

University Archives and Records Center
University of Pennsylvania

**Engineering Science Management War Training. Production
Management Division
Records, 1940 - 1945**

UPB 91.1

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INVENTORY

Box 1	Production Supervision, 1941
	A-B
	T-Z
	Safety Engineering, 1941
	Motion and Time Study, Wage Incentives, 1941
	Management of Small Plants, 1941
	Time Study and Work Simplification, 1941
	Production Engineering, 1941
	Production Training for Group Leaders, 1941
	EDT Teacher Training Production Engineering, 1941 (Summer)
	Job Teacher Training, 1941 Production Engineering, 1941 (Summer)
	Production Engineering, 1941 (Summer) Application forms
	A - F

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Registration forms (filed by course) (cont.)

	Production Engineering, 1941 (Summer)
	Application forms
Box 2	G - Z
	Production Engineering, 1942 (Summer)
	Application forms, A - R
Box 3	Application forms, S - Z
	Withdrawals
	Production Control and Planning, 1941-1942
	Advanced Motion and Time Study, 1941-1942
	Fundamentals of Machine Shop Management, 1941
Box 4	Material Handling Engineering, Management, 1941-1942
Box 3	Production Engineering, 1941-1942
	Advanced Production Engineering, 1941-1942
	Production Management, 1942
	Production Supervision, 1941-1942
	Management Problems of Supervisors, 1941-1942
	Supervisory Problems in Handling Men, 1941-1942
	Industrial Psychology, 1941-1942
	Safety Engineering, 1941-1942
	Advanced Safety Engineering, 1941-1942

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Registration forms (filed by course) (cont.)

Box 3 Industrial Hygiene and Occupational Disease, 1941

 Traffic Management, 1942

Box 4 Withdrawals, 1942 (Summer)

 Defense Contract Accounting, 1941-1942

 Industrial Procurement, 1941-1942

 Job Teacher Training, 1941

 Motion and Time Study, 1941-1942

 Supervisory Training, 1942-1943

 Standard Cost Accounting, 1943

 Cost Control, 1944

 Industrial Statistics Elementary and Advanced, 1943-1944

 War Contract Accounting and Advanced, 1943-1944

 War Contract Renegotiation and Term Accounting, 1944

 War Contract Accounting and Taxes Problems, 1944

 War Contract Termination Proceedings and Accounting
 Instructor's Class, 1944

 War Contract Termination Personnel Class, 1944

 Fundamentals of Traffic Management, 1943

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Registration forms (filed by course) (cont.)

Box 4	War Traffic Administration Advanced War Traffic Administration, 1943-1944
	Job Analysis, 1942-1943
Box 5	Industrial Relations, 1943
	Safety Engineering, 1942-1943
	Advanced Safety Engineering, 1942
	Industrial Fire Problems, 1942
	Industrial Hygiene, 1943
	Industrial Procurement, 1942-1943
	Production Control and Expediting, 1942
	Economic Utilization Machine Tools, 1942-1943
	Maintenance and Management, 1943
	Motion and Time Study, 1942-1943
	Advanced Motion and Time Study, 1942-1943
	Incentive Systems and Wage Payment, 1943
	Personnel Management, 1942-1943
	Production Supervision, 1942-1943
	Supervisory Problems Handling Workers, 1942-1943
	Industrial Psychology for Supervisors, 1942-1943

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Registration forms (filed by course) (cont.)

Box 5

Safety Training for Industrial Supervisors, 1942-1943

Advanced Production Engineering, 1942-1943

Classes dropped

Production Engineering, 1942-1943

Personnel Management and Industrial Relations, 1943

Application forms

Advanced War Contract Accounting, 1942-1943

Office Management, 1942-1943

War Contract Accounting (includes Defense Contract Accounting), 1942-1943

Box 6

War Contract Accounting (10 weeks), 1942-1943

Advanced Time Study, 1943-1944

Wage Incentive Systems, 1944

Personnel Management, 1943

Personnel Policies and Principles, 1943-1944

Personnel Selection and Procedures, 1943

Job Analysis, 1943-1944

Industrial Relations, 1943-1944

Labor Legislation, 1943-1944

Personnel Counseling, 1943-1944

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Registration forms (filed by course) (cont.)

Box 6

Safety Engineering, 1943 1944

Advanced Safety Engineering, 1943-1944

Industrial Hygiene and Occupational Disease, 1943

Industrial Fire Protection, 1944

Industrial Procurement, 1943

Office Management, 1943-1944

Industrial Accounting, 1943-1944

Cost Accounting for War Industry, 1943-1944

Production Control, 1942

Advanced Industrial Management and Problems, 1943-1944

Plant Layout, 1943

Production Control and Expediting and Planning, 1943-1944

Economic Utilization of Machine Tools, 1943

Plant Management, 1944

Box 7

Statistical Quality Control, 1943

Motion and Time Study, 1943

Production Management for Supervisors, 1943

Supervision for Workers, 1943-1944

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Box 7

Industrial Relations for Supervisors, 1944

Industrial Psychology for Supervisors, 1943-1944

Work Simplification for Supervisors, 1943

Production Management and Engineering, 1943-1944

Advanced Production Engineering, 1943

Production Management for Supervisors, 1944

Production Supervision A, 1944

Supervision of Workers, 1945

Industrial Psychology for Supervisors, 1944-1945

Industrial Safety for Supervisors, 1944

Problems in Industrial Supervision, 1945

Production Management A, 1944-1945

Production Management B, 1944-1945

Production Control and Expediting, 1944-1945

Advanced Production Control, 1944-1945

Production Control and Planning, 1944

Economic Utilization of Machine Tools, 1944

Production Cost Analysis, 1944-1945

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Box 7

Statistical Control of Quality, 1944

Industrial Management Problems, 1944

Advanced Industrial Management Problems, 1944

Motion Study, 1944

Time Study, 1944-1945

Advanced Time Study, 1944

Time Study for Foremen, 1944

Personnel Policies and Principles, 1944-1945

Personnel Selection and Procedures, 1944-1945

Industrial Relations, 1944-1945

Industrial Relations Labor Legislation, 1944

Box 8

Labor Legislation, 1944-1945

Job Analysis, 1944-1945

Personnel Tests, 1944

Personnel Counseling, 1945

Employment and Induction Techniques, 1944

Wartime Personnel Problems, 1944-1945

Job Simplification, 1945

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Box 8

Wage Incentive System, 1945

Safety Engineering, 1944-1945

Advanced Safety Engineering, 1944

Industrial Hygiene, 1945

Industrial Procurement, no forms here

Office Management, 1944-1945

Industrial Accounting, 1944-1945

Cost Accounting for War Industry, 1944-1945

Standard Cost Accounting, 1944

Cost Control, 1945

Advanced Industrial Statistics, 1944

Elementary Industrial Statistics, 1945

Advanced War Traffic Administration, 1943-1944

War Transportation Management, 1945

Index to records: registration cards (Student Records, access

Box 9	Card box 1	A-Br
	Card box 2	Bu-Dim
	Card box 3	Din-Gel
	Card box 4	Gem-Hub

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Index to records: registration cards (Student Records, access

Box 9	Card box 5	Hud-Leva
	Card box 6	Leve-Me
Box 10	Card box 1	Mi-P
	Card box 2	Q-She
	Card box 3	Shi-U
	Card box 4	V-Z

Production Training group leaders

Card box 4 1941

3 x 5 cards

Box 13	Bibliography (drawer labeled "Library")
	Address cards, instructor and office force and general addresses, H Z
	Topical list of headings, A Z
	Terminations, list of students and companies

Production Engineering course

Box 14	Pamphlets on business activities, speakers, and correspondence; business course aids and materials
	Production Engineering and purpose of course; methods, blueprints, tests
	Personal History blanks
Box 15	Course materials, pamphlets

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- Box 15 Correspondence
- Rolls, terminating classes, 1944-1945
- Company lists
- Ordinance Contract
- Course plans
- List of contractors
- Pretermination attendance and planning
- Box 16 Seminar planning
- Publicity, pictures, etc.
- Monthly statements, 1944-1945
- Sub contractors lists
- Personnel data, A-2
- Treasurer's Office correspondence.
- Box 17 United States Office of Education, budget and general
 correspondence (ESMWT)
- Pamphlet advertising the film "The Story of Willow Run"
- Information about the programs; course listings.
- ESMDT, report on the program; re. supervision
- EDT (Engineering Defense Training), ESMDT, ESMWT
 Production Management Reports

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Box 17

United States Office of Education, Specialist Schwenning's material (in date order) correspondence and Reports

EDT budget sheets

List of budget allowances

Information about students in ESMDT course having a B.S. or higher

ESMWT Program with course lists

ESMDT budget sheets

Newspaper articles and information about publicity

Information concerning obtaining films

Application forms

ESMWT trainee lists A-Z with company affiliation; 3 x 5 cards

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