Madison
Vocational and Adult Education School

Day School
Bulletin

1946 - 1947

211 North Carroll St. Madison 3, Wisconsin
School Calendar for 1946-1947

Wednesday, September 4—School opens.
Thursday and Friday, November 7 and 8—Meeting of Wisconsin Education Association in Milwaukee.
Thursday and Friday, November 28 and 29—School closes for Thanksgiving recess.
Saturday, December 21 through Sunday, January 5—School closes for Christmas vacation.
Monday, January 6—Day and evening classes resume.
Friday, January 24—End of first semester.
Monday, January 27—Beginning of second semester.
Friday, February 7—School closes for Southern Wisconsin Education Association meeting in Madison.
Saturday, April 5, through Sunday, April 13—School closes for spring vacation.
Monday, April 14—Classes resume.
Friday, April 25—School closes for Wisconsin Association of Vocational and Adult Education meeting in Milwaukee.
Friday, May 30—School closes for Memorial Day.
Friday, June 6—End of school year.
Monday, June 18—Summer session begins.
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 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-SERVICEMEN

This school is approved for training by the Veterans Administration under P. L. 346 and P. L. 16. A full time program under the G. I. Bill requires that a veteran attend school a minimum of twenty-five hours per week. Further information on Veterans Training may be obtained in Room 140.

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 fifty cents per day is collected. Tuition is payable quarterly in advance and is due on the following dates: September 4, November 11, January 27 and March 31. Tuition is payable in the main office.

ATTENDANCE

A close check is kept on 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 classwork.

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 certain special high school subjects, may make up these deficiencies by making arrangements at the time of registration. These courses are in the nature of refresher courses which do not require full semester attendance.

RECORDS

Grades will be issued at the end of each quarter. Permanent records of all students 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 city ordinance and for sanitary and safety reasons.
General Courses

ENGLISH FOR FOREIGNERS

This course is planned for the foreign-born residents.

Special attention is given to those who wish to learn to speak, read and write English, and for 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 AND V

Advanced course in grammar and writing.

The grammar and composition work briefly review the parts of speech and their place within the sentence and indentification 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 unit on personality is included. The purpose is to give the student more.

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. Lectures and drills on the fundamentals of interpretive reading, studies in naturalness, emphasis, variety, contrast, climax, gesture, carriage, platform deportment. Discourse and drills in impersonation and characterization.

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

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, stress their contributions to the welfare of mankind and explain the Wisconsin Ideas.

SOCIAL SCIENCE II Story of Nations

A survey of the countries of the world, the reasons 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 inter-dependence.

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 the whole colored question. Results of the Civil War and those implications. The Industrial Revolution, the rise of “Big Business”, its effects toward World Peace, the Progressive movement. League of Nations and the situation that led to the New Deal with its effects on agriculture, capital and labor. It will show our attempt at isolation and why it had to fail.

WORLD HISTORY

A study of the U. S. and the history of the various nations with special stress on the people of the countries.

The objectives of the course will be to show the possibility of achieving one world in the future by studying the past and seeing how the various provinces of Germany, France, Italy and the Americas colonized gave up their sovereignty to achieve unity.

It will stress the importance of geography and economics.

Above all, it will show how much alike all nationalities are.

Art Courses

DRAWING Daily.

Foundation course in drawing using various mediums. 1st quarter. Still life, pencil and charcoal; 2nd quarter. Still life, pastel and colored pencil; 3rd quarter. figure drawing, pencil and crayon; 4th quarter. still life, shading, water color. Current exhibits visited during year with criticism by the instructor.

LETTERING

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

1. Primary and fundamental alphabets executed in pencil and pen.
2. Lettering for advertising reproduction stressing modern tendencies and methods.
3. Brush lettering and show card layout.
4. Color theory and poster design.

COMMERCIAL ART

Lab. fee $1.00

A practical course, primarily for those interested in entering the commercial art field stressing professional quality, workmanship. No prerequisites, but previous art training will prove valuable.

Units of study include design, perspective rendering, lettering for reproduction, color, advertising and poster layout, illustration, show card writing. Media used are pencil, pen and ink, air brush, block printing, silk screen. This course is part of the Veteran’s Training Program.
APPLIED ARTS I (Design for Home Economics girls...full and half time)

A first semester course planned to acquaint the home economics girls with the importance of good design in problems of everyday life. Principles of design and color are applied to problems which include needle crafts (suitable for linens, towels, dresses), Christmas cards and place cards (block print method); design for curtains, pillows and covers (stencil method); design for pillows and bags (hooked rug method).

INTERIOR DECORATION (adults)

A course which includes lectures and class discussions supplemented by illustrative material and field trips. Outstanding phases of the course: backgrounds, wall and floor treatment, color and textures, how to build a color scheme, window treatment, furniture, combinations of furniture styles, furniture arrangement, accessories, pictures and framing. This class meets once a week. Notebooks required.

INTERIOR DECORATION (F. T. Home economics girls)

Young adult problems in Interior Decoration discussed.

Her bedroom, the small apartment, the temporary home and furnished rooms and how to give them a personal touch. Looking forward to building and furnishing her own home, background as to color and texture, furniture and accessories.

GENERAL CRAFTS FOR ADULTS

Planned to meet the demands of the young adult homemaker, youth leader and hobbyist. Instruction given in block printing, leatherwork, stencilling, plastics, chair caning, book binding, chip carving, bead work, and cork craft. Materials purchased by the student.

YOUTH LEADERS CRAFT COURSE

Planned especially for leaders of girl scouts, cub scouts, and other youth groups. The primary object of this course is to master skills and techniques in various crafts so they can be applied in the above groups.

CRABS FOR THE REHABILITATION STUDENT

Special work is provided for the disabled according to the type of injury or disability. Clay modeling and pottery for paraplegic members of the limbs and hand, finger weaving for stiffened fingers, and neural Rattle for still wrists. Weaving and basketry for the blind.

ART METAL (adults)

Lab Fee $7.75 a semester

This course is planned for those parents who have teenagers or adolescent children. Some of the topics to be considered are: the family in the convention; learning to live with others; recreation in and out of the home; responsibilities of parents and children; options and what to do about them; security and affection for the adolescent; dressing team sports; allowances; use of the family car; importance of companionship between parents and children; community contacts; the school and the home. This is a lecture and discussion course in which ample opportunity for questions will be given.

CRAFTS FOR THE REHABILITATION STUDENT

Special work is provided for the disabled according to the type of injury or disability. Clay modeling and pottery for paraplegic members of the limbs and hand, finger weaving for stiffened fingers, and neural Rattle for still wrists. Weaving and basketry for the blind.

WEAVING I (adults)

Lab Fee $1.00 a semester

For the homemaker, club man, teacher or camp instructor. Elementary course in weaving which includes plain and overshot. Colonial techniques, linen weaves, braid and twining weaves developed through original design and color schemes; draft writing and cloth analysis. Materials to be purchased by students.

WEAVING II (adults)

Lab Fee $1.00 a semester

Advanced problems in unusual weaves such as stick weaving, Navajo, Danish lace weave, candle weave on four harness looms. Summer and winter, brocade and double weave on six and eight harness looms. Laboratory on six and eight harness looms. Materials to be purchased by the students.

WEAVING III (adults) Studio period

Lab Fee $1.00 a semester

Open to students who wish to devote three to five hours daily or several days a week to weaving projects such as dress material, upholstery material, curtains, luncheon sets, cowl, shawls, handkerchiefs, and rugs. Materials to be purchased by the students.

FOODS AND NUTRITION

2ND QUARTER Lab. fee $7.50

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

3RD QUARTER Lab. fee $1.00

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

4TH QUARTER Lab. fee $1.00

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

FOODS II

1ST QUARTER Lab. fee $.75

Restrutor Idee Jr. cookery-Brushup course on
basic principles: potatoes, white sauces and
cream soups, custards, cheese and egg
cookery, beverages.

2ND AND 3RD QUARTER Lab. fee $1.50

Meat and Poultry. Poultry, meat and fish
are included in this unit. Selection of meat,
preparation, serving and Carolyn are taught.
A meat cutting demonstration with explo-
ation of the various cuts is given by an ex-
pert demonstrator. Preparation of tender and
less tender cuts is given. The nutritive value
of meat and place in the diet are considered.

3RD QUARTER Lab. fee $.75

Both crust and pastry crust pies are made.
Fruit pies and filled pies are included.

4TH QUARTER Lab. fee $1.00

Entertaining—How to be a successful host-
ness. Simple inexpensive guest meals, unusual
tative desserts, the serving of teas, lun-
chons, buffet suppers and dinners.

FOODS III

1ST QUARTER Lab. fee $.75

Vegetables the Vitamin Way. How to re-
tula the minerals and vitamins in the cooking
process. Preparation of both usual and un-
usual vegetables, casseroles, salads, and vege-
table plates.

2ND QUARTER Lab. fee $1.00

Cakes and cookies. Sponge cakes, butter
cookies and coffee cakes for this unit. Various
types of icings are included. Cakes and
cookies for tea are included.

3RD QUARTER Lab. fee $.75

Sausages. Those of meat
and fishes are included.

NUTRITION

The Nutrition course covers the following:
Relation of food to physical and mental
efficiency; facts about food needs, food val-
ues and the new principles of food prepar-
ation and service; food and health habits;
energy food; body building materials—mineral-
cules, vitamins; treating 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 clothing construction. It includes the use
and care of the sewing machine; selection of pat-
terns, adjusting of pattern to individual figure,
important stitches in hand sewing, fundamental
principles and techniques in the construc-
tion of garments. Selection of materials and
the study of cotton and rayon fabrics are included. This course is a foundation for
elementary and advanced courses.

CLOTHING II (Children's

This course consists of a study of special
problems in the selection and making of
children's garments. Selection of suitable pat-
terns and materials for all types of garments
will be discussed. Special attention will be
given to the making of worked and bound
buttonholes, plaids and sippers, making and
applying collars, patch and slot pockets.
Decorative stitches such as gathering, pleats and
applied lace are to be applied on cotton or silk
dresses.

CLOTHING III (Pattern Design and Month Commercial Pattern to Figure)

Pattern designing and adaptation of com-
mmercial 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 how to apply
them in the making of a simple pattern are
some of the essentials in this course. This course
includes help in the application of basic
artistic principles as a means of securing
shapely, well-fitting garments. The use of
pattern forms, muslin foundation pattern
and adjusted dress forms is taught. This is a
basic course for those interested in ad-
vanced dressmaking or remodeling.

CLOTHING IV (Morning Dresses

This is an elementary dressmaking course
for girls. Clothing in its equivalent. There
will be opportunity to choose the type of gar-
mament to be made. It may be dresses for
morning wear, garden dresses and active
sport dresses. Problems found in this type of
garment will be used as a basis for the les-
sions. Culinary explanations with a 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 material and patterns
will be stressed, with emphasis on color, tex-
ture and becoming design for each individual.
Such fabrics as silk, wool, rayon, nylon and
the new fabrics on the market will be studied.
GarmenLs to be made will be chosen from the
following: rayon dresses, wool dresses, two-
piece dresses, blouses and skirts, formal and
dinner dresses. Short cuts in construction pro-
cedures, identification of materials, inter-
pretation and application of pattern principles,
and coordination 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 tail-
oring principles which are given are: pattern
alteration to fit the figure, use of interfacing
and interfacing stitch for collars, reversion
and interfacing of collars and front facing; lining
problems: use of facing boards for shaping
garment to the figure, bound and patch
pockets; facing and interfacing for coats and
suits; types of pads most suitable; selection of
fabrics for coats, suit linings, interfacings,
and facings. Garments to be made are suits
and coats from new materials as well as
take over problems in suits and coats.

ADVANCED TAILORING

This course is for students who have com-
pleted Tailoring I. The problems to be
emphasized are: tailoring of garments with the
factors: bound and well pockets; covered
and worked buttonholes; study of sleeves and other
fitting problems. Suits and coats will be made.

FITTING PROBLEMS

This course is planned for the advanced
student who wishes special help in fitting.
Any and all fitting problems will be con-
cluded. Both student will be required to act-
ually fit other class members under the expert
guidance of the instructor. Various types of
garments may be constructed. The construc-
tion of the Adrian garment will be taught.
Close enrollment will be limited so that each one may have actual practice in
fitting.

CLOTHING DEMONSTRATIONS

This is a construction course but is
concerned with specific demonstrations on
processes such as pattern study: taking of
measurements: alteration of sleeve patterns;
fitting of collar, preparation of material for
sewing, types of seams; bound pockets; bound
buttonholes; pressing: putting in zipper; sew-
ing on buttons; setting in sleeves.

CLOTHING VII (Remodeling)

It is essential that members of the class
have had Clothing IV or its equivalent before
enrolling in the remodeling class. Instruction
will be given in the preparation of the gar-
mament for class work, combination of new and
old material and selection of garments for
remodeling. If possible Clothing III should be
taken before or parallel to this course since
the restyling of patterns is very helpful.
Almost any garment may be remodelled.

CLOTHING VIII (See Household
Sewing under Home
Improvement)

CLOTHING IX (Clothing
Workshop)

This is only for students who have com-
pleted Clothing VI satisfactorily. Because of
the nature of the course it is essential that all
class members have a thorough understanding
of both elementary and advanced
courses. Any type of garment may be made
in this class.

MILLINERY I Course fee $1.00

This is a course in Millinery for the begin-
MILLINERY II
Course fee $1.00
This is for the advanced student who has had Millinery I. Instruction will be given on the use of draping and dressing of fabrics to mannequins. All types of hats may be made.

NEEDLECRAFT
Both the beginner and the advanced student may enter this class, since all instruction is individual. One may choose the article or garments she wishes to make. This course includes knitting, crocheting, needlework and the making of quits. Articles suggested for knitting are nightgowns, sweaters, suits, scarfs, mittens, gloves and knitting sets; crocheting, clothes, afghans, table sets, bedspreads, tablecloths; various types of quits may be made. Blocking of articles completed is taught.

INTERIOR DECORATING
This course is planned for the adult in the Home Economics Department and will be taught in the Art Department. It will be offered the second semester. Various problems in decorating and furnishing will be considered. Furnishing the new home as well as redecorating and re-furnishing the present home will be presented. Some topics to be covered are: style of architecture as related to furniture; floor covering; furniture; color and textures in furnishings; period styles and modern styles of furniture; picture study; accessories in furnishings; window treatments.

HOME HUMANITIES AND HOME CARE OF THE SICK FAM.

HOME NURSING. (12 hour course)
The standard Red Cross course is given and the course is taught by a registered Red Cross Nurse. Use is made of demonstrations, lectures and discussion. Members of the class have practical experience in all activities.

MANAGEMENT OF FAMILY RESOURCES

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

MANAGEMENT IN HOME MAKING
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 through improvements of working conditions. New ideas in kitchen equipment which save time and energy are shown. Importance of time management in homes where both husbands and wives are working outside the home is included. This course is suggested also for brides or bride-to-be.

CONSUMER PROBLEMS

This course is planned for homemakers and all others who have any responsibility in the selection and purchase of consumer goods. Some of the main divisions of the course will be: how to use the food dollar to best advantage, the clothing dollar and how to spend it, the rental dollar and purchase 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 designed for the homemaker with the purpose of helping her to use her 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 each student in repair problems, so that it can be carried on at home in a safe and workmanlike manner.

HOME IMPROVEMENT

HOUSEHOLD SEWING
This includes the selection and construction of curtains, slipcovers, slip covers for furniture, tablecloths and napkins, chart for dressing table or any type of household sewing. Each student works on her own individual problems.

FOODS AND NUTRITION

FOODS I
Lab. fee $3.00 for nine weeks
This course is planned on the family meal basis and will include the fundamentals of cooking. Laboratory work is planned on food preservation, breakfasts and luncheons. It includes preparation of both for breakfast and dinner; fish and chicken; eggs and fish; vegetables; salads; cakes and pastry; puddings; guest dinners; meal planning and marketing; correct table service.

FOODS II
Lab. fee $5.00 for nine weeks
This course is taught around family dinners, guests dinners and cooking for two. It will include soups made from stock; meat roasts; poultry; game and fish; vegetables; salads; desserts; guests dinners; meat planning and marketing; correct table service.
SAFETY IN THE HOME

This course will include: safety measures in the home; use and care of electric equipment; arrangement and use of kitchen equipment; hazards in the home; safety measures in building a home; use and care of laundry equipment; arrangement of furniture and equipment; a safer home; demonstrations, use of films and special speakers will be featured.

CLOTHING AND TEXTILES

In this area, the student may choose from the Clothing courses planned for the juvenile and the adult. The choice will depend on the student's needs.

INCOME MANAGEMENT

This will be a practical course on use of income and salary. Some of the topics to be considered are: methods of handling income; use of records in money management; choosing an account system; what the family should know about credit; consumer credit sources; savings and investments; life insurance; the budget or plan for use of income. As an individual problem, each student will work out his own plan for use of salary or income.

HUMAN RELATIONSHIPS AND MARRIAGE

This is a semester course for the part-time student who attends school one day a week. This course centers around the girl and takes into consideration her background, interests, needs and her work outside of the home. High points in the course are: factors essential in a happy marriage; ability to get along with people; sources of conflict in the home; dating and standards; friendship and courtship; engagement; economic adjustments; marriage and the future.

HOME IMPROVEMENT

New and old problems of housing will be considered. Some of the specific topics are: selection of new or old homes; methods of financing home ownership; legal information for home owners; activity areas of the home; adequate storage space; selection of home equipment; building to eliminate accidents. Films, field trips and special speakers will be featured.

FURNISHINGS AND HOME DECORATION

The content of this course will depend on the extent of the interest of the group. It may be furnishing the small apartment, and new home and re-decorating and modernizing the old home. Some topics considered are: style of architecture as related to furniture, furniture arrangement; floor coverings; colors and textures in furnishing; period styles and modern styles of furniture; a budget plan for furnishing the home.

COURSES FOR THE VETERAN INTERESTED IN RESTAURANT AND HOTEL COOKERY

Full time classes are planned for those preparing to enter the industry. Through training will be given until the student reaches a satisfactory employment level. Field trips will be made to sources of supply to the leading food service establishments.

GENERAL PANTRY WORK

Lab. Fee $3.00 for nine week period

This course covers the preparation of salads, sandwiches, appetizers, cold meats, relishes and garnishes; the preservation and service of fresh and cooked fruits, dairy products, the preparation and handling of deserts and beverages.

COURSES FOR THE HALF TIME, FULL TIME AND PART TIME STUDENT

GROWTH AND DEVELOPMENT OF FAMILY MEMBERS

This course is planned for the beginning, half-time or full-time student and includes the following units:

1. Personal care and improvement—personal, social and financial values of a well-groomed appearance are stressed. Some problems considered are: eating properly; personal care.
2. Home Economics—types of foods to be prepared; preparation and service of salads, soups, main dishes, and desserts; financial and budget planning.
3. Social Life—social customs and events; children's activities; family recreation; community organizations; community activities; family economics; family recreation; family values.
4. Health Education—health habits, health resources, health problems.
5. Physical Education—sports, games, and exercise.
6. Personal Finance—personal finance, money management, buying and selling.
7. Personal Safety—safety in home and community.
8. Personal Social Life—social customs and events; children's activities; family recreation; community organizations; community activities; family economics; family recreation; family values.

GENERAL COOKING

Lab. Fee $3.00 for nine week period

This course will meet daily and cover fundamentals in the preparation of soups, salads, vegetables, meats, eggs, soups, cereals, breads and desserts; current market, menus, planning, food values.

SOCIAL LIVING (First Semester)

This course is planned for the beginning, half-time or full-time student and includes the following units:

1. Personal Care and Improvement—personal, social and financial values of a well-groomed appearance are stressed. Some problems considered are: eating properly; personal care.
2. Home Economics—types of foods to be prepared; preparation and service of salads, soups, main dishes, and desserts; financial and budget planning.
3. Social Life—social customs and events; children's activities; family recreation; community organizations; community activities; family economics; family recreation; family values.
4. Health Education—health habits, health resources, health problems.
5. Physical Education—sports, games, and exercise.
6. Personal Finance—personal finance, money management, buying and selling.
7. Personal Safety—safety in home and community.
8. Personal Social Life—social customs and events; children's activities; family recreation; community organizations; community activities; family economics; family recreation; family values.
PERSONALITY DEVELOPMENT

This is planned for the full-time and half-time student and is planned for the advanced student. Beginning with a self-inventory of personality traits, such as poise, self-confidence, sociability, tact, getting along with others, ability to carry on conversations, charm and manner. The student participates in discussions 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:

FOODS AND NUTRITION

FOODS I Five days a week

A two period laboratory class which meets daily and is planned for the full, half-time and beginning student. Food preparation is on the family basis. Planning of nutrition meals, food prices, management problems, principles of cooking, 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, the group dinner, conservation dishes, meat cooking, pastry, cake making, cooking and salad 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 entertaining such as teas, buffet suppers, and easy guest meals will be included. How to prepare a dinner with some and anticipating how to be a gracious hostess, and how to buy, and how to secure well-balanced meals are a part of the course.

FOODS IV Cooking for two

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

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.

HOSPITALITY AND TABLE ARRANGEMENT

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

FOODS V Meal planning and Preparation

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

Unit one—Canning. This includes hot water bath and pressure cooker canning. Also jelly making, jams and jellies are a part of the unit. The canning of vegetables is included in the pressure cooker lessons.

Unit two—Dinner in the Home. The planning and preparation of various types of lunches for the employed, as well as the planning of the lunch in various conditions makes up this unit.

Unit three—Lunch Box. The actual preparation of various types of lunches for the employed, as well as the packing of the lunch in various conditions makes up this unit.

Unit four—Hospitality. How to entertain. Includes the actual preparation of meals. Buffet meals and tea are included.

NUTRITION I (For the full-time and half-time student)

What is meant by the nutrition yard stick or the basic seven foods introduces the unit. Eating for body needs and for efficiency on the job or at home are stressed. Films are used whenever possible. Actual planning of balanced meals for all class members is included.

NUTRITION II (Part time student)

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

CLOTHING I

This course is planned for the full or half-time student who has had little or no training in clothing construction. Basic principles and fundamentals of sewing are stressed.

CLOTHING II

This course is for the full-time or half-time student who has completed Clothing I or its equivalent. Included in this course are the following: Study of linen and wool fabrics, planning of individual wardrobes, care and repair of clothing, making of patterns to the figure. Some of the more advanced construction processes, dressmaking as a creative art, importance of being well dressed.

CLOTHING III

This course is planned for the advanced student continuing half or full time, who has acquired some skill in fundamental clothing construction problems. Some of the problems to be studied are: consideration of wardrobe need; selection of fabrics related to personality; pattern design; study of new fabrics on the market; processes and equipment needed to construct a well made garment; how to style; assembling complete garment with suitable accessories.

CLOTHING IV Selection and Construction

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

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

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

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

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

CLOTHING V

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

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

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

Unit III—Cutting and Fitting. Special emphasis
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 included.

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 include: health and hygiene, personal fitness, relaxation, sleep, normal weight, mental health.

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.

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 values.

MANAGEMENT OF FAMILY RESOURCES

MANAGING YOUR HOME

(Order and Convenience in the Home)

This course is for the beginning half and full time student. Topics for discussion and study around which activities are planned are: management of time, energy, and shelter: efficiency in work habits, care of household furnishings and equipment.

PERSONALITY WARDROBE I

(For full time and half time students)

Personality development through choice of clothes and the effect of clothes on poise and a feeling of satisfaction, are emphasized. Some of the topics studied are: the psychology of color; importance of design and color in choosing attractive clothing; application of simple rules of color harmony to dress; choosing correct accessories, personality types and clothes to correspond.

NEEDLECRAFT

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

ACCOUNTING IV

TEXTS REQUIRED: Bookkeeping for Today, Advanced Course—Elwell

This is a one semester course in advanced accounting for the half and full time student. Emphasis will be placed on the use of the girl's own income; this will include wise spending and saving as well as the working out of an individual budget.

MANAGING YOUR HOME

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

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 girl 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.

Commercial Courses

ACCOUNTING

ACCOUNTING I

TEXTS REQUIRED: Bookkeeping for Today, Elementary Course—Elwell

This is a one semester course in bookkeeping for the starter student. Certificates are awarded to those completing the course.

ACCOUNTING II

TEXTS REQUIRED: Bookkeeping for Today, Elementary Course—Elwell; Bookkeeping for Today, Advanced Course—Elwell

This is a one semester course for the part-time student. Certificates are awarded to those completing the course.

ACCOUNTING III

TEXTS REQUIRED: Bookkeeping for Today, Advanced Course—Elwell

This is a one semester course planned for those who have completed all of the previous courses. Certificates are awarded to those completing the course.

BUSINESS ARITHMETIC

This course is primarily a review of the fundamentals of arithmetic, namely addition, subtraction, multiplication and division of whole numbers and fractions. Units on interest, trade and cash discounts, partial payments and checks are studied.

BUSINESS PRACTICE

This is a course in which the student may learn the fundamentals of business language, the duties involved in the management of a business.

The course includes a review of business
BUSINESS ORGANIZATION AND OFFICE METHODS FOR ACCOUNTANTS

A study of management and business methods and a course in office methods for accountants, which teaches correct office procedure, and includes the operation of the switchboard, typewriting, adding machines, the Dictaphone and Ediphone, and small calculating machines.

BurrOUGHS AND COMPETOMETER

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 teaches the 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 text book he is entirely familiar with the mechanical technique 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 all the fundamental operations and their application to all types of problems in business arithmetic. To receive a certificate, the following standards of speed must be attained: 70 correct columns an hour of live column addition, 7 correct multiplication, 7 accurate subtraction, and 7 accurate division problems per minute. 23 correct division problems per minute. The course leading to the certificate requires about 300 hours to complete.

MONROE AND MARCHANT

This course covers addition and the various methods of multiplying, subtracting, and dividing. Followed by their application to problems in business arithmetic. Upon the completion of the course, a student should have a thorough training in the fundamental processes as they apply to business and sufficient knowledge for the operation of the machine in any business office.

The course consists of thirty cassettes.

REMINGTON RAND

Instruction is given on the new Automatic Printing Calculator. This machine prints on it and divides automatically, as it multiplies electronically, on its odd and subtracts. All factors for each calculation are recorded with totals automatically delivered and printed. It has the ability to perform any calculation.

COMMERCIAL ENGLISH AND LAW

COMMERCIAL ENGLISH I

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

COMMERCIAL LAW I AND II

The course covers a study of contracts, negotiable instruments, market transactions, and business organizations. It is conducted as a combination of lecture, text material, cases and discussion problems.
BURROUGHS TYPEWRITER BOOKKEEPING MACHINE CLASS 76

Prerequisites: Ability to operate a typewriter. Knowledge of bookkeeping is a great value. The student first learns the parts of the machine by heart, the function of each part, the general principles of operation, and the various methods of posting debits and credits to accounts receivable accounts, and proving the operation. After the student has mastered these operations, he learns the use of the machine. A Burroughs machine requires the use of 25 keys to perform the various operations. Approximately 50 hours are required to complete the course.

THE BURROUGHS DESK MODEL ADDING-SUBTRACTING BOOKKEEPING MACHINE

Prerequisites: Knowledge of bookkeeping is great value. The first part of the course covers the adding machines or listing machines.

BURROUGHS ADDING MACHINE

This machine has no subtraction but only addition and simple multiplication can be taught.

OFFICE TRAINING

OFFICE METHODS AND PRACTICE FOR STENOGRAPHERS

A complete course in efficient office procedure and practice, including the operation of the switchboard, cut duplicating machines, the Dictaphone and Typewriter, and the smaller office machines.

SECRETARIAL LABORATORY

Work as secretary to the supervisor and as assistant to the office secretary, including experience as receptionist, shorthand clerk, and personal exchange telephone operator.

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.

STENOGRAPHY II (Beginning Dictation)

This course is for beginners in shorthand and typewriting. About one year is required to complete the course.

STENOGRAPHY III (Intermediate Dictation)

This course is for beginners in shorthand and typewriting. About one year is required to complete the course.

STENOGRAPHY IV (Texts required: Speed drills in Gregg Shorthand—Zondek)

This course is for beginners in shorthand and typewriting. About one year is required to complete the course.

STENOGRAPHY V

This course is for beginners in shorthand and typewriting. About one year is required to complete the course.

TYPEWRITING I

First Semester

Aims: To develop the highest skill in the most economical manner.

1. Operation of typewriters
2. Mechanics of typewriters
3. Care of typewriters
4. Proof reading
5. Correcting pages
6. Correct typing
7. Correct punctuation
8. Correct spelling
9. Correct grammar
10. Correct sentence structure

Second Semester

Aims: To develop the highest skill in the most economical manner.

1. Correct typing
2. Correct punctuation
3. Correct spelling
4. Correct grammar
5. Correct sentence structure
6. Correct proof reading
7. Correct correcting pages
8. Correct care of typewriters
9. Correct mechanics of typewriters
10. Correct operation of typewriters

TYPEWRITING II

Second Semester

Aims: To develop the highest skill in the most economical manner.

1. Correct typing
2. Correct punctuation
3. Correct spelling
4. Correct grammar
5. Correct sentence structure
6. Correct proof reading
7. Correct correcting pages
8. Correct care of typewriters
9. Correct mechanics of typewriters
10. Correct operation of typewriters

TYPEWRITING II

Second Semester

Aims: To develop the highest skill in the most economical manner.

1. Correct typing
2. Correct punctuation
3. Correct spelling
4. Correct grammar
5. Correct sentence structure
6. Correct proof reading
7. Correct correcting pages
8. Correct care of typewriters
9. Correct mechanics of typewriters
10. Correct operation of typewriters
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 presented are designed to meet individual needs are developed around the following subjects: lettering, building conventions and symbols, detailed building construction, elevations, estimates, and structural drafting. Students who have had experience in this area may substitute other subjects in place of those listed above.

AUTO MECHANICS

Beginning students are given a course in automotive fundamentals and repair, followed by training using modern equipment in the following specialized fields: brake, front wheel alignment and wheel balancing, engine tune-up including carburetor and electrical repair, body repair, lubrication, engine overhauling and chassis repair.

BLUEPRINT READING

This course is designed to meet the needs of the shop man who is more concerned with the content of a blueprint than he is with the technique of making one. Study is made of views and their relationship to each other, kind of drawings, dimensions, tolerances, allowances, kind of the screw threads, angular measurements and tables and charts given in the machinery handbook as applied in blueprints. Veterans experiences in blueprint work is not necessary.

ELECTRICITY

The first semester in elementary electricity deals with the application of theories and laws involved in the functions of electrical apparatus and equipment by means of units in circuits, paralleling of equipment, and series circuits. An introduction is given to the mathematics required in the general field of electricity, in order to provide a better understanding of the various laws. The advanced semester deals with electrical machinery, motors and generators of both direct and alternating types, loads, efficiencies, costs, maintenance, and operation. In this work the student develops ability to apply principles involving conductivity, capacitance, and heat to electrical appliances.

MACHINE DRAFTING

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

MACHINE SHOP

The Machine shop beginning course aims to give the student the ability to use and care for hand tools and to understand the operation of machine tools. The advanced semester provides practical training on such machines as the lathe, drill press, milling machine, shaper, grinder. A vocabulary of shop terms, types, and treatment of metals and their alloys, safety practices, and the use of reference material and handbooks further the training of the student towards entry into the trade.

MILLWORK

A two-semester course in millwork is available to those students who have completed the course in bench woodwork. During the first semester the student can prepare himself to operate and care for woodwork machinery. Experience in the use of hand tools, circular and band saws, bandsawing, circular saw, and jointer knife fitting, mill andock, and related practice is provided during the second semester.

PRINTING

The first semester of printing consists of elementary composition and proof reading. During the second semester, the student is given advanced composition, makeup, and lockup as well as elementary presswork. Presswork, page makeup, and make-ready are given the third semester along with simple bindery processes. The fourth semester consists of general work with the student taking jobs through to completion. Linotype composition and maintenance are given to those who have successfully completed the above courses. Newspaper makeup, head ruling, and design and color are also offered.

RADIO

Radio consists of two units of instruction, the first being basic radio theory covering series, parallel circuits, current resistance and voltage connections, resistor and capacitor charts, evaluation of capacities and tube theories; schematic diagram reading, testing of circuits and the necessary mathematics. The second unit of work covers tube testing, troubleshooting, circuits, signal tracing, frequency oscillators, circuit measurements, alignment, and operation.

REFRIGERATION

Theory of refrigeration, machines, and systems along with the basic science of mathematics necessary to service and maintain refrigeration units. This course includes actual practice.

SHEET METAL

A course of study reviewing the essential operations and processes used in sheet metal trade. This work includes the making of practical and useful articles and projects in galvanized steel, brass, copper, iron, and blue annealed iron. Rectangular and parallel line development, triangulation and short line layout are applied to furnaces, air conditioning, roofing, and constructive work.

APPRENTICESHIP

Courses for young workers who have entered skilled trades as apprentices are offered in many types of work. These courses have been developed to fill 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 automotive mechanics, baking, barbering, bricklaying, carpentry, drafting, electricity, laundry, 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.

OXY-ACETYLENE WELDING

This course covers the fundamentals of welding and cutting and includes the welding of all kinds of metals in common use today. Pipe welding and testing of weld specimens are included in the course.

ELECTRIC ARC WELDING

This course offers the essential operations and processes involved in both AC and DC welding, with practice work in the various types of joints and positions of welding. Actual repair jobs are done to test the welder's skill. Oxy-ethylene welding is a prerequisite to this course.

WOODWORK

After a pre-requsite course in bench woodwork the following advanced units may be taken: cabinet making, carpentry, pattern making, wood finishing, and wood turning. This course in bench woodwork qualifies for the following operations: use and care of wood working tools, selection and layout of stock, construction of common joint, bench work, gluing, and project making.

Baking

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

BARBER SCIENCE

Work that is supplementary to the daily occupation as well as new skills in manipulative processes required in scalp and facial treatment, care of equipment and treatment of skin desease. Units are covered in anatomy, formulas, sanitation, symbolism and trade ethics.

BRICKLAYING

Blueprint reading, fireplace and arch details, estimating quantities, preparing mortar and manipulative skills in applying mortar and laying brick on all types of construction.
CARPENTRY
This course for apprentices is designed to supplement actual daily work on the job with the necessary theory in mathematics, blueprint reading, pattern 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, sanitations, trade ethics and salesmanship.

DRAFTING
This course is designed to supplement the on-the-job work with the related theory such as mathematics, strength of materials, physics, mechanics and design.

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 the theory of mathematics, oral English, commercial law, shop sketching, mechanics, strength of material, metallurgy, and design as described under technical courses.

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

PATTERN MAKING
Blueprint reading, layout, mathematics and metallurgy are taught to this group.

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

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.

REFRIGERATION
This course is arranged to supplement practice on the job with the theory of refrigeration, machines and systems, along with the basic science and mathematics necessary.

SHEET METAL
Work in the development of skills in the use of hand and machine tools and metals, and pattern drafting. Safe practice, 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 Refractory 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.

TOOL AND DIE
Blueprint reading, metallurgy, physics, mathematics, the use of precision instruments and layout work are the main subjects covered in this course.

CHEMISTRY Laboratory Fee $3.00 per year. Text required
This course parallels the chemistry course usually given in the typical high school, as well as giving trade applications.

CHEMISTRY OF NURSING (Adults)
This course is given to students who are contemplating the study of nursing or who are planning to become laboratory technicians in a doctor's office or a dentist's office. The work includes some physiological chemistry and some bacteriology in analysis.

INDUSTRIAL PHYSICS
The contents of this course parallels high school physics except that the emphasis is on industrial and trade applications.

MATHEMATICS
All mathematics courses in our school are taught on an individual lesson basis. The content of the course which ranges from simple arithmetic through college algebra, includes arithmetic, high school algebra, plane geometry, solid geometry, trigonometry, and college algebra. For third year, 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 Microscopic, (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.

SAFETY COURSE (Industrial Safety for Foreman)
A course designed to cover the following phases of safety; the industrial safety problem, reports and statistics, industrial accidents 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).
Madison
Vocational and Adult Education
School

EVENING SCHOOL
BULLETIN ... 1946-1947

211 North Carroll Street Madison 3, Wis.
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 select subjects which meet their personal needs.

ENROLL AT THE VOCATIONAL SCHOOL

211 North Carroll Street on

September 9, 10, 11, 12, 13, 16, 17, 18, 19, 20

From 7:00 p.m. to 8:30 p.m.

Registrations are accepted in classes that are not filled throughout the school term.

Instruction begins Monday evening, September 23. It is advisable to enroll in advance of the starting date of classes because limited equipment and room facilities make it impossible to organize some additional classes.
FEES

The registration fee is one dollar. One registration fee will be sufficient for the entire school year, allowing you to take as many courses as your schedule arrangements will allow.

In some classes laboratory fees will be charged to cover the cost of laboratory expense, incidentals, breakage, and supplies. Laboratory fees are in addition to the registration fee. Registration and laboratory 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 tuition fee of $5, plus regular lab fees.

REFUNDS

Registration Fee — No refunds.

(Note: In cases where classes do not materialize because of insufficient enrollment, the registration fee will be returned.)

Laboratory Fee

In other courses where a person withdraws from school before completion of the course, a refund will be made which in no case shall exceed 50% of the original fee. No refunds of less than fifty cents will be made.

Laboratory fees may be transferred from one course to another.

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 courses 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. Re-entry can be made at the Main Office without charge.

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.

After evening school classes have started, citizens who wish to visit classes may do so by calling at the Main Office for a visitor's card.

SCHOOL CALENDAR 1946-1947

Advanced Registration:

Monday, September 9, through Friday, September 13.
Monday, September 16, through Friday, September 20.
Registration from 7:00-8:30 p.m.

Evening School classes begin:

September 23, 1946.

Thursday and Friday, November 7 and 8 — School closes for the Wisconsin Education Association Meeting.

Thursday and Friday, November 28 and 29 — School closes for Thanksgiving vacation.

Friday, December 13 — Evening School closes for Christmas vacation.

Monday, January 6 — School reopens.

Friday, March 28 — Evening School closes.
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.

Elementary Grammar. Individual attention in correct use of parts of speech: punctuation, capitalization, spelling, sentence structure.

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

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

ENGLISH V—Thursday. 7:00-9:00.

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

PUBLIC SPEAKING FOR EVERYONE—Tuesday and Thursday. 7:00-9:00.

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

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

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.

CURRENT LITERATURE—Wednesday. 7:00-9:00.

A reading course in the current books of the season.

HIGH SCHOOL CREDIT COURSES

Full schedule of high-school credit courses in mathematics, English, science. Adults only.

Parent Study Group Courses

RADIO LISTENING—Wednesday. 7:00-9:00.

This course is designed for parents and laymen who are interested in radio programs for their children and themselves.

KNOW YOUR SCHOOLS—Tuesday. 7:00-9:00.

This course is designed for the parent and layman interested in our public schools. It interprets school policies and procedures.

Art Courses

DRAWING—Tuesday and Thursday. 7:00-9:00 Lab. Fee $2.50.

Basic training in structural relationship of form. Mass, line, and values from still-life; foreshortening and anatomy of the head and figure from models. Emphasis on individual interpretation. Mediums: pencil, charcoal, conté crayon and wash.

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.

DESIGN CONSULTANT—

Since creative work is stressed in relation to design for the various crafts—cut metal, modeling, wood carving, hooked rugs, weaving, block-printing, stenciling and leather tooling, an able advisor will be available two evenings each week to assist the student in making his design for the particular problem at hand.

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

Practical training in various phases of lettering adaptable to commercial uses. Includes fundamental alphabets. Mediums: pencil and pen and ink. Lettering for advertising reproduction stressing modern methods. Brush lettering and show card layout. Color theory.

CRAFT COURSE—Monday Wednesday. 7:00-9:00.

Lab. Fee $2.00.

Planned for the adult, homemaker, youth leader and hobbyist. Instruction given in block-printing, leather
work, stenciling, plastics, chair canning, book-binding, chip carving, braid work, cork craft, rosemaling. Any one of these crafts may be selected by the student.

**PHOTOGRAPHY**—Tuesday and Thursday. 7:00-9:00. Lab. Fee $4.00.

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

**MODELING**—Monday and Wednesday. 7:00-9:00. Lab. Fee $2.00.

Creation design in three dimensions. Symbolic design, stylized animals, heads and figures. Making of slip moulds, objects fired and glazed or cast in plaster.

**ART METAL**—Tuesday. 7:00-9:00. Lab. Fee $3.00.

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

**PAINTING AND COMPOSITION**—Monday and Wednesday. 7:00-9:00. Lab. Fee $1.00.

Basic training in the study of form, arrangement, color, textures from still-life, life and outdoor sketches. Emphasis is given on technique, new subject matter, dynamic color, creativity and individual form of expression.

Materials used will be colored pencil, crayon, pastel, water color and oil paints. 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 moulds, surface enrichment and glazes. Use of the potter's wheel. Placing and firing the kiln.

**COSTUME JEWELRY**—Thursday. 7:00-9:00. Lab. Fee $3.00.

Flat work in copper, brass and silver in various processes: namely, wire, chasing, repoussé, and stone-setting. 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, or youth leader. An elementary course which includes the various processes of warping, threading and weaving in plain and pattern weaves; summer and winter; bronze weaves. Materials to be purchased by the student.

**HOOKED AND BRAIDED RUGS**—Monday and Wednesday. 7:00-9:00. Lab. Fee $1.00.

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

**WOOD CARVING**—Monday and Wednesday. 7:00-9:00. Lab. Fee $3.00.

Construction of patterns, preparation of wood, techniques of carving and finishes.

**COSTUME DESIGN**—Monday and Wednesday. 7:00-9:00. Lab. Fee $1.00.

Historical and modern trends problems regarding line, color, texture, figure types.

**FASHION ILLUSTRATION**—Monday and Wednesday. 7:00-9:00. Lab. Fee $1.00.

Pre-requisite - drawing. Study of the fashion figure for the purpose of commercial illustration. Line, wash techniques, commercial reproduction processes. Model.

**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 discussion supplemented by illustration 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.

**ADVANCED INTERIOR DECORATION**—Monday. 7:00-9:00. Lab. Fee $1.00.

For those who have had Interior Decoration I Lab. work will include drawing and analysis of house plans and individual problems; planning your own home and furnishing it on a budget; using actual fabrics and available equipment. Color selection and combinations; selection and examples of furniture, textiles, rugs, lighting, pictures, etc. A notebook will be required.

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### 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 work and business men who wish to become familiar with the principles of bookkeeping in order that they may learn to keep their own books and interpret financial statements.

Thorough training is given in the fundamental principles of double entry bookkeeping; debits and credits, journalizing, posting, trial balance statements, direct and journal closings, and special journals.

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

This course is for those students who have completed the Accounting I course or its equivalent.

The course gives thorough training in the study of partnership problems, control accounts, accruals, and working sheets.

**ACCOUNTING III**—Tuesday and Thursday. 7:00-9:00

This is a course for those who have completed Accounting I and II or the equivalent.

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

**ACCOUNTING IV**—Tuesday and Thursday. 7:00-9:00

Only those who have completed Accounting III or the equivalent should register for this course.

In this course corporation accounts...
including 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.

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

Only those who have completed General Accounting IV 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 course is primarily a review of the fundamentals of arithmetic; namely, addition, subtraction, multiplication and division of whole numbers and fractions. Units on interest, trade and cash discounts, partial payments, payrolls, percentages, profit and loss, and bank discounts are covered. Speed drills are given on the fundamentals listed above.

REMINGTON RAND — Monday and Wednesday. 7:00-8:00; 8:00-9:00. Tuesday and Thursday. 7:00-8:00; 8:00-9:00. Friday. 7:00-9:00. Lab. Fee $1.00.

This covers addition and the various methods of multiplying, subtracting, and dividing, followed by their applications to problems in Business Arithmetic. Upon the completion of the course, 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.

BURROUGHS AND COMPTOMETER — (Key Driven) Monday and Wednesday. 7:00-8:00; 8:00-9:00. Tuesday and Thursday. 7:00-8:00; 8:00-9:00. Friday. 7:00-9:00. Lab. Fee $1.00.

For beginners, the course includes the fundamental operations of two and three column cross addition, split addition, multiplication from right and left of keyboard and over the permanent decimal point, subtraction, and division.

For advanced students, the course includes four and five column cross addition and the application of the fundamental operations to practical business problems such as discounts, percentages, commissions, payrolls, pro-rating, mark-up, mark-down, and interest.

COMMERCIAL ARITHMETIC II — Monday and Wednesday. 7:00-8:00; 8:00-9:00. Tuesday and Thursday. 7:00-8:00; 8:00-9:00. Friday. 7:00-9:00. Lab. Fee $1.00.

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, pronunciation, vocabulary building, sentence structure and pronunciation.

COMMERCIAL ENGLISH I — (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.

COMMERCIAL LAW — Monday. 7:00-9:00.

This course covers a study of contracts, negotiable instruments, market transactions and business organization.

DICTAPHONE AND EDIPHONE Monday or Wednesday. 7:00-9:00. Lab. Fee $2.00.

The course consists of practice in transcribing from records on both machines. The work includes the operation and care of the machine. Prerequisites: a typing speed of 45 words per minute and adequate training in Commercial English.

FILING — Monday. 7:00-9:00. Lab. Fee $2.00.

Instruction is offered in the new Automatic Printing Calculator. This machine prints as it divides automatically, as it multiplies electrically, as it adds and subtracts. All factors for each calculation are recorded with total automatically delivered and printed. It has the speed of ten key keyboard, and the combined features of a calculator and the printing adding machine tape.

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.

STENOGRAPHY I — Tuesday and Thursday. 7:00-9:00. Lab. Fee $1.00.

Beginning shorthand and typing. This is a course for beginners in shorthand and typewriting. Two years are required to complete it. At the end of the first year the students should be able to take shorthand but will not be able to take business dictation rapidly.

The class period is divided into one hour of typewriting and one hour of shorthand. Homework and regular attendance are necessary.

STENOGRAPHY II — Tuesday and Thursday. 7:00-9:00. Lab. Fee $1.00.

This course is a continuation of Stenography I. The completion of the manual and dictation practice. The class period is divided into one hour of shorthand and one hour of typewriting.

STENOGRAPHY III — Tuesday and Thursday. 7:00-8:30. Lab. Fee $1.00.

This course consists of a rapid review of shorthand principles and beginning dictation work. Dictation is given at the rate of 60 to 80 words per minute. Transcription at the typewriter is required.
STENOGRAPHY IV -- (Intermediate Dictation) Tuesday and Thursday, 7:00-9:00. Lab. Fee $.10.

This is a course for stenographers who are working for a shorthand speed of 80 to 100 words per minute. Transcription at the typewriter is required. Students selecting this course should have a good understanding of Gregg Shorthand. Special emphasis is given to the writing of advanced phrases and to the building of a shorthand vocabulary of business terms.

STENOGRAPHY V -- (Advanced Dictation) Tuesday and Thursday, 7:00-8:30. Lab. Fee $.10.

This course is intended for stenographers who have attained a shorthand speed of 100 to 120 words per minute. Transcription at the typewriter is required. This course offers advanced phrasing, vocabulary building, and technical material for dictation and transcription.

STENOGRAPHY I -- (Beginning) Monday and Wednesday, 7:00-9:00. Text: To be announced.

This course is a study of stenography only and is designed for skilled typists. This course includes the following: reading in stenography, theory, machine work and finger drills. Students must buy their own machines.

TYPEWRITING I -- Monday and Wednesday, 7:00-8:00 or 8:00-9:00, Tuesday and Thursday, 7:00-8:00. Lab. Fee $.10.

This course is a continuation of Typewriting I. It includes the following: technique check-up, perfect placement of material, use of carbon paper, cutting stencils, tabulation, practice and operation of the microgograph. In addition exercises for speed building and practice in writing numbers.

COURT REPORTING -- (Evening to be decided later) Lab. Fee $5.00

Ability to take dictation at 120 words per minute and transcribe at the rate of 40 words per minute.

SALES COURSES--DISTRIBUTIVE EDUCATION

ROUTE MAN'S SELLING COURSE -- Tuesday, 7:00-9:00

This course is prepared to assist people in the problem of selling directly to the consumer.

RETAILING -- Tuesday, 7:00-9:00

This course is designed for persons who intend to enter or who have recently entered the field of store selling.

PERSONNEL -- Tuesday, 7:00-9:00

This course is designed for persons working in personnel offices and includes the study of the various tests used in personnel offices, their administration and interpretation.

BANKING -- Tuesday, 7:00-9:00.

Economics of Banking
Fundamentals of Banking
Negotiable Instruments
Commercial Law
Accounting I

The above courses are designed for persons engaged in the banking business, those who may be interested in banking procedure. Students completing these courses are entitled to a certificate from the American Institute of Banking.

INSURANCE -- Tuesday, 7:00-9:00.

This course is designed for insurance underwriters. Those underwriters who complete this course are entitled to a Certified Life Underwriters certificate.

Home Economics Courses

DEVELOPMENT OF FAMILY MEMBERS

YOUR PERSONALITY -- Thursday, 7:00-9:00.

Many phases of personality studied; to learn how to develop naturalness of manner and relaxation. Importance of personality in career.

MANAGEMENT

INCOME MANAGEMENT -- Wednesday, 7:00-9:00

Brides and young married people, as well as all those interested in keeping a record of money spent and planning expenditures, will enjoy this course. Some of the topics considered are: management of a family, family life and its purposes; family security; mental hygiene; significance of atomic age on home life; tomorrow's family; cooperation and understanding in the home; recreation for youth both in the home and in the community; social influences such as newspapers, radio, movies, schools; the family in reconversion; personality problems. This course is planned for both fathers and mothers.

CHILD DEVELOPMENT -- Tuesday, 7:30-9:00.

This is a lecture and discussion course for parents. The content of the course is built around the pre-school child and the pre-adolescent. It is planned to give an understanding of the physical, psychological, and sociological needs and development of the child; healthy children for a new world; affection rediscovered.
SUCCESSFUL HOME LIFE
Wednesday. 7:00-9:00

A course for newlyweds and young people who plan to be married. Home ownership, joint banking accounts, budgeting income, family relationships, psychological problems of married life, spiritual aspects of marriage and adjustments in the family life are topics to be discussed.

HOSPITALITY AND TABLE DECORATION—Wednesday. 7:00-9:00. Course Fee $2.00.

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 teas and buffet meals; flower arrangement; selection of china, linen, silver and crystal.

FOODS AND NUTRITION

FOODS I—(Simple Meal Planning and Preparation) Tuesday and Thursday. 7:00-8:00. Lab. Fee $4.00.

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: typical menu patterns for breakfast, lunch and dinner; planning and preparing simple meals. This course is of special interest to brides.

FOODS II—(Baking, Meat Cookery, Vegetables) Monday and Wednesday. 7:00-8:00. Lab. Fee $4.00.

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 meats, preparation, serving and carving are taught. Vegetable cookery, including the unusual as well as more commonly used vegetables is given.

FOODS III—(Food Preservation) Thursday. Casserole Dishes, sev. 7:00-9.

Lab. Fee $2.00.

This course includes food preservation if the majority of the class want it. Preparation of various types of salads, desserts and casserole dishes are stressed. Principles of cookery and nutritional value are emphasized. This course is suggested for the homemaker and the person interested in catering, construction paper, cutting stencils, tabulation practice and operation of the mimeograph. In addition exercises for speed building and practice in writing numbers.

COURT REPORTING—(Evening to be decided later) Lab. Fee $3.00.

Ability to take dictation at 120 words per minute and transcribe at the rate of 40 words per minute.

FOODS V—(Foods for Special Occasions) Tuesday. 7:00-9:00. Lab. Fee $4.00.

This course is planned for those who have had home experience in food preparation and who are interested in learning more about entertaining and who want new and unusual dishes for special occasions. The highlights of the course are: supper; holiday dinners; umbrella theater snack; hot guest dinners.

hats may be made. Work with felt is given.

BLUE PRINT READING AND DRAFTING—(For Machine Trades) Tuesday and Thursday. 7:00-8:00. Lab. Fee $1.00.

The blueprint reading course is developed with the idea of combining the knowledge of blueprint reading with an understanding of the processes involved in the manufacture of the item being studied.

In drafting we use a series of graded work books which thoroughly cover each phase of the subject from elementary projection work through machine design.

HOME NURSING—(Long Course) Monday. 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 practical on taking temperatures, bathing the patient, making bed with patient in it and practice in other sick room procedures.

SAFETY IN THE HOME—Monday. (6 Weeks) 7:00-9:00.

This is a course on safety measures in the home. Lectures, demonstrations by specialists, films and slides will be used in conducting the class. Use and care of electrical equipment in the home will be demonstrated.

MANAGEMENT OF FAMILY RESOURCES

INCOME MANAGEMENT—
Wednesday. 7:00-9:00.

Brides and young married people, as well as all those interested in keeping a record of money spent and planning expenditures, will enjoy this course. Some of the topics considered are: management of family funds; how to handle income; use of records as an aid in family finances; choosing system of keeping accounts; credit; savings and investments; life insurance; the budget or plan for use of income.

CONSUMER PROBLEMS—
Thursday. 7:00-9:00.

This course is keyed to the present time and the content of the course keeps pace with the ever changing conditions. Its purpose is to help families and individuals become intelligent discriminating buyers. Some of the topics considered are: protection of the consumer in the market; standardization of terms, labeling.

HOME CRAFTS (Knitting)

KNITTING I—Wednesday. 7:00-9:00.

This is for the beginners or those who have had little experience in knitting. This will include fundamentals of knitting. Typical of what might be knitted are: scarfs, togs, sweaters, mittens, 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 — Thursday.
7:00-9:00

This is for the advanced student.

Music

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

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

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

APPRECIATION OF MUSIC—
Thursday. 7:30.
A popular presentation of important composers of all nations with illustrations of their work through piano, violin, cello, voice, and records.

Trade and Industry Courses

AUTO MECHANICS—Tuesday and Thursday. 7:00-9:00
Lab. Fee $3.00.

This is a trade extension class for garage mechanics and filling station service men. The contents of this course will be arranged according to the students’ job requirements. Units of work on brakes, engine, tune-up, engine overhaul, carburation, body work, chassis repair, etc. may be given.

BAKING—Monday. 7:00-9:00
Lab. Fee $2.00.

Baking science and related information for journeymen bakers. Short units on cake decorating will be offered.

BLUE PRINT READING AND DRAFTING—(For Machine Trades) Tuesday and Thursday. 7:00-9:00. Lab. Fee $3.00.

This blueprint reading course is designed to enable the student to read and understand blueprints of modern buildings. This course is planned for anyone who has become interested in learning more about the art of drafting and being a successful draftsman. It will include: Drafting of structures, ventilation, heating and cooling systems, the making of structural prints while the draftsman is engaged in actual drafting work through machine design.

Individual instruction methods are used in presenting the above courses.

NUTRITION

Lab Fee $2.00.

This course includes food preservation, the majority of the class work in preparation of various types of soups, salads, and casseroles. The course is arranged in the same manner as is generally employed by professional chefs.

PIANO — Wednesday. 7:00-9:00
Lab. Fee $2.00.

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

MOZART CLUB — (Male Voices) Wednesday. 8:00
Sings cantatas and part-songs with and without accompaniment.

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

It will include planning, styling and cutting of garment to measure.

This course is planned for anyone who is interested in learning more about the art of styling and being a successful dressmaker. It will include: Tailoring and alteration of all types of clothing. Pattern cutting and sewing, selection of fabrics and notions, and the organizational part of the business of a dressmaker.

CABINETMAKING I—Tuesday and Thursday. 7:00-9:00. Lab. Fee $3.00.

This course consists of a series of units such as framing, finishing, cutting, stair work, trimming and radial saw work. Offered to trade extension students only.

CHEMISTRY—Tuesday and Thursday. 7:00-9:00. Lab. Fee $3.00.

This course is offered to assist those whose work necessitates a knowledge of chemistry. The subject matter is chosen to meet the needs of the enrollees. The fields in which this course applies are: water analysis, laboratory techniques, nursing, combustion of fuel, cosmetics, gas welding, etc. Also preparatory chemistry for those entering college or in preparation for taking state board exams.

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

This course is for the student who has had experience in the operation of woodworking machines or who need it for trade extension purposes.

CARPENTRY—Thursday. 7:00-9:00. Lab. Fee $3.00.

This course consists of a series of units such as framing, framing, cutting, stair work, trimming and radial saw work. Offered to trade extension students only.
INSPECTION — Tuesday and Thursday, 7:00-9:00
Lab. Fee $1.00
Blue print reading, basic reading of micrometer, vernier, scales and other precision instruments.

PRINTING — Tuesday and Thursday, 7:00-9:00.
Lab. Fee $2.00.
This class is for trade extension students arranged to meet the individual student needs in the fields of hand composition, linotype, lockup, and hand automatic and cylinder presswork.

RADIO COMMUNICATION — Tuesday and Thursday, 7:00-9:00
1st. Semester — BASIC RADIO THEORY.
Series, parallel circuits, current, resistance and voltage connections, resistor and capacity charts, evaluation of capacities, tube theories, schematic diagram readings, testing of circuits and necessary mathematics.
2nd. Semester — RADIO REPAIR.
1st Semesters work is a prerequisite.
Tube testing, tracing circuits, signal tracings, frequency oscillators, circuit measurements, alignment of signals, output measurement.

RADIO COMMUNICATION — Friday, 7:00-9:00 Lab. Fee $1.00.
A course designed to give sufficient training for passing Federal Radio examination. Part of every session devoted to code practice.

GENERAL SHEET METAL — Tuesday and Thursday, 7:00-9:00. Lab. Fee $3.00.
A trade extension course in the use of the essential hand tools and machines used in sheet metal work. Pattern lay-out work including parallel line, radial and triangulation developments will be included.

SHEET METAL DRAFTING — Monday, 7:00-9:00.
Lab. Fee $1.00.
Pattern drafting for sheet metal workers covering all phases of lay-out work, such as parallel line, radial and triangulation developments, and approximate and short cut methods.

STEAMFITTING — Friday, 7:00-9:00 Lab. Fee $1.00.
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.

MACHINE SHOP I — Tuesday and Thursday, 7:00-9:00
Lab. Fee $3.00.
This unit covers the use of hand tools, measuring instruments such as rules, center gauges, height gauges, ring and thread gauges, micrometers, etc. also elementary machine tool operation of the engine lathe, milling machine, shaper, grinders and drill press.

MACHINE SHOP II — Monday and Wednesday, 7:00-9:00.
Lab. Fee $3.00.
This course is for students who have had experience in handling hand and machine tools. It will cover advanced machine operations on lathe, milling machines, shapers, drill press, and surface cylinder grinders.

MATHEMATICS — Tuesday and Thursday, 7:00-9:00
Lab. Fee $2.00.
Individual instruction in algebra, geometry, trigonometry, calculus, and shop problems.

SLIDE RULE — Lab. Fee $1.00
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 implicated in business, and trade problems by using the slide rule. Each student must provide himself with a slide rule.

WELDING — Tuesday and Thursday, 7:00-9:00 Lab. Fee $10.00.
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 operation 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.

FOREMAN TRAINING — Thursday, 7:00-9:00.
A course designed for foremen and leadmen in industry. This course covers: the foreman's responsibility to the company, 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.

HOME BUILDING INSTITUTE — Wednesday 7:30-9:00.
This course is planned to include problems that inexperienced prospective home builders would be confronted with if they were to start a home of their own. It would also be of value to people who are planning to buy or remodel a home.

The topics covered during the course will be discussed on a panel basis by journeymen and contractors selected from the various fields which are to be covered. The following topics will be covered:
1. Financing a home.
2. Designing a home.
4. Electrical wiring and appliances.
5. Plumbing and decorating.
6. Heating plants.
7. Painting and decorating.

OIL BURNERS SERVICE— Wednesday 7:00-9:00 Fee $1.00.
A course designed for men who service oil burners; rotary, gum and pot type burners, their operation, adjustment and repair.

REFRIGERATION — Fee $1.00 Tuesday, 7:00-9:00.
This course is intended for operators and service men. It includes the underlying principles of refrigeration: the various types of refrigeration systems; information about refrigerants; temperatures and pressures.

MANAGEMENT AND SAFETY COURSES
PRODUCTION MANAGEMENT —
Wednesday. 7:00-9:00.

A course designed for all levels of management from top executives to the 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, rotation of capital, effective deputization, policy as a working tool, clear thinking, man to man relations.

FOREMAN SAFETY TRAINING — Wednesday
7:00-9:00

This course is designed to assist foreman in instructing his workers in the principle 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 (personal and engineering).

NOTE: 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

Day School
Bulletin

1946 . 1947

211 North Carroll St.  Madison 3, Wisconsin
Board of Vocational and Adult Education

S. GWYN SCANLAN, President
PHILIP H. FALK, Secretary
JOSEPH H. BROWN
FRED M. MASON
EMIL J. FRAUTSCHI

ALEXANDER R. GRAHAM, Director
Office: 211 North Carroll Street
Madison 3, Wisconsin
Telephone: Badger 2350

School Calendar for 1946-1947

Wednesday, September 4—School opens.
Thursday and Friday, November 7 and 8—Meeting of Wisconsin Education Association in Milwaukee.
Thursday and Friday, November 28 and 29—School closes for Thanksgiving recess.
Saturday, December 21 through Sunday, January 5—School closes for Christmas vacation.
Monday, January 6—Day and evening classes resume.
Friday, January 24—End of first semester.
Monday, January 27—Beginning of second semester.
Friday, February 7—School closes for Southern Wisconsin Education Association meeting in Madison.
Saturday, April 5, through Sunday, April 13—School closes for spring vacation.
Monday, April 14—Classes resume.
Friday, April 25—School closes for Wisconsin Association of Vocational and Adult Education meeting in Milwaukee.
Friday, May 30—School closes for Memorial Day.
Friday, June 6—End of school year.
Monday, June 16—Summer session begins.
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 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-SERVICEMEN

This school is approved for training by the Veterans Administration under P. L. 346 and P. L. 16. A full time program under the G. I. Bill requires that a veteran attend school a minimum of twenty-five hours per week. Further information on Veterans Training may be obtained in Room 140.

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 fifty cents per day is collected. Tuition is payable quarterly in advance and is due on the following dates: September 4, November 11, January 27 and March 31. Tuition is payable in the main office.

ATTENDANCE

A close check is kept on 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 classwork.

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 certain special high school subjects, may make up these deficiencies by making arrangements at the time of registration. These courses are in the nature of refresher courses which do not require full semester attendance.

RECORDS

Grades will be issued at the end of each quarter. Permanent records of all students 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 city ordinance and for sanitary and safety reasons.

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General Courses

ENGLISH FOR FOREIGNERS

This course is planned for foreign-born residents.

Special attention is given to those who wish to learn to speak, read and write English, and for 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 AND V

Advanced course in grammar and writing.

The grammar and composition work briefly review the parts of speech and their place within the sentence and indentation 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 analysed. 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 unit on personality is included with the purpose of giving the student some.

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. Lectures and drills on the fundamentals of interpretive reading. Studies in naturalness, emphasis, variety, contrast, climax, gesture, carriage, platform deportment. Discussions and drills in impersonation and characterization.

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

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 nations, 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 inter-dependence.

U. S. HISTORY—H. S. CREDIT

It will begin with explanations and discoveries. 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 the whole colored question. Results of the Civil War and those implications. The Industrial Revolution, the rise of "Big Business", imperial issue and growth of an empire. It will trace our worst month, our part in World War I; our efforts toward World Peace, the Progressive movement, League of Nations and the situation that led to the New Deal with its effects on agriculture, economic and labor. It will show our attempt at isolation and why it had to fail.

WORLD HISTORY

A study of the U. M. O. and the history of the various nations with special stress on the people of the countries.

The objectives of the course will be to show the possibility of achieving one world in the future by studying the past and seeing how the various provinces of Germany, France, Italy and the Americas colonies gave up their sovereignty to achieve unity.

It will stress the importance of geography and economics. Above all, it will show how much alike all nationalities are.

Art Courses

DRAWING Daily.

Foundation course in drawing using various mediums. 1st quarter. Still life; pencil and charcoal; 2nd quarter. Still life, colored pencil; 3rd quarter, figure drawing, pencil and colored crayons; 4th quarter, oil, pastel and chalk; 5th quarter, water color; 6th quarter, colored pencil, and charcoal; 7th quarter, still life, pencil and pen. 1st quarter. 2nd quarter, 3rd quarter, 4th quarter, 5th quarter, 6th quarter, 7th quarter, 8th quarter, 9th quarter, 10th quarter, 11th quarter, 12th quarter. 13th quarter, 14th quarter, 15th quarter, 16th quarter, 17th quarter, 18th quarter, 19th quarter, 20th quarter, 21st quarter, 22nd quarter, 23rd quarter, 24th quarter, 25th quarter, 26th quarter, 27th quarter, 28th quarter, 29th quarter, 30th quarter. 31st quarter, 32nd quarter, 33rd quarter, 34th quarter, 35th quarter, 36th quarter, 37th quarter, 38th quarter, 39th quarter, 40th quarter, 41st quarter, 42nd quarter, 43rd quarter, 44th quarter, 45th quarter, 46th quarter, 47th quarter, 48th quarter, 49th quarter, 50th quarter.

LETTERING P. T. Students.

18 lessons. One period each. Single stroke alphabet, proportion, spacing and layout. Speedball pen technique.

DESIGN FOR PRINTERS

A study of art principles especially adapted to the printing and organization of a layout approved by the trade. Special emphasis is given to printing and advertising layout, proportion, color, type, styles and reproduction processes.

COLOR THEORY (for auto mechanics apprentices)

The color theory of pigments, their mixing and application as applied to auto body work. A short unit course of six weeks duration.

COMMERCIAL ART Lab. fee $1.00

A practical course, primarily for those interested in entering the commercial art field. Stressing professional quality, workmanship. No prerequisites, but previous art training will prove valuable.

Units of study include design, perspective rendering, lettering for reproduction, color, advertising and poster layout, illustration show card writing. Mediums used are pencil, pen and ink, air brush, block printing, silk screen. This course is part of the Veteran's Training Program.
CRAFTS FOR THE REHABILITATION STUDENT

Special work is provided for the disabled according to the type of injury or disability. Clay modeling and pottery for paralyzed members of the limbs and hand; Fingerpower weaving for stiffened arms and hands; Knitting for stiff wrists. Weaving and basketry for the blind.

ART METAL (adults)
Lab. Fee $7.50 a semester

Individual and class instruction in the various processes as applied to copper, brass and silver.

Monday—working in copper and brass.
Tuesday and Thursday—Designs as applied to sterling silver only.
Wednesday—an elementary course in silver casting offered to advanced students.
Friday—an elementary course in stone cutting, grinding and polishing offered to advanced students.

WEAVING I (adults)
Lab. Fee $1.00 a semester

For the homemaker, teacher or camp instructor. An elementary course in weaving which includes plain and overshot. Colonial techniques, linen weaves, braid and tapestry weaves developed through original design and color schemes; draft writing and cloth analysis. Materials to be purchased by students.

WEAVING II (adults)
Lab. Fee $1.00 a semester

Advanced problems in unusual weaves such as stick weaving, Navajo, Danish lace weave, canvas weave on four harness looms. Summer and winter, bronson and double weave on six and eight harness looms. Laboratory on six and eight harness looms. Materials to be purchased by the students.

WEAVING III (adults)
Studio period
Lab. Fee $1.00 a semester

Open to students who wish to devote three to five hours daily or several days a week to weaving projects such as dress material, hosiery material, curtains, luncheon sets, coverlets, hangings, alfombras and rugs. Materials to be purchased by the students.

FOODS AND NUTRITION

2ND QUARTER Lab. fee $1.00

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

3RD QUARTER Lab. fee $1.00

Hot Weather Dishes—Attractive foods for

4TH QUARTER Lab. fee $1.00.
hot days. Easy to prepare main dishes, simple and healthful desserts, summer salads, and summer time beverages.

**FOODS II**

**1ST QUARTER** Lab fee $1.50

Refresher Idea 106, cookery - Brush-up course on basic principles: hot puddings, white sauces and cream soups, custards, cheese and easy cookery, beverages.

**2ND AND 3RD QUARTER** Lab fee $1.50

Meat and Poultry. Poultry, meat and fish are included in this unit. Selection of meat, preparation, serving and carring are taught. A meat cutting demonstration with explanation of the cuts is given by the expert demonstrator. Preparation of tender and less tender cuts is given. The nutritive value of meat and dishes in the diet are considered.

**FOODS III**

**1ST QUARTER** Lab fee $1.75

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

**2ND QUARTER** Lab fee $1.00

Cakes and cookies. Sponge cakes, butter cakes, and cakes with cardboard in the filling. Various types of iced are included. Cakes and cookies for tea are included.

**3RD QUARTER** Lab fee $1.75

Pie. Principles of pastry making stressed. Both crust and one crust pies are made. Fruit pies and filled pies are included.

**4TH QUARTER** Lab fee $1.00

Desserts. Both simple and fancy desserts are prepared. Meringues, tortes, ice box desserts and other frozen desserts.

**NUTRITION**

The Nutrition course covers the following: Nutrition of food and physical and mental efficiency, effects of food habits; adequate nutrition; food values and the new principles of food preparation and service; food and health habits; energy foods; body building materials: minerals, vitamins; teaching 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 clothing construction. It includes the use and care of the sewing machine, selection of patterns, adjusting of pattern to individual figure, important stitches in hand sewing, fundamental principles and techniques in the construction of simple garments. Selection of materials and the 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, placings and sippers, making and applying collars, patch and slot pockets. Decorative stitches such as festoons and stripes 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 measurements and to apply them in the making of a simple pattern are some of the essentials in this course. This course includes help on the application of basic draping principles as a means of securing sharply, well-fitting garments. The use of pattern forms, muslin foundation patterns and adjusting dress forms is taught. This is a basic course for those interested in advanced dress design or remodeling.

**CLOTHING IV (Morning Dresses and Sport Type Clothes)**

This is an elementary dressmaking course and clothing class taught in the autumn semester. There will be opportunity to choose the type of garment to be made. It may be something new, a garden dress, and active sport dresses. Problems found in this type of garment will be used as a basis for the lessons. Complete 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 material and patterns will be stressed. Emphasis on color, texture and becoming design for each individual. Such fabrics as silk, wool, rayon, nylon and the new fabrics on the market will be studied. Garments to be made will be chosen from the following: rayon dresses, wove dresses, two piece dresses, blouses and skirts, formal and dinner dresses. Short cuts in construction procedures, identification of materials, interpretation 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 tailoring principles that are given are: pattern altering to fit the figure, use of interfacing, tape and pad stitch for collars, revers, hand stitching of collars and front facing; fitting problems; use of finishing boards for shaping garment to the figure, bound and patch pockets; lining and interfacing for coats and suits; types of pants most suitable; selection of fabrics for coats, suit linings, interlinings, and interbands. Garments to be made are suits and coats from new materials as well as make over problems in suits and coats.

**ADVANCED TAILORING**

This course is for students who have completed Tailoring I. The problems to be emphasized are: molding of garments with the iron; bound and well pockets; coced and worked buttonholes; study of sleeve and other fitting problems. Suits and coats will be made.

**FITTING PROBLEMS**

This course is planned for the advanced student who wishes special help in fitting. Any and all fitting problems will be considered. Each student will be required to actually fit other class members under the expert guidance of the instructor. Various types of garments may be constructed. The construction of the Advent class will be taught. Class enrollment will be limited so that each may have actual practice in fitting.

**CLOTHING DEMONSTRATIONS**

This is not a construction course but is concerned with specific demonstrations on processes such as pattern cutting, understanding of measurements: alteration of sleeve patterns; draping of collar; preparation of material for sewing, types of seams; bound pockets; bound buttonholes; pressing; putting in zipper; sewing on buttons; setting in sleeves.

**CLOTHING VII (Remodeling)**

It is essential that members of the class have had Clothing IV or its equivalent before enrolling in the remodeling class. Instruction will be given on the preparation of the garment for class work, combination of new and old material and selection of garments for remodeling. It is possible Clothing III should be taken before or parallel to this course since the redesigning of patterns is very helpful. Almost any garment may be remodeled.

**CLOTHING VIII (See Household Improvement)**

**CLOTHING IX (Clothing Workshop)**

This is only for students who have completed Clothing VI satisfactorily. Because of the nature of the course it is essential that all class members have a thorough understanding of both the elementary and advanced courses. Any type of garment may be made in this class.

**MILLINERY I**

Course fee $1.00

This is a course in Millinery for the begin-
MILLINERY II
Course fee $1.00

This is for the advanced student who has had Millinery I. Instruction will be given on the use of cutting and shaping of fabrics to forms. All types of hats may be made.

NEEDLECRAFT

Both the beginner and the advanced student may enter this class, since all instruction is individual. No one may choose the article or garments she wishes to make. This course includes knitting, crocheting, needlework and the making of quilts. Articles for sale or for knitting are knits, sweaters, suits, scarfs, cushions, gloves and similar articles; crocheting; clothes, afghans, table mats, bedspreads, tablecloths; various types of quilts may be made. Blocking of articles completed is taught.

HOME IMPROVEMENT

HOUSEHOLD SEWING

This includes the selection and construction of curtains, draperies, slip covers for drapers, and will include fundamental principles. Choosing becoming hats is featured. Hats may be made as well as making new ones. Types of hats to be made are: berets, cloaks, sashes, pillboxes and any other styles which are in vogue. Steam and blocking are taught. All class members must have a basic knowledge of sewing.

HEALTH, SAFETY AND HOME CARE OF THE SICK

HOME NURSING, (12 hour course)

The standard Red Cross course is given and the course is taught by a certified Red Cross nurse. Use is made of demonstrations, lectures and discussion. Members of the class have actual practice in all activities.

MANAGEMENT OF FAMILY RESOURCES

INCOME MANAGEMENT

This course meets once a week and is planned for those people who have some help on keeping a record of money spent and planning expenditures. Topics considered: family finance management, income and capital, methods of handling income, use of records, as aid in family finances, choosing an occupation, what about the family, understanding about credit, consumer credit sources, savings and investments. Life insurance, the budget plan for use of income. Each student may work out a budget to suit her needs.

MANAGEMENT IN HOME MAKING

This course would be of great practical value to the beginning homemaker, or even the experienced homemaker who feels the need for 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 through improvements of working conditions. New ideas in kitchen equipment which save time and energy are shown. Importance of time management in homes where both husband and wife are working outside the home is included. This course is suggested also for bride or brides-to-be.

CONSUMER PROBLEMS

This course is planned for homemakers and all others who have any responsibility in the selection and purchase of consumer goods. Some of the main divisions of the course will be: how to use the food dollar to best advantage, the clothing dollar and how to spend it, the real estate and purchases for the home, conservation of consumer goods in the home, responsibilities of the consumer. This is a lecture and discussion course. Films and special speakers will be featured.

HOME MECHANICS

This course is planned for the homemaker with the purpose of helping her to use her household equipment more intelligently and to repair it efficiently. Demonstrations, lectures, use of films and class discussion will all be used in the teaching. As much practical as possible will be given each student in repair problems, so that it can be carried on at home in a safe and workmanlike manner.

FOODS I

Lab fee $3.00 for nine weeks

This course is planned on the family meal basis and will include the fundamentals of cookery. Laboratory work is planned around food preservation, breakfast and luncheons. It includes preparation of foods for breakfast or dessert; quick breads for breakfast and luncheons; cans, cures and cured meats; cream soups, vegetable cookery, casseroles and main luncheon dishes, luncheon salads, simple desserts, cookies.

FOODS II

Lab fee $5.00 for nine weeks

This course is built around family dinner, guests dinner and cooking for two. It will include soups made from stock; meat cookery; poultry; game and fish; vegetables; salads; cakes and pastry; puddings; guest dinners; meal planning and bookkeeping; correct table service.
SAFETY IN THE HOME

This course will include: safety measures in the home; use and care of electric equipment; arrangement and use of kitchen equipment; hazards in the home; safety measures in building a home; use and care of laundry equipment; arrangement of furniture and equipment; a safer home; demonstrations, use of films and special speakers will be featured.

CLOTHING AND TEXTILES

In this area, the student may choose from the Clothing courses planned for the juvenile and the adult. The choice will depend on dealer experience.

INCOME MANAGEMENT

This will be a practical course on use of income and salary. Some of the topics to be considered are: methods of handling income; use of records in money management; choosing an account system; what the family should know about credit; consumer credit sources; savings and investments; life insurance; the budget or plan for use of income. As an individual problem each student may work out her own plan for use of salary or income.

MANAGEMENT OF FAMILY RESOURCES

INCOME MANAGEMENT

This will be a practical course on use of income and salary. Some of the topics to be considered are: methods of handling income; use of records in money management; choosing an account system; what the family should know about credit; consumer credit sources; savings and investments; life insurance; the budget or plan for use of income.

MANAGEMENT IN HOME-MAKING

A philosophy of homemaking will be developed in this course. Other topics considered are: responsibilities in homemaking; the effective home manager; time, energy and fatigue, care of homemaking activities; controlling time; energy and fatigue costs through planning; through acquisition of skills; improved methods of working; new ideas in kitchen equipment, planning for recreation and leisure.

HOME IMPROVEMENT

FURNISHINGS AND HOME DECORATION

The content of this course will depend on the great extent on the interests of the group. It may be furnishing the small apartment, and new home and re-decorating and modernizing the old home. Some topics considered are: style of architecture as related to furniture, furniture arrangement; floor covering; color and textures in furnishings; period styles and modern styles of furniture; a budget plan for furnishing the home.

COURSES FOR THE VETERAN INTERESTED IN RESTAURANT AND HOTEL COOKERY

Full time classes are planned for those people preparing to enter the industry. Through training will be given until the student reaches a satisfactory employment level. Field trips will be made to sources of supply to the cooking food service establishments.

GENERAL COOKING

Lab. Fee $3.00 for nine week period.

This course covers the preparation of omelets, sandwiches, soups, vegetable dishes, vegetables, game, eggs, sauces, cereals, breads and desserts; current market prices, middle meals planning, food values.

HUMAN RELATIONSHIPS AND MARRIAGE

This is a semester course for the premarital student who attends school one day a week. This course centers around the girl and takes into consideration her background, interests, needs and her work outside of the home. Highpoints in the course are: factors essential in a happy marriage; ability to get along with people; sources of conflict in the home; dating and studying; friendship and courtship; economic adjustments; marriage and the future.
PERSONALITY DEVELOPMENT

This is planned for the full-time and half-time student and is planned for the advanced student. Beginning with a self-inventory of personality traits, such as poise, self-confidence, sociability, tact, getting along with others, ability to carry on conversations, charm and manner. The student participates in discussions 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:

FOODS AND NUTRITION

FOODS I Five days a week

A two-period laboratory class which meets daily and is planned for the full, half-time and beginning student. Food preparation is on the family basis. Planning of nutritious meals, food costs, management problems, principles of cooking, correct table service, table etiquettes 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, the guest dinner, caterer dishes, meat cooking, pastry, cake making, baking and salad 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 entertaining such as tea, buffet supper, and easy guest meals will be included. How to prepare a dinner with some elaboration, how to be a gracious hostess, and how to buy, and how to secure well-balanced meals are a part of the course.

FOODS IV Cooking for two

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

HOSPITALITY AND TABLE ARRANGEMENT

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

NUTRITION I (For the full-time and half-time student)

What is meant by the nutrition yard stick or the basic seven foods is introduced. Eating for body needs and for efficiency on the job or at home are stressed. Films are used whenever possible. Actual planning of balanced meals for all class members is included.

CLOTHING I

This course is planned for the full or half-time student who has had little or no training in clothing construction. Basic principles and fundamentals of sewing are stressed.

CLOTHING II

This course is for the full-time or half-time student who has completed Clothing I or its equivalent. Included in this course are the following: Study of linen and wool fabrics, planning of individual wardrobes, care and repair of clothing, matching the patterns to the figure. Some of the more advanced construction processes, dressmaking as a creative art, importance of being well dressed.

CLOTHING III

This is planned for the advanced student continuing half or full time, who has acquired some skill in fundamental clothing construction problems. Some of the problems to be studied are: consideration of wardrobe needs; selection of garments related to personality; pattern design; study of new fabrics on the market; processes and equipment needed to construct a basic wardrobe; garment which has style, assembling complete garment with suitable accessories.

CLOTHING IV Selection and Construction

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

CLOTHING V

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

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

CLOTHING VII—Cutting and Fitting. Special emphasis
PERSONALITY WARDROBE I
(For full time and half time students)
Personality development through choice of clothes and the effect clothes have on poise and a feeling of satisfaction, are emphasized. Some of the material studied is: the psychology of correct dress; importance of design and color in choosing attractive clothing, application of simple rules of color harmony to dress; choosing correct accessories, personality types and cloths to correspond.

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

CONSUMER PROBLEMS
This course is for the half and full time student. It will include such topics as: food buying, purchase of equipment, purchase of household supplies, clothing purchases, buying cosmetics, buying furniture, management of allowances or income, responsibility of the consumer, the family as a consumer.

MANAGING YOUR MONEY
A course in consumer problems for the part time student. Emphasis will be placed on the use of the girl's own income; this will include wise spending and saving as well as the working out of an individual budget.

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

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 girl 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.

Commercial Courses

ACCOUNTING I
TEXTS REQUIRED: Bookkeeping for Today, Elementary Course—Elwell
This is a one-semester course aimed to give the student a thorough knowledge of the fundamental steps in the bookkeeping cycle: 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 accounting business forms. Covers the work up to Set 3 in the text.

ACCOUNTING II
TEXTS REQUIRED: Bookkeeping for Today, Elementary Course—Elwell; Bookkeeping for Today, Advanced Course—Elwell
This is a one-semester course and has a prerequisite, Accounting I, or one of the sets of bookkeeping. Emphasis is given to work in units and practice in solving accounting problems. The voucher system of bookkeeping is introduced in the course. Sets 3, 4, and 5 are completed.

ACCOUNTING III
TEXTS REQUIRED: Bookkeeping for Today, Advanced Course—Elwell
This is a one-semester course and requires at least one year's previous training in accounting. In this course, corporate organization is introduced in an elementary way; depreciation and reserves are studied; functional accounts for single as well as departmental business are presented; the combination cash journal (in use in almost all small retail establishments) is very thoroughly covered, as well as classification of accounts. Sets 6 and 7 are completed.

ACCOUNTING IV
TEXTS REQUIRED: (Depends upon course followed)
A thorough knowledge of bookkeeping principles or two years' bookkeeping training is a prerequisite of this course. In this course, the work is all individual and the needs and desires of the students are fulfilled as far as possible. Work in advanced accounting, C. P. A. problems, cost accounting, federal income tax and auditing is presented.

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

BUSINESS PRACTICE
This is a course in which the student may learn the fundamentals of a business and the duties involved in the management of it. The course includes a review of business
arithmetic processes such as interest, discounts, and the figuring of invoices and sales slips, cash register, sales, banking procedure, transportation, stock records, advertising, etc.

Individual instruction—you may go as fast or as slow as you want to.

BUSINESS ORGANIZATION

AND OFFICE METHODS FOR

ACCOUNTANTS

A study of management and business methods and a course in office methods for accountants, which teaches correct office procedure, and includes the operation of the switchboard, desk-type typewriters, machines, the Dictaphone and Ediphone, and smaller

CALCULATING MACHINES

BURROUGHS AND COMPTO-METER

The student first completes a text book of 60 lessons which gives him a complete knowledge of the machine within a reasonable length of time. It includes the 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 text book he is entirely familiar with the principles of the machine, but he does not have a high degree of skill.

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

MONROE AND MARCHANT

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

The course consists of thirty cassettes.

REMINGTON RAND

Instruction is given on the new Automatic Printing Calculator. This machine prints on it divides automatically, as it multiplies electrically. It is designed for business and industrial work. It operates on the principle of a calculator and the printing adding machine type.

BURROUGHS AND COMPTO-METER

The student first completes a text book of 60 lessons which gives him a complete knowledge of the machine within a reasonable length of time. It includes the 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 text book he is entirely familiar with the principles of the machine, but he does not have a high degree of skill.

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COMMERCIAL ENGLISH AND LAW

COMMERCIAL ENGLISH I

This course includes punctuation, spelling, word usage, vocabulary, building, sentence structure, grammar, interpretation of meaning, use of the dictionary to verify spelling, and other material that is found necessary as the course progresses.

COMMERCIAL LAW I AND II

Business Correspondence

A course in letter styles and letter psychology. Emphasis is placed on form, appearance, and the quintet. Essential qualities of business writing include: Consideration, Composure, Correctness, Character, cheerfulness and Conviction. Student learns how to write orders, invoices, telegrams, letters, credit and collection letters, adjustments and applications.

PSYCHOLOGY OF SELLING

This is an introductory course for those who are interested in the FUNDAMENTALS OF SELLING. The principles presented are general in nature and can be equally useful to the salesperson in a retail store, the wholesaler, the salesperson and the specialty salesman. It includes a study of the following: How Good Selling Helps the Consumer; The Salesman's personality and skills; Meeting the Customer; Steps in the Sale: Rules of Selling; prospecting techniques; Dictionary of selling; Special selling for a retail store. (1) Methods of selling SELLING POLICIES. Audio-Visual Aid materials are used extensively in the course. The material considered is designed to be of value to students throughout the Vocational School as well as those majoring in Commercial Education.

RETAIL MERCHANDISING

A consideration of the organization and management of retail establishments; store location; store organization, advertising and display, selling, buying, reselling, stockkeeping, inventories, sales systems, store policies, deliveries, expenses and profits, and personal problems. The course will include special lectures by Madison businessmen. This course is recommended to students who intend to enter the field of store selling.

DISTRIBUTIVE EDUCATION

GENERAL ECONOMIC PROBLEMS

This is a course for office workers and stenographers and offers information on money and credit, national and individual wealth, government and business, taxes and tariffs, marketing functions, insurance, social security, consumer protection, and problems of obtaining a home. In addition to information on these units, the technical language of general business terms used in the modern business office are taught. Current information from magazines, newspapers, and government pamphlets are also presented.

FILING

The course is divided into seven units as follows: (1) Methods of filing and filing equipment; (2) Methods of filing and practical application of filing; (3) Methods of filing and practical application of filing; (4) Methods of filing and practical application of filing; (5) Methods of filing and practical application of filing; (6) Methods of filing and practical application of filing; (7) Methods of filing and practical application of filing.

MACHINE ACCOUNTING

BURROUGHS COMPUTING-BILLING MACHINE CLASS 72

This machine performs all the operations of invoicing, printing, adding, subtracting, multiplying, accumulating several totals at once, handling fractions, figuring discounts and extending the net amount. This course requires approximately 50 hours to complete.

BURROUGHS HIGH KEYBOARD BOOKKEEPING MACHINE

Prerequisite: Knowledge of bookkeeping is

The Burroughs High Keyboard Bookkeeping Machine is more automatic than the desk model, but the operation of the two machines is almost identical. The student who has learned the Burroughs Short Cut Method of adding until a certain speed is acquired will have little difficulty in using the machine. This is followed by posting to individual ledger sheets from lists of transactions in the textbook. Methods of proving the work are introduced. For the final lessons in posting, unit media are provided.
BURROUGHS TYPEWRITER
BOOKKEEPING MACHINE
CLASS 78

Prerequisite: Ability to operate a typewriter. Knowledge of bookkeeping is a great value. The student first learns the parts of the machine, the function of the various keys, the general principles of operation, and the various methods of posting debits and credits to accounts receivable accounts and of proving the operation. After the student has mastered these operations, he posts a set of business transactions using individual ledger and statement sheets and a control account. A class 78 machine is less automatic than a class 70 machine and requires the use of more keys to perform the various operations. Approximately 50 hours are required to complete the course.

THE BURROUGHS DESK MODEL ADDING-SUBTRACTING
BOOKKEEPING MACHINE

Prerequisite: Knowledge of bookkeeping is a great value. The first part of the course covers the principles of bookkeeping and requires the study of several books and the correction of errors is introduced.

ADDING MACHINES OR LISTING MACHINES

BURROUGHS ADDING MACHINE

This machine has no subtraction key; only addition and simple multiplication can be handled.

OFFICE TRAINING

OFFICE METHODS AND PRACTICE FOR STENOGRAPHERS

A complete course in correct office procedure and practice, including the operation of the switchboard, the duplicating machines, the Dicograph and Edograph, and the smaller office machine.

SECRETARIAL LABORATORY

Work as secretary to the Supervisor and as assistant to the office secretary including experience as transcription, dictation, correspondence, and private exchange telephone operator.

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.

STENOGRAPHY II (Beginning Dictation)

This course consists of a review of theory and beginning dictation. Dictation for transcription begins at 40 words per minute and transcriptions must be done at least 30 words per minute. The English and shorthand machines cooperate in checking errors and improving transcriptions.

STENOGRAPHY III (Intermediate Dictation)

This is a course for stenographers who are working at a secretarial speed of 80 to 100 words per minute for transcription. A review of shorthand principles is given. Practice material is dictated at different rates of speed; for speed building. Speed is paced on inner setup, spelling, and typing. A carbon copy of each letter transcribed is required.

STENOGRAPHY IV (Texts required: Speed drills in Gregg Shorthand-Zondek)

Stenography IV is open to students having a beginning speed of 80 words per minute on new material of coverage difficulty. 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

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

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TYPEWRITING I

(First semester)

AIM: To develop the highest skill in the most economical manner.

1. Operation of typewriter

2. Learning parts of machine

3. Mechanical manipulation of each part, including paper insertion and removal, carriage return, use of shift key

4. Correct posture

5. Keyboard learning, with whole hand practice

6. Thorough coverage of the thousand most frequently used words

7. Proper striking is carefully developed in this procedure

8. From the "word group" sentences and paragraphs are taken

9. Timed tests are given, including practical material, and figures are carefully brought into use

10. Accuracy is stressed on the basis of successful typewriting, and a writing rate of 20 to 30 words per minute for five or ten minutes is required.

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

12. Horizontal and vertical placement

13. Simple letter setup is presented.

TYPEWRITING II

Second Semester

This period is given over to learning the practical applications of typewriting. Fluent, easy writing should have been attained.

We begin the following phases of correspondence: envelope, different letter styles, folding and insertion, carbon copies, enclaves, post cards, telegrams, index cards, rough draft, many kinds of placement problems including designs, and page, table of contents, margin. A speed of 35 to 45 words per minute for ten and fifteen consecutive minutes is required.

TYPEWRITING Secretarial

A year's work in typing is necessary to enter this course. A ratio of approximately 40 words per minute is also required. Letter and envelope setup, carbon copies, cutting stencils and operation of the mimeograph duplicator, care of the machine, including changing ribbons, rough drafts, and dictation, directly to the machine are given. In addition exercises for speed building and practice in writing letters are included in the course.
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 arising are best handled to meet the individual needs of the students. This course is designed to develop a working vocabulary of building terms.

AUTO MECHANICS

Beginning students are given a course in automotive fundamentals and repair, followed by training using modern equipment in the following specialized fields: brakes, front wheel alignment and wheel balancing, engine tune-up including carburetor and electrical repair, body repair and lubrication, engine overhauling 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 he is with the technique of making one. Study is made of views and their relationship to each other, kind of drawings, dimensions, tolerances, allowances, kinds of the screw threads, angular measurements and tables and charts given in the machine handbook as applied in blueprint work. Previous experience in blueprint work is not necessary.

MACHINE DRAFTING

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

MACHINE SHOP

The Machine shop beginning course aims to give the student the ability to use and care for hand tools and to understand the operation of machine tools. The advanced semester provides practical projects on such machines as the lathe, drill press, milling machine, shaper, grinder. A vocabulary of shop terms, types, and treatment of metals and their alloys, safety practices, and the use of reference material and handbooks further the training of the student towards entry into the trade.

MILLWORK

A two-semester course in millwork is available to those students who have completed the course in bench woodwork. During the first semester the student can prepare himself to operate and care for woodwork machinery. Experience in layout of shop knives, circle and band sawing, pattern making, cabinet making, and stock routing on practice projects is provided during the second semester.

PRINTING

The first semester of printing consists of elementary composition and proof reading. During the second semester, the student is given advanced composition, makeup, and layout as well as elementary plate presswork. Presswork, page makeup, and make-ready are given in the third semester along with simple bindery processes. The fourth semester consists of general work with the student taking jobs through to completion.

REFRIGERATION

Theory of refrigeration, machines, and systems along with the basic science of mathematics necessary to service and maintain refrigeration units. This course includes practical work.

SHEET METAL

A course of study covering the essential operations and processes used in sheet metal trade. This course includes the making of practical and useful articles and projects in galvanized iron, steel, tin plate, zinc, iron, and blue enameled iron and the process involved in their making and the correct use of hand tools, pliers, and hand saws. Practice is given in laying off, cutting, bending, forming, and using various tools. The second semester includes metal shearing and metal Garams.

WOODWORK

Courses for young men who have had some training 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 practical knowledge of every trade is stressed in such trades as auto mechanics, baking, barbering, bricklaying, carpentry, drafting, electricity, laundry, machine shop, printing, and decorating. 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.

APPRENTICESHIP

This course covers the fundamentals of welding and cutting and includes the welding of all kinds of metals in common use today. Piping and testing of welds are included in the course.

ELECTRIC ARC WELDING-

This course offers the essential operations and processes involved in both AC and DC welding, with practical work in the various types of joints and positions of welding. Actual repair jobs are done to test the student's skill. Oxy-acetylene welding is a prerequisite to this course.
CARPENTRY
This course for apprentices is designed to supplement actual daily work on the job with the necessary theory in mathematics, blueprint reading, cutters' work, 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, physiology, acutology, trade ethics and sanitation.

DRAFTING
This course is designed to supplement the on-the-job work with the related theory such as mathematics, strength of materials, physics, mechanics and design.

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 the theory of mathematics, oral English, commercial law, shop sketching, mechanics, strength of material, metallurgy, and design as described under technical course.

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

PATTERN MAKING
Blueprint reading, layout, mathematics and metallurgy are taught in this course.

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 sciences, 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 impression. A unit on the linotype is included in the last year's work.

REFRIGERATION
This course is arranged to supplement practice on the job with the theory of refrigeration, machines and systems, along with the basic science and mathematics necessary.

SHEET METAL
Work in the development of skills in the use of hand and machine tools and metals, and pattern drafting. Safe practices, welding and air conditioning applications are stressed. Individual work situations arising on the job are discussed.

STEAMFITTING
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 apprentices with instruction related to the trade.

TOOL AND DIE
Blueprint reading, metallurgy, physics, mathematics, the use of precision instruments and layout work are the main subjects covered in this course.

RELATED COURSES
CHEMISTRY Laboratory Fee $3.00 per year. Text required
This course parallels the chemistry course usually given in the typical high school, as well as giving trade applications.

CHEMISTRY OF NURSING
(Adults)
This course is given to students who are contemplating the study of nursing or who are planning to become laboratory technicians in a doctor's office or a dentist's office. The work includes some physiological chemistry and some training in analysis.

INDUSTRIAL PHYSICS
The contents of this course parallels high school physics except that the emphasis is on industrial and trade applications.

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

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 Microorganisms, (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 in business, men, money and management, man's basic accomplishment, man's place in organization, line and staff relations, character inventory, time analysis, rotation of capital, effective delegation, policy on a wedding tour, clear thinking, men to men relations.
2. A course designed for top executives (president, vice president, production managers, sales managers, office managers, and senior or junior executives) in business and industry. The course covers: production, natural resources, consumption of goods, capital goods-capital funds, business organization, marketing, financing of exchange, value and price, distribution, sales and interest, profit, government regulations, purpose of our economic machine and its future problems.
3. A course designed for foremen and line 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, breaching in new workers, and legislation with which the foreman should be familiar.

SAFETY COURSE (Industrial Safety for Foreman)
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, personnel protective equipment and industrial environment affecting health (personal and engineering).
Madison
Vocational and Adult Education School

EVENING SCHOOL
BULLETIN . . . 1946-1947

211 North Carroll Street Madison 3, Wis.
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 select subjects which meet their personal needs.

ENROLL AT THE VOCATIONAL SCHOOL
211 North Carroll Street on
September 9, 10, 11, 12, 13, 16, 17, 18, 19, 20
FROM 7:00 P.M. TO 8:30 P.M.

Registrations are accepted in classes that are not filled throughout the school term.

Instruction begins Monday evening, September 23. It is advisable to enroll in advance of the starting date of classes because limited equipment and room facilities make it impossible to organize some additional classes.
FEES

The registration fee is one dollar. One registration fee will be sufficient for the entire school year, allowing you to take as many courses as your schedule arrangements will allow.

In some classes laboratory fees will be charged to cover the cost of laboratory expense, incidentals, breakage, and supplies. Laboratory fees are in addition to the registration fee. Registration and laboratory 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 tuition fee of $5, plus regular lab fees.

REFUNDS

Registration Fee — No refunds.

(Note: In cases where classes do not materialize because of insufficient enrollment, the registration fee will be returned.)

Laboratory Fee

In other courses where a person withdraws from school before completion of the course, a refund will be made which in no case shall exceed 50% of the original fee. No refunds of less than fifty cents will be made.

Laboratory fees may be transferred from one course to another.

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 courses 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. Re-entry can be made at the Main Office without charge.

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.

After evening school classes have started, citizens who wish to visit classes may do so by calling at the Main Office for a visitor's card.

SCHOOL CALENDAR 1946-1947

Advanced Registration:

Monday, September 9, through Friday, September 13.

Monday, September 16, through Friday, September 20.

Registration from 7:00-8:30 p.m.

Evening School classes begin:

September 23, 1946.

Thursday and Friday, November 7 and 8 — School closes for the Wisconsin Education Association Meeting.

Thursday and Friday, November 28 and 29 — School closes for Thanksgiving vacation.

Friday, December 13 — Evening School closes for Christmas vacation.

Monday, January 6 — School reopens.

Friday, March 28 — Evening School closes.
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.
Elementary Grammar. Individual attention in correct use of parts of speech: punctuation, capitalization, spelling, sentence structure.

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

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

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

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

CURRENT LITERATURE—Wednesday. 7:00-9:00.
A reading course in the current books of the season.

HIGH SCHOOL CREDIT COURSES
Full schedule of high-school credit courses in mathematics, English, science. Adults only.

Parent Study Group Courses

RADIO LISTENING—Wednesday. 7:00-9:00.
This course is designed for parents and laymen who are interested in radio programs for their children and themselves.

KNOW YOUR SCHOOLS—Tuesday. 7:00-9:00.
This course is designed for the parent and layman interested in our public schools. It interprets school policies and procedures.

Art Courses

DRAWING—Tuesday and Thursday. 7:00-9:00 Lab. Fee $2.50.
Basic training in structural relation of form. Mass, lines, and values from still-life; foreshortening and anatomy of the head and figure from models. Emphasis on individual interpretation. Mediums: pencil, charcoal, conte crayon and wash.

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.

DESIGN CONSULTANT—
Since creative work is stressed in relation to design for the various crafts—crfts metal, modelling, wood carving, hooked rugs, weaving, block-printing, stenciling and leather tooling, an able advisor will be available two evenings each week to assist the student in making his design for the particular problem at hand.

LETTERING—Tuesday and Thursday. 7:00-9:00. Lab. Fee $2.00.
Practical training in various phases of lettering adaptable to commercial uses. Includes fundamental alphabets. Mediums: pencil and pen and ink. Lettering for advertising reproduction stressing modern methods. Brush lettering and show card layout. Color theory.

CRAFT COURSE—Monday Wednesday. 7:00-9:00. Lab. Fee $2.00.
Planned for the adult, homemaker, youth leader and hobbyist. Instruction given in block-printing, leather.
work, stenciling, plastics, chair caning, book-binding, chip carving, braid, work, cork craft, rosemaling. Any four of these crafts may be selected by the student.

✓ PHOTOGRAPHY—Tuesday and Thursday. 7:00-9:00. Lab. Fee $4.00.
A course for amateurs offering developing, printing, enlarging and other dark room procedure.

✓ MODELING—Monday and Wednesday. 7:00-9:00. Lab. Fee $2.00.
Creation design in three dimensions. Symbolic design, stylized animals, heads and figurines. Making of slip moulds, objects fired and glazed or cast in plaster.

✓ ART METAL—Tuesday. 7:00-9:00. Lab. Fee $3.00
Individual and class instruction in various processes as applied to copper, brass, construction problems and pattern making. Choice of problems plates, bowls, bookends, desk sets, boxes, vases, pitchers, candleabra.

✓ PAINTING AND COMPOSITION—Monday and Wednesday. 7:00-9:00. Lab. Fee $1.00.
Basic training in the study of form, arrangement, color, textures from still-life, life and outdoor sketches. Emphasis is given on techniques, new subject matter, dynamic color, correctness and individual form of expression. Mediums used will be colored pencil, crayon, pastel, water color and oil paints. 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 moulds, surface enrichment and glazes. Use of the potter's wheel. Placing and firing the kiln.

✓ FASHION ILLUSTRATION—Monday and Wednesday. 7:00-9:00. Lab. Fee $3.00.
Flat work in copper, brass and silver in various processes; namely, wire, chasing, repousse, and stonesetting. 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, or youth leader. An elementary course where the various processes of warping, 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 $1.00.
Original designs and color schemes are stressed. Discarded materials are recommended. Both hand and machine method taught. Braided rugs in three and five strands. Laced method taught.

✓ WOOD CARVING—Monday and Wednesday. 7:00-9:00. Lab. Fee $3.00.
Construction of patterns, preparation of wood, techniques of carving and finishes.

✓ COSTUME DESIGN—Monday and Wednesday. 7:00-9:00. Lab. Fee $1.00.
Historical and modern trends problems regarding line, color, texture, figure types.

✓ COSTUME JEWELRY—Thursday. 7:00-9:00. Lab. Fee $3.00.
Emphasis is given on techniques, new subject matter, dynamic color, developing, printing, enlarging and setting. Silver casting in original and reproducible processes. Model.

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

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

✓ ADVANCED INTERIOR DECORATION—Monday. 7:00-9:00. Lab. Fee $1.00.
For those who have had Interior Decoration I. Lab. work will include drawing and analysis of house plans and individual problems; planning your own home and furnishing it on a budget; using actual fabrics and available equipment. Color selection and combinations; selection and examples of furniture, textiles, rugs, lighting, pictures, etc. A notebook will be required.

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 work and business men who wish to become familiar with the principles of bookkeeping in order that they may learn to keep their own books and interpret financial statements.

Thorough training is given in the fundamental principles of double entry bookkeeping; debits and credits; journalizing, posting, trial balance statements, direct and journal closings, and special journals.

ACCOUNTING II—Tuesday and Thursday. 7:00-9:00
This course is for those students who have completed the Accounting course or its equivalent. The course gives thorough training in the study of partnership problems, control accounts, accruals, and working sheets.

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

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

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

In this course the student accounts for actual experience.
including the study of handling the various types of capital stock, bonds and the voucher system of record keeping are studied in connection with the manufacturing business.

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

Only those who have completed General Accounting IV 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 course is primarily a review of the fundamentals of arithmetic; namely, addition, subtraction, multiplication and division of whole numbers and fractions. Units on interest, trade and cash discounts, partial payments, payrolls, percentages, profit and loss and bank discounts are covered. Speed drills are given on the fundamentals listed above.

REMINGTON RAND — Monday and Wednesday. 7:00-8:00; 8:00-9:00 Tuesday and Thursday. 7:00-8:00; 8:00-9:00 Friday. 7:00-9:00
Lab. Fee $1.00

Instruction is given on the new Automatic Printing Calculator. This machine prints as it divides automatically, as it multiplies electrically, as it adds and subtracts. All factors for each calculation are recorded with total automatically delivered and printed. It has the speedy ten key keyboard, and the combined features of a calculator and the printing adding machine tape.

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.

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.

COMMERCIAL LAW — Monday. 7:00-9:00.

This course covers a study of contracts, negotiable instruments, market transactions and business organization.

DICTAPHONE AND EDYPHONE Monday or Wednesday. 7:00-9:00. Lab. Fee $2.00

The course consists of practice in transcribing from records on both machines. The work includes the operation and care of the machine. Prerequisites: a typing speed of 45 words per minute and adequate training in Commercial English.

FILING—Monday. 7:00-9:00. Lab. Fee $2.00

Instruction is offered in the following principles of indexing including name and card filing, alphabetical filing, numeric filing, automatic or triple check filing, geographic filing, subject filing, soundex filing, and visible records, sometimes called karDEX systems.

Included also is a study of filing supplies and equipment, and methods of handling records as they become obsolete.

SHORTHAND I — (For Beginners only) Tuesday and Thursday. 7:00-9:00.

This course is a companion of the main shorthand course and covers the fundamentals of shorthand. Prerequisites: a typing speed of 45 words per minute. Transcription at the type-writer is required.
STENOGRAPHY IV — (Intermediate Dictation) Tuesday and Thursday, 7:30-9:00. Lab. Fee $1.00.

This is a course for stenographers who are working for a shorthand speed of 80 to 100 words per minute. Transcription at the typewriter is required.

Students selecting this course should have a good understanding of Gregg shorthand. Special emphasis is given to the writing of advanced phrases and to the building of a shorthand vocabulary of business terms.

STENOGRAPHY V — (Advanced Dictation) Tuesday and Thursday, 7:00-8:30. Lab. Fee $1.00.

This course is intended for stenographers who have attained a shorthand speed of 100 to 120 words per minute. Transcription at the typewriter is required.

This course offers advanced phrasing, vocabulary building, and technical material for dictation and transcription.

STENOGRAPHY I — (Beginning) Monday and Wednesday, 7:00-9:00. Text: To be announced.

This course is a study of stenography only and is designed for skilled typists.

This course includes the following: reading in stenography, theory, machine work and finger drills. Students must buy their own machines.

TYPEWRITING I — Monday and Wednesday 7:00-8:00 or 8:00-9:00, Tuesday and Thursday, 7:00-8:00. Lab. Fee $1.00.

This course is a continuation of Typewriting I. It includes the following: technique check-up, perfect placement of material, use of carbon paper, cutting stencils, tabulation practice and operation of the mimeograph. In addition exercises for speed building and practice in writing numbers.

COURT REPORTING— (Evening to be decided later) Lab. Fee $5.00

Ability to take dictation at 120 words per minute and transcribe at the rate of 40 words per minute.

SALES COURSES—DISTRIBUTIVE EDUCATION

ROUTE MAN'S SELLING
Course — Tuesday.
7:00-9:00

This course is prepared to assist people in the problem of selling directly to the consumer.

RETAILING—Tuesday.
7:00-9:00.

This course is designed for persons who intend to enter or who have recently entered the field of store selling.

PERSONNEL—Tuesday.
7:00-9:00.

This course is designed for persons working in personnel offices and includes the study of the various tests used in personnel offices, their administration and interpretation.

BANKING— Tuesday.
7:00-9:00.

Economics of Banking Fundamentals of Banking Negotiable Instruments Commercial Law Accounting I

The above courses are designed for persons engaged in the banking business and others who may be interested in banking procedure. Students completing these courses are entitled to a certificate from the American Institute of Banking.

INSURANCE—Tuesday.
7:00-9:00.

This course is designed for insurance underwriters. Those underwriters who complete this course are entitled to a Certified Life Underwriters certificate.

Home Economics Courses

DEVELOPMENT OF FAMILY MEMBERS

YOUR PERSONALITY — Thursday.
7:00-9:00.

Many phases of personality studied; to learn how to develop naturalness of manner and relaxation. Importance of personality in career.

INCOME MANAGEMENT—
Wednesday.
7:00-9:00.

Brides and young married people, as well as all those interested in keeping a record of money spent and planning expenditures, will enjoy this course. Some of the topics considered are: management and planning expenditures.

FAMILY PROBLEMS— Tuesday.
7:30-9:00.

(Nine Meetings)

This is a general course concerned with family relationships and the home in this modern age. Some of the topics to be considered are: family life and its purposes; family security; mental hygiene; significance of atomic age on home life; tomorrow's family; cooperation and understanding in the home; recreation for youth both in the home and in the community; social influences such as newspapers, radio, movies, schools; the family in reconversion; personality problems. This course is planned for both fathers and mothers.

CHILD DEVELOPMENT—
Tuesday.
7:30-9:00.

(Nine Meetings)

This is a lecture and discussion course for parents. The content of the course is built around the pre-school child and the pre-adolescent. It is planned to give an understanding of the physical, psychological, and sociological needs and development of the child; healthy children for a new world; affection rediscovered.
SUCCESSFUL HOME LIFE—
Wednesday. 7:00-9:00.
A course for newlyweds and young people who plan to be married. Home ownership, joint banking accounts, budgeting income, family relationships, psychological problems of married life, spiritual aspects of marriage and adjustments in the family life are topics to be discussed.

FOODS AND NUTRITION

FOODS I—(Simple Meal Planning and Preparation) Tuesday and Thursday. 7:00-9:00.
Lab. Fee $4.00.
This course will meet two evenings a week and is planned for those who are interested in developing skill in the fundamentals of menu planning and preparation. Principles of cookery as related to good nutrition and meal patterns are a part of the course. The practical work includes: typical menu patterns for breakfast, lunch and dinner; planning and preparing simple meals. This course is of special interest to brides.

FOODS II—(Baking, Meat Cookery, Vegetables) Monday and Wednesday. 7:00-9:00.
Lab. Fee $4.00.
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.

FOODS III—(Food Preparing, Casserole Dishes, special occasions) 7:00-9:00.
Lab. Fee $2.00.
This course includes food preservation if the majority of the class want it. Preparation of various types of salads, desserts and casserole dishes are stressed. Principles of cookery and nutritional values are emphasized. This course is suggested for the homemaker and the person interested in catering or deli work. It includes paper cutting, stenciling, tabulation and operation of the mimeograph. In addition exercises for speed building and practice in writing numbers.

HOSPITALITY AND TABLE DECORATION—Wednesday. 7:00-9:00. Course Fee $2.00.
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 teas and buffet meals; flower arrangement; selection of china, linen, silver and crystal.

FOODS IV—(Foods for Special Occasions) Tuesday. 7:00-9:00.
Lab. Fee $4.00.
This course is planned for those who have had some experience in food preparation and who are interested in learning more about entertaining and who want new and unusual dishes for special occasions. The highlights of the course will be suppers, holiday dinners, theater suppers, holiday dinners; special occasions; receptions; teas; buffet meals; hot summer suppers; holiday dinners;

HOMECRAFTS (Knitting)

KNITTING I—Wednesday. 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 knitted are: scarves, toques, sweaters, mittens, afghans, and other similar articles. Equipment

INCOME MANAGEMENT—
Wednesday. 7:00-9:00.
Brides and young married people, as well as all those interested in keeping a record of money spent and planning expenditures, will enjoy this course. Some of the topics covered are: management of family funds; how to handle income; use of records as an aid in family finances; choosing some system of keeping accounts; credit; savings and investments; life insurance; the budget or plan for use of income.

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MANAGEMENT OF FAMILY RESOURCES

CONSUMER PROBLEMS—
Thursday. 7:00-9:00.
This course is keyed to the present time and the content of the course keeps pace with the ever changing conditions. Its purpose is to help families and individuals become intelligent discriminators buyers. Some of the topics covered are: determination of value, identification of quality, and relationship between price and value; how to choose and buy goods; new products on the market; buying for the home; buying for children; buying for the elderly; buying for the householder; buying for the household; buying for the individual; buying for the family; buying for the group; buying for the community; buying for the nation; buying for the world.

SAFETY IN THE HOME—
Monday. (6 Weeks) 7:00-9:00.
This is a course on safety measures in the home. Lectures, demonstrations by specialists, films and slides will be used in conducting the course. Use of care of electrical equipment in the home will be demonstrated.

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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** — Thursday.
7:00-9:00
This is for the advanced student.

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**Music**

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

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

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

**APPRECIATION OF MUSIC**—Thursday. 7:30
A popular presentation of important composers of all nations with numerous illustrations of their work through piano, violin, cello, voice and records.

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**Trade and Industry Courses**

**AUTO MECHANICS**—Tuesday and Thursday. 7:00-9:00
Lab. Fee $3.00.

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

**BAKING**—Monday. 7:00-9:00
Lab. Fee $2.00
Baking science and related information for journeymen bakers. Short units on cake decorating will be offered.

**BLUE PRINT READING AND DRAFTING**—(For Machine Trades) Tuesday and Thursday. 7:00-9:00. Lab. Fee $3.00.

The blueprint reading course is developed with the idea of combining the knowledge of blueprint reading with an understanding of the processes involved in the manufacture of the item being studied.

In drafting we use a series of graded workbooks which thoroughly cover every phase of the subject from elementary projection work through machine design.

Individual instruction methods are used in presenting the above courses.

**CHEMISTRY**—Tuesday and Thursday. 7:00-9:00.
Lab. Fee $3.00.

This course is offered to assist those whose work necessitates a knowledge of chemistry. The subject matter is chosen to meet the needs of the enrollees. The fields in which this course applies are, water analysis, laboratory techniques, nursing, combustion of fuel, cosmetology, gas welding, etc. Also preparatory chemistry for those entering college or in preparation for taking state board exams.

**ELECTRICITY**—Monday and Wednesday. 7:00-9:00
Lab. Fee $1.00.
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.

**FOUNDRY**—7:00-9:00
Lab. Fee $1.00.
Informal discussion on such foundry problems as sand testing and control, operation and construction of melting furnaces, metals and alloys, mixing and cupola charges, cleaning room operations, and core making.

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**NUTRITION**

Lab Fee $2.00.

This course includes food preservation if the majority of the class want it. Preparation of various types of soups, stews, and casseroles in the same manner as is generally employed by professional orchestra pianists.

**PIANO**—Wednesday. 7:00-9:00
Lab. Fee $2.00.
A course for beginning students. Folk tunes. Easier arrangements of classical repertoire.

**MOZART CLUB** — (Male Voices) Wednesday. 8:00
Sings cantatas and part-songs with and without accompaniment.

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

**CABINETMAKING I**—Tuesday and Thursday. 7:00-9:00.
Lab. Fee $3.00.
Elementary bench and machine operations for beginning students. Project making and finishing.

**CABINETMAKING II**—Monday and Wednesday. 7:00-9:00.
Lab. Fee $3.00.
Advanced machine operation and maintenance, cabinet design and wood finishing. This class is for men who have had experience in the operation of woodworking machines or who need it for trade extension purposes.

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INSPECTION — Tuesday and Thursday, 7:00-9:00
Lab. Fee $1.00
Blue print reading, basic reading of micrometer, vernier, scales and other precision instruments.

PRINTING — Tuesday and Thursday, 7:00-9:00.
Lab. Fee $2.00.
This class is for trade extension students arranged to meet the individual students' needs in the fields of hand composition, linotype, keypunch, and hand automatic and cylinder presswork.

RADIO — Tuesday and Thursday, 7:00-9:00.
Lab. Fee $5.00.
1st Semester—BASIC RADIO THEORY.
Series, parallel circuits, current, resistance and voltage connections, resistor and capacity charts, evaluation of capacities, tube theories, schematic diagram readings, testing of circuits and necessary mathematics.
2nd Semester—RADIO REPAIR.
1st Semester work is a prerequisite.
Tube testing, tracing circuits, signal tracings, frequency oscillators, circuit measurements, alignment of signals, output measurement.

RADIO COMMUNICATION —
Friday, 7:00-9:00. Lab. Fee $1.00.
A course designed to give sufficient training for passing Federal Radio examination. Part of every session devoted to code practice.

GENERAL SHEET METAL —
Tuesday and Thursday, 7:00-9:00. Lab. Fee $3.00.
A trade extension course in the use of the essential hand tools and machines used in sheet metal work. Pattern layout work including parallel line, radial and triangulation developments will be included.

SHEET METAL DRAFTING —
Monday, 7:00-9:00.
Lab. Fee $1.00.
Pattern drafting for sheet metal workers covering all phases of layout work, such as: parallel line, radial and triangulation developments, and approximate and short cut methods.

STEAMFITTING —
Friday, 7:00-9:00. Lab. Fee $1.00.
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.

MACHINE SHOP I —
Tuesday and Thursday, 7:00-9:00.
Lab. Fee $3.00.
This unit covers the use of hand tools, measuring instruments such as: rules, center gauges, height gauges, ring and thread gauges, micrometers, etc. Also elementary machine tool operation of the engine lathe, milling machine, shaper, grinders and drill press.

MACHINE SHOP II —
Monday and Wednesday, 7:00-9:00. Lab. Fee $3.00.
This course is for students who have had experience in handling hand and machine tools. It will cover advanced machine operations on lathe, milling machines, shapers, drill press, and surface cylinder grinders.

MATHEMATICS —
Tuesday and Thursday, 7:00-9:00. Lab. Fee $2.00
Individual instruction in algebra, geometry, trigonometry, calculus, and shop problems.

SLIDE RULE — Lab. Fee $1.00
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 implicated in business, and trade problems by using the slide rule. Each student must provide himself with a slide rule.

WELDING — Tuesday and Thursday, 7:00-9:00. Lab. Fee $10.00.
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 operation 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.

MANAGEMENT AND SAFETY COURSES

FOREMAN TRAINING —
Thursday 7:00-9:00.
A course designed for foremen and leadmen in industry. This course covers: the foremen'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.

HOME BUILDING INSTITUTE —
Wednesday 7:30-9:00.
This course is planned to include problems that inexperienced prospective home builders would be confronted with if they were to start a home of their own. It would also be of value to people who are planning to buy or remodel a home.

The topics covered during the course will be discussed on a panel basis by journeymen and contractors selected from the various fields which are to be covered. The following topics will be covered:
1. Financing a home.
2. Designing a home.
4. Electrical wiring and appliances
5. Plumbing installations and fixtures
6. Heating plants
7. Painting and decorating.

OIL BURNERS SERVICE —
Wednesday 7:00-9:00. Fee $1.00.
A course designed for men who service oil burners; rotary, gum and pot type burners, their operation, adjustment and repair.

REFRIGERATION — Fee $1.00
Tuesday, 7:00-9:00.
This course is intended for operators and service men. It includes the underlying principles of refrigeration: the various types of refrigeration systems; information about refrigerants; temperatures and pressures.

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PRODUCTION MANAGEMENT —
Wednesday. 7:00-9:00.
A course designed for all levels of management from top executives to the 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, rotation of capital, effective deputization, policy as a working tool, clear thinking, man to man relations.

FOREMAN SAFETY TRAINING—Wednesday
7:00-9:00
This course is designed to assist foreman in instructing his workers in the principle 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 (personal and engineering).

NOTE: The above courses may be offered day or evening as they are required to meet the needs of management.