

A G E N D A
Board Meeting - Sauk Valley College

COLLEGE OFFICES
July 25, 1966 - 8:00 p.m.

A. Call to order by President

B. Roll Call

C. Recommended Actions:

1. Routine Matters:
 - a. Approval of minutes as submitted
 - b. Approval of treasurer's report
 - c. Approval of monthly statement of budgetary items
 - d. Approval of current payroll journal
 - e. Approval of current bills for payment

D. Report on quotations for office furniture

E. Report and consideration for approval of daytime course offerings for fall semester

F. Report and consideration for approval of procedure for determining evening course offerings for the fall semester

G. President Sabol's report

H. Other old business

I. New business

J. Date for next meeting

K. Adjournment

**MINUTES OF REGULAR MEETING
SAUK VALLEY COLLEGE BOARD**

July 25, 1966

President Walder called to order the regular meeting of the Sauk Valley College Board in the Dixon office of the College on July 25, 1966, 8:00 P.M.

The following answered roll call: Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, Forrest L. Tabor and Warren E. Walder. None were absent.

Mr. Stuff moved to approve minutes as corrected and submitted. Mr. Dillon seconded the motion. The motion carried.

Mr. Schuneman moved to receive the treasurer's report for filing and later approval. Mr. Reuter seconded the motion. The motion carried.

Mr. Schuneman moved to approve the attached monthly statement of budgetary items. Mr. Dillon seconded the motion. The motion carried.

Mr. Stuff moved to approve the current payroll journal in amount of \$8,633.33 professional staff and \$1,070.00 office staff. Mr. Tabor seconded the motion. The roll was called and the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, Forrest L. Tabor and Warren E. Walder. None voted "Nay." The motion carried.

Mr. Dillon moved to approve current bills as listed and attached for payment in these amounts: \$144,219.41 Educational Fund, \$2,187.50 Building Fund and Site and Construction Fund \$193,901.19. Mr. Stuff seconded the motion. The roll was called and the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, Forrest L. Tabor and Warren E. Walder. None voted "Nay." The motion carried.

Mr. Tabor moved to approve the base bid of the Imperial Furniture Company for office furniture as listed below in the amount of \$12,294.12 with alternates to be determined by Dr. Sabol and the business officer, Mr. Edison, not to exceed a total \$14,309.68:

- 40 faculty desks
- 7 executive desks
- 7 secretary's desks
- 47 swivel arm chairs
- 7 steno chairs
- 57 side chairs with arms

Mr. Schuneman seconded the motion. The roll was called and the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, Forrest L. Tabor and Warren E. Walder. None voted "Nay." The motion carried.

Mr. Tabor moved to approve the bid of the Black Hawk Company for \$3,109.00 for the library and book store. Mr. Dillon seconded the motion. The roll was called, and the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, Forrest L. Tabor and Warren E. Walder. None voted "Nay." The motion carried.

Mr. Schuneman moved to accept the bid of Sterling Business Machines for 40 units of filing cabinets at \$163.30 per unit. Mr. Dillon seconded the motion. The roll was called and the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, Forrest L. Tabor and Warren E. Walder. None voted "Nay." The motion carried.

After the Board discussed the merits of leasing and owning, Mr. Schuneman moved to purchase a 21-column automatic National Cash Register calculating machine for \$7839.50. Mr. Reuter seconded the motion. The roll was called and the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, Forrest L. Tabor and Warren E. Walder. None voted "Nay." The motion carried.

Mr. Stuff moved to purchase 2 National Cash Register validating machines at \$505.00. Mr. Dillon seconded the motion. The roll was called and the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, Forrest L. Tabor and Warren E. Walder. None voted "Nay." The motion carried.

Mr. Propheter reported that 20,000 cubic yards of extra dirt could be deposited in the 4 acre swampy area at the southeast corner of the campus at a cost of \$4,850.00. Mr. Tabor moved and Mr. Reuter seconded a motion to accept same proposal. The roll was called and the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, Forrest L. Tabor and Warren E. Walder. None voted "Nay." The motion carried.

Dean Osborn presented for the Board's approval the attached listing of courses and curricula including both transfer and career programs. Mr. Tabor moved to accept this document and Mr. Schuneman seconded the motion. The roll was called and the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, Forrest L. Tabor and Warren E. Walder. None voted "Nay." The motion carried.

Dr. Sabol presented for approval the attached proposal for procedures for evening course offerings. Mr. Tabor moved to approve the same. Mr. Schuneman seconded the motion. The roll was called and the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, Forrest L. Tabor and Warren E. Walder. None voted "Nay." The motion carried.

Dr. Sabol presented the following staff appointments for approval:

- D. George Ludgate - Assistant professor English and speech
- Daniel Mabree – Physical Education
- Fred Nuernberg - Speech and drama
- Frederick Voda - Counselor and Director of Student Activities

Mr. Tabor moved and Mr. Dillon seconded to approve staff appointments. The roll was called and the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, Forrest L. Tabor and Warren E. Walder. None voted "Nay." The motion carried.

Dr. Sabol indicated that he is seeking and interviewing appointments for Art, Economics, Sociology, Psychology, Math, English Literature, Journalism-Public Relations, Accounting or General Business and Library.

Mr. Castendyck reported the assessed value of the attached Franklin Grove area to be about \$5,592,465 plus the personal property which usually averages about 20% of real property. The total value of the Ohio District for 1965 was \$8,500,000.

Mr. Castendyck reported that 320 acres of the Ohio District had been detached from the College District because of a prior inclusion in the Illinois Valley District which had not been known at the time of the Ohio District's attachment.

Dr. Sabol announced that the Sterling office of the College is now open on Saturday mornings. He notified the Board of the August 11 hearing before the State Board for the purpose of defending our position in our application for State funds for building.

Duaine Claiborne, inspecting architect for Building I, was present and reported on progress at the building site.

Mr. Schuneman moved to approve an increase in salary of \$1200 per year for Dr. Sabol, effective July 1, 1966. Mr. Dillon seconded the motion. The roll was called and the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, Forrest L. Tabor and Warren E. Walder. None voted "Nay." The motion carried.

At the request of the Board, the architects recommended the acceptance of Alternate I to Base bid B of Henry and Dean Albrecht, Ohio, Illinois, for the supplying of a temporary well and water system; Base bid \$5828, Alternate I \$1195, total \$4633.00.

Mr. Reuter moved to adjourn to August 1, 1966, 8:00 P.M., Sterling Office of the College. Mr. Tabor seconded the motion. The roll was called and the following voted "Aye": Peter W. Dillon, Catherine R. Perkins, Kenneth L. Reuter, Clayton R. Schuneman, Gerald S. Stuff, Forrest L. Tabor and Warren E. Walder. None voted "Nay." The motion carried and the meeting adjourned.

Catherine R. Perkins
Secretary

July 25, 1966

SAUK VALLEY COLLEGE

Educational Fund

Postmaster	Postage	364	50.00
Petty Cash	Misc. expenses	365	32.29
Central National Bank	Antic.Warrants - Principal	82,000.00	
	Interest	1,332.50	366
First National Bank	Antic.Warrants - Principal	50,000.00	
	Interest	753.46	367
	BALANCE OF JUNE BILLS PAID		50,753.46
			134,168.25
Imprest Fund	Establish account	368	3,000.00
Petty Cash	Establish account	369	50.00
Margaret Harrison	Cleaning services	370	14.00
Postmaster	Postage	371	50.00
Margaret Harrison	Cleaning services	372	14.00
Oren H. Allen	Expenses-University of Indiana	373	82.50
American Council on Education	Book-From Junior to Senior Colleges	374	10.00
American Library Association	Library books	375	10.00
Maker and Taylor Company	Library books	376	943.61
Blackhawk Office Supply, Inc.	Office supplies	377	20.22
Irroughs Corporation	Speed-lock binders	378	22.37
The Daily Gazette	Legal ads	379	77.02
Exon Evening Telegraph	Advertising	380	12.18
Askell's	Office supplies	381	151.26
Pauline Howe	Treas.Salary	382	25.00
Illinois Bell Telephone Co.	Service	383	416.81
Mer J. Kuhn	Expenses-Articulation of testing mat.	384	24.00
Ami Hotel	Room-Mr. and Mrs. Robert Edison	385	104.29
North Central Assn.	NCA consultant	386	500.00
Richland Paper Company	Office supplies	387	45.00
Sherine R. Perkins	Envelopes and postage	388	12.05
Money Printing Company	Composition and repro proofs	389	58.75
Clarkford Morning Star	Advertising	390	9.17
Sauk Valley College	Tuition	391	222.00
Edward J. Sabol	July mileage	392	150.00
Edward J. Sabol	Misc. expenses	393	292.18
Charles Scribners Sons	Library books	394	420.38
F. Shaw Printing Company	Advertising	395	31.20
Erbling Business Machines	Office supplies	396	254.18
Erbling Business Machines	Mimeograph	397	924.42
Erbling Clean Towel Service	Service	398	2.50
Hotelodge	Room-Sigurd Rislov	399	8.00
Oren Walder	Telephone calls	400	1.76
Richland, Incorporated	Visual aids equipment	401	707.06
Carl Wentzel Company	Workmen's Comp.; Comp.Gen.Liability	402	1,344.00
Virginia I. Wheeler	Expenses-Springfield, Illinois	403	41.25
	TOTAL		10,051.16

Building Fund

Edna C. Schuler, Charles	Interest thru June 30, 1966	22	2,187.50
Schuler, Nancy J. Schuler	BALANCE OF JUNE BILLS PAID		2,187.50

Site and Construction
Rock Falls National Bank

Robert Const. Company	Payment	1	87,725.69
Insurance Agency	Builders risk; builders risk on sewage disposal	2	947.00
I. W. Caldwell	Site reappraisal	3	65.00
Mr. J. Deininger, Domner, Kramer, Gordon	Services	4	101,621.00
Mr. J. O. Osterberg	Foundation recommendations	5	330.80
Engineering Engineers, Inc.	Services	6	2,644.50
Erzya Engineering & Service Co.	Re-checking original boring work	7	567.20
	TOTAL		193,901.19

Site and Construction
Harris Trust and Savings Bank

te & Const. Fund, R.F. Nat. Bank	Transfer	1	87,000.00
te & Const. Fund, R.F. Nat. Bank	Transfer	2	104,000.00
	TOTAL		191,000.00

FINANCIAL STATEMENT

<u>Location Fund</u>		
Balance on hand June 15, 1966		121,054.01
Receipts:		
Petty Cash, close account	50.00	
Imprest Fund, close account	3,000.00	
Transf. from Building-Partial loan repay	48,564.31	
Lee County, taxes	40,434.00	
Whiteside County, taxes	55,437.29	
Ogle County, taxes	8,029.95	
		<u>155,519.56</u>
Disbursements		<u>276,837.57</u>
Balance on hand July 1, 1966		<u>159,681.99</u>
		<u>117,844.42</u>

Cash Balance:				270,974.45
Outstanding Checks:	#295	15.00	#355	18.75
	322	154.00	356	11.25
	324	125.00	358	11.00
	325	427.00	359	5.00
	326	814.20	360	34.61
	327	125.00	362	32.50
	328	295.69	363	3.60
	329	18.50	366	83,332.50
	330	30.00	367	50,753.46
	331	51.50	PR 17	978.20
	332	215.28	18	483.10
	333	5.15	19	1,086.30
	334	3.03	20	916.70
	335	62.90		
	336	20.80		
	337	3.60		
	338	7.05		
	340	11,501.36		
	345	136.53		
	346	27.50		
	347	46.93		
	348	1,050.00		
	351	18.40		
	352	4.20		
	353	221.98		
	354	615.49		
				<u>153,663.06</u>
True Cash Balance				<u>117,311.39</u>

<u>lding Fund</u>		
ance on hand June 15, 1966		12,907.35
eipts: Lee County, taxes	19,566.00	
Whiteside County, taxes	26,826.08	
Ogle County, taxes	<u>3,885.69</u>	50,277.77
al Receipts		63,185.12
bursements: Bills	14,620.81	
Partial repay to Educ.Fund	<u>48,564.31</u>	63,185.12
ance on hand July 1, 1966		-0-

Cash Balance:		8,620.81
Outstanding Checks: #17	4,000.00	
18	50.00	
19	2,032.87	
20	350.44	
22	2,187.50	
		<u>8,620.81</u>
True Cash Balance:		-0-

<u>igations Outstanding:</u>		
icipation Warrants: Central National Bank	42,000.00	
First National Bank	25,000.00	
Plus Interest		
ance due Educ.Fund from interfund loans	<u>56,585.69</u>	
	123,585.69	plus interest

<u>and Construction - Rock Falls National Bank</u>		
ance on hand June 15, 1966	(checking account)	3,287.62
as Invested -- due 4-30-67		66,712.33
al available July 1, 1966		70,000.00
<u>and Construction - Harris Trust and Savings Bank</u>		
13 - Principal on bonds sold	3,905,000.00	
Premium on bonds	<u>6,350.85</u>	
l of bonds and premium		3,911,350.85
13 - U.S. Treas. bills purchased - due 12-8-66	3,419,010.00	
U.S.Treas. bills purchased - due 9-8-66	<u>98,902.83</u>	3,517,912.83
ance on hand July 1, 1966 (checking account)		393,438.02

SAUK VALLEY COLLEGE - BUDGET REPORT
JUNE 30, 1966

		TOTAL		BALANCES				
		Outstanding	Total	Previous Mo.	This Month	Budget	Unexpended	Unencumbered
Description of Accts.	Purch Orders	Expenditures	To Date	To Date				
EDUCATIONAL FUND								
501,100, ADMINISTRATION-SALARIES		17,973.25	17,973.25	17,598.25	7,375.00	98,700.00	87,726.75	87,726.75*
501,200, CONTRACTUAL SERVICES		5,219.72	5,219.72	4,912.22	307.50	6,900.00	1,680.28	1,680.28*
501,300, ADMINISTRATION-SUPPLIES		2,093.42	2,093.42	1,815.62	277.80	1,800.00	293.42	293.42*
501,700, ADMINISTRATION-TRAVEL		12,792.17	12,792.17	17,118.64	2,673.53	5,000.00	7,792.17	7,792.17*
501,900, ADMINISTRATION-OTHER		3,312.15	3,312.15	3,025.81	286.34	12,550.00	9,237.85	9,237.85*
502,320, LIBRARY AND AUDIO VISUAL		75.00	75.00		75.00	50,000.00	49,925.00	49,925.00*
502,700, TUITION PAID		12,914.76	12,914.76	1,413.40	11,501.36	20,000.00	7,085.24	7,085.24*
506,500, UTILITIES		605.10	605.10	451.29	153.81	1,800.00	1,194.90	1,194.90*
508,400, FIXED CHARGES-RETIREMENT		1,649.73	1,649.73	812.26	837.47	700.00	949.73	949.73*
508,500, FIXED CHARGES-INSURANCE		1,490.00	1,490.00	380.00	1,110.00	1,450.00	40.00	40.00*
508,810, INTEREST-ARTIC. WARRANTS		2,085.96	2,085.96		2,085.96	1,250.00	835.96	835.96*
563,000, EQUIPMENT		867.01	867.01	867.01	.00	19,625.00	18,757.99	18,757.99*
590,000, CONTINGENCIES			.00		.00	1,000.00	1,000.00	1,000.00*
TOTALS	.00	61,078.27	61,078.27	34,394.50	26,683.77	227,775.00	159,696.73	159,696.73*

BUILDING FUND

508,600, RENTAL			.00		.00	2,700.00	2,700.00	2,700.00*
508,810, INTEREST-ARTIC. WARRANTS			.00		.00		.00	.00*
561,000, SITE ACQUISITION AND IMPV.		88,923.58	88,923.58	86,736.08	2,187.50	127,000.00	31,076.42	31,076.42*
562,000, NEW BLDGS AND IMPVS.		97,804.62	97,804.62	85,371.31	12,433.31	17,000.00	97,804.62	97,804.62*
TOTALS	.00	186,728.20	186,728.20	172,107.39	14,620.81	132,700.00	51,026.20	51,026.20*

July 18, 1966

To: President Sabol
From: Dean Osborn
Subject: Types of Degrees Offered and Requirements for Each

ASSOCIATE IN ARTS

A - English and Speech -	9 hours
B - Social Science -	6 hours
C - Science or Mathematics -	8 hours
D - Humanities -	6 hours
E - Physical Education ¹ -	4 hours
F - Pass examination on the Constitution of the United States and the State of Illinois	

¹Students who have over one year of military service are exempt, and those students taking evening classes only are excused. Any student who, for medical reasons, cannot participate must present a written medical excuse and then must complete four credit hours in science including Health.

ASSOCIATE IN APPLIED SCIENCE

A - Communication Skills -	9 hours
B - Social Science -	6 hours
C - Humanities -	3 hours
D - Physical Education ¹ -	2 hours

All degree candidates must fulfill these general requirements:

1. Complete 30 semester hours at Sauk Valley College.
2. Recommended for graduation by Committee on Academic Standards.
3. Have satisfactorily met all College obligations.
4. The total program must include a minimum of 64 semester hours of work with an average grade of not less than "C". Candidates must present an organized program of study.

Fall Semester		Spring Semester	
HUMANITIES (Continued)			
Art Appreciation I	(2)	Art Appreciation II	(2)
French I	(4)	French II	(4)
Intermediate French	(4)	French Literature	(4)
Spanish I	(4)	Spanish II	(4)
Intermediate Spanish	(4)	Spanish Literature	(4)
Rhetoric 100	(3)	Rhetoric 101	(3)
Rhetoric 101	(3)	Rhetoric 102	(3)
American Literature I	(3)	American Literature II	(3)
Fundamentals of Music	(2)	Fundamentals of Harmony	(2)
Music Appreciation I	(2)	Music Appreciation II	(2)
Chorus	(1)	Chorus	(1)
Sight Singing and Ear Training I	(2)	Sight Singing and Ear Training II	(2)
Fundamentals of Speech 101	(3)	Fundamentals of Speech 101	(3)
Public Speaking 201	(3)	Public Speaking 201	(3)
Debate I	(2)	Debate II	(2)
Introduction to Theater	(3)	Stage Craft	(3)
SCIENCE AND MATHEMATICS			
Engineering Graphics I	(3)	Engineering Graphics II	(3)
Introduction to Engineering	(4)		
Fundamentals of Math. 115	(4)	Fundamentals of Math. 115	(4)
Basic Mathematics 101	(3)	Basic Mathematics 102	(3)
College Algebra 120	(3)	College Trigonometry 121	(3)
Analytic Geometry	(4)	Calculus	(4)
General Biology I	(4)	General Biology II	(4)
Anatomy and Physiology I	(4)	Anatomy and Physiology II	(4)
Botany I	(4)	Botany II	(4)
Zoology	(4)	Comparative Anatomy	(4)
Fundamentals of Chemistry 101	(3)	Inorganic Chemistry 102	(3)
General Chemistry 105	(5)	Qualitative Analysis 106	(5)
Personal and Community Health I	(2)	Personal and Community Health I	(2)

Fall Semester		Spring Semester	
		Micro-Biology	(4)
SOCIAL SCIENCE			
Western Civilization to 1648	(3)	Western Civilization from 1648	(3)
United States History to 1865	(3)	United States History from 1865	(3)
Economic History of U.S.	(3)	U.S. in 20th Century	(3)
Economic Geography	(3)	Political Geography	(3)
National Government	(3)	State and Local Government	(3)
Psychology I	(3)	Psychology II	(3)
Sociology I	(3)	Sociology II	(3)
Social Problems	(3)	Marriage and Family	(3)

BACCALAUREATE-ORIENTED CURRICULUM

AGRICULTURE

1st Semester

- Rhetoric 101 (3)
- Chemistry (5)
- Zoology (4)
- Principles of Soils (2)
- P. E. (1)
- Orientation (1)

Total: 17

3rd Semester

- Chemistry (Organic)(5)
- College Algebra(3)
- Speech (3)
- Physics (4)
- P. E. (1)

Total: 16

LIBERAL ARTS

1st Semester

- Rhetoric 101 (3)
- Modern Language (4)
- Western Civilization (3)
- Science or Mathematics(3–5)
- P. E. (1)
- Orientation (1)

Total: 15–17

3rd Semester

- Literature or Art (3)
- Modern Language (4)
- American History (3)
- Speech (3)
- P. E. (1)
- Electives (3)

2nd Semester

- Rhetoric 102.....(3)
- Chemistry.....(5)
- Botany.....(4)
- Agr. Economics.....(3)
- P. E.(1)

Total: 16

4th Semester

- Geology.....(4)
- Humanities Electives.....(3-4)
- Crop Production 121.....(4)
- Physics.....(1)

Total: 16-17

2nd Semester

- Rhetoric 102.....(3)
- Modern Language.....(4)
- Western Civilization.....(3)
- Science or Mathematics...(3-5)
- P. E.(1)

Total: 17-18

4th Semester

- Literature or Music.....(3)
- Modern Language.....(4)
- American History.....(3)
- Electives.....(6-7)
- P. E.(1)

Total: 17

ENGINEERING

1st Semester

- Rhetoric 101 (3)
- Engineering Drawing(3)
- Math–Analytical Geometry (4)
- Chemistry 105 (5)
- P. E. (1)
- Orientation (1)

Total: 17

3rd Semester

- Physics (4)
- Calculus (4)
- Modern Language (4)
- P. E. (1)
- Speech (3)

Total: 16

BUSINESS

1st Semester

- Rhetoric 101 (3)
- Intro. to Business (3)
- Accounting 101 (3)
- Mathematics or Science (3–5)
- Social Science Electives (3)
- P. E. (1)
- Orientation (1)

Total: 17–19

3rd Semester

- Economics (3)
- Management (3)
- Speech (3)
- Humanities (3)
- Electives (3)

Total: 17-18

2nd Semester

- Rhetoric 102.....(3)
- Descriptive Geometry....(3)
- Calculus.....(4)
- Chemistry 106.....(5)
- P. E.(1)

Total: 16

4th Semester

- Physics.....(4)
- Differential Equation....(4)
- Modern Language.....(4)
- P. E.(1)
- Electives.....(3-4)

Total: 16-17

2nd Semester

- Rhetoric 102.....(3)
- Psychology.....(3)
- Accounting 102.....(3)
- Mathematics or Science ..(3-5)
- Social Science Electives..(3)
- P. E.(1)

Total: 16-18

4th Semester

- Economics.....(3)
- Salesmanship.....(3)
- Marketing.....(3)
- Humanities.....(3)
- Electives.....(3)

• P. E. (1)

P. E.(1)

Total: 16

Total: 16

Electives: Art, Economics, Mathematics, Music, Psychology, Sociology, Modern Language, History.

It is advisable to follow the recommendation given in the catalog of the school at which the degree is to be obtained.

BACCALAUREATE-ORIENTED CURRICULUM

EDUCATION

Students preparing for teaching, either on the elementary or secondary level, should follow the basic framework of the Liberal Arts curriculum.

The minimum requirement for a teaching certificate is a baccalaureate degree, and since the curricula for teaching vary widely at different institutions, students are cautioned to consult the bulletin of the school to make necessary substitutions.

In particular, students planning to attend Northern Illinois University should give careful attention to the general education requirements and special requirements for teaching.

CAREER PROGRAMS IN BUSINESS

The college offers three business options intended to prepare the graduate for immediate employment in business or industry in the areas of accounting, management, or secretarial science.

ACCOUNTING

1st Semester	2nd Semester
• Rhetoric 100–101 (3)	Rhetoric or Bus. Correspondence.....(3)
• Social Science Survey 101 (3)	Social Science Survey 102.....(3)
• Accounting 101 (3)	Accounting 102.....(3)
• Humanities I (3)	Humanities II.....(3)
• Business Mathematics 110 (3)	Intro. To Data Processing 114.....(3)
• P. E. (1)	P. E.(1)
• Orientation (1)	

<i>Total: 17</i>	<i>Total: 16</i>
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3rd Semester	4th Semester
• Accounting 201 (3)	Accounting Elective*.....(3)
• Business Law 201 (3)	Business Correspondence.....(3)
• Economics 201 (3)	Economics 202.....(3)
• Speech 131 (3)	Elective.....(3-4)
• Elective (3-4)	

<i>Total: 15–16</i>	<i>Total: 15-16</i>
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MANAGEMENT AND MARKETING

1st Semester	2nd Semester
• Rhetoric 100–101 (3)	Rhetoric or Bus. Correspondence.....(3)
• Social Science Survey 101 (3)	Social Science Survey 102.....(3)
• Accounting 101 (3)	Accounting 102.....(3)
• Business Mathematics 110 (3)	Intro. To Data Processing 114.....(3)
• Psychology (3)	Elective.....(3)
• P. E. (1)	P. E.(1)
• Orientation (1)	

<i>Total: 17</i>	<i>Total: 16</i>
3rd Semester	4th Semester

• Economics 201 (3)	Economics 202.....(3)
• Business Law I (3)	Business Law II(3)
• Principles of Marketing I (3)	Principles of Marketing II.....(3)
• Speech (3)	Accounting Elective *.....(3)
• Management 233 (3)	Advertising 234.....(3)
	Elective.....(2-3)

<i>Total: 15</i>	<i>Total: 17-18</i>
<i>*Cost Accounting, Tax Procedures, Payroll Accounting, Small Business Accounting.</i>	
SECRETARIAL SCIENCE	
1st Semester	2nd Semester

Cl.	Lab.	Cr.
Rhetoric 100–101	(3)	—
Social Science Survey 101	(3)	—
Bus. Mathematics 110	(3)	—
Elem. Typing 121	(4)	(3)
Elem. Shorthand 111	(4)	(2)
P. E.	—	—
Orientation	(1)	—

<i>Total: 17</i>
2nd Semester

Cl.	Lab.	Cr.
Bus. Correspondence. 102	(3)	—
Social Science Survey 102	(3)	—
Intro. to Data Process. 114	(3)	(3)

Cl.	Lab.	Cr.
Inter. Typing 122	(4)	(3)
Inter. Shorthand 112	(4)	(2)
P. E.	—	—

<i>Total: 16</i>

3rd Semester

Cl.	Lab.	Cr.
Advanced Typing 221	(4)	(3)
Advanced Shorthand 211	(4)	(3)
Accounting 101	(3)	—
Speech	(3)	—
Humanities I	(3)	—

Total: 15

4th Semester

Cl.	Lab.	Cr.
Office Machines	(1)	(2)
Office Organization	(1)	(2)
Secretarial Seminar	(3)	(2)
Electives	(5–6)	(5–6)
Humanities II	(3)	—

Total: 16–17

Students entering with no typing should take the sequence 121–122–221.

Students entering with no shorthand should take the sequence 111–112–211.

Students entering with a year of high school typing should take the sequence 122–211 plus a three-hour elective.

Students entering with a year of high school shorthand should take the sequence 112–211 plus a three-hour elective.

DRAFTING AND DESIGN

1st Semester

Cl.	Lab. Cr.	
Drafting I	(2)	(6)
Materials of Industry	(3)	—
Applied Mathematics	(3)	—
Applied Physics	(3)	(1)
Communications I	(3)	—
P. E.	—	—
Orientation	(1)	—

Total: 18

2nd Semester

Cl.	Lab. Cr.	
Drafting II	(2)	(6)
Engineering Geometry	(1)	(2)
Product Design and Development...	(2)	(6)
Manufacturing Processes	(2)	(2)
Communications II	(3)	—
P. E.	—	—

Total: 17

3rd Semester

Cl.	Lab. Cr.	
Tool Design I	(2)	(6)
Strength of Materials	(2)	(2)
Applied Physics II	(3)	(1)
Social Science I	(2)	—
Basic Electrical Drafting	(2)	(2)
P. E.	—	—

Total: 16

4th Semester

Cl.	Lab. Cr.	
Tool Design II	(1)	(3)
Architectural Drafting	(2)	(6)
Elements of Architecture	(2)	—
Social Science II	(2)	—
American Institutions	(3)	—
P. E.	—	—
Design Projects	(1)	(8)

Total: 17

MECHANICAL TECHNOLOGY (MACHINE DESIGN OPTION)

1st Semester

Cl.	Lab. Cr.	
Engineering Drawing I	(1)	(5)
Materials of Industry	(3)	—
Technical Mathematics I	(3)	—
Communications I (Written and Oral) .	(3)	—
Technical Physics I (Heat and Mechanics)	(4)	(2)
P. E.	—	—
Orientation	(1)	—

Total: 18

2nd Semester

Cl.	Lab. Cr.	
Engineering Drawing II	(1)	(5)
Engineering Geometry	(1)	(2)
Technical Mathematics II	(3)	—
Mechanisms	(2)	(4)
Manufacturing Processes	(2)	(2)
Technical Reporting	(3)	—
P. E.	—	—

Total: 18

3rd Semester

Cl.	Lab. Cr.	
Machine Design I	(3)	(3)
Strength of Materials	(2)	(2)
Hydraulics and Pneumatics	(1)	(1)
Technical Physics II (Electricity)	(4)	(2)
Economics of Industry	(2)	—
Social Science I	(2)	—
P. E.	—	—

Total: 17

4th Semester

Cl.	Lab. Cr.	
Machine Design II	(2)	(2)
Metallurgy	(2)	(3)
Design Projects	(1)	(8)
American Institutions	(3)	—
Production and Management	(3)	—
Social Science II	(2)	—
P. E.	—	—

Total: 18

**SAUK VALLEY COLLEGE
EVENING DIVISION**

The following are possible evening division course offerings for this fall, 1966:

- (3) *Principles of Accounting*
- (2) *Investments*
- (3) *Principles of Economics*
- (3) *Beginning Typing*
- (3) *Personnel Problems in Business*
- Secretarial Refresher
- College Notehand
- Production Typing
- (2) *Fundamentals of Art*
- (2) *Painting*
- (3) *Rhetoric 101*
- (3) *Children's Literature*
- (3) *American Novels*
- (3) *Speech*
- (3) *Modern American Literature*
- (2) *Music Appreciation*
- (2) *Music and the Fine Arts*
- (4) *Principles of Mathematics*
- (3) *College Algebra*
- (4) *Analytic Geometry*
- (1) *Slide Rule*
- Blueprint Reading
- Farm Management
- Agriculture Policies and Programs
- Home and Family Management
- (3) *General Psychology*
- (3) *State and Local Government*
- (3) *International Relations*
- (3) *Introductory Sociology*

Numbers in Parenthesis indicate college credits for each course.

WHO MAY ATTEND: Evening and day admission policies are one and the same. Anyone who is prepared to profit from a course will be admitted. Those who do not have an adequate background to take courses of their choice will have the opportunity to take special preparation.

HOW: Applications are available at either college office:

24 E. Third Street, Sterling or 815 W. First Street in Dixon.

Additional information may be secured by calling the Sauk Valley College office in Sterling: 625-5856.

Please help us by completing this form:

TO: Director of Evening Division
Sauk Valley College
24 E. Third Street
Sterling, Illinois

NAME: _____

ADDRESS: _____

I am interested in Course: _____

I wish you would consider this course: _____