

General Courses

Lectures and drills on the fundamentals of interpretive reading. Studies in naturalness, emphasis, variety, contrast, climax, projection. A study of action, posture, gesture, carriage, platform deportment. Discussion and drills in impersonation and characterization.

Oral reading of different type and kind of literature by members of the class leads to the acquisition of a broad 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 contributions to the welfare of mankind and explain the Wisconsin Idea.

SOCIAL SCIENCE II—Story of Nations

A survey of the countries of the world, the reason for their development and government. What is our heritage from them; what do we owe them.

SOCIAL SCIENCE III—The World Today—Global Geography

This course attempts to acquaint pupils with the knowledge of 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.

U. S. HISTORY—H. S. Credit.

It will begin with explorations and discovery. Why the various races came and where they settled. It will trace reasons 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 these implications. The
Advanced Accounting

ADVANCED ACCOUNTING PRINCIPLES

A thorough knowledge of elementary accounting principles or two years' accounting training is a prerequisite of this course. The work is individual, and the needs and desires of the students are fulfilled as far as possible. This course should be taken after the study of Advanced Accounting, C.P.A. problems, cost accounting, federal income tax, and auditing is presented.

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 book of 60 lessons which gives him a complete understanding of the machines within a reasonable length of time. It includes the four fundamental processes of addition, subtraction, multiplication, 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 techniques for 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 the fundamental operations and on their application to all types of problems in business. To achieve this, the following standards of speed must be attained: 70 correct columns an hour of addition, 5 columns of subtraction 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.

COMMERICAL LAW

COMMERCIAL ENGLISH I

This course includes punctuation, spelling, word usage, vocabulary, business writing, grammar, usage, and style. Emphasis is placed on form, content, structure, and style of the dictionary to verify spelling, and any other material that is found necessary as the class progresses.

BUSINESS ENGLISH II

This course covers addition and the various methods of multiplying, subtracting, and dividing, followed by 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 III

This course covers addition and the various methods of multiplying, subtracting, and dividing, followed by 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.

THE BURROUGHS DESK MODEL

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 subtracting 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, Etiquette, Ditto and Mimeograph operation.

Secretarial Training

STENOGRAPHY I—Full Time
Beginning Shorthand and Typewriting
This course is designed to prepare shorthand and typewriting. About one year is required to complete the course. Classes meet twice a week with a required study period intervening. A third period is required for transcription before the end of the first quarter. Dictation speed of 109 to 120 words per minute is attained by the end of the school year.

STENOGRAPHY I—Half Time
Beginning Shorthand and Typewriting
Four Semesters.
New classes are organized at the beginning of each semester. This is a course for beginners in shorthand and typewriting. Two years are required to complete the course. Classes meet once a day. It requires one semester to complete the theory. Dictation and transcription are introduced during the last two or three weeks of the semester.

STENOGRAPHY II
Beginning Dictation
This course consists of a review of shorthand and dictation. Dictation for transcription begins at 40 words per minute and increases to at least 50 words per minute. The English and shorthand teacher cooperate in checking errors and improving transcripts.

STENOGRAPHY III
Intermediate Dictation
This is a course for stenographers who are working on a shorthand speed of 80 to 100 words per minute for transcription. A review of shorthand principles is given. Practice material is distributed 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
Advanced Dictation
This course is open to students having a beginning speed of 90 words per minute 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 class period is devoted to dictation and is followed by a second forty-five minute period of transcription.

STENOGRAPHY V
This 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 and removal, carriage return, use of shift keys.
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 two to five letters are practised and a thorough coverage of the thousand most frequently used words (Hare's list) is completed. There is little waste in skillfully learning such commonly used material.
4. Proper stroking is carefully developed in this procedure.
5. Timed tests are given, including practical material, and figures are carefully brought into use. Accuracy is stressed as the only basis for successful typing.
6. A writing rate of 20 to 35 words per minute for five or ten minutes is required.
7. The student is taught care of machine, cleaning and oiling, and changing ribbons.
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 fifteen consecutive minutes is required.

Typewriting III
A year's work in typing is necessary to enter this course. A rate of approximately 25 words per minute is also required. Letter and envelope set-up, carbon copies, cutting stencils and operation of the mimeograph, tabulation, care of the machine, changing ribbons, rough drafts are done directly to the machine are given. In addition, exercises for speed building and practice in writing numbers are included in the course.

DISTRIBUTIVE EDUCATION
TUESDAY ONLY

RETAILING
The course is designed to cover the elements of retailing. Recommended to those who wish to operate or own a business entered the field of store selling.

Home Economics Courses

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.
2. Courtesy—social customs at home, at school and in the community, conduct in public, manners in hotels and restaurants and proper introductions are emphasized. Value to individual and society.
3. Understanding Yourself and Others—some of the topics emphasized in this unit are: personal characteristics which affect people; importance of understanding and living to others; need for security; meaning of friendship; use of leisure time; hobbies, their place in one's development.

HOMELIVING (Second Semester)
This course is for the beginning half-time and full-time students and consists of the following units:
1. The child in the home—this includes a study of development of children, the health needs of the pre-school child, children's clothing, dining and games and development of social behavior.
2. Family Relationships—topics emphasized: importance of family life in the home; characteristics of a satisfying home, the contributions which...
each individual can make to the home life.

2. Social life in the home—this includes group activities for family recreation; determining amount of money to be used for recreation; the home a hospital for friends; making friends and entertaining friends.

PERSONALITY DEVELOPMENT

This is planned for the full-time and half-time student and is patterned for the advanced student. Beginning with a self-inventory of personality traits, such as pulse, self-confidence, taste, getting along with others, ability to convey on conversations, charm and many others, the student participates in discussion and in the planning of the course.

HUMAN RELATIONSHIPS AND RECREATION

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

HUMAN RELATIONSHIPS AND MARRIAGE

This is a semester course for the part-time student who attends one day a week. This course centers around the girl and takes into consideration her background, interests, needs and personal outlook of the home. Highlights in the course are: factors essential in a happy marriage; ability to get along with people; sources of conflict in the home; dating and steadying; friendship and courtship; engagement and marriage; adjusting to change and the future.

HOSPITALITY AND TABLE ARRANGEMENT

Hospitality through simple guest meals, invitations, conversation, selection of menu, the responsibilities of hostess and of guest are some of the features of this course. Selection of silver, china, glasses, tablecloths as well as flower arrangements and table decoration are included. This course is planned for the full and half-time student.

Foods and Nutrition

Foods I—Five days a week

A two period laboratory class which meets daily and is planned for the full and half-time beginning student. Food preparation is on the meal basis. Planning of nutritious meals, food costs, management problems, principles of cookery, correct table service, table etiquette, and table setting are included.

Foods II

This is for the full-time and half-time student who has completed Foods I or its equivalent. Food preservation, the family dinner, guest dinner, casual dinner, meat cookery, pastries, cooking, baking and salad making are included.

Foods III (Hospitality and Meal Preparation)

This is for the advanced student who should have completed Foods I and II or its equivalent. Various methods of entertaining such as teas, buffet suppers, and many guest meals will be included. How to prepare a dinner with ease and efficiency; how to be a gracious hostess, how to buy, and how to serve well-balanced meals are a part of the course.

Foods IV—Cooking for Two

This is a series of four units for the part-time student.

Unit 1—Canning

This includes, apple water bath and pressure cooker canning. Also jelly making, jams and pickles are a part of the unit. The canning of chicken is included in the pressure canning.

Unit 2—Dinner for Two

The planning and preparation of dinner for two, including management problems, Affective nutrition in meals will be emphasized.

Unit 3—Lunch Box

The actual preparation of various types of lunches for the employed, as well as the packing of the lunch in various containers makes up this unit.

Unit 4—Hospitality

How to entertain includes the actual preparation of meals. Buffet meals and teas are included.

Foods IV—Meal Planning and Preparation

Series of three units in cookery for the part-time student, the second year.

Unit 1—Meal Planning

The planning and preparation of meals, the use of fresh and frozen, meat cookery and vegetable cookery, as well as desserts.

Unit 2—Breads

Quick breads and yeast breads are included. Such breads as orange bread, prune bread and banana bread come under the quick breads. Regular enriched white flour, whole wheat flour and soybean flour are used.

Unit 3—Fatt Weather Dishes

Nutritious and attractive dishes for hot weather go to make up this unit. Meats, salads and desserts are featured.

Nutrition I—(For the full-time and half-time student)

This is made by the nutrition yardstick or the basic seven foods introduces the unit. Eating for body needs and for efficiency, the finance, social and personal are stressed. Foods are used whenever possible. Actual planning of balanced meals for all class members is included.

Nutrition II—(Part-time student)

This includes eighteen lessons and is planned for the student attending school on a day two a week. The relationship between success on the job and putting into practice these nutrition habits is discussed. This is open to both boys and girls in all departments.

Clothing and Textiles

Clothing I

This course is planned for the full or half-time student who has had little or no training in clothing construction. Examples and fundamentals of clothing and care are included.

Unit 1—Selection and Construction

This course includes the 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, III, may be included.

Unit 1—My Ideal Wardrobe

Inventory of wardrobe is made and plans made for those which are needed to complete the wardrobe. The garment selected to be made will depend upon students' preference. Demos will be given which apply to garments under construction. Review of the sewing machine is included.

Unit 2—What to Wear to the Job

What shall we 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 it is 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; that is the 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 use.

Clothing V

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

Unit 1—Techniques Used in Garment Construction

A practical 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 commercially produced 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 pattern for physical irregularities of the body included.

Unit 3—Cutting and Fitting

Special emphasis will be given to cutting and fitting. Demonstration will be given by the instructor and then stu-
SAFETY
Given health and happiness, personal fitness, opportunities will be given for effort in acquiring, selection, arrangement and use of kitchen equipment from the standpoint of safety, use and care of electric equipment, use and care of laundry equipment.

HOME NURSING
Full and half-time student
The regular Red Cross procedure is followed. Certificates are awarded upon successful completion of 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 course for half and full-time students but the course material is adapted to one day a week.

PERSONALITY WARDROBE II
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 plan her own wardrobe complete with accessories. Dressing as the occasion demands, whether for work, school or play is required.

NEEDLECRAFT
This is a course planned for the half or full time student and will include:
- Crocheting
- Knitting
- Decorative stitching
- Quilts and coverlets
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 happiness, personal fitness, rule of sleep, normal weight, mental health.

SAFETY IN THE HOME
This course is given daily for several weeks and is for the half and full time student. Some of the topics to be covered are: order versus disorder in the home, precautions in storing and managing, selection, arrangement and use of kitchen equipment from the standpoint of safety, use and care of electric equipment, use and care of laundry equipment.

HOME MECHANICS
This course is planned for the part time student and is intended to be on a practical basis. The purpose is to give the student enough information and practice in the care and repairing of household equipment so that the everyday problems which arise may be accomplished in a safe and workmanlike manner.

ADULT CLASSES
Development of Family Members

PERSONALITY DEVELOPMENT
This course is planned for adults and meets once a week. Some of the highights are: developing a new or understanding philosophy of life, gaining self-assurance and poise, personality traits, conversation, relation of dress and grooming to personality.

INFANT CARE
This course is planned for the young mother or bride. It will include the following:
- Pre-natal care
- Giving the baby a bath
- Correct diet for the baby
- Behavior problems, forming habits, schedules.

HOSPITALITY AND TABLE DECORATION
This course is planned for all homemakers who are interested in learning more about home hospitality and being a gracious, successful hostess. It will include such topics as:
- Table setting for all occasions
- Arrangement of table
- Serving and carving

FOODS

FOODS I
Four Units

1st Quarter
The New Yard Stick Salads—Salads for health and variety in the diet.

2nd Quarter
Vitamin Breads—Enriched flour and whole wheat flour are used in the making of quick breads and yeast breads. Rolls, buns and some muffins are made. All breads are included. Lab fee $7.50.

3rd Quarter
Hot Weather Dishes—Attractive foods for hot days. Easy to prepare main dishes, simple and hearty salads, summer time beverages. Lab fee $1.00.

FOODS II

FOODS II
Refrigerator Ideas in Cookery—Brush up course on basic principles; butter, white sauces and cream soups, custards, cheese and egg confections. Lab fee $7.50.

FOODS III

FOODS III
Vegetables the Vitamin Way—1st quarter. How to retain the minerals and vitamins in the cooking process. Preparation of both usual and unusual vegetables, casseroles, salads, and vegetable plates. Lab fee $7.50.

Cakes and Cookies
Sponge cakes, butter cakes and cookies are included. Lab fee $1.00.

Pies—3rd quarter. Principles of pastries may be allowed. Both fruit Sudanese are prepared. Merengues, tortes, ice box desserts and other frozen desserts. Lab fee $7.50.
FOODS V
Bride's Cookery Course
This course is offered three days a week for the bride or bride-to-be. It will include meal planning, food preparation, and attractive service. Meals to fit the budget, showing the fundamentals of cookery are included. Both family meals and guest meals are a part of the course. Salads, quick breads, veal, beef, 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; facts about food needs, food values and the new principles of food and service; food and health habits; energy foods; body building materials; minerals; vitamins; meal plans; buying good diets; diet variations; better nutrition a national goal.

Clothing and Textiles
CLOTHING I (Beginning Sewing)
This course is planned for beginners or those who have had little or no experience in the construction of garments. It includes the use and care of the sewing machine, selection of patterns, adjusting of pattern sizes, cutting, important stitches in hand sewing, fundamental principles and techniques in the construction of simple garments. Selection of materials and study of cotton and rayon fabrics are included. This course is a foundation for elementary and advanced courses.

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, pleats and zippers, making and applying collars, patch and slot pockets. Detailed stitches such as fagoting and scalloping will be applied on cotton or silk dresses.

CLOTHING III (Pattern Design and adaptation of commercial 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 pattern are some of the essentials in this course.

CLOTHING IV (Morning Dresses and Sports Type Cloths)
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, and active sports dresses. Problems found in this type of garment will be used as a basis for the lessons. Concise explanations with detailed illustrative material will be used to simplify each step of construction.

CLOTHING V (That Ready Made Effect)
How to secure that much desired ready-made effect will be one of the purposes of this course. Selection of materials and pattern over the various types of materials will be included. Emphasis on color, texture and wearing ease will be given to each design. Such fabrics as silk, wool, rayon, nylon, and new fabrics on the market will be studied. Garments to be made will be chosen from the following: rayon dresses, wool dresses, blouses, trousers, and formal dresses, and formal and dinner dresses. Short cuts in construction processes, identification of materials, substitutions and application of pattern principles, and coordinating of the wardrobe will be included. 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 tailored garments. Some of the specific facts are taught: planning pattern to fit the figure; use of interfacing, tape and buttonholes; selection of suitable fabrics and patterns; cutting and relating; hand stitching of collar and facing; fitting problems; use of pressing grounds; care of material; cutting to the figure; bound, Welt and patch pockets; lining and interlining for coats and jackets; matching of fabric and lining; selection of suitable buttons for suit or coat; selection of fabrics for coats, suits linings, interlinings, and interfacing. 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 Clothing I or its equivalent. This course will be given on the principles of basic foundation work, combination of new and old materials and selection of garments for remodeling. If possible Clothing I 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.

CLOTHING VIII (See Household Sewing at Home Improvement Course)
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.

MILLINERY I
This is a course in Millinery for the beginner and will include fundamental principles, satisfaction of many hats are made. Types of hats to be made are: berets, caps, snoods, pillboxes, and any other styles which are in vogue. The making and blocking are taught. Course fee $1.00.

MILLINERY II
This is for the advanced student who has had Millinery I. Instruction will be given on the use of pattern and gluing of fabrics to frames. All types of hats may be made. Course fee $1.00.

Health, Safety and Home Care of the Sick
HOMENURSING (12 hour Course)
The standard Red Cross course is given as a preparation for the Red Cross Nurse. 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 accidents occur in the home, safety measures in the home are stressed. 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 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 living, installment buying aid in family finances, choosing an accounting system, what the family understands about credit. Clothing needs, savings and investments, life insurance, the budget or plan for use of income. Each class member will put together 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; controlling time, energy and costs through planning, through acquisition of skills, improved methods of working and the improvement of working conditions. New ideas in kitchen equipment which save time and energy are a part of this course. Improvement in homes where both husband and wife are working outside of home are included. Classes are suggested also for brides and 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. Some of the main divisions of the course will be: how to use the food dollar to best advantage, the use of the rental dollar and 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 a dollar and how to spend it. Classes are taught to use your 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 practice as possible will be given in repair problems, so that it can be carried on at home in a safe and workmanlike manner.
Music Courses

PIANO I
A course for beginning students. Folk tunes, easier arrangements of the classical repertoire. Textbook: First Steps for the Young Pianist, Kincaida ($7.75).

PIANO II
Continuation of Piano I. Special attention devoted to rhythm problems, finger independence, left-hand, and melody playing. Textbook: Second Steps for the Young Pianist, Kincaida ($5.90).

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

HARMONY

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.

Trade and Industry Courses

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: surveying; 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 in the use of special tools and equipment in the various specialized fields: brakes, front wheel alignment and wheel balancing, engine tune-up, including carburetion and electrical repair, body repair, lubrication engines, overheating and chassis repair.

BLUEPRINT READING
This course is designed to meet the needs of the shop man who is more concerned with the contents of a blueprint than with the mechanics of making one. Study is made of views and their relationship to each other, kinds of draftsman's symbols, identification of materials, and projection of figures of views. A machine handbook is given in blueprint work. Experience in blueprint work is not necessary.

ELECTRICITY
The course in elementary electricity deals with the application of the laws involved in the functions of electrical apparatus and equipment, including the development of circuits, parallel circuits, and series circuits. An introduction is given to the mathematics involved in the general field of electricity, in order to provide a better understanding of the various laws. The advanced student studies the use of electrical machinery, motors and generators of both direct and alternating types, loads, efficiencies, and methods of operation. In this work the student develops ability to apply principles involving electrical theory and laws, and to electrical appliances.

MACHINE DRAFTING
Students desiring to work ahead in any trade need machine drafting. Problems of the shop are handled by the drafting machine, as well as by calculation and drafting. The course consists of the general design, layout, and drafting of all types of machinery, including the use of the latest machines, shops, and plants.

MACHINE SHOP
The machine shop course is designed to give the student the ability to use and care for hand tools and to understand the operation of machine tools. The advanced student studies the use of specialized tools and equipment, such as the lathe, drill press, milling machine, lathe, and grinder. A vocabulary of shop terms is taught and reinforcement of materials and their alloys, safety practices, and the use of reference materials 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 course in the various types of joints and positions of elements. During the first semester the student can prepare himself to operate and

PRINTING
The first semester of printing consists of elementary printing equipment and typesetting. During the second semester the student is given advanced composition, typesetting, and general printing equipment. The course covers the elements of general composition, basic typesetting, and advanced printing equipment. This course is designed to give the student a thorough knowledge of printing and the ability to operate and maintain printing equipment.

RADIO COMMUNICATION
At least two semesters of work in the radio 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, in the use of electrical circuits, in the use of measuring instruments, in the use of circuits and in the use of electrical circuits. It provides training in the use of electrical circuits, and is designed for the use of electrical circuits, and is designed for the use of electrical circuits, and is designed for the use of electrical circuits, and is designed for the use of electrical circuits.
to test the welder's skill. Oxy-acetylene welding is a prerequisite to this course. Fee, cost of material.

WOODWORK

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

Apprenticeship

Coursed for young workers who have entered skilled trades as apprentices are offered in many types of work. These courses have been developed to fit the needs of each trade. Apprentices attend school four hours per week during the entire term of apprenticeship. Related technical, scientific information, and safety instruction, essential in every trade, are stressed in such trades as auto mechanics, baking, barbering, bricklaying, carpentry, drafting, electricity, foundry, machine shop, painting and decorating, pattern making, plumbing, printing, and sheet metal.

AUTOMOTIVE

This course is designed to supplement actual work on the job with the necessary theory and related subjects such as machine operation, welding and electricity.

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 productive processes required in barbering, facial treatment, care of equipment, and treatment of skin diseases. Units are covered in anatomy, physiology, sanitation, and trade ethics.

BRICKLAYING

Blueprint reading, fireplace and chimney details, material quantities, preparing mortar and materials in laying brick on all types of construction.

CARPENTRY

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

COSMETOLOGY

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

ELECTRICITY

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

FOUNDRY

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

MACHINE SHOP

This course is designed to supplement daily work on the job with theory in mathematics, drafting, trigonometry, machine shop, drawing, layout, machine shop, and safety.

PAINTING AND DECORATING

Included in this course are painting practice to develop manipulative skill, science, design, color, and practical applications. Fee, cost of materials.

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, 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 in the history of printing 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 patterns drafting. Safe practices, welding and air conditioning applications are stressed. Individual work assignments 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.

Related Courses

GENERAL SCIENCE

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

CHEMISTRY

This course parallels the average chemistry course usually given in the typical high school as well as giving trade applications. Laboratory fee $5 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 private clinic.

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Management Courses

1. A course designed for all levels of management from top executives to line foremen. The course covers: objectives in business, men-money and management, sales, sales staff relations, character inventory, time analysis, rotation of capital, effective deputation, policy as a working tool, clear thinking, man to man relations.

2. A course designed for top executives (president, vice presidents, production managers, sales managers, office managers, and senior or junior executives) in business or industry. The course covers: production, natural resources, consumption of goods, capital goods—capital funds, business organization, marketing, advertising, exchange, value and price, distribution, rents and interest, profits, government regulations, purpose of our economic machine and its future problems.

3. A course designed for foremen and leadmen in industry. This course covers: the foreman's responsibility to the company, to his supervisor, to his subordinates, what the worker expects of a foreman, duties of leadership, breaking in new workers, and legislation with which the foreman should be familiar.

Safety Course

INDUSTRIAL SAFETY FOR FOREMEN

A course designed to cover the following phases of safety: the industrial safety problem, reports and statistics, industrial accident causes and methods of prevention, maintenance and general protection practices, machine guarding, fire prevention and extinguishment, personal protective equipment and industrial environment affecting health (personal and engineering).