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An Internship in Administration

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AN INTERNSHIP

IN ADMINISTRATION

(TITLE)

BY

JERRY JOE NEWELL

FIELD STUDY
THESIS

SUBMITTED IN PARTIAL FULFILLMENT OF THE REQUIREMENTS
FOR THE DEGREE OF

Specialist in Education

IN THE GRADUATE SCHOOL, EASTERN ILLINOIS UNIVERSITY
CHARLESTON, ILLINOIS

1978
YEAR

I HEREBY RECOMMEND THIS THESIS BE ACCEPTED AS FULFILLING
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May 4, 1978
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AN INTERNSHIP
IN
ADMINISTRATION

BY

JERRY JOE NEWELL

B. S. in Ed., Eastern Illinois University, 1973
M. S. in Ed., Eastern Illinois University, 1975

ABSTRACT OF A FIELD STUDY

Submitted in partial fulfillment of the requirements
for the degree of Specialist in Education at the Graduate School
of Eastern Illinois University

CHARLESTON, ILLINOIS
1978

AN INTERNSHIP
IN
ADMINISTRATION

The Field Study consisted of an internship in administration. An internship in administration in the field of vocational education appeared most beneficial to interests and objectives of the writer. The internship was served under the supervision of the director of vocational education and athletics. Activities in which the writer was involved within the athletic department offered limited value towards administrative experience beyond general supervision at athletic events. These activities were not a concern of the internship, since they would not normally be responsibilities of the vocational director.

A considerable part of the internship involved the routine management of the vocational office. The routine management of the vocational office included the following activities:

1. Follow up all communications to the vocational office.
2. Maintain and disseminate all needed printed forms.
3. Examine complementary texts and educational materials and catalogue or forward to respective staff member.
4. Maintain liaison between vocational staff, vocational director, and building principal.
5. Supervise student secretarial staff.
6. Process requisitions.
7. Maintain office equipment and supplies.
8. Assist with disciplinary problems as necessary.
9. Orient and assist substitute teachers.

10. Maintain all necessary vocational files.

11. Assist the director as requested.

The second major area of activity of the internship was the preparation of the Local One and Five Year Plan for the State Office of Adult, Vocational, and Technical Education. In past years this plan was only revised as necessary. This particular year the format was changed and the entire plan had to be completely rewritten. The two largest parts of the plan were the occupational program narrative and the curriculum guide, both of which were the sole responsibility of the writer. See appendix A and B of the Field Study. A specific set of guidelines for the writing of the plan was forwarded by the state office.

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CHAPTER ONE
THE INTERNSHIP

Personal Interest

Having taught in the area of vocational education for a period of five years, the writer developed a particular interest in the field. With the challenge of classroom instruction slowly fading, administrative activities became more and more appealing. An internship in administration in the field of vocational education appeared most beneficial to the writer's interests and objectives.

The Arrangements

During the school year previous to the internship one administrator was assigned to the area of athletics and one to the area of vocational education. Administrative realignment resulted in only one administrator assigned to both areas. The net effect of the realignment was that the new position of director of vocational education and athletics encompassed two full time jobs. As a result of the above, the writer was quite readily received as a volunteer to assist in the administration of the vocational program. The internship was served under the supervision of the director of vocational education and athletics. Activities in which the writer was involved within the athletic department offered limited value towards administrative experience beyond general supervision at athletic events. These activities were not a concern of the internship, since they would not normally be responsibilities of the vocational director.

Activities

A considerable part of the internship involved the routine management of the vocational office. To assist in this task a student secretarial staff was organized. One student was placed in one of three locations in the building for each of the sixteen periods of the day. A total of forty-eight student assignments were involved. These students assisted by typing, answering the telephone, delivering messages, running errands, and assisting with other activities for the benefit of the program. The routine management of the vocational office included the following activities:

1. Follow up all communications to the vocational office.
2. Maintain and disseminate all needed printed forms.
3. Examine complementary texts and educational materials and catalogue or forward to respective staff member.
4. Maintain liaison between vocational staff, vocational director, and building principal.
5. Supervise student secretarial staff.
6. Process requisitions.
7. Maintain office equipment and supplies.
8. Assist with disciplinary problems as necessary.
9. Orient and assist substitute teachers.
10. Maintain all necessary vocational files.
11. Assist the director as requested.

The second major area of activity of the internship was the preparation of the Local One and Five Year Plan for the State Office of Adult, Vocational, and Technical Education. In past years this plan was only

revised as necessary. This particular year the format was changed and the entire plan had to be completely rewritten. The two largest parts of the plan were the occupational program narrative and the curriculum guide, both of which were the writer's sole responsibility. See appendix A and B. A specific set of guidelines for the writing of the plan was forwarded by the state office.

Sources of Information

The nature of the activities involved with the internship made printed references impractical, if not impossible, to use. The routine management of the vocational office required continuous consultation with the director and at times the building principal or his assistant. The preparation of the Local One and Five Year Plan required personal contacts with a variety of different people. The past experience of the director and vocational guidance counselor was invaluable in the preparation of the plan. In addition, input and assistance from the total staff was required for the plan to accurately reflect the vocational program.

CHAPTER TWO
LOG OF ACTIVITIES

8-29-77

Activities

1. Checked out keys and materials in preparation for the opening of school.
2. Attended district orientation meeting and workshops.

8-30-77

Activities (Students attended classes two hours.)

1. Attended departmental meeting.
2. Attended building orientation meeting of staff with principal.
3. Made preliminary plans for the opening of school.

8-31-77

Activities (Students attended classes first full day.)

1. Initiated orientation of office of Director of Vocational Education.
2. Discussed policies and procedures of Trade and Industrial Department.
3. Introduced new staff in Trade and Industrial Department.

9-1-77

Activities

1. Discussed general, day to day operation of office with Director of Vocational Education.
2. Received first, initial assignment from Director concerning the staffing of three locations or offices within the building with student secretaries. With sixteen periods in the school day and three locations to find secretaries for, forty-eight student secretary positions needed to be filled.
3. Assumed partial responsibility for the operation of vocational office.

9-2-77

Activities

1. Conferred with director in regard to past discussions.
2. Assumed complete supervision of the general, daily operation of vocational office.
3. Started extensive screening and placement of student secretarial staff.
4. Followed up on ~~communications~~ to vocational office.

9-5-77

Activities

1. Conducted screening and placement of student secretarial staff.
2. Processed schedule changes for student secretarial staff through main office.
3. Conducted routine management of vocational office.
4. Supervised all student help.
5. Followed up on ~~com~~munications to vocational office.

9-6-77

Activities

1. Conferred with director on progress with placement of secretaries and adjustment to routine office management.
2. Processed schedule changes for student secretarial staff through main office.
3. Conducted routine management of vocational office.
4. Supervised all student secretaries.
5. Followed up on ~~com~~munications to vocational office.

9-7-77

Activities

1. Conducted routine ~~man~~agement of the vocational office.
2. Supervised all student secretaries.
3. Followed up on ~~com~~munications to vocational office.

4. Examined filing methods and materials in vocational office.
5. Conducted inventory of some printed forms used in vocational department.

9-8-77

Activities

1. Conducted routine management of vocational office.
2. Supervised all student secretaries.
3. Followed up on communications to vocational office.
4. Distributed needed printed forms to vocational staff.
5. Completed final organization chart for all student help.

9-9-77

Activities

1. Conducted routine management of vocational office.
2. Conferred with director discussing my duties and responsibilities.
3. Conferred with building principal concerning my administrative capacity.

9-12-77

Activities

1. Conducted routine management of vocational office.
2. Conferred with director concerning one and five year vocational plan for state office.

3. Reviewed materials in one and five year vocational plan.

9-13-77

Activities

1. Conducted routine management of vocational office.
2. Developed duties and responsibility chart for all student-secretarial help.
3. Conferred with part of vocational staff.
4. Developed information dissemination chart for vocational department.

9-14-77

Activities

1. Conducted routine office management.
2. Conferred with director.
3. Conferred with building principal.
4. Conferred with instructor to pinpoint certain weaknesses in student discipline.

9-15-77

Activities

1. Conducted routine office management.
2. Conducted additional placement of student secretarial workers.

3. Initiated preliminary investigation of movement of wood-working and building-trades into new facility.
4. Processed weekly requisitions.
5. Investigated equipment maintenance needs in Auto shop.
6. Collected vocational enrollment audits.

9-21-77

Activities

1. Conducted routine office management.
2. Acquired land fill for new vocational building.

9-22-77

Activities

1. Conducted routine office management.
2. Planned and organized trade and industrial department cookout.
3. Studies the State Plan for the Administration of Vocational and Technical Education in Illinois.

9-23-77

Activities

1. Conducted routine office management.
2. Collected and filed vocational agreements from staff members.

3. Studied the Illinois Program for Evaluation, Supervision, and Recognition of Schools.

9-26-77

Activities

1. Conducted routine office management.
2. Conducted orientation and supervision of two substitute teachers.
3. Processed weekly requisitions.
4. Initiated preliminary plans for three radio broadcasts concerning vocational education.

9-27-77

Activities

1. Conducted routine office management.
2. Studied feasibility of maintenance and general supplies request from vocational auto mechanics shop.
3. Processed weekly requisitions.

9-28-77

Activities

1. Conducted routine office management.
2. Planned for vocational department cookout.
3. Developed organization chart of fifteen sub-advisory committees in vocational education. This information was forwarded to the Advisory Council on AVTE.

9-29-77

Activities

1. Conducted routine office management.
2. Confered with director.
3. Composed memo concerning change in T & I dept. cookout and forwarded to all members.
4. Continued work on survey of utilization of vocational facilities.

9-30-77

Activities

1. Conducted routine office management.
2. Processed weekly requisitions.
3. Analyzed program and facilities for career exploration at freshman level.

10-3-77

Activities

1. Conducted routine office management.
2. Explored possible advisory committee changes.

10-4-77

Activities

1. Conducted routine office management.
2. Prepared for vocational department cookout in new vocational building.

3. Conferred with assistant principal in development of discipline policies for vocational department.
4. Inventoried and acquired miscellaneous supplies for general operation of vocational office.
5. Developed list of items for discussion and conducted vocational meeting.

10-5-77

Activities

1. Conducted routine office management.
2. Initiated survey of problems with studyhall.
3. Collected and filed vocational agreements.

10-6-77

Activities

1. Conducted routine office management.
2. Continued work on national survey of vocational education facility utilization.
3. Investigated role of the building adjustment center for problem students and its' value to the vocational department.
4. Investigated possibilities of myself acting more formally as the discipline administrator for the vocational department and a liaison between the vocational department, principal's office, and adjustment center.

10-7-77

Activities

1. Attended six county regional institute.
2. Met individually with first year vocational instructors and discussed problems in classroom management.

10-10-77

Columbus Day --- No School

10-11-77

Activities

1. Conducted routine office management.
2. Investigated lock and key assignments for vocational facilities.
3. Conferred with director about departmental discipline problems.

10-12-77

Activities

1. Conducted routine office management.
2. Rearranged student secretarial staff.
3. Examined vocational textbooks.

10-13-77

Activities

1. Conducted routine office management.
2. Conducted individual conferences for departmental discipline problems.

10-14-77

Activities

1. Conducted routine office management.
2. Assisted in the direction of homecoming activities.
3. Assisted in the direction of the Annual Varsity Cross Country Invitational.

10-17-77

Activities

1. Conducted routine office management.
2. Studied facility and resource utilization in business education department.
3. Developed organization chart of course offerings and instructors in business education department.
4. Collected and distributed vocational agreements.

10-18-77

Activities

1. Conducted routine office management.

2. Processed weekly requisitions.
3. Studied possibilities for developing the Lowell School site with the aid of vocational classes.

10-19-77

Activities

1. Conducted routine office management.
2. Testified and made public presentation of plans for development of the Lowell School site at zoning hearing.
3. Completed study of facility and resource utilization of vocational department.

10-20-77

Activities

1. Conducted routine office management.
2. Acquired materials for building trades house.
3. Disseminated information in regard to zoning hearing for the Lowell School site project.

10-21-77

Activities

1. Conducted routine office management.
2. Worked on districts one and five year state vocational plan.
3. Planned for grand opening banquet for new vocational building.

10-24-77

Activities

1. Conducted routine office management.
2. Planned for grand opening banquet for new vocational building.
3. Updated files in vocational office.

10-25-77

Activities

1. Conducted routine office management.
2. Acquired materials for building trades house.
3. Processed purchase orders.

10-26-77

Activities

1. Conducted routine office management.
2. Examined textbooks requested for adoption.
3. Attended building workshop.
4. Conducted departmental workshop.

10-27-77

Activities

1. Conducted routine office management.
2. Processed purchase orders.

10-28-77

Activities

1. Conducted routine office management.
2. Planned open house of new vocational building.
3. Planned cookout for labor volunteers and building contributors.
4. Supervised the cleanup activities of shops in preparation for visit from state office of vocational education.

10-31-77

Activities

1. Conducted routine office management.
2. Worked on district's one and five year state vocational plan.

11-1-77

Activities

1. Conducted routine office management.
2. Examined textbooks.

11-2-77

Activities

1. Conducted routine office management.
2. Studied the Illinois Network of Exemplary Occupational Education Programs.

11-3-77

Activities

1. Conducted routine office management.
2. Conferred with principal.
3. Conferred with assistant principal.

11-4-77

Activities

1. Conducted routine office management.
2. Processed weekly requisitions.
3. Reviewed vocational budgets.

11-7-77

Activities

1. Conducted routine office management.
2. Started reassignment process for student secretaries in second nine weeks schedule.
3. Conferred with director of adjustment center.

11-8-77

No School

11-9-77

Activities

1. Conducted routine office management.

2. Compiled and distributed hotline for vocational resources.
3. Identified needs of first year teachers in clean-up operations.
4. Scheduled new student secretaries.
5. Made layout of new vocational building for life, safety inspection.

11-14-77

Activities

1. Conducted routine office management.
2. Reviewed vocational budget from last year.
3. Discussed methods for improving discipline within department with director.

11-15-77

Activities

1. Conducted routine office management.
2. Acquired materials for building trades house.
3. Planned for Lowell School site project and conferred with principal.

11-16-77

Activities

1. Conducted routine office management.
2. Supervised substitutions for absent instructors.

3. Acquired materials for new vocational building.
4. Processed weekly requisitions.
5. Discussed acquisition processes with business manager.

11-17-77

Activities

1. Conducted routine office management.
2. Studied Vocation Education Act of 1976.
3. Inventoried equipment needs for new vocational woods facility.

11-18-77

Activities

1. Conducted routine office management.
2. Started phase II of planning for Lowell school site project.
3. Organized housing survey for blocks adjacent to school property.
4. Acquired materials for building trades house.

11-21-77

Activities

1. Conducted routine office management.
2. Conferred with director.

11-22-77

Activities

1. Conducted routine office management.
2. Planned for Lowell school site project.
3. Processed purchase orders.
4. Conferred with coordinator about placement of work program students.

11-23-77

Activities

1. Conducted routine office management.
2. Processed weekly requisitions.

11-24-77

Thanksgiving Vacation

11-25-77

Thanksgiving Vacation

11-28-77

Activities

1. Conducted routine office management.
2. Counseled first year teacher on discipline problems.
3. Composed proposal for purchase of equipment.

11-29-77

Activities

1. Conducted routine office management.
2. Conferred with assistant principal.
3. Reviewed vocational curriculum.

11-30-77

Activities

1. Conducted routine office management.
2. Conferred with first year teacher on discipline problems.
3. Investigated Lowell school site possibilities.

12-1-77

Activities

1. Conducted routine office management.

12-2-77

Activities

1. Conducted routine office management.
2. Acquired materials for building trades house.
3. Conferred with business manager.

12-5-77

Activities

1. Conducted routine office management.

2. Reviewed the National Network for Curriculum Coordination in Vocational and Technical Education.
3. Evaluated possible use of East Central Curriculum Management Center.
4. Developed plans for Lowell school project.

12-6-77

Snow Day

12-7-77

Snow Day

12-8-77

Activities

1. Conducted routine office management.
2. Reviewed textbook adoption requests.

12-9-77

Snow Day

12-12-77

Activities

1. Conducted routine office management.
2. Conferred with director.

12-13-77

Activities

1. Conducted routine office management.
2. Inventoried vocational textbooks.

12-14-77

Activities

1. Conducted routine office management.
2. Reviewed Lowell school project proposals.
3. Conferred with building principal.

12-15-77

Activities

1. Conducted routine office management.
2. Inspected furnishings and equipment in shops.

12-16-77

Activities

1. Conducted routine office management.
2. Initiated pre-holiday cleanup and maintenance of shops.
3. Studied proposals for initiation of semester classes for next year.

(12-17-77)-(1-2-78)

Christmas Vacation

1-3-78

Activities

1. Conducted routine office management.
2. Inspected shops in preparation for return from vacation.

1-4-78

Activities

1. Conducted routine office management.
2. Reviewed advisory committee reports from last school year.
3. Inventoried keys for equipment and supply areas in shops.

1-5-78

Activities

1. Conducted routine office management.
2. Organized presentation of Lowell school site plans for board meeting.

1-6-78

Activities

1. Conducted routine office management.
2. Conferred with director in regard to Lowell school site progress.

1-9-78

Activities

1. Conducted routine office management.

2. Developed contract for students enrolled in vocational classes.
3. Initiated plans for 1977-78 vocational advisory committee meetings.

1-10-78

Activities

1. Conducted routine office management.
2. Advised first year teacher on methods for improving discipline.
3. Prepared for presentation of Lowell school site plans to board.

1-11-78

Activities

1. Conducted routine office management.

1-12-78

Activities

1. Conducted routine office management.
2. Rearranged filing in vocational office.
3. Explored possibilities for updating audio-visual equipment for vocational department.

1-13-78

Activities

1. Conducted routine office management.
2. Investigated available audio-visual aids for vocational classes.
3. Identified weaknesses in routine custodial services in shop areas.

1-16-78

Activities

1. Conducted routine office management.
2. Reviewed O.S.H.I.A. guidelines for shop practices.
3. Inspected shops and identified possible hazards.

1-17-78

(Snow Day)

1-18-78

Activities

1. Conducted routine office management.
2. Planned for upcoming vocational meetings.

1-19-78

Activities

1. Conducted routine office management.

2. Conducted routine office management.
3. Made necessary preparations for discussion of discipline problems during institute day.

1-20-78 (Institute Day)

Activities

1. Conducted meeting with Trades and Industrial, Home Economics, and Business departments.
2. Supervised collection and distribution of equipment and furniture for new vocational woods facility.

1-23-78

Activities

1. Conducted routine office management.
2. Issued policy on semester grading.
3. Recruited volunteers for student secretaries.

1-24-78 (Snow Day)

1-25-78

Activities

1. Conducted routine office management.
2. Scheduled student secretarial staff.
3. Collected semester grades from vocational staff members.

1-26-78 (Snow Day)

1-27-78 (Snow Day)

1-30-78

Activities

1. Conducted routine office management.
2. Conferred with principal.

1-31-78

Activities

1. Conducted routine office management.
2. Collected grades from vocational staff.
3. Reviewed course outlines for vocational department.

2-1-78

Activities

1. Conducted routine office management.
2. Planned for vocational advisory committee meeting.
3. Provided vocational staff with information relevant to State One and Five Year Vocational Plan.

2-2-78

Activities

1. Conducted routine office management.
2. Completed preliminary forms for vocational auditors cummulation report.

2-3-78

Activities

1. Conducted routine office management.
2. Organized locks and keys in vocational department.
3. Inventoried equipment in new vocational woods facility.

2-6-78

Activities

1. Conducted routine office management.
2. Conducted annual vocational advisory committee meeting.
3. Conferred with director.

2-7-78

Activities

1. Conducted routine office management.
2. Completed annual advisory committee report.
3. Planned for future facility changes.

2-8-78

Activities

1. Conducted routine office management.
2. Collected semester grades from business and homemaking departments.
3. Studied guidelines for writing State One and Five Year Vocational Plan.

4. Developed and distributed questionnaire in regard to facility needs for the 78-79 school year.

2-9-78

Activities

1. Conducted routine office management.
2. Filed state records for first semester.
3. Reviewed files for vocational budgets during past five years.

2-10-78

Activities

1. Conducted routine office management.
2. Analyzed expenditures on new vocational woods facility.
3. Initiated development of classroom utilization chart.

2-13-78 (Snow Day)

2-14-78

Activities

1. Conducted routine office management.
2. Processed textbook requests.
3. Worked on One and Five Year Vocational Plan.

2-15-78

Activities

1. Conducted routine office management.
2. Conferred with director.
3. Worked on 78-79 vocational budgets.
4. Worked on One and Five Year Vocational Plan.

2-16-78

Activities

1. Conducted routine office management.
2. Conferred with director of guidance.
3. Developed recommendations for improved staff substitution policies.
4. Worked on 78-79 vocational budgets.
5. Worked on One and Five Year Vocational Plan.

2-17-78

Activities

1. Conducted routine office management.
2. Worked on One and Five Year Vocation Plan.
3. Analyzed results of thirteen advisory committee reports for input into vocation plan.

2-20-78

Activities

1. Conducted routine office management.
2. Worked on One and Five Year Vocational Plan.
3. Moved office materials.

2-21-78

Activities

1. Conducted routine office management.
2. Worked on One and Five Year Vocational Plan.
3. Worked on departmental budgets.

2-22-78

Activities

1. Conducted routine office management.
2. Worked on One and Five Year Vocational Plan.
3. Worked on departmental budgets.
4. Analyzed advisory committee reports.

2-23-78

Activities

1. Conducted routine office management.
2. Worked on One and Five Year Vocational Plan.
3. Worked on departmental budgets.
4. Examined vocational files.

2-24-78

Activities

1. Conducted routine office management.
2. Worked on One and Five Year Vocational Plan.
3. Worked on departmental budgets.
4. Analyzed advisory committee reports.
5. Filed accumulated vocational forms and reports.
6. Cleaned out files.

2-27-78

Activities

1. Conducted routine office management.
2. Worked on One and Five Year Vocational Plan.
3. Worked on departmental budgets.
4. Cleaned out vocational office.
5. Worked on vocational facility survey.

2-28-78

Activities

1. Conducted routine office management.
2. Worked on One and Five Year Vocational Plan.
3. Analyzed advisory committee reports.

3-1-78

Activities

1. Conducted routine office management.
2. Inventoried vocational forms.
3. Worked on One and Five Year Plan.

3-2-78

Activities

1. Conducted routine office management.
2. Worked on One and Five Year Vocational Plan.
3. Analyzed vocational advisory committee reports.

3-3-78

Activities

1. Conducted routine office management.
2. Worked on One and Five Year Vocational Plan.
3. Examined vocational files.

3-6-78

Activities

1. Conducted routine office management.
2. Worked on facility analysis.
3. Worked on One and Five Year Plan.

3-7-78

Activities

1. Conducted routine office management.
2. Worked on facility analysis.
3. Worked on One and Five Year Plan.

3-8-78

Activities

1. Conducted routine office management.
2. Worked on facility analysis.
3. Worked on One and Five Year Plan.

3-9-78

Activities

1. Conducted routine office management.
2. Worked on facility analysis.
3. Worked on One and Five Year Plan.

3-10-78

Activities

1. Conducted routine office management.
2. Worked on One and Five Year Plan.
3. Worked on departmental budgets.

3-13-78

Activities

1. Conducted routine office management.
2. Worked on One and Five Year Plan.
3. Collected and filed revised, first semester grades.
4. Collected advisory committee reports.

3-14-78

Activities

1. Conducted routine office management.
2. Worked on One and Five Year Vocational Plan.
3. Collected and filed revised, first semester grades.
4. Collected advisory committee reports.

3-15-78

Activities

1. Conducted routine office management.
2. Worked on One and Five Year Vocational Plan.
3. Reviewed equipment inventories.

3-16-78

Activities

1. Conducted routine office management.
2. Worked on One and Five Year Vocational Plan.

3-17-78

Activities

1. Conducted routine office management.
2. Completed state forms VE 22.
3. Collected advisory committee reports.

3-20-78

Activities

1. Conducted routine office management.
2. Worked on revision of curriculum guide.

3-21-78

Activities

1. Conducted routine office management.
2. Developed new forms for processing problems in attendance and discipline.
3. Worked on revision of curriculum guide.

3-22-78

Activities

1. Conducted routine office management.
2. Worked on One and Five Year Plan.

3-23-78

Activities

1. Conducted routine office management.
2. Conferred with director.
3. Worked on One and Five Year Plan.

3-24-78

(No School)

3-27-78

Activities

1. Conducted routine office management.
2. Worked on One and Five Year Plan.
3. Conferred with business manager.

3-28-78

Activities

1. Conducted routine office management.
2. Worked on One and Five Year Plan.

3-29-78

Activities

1. Conducted routine office management.
2. Worked on One and Five Year Plan.

3. Worked on registration chart for guidance department.

3-30-78

Activities

1. Conducted routine office management.
2. Worked on One and Five Year Plan.
3. Worked on orientation chart for entry level vocational students.

Note: The log of activities stops at above date to allow time for preparation and typing of final paper.

CHAPTER THREE

AN ANALYSIS OF THE INTERNSHIP

The School

The internship was served at Mattoon Senior High School which is located at Mattoon, Illinois. The school is a four grade high school enrolling approximately sixteen-hundred students in grades nine through twelve. Over one-hundred professional staff members are assigned to this building. The student schedule operates on a sixteen period day beginning at eight o'clock in the morning and closing at three forty-two in the afternoon. Almost one-third of the beginning freshman start their school day in what is called the High School Annex, which was formerly the Central Junior High, and serves to reduce the overcrowded conditions of the high school during maximum attendance hours. Early dismissals, split scheduling, work programs, five lunch periods, and the annex combine to distribute students so as to prevent having the entire enrollment in the main facility at any one given time. The school offers a complete program in curricular, extra-curricular, and special services activities.

The Field

The internship was served in the field of vocational education. The field of vocational education encompasses four different departments at Mattoon Senior High School. A total of twenty-eight teachers is assigned to the departments of Home Economics, Business Education, Agriculture, and Trades and Industry.

The director of vocational education reports directly to the superintendent of the local district. Although the director has a particularly demanding involvement with the program at the high school level, the vocational program is inclusive of kindergarten through grade twelve. Consequently, the director must work effectively with building principals at all levels.

The primary responsibility of the director of vocational education is to maintain and promote the kindergarten through grade twelve vocational program in a manner which reflects area manpower needs and student interests while maximizing state and federal funding and utilization of facilities and resource personnel. Specific performance responsibilities are as follows.

The director oversees all operations of the individual vocational departments. The director must maintain close working relationships with all vocational staff members. He is expected to be aware of and accountable for all activities in the vocational program. Regular observation and supervision is required. The director must identify and resolve problems and weaknesses quickly and efficiently. Recommendations and actions are brought to the attention of the building principal or superintendent where necessary.

Acquisitions

The director consults on the selection and acquisition of vocational textbooks and software. The actual acquisition of textbooks is the responsibility of the dean of students. However, the director is regu-

larly consulted on the matter due to his knowledge and experience in the field of vocational education. In addition, due to the responsibility to the entire program, the significant importance of proper texts requires the concern of the director. The director receives and files publications relevant to vocational textbooks and software.

The director consults on the selection and acquisition of capital outlay equipment for the vocational program. Capital outlay equipment is defined as that equipment not for resale that exceeds twenty-five dollars in cost. Capital outlay equipment is both an extremely important element to a good vocational program and a major financial burden to the budget. The director is expected to be an authority of the type and nature of equipment necessary to effectively equip the program, reputable name brands and distributors, and competitive prices of such equipment.

The director consults on the selection and acquisition of consumable supplies and resale items for the vocational program. Consumable supplies are defined as that equipment, tools, or materials not for resale that does not exceed twenty-five dollars in cost. Resale items are normally materials required for student projects and are not a major concern in the budget since the cost is regained through sales. For the most part, the responsibility of the director with consumable supplies is the same as that with capital outlay equipment. An additional aspect of the acquisition of consumable supplies is that of bulk purchases. Through careful examination of total program needs considerable savings can be

made by bulk purchases and warehousing goods of frequent use. Special bargains can often be taken advantage of by anticipation of future needs.

The Vocational Budget

The director compiles and administers the departmental budgets. The board of education determines the maximum amount of money to be allocated for the vocational budget. It is the responsibility of the director to hold expenditures within the budget. Individual requests from staff members are grouped together by department. The priority of departmental needs is established by departmental meetings and consultation with the director. A small portion of each departmental budget must be reserved for unanticipated expenses during the course of the school year.

The director seeks maximum reimbursement of the vocational program from the state and federal levels. He is expected to attend any informational meetings designed to assist districts in following governmental regulations. All appropriate records and reports must be filed in the vocational office. All programs must be revised and updated on a regular basis to assure maximum credibility.

Personnel

The director conducts inservice workshops and departmental meetings for the vocational staff. First and second year teachers are of particular concern for the director. Many routine tasks of the vocational instructor are quite important to the overall operation of the vocational program. The director is responsible for establishing and administering

routine policies which promote an effective and organized program. He must plan meetings as necessary to discuss weaknesses or problems such as discipline, grading, maintenance, curriculum, equipment, and other appropriate topics.

The director provides input for the selection of new vocational personnel. His input is most important in determining the qualifications necessary to satisfy the needs of the position vacancy. He is very actively involved in the interview, screening process with candidates. Recommendations are forwarded to the building principal and the superintendent. The director completes job descriptions and specifications of vocational personnel. The objectives of the evaluation process are to identify strengths and weaknesses in an effort to improve the overall quality of the vocational program by routine observation, identification, and recommendation. Many of the formal, written evaluations are often summations of preceding routine performance evaluation activities. All written material concerning evaluation of personnel is filed in the office of the board of education.

Vocational Reports

The director is responsible to submit the state required Local One and Five Year Plan for Vocational Education each year. In addition to the requirements of the Local One and Five Year Plan, the director maintains a vocational curriculum guide which includes objectives and outlines of the vocational courses offered. Each individual staff member submits revisions to the director at the beginning of each year. The director is responsible to establish goals, objectives, and guide-

lines for the total vocational program. Each individual instructor is responsible to align their respective subject area with the above. The completed curriculum guide is of informative value to students, staff, and administration in addition to its value as a planning and organizational aid in vocational education.

The director prepares a detailed annual report for the board of education. This report includes accomplishments, goals, future plans, and needs of the vocational program. The report is presented to the board of education in both written and oral form at a regularly scheduled meeting. Individual staff members complete an annual report respective to their subject area and submit results to the director. The directive combines all individual reports in a manner so as to reflect the overall program.

Public Relations

The director interprets and promotes the districts' vocational program to the public. He is willing and able to speak to interest groups in the community. News releases to the radio and newspaper are frequently made. The director conducts tours of the facilities for community groups and other interested persons. The board of education relies on the director to be the specialist in resolution to problems in vocational education which come to the attention of the public. The director must at all times sell the vocational program to the public.

APPENDIX A
OCCUPATIONAL PROGRAM NARRATIVE

Community Unit #2 Local District One and Five Year Plan For Vocational and Technical Education

Mattoon, Illinois 61938

KEN KNEEL - Regional IV Director

BILL BRANDVOLD - Local Director

REX ORR - Vocational Guidance

JERRY NEWELL - Asst. Plan Writer



Prepared for

State of Illinois

Department of Adult Vocational
and Technical Education
100 North First Street
Springfield, Illinois 62777
1978-79

SECTION C

COMMUNITY UNIT SCHOOL DISTRICT # 2

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Occupational Program Narrative

1.0 PLANNING AND EVALUATION

1.1 THE EVALUATION SYSTEM

Evaluation of our vocational program is a continuous process. This evaluation involves the following:

1. Self-evaluation by Community Unit School District No. 2 personnel.
2. Evaluation based on criteria through the North Central Association of Colleges, completed in 1974; and the O.S.P.I., completed in 1975.
3. Evaluation through a reporting system (both oral and written) to our Board of Education by the Vocational Director.
4. Evaluation follow-up in conjunction with area institutions of higher education, including Lakeland College and Eastern Illinois University as specific agencies.
5. Evaluation involving our coordinating vocational education advisory council and the sub-committees.
6. Evaluation through utilization of consultants and resource people from the State of Illinois Vocational Education Department.
7. Evaluation through the use of surveys, collection of objectives data from local industries, follow-up studies of graduating students, and the compiling of individual evaluation criteria developed locally through our educational staff. The object is to evaluate our program in light of our local aims, measurable objectives, and career needs.
8. Evaluation through periodic state vocational evaluations.
9. Complete follow-up records and evaluation are done by our half-time Vocational Guidance Counselor.
10. The Vocational Guidance Counselor's and the Vocational Director's responsibilities are a continuous process of analyzation and correlation of our goals and measurable objectives, through our vocational programs meeting community and individual career needs.

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1.2 HOW THE FINDINGS ARE UTILIZED

During the 1978-79 school year departmental meetings, institute workshops, career days, and advisory sub-committee activities will be conducted on a scheduled basis to organize and develop program improvements needed in all occupational areas. The recommendations of the sub-committees will be presented to the Board of Education by the Vocational Director for consideration and/or action. Staff realignment, facility adjustments, student guidance services, program and course changes were all a result of the procedures listed above.

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2.0 OCCUPATIONAL PROGRAMS

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2.1 THE PROCEDURES UTILIZED TO ASSESS THE NEEDS

The actual identification and resulting program placement is done through our guidance and counseling program at the senior high school with employment of four full-time guidance counselors and one half-time vocational guidance counselor and is orientated specifically towards vocational guidance counseling. Criteria used and identification of the disadvantaged, the handicapped, the unemployed and other specialized groups are developed through our local, regional, and state agencies. We have a working relationship with the Office of Economic Opportunity and with the Department of Public Aide. Specific criteria developed include: The financial level or family income, achievement level in relationship to capacity to achieve, a cultural and social economic standard as measured on an objective basis as can be done through our visiting counselors and our psychologists, emotional and mental stability as measured either through a psychological testing and evaluation of our own staff or in conjunction with the local Mental Health Clinic, and through comprehensive records, which include academic achievement data substantiating our identification for each student in every school in the district. Complete medical records are available on all of our students and a full-time nurse assists us in areas related to both physical and mental health. The multipliers that we anticipate for our total program will include programs for the disadvantaged which includes high risk potential dropout students, E.M.H. students, students from impoverished homes, and students with severe academic retardation. The second factor that will apply to our particular program will include special organizational structures that become part of the Special Education District and the Mattoon Area Adult Education Center with an anticipation of the nucleus of a joint agreement included within our five year plan. Improved programs included for the 1978-79 school year are revised child care, metals and welding, house wiring, cabinet making, building trade fabrication and the occupational exploration program at Sarah Bush Lincoln Hospital. Also a summer program for employment in some specific skill areas to include the building trades, welding and machine shop, field biology, and graphic arts. It is anticipated, through the joint cooperation with Lakeland College and the State Employment Office, to survey and include manpower priorities in conjunction with pre-vocational training to compliment the CETA program already approved at the Federal level for manpower programs. We have some high-cost, low-income programs by the very nature of programs; example being our metals and welding program. Physically disabled students and those identifiable through our Division of Vocational Rehabilitation, with an obvious correlation between this program and the program for the disadvantaged, persons are included in each target group. A joint agreement program will again be offered for the 1978-79 school year with area schools interested. The health occupations will be a joint effort of several districts with Cumberland the Administrative District.

2.2 HOW THE PROGRAM WILL MEET THE NEEDS

2.3 HOW THE PROGRAM WILL BE ARTICULATED

The vocational program of Community Unit Number Two will meet the needs of students and the community by involving program, courses, cooperative training, elementary pre-vocational orientation, guidance services and pre-vocational exploratory courses designed and sequenced to accomplish these needs. Mattoon Community Unit School District No. Two is part of a special education area involving eight counties. Mattoon High School is the center for the E.M.H. Program. These are identified through a competent staff of psychologists and counselors in the special education area. With close work and regulations with our community agencies (particularly the Division of Vocational Rehabilitation and the Mental Health Clinic), we have been able to identify disadvantaged and handicapped students. We have again, through our Special Education District, competent personnel and an on going program that has been effective for the past twelve years. We are also fortunate that in the Mattoon Area to have a close working relationship with The Illinois State Employment Services, and referrals are made on a regular basis to their office. Their staff has cooperated with the secondary school in coming to the building for our testing and evaluation program. In conjunction with a total K-12 system we have guidance activities conducting a testing and evaluation program and the information secured becomes a part of the student's vocational record and follows them throughout their secondary training. The unit school district is part of the Mattoon Adult Area Education Center in cooperation with the State of Illinois and through their resources and personnel we are able to identify those who are in need of these services. With the establishment of Lakeland College, located in Mattoon, we have transferred the program of Manpower to the jurisdiction of the local Junior College and have a close working agreement with Lakeland and utilize their resources and information in identification of manpower needs. CETA again will be involved in programs.

A complete course description and outline manual has been submitted in previous years, along with a copy of our self-developed K-8 Career Awareness Guide booklet which is issued to all K-8 staff.

2.4 VOCATIONAL STUDENT PROGRAMS PROVIDED

The following youth organizations or activities are provided for vocational students:

- CWT - VICA
- IWT - VICA
- Radio Club
- Camera Club
- BWT-DECA
- F.H.A.
- F.F.A.
- Regular State and National Convention participation
- Annual cooperative employer - employee banquet

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2.5 THE COOPERATIVE PROGRAM

The cooperative program involves agricultural occupations, business marketing and management occupations, health occupations, Home Economics occupations, and industrial occupations.

The program is designed to provide vocational training in a trade on a part-time basis for high school students during their junior and senior years. The students alternate on a half day basis between study in school and training on the job as an employee. During the time of employment, the student is learning the occupation and practicing the skills. The student's school time is devoted: (a) to prescribed high school courses, and (b) to a study of the related and technical information of the occupation for which he is being trained on the job.

Advantages for Cooperative Students

1. Trains a student for a specific trade.
2. Permits students to start learning a trade while in high school.
3. Permits student to earn a learner's wage while in training.
4. Provides training in theory and practice in an occupation.
5. Offers an organized plan of training on the job under actual business conditions.
6. Students receives his regular high school diploma when graduating.
7. Permits student to associate with other students in local, state, and national vocational clubs.

Opportunities Resulting From Cooperative Occupations Training

1. Graduates from high school with knowledge and skills in a trade.
2. Provides an opportunity for continued training after graduation.
3. Provides a better chance for a student to secure a job in his chosen occupational field.
4. Equips student for promotion in his trade.
5. Helps students to become an employee in his occupational field.
6. Enables student to make a valuable contribution to the growth of his occupation.

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These are Some of the Careers Open to Students in the Program of Cooperative Occupations

- | | |
|-----------------------|-------------------------------|
| 1. Auto Technology | 9. Ag. and Appl. Bio. Occup. |
| 2. Retail Occupations | 10. Stenography |
| 3. Drafting | 11. Radio Service |
| 4. Dry Cleaning | 12. Refrigeration and Meating |
| 5. Electrical Fields | 13. Communications |
| 6. Personal Services | 14. Dental Assisting |
| 7. Health Occupations | 15. Office Occupation |
| 8. Retail Mgt. | 16. Child Care |

How the Cooperative Programs Operate

1. Students enrolled in the course attend two academic classes and one related occupational information class along with Physical Ed. as a part of the school day.
2. Students train on the job for the remainder of the day.
3. Students receive same wage paid to any learner employed in the same trade.
4. Students are required to work a minimum of fifteen hours per week.
5. Regular high school credit is given for related instruction and the time spent in training on the job.
6. A training schedule is set up for rotating the students from one operation to another within a trade.
7. An occupationally qualified coordinator is employed to coordinate the experiences on the job with the related instruction.
8. The time required for coordination is dependent upon the number of students and experience of trainers and coordinator.
9. All training stations and programs must be approved by the local school system under guidelines from the State Vocational Education Department.

Selection of Students in Cooperative Occupations

Students in high school may enroll provided:

1. They have satisfactorily completed all work for entrance into the last two years of high school.
2. They are 16 years of age or older

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3. They have aptitude for type of work done in trade.
4. They have good attendance record.
5. They are physically fit to take a position and can provide transportation.
6. They are interested in training for an occupation.
7. They will pursue training for two years or one year depending on program.
8. They can profit from the related instruction.
9. They have a good character and personality.
10. Parental Employment subject to Principal and Coordinator approval.
11. It is understood that students entering Vocational courses or Cooperative Programs -- Complete said program.

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3.0 STUDENT SERVICES

3.1 THE SERVICES PROVIDED

During the 1977-78 school year, vocational guidance services through a cooperative effort of guidance personnel and instructional staff will provide these activities in the Community Unit School District # 2 to enhance their service into meeting the career needs of students.

1. Identification of individuals needing vocational education and encouraging their enrollment in vocational curricula.
2. Provide individuals with information helpful in making a meaningful and informed occupational choice.
3. Assist and support students while they pursue a program of vocational instruction, as it relates to a program of proper sequenced growth.
4. Aid graduates in placement.
5. Continue follow-up and placement procedures to determine the effectiveness of vocational programs.
6. Attempt at all times to eliminate seniors enrolling in (career orientation 9-10 courses).

Counseling, Testing, & Resource Materials

Interest tests at the 9th grade level are used in placing students within our five basic occupational areas. Also individual conferences with students and parents are used with regularity in identifying the needs within a particular program. The "GATB" used by the State of Illinois Employment Service has been used occasionally in determining student needs and interests. The Occupational Testing Program used by the military has been given to some of our vocational students.

The vocational programs offered at M.H.S. are used extensively to meet students career needs. The vocational department offers courses in all five occupational areas, from K-8 orientation to capstone training.

Instructional personnel and curriculum planners are used in various capacities depending on the program. Many of the shop courses utilize instructor/guidance input into the needs and interests of students. Parent, teacher, and student-conferences are extensively used to further assist the student in determining their individual choice of career education.

Career Day the Senior High School is very effective in providing an organized service to acquaint students about career information. Over 80 community business men are involved in this activity.

A very effective cooperative work program assists over 145 students in learning about specific careers.

The use of speakers throughout the area are also used to provide information about various occupational fields.

Placement Services

Due to the fact that the guidance director is available at the school during the summer, he is able to assist students and employer in job placement. Needless to say, with 120 students working during the present year in cooperative programs, the job placement is quite evident of serving as an active ancillary service.

The vocational counselor also provides information and assists students in arranging visitations to local junior colleges, trade schools, and apprenticeship programs within the state as well as out of state.

Through our Co-op programs, the community is very aware of the placement procedure and student needs for placement. The staff functions well as a source of placement within each particular area. Many students use the instructor for placement assistance very effectively.

The involvement of all five counselors, instructors, and local agencies for placement assistance is the basic source of our placement service. All personnel are responsible to students wishing placement in some occupational area. Placement is a primary function of all personnel within the school system. The use of various local agencies such as the State Employment Service, Chamber of Commerce, clubs, and organizations are very helpful in placement of students.

Follow-up (and Evaluation)

The basic two and four year survey is used in this school system. This is done through a post card questionnaire distributed at the time of graduation of a senior class of the preceeding year.

All data collected from follow-up studies is used basically in up-grading or deleting courses within our vocational program. Course content is up-dated through answers from these surveys.

3.2 CRITERIA USED FOR IDENTIFICATION OF DISADVANTAGED AND HANDICAPPED PERSONS

3.3 IN VOCATIONAL PROGRAMS OF COMMUNITY UNIT TWO:

"Disadvantaged Persons" means persons who have ACADEMIC, SOCIO-ECONOMIC, CULTURAL, or OTHER HANDICAPS that prevent them from succeeding in regular vocational education programs designed for persons without such handicaps. The term includes persons whose needs for such programs or services result from poverty, neglect, delinquency or cultrual or linguistic isolation from the community at large.

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"Handicapped Persons" means mentally retarded, hard of hearing, deaf, speech impaired, visually handicapped, seriously emotionally disturbed and crippled.

To be eligible for vocational education under provisions of the Act, disadvantaged persons shall be identified by local educational agency in terms of one or more of the following criteria or their documented equivalent;

- a. Are over age for grade by at least two years
- b. Have difficulty communicating in writing or speaking
- c. Are frequently absent from school or work without apparent cause. (Truancy)
- d. Are presently unemployed or frequently unemployed
- e. Have a reading level at least two grades below grade placement.
- f. Are from families dependent upon social agencies for support
- g. Need economic assistance to stay in school (Marriage-must work)
- h. Are physically or mentally handicapped and subject to one or more of the kinds of disadvantages listed above
- i. Other criteria which clearly indicate educational, social, cultural economic or similar disadvantage
 - (1) Under-achiever
 - (2) Trouble with law enforcement agencies
 - (3) Pregnancy - homebound and cannot attend school

The following additional services are provided for all disadvantaged and handicapped.

- a. A working relationship with the Department of Public Aid, the Comprehensive Employment Training Act, Embarras River Basin Agency, and the Division of Vocational Rehabilitation.
- b. Complete medical records are available and a full time nurse assists in these areas related to both mental and physical health.
- c. A cooperative work program is conducted for all E.M.H. students in Community Unit Two.
- d. A cooperative work program for high-risk potential dropouts, and the impoverished homes.
- e. A vocational counselor has been employed to assist the above students in every phase of school or work
- f. Inservice training programs are used to orient other vocational teachers as to the problems, either social or physical, of these students.

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- g. Psychological testing is available to any student within the disadvantaged or handicapped area.
- h. Individual adjustment in projects by instructors to offset poor quality by these students in laboratory classes.
- i. Speech therapy services of any nature are available to all students.

We request Factor 1 at .7 as per (309.77) pupil O.E. cost per credit to the district. In addition we request Factors 2, 4, & 5 under disadvantaged and handicapped.

3.4 NO SERVICES

3.5 METHODS TO OVERCOME SEX BIAS/STEREO TYPING

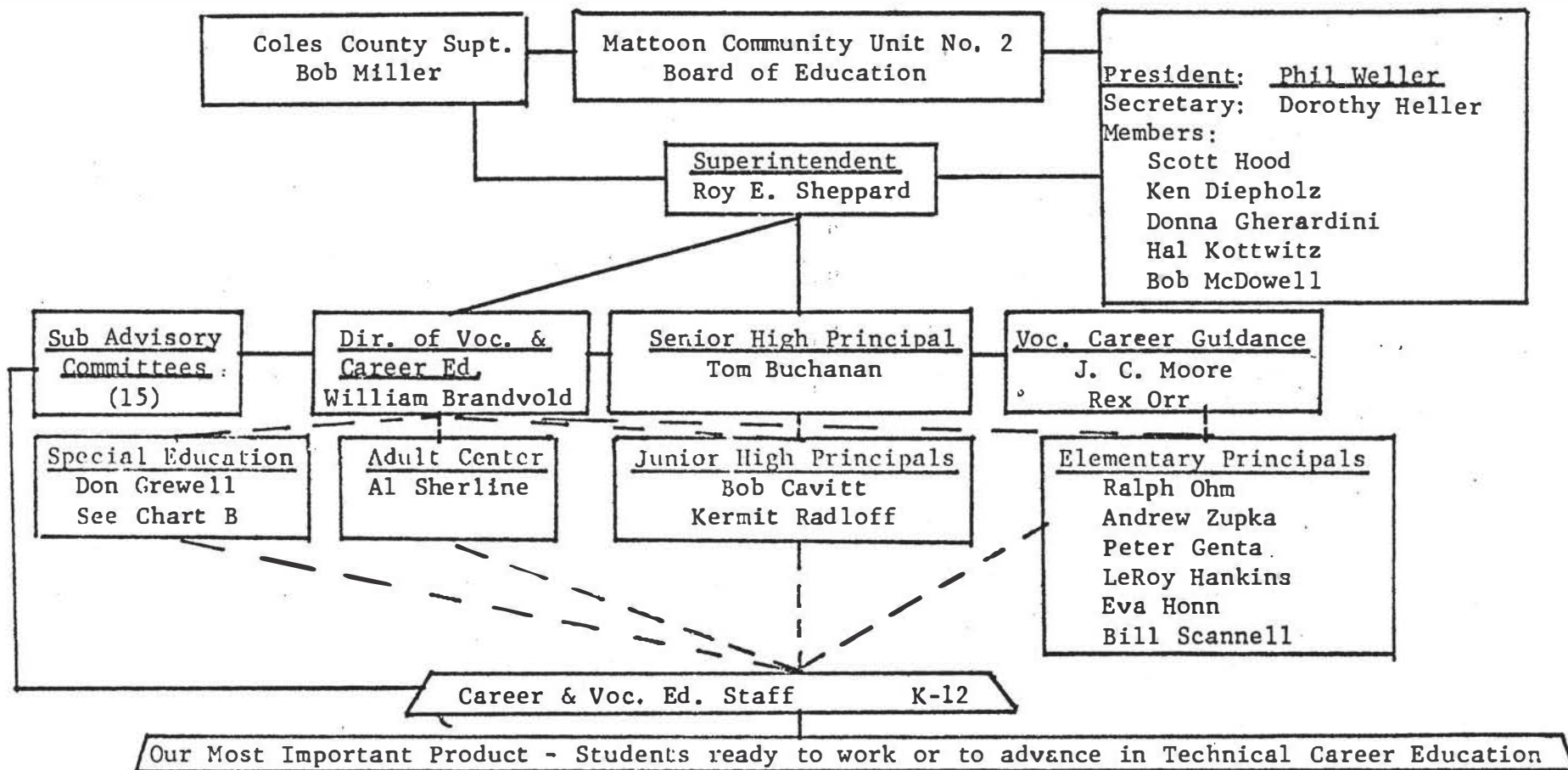
Superintendent Roy Sheppard explained the desire to implement two changes under Title IX beginning with the 1977-78 school year. These would be that Junior High Industrial Arts and Home Economics be open to both boys and girls on an optional basis in 1977-78 and that limited co-educational activities in Junior and Senior High Physical Education would begin 1977-78 in preparation of full compliance by 1978-79.

Mrs. Heller moved that the Board accept the recommendations of the Administration and begin integration under Title IX Guidelines. Mrs. Tolle seconded the motion. A voice vote of ayes carried the motion unanimously.

In summary our future vocational course sequential planning will involve revision of health occupations, electricity program, elementary orientation, agriculture, child care, adult re-training and up-grading of all programs offered to stimulate vocational occupation training at the secondary level. Title IX requirements pertaining to sex discrimination have been completely adhered to for 1978-79 planning.

CHART A
1978-79

MATTOON COMMUNITY UNIT NO. 2 VOCATIONAL ADMINISTRATIVE STAFF



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4.2 THE DUTIES AND RESPONSIBILITIES OF THE OCCUPATIONAL EDUCATION DIRECTOR

Specific Duties:

1. To organize, implement, and evaluate pre-vocational and vocational programs as they pertain to the five state vocational plan areas of:
 - a. Industrial Occupations
 - b. Health Occupations
 - c. Agriculture Occupations
 - d. Business Marketing and Management Occupations
 - e. Home Economics Occupation
2. To assure the maximum state and federal reimbursement possible under state guidelines for Community Unit District No. Two, so that student instruction, staff, and equipment meet all the present student needs possible for gainful employment.
3. To further clarify, the following quotation from 78-82 Illinois State Voc. Plan Book, p. 8, Section 1. 21-1
 - a. Duties

The local director shall establish, promote and direct the local K-12 program of vocational and technical education according to State and Federal regulations in order to serve the occupational needs of those persons residing within a designated geographical area.
 - b. Qualifications

An appropriate supervisory certificate, when required by State statute, meets State Board minimum requirements (See Appendix, State Board Minimum Requirements ..) and has recent experience deemed appropriate by the local chief school administrator.
4. In addition to the duties and responsibilities outlined by the State Plan, Community Unit District No. Two has outlined the following duties and responsibilities of their local vocational director on a ten and one-half month basis.
 - a. One half of the school year period day assigned to the directorship of athletics.
 - b. One half of the school year period day assigned to local vocational directorship including:
 - 1) Assistance to the principals in the procurement and selection of staff with recommendation to the Superintendent and Board of Education for approval.

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- 2) Coordination with the business manager is setting up of budgets and the purchasing of supplies, resale, and capital outlay equipment.
 - 3) Coordination in the initiation of and revision of pre-vocational and vocational courses to meet the needs of students in the Community Unit District No. Two area and develop and/or improve facilities.
 - 4) Development of working relationships with the intent of creating the area vocational concept and or joint agreements.
 - 5) Coordination of staff in teaching procedures, vocational orientation, implementation of programs, student recruitment, and in-service programs.
 - 6) Annually organize and submit local plan.
5. In the addition the local director of Vocational Education assists in the educational environment of Community Unit No. Two by:
- a. Assistance in directorship of:
 - 1) Mattoon Turkey Basketball
 - 2) Annual Cross Country Meet
 - 3) Wrestling Tournament
 - 4) Soph. Basketball Tournament
 - b. Illinois State Track Meet Clerk of Course - Annually
 - c. Illinois State Basketball Tournament scorer 1967-68, 1978-79
 - d. Certified basketball, football, and track official
 - e. Membership of Moose; Elks; Eagles; Past President of Lions & Lion of the Year - 1973; Rotary; Illinois Coaches Association; I.V.A.; A.V.A.; and I.E.A., Illinois Athletic Association
 - f. Past Babe Ruth 1969 World Series President, present Babe Ruth 1974 Tournament of Champions President.
 - g. Civic club speaking engagements on Vocational Education and Athletics
 - h. Serving on North Central Evaluation teams and team leader FY 70-76 for Vocational Education evaluations.
 - i. Bus driver qualified
 - j. Supervision and Coordination:
 - 1) Pre-Vocational Elementary K-6 - Staff - 125
 - 2) Pre-Vocational Jr. High 7-8 Staff - 14 of 120
 - 3) Senior High Voc. & Pre-Vocational 9-12 staff-28 of 85
 - 4) K-14 Admin. Cert. #818180

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5.0 PERSONNEL

5.1, 5.2

During the 1978-79 school year the total vocational staff will be actively involved in inservice work experiences related to their teaching area such as departmental meetings, sub-advisory committee activities, and professional credit growth to improve their instruction up-dating and effectiveness.

Activities as follows:

1. Personal conference
2. Referrals of students to local agencies
3. Large group seminars for information to civic clubs
4. Utilization of sub-advisory councils in specific areas with key personnel from these agencies serving on sub-advisory councils.
5. Group meetings and breakfast meetings at the school
6. Committee work involving local service clubs, the Association of Commerce, and other agencies.
7. Inter-agency coordinating committee that has worked together in cooperation with the school and the community coordinating the efforts of all agencies on the problems of education as well as community problems.
8. Program objectives and course outlines are subject to annual review by the area sub-committees.
 - A. At the K-6 level many of the 6-12 year experienced teachers provided much input for our formulation of the K-14 articulated guideline booklet. The K-6 staff participated in inservice career awareness workshops.
 - B. The staff utilized at the 7-9 level have excellent professional backgrounds and supportive vocational on site experience. They actively assist in the continual process of providing sound vocational articulation from the elementary to the secondary level.
 - C. The Section G of this plan will indicate we are extremely fortunate to have a completely qualified and specially trained staff and administration.
 - D. DAVTE Bulletin # 4 requirements were presented to total staff for their advanced course planning and work experience priorities.

6.1 THE OCCUPATIONAL ADVISORY COUNCILS

Our present structure of the Vocational Advisory Council has been to include thirteen sub-committees for each of our specific vocational programs. The general advisory council is made up of department heads involved in the five major occupational areas of the State Plan, a cross sectional representation of experienced faculty involving K-12, the local vocational education director, representative of the miniserial association, the Association of Commerce, the juvenile police officer, the vocational guidance director, and an administrative representative. This council meets three times per year or as called by the Director of Vocational Education. Each program will provide sub-committees as the need arises and the coordinating council, as designated, is made up of a representative from each of the specific area sub-committees. An example of this would be our agriculture sub-committee working closely with our agriculture teacher for the specific areas related to his total program. A representative from this agriculture advisory sub-committee would be designated to be a part of the coordinating council for Vocational Education in Community Unit School District No. 2.

Today's fast moving society on occasion outruns itself to keep pace with its needs, goals, and objectives. This also holds true in the vocational training programs of our education system. With the 1973 Vocational Amendments to the original Act of 1963, our governmental agencies have placed the responsibility of this training to the local school district. Community Unit # 2 of Mattoon welcomes this task and with the cooperation of the resources of the community, we will be better able to meet the career needs of its students and to prepare them for productive entrance to the world of work.

The Board of Education in March 1971 approved the formation of a vocational council under the chairmanship of the Vocational Director. All appointments are for one year, terms beginning January 1, and ending December 31. These appointments to the general advisory council may continue after one year with Board approval.

The general advisory council members shall consist of:

1. A Board Member --- ex-officio
2. Senior High School Principal --- ex-officio
3. A Junior High School Principal --- ex-officio
- *4. Unit Vocational Director
5. Unit Guidance Director
6. Vocational Guidance Counselor
7. A Union Representative
8. Four members of the teaching staff to include:
 - a. One representing cooperating work training
 - b. One representing pre-vocational education
 - c. One other member of the teaching staff
 - d. One representing the elementary program
9. Five community business representatives
10. Two members of the student body who are enrolled in Vocational Education or recent graduates.

*Note: Chairman of the general council

COMMUNITY UNIT SCHOOL DISTRICT # 2

Mattoon, Illinois

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6.2 THE UTILIZATION OF THE ADVISORY GROUPS IN PREPARING THIS PLAN

The general Advisory Council acts in a total review and recommendation capacity. It has no administrative functions. It may assist school in the following ways:

1. Communicating the values of Cooperative Vocational Education to the Community.
2. Preparing training sponsors to be effective in on-the-job instruction.
3. Evaluating the effectiveness of Cooperative Vocational Education Programs.
4. Identifying suitable training stations.
5. Serving as a liaison group between the school and the business community.
6. Providing instructional help through resource speakers, trade materials, and occupational information.
7. Assisting in determining the criteria for measuring job performance of the student at the training station.
8. Providing public relations at local level.
9. Assisting in solving problems regarding the program that develops at the local level (i.e. student-learner wages, safety).
10. Projecting manpower needs in the occupational field.

APPENDIX B
OCCUPATIONAL PROGRAM SEQUENCES

Community Unit #2

Guide to

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Curricular Offerings

In Occupational Education

prepared by Jerry Newell

KEN KNELL - Regional IV Director

BILL BRANDVOLD - Local Director

REX ORR - Vocational Guidance

Mattoon ★



Supplement to

Local District One and Five Year Plan

Prepared for

State of Illinois

Department of Adult Vocational
Technical Education

North First Street

Springfield, Illinois 62777

1979

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- . DRAFTING
- . MACHINE SHOP
- . GRAPHIC ARTS
- . INDUSTRIAL ELECTRICIAN
- . INDUSTRIAL ELECTRONICS
- . HEALTH CARE AIDE
- . FOOD MANAGEMENT & PRODUCTS & SERVICES
- . CHILD CARE
- . CLOTH MANAGEMENT PRODUCTS & SERVICES
- . OCCUPATION OF HOME MAKING
- . CLERK TYPIST
- . SECRETARIAL
- . KEY PUNCH & PERIPH. EQUIPMENT OPERATOR
- . BOOKKEEPING
- . RETAIL TRADE

AGRICULTURE MECHANICS 01 0300

IWT Course Code 689

Course Title Industrial Work Training

Course Abbreviation IWT 689

Prerequisites: Grade Level 11-12

Credit 1

Course Description: The program is designed to provide related training in a trade on a part-time basis for high school students during their junior and senior years. The students alternate on a holiday basis between related courses in school and training on the job as an employee. During the time in employment, the student is related work world skills. The student's other school time is devoted: (a) to prescribed high school courses, and (b) to study of related and technical information of the occupation for which he is being trained on the job.

Basic Textbooks Used: Succeeding in the World of Work
Kimbrell and Vineyard
McKnight & McKnight 1970

Consumer Economics
Wilhelms, Weimerl, Jelly
McGraw-Hill 1971

IBM Course Code 889

Course Title: Work Experience

Course Abbreviation: W Exp 889

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

Course Description: Students enrolled in the Cooperative Work Program may not be employed more than THIRTY (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY, NO STUDENT MAY BE EMPLOYED AFTER 11PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special permission may be granted by the coordinator on a temporary basis, with the knowledge and consent of parents and employer, for unusual circumstances.)

All training stations for students must be approved by the school coordinator upon investigation of the work station. Training stations owned and supervised by parents or immediate family will NOT BE APPROVED. All training stations must be located within the Community Unit Number Two school district.

Basic Textbook Used: None

IBM Course Code 680

Course Title Coop. Work Training

Course Abbreviation CWT 680

Credit 1

Prerequisites: None.

Course Description: CWT is to assist the potential drop-out in finding an occupational skill with general knowledge and to receive credit toward graduation. With the use of field trips and various speakers from the community, we are trying to develop an interest in the World of Work. Working half-day and attending classes. The other half, we concentrate on keeping these individuals from dropping out of school.

The student's school time is devoted:

- (a) to prescribed high school courses, and
- (b) to a study of related and technical information of the occupation for which he is being trained on the job.

Basic Textbooks Used: Succeeding in the World of Work
Kimbrell and Vineyard
McKnight & McKnight, 1970

IBM Course Code 889

Course Title: Work Experience

Course Abbreviation: W Exp 889

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

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Basic Textbook Used: None

IBM Course Number 682

Course Title Agricultural Management

Course Abbreviation Aggr 682

Credit 1

Prerequisites: This is a course for juniors and seniors

Course Description: Farm management principles and procedures dealing with decision making in the areas of animal production, crop production, Ag. marketing, budgeting, financing, and land acquisition are involved here. Engine maintenance and overhaul, and machinery operation, adjustment and repair are stressed in the farm mechanics of this class. Opportunities for job placement and further training in this field are outlined in this course.

Basic Textbooks Used: Farm Management - Principles, Budgets, and Plans
J. H. Herbst, Stripes Publishing Co. 1970.

Vocational Agriculture Service Units
University of Illinois

IBM Course Code 482

Course Title Animal Production Agriculture

Course Abbreviation agr 482

Credit 1

Prerequisites: Grade Level Sophomores and Freshmen

Course Description: Basic Agriculture is divided into four quarters of study:

Animal production

Crop production

Careers and Record Keeping

Agricultural Mechanics

1. basic welding and cutting
2. small engine servicing

IBM Course Code 886

Course Title Machinery Operations & Service

Course Abbreviation Agr 886

Credit .50

Prerequisites: None

Course Description: This course would be a classroom-shop learning situation emphasizing four basic points on each machine studied, and following through with actual demonstrations and work on those machines.

1. Points of emphasis for each machine
 - A. Principles of Operation
 - B. Safety
 - C. Adjustments
 - D. Service
2. Machines to be studied
 - A. Tillage machinery
 1. moldboard plow
 2. Chisel plow
 3. field cultivator
 4. disk
 - B. Cultural Machinery
 1. cultivators
 2. sprayers
 3. fertilizer spreading equipment
 4. mowers
 - C. Harvest Machinery
 1. combines
 - a. grain heads
 - b. corn heads
 - D. Materials Handling Machinery
 1. augers
 2. elevators and conveyors
 3. loaders

Approximate Time Studied

1 week - Moldboard plow	3 weeks - Sprayers
1 week - Disks	1 week - Fertilizer Spreading Equip
3 weeks - Planters	1. Dry spreaders
1 week - Rowcrop Cultivators	2. Caseous applicators
	6 weeks - Combines
	1. grain heads
	2. corn heads

Basic Textbooks Used: Vocational Agriculture Service Units
University of Illinois

Course Code 382

Course Title Advanced Agr. Mech.

Course Abbreviation Agr. Mech. 882

Credit 1

Prerequisites: Basic Agriculture #482

Course Description: Units of study include principles of operation, maintenance, and repair of gasoline and diesel multi-cylinder engines, tractor service and maintenance, and set-up, assembly, and adjustment of new machinery.

Basic Textbook Used: Vocational Agriculture Service Units, Issued by the University of Illinois.

35 Course Code S81

Course Title Basic Agricultural Mechanics (2 hrs)

Course Abbreviation Agr 881

Credit 1 (1st sem.)

Course Description: Use of agricultural carpentry tools, basic electricity tools, basic pipe handling, welding techniques, and oxy-acetylene procedures are taught in this class. The use of all hand tools in the shop area is presented. The principles of operation of two cycle and four cycle engines, and the overhaul, repair, and maintenance of small engines is covered.

- A. 6 weeks-welding, brazing, machinery repair
- B. 6 weeks-electrical wiring, for farmsteads, electric motors, and electrical controls
- C. 6 weeks-small engines repair and overhaul

Basic Textbooks Used: Vocational Agriculture Service
Units issued by the University of Illinois

IBM Course Code 484

Course Title Drawing 1

Credit 1

Prerequisites: None.

Course Description: Drawing 1 is a basic course in drawing. It is an exploratory course designed to give the student a broad understanding and an enjoyable experience in different procedures and areas of drawing. This course is broken down into sections which gives a wide variety of procedures, skills, and techniques of drafting. The various sections are: The graphic language, drafting and industrial occupations technical sketching, tools, and techniques of drafting, geometric figures and constructions, pictorial drawing, sectional view, computers in design and drafting, vectors, drafting in the aerospace industry, technical illustration, electrical-electronics diagrams, mapping, charts, architectural drawing, reproduction of drawings, and fastening devices.

Basic Textbook used: Drafting Technology and Practice, William P. Spence, Chas. A. Bennett Co., Inc. 1973.

IBM Course Code 358

Credit $\frac{1}{2}$
18 wks.

Course Title: Wood

Course Abbreviation: BVA 358

Prerequisites: None

Course Description: Wood 358 meets for one hour per day, five days per week, for eighteen weeks. This course is designed to teach the basic hand woodworking operations and skills. Each student has one required project that covers the basic tools, principles and skills included in the course. After its completion each student designs or chooses a project, plans and constructs it.

Basic Textbook: Under consideration

IBM Course Code 357

Credit $\frac{1}{2}$
18 wks.

Course Title: Metal

Course Abbreviation: BVA 357

Prerequisites: None

Course Description: Metal 357 meets for one hour per day, five days per week, for eighteen weeks. This course is an introduction to the broad area of metalwork. The basic skills, work habits and safety precautions involved in working metal with hand tools are stressed. The names, important features, and uses of the various kinds of metal tools are taught. A series of required projects introduce the students to the areas of bench metal, wrought metal, sheet metal, art metal, forging, and heat treatment of steels.

Basic Textbook: Under consideration

Course Code 356

Credit $\frac{1}{2}$
18 wks.

Course Title: Graphic Arts

Course Abbreviation: BVA 356

Prerequisites: None

Course Description: Graphic Arts 356 meets for one hour per day, five days per week, for eighteen weeks. This course is designed as an introduction to the printing materials. Shop work is planned by the instructor in each area so that students may gain first-hand information on the operations involved.

Basic Textbook: Under consideration

IBM Course Code 354

Credit $\frac{1}{2}$
18 wks.

Course Title: Drawing

Course Abbreviation: EVA 354

Prerequisites: None

Course Description: This course is designed to give the student the necessary experience in developing skills in the use of drawing instruments and materials similar to those used by the professional draftsman. Learning the importance of proper planning the use of sketches, and the ability to express ideas by means of graphic representation are the main objectives. Some time is devoted to the study of blueprints similar to those used by carpenters, machinist, construction and factory workers.

Meets: One hr. per
day, 5 days per wk.

Basic Textbook: Exploring Drafting by John R. Walker:
Goodheart-Willcox, South Holland, Il.,
1975

AGRICULTURAL PRODUCTS 01 0400

IBM Course Code 689

Course Title Industrial Work Training

Course Abbreviation IWT 689

Prerequisites: Grade Level 11-12

Credit 1

Course Description: The program is designed to provide related training in a trade on a part-time basis for high school students during their junior and senior years. The students alternate on a holiday basis between related courses in school and training on the job as an employee. During the time in employment, the student is related work world skills. The student's other school time is devoted: (a) to prescribed high school courses, and (b) to study of related and technical information of the occupation for which he is being trained on the job.

Basic Textbooks Used: Succeeding in the World of Work
Kimbrell and Vineyard
McKnight & McKnight 1970

Consumer Economics
Wilhelms, Heimerl, Jelly
McGraw-Hill 1971

IBM Course Code 889

Course Title: Work Experience

Course Abbreviation: W Exp 889

Credit 1

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

Course Description: Students enrolled in the Cooperative Work Program may not be employed more than THIRTY (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY, NO STUDENT MAY BE EMPLOYED AFTER 11PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special permission may be granted by the coordinator on a temporary basis, with the knowledge and consent of parents and employer, for unusual circumstances.)

All training stations for students must be approved by the school coordinator upon investigation of the work station. Training stations owned and supervised by parents or immediate family will NOT BE APPROVED. All training stations must be located within the Community Unit Number Two school district.

Basic Textbook Used: None

IBM Course Code 680

Course Title Coop. Work Training

Course Abbreviation CWT 680

Credit 1

Prerequisites: None.

Course Description: CWT is to assist the potential drop-out in finding an occupational skill with general knowledge and to receive credit toward graduation. With the use of field trips and various speakers from the community, we are trying to develop an interest in the World of Work. Working half-day and attending classes the other half, we concentrate on keeping these individuals from dropping out of school.

The student's school time is devoted:

- (a) to prescribed high school courses, and
- (b) to a study of related and technical information of the occupation for which he is being trained on the job.

Basic Testbooks Used: Succeeding in the World of Work
Kimbrell and Vineyard
McKnight & McKnight 1970

IBM Course Code 889

Course Title: Work Experience

Course Abbreviation: W Exp 889

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

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All training stations for students must be approved by the school coordinator upon investigation of the work station. Training stations owned and supervised by parents or immediate family will NOT BE APPROVED. All training stations must be located within the Community Unit Number Two school district.

Basic Textbook Used: None

IB# Course Code 582

Course Title Crop Science

Course Abbreviation Agr. 582

Prerequisite: None

Course Description: The course emphasis is upon the production, harvesting, and handling of grain crops. In conjunction with this soils, fertilizers, chemicals, cultivation techniques, and storing of grain are also studied.

Basic Textbook Used: Agriculture Service Units
University of Illinois

IBM Course Code 482

Course Title Animal Production Agriculture

Course Abbreviation Apr 482

Credit 1

Prerequisite: Grade Level Sophomores and Freshmen

Course Description: Basic Agriculture is divided into four quarters of study:

Animal production

Crop production

Careers and Record Keeping

Agricultural Mechanics

1. basic welding and cutting

2. small engine servicing

Public speaking, parliamentary procedure and record keeping are also stressed.

Basic Textbook Used: Vocational Agriculture Service Units
University of Illinois.

Course Code 882

Course Title Advanced Agr. Mech.

Course Abbreviation Agr. Mech. 882

Credit 1

Prerequisites: Basic Agriculture #482

Course Description: Units of study include principles of operation, maintenance, and repair of gasoline and diesel multi-cylinder engines, tractor service and maintenance, and set-up, assembly, and adjustment of new machinery.

Textbook Used: Vocational Agriculture Service Units, Issued by the University of Illinois

IBM Course Code 881

Course Title Basic Agricultural Mechanics

Course Abbreviation Ag. Mech. 881

1.0 Credit

Prerequisites: Basic Agric. #482 recommended.

Course Description: This class consists of three main areas: welding and cutting, electricity and electrical wiring, and small engine tune-up and overhaul. Arc welding and practice includes flat and out-of-position welding on different welders and metals. Oxy-acetylene welder work consists of cutting, brazing, and hot metal work. Electricity covers basic principles and exercises on electrical motors, controls, and wiring. Small engine study includes tune-up, overhaul, and use of related tools.

Resources: Welding and small engine manuals.
Subject matter units
Ag Mechanics Shop

IBM Course Code 684

Course Title Landscaping and Beautification

Course Abbreviation Agg. 684

Prerequisites: Basic Agriculture 402 recommended.

Course Description: This class consists of practical experience as well as principles of landscaping and beautification. Six basic areas of instruction include landscaping methods of design, tree and shrubbery growth, maintenance, and identification turf management, flower growth, and landscaping tool use. The student applies the principles learned to maintain a landscape and compose a five-year landscaping plan of their home.

Resources: Landscaping Your Home, Nelson
Landscaping: Principles of Design, Ingels
subject matter units
filmstrips, transparencies, fieldtrips

IBM Course Code 484

Course Title Drawing 1

Credit 1

Prerequisites: None.

Course Description: Drawing 1 is a basic course in drawing. It is an exploratory course designed to give the student a broad understanding and an enjoyable experience in different procedures and areas of drawing. This course is broken down into sections which gives a wide variety of procedures, skills, and techniques of drafting. The various sections are: The graphic language, drafting and industrial occupations technical sketching, tools, and techniques of drafting, geometric figures and constructions, pictorial drawing, sectional view, computers in design and drafting, vectors, drafting in the aerospace industry, technical illustration, electrical-electronics diagrams, mapping, charts, architectural drawing, reproduction of drawings, and fastening devices.

Basic Textbook used: Drafting Technology and Practice, William P. Spence, Chas. A. Parnett Co., Inc. 1973.

IBM Course Code 358

Credit $\frac{1}{2}$
18 wks.

Course Title: Wood

Course Abbreviation: BVA 358

Prerequisites: None

Course Description: Wood 358 meets for one hour per day, five days per week, for eighteen weeks. This course is designed to teach the basic hand woodworking operations and skills. Each student has one required project that covers the basic tools, principles and skills included in the course. After its completion each student designs or chooses a project, plans and constructs it.

Basic Textbook: Under consideration

IME Course Code 357

Credit $\frac{1}{2}$
18 hrs.

Course Title: Metal

Course Abbreviation: BVA 357

Prerequisites: None

Course Description: Metal 357 meets for one hour per day, five days per week, for eighteen weeks. This course is an introduction to the broad area of metalwork. The basic skills, work habits and safety precautions involved in working metal with hand tools are stressed. The names, important features, and uses of the various kinds of metal tools are taught. A series of required projects introduce the students to the areas of bench metal, wrought metal, sheet metal, art metal, forging, and heat treatment of steels.

Basic Textbook: Under consideration

IBM Course Code 356

Credit 1
18 weeks

Course Title: Graphic Arts

Course Abbreviation: EVA 356

Prerequisites: None

Course Description: Graphic Arts 356 meets for one hour per day, five days per week, for eighteen weeks. This course is designed as an introduction to printing trades covering basic tools and printing materials. Shop work is planned by the instructor in each area so that students may gain first-hand information on the operations involved.

Basic Textbook: Under consideration

IBM Course Code 355

Credit $\frac{1}{2}$
18 wks.

Course Title: Electricity

Course Abbreviation: BVA 355

Prerequisites: None

Course Description: This is a beginning course in electricity. Electricity 355 meets for one hour per day, five days per week. It is designed to help students begin to understand the basic fundamental knowledge of electricity. Basic concepts of series and parallel circuits, Ohm's Law, Watt's Law, magnetism, simple motors, power supplies, meters, home repair, resistors, generators, and transformers are discussed. Special emphasis is placed on house wiring. Some consumer information is taught and the various electrical occupations are explored. Safety and careful work habits are stressed.

Basic Textbook: Electricity by Howard E. Gerlach;
Goodheart-Willcox, South Holland, IL., 1975

Course Code 354

Credit $\frac{1}{2}$
18 wks.

Course Title: Drawing

Course Abbreviation: BVA 354

Prerequisites: None

Course Description: This course is designed to give the student the necessary experience in developing skills in the use of drawing instruments and materials similar to those used by the professional draftsman. Learning the importance of proper planning, the use of sketches, and the ability to express ideas by means of graphic representation are the main objectives. Some time is devoted to the study of blueprints similar to those used by carpenters, machinists, construction and factory workers.

Basic Textbook: Exploring Drafting by John R. Walker;
Gookheart-Willcox, South Holland, Il., 1975

AUTO MECHANICS 17 0302

IBM Course Number 800

Course Title Special Education Cooperative Work Training

Course Abbreviation CWT 800

Credit 1

Prerequisites: Student must be enrolled in the EMH Program

Course Description: The Special Education Cooperative Work Training meets for one hour five days a week. This course is designed to help the student deal with all aspects of job training. In the classroom the course of study relates directly to skills the student will need to obtain and keep a job after graduation. This includes learning to work with at least two hours during the school day. As sophomores, students are placed on jobs within Community Unit #2. These jobs include janitor trainees. As juniors and seniors off-campus placements are preferred. All students are paid salaries for their work. They are supervised by their employer and a teacher-coordinator.

Basic Textbooks Used: Succeeding in the World of Work,
McKnight Publishing Co., 1975

IBM Course Code 889

Course Title: Work Experience

Course Abbreviation: W EXP 889

Credit 1

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

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Basic Textbook Used: None

IBM Course Code 689

Course Title Industrial Work Training

Course Abbreviation IWT 689

Credit 1

Prerequisites: Grade Level 11-12

Course Description: The program is designed to provide related training in a trade on a part-time basis for high school students during their junior and senior years. The students alternate on a holiday basis between related courses in school and training on the job as an employee. During the time in employment, the student is relating work world skills. The student's other school time is devoted: (a) to prescribed high school courses, and (b) to study of related technical information of the occupation for which he is being trained on the job.

Basic Textbooks Used: Succeeding in the World of Work
Kimbrell and Vineyard
McKnight & McKnight 1970

Consumer Economics
Wilhelms, Reimerl, Jelly
McGraw-Hill 1971

IBM Course Code 889

Course Title: Work Experience

Course Abbreviation: W Exp 889

Credit 1

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Basic Textbook Used: None.

IBM Course Code 680

Course Title Coop. Work Training

Course Abbreviation CWT 680

Prerequisites: None

Course Description: CWT is to assist the potential drop-out in finding an occupational skill with general knowledge and to receive credit toward graduation. With the use of field trips and various speakers from the community, we are trying to develop an interest in the World of Work. Working half-day and attending classes the other half, we concentrate on keeping these individuals from dropping out of school.

The student's school time is devoted:

- (a) to prescribed high school courses, and
- (b) to a study of related and technical information of the occupation for which he is being trained on the job.

Basic Textbooks Used: Succeeding in the World of Work
Kimbrell and Vineyard
McKnight & McKnight, 1970

IBM Course Code 889

Course Title: Work Experience

Course Abbreviation: W Exp 889

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

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Basic Textbook Used: None

IBM Course Code 983

Course Title Vocation Auto-Mechanics

Course Abbreviation VAM 983

Credit 2

Prerequisites: This is a course for Seniors.

Course Description: This course, one of four vocational courses, is primarily designed for (but not limited to) the Senior students who have completed the VAM 683. This course has three areas of concentration. The students have auto body & refinishing, engine rebuilding, and general repair in this course. The emphasis is on estimates, diagrams, and proper repair procedures. The students will perform their skills on automobiles.

Basic Textbook Used: Automotive Diagnosis & Tune-up, Guy F. Wetzel
McKnight & McKnight, 1969

Automotive Refinishing (principles and techniques)
W. T. Hobson, Dupont Refinishing Division

The ABC of Spray Equipment
The DeVibbins Co. Third Edition

Related Texts: Automotive Engines

William H. Groves, McGraw-Hill 5th Edition

Other Related Material: Service tips for Automotive Mechanics
Harlings Mfg. Co. Hastings, MI

IB# Course Number 683

Course Title Vocational Auto Mechanics

Course Abbreviation VAM 683

Prerequisites: Grade Level Junior

Course Description: This course is for the Juniors who have completed the Autol program satisfactorily during their sophomore year.

This course is the first year of a two year program. They will cover approximately one-half of the automative area. The rest is to be covered their senior year.

This course will cover the diagnosis and repair procedures needed to effectively repair a live automobile. Prevention maintenance and adjustments will also be covered.

Basic Textbook Used: Automotive Mechanics
William H. Crouse
McGraw-Hill 1970

Related Text: Automotive Transmissions and Power Trains
William H. Crouse
McGraw-Hill

IBM Course Code 583

Course Title Vocational Auto Servicing

Course Abbreviation 583 A Mech

Credit 1

Prerequisites: None

Course Description: Upon completion of this course, the student will be able to either own, manage, or work in a modern service station and do an adequate job on the level at which he has proven he can handle in the judgment of the instructor.

He will be trained in the areas of customer relations, management of business and personnel, record keeping, business and personal appearance, and the skills needed to be a highly employable and easily trainable employee, manager or owner.

Safety is to be incorporated throughout the entire program.

Basic Textbooks Used: Automotive Mechanics, Crouse, McGraw-Hill 1975, and various Service Manuals.

IBM Course Code 883

Course Title Vocational Auto Mechanics Specialization 11

Course Abbreviation VAM 883

Credit 1

Prerequisites: VAM 483, VAM 683, or VAM 783

Course Description: Upon completion of this course the student will have a working knowledge of air conditioning's power accessories and exhaust emission. His degree of competency will be judged by the scores on his tests and his shop performance.

In the course, we will cover the working principles of air conditioning and how to test and recharge a system. We will cover the testing and repair of power accessories; and we will cover what exhaust emission is and the various systems and how to service and repair them. Safety will be included throughout this entire program.

Basic Textbooks Used: Automotive Air Conditioning
Boyce H. Dwinjias
Delmar Publishers

Vehicle Emission Control Systems
Ford Motor Co.

Related Text: Automotive Electrical Equipment
William H. Crouse
McGraw-Hill

IBM Course Code 783

Course Title V.A.M. Specialization

Course Abbreviation: VAM 783

Credit 1

Prerequisite: 11-12

Course Description: This course will specialize in carburation for one semester and Ignition and Diagnosis the second semester.

The basic functions, operations, and procedures will be covered for a background. The students will then go into the different systems and their operation. They will then progress into repair and adjustments. Diagnosis will be incorporated into the entire program.

Basic Textbook Used: Automotive Fuel, Lubrication and Cooling Systems

William H. Croust, McGraw-Hill Book Co.

Automotive Electrical Equipment

William H. Croust, McGraw-Hill Publishers

Vehicle Emission Control Systems

Ford Motor Co.

IFM Course Number 483

Course Title Auto Mechanics I

Course Abbreviation A Mec 483

Credit 1

Prerequisite: Grade Level 10-11-12

Course Description: This course covers the areas of (1) Basic Engines (2) Fuel & Carburation (3) Charging & Starting (4) Ignition System (5) Cooling & Lubrication (6) Brakes (7) Clutches (8) Transmissions (9) Drive Trains (10) Suspension & Steering--all of these are covered in general. The course also prepares a student to go on into Vocational Auto Mechanics I or Vocational Automotive Servicing.

Basic Textbook Used: Automotive Mechanics (Seventh Ed.)
William H. Crouse
McGraw-Hill 1975

PEM Course Code 480

Course Title Vocational Tool Room Management

Course Abbreviation Tool P

Credit 1

Prerequisites: Previous Auto Course

Course Description: Upon completion of this course the student will know the various tools needed in an automotive shop, how to keep a tool room and parts room neat and organized; and he will be able to accept that responsibility. His degrees of success will be judged by the instructor.

In this program, the student will check out and in all tools used. He is responsible for billing the resale items. He must keep the tool room neat, organized, and clean. Any tool broken or lost must have a report made on it.

The student will have to be responsible, neat and well organized to be successful in this program.

Safety practices will be used throughout this entire program.

Basic Textbooks Used: None

Course Code 531

Course Title Technical Mathematics 531

Course Abbreviation T. Math 531

Credit .50

Prerequisites: It is desirable that the student who enrolls for Tech Math is simultaneously enrolled in one or more of the vocational shop offerings;

Course Description: The course is designed to be taken in conjunction with a vocational shop course. Tech Math will provide applications of basic principles to real problems that are meaningful to each individual. Through a series of workbooks, provision is made for practical applications of mathematics to specific trades. The student will be required to purchase one workbook in one of the following areas; carpentry trades, auto mechanics, electrical trades, machine trades, masonry trades, and sheet metal trades. The course will provide for highly individualized instruction which facilitates wide ranges of abilities and enables the student to progress at his own speed.

Textbook Used: Basic Mathematics Simplified by Olivo. Adopted in 1971.

Course Number Code 442

Course Title Technical Physics 442

Course Abbreviation T Phy 442

Class Time 18 weeks

Grade Level 10.11

Prerequisites: Successful completion of Technical Mathematics or one year of Algebra.

Course Description: Technical Physics has been written as a preparation for students considering a vocational-technical career. It was designed and written in conjunction with input from several varied industries throughout the State of Illinois. It is designed to emphasize physical concepts as applied to the industrial-technical fields and to use these applications to improve the physics and mathematics competence of the student. Unlike some physics texts, this material is written at a language level and at a mathematics level that is realistic of and beneficial to most students in VC-Tech programs. Students will find illustrations and examples related to the fields of automotive-farm equipment technology, construction technology, electronics technology, mechanical technology, and micro-precision technology.

Basic Text: Technical Physics, Dale Owen, Parkland Community College, 1971.

3. Course Code 407

Course Title Metals 1

Course Abbreviation Metals 407

Prerequisites: None

Course Description: This course in metals is designed to give the student an idea of what is involved in the metal working industries. A general touching upon each area will help identify some of the characteristics of the job without going into great detail. The emphasis is placed on industry as a whole and then the importance of metal in industry.

The student will work with his hands and mind in order to get an idea of what the laborers in industry have to do. It is hoped that if a student never works as a laborer in industry but works as one of the "white collar" jobs, he will have some idea of the problems and conditions the laborers have to work under. This situation can also be reversed so the laborer will understand his superiors' job better.

The instructor will select the shop foreman. It will be his job to call and supervise the clean-up of the shop. Each student will have a specific responsibility to carry out.

Individual differences will be met by assigning the students different jobs or activities to overcome the areas in which they are weak. An accelerated student will be given extra activities which will challenge him.

The main objective of this course is to give the students sufficient information to enable them to understand what tools are used and what opportunities and hazards exist in the metal trades. General and related information supplemented by student construction of projects, as given in sheet metal, foundry, forging, bench metal, art metal, welding, and plumbing.

Basic Textbooks Used: Metalworking Technology & Practices
Ludwig-McCarthy
McKnight & McKnight, 1969

IBM Course Code 484

Course Title Drawing I

Credit 1

Prerequisites: None

Course Description: Drawing I is a basic course in drawing. It is an exploratory course designed to give the student a broad understanding and an enjoyable experience in different procedures and areas of drawing. This course is broken down into sections which gives a wide variety of procedures, skills, and techniques of drafting. The various sections are: The graphic language, drafting and industrial occupations, technical sketching, tools and techniques of drafting, geometric figures and constructions, pictorial drawing, sectional views, computers in design and drafting, vectors, drafting in the aerospace industry, technical illustration, electrical-electronics diagrams, mapping, charts, architectural drawing, reproduction of drawings, and fastening devices.

Basic Textbook Used: Drafting Technology and Practice, William P. Spence, Chas. A. Bennett Co., Inc. 1973.

IBM Course Code 485

Course Title Basic Electricity

Course Description: ELEC 485

Credit 1

Prerequisite: None

Course Description: Basic Electricity 485 is a pre-vocational laboratory class designed to develop an understanding of the importance of electricity in every day living. 485 introduces concepts of basic electricity and electronics used in our modern industrial society. Students will have an opportunity to assemble experiences in the lab and to build an electronic project of their own, learning how to assemble, make solder connections, and read schematic drawings. Electric motors and basic house wiring techniques will be discussed.

IBM Course Code 357

Credit $\frac{1}{2}$
18 wks.

Course Title: Metal

Course Abbreviation: BVA 357

Prerequisites: None

Course Description: Metal 357 meets for one hour per day, five days per week, for eighteen weeks. This course is an introduction to the broad area of metal-work. The basic skills, work habits, and safety precautions involved in working metal with hand tools are stressed. The names, important features, and uses of the various kinds of metal tools are taught. A series of required projects introduce the students to the areas of bench metal, wrought metal, sheet metal, art metal, forging, and heat treatment of steels.

Basic Textbook: Under consideration

IBM Course Code 355

Credit $\frac{1}{2}$
18 wks.

Course Title: Electricity

Course Abbreviation: FVA 355

Prerequisites: None

Course Description: This is a beginning course in electricity. Electricity 355 meets for one hour per day, five days per week. It is designed to help students begin to understand the basic fundamental knowledge of electricity. Basic concepts of series and parallel circuits, Ohm's Law, Watt's Law, magnetism, simple motors, power supplies, meters, home repair, resistors, generators, and transformers are discussed. Special emphasis is placed on house wiring. Some consumer information is taught and the various electrical occupations are explored. Safety and careful work habits are stressed.

Basic Textbook Used: Electricity by Howard H. Gerrish;
Goodheart-Willcox, South Holland, Il., 1975.

Course Code 354

Credit $\frac{1}{2}$
18 wks.

Course Title: Drawing

Course Abbreviation: BVA 354

Prerequisites: None

Course Description: This course is designed to give the student the necessary experience in developing skills in the use of drawing instruments and materials similar to those used by the professional draftsman. Learning the importance of proper planning, the use of sketches, and the ability to express ideas by means of graphic representation are the main objectives. Some time is devoted to the study of blueprints similar to those used by carpenters, machinists, construction and factory workers.

Textbook: Exploring Drafting by John D. Walker;
Goodheart-Willcox, South Holland, Ill., 1975

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Course Code 689

Course Title Industrial Work Training

Course Abbreviation IWT (8)

Credit 1

Prerequisites: Grade Level 11-12

Course Description: The program is designed to provide related training in a trade on a part-time basis for high school students during their junior and senior years. The students alternate on a holiday basis between related courses in school and training on the job as an employee. During the time in employment, the student is related work world skills. The student's other school time is devoted: (a) to prescribed high school courses, and (b) to study of related and technical information of the occupation for which he is being trained on the job.

Course Textbooks Used: Succeeding in the World of Work
Kimball and Vineyard
McKnight & McKnight 1970

Consumer Economics
Wilhelms, Feisneri, Jelly
McGraw-Hill 1971

BM Course Code 882

Course Title: Work Experience

Course Abbreviation: W Exp 882

Credit 1

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

Course Description: Students enrolled in the Cooperative Work Program may not be employed more than THIRTY (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY, NO STUDENT MAY BE EMPLOYED AFTER 11PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special permission may be granted by the coordinator on a temporary basis, with the knowledge and consent of parents and employer, for unusual circumstances.)

All training stations for students must be approved by the school coordinator upon investigation of the work station. Training stations owned and supervised by parents or immediate family will NOT BE APPROVED. All training stations must be located within the Community Unit Number Two school district.

Basic Textbook Used: None

TBM Course Code 680

Course Title Coop. Work Training

Course Abbreviation CWT 680

Credit 1

Prerequisites: None.

Course Description: CWT is to assist the potential drop-out in finding an occupational skill with general knowledge and to receive credit toward graduation. With the use of field trips and various speakers from the community, we are trying to develop an interest in the World of Work. Working half-day and attending classes the other half, we concentrate on keeping these individuals from dropping out of school.

The student's school time is devoted:

- (a) to prescribed high school courses, and
- (b) to a study of related and technical information of the occupation for which he is being trained on the job.

Basic Textbooks Used: Succeeding in the World of Work
Kimbrell and Vineyard
McKnight & McKnight, 1970

IBM Course Code 889

Course Title: Work Experience

Course Abbreviation: W Exp 889

Credit 1

Prerequisites: This program is limited to Juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

Course Description: Students enrolled in the Cooperative Work Program may not be employed more than THIRTY (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY, NO STUDENT MAY BE EMPLOYED AFTER 11 PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special permission may be granted by the coordinator on a temporary basis, with the knowledge and consent of parents and employer, for unusual circumstances.)

All training stations for students must be approved by the school coordinator upon investigation of the work station. Training stations owned and supervised by parents or immediate family will NOT BE APPROVED. All training stations must be located within the Community Unit Number Two school district.

Basic Textbook Used: None

IBM Course Code 531

Course Title: Technical Mathematics 531

Course Abbreviation T. Math 531

Prerequisites: It is desirable that the student who enrolls for Tech Math is simultaneously enrolled in one or more of the vocational shop offerings.

Course Description: The course is designed to be taken in conjunction with a vocational shop course. Tech Math will provide applications of basic principles to real problems that are meaningful to each individual. Through a series of workbooks, provision is made for practical applications of mathematics to specific trades. The student will be required to purchase one workbook in one of the following areas; carpentry trades, auto mechanics, electrical trades, machine trades, masonry trades, and sheet metal trades. The course will provide for highly individualized instruction which facilitates wide ranges of abilities and enables the student to progress at his own speed.

Textbook Used: Basic Mathematics Simplified by Olivo. Adopted in 1971.

IRM Course Code 487

Course Title Metals I

Course Abbreviation Metals 487

Credit 1

Prerequisites: None

Course Description: This course in metals is designed to give the student an idea of what is involved in the metal working industries. A general touching upon each area will help identify some of the characteristics of the job without going into great detail. The emphasis is placed on industry as a whole and then the importance of metal in industry.

The student will work with his hands and mind in order to get an idea of what the laborers in industry have to do. It is hoped that if a student never works as a laborer in industry but works at one of the "white collar" jobs, he will have some idea of the problems and conditions the laborers have to work under. This situation can also be reversed so the laborer will understand his superiors' job better.

The instructor will select the shop foreman. It will be his job to call and supervise the clean-up of the shop. Each student will have a specific responsibility to carry out.

Individual differences will be met by assigning the students different jobs or activities to overcome the areas in which they are weak. An accelerated student will be given extra activities which will challenge him.

The main objective of this course is to give the student sufficient information to enable them to understand what tools are used and what opportunities and hazards exist in the metal trades. General and related information supplemented by student construction of projects, as given in sheet metal, foundry, forging, bench metal, art metal, welding, and plumbing.

Basic Textbooks Used: Metalworking Technology & Practices
Ludwig-McCarthy
McKnight & McKnight, 1969

IBM Course Number 483

Course Title Auto Mechanics I

Course Abbreviation A Mec 483

Credit 1

Prerequisite: Grade Level 10-11-12

Course Description: This course covers the areas of (1) Basic Engines, (2) Fuel & Carburation, (3) Charging & Starting, (4) Ignition System, (5) Cooling & Lubrication, (6) Brakes, (7) Clutches, (8) Transmissions, (9) Drive Trains, (10) Suspension & Steering--All of these are covered in general. The course also prepares a student to go on into Vocational Auto Mechanics I or Vocational Automotive Servicing.

Basic Textbook Used: Automotive Mechanics (Seventh Ed.)
William H. Crouse
McGraw-Hill 1975

IBM Course Code 357

Course Title: Metal

Credit $\frac{1}{2}$
18 wks.

Course Abbreviation: WVA 357

Prerequisites: None

Course Description: Metal 357 meets for one hour per day, five days per week, for eighteen weeks. This course is an introduction to the broad area of metalwork. The basic skills, work habits, and safety with hand tools are stressed. The names, important features, and uses of the various kinds of metal tools are taught. A series of required projects introduce the students to the areas of bench metal, wrought metal, sheet metal, art metal, forging, and heat treatment of steels.

Basic Textbook: Under consideration

IBM Course Code 355

132

Course Title: Electricity

Credit $\frac{1}{2}$
18 wks.

Course Abbreviation: BVA 355

Prerequisites: None

Course Description: This is a beginning course in electricity. Electricity 355 meets for one hour per day, five days per week. It is designed to help students begin to understand the basic fundamental knowledge of electricity. Basic concepts of series and parallel circuits, Ohm's Law, Watt's Law, magnetism, simple motors, power supplies, meters, home repair, resistors, generators, and transformers are discussed. Special emphasis is placed on house wiring. Some consumer information is taught and the various electrical occupations are explored. Safety and careful work habits are stressed.

Basic Textbook: Electricity. by Howard H. Gerrish;
Goodheart-Willcox. South Holland, Il.,
1975

IBM Course Code 354

Credit $\frac{1}{2}$
18 wks.

Course Title: Drawing

Course Abbreviation: FVA 354

Prerequisites: None

Course Description: This course is designed to give the student the necessary experience in developing skills in the use of drawing instruments and materials similar to those used by the professional draftsman. Learning the importance of proper planning, the use of sketches, and the ability to express ideas by means of graphic representation are the main objectives. Some time is devoted to the study of blueprints similar to those used by carpenters, machinists, construction and factory workers.

Meets: One hr. per day, 5 days per wk.

Basic Textbook: Exploring Drafting by John R. Walker;
Goodheart-Willcox, South Holland Il., 1975

Course Number 800

135

Course Title Special Education Cooperative Work Training

Course Abbreviation SET 800

Credit 1

Prerequisites: Student must be enrolled in the SEM Program

Course Description: The Special Education Cooperative Work Training; meets for one hour five days a week. This course is designed to help the student deal with all aspects of job training. In the classroom the course of study relates directly to skills the student will need to obtain and keep a job after graduation. This includes learning to work with at least two hours during the school day. As sophomores, students are placed on jobs within Community Unit #2. These jobs include janitor trainees. As Juniors and Seniors off campus placements are preferred. All students are paid salaries for their work. They are supervised by their employer and a teacher-coordinator.

Basic Textbooks Used: Succeeding in the World of Work,
McKnight Publishing Co., 1975.

IBM Course Code 889

Course Title: Work Experience

Course Abbreviation: W Exp 889

Credit 1

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

Course Description: Students enrolled in the Cooperative Work Program may not be employed more than THIRTY (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY. NO STUDENT MAY BE EMPLOYED AFTER 11 PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special permission may be granted by the coordinator on a temporary basis, with the knowledge and consent of parents and employer, for unusual circumstances.)

All training stations for students must be approved by the school coordinator upon investigation of the work station. Training stations owned and supervised by parents or immediate family will NOT BE APPROVED. All training stations must be located within the Community Unit Number Two school district.

Basic Textbook Used: None

IBM Course Code 689

Course Title Industrial Work Training

Course Abbreviation IWT 689

Credit 1

Prerequisites: Grade Level 11-12

Course Description: The program is designed to provide related training in a trade on a part-time basis for high school students during their junior and senior years. The students alternate on a holiday basis between related courses in school and training on the job as an employee. During the time in employment, the student is related work world skills. The student's other school time is devoted: (a) to prescribed high school courses, and (b) to study of related and technical information of the occupation for which he is being trained on the job.

Basic Textbooks Used: Succeeding in the World of Work
Kimbrell and Vineyard
McKnight & McKnight 1970

Consumer Economics
Wilhelms, Helmerl, Jelly
McGraw-Hill 1971

IBM Course Code 809

Course Title: Work Experience

Course Abbreviation: W Exp 809

Credit 1

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

Course Description: Students enrolled in the Cooperative Work Program may not be employed more than THIRTY (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY, NO STUDENT MAY BE EMPLOYED AFTER 11PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special permission may be granted by the coordinator on a temporary basis, with the knowledge and consent of parents and employer, for unusual circumstances.)

All training stations for students must be approved by the school coordinator upon investigation of the work station. Training stations owned and supervised by parents or immediate family will NOT BE APPROVED. All training stations must be located within the Community Unit Number Two school district.

Basic Textbook Used: None

IBM Course Code 680

Course Title Coop. Work Training

Credit 1

Course Abbreviation CWT 680

Prerequisites: None

Course Description: CWT is to assist the potential drop-out in finding an occupational skill with general knowledge and to receive credit toward graduation. With the use of field trips and various speakers from the community, we are trying to develop an interest in the World of Work. Working half-day and attending classes the other half, we concentrate on keeping these individuals from dropping out of school.

The student's school time is devoted:

- (a) to prescribed high school courses, and
- (b) to a study of related and technical information of the occupation for which he is being trained on the job.

Basic Textbooks Used: Succeeding in the World of Work
Kimbrell and Vineyard
McKnight & McKnight, 1970

IBM Course Code 889

Course Title: Work Experience

Course Abbreviation: W Exp 889

Credit 1

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

Course Description: Students enrolled in the Cooperative Work Program may not be employed more than THIRTY (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY, NO STUDENT MAY BE EMPLOYED AFTER 11PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special permission may be granted by the coordinator on a temporary basis, with the knowledge and consent of parents and employer, for unusual circumstances.)

All training stations for students must be approved by the school coordinator upon investigation of the work station. Training stations owned and supervised by parents or immediate family will NOT BE APPROVED. All training stations must be located within the Community Unit Number Two school district.

Basic Textbook Used: None

IBM Course Code 799

Course Title Vocational Building Trades

Course Abbreviation VBT-799

Credit 3.00

Prerequisites: This is a course for Seniors.

Course Description: This is the advanced class Building Trades which is the second half of a two year program.

Concentrated Study Areas:

1. Concrete
2. Masonry
3. Rough Framing
4. Heating
5. Electrical
6. Dug-wall (tape & finish)
7. Interior & Exterior Finish
8. Interior & Exterior Decoration
9. Landscaping
10. Open House

Basic Textbooks Used: Modern Carpentry, Wagner, Goodheart Willcox,
1976.

IBM Course Code 688

Course Title Vocational Building Trades

Course Abbreviation VBT 688

Credit 3

Prerequisites Grade Level Juniors

Course Description: This is an apprenticeship class where each student is prepared for advantageous entrance into building trades field. Concentrated study areas:

1. Concrete
2. Masonary
3. Rough Framing
4. Heating
5. Electrical
6. Dug-wall (tag & spot)
7. Exterior & Exterior Finish

Basic Textbook Generally Used: Modern Carpentry, Wagner, Goodheart Willcox, 1976.

IBM Course Code 531

Course Title Technical Mathematics 531

Course Abbreviation T. Math 531

Credit .50

Prerequisites: It is desirable that the student who enrolls for Tech Math is simultaneously enrolled in one or more of the vocational shop offerings.

Course Description: The course is designed to be taken in conjunction with a vocational shop course. Tech Math will provide applications of basic principles to real problems that are meaningful to each individual. Through a series of workbooks, provision is made for practical applications of mathematics to specific trades. The student will be required to purchase one workbook in one of the following areas; carpentry trades, auto mechanics, electrical trades, machine trades, masonry trades, and sheet metal trades. The course will provide for highly individualized instruction which facilitates wide ranges of abilities and enables the student to progress at his own speed.

Textbook Used: Basic Mathematics Simplified by Divo. Adopted in 1971.

IBM Course Code 488

Course Title Wood

Course Abbreviation Wood 488

Credit 1

Prerequisite: Grade Level 10

Course Description: Through the construction of useful projects the following will be taught. Identification and selections of kinds of lumber, common construction joints and application of finishes. The proper use and maintenance of hand tools will be emphasized. An introduction to the proper use of some machines will also be taught.

Basic Textbook Used: Industrial Arts Woodworking
John L. Felrer
Bennett 1965

Course Code 487

Course Title Metals 1

Course Abbreviation Metals 487

Credit 1

Prerequisites: None

Description: This course in metals is designed to give the student an idea of what is involved in the metal working industries. A general touching upon each area will help identify some of the characteristics of the job without going into great detail. The emphasis is placed on industry as a whole and then the importance of metal in industry.

The student will work with his hands and mind in order to get an idea of what the laborers in industry have to do. It is hoped that if a student never works as a laborer in industry but works at one of the "white collar" jobs, he will have some idea of the problems and conditions the laborers have to work under. This situation can also be reversed so the laborer will understand his superiors' job better.

The instructor will select the shop foreman. It will be his job to call and supervise the clean-up of the shop. Each student will have a specific responsibility to carry out.

Individual differences will be met by assigning the students different jobs or activities to overcome the areas in which they are weak. An accelerated student will be given extra activities which will challenge him.

The main objective of this course is to give the students sufficient information to enable them to understand what tools are used and what opportunities and hazards exist in the metal trades. General and related information supplemented by student construction of projects, as given in sheet metal, foundry, forging, bench metal, art metal, welding, and plumbing.

Textbooks Used: Metalworking Technology & Practices
Ludwig-McCarthy
McKnight & McKnight, 1969

IBM Course Code 485

Course Title Basic Electricity

Course Abbreviation: ELEC 485

Credit 1

Prerequisites: None

Course Description: Basic Electricity 485 is a pre-vocational laboratory class designed to develop an understanding of the importance of electricity in every day living. 485 introduces concepts of basic electricity and electronics used in our modern industrial society. Students will have an opportunity to assemble experiences in the lab and to build an electronic project of their own, learning how to assemble, make solder connections, and read schematic drawings. Electric motors and basic house wiring techniques will be discussed.

IBM Course Code 484

Course Title Drawing I

Credit I

Prerequisites: None

Course Description: Drawing I is a basic course in drawing. It is an exploratory course designed to give the student a broad understanding and an enjoyable experience in different procedures and areas of drawing. This course is broken down into sections which gives a wide variety of procedures, skills, and techniques of drafting. The various sections are: The graphic language, drafting and industrial occupations technical sketching, tools, and techniques of drafting, geometric figures and constructions, pictorial drawing, sectional views, computers in design and drafting, vectors, drafting in the aerospace industry, technical illustration, electrical-electronics diagrams, mapping, charts, architectural drawing, reproduction of drawings, and fastening devices.

Basic Textbook used:

Drafting Technology and Practice, William P. Spence, Chas. A. Bennett Co., Inc. 1973

IBM Course Code 358

Course Title: Wood

Course Abbreviation: BVA 358

Credit $\frac{1}{2}$
18 WKS.

Prerequisites: None

Course Description: Wood 358 meets for one hour per day, five days per week, for eighteen weeks. This course is designed to teach the basic hand woodworking operations and skills. Each student has one required project that covers the basic tools, principles and skills included in the course. After its completion each student designs or chooses a project, plans and constructs it.

Basic Textbook: Under consideration.

IBM Course Code 357

Credit $\frac{1}{2}$
18 wks.

Course Title: Metal

Course Abbreviation: BYA-357

Prerequisites: None

Course Description: Metal 357 meets for one hour per day, five days per week, for eighteen weeks. This course is an introduction to the broad area of metalwork. The basic skills, work habits, and safety precautions involved in working metal with hand tools are stressed. The names, important features, and uses of the various kinds of metal tools are taught. A series of required projects introduce the students to the areas of bench metal, wrought metal, sheet metal, art metal, forging, and heat treatment of steels.

Basic Textbook: Under consideration

IBM Course Code 355

Course Title: Electricity

Course Abbreviation: BVA 355

Credit $\frac{1}{2}$
18 WKS.

Prerequisites: None

Course Description: This is a beginning course in electricity. Electricity 355 meets for one hour per day, five days per week. It is designed to help students begin to understand the basic fundamental knowledge of electricity. Basic concepts of series and parallel circuits, Ohm's Law, Watt's Law, magnetism, simple motors, power supplies, meters, home repair, resistors, generators, and transformers are discussed. Special emphasis is placed on house wiring. Some consumer information is taught and the various electrical occupations are explored. Safety and careful work habits are stressed.

Basic Textbook: Electricity by Howard H. Gerrish;
Goodheart-Willcox, South Holland, Ill., 1975

IBM Course Code 354

Credit $\frac{1}{2}$
18 wks.

Course Title: Drawing

Course Abbreviation: BVA 354

Prerequisites: None

Course Description: This course is designed to give the student the necessary experience in developing skills in the use of drawing instruments and materials similar to those used by the professional draftsman. Learning the importance of proper planning, the use of sketches, and the ability to express ideas by means of graphic representation are the main objectives. Some time is devoted to the study of blueprints similar to those used by carpenters, machinists, construction and factory workers.

Basic Textbook: Exploring Drafting by John R. Walker; Goodheart-Willcox, South Holland, Il., 1975

MILLWORK AND CABINET MAKING 17 3601

IBM Course Code 689

Course Title Industrial Work Training

Course Abbreviation IWT 689

Credit 1

Prerequisites: Grade Level 11-12

Course Description: The program is designed to provide related training in a trade on a part-time basis for high school students during their junior and senior years. The students alternate on a holiday basis between related courses in school and training on the job as an employee. During the time in employment, the student is related work world skills. The student's other school time is devoted: (a) to prescribed high school courses, and (b) to study of related and technical information of the occupation for which he is being trained on the job.

Basic Textbooks Used: Succeeding in the World of Work
Kimbrell and Vineyard
McKnight & McKnight 1970

Consumer Economics
Wilhelms, Heimerl, Jelly
McGraw-Hill 1971

IBM Course Code 839

Course Title: Work Experience

Course Abbreviation: W Exp 889

Credit 1

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

Course Description: Students enrolled in the Cooperative Work Program may not be employed more than THIRTY (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY. NO STUDENT MAY BE EMPLOYED AFTER 11PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special permission may be granted by the coordinator on a temporary basis, with the knowledge and consent of parents and employer, for unusual circumstances.)

All training stations for students must be approved by the school coordinator upon investigation of the work station. Training stations owned and supervised by parents or immediate family will NOT BE APPROVED. All training stations must be located within the Community Unit Number Two school district.

Basic Textbook Used: None

IBM Course Code 888

Course Title Vocational Cabinet Making II

Course Abbreviation VCM 888

Credit 2

Prerequisites: Before enrolling in the Vocational Cabinet Making #888, the student must have completed Wood #488 with an average grade of C or better.

Course Description: This course is offered to boys who desire to either enter the vocation of Cabinet Making or who desire additional experience in wood fabrication. The projects for this course will consist of cabinet construction and /or finished fabrication.

Basic Textbook Used: Cabinetmaking & Millwork by Feirer
Chas. A. Bennett Co., Inc.
Peoria, Illinois 61614
Copyright 1967, 1970

IBM Course Code: 789

Course Title: Cabinet Making

Course Abbreviation: CAMK 789

Credit 1

Prerequisite: Grade II

Course Description: This course emphasizes the safe use of power-hand tools and machines, through the construction of the vanities and other cabinets. A mass production project helps to emphasize assembly line production and modern finishing processes. This class is similar to 588 but is for the students who are not selected for cabinet making 588.

Basic Textbook Used: Cabinetmaking and Millwork, Feirer, Chas. A. Fennett, 1970

IBM Course Code 588

Course Title Cabinet Making

Course Abbreviation CaMa 588

Credit 2

Prerequisite None

Course Description: This course will emphasize safety precautions and the correct use of power machines through the construction of furniture and cabinet making projects. Assembly line production methods, modern finishing processes, and machine maintenance will be taught through actual participation.

Upon successful completion, the student will also have learned good design techniques and acceptable construction methods.

Basic Textbook Used: Cabinet-Making and Millwork, Feirer, Chas. A. Bennett., 1970

IBM Course Code 531

Course Title Technical Mathematics 531

Course Abbreviation T. Math 531

Credit .50

Prerequisites: It is desirable that the student who enrolls for Tech Math is simultaneously enrolled in one or more of the vocational shop offerings.

Course Description: The course is designed to be taken in conjunction with a vocational shop course. Tech Math will provide applications of basic principles to real problems that are meaningful to each individual. Through a series of workbooks, provision is made for practical applications of mathematics to specific trades. The student will be required to purchase one workbook in one of the following areas; carpentry trades, auto mechanics, electrical trades, machine trades, masonry trades, and sheet metal trades. The course will provide for highly individualized instruction which facilitates wide ranges of abilities and enables the student to progress at his own speed.

Textbook Used: Basic Mathematics Similfied by Olivo. Adopted in 1971.

IBM Course Code 488

Course Title Wood

Course Abbreviation Wood 488

Credit 1

Prerequisites: Grade Level 10

Course Description: Through the construction of useful projects the following will be taught: identification and selections of kinds of lumber, common construction joints and application of finishes. The proper use and maintenance of hand tools will be emphasized. An introduction to the proper use of some machines will also be taught.

Basic Textbooks Used: Industrial Arts Woodworking
John L. Feirer
Bennett 1965

IBM Course Code 484

Course Title Drawing 1

Credit 1

Prerequisites: None

Course Description: Drawing 1 is a basic course in drawing. It is an exploratory course designed to give the student a broad understanding and an enjoyable experience in different procedures and areas of drawing. This course is broken down into sections which gives a wide variety of procedures, skills, and techniques of drafting. The various sections are: The graphic language, drafting and industrial occupations technical sketching, tools and techniques of drafting, geometric figures and constructions, pictorial drawing, sectional views, computers in design and drafting, vectors, drafting in the aerospace industry, technical illustration, electrical-electronics diagrams, mapping, charts, architectural drawing, reproduction of drawings, and fastening device.

Basic Textbook used: Drafting Technology and Practice, William P. Spence, Chas. A. Bennett Co., Inc. 1973

IBM Course Code 358

Course Title: Wood

Credit $\frac{1}{2}$
18 wks.

Course Abbreviation: BVA 358

Prerequisites: None

Course Description: Wood 358 meets for one hour per day, five days per week, for eighteen weeks. This course is designed to teach the basic hand woodworking operations and skills. Each student has one required project that covers the basic tools, principles and skills included in the course. After its completion each student designs or chooses a project, plans and constructs it.

Basic Textbook: Under consideration

IBM Course Code 354

Credit $\frac{1}{2}$
18 wks.

Course Title: Drawing

Course Abbreviation: BVA 354

Prerequisites: None

Course Description: This course is designed to give the student the necessary experience in developing skills in the use of drawing instruments and materials similar to those used by the professional draftsman. Learning the importance of proper planning, the use of sketches, and the ability to express ideas by means of graphic representation are the main objectives. Some time is devoted to the study of blueprints similar to those used by carpenters, machinists, construction and factory workers.

Meets: One hr. per day, 5 days per wk.

Basic Textbook: Exploring Drafting by John P. Walker; Goodheart-Willcox, South Holland, Il., 1975

DRAFTING 17 1300

III Course Code 689

Course Title Industrial Work Training

Course Abbreviation IWT 689

Credit 1

Prerequisites: Grade Level 11-12

Course Description: The program is designed to provide related training in a trade on a part-time basis for high school students during their junior and senior years. The students alternate on a holiday basis between related courses in school and training on the job as an employee. During the time in employment, the student is related work world skills. The student's other school time is devoted: (a) to prescribed high school courses, and (b) to study of related and technical information of the occupation for which he is being trained on the job.

Basic Textbooks Used: Succeeding in the World of Work
Kimbrell and Vineyard
McKnight & McKnight 1970

Consumer Economics
Wilhelms, Heimerl, Jelly
McGraw-Hill 1971

IBM Course Code 889

Course Title: Work Experience

Course Abbreviation: W Ex: 889

Credit 1

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

Course Description: Students enrolled in the Cooperative Work Program may not be employed more than THIRTY (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY. NO STUDENT MAY BE EMPLOYED AFTER 11PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special permission may be granted by the coordinator on a temporary basis, with the knowledge and consent of parents and employer, for unusual circumstances.)

All training stations for students must be approved by the school coordinator upon investigation of the work station. Training stations owned and supervised by parents or immediate family will NOT BE APPROVED. All training stations must be located within the Community Unit Number Two school district.

Basic Textbook Used: None

IBM Course Code 684

Course Title Advanced Architectural Drawing 111

Course Abbreviation Draw 684

Credit 2

Prerequisites: Drawing 1 484 and Architectural Drawing 11 584

Course Description: This course may serve as vocational or pre-architectural engineering. The course serves as an extension of 584 with greater depth and addition of student research, supervision, instruction, and independent activities in architectural drawing.

Basic Textbook Used: Architectural Drafting and Design
Hepler, Donald E. & Paul I. Wallach
McGraw-Hill Book Co., 1966

IBM Course Code 589

Course Title Engineering Drawing II

Credit 2

Course Abbreviation Draw 589

Prerequisites: Drawing I 484, or permission of instructor, or Junior-Senior standing.

Course Description: This course may serve as vocational, pre-engineering, or simply as an elective for those students interested in becoming more familiar with engineering drafting and design. The course starts with a review of related material from Drawing I, and then continues with emphasis on drawing for production detail and assembly, developments and intersections, gears and cams, piping drafting, structural drawings, drafting in the cabinet making industry, and reproduction of drawings.

Basic Textbooks Used: Drafting Technology and Practice
William P. Spence
Chas. A. Bennett Co., Inc. 1973

IBM Course Code 584

Course Title Architectural Drawing 1

Course Abbreviation Draw 584

Credit 2

Prerequisites: Drawing 1 484, or permission of instructor, or Junior-Senior standing.

Course Description: This course may serve as vocational, prearchitectural engineering, or simply as an elective for those students interested in becoming more familiar with home planning. The course emphasizes home styles, planning, construction, details, working drawings, specifications, artistic illustration, and financing.

Basic Textbooks Used: Architecture Drafting & Design
Hepler, Donald E. & Paul I. Wallach
McGraw-Hill Book Co., 1966

IBM Course Code 486

Course Title Graphic Arts 1

Course Abbreviation Gr. Ar. 486

Credit 1

Prerequisites: Grades 10, 11, 12

Course Description: Graphic Arts 1 consists of both theory and proper operation of both hand composition and letter press procedures. In hand compositions the student will cover justification of lines, indentions, borders, initial letters, and two color forms. In letterpress the areas of instruction are: Composition, lockup, make ready, press feeding and operations, maintain and care of presses. Photography, as related to Graphic Arts, will include the taking and developing of both line and half-tones. Operational procedures are introduced for offset press. Personal printing and production jobs in black and color are an integral part of the second semester. Silk Screen, BlockPrinting, and bookbinding are introduced. Artistic efforts are encouraged as are most unlimited possibilities available for experimentation. This course consists of four laboratory periods, one period for discussion and testing per week, plus outside of class assignments.

Text: None

IBM Course Code 484

Course Title Drawing 1

Credit 1

Prerequisites: None.

Course Description: Drawing 1 is a basic course in drawing. It is an exploratory course designed to give the student a broad understanding and an enjoyable experience in different procedures and areas of drawing. This course is broken down into sections which gives a wide variety of procedures, skills, and techniques of drafting. The various sections are: The graphic language, drafting and industrial occupations technical sketching, tools, and techniques of drafting, geometric figures and constructions, pictorial drawing, sectional views, computers in design and drafting, vectors, drafting in the aerospace industry, technical illustration, electrical-electronics diagrams, mapping, charts, architectural drawing, reproduction of drawings, and fastening devices.

Basic Textbook used: Drafting Technology and Practice, William P. Spence, Chas. A. Bennett Co., Inc. 1973.

IBM Course Code 442

Course Title Technical Physics 442

Course Abbreviation T Phy 442

Credit .50

Class Time 18 weeks

Grade Level 10, 11

Prerequisites: Successful completion of Technical Mathematics or one year of Algebra.

Course Description: Technical Physics has been written as a preparation for students considering a vocational-technical career. It was designed and written in conjunction with input from several varied industries throughout the State of Illinois. It is designed to emphasize physical concepts as applied to the industrial-technical fields and to use these applications to improve the physics and mathematics competence of the student. Unlike some physics texts, this material is written at a language level and at a mathematics level that is realistic of and beneficial to most students in VO-Tech programs. Students will find illustrations and examples related to the fields of automotive-farm equipment technology, construction technology, electronics technology, mechanical technology, and micro-precision technology.

Basic Text: Technical Physics, Dale Ewen, Parkland Community College, 1971.

IBM Course Code 356

Credit ¹⁷²₂
18 wks.

Course Title: Graphic Arts

Course Abbreviation: BVA .356

Prerequisites: None

Course Description: Graphic Arts 356 meets for one hour per day, five days per week, for eighteen weeks. This course is designed as an introduction to the printing trades covering basic tools and printing materials. Shop work is planned by the instructor in each area so that students may gain first-hand information on the operations involved.

Basic Textbook: Under consideration

IBM Course Code 354

Credit $\frac{1}{2}$ 173
18 wks.

Course Title: Drawing

Course Abbreviation: BVA 354

Prerequisites: None

Course Description: This course is designed to give the student the necessary experience in developing skills in the use of drawing instruments and materials similar to those used by the professional draftsman. Learning the importance of proper planning, the use of sketches, and the ability to express ideas by means of graphic representation are the main objectives. Some time is devoted to the study of blueprints similar to those used by carpenters, machinists, construction and factory workers.

Meets: One hr. per day, 5 days per wk.

Basic Textbook: Exploring Drafting by John R. Walker;
Goodheart-Willcox, South Holland, Il.
1975

MACHINE SHOP 17 2302

IBM Course Code 689

Course Title Industrial Work Training

Course Abbreviation IWT 689

Credit 1

Prerequisites: Grade Level 11-12

Course Description: The program is designed to provide related training in a trade on a part-time basis for high school students during their junior and senior years. The students alternate on a holiday basis between related courses in school and training on the job as an employee. During the time in employment, the student is related work world skills. The student's other school time is devoted: (a) to prescribed high school courses, and (b) to study of related and technical information of the occupation for which he is being trained on the job.

Basic Textbooks Used: Succeeding in the World of Work
Kimbrell and Vineyard
McKnight & McKnight 1970

Consumer Economics
Wilheims, Weimerl, Jelly
McGraw-Hill 1971

IBM Course Code 889

Course Title: Work Experience

Course Abbreviation: W Exp 889

Credit 1

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

Course Description: Students enrolled in the Cooperative Work Program may not be employed more than THIRTY (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY, NO STUDENT MAY BE EMPLOYED AFTER 11 PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special permission may be granted by the coordinator on a temporary basis, with the knowledge and consent of parents and employer, for unusual circumstances.)

All training stations for students must be approved by the school coordinator upon investigation of the work station. Training stations owned and supervised by parents or immediate family will NOT BE APPROVED. All training stations must be located within the Community Unit Number Two school district.

Basic Textbook Used: None

IBM Course Code 680

Course Title Coop. Work Training

Course Abbreviation CWT 680

Credit 1

Prerequisites: None.

Course Description: CWT is to assist the potential drop-out in finding an occupational skill with general knowledge and to receive credit toward graduation. With the use of field trips and various speakers from the community, we are trying to develop an interest in the World of Work. Working half-day and attending classes the other half, we concentrate on keeping these individuals from dropping out of school.

The student's school time is devoted:

- (a) to prescribed high school courses, and
- (b) to a study of related and technical information of the occupation for which he is being trained on the job.

Basic Textbooks Used: Succeeding in the World of Work
Kimbell and Vineyard
McKnight & McKnight, 1970

IBM Course Code 889

Course Title: Work Experience

Course Abbreviation: W Exp 889

Credit 1

Prerequisites: This program is limited to Juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

Course Description: Students enrolled in the Cooperative Work Program may not be employed more than THIRTY (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY, NO STUDENT MAY BE EMPLOYED AFTER 11PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special permission may be granted by the coordinator on a temporary basis, with the knowledge and consent of parents and employer, for unusual circumstances.)

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Basic Textbook Used: None

IBM Course Code 687

Course Title Vocational Machine Shop

Course Abbreviation VMS 687

Credit 2

Prerequisites: Grade Level 11-12, Metal 487 w/Instructor Approval

Course Description: To develop the student with Machine Shop Vocabulary, tools, materials, skills, techniques, procedures, and safety habits necessary for gainful employment in modern industry.

Create in the student a worker-foreman understanding for large or small industrial organizations.

Basic Textbook used: Metalworking Technology & Practice
Ludwig-McCarthy
McKnight & McKnight 1969

IBM Course Code 587

Course Title Welding and Machine Operator

Course Abbreviation W.Mac 587

Credit 1

Prerequisites: Metals 487 w/Instructor Approval

Course Description: To acquaint the student with a working knowledge of welding and machine shop vocabulary and practices by building useable items.

The general objective of this course is to prepare the pupil for an advantageous entry into the field of welding.

The specific objectives of welding are to:

1. Orient and familiarize the pupil in the basic skills of welding.
2. Develop skills and knowledge through practical application.
3. Develop the student's ability to apply related technical information.
4. Develop appropriate and safe work habits.
5. Develop a wholesome understanding of trade and social problems.
6. Develop within the pupil desirable attitudes of initiative, responsibility, and resourcefulness.

Basic Textbooks Used: Metal Working Technology & Practices
Ludwig-McCarthy
McKnight & McKnight, 1969

IPM Course Code 531

Course Title Technical Mathematics 531

Course Abbreviation T. Math 531

Credit .50

Prerequisites: It is desirable that the student who enrolls for Tech Math is simultaneously enrolled in one or more of the vocational shop offerings.

Course Description: The course is designed to be taken in conjunction with a vocational shop course. Tech Math will provide applications of basic principles to real problems that are meaningful to each individual. Through a series of workbooks, provision is made for practical applications of mathematics to specific trades. The student will be required to purchase one workbook in one of the following areas: carpentry trades, auto mechanics, electrical trades, machine trades, masonry trades, and sheet metal trades. The course will provide for highly individualized instruction which facilitates wide ranges of abilities and enables the student to progress at his own speed.

Textbook Used: Basic Mathematics Simplified by Glivo. Adopted in 1971.

IBM Course Code 487

Course Title Metals 1

Course Abbreviation Metals 487

Credit 1

Prerequisites: None

Course Description: This course in metals is designed to give the student an idea of what is involved in the metal working industries. A general touching upon each area will help identify some of the characteristics of the job without going into great detail. The emphasis is placed on industry as a whole and then the importance of metal in industry.

The student will work with his hands and mind in order to get an idea of what the laborers in industry have to do. It is hoped that if a student never works as a laborer in industry but works at one of the "white collar" jobs, he will have some idea of the problems and conditions the laborers have to work under. This situation can also be reversed so the laborer will understand his superiors' job better.

The instructor will select the shop foreman. It will be his job to call and supervise the clean-up of the shop. Each student will have a specific responsibility to carry out.

Individual differences will be met by assigning the students different jobs or activities to overcome the areas in which they are weak. An accelerated student will be given extra activities which will challenge him.

The main objective of this course is to give the students sufficient information to enable them to understand what tools are used and what opportunities and hazards exist in the metal trades. General and related information supplemented by student construction of projects, as given in sheet metal, foundry, forging, bench metal, art metal, welding, and plumbing.

Basic Textbooks Used: Metalworking Technology - Practices
Ludwig-McCarthy
 McKnight & McKnight, 1969

IBM Course Code 484

Course Title Drawing 1

Prerequisites: None.

Credit 1

Course Description: Drawing 1 is a basic course in drawing. It is an exploratory course designed to give the student a broad understanding and an enjoyable experience in different procedures and areas of drawing. This course is broken down into sections which gives a wide variety of procedures, skills, and techniques of drafting. The various sections are: The graphic language, drafting and industrial occupations technical sketching, tools, and techniques of drafting, geometric figures and constructions, pictorial drawing, sectional views, computers in design and drafting, vectors, drafting in the aerospace industry, technical illustration, electrical-electronics diagrams, mapping, charts, architectural drawing, reproduction of drawings, and fastening devices.

Basic Textbook Used: Drafting Technology and Practice, William P. Stence, Chas. A. Tennett Co., Inc. 1973

IEI Course Code 357

Credit $\frac{1}{2}$
18 wks.

Course Title: Metal

Course Abbreviation: IEI 357

Prerequisites: None

Course Description: Metal 357 meets for one hour per day, five days per week, for eighteen weeks. This course is an introduction to the broad area of metalwork. The basic skills, work habits, and safety precautions involved in working metal with hand tools are stressed. The names, important features, and uses of the various kinds of metal tools are taught. A series of required projects introduce the students to the areas of bench metal, wrought metal, sheet metal, art metal, forging, and heat treatment of steels.

Basic Textbook: Under consideration

IPW Course Code 354

Credit $\frac{1}{2}$
18 wks.

Course Title: Drawing

Course Abbreviation: BVA 354

Prerequisites: None

Course Description: This course is designed to give the student the necessary experience in developing skills in the use of drawing instruments and materials similar to those used by the professional draftsman. Learning the importance of proper planning, the use of sketches, and the ability to express ideas by means of graphic representation are the main objectives. Some time is devoted to the study of blueprints similar to those used by carpenters, machinists, construction and factory workers.

Basic Textbook: Exploring Drafting by John W. Walker;
Goodheart-Willcox, South Holland, Ill.,
1975

IBM Course Code 689

Course Title Industrial Work Training

Course Abbreviation IWT 689

Credit 1

Prerequisites: Trade Level 11-12

Course Description: The program is designed to provide related training in a trade on a part-time basis for high school students during their junior and senior years. The students alternate on a holiday basis between related courses in school and training on the job as an employee. During the time in employment, the student is related work world skills. The student's other school time is devoted: (a) to prescribed high school courses, and (b) to study of related and technical information of the occupation for which he is being trained on the job.

Basic Textbooks Used: Succeeding in the World of Work
Kimbrell and Vineyard
McKnight & McKnight 1970

Consumer Economics
Wilhelms, Heimerl, Jelly
McGraw-Hill 1971

IBM Course Code 889

Course Title: Work Experience

Course Abbreviation: W Exp 889

Credit 1

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

Course Description: Students enrolled in the Cooperative Work Program may not be employed more than THIRTY (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY, NO STUDENT MAY BE EMPLOYED AFTER 11PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special permission may be granted by the coordinator on a temporary basis, with the knowledge and consent of parents and employer, for unusual circumstances.)

All training stations for students must be approved by the school coordinator upon investigation of the work station. Training stations owned and supervised by parents or immediate family will NOT BE APPROVED. All training stations must be located within the Community Unit Number Two school district.

Basic Textbook Used: None

IBM Course Code 680

Course Title Coop. Work Training

Credit 1

Course Abbreviation CWT 680

Prerequisites: None

Course Description: CWT is to assist the potential drop-out in finding an occupational skill with general knowledge and to receive credit toward graduation. With the use of field trips and various speakers from the community, we are trying to develop an interest in the World of Work. Working half-day and attending classes the other half, we concentrate on keeping these individuals from dropping out of school.

The student's school time is devoted:

- (a) to prescribed high school courses, and
- (b) to a study of related and technical information of the occupation for which he is being trained on the job.

Basic Textbooks Used: Succeeding in the World of Work
Kimbrell and Vineyard
McKnight & McKnight, 1970

IBM Course Code 889

Course Title: Work Experience

Course Abbreviation: W Exp 889

Credit 1

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

Course Description: Students enrolled in the Cooperative Work Program may not be employed more than THIRTY (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY, NO STUDENT MAY BE EMPLOYED AFTER 11PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special permission may be granted by the coordinator on a temporary basis, with the knowledge and consent of parents and employer, for unusual circumstances.)

All training stations for students must be approved by the school coordinator upon investigation of the work station. Training stations owned and supervised by parents or immediate family will NOT BE APPROVED. All training stations must be located within the Community Unit Number Two school district.

Basic Textbook Used: None

IBM Course Code 636

Course Title Vocational Graphic Arts III

Course Abbreviation Gr. Ar. 686

Credit 2

Prerequisites: Graphic Arts I 486
Grade Level 12

Course Description: This course is designed for those students who want additional specialized training in Vocational Printing. Students who develop special interest in a specific area, such as: Layout and design; 2-color, 3-color, 4-color printing; and continuous tone photography and print making. The students will explore career opportunities open to the graduating high school student.

Basic Textbooks Used: Photo Offset Fundamentals
John E. Cogli
McKnight & McKnight, 1970

IBM Course Code 586

Course Title Vocational Graphic Arts II

Course Abbreviation Gr. Ar. 586

Credit 2

Prerequisites: Graphic Arts I 456
Grade Level 11-12

Course Description: This course is designed for those interested in the letterpress and/or offset printing field as occupation, or for information. Those planning on a commercial art, advertising or business career will receive basic training on the printing as a background for these occupations. Advanced work in process photography, stripping, plate-making, and offset presses given. These operations will be introduced: color printing, perforating, scoring, die cutting, operation of folder and plastic binding. The designing of covers, cards, programs, and booklets will be stressed along with the production of those under simulated commercial shop condition. Many of the areas of reproduction that were introduced in Graphic Arts I will be repeated for advance training and more experimentation during the year. Text covering safety operations and demonstrations as well as related assignments will be given at the completion of each discussion of that assignment.

Basic Textbooks Used: Graphic Arts Procedure--Offset Process
Randolph, March, and Ed Buber
American Technical Society 1969

IBM Course Code 486

Course Title Graphic Arts 1

Course Abbreviation Gr. Ar. 486

Credit 1

Prerequisites: Grades 10, 11, 12

Course Description: Graphic Arts 1 consists of both theory and proper operation of both hand composition and letter press procedures. In hand compositions the student will cover justification of lines indentations, and two color forms. In letterpress the areas of instruction are: Composition, lockup, makeready, press feeding and operations, maintain and care of presses. Photography, as related to Graphic Arts, will include the taking and developing of both line and half-tones. Operational procedures are introduced for offset press. Personal printing and production jobs in black and color are an integral part of the second semester. Silk Screen, Block Printing, and bookbinding are introduced. Artistic efforts are encouraged as are most unlimited possibilities available for experimentation. This course consists of discussion as needed for each new operation needed to complete a new operation of a job. Safety is stressed. Testing will be any time after a demonstration, class discussion and/or safety has been covered. There will be outside of class assignments as required by the class assignments.

Text: None

IBM Course Code 484Credit 1Course Title Drawing I

Prerequisites: None

Course Description: Drawing I is a basic course in drawing. It is an exploratory course designed to give the student a broad understanding and an enjoyable experience in different procedures and areas of drawing. This course is broken down into sections which gives a wide variety of procedures, skills, and techniques, of drafting. The various sections are: the graphic language, drafting and industrial occupations of drafting, geometric figures and constructions, pictorial drawing, sectional views, computers in design and drafting, vectors, drafting in the aerospace industry, technical illustration, electrical-electronics diagrams, mapping, charts, architectural drawing, reproduction of drawings, and fastening devices.

Basic Textbook used: Drafting Technology and Practice, William P. Spence, Chas. A. Bennett Co., Inc. 1973.

Course Code: 356

Credit $\frac{1}{2}$
18 wks.

Course Title: Graphic Arts

Course Abbreviation: BVA 356

Prerequisites: None

Course Description: Graphic Arts 356 meets for one hour per day, five days per week, for eighteen weeks. This course is designed as an introduction to the printing trades covering basic tools and printing materials. Shop work is planned by the instructor in each area so that students may gain first-hand information of the operations involved.

Basic Textbook: Under consideration

IBM Course Code 354

Credit $\frac{1}{2}$
18 wks.

Course Title: Drawing

Course Abbreviation: EVA 354

Prerequisites: None

Course Description: This course is designed to give the student the necessary experience in developing skills in the use of drawing instruments and materials similar to those used by the professional draftsman. Learning the importance of proper planning, the use of sketches, and the ability to express ideas by means of graphic representation are the main objectives. Some time is devoted to the study of blueprints similar to those used by carpenters, machinists, construction and factory workers.

Meets: One hr. per day, 5 days per wk.

Basic Textbook: Exploring Drafting by John R. Walker;
Goodheart-Willcox, South Holland Il., 1975

INDUSTRIAL ELECTRICIAN 17 1401

IBM Course Code 689

Course Title Industrial Work Training

Course Abbreviation INT 689

Credit 1

Prerequisites: Trade Level 11-12

Course Description: The program is designed to provide related training in a trade on a part-time basis for high school students during their junior and senior years. The students alternate on a holiday basis between related courses in school and training on the job as an employee. During the time in employment, the student is related work world skills. The student's other school time is devoted: (a) to prescribed high school courses, and (b) to study of related and technical information of the occupation for which he is being trained on the job.

Basic Textbooks Used: Succeeding in the World of Work
Kimbrell and Vinyard
McKnight & McKnight 1970

Consumer Economics
Wilhelms, Heimerl, Jelly
McGraw-Hill 1971

IBM Course Code 889

Course Title: Work Experience

Course Abbreviation: W Exp 889

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

Course Description: Students enrolled in the Cooperative Work Program may not be employed more than THIRTY (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY, NO STUDENT MAY BE EMPLOYED AFTER 11PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special permission may be granted by the coordinator on a temporary basis, with the knowledge and consent of parents and employer, for unusual circumstances.)

All training stations for students must be approved by the school coordinator upon investigation of the work station. Training stations owned and supervised by parents or immediate family will NOT BE APPROVED. All training stations must be located within the Community Unit Number Two school district.

Basic Textbook Used: None

IBM Course Code 680

Course Title Coop. Work Training

Course Abbreviation CWT 680

Credit 1

Prerequisites: None.

Course Description: CWT is to assist the potential drop-out in finding an occupational skill with general knowledge and to receive credit toward graduation. With the use of field trips and various speakers from the community, we are trying to develop an interest in the World of Work. Working half-day and attending classes The other half, we concentrate on keeping these individuals from dropping out of school.

The student's school time is devoted:

- (a) to prescribed high school courses, and
- (b) to a study of related and technical information of the occupation for which he is being trained on the job.

Basic Textbooks Used: Succeeding in the World of Work
Kimbrell and Vineyard
McKnight & McKnight, 1970

IBM Course Code 889

Course Title: Work Experience

Course Abbreviation: W Exp 889

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

Course Description: Students enrolled in the Cooperative Work Program may not be employed more than THIRTY (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY, NO STUDENT MAY BE EMPLOYED AFTER 11PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special permission may be granted by the coordinator on a temporary basis, with the knowledge and consent of parents and employer, for unusual circumstances.)

All training stations for students must be approved by the school coordinator upon investigation of the work station. Training stations owned and supervised by parents or immediate family will NOT BE APPROVED. All training stations must be located within the Community Unit Number Two school district.

Basic Textbook Used: None

IBM Course Code 985

Course Title Advanced Vocational House Wiring

Course Abbreviation AVH 985

Prerequisites: VHM 785

Course Description: Advanced vocational house wiring is an extension of vocational house wiring 785. This class will provide senior students an opportunity to increase their skills in residential construction wiring, drawing upon the National Electric Code for understanding the "whys?" for many practices of the trade. Opportunities will be given these students to function as superintendents and foremen of the beginning vocational house wiring classes. In addition to certain academic skills required for this course, consideration of personal traits such as reliability, interest, attitude, judgment, leadership, and cooperativeness will be determined in evaluating each student.

Course Text: Electrical Construction Wiring, Gerich, Walter
American Technical Society

National Electric Code, National Fire Protection
Association

IBM Course Code 785

Grade Level 11,12

Course Title Vocational House Wiring; Electricity 785

Course Abbreviation VHW 785

Credit 1

Prerequisites: None

Course Description: Vocational House Wiring is designed to give students accurate, well organized information of acceptable practices of quality electrical construction. Further, they will be shown "how to" wire the basic systems, observing minimum standards as outlined by the National Electric Code. The primary emphasis of the course will include not only the recent technology developments and changes which have modified many of the materials and procedures used for wiring, but particular emphasis on safe wiring procedures will be stressed.

Basic Text Used: Electrical Construction Wiring, Alorich, Walter N. 1971.

Course outline filed with _____, Room 403.

IBM Course Code 531

Course Title: Technical Mathematics 531

Course Abbreviation T. Math 531

Prerequisites: It is desirable that the student who enrolls for Tech Math is simultaneously enrolled in one or more of the vocational shop offerings.

Course Description: The course is designed to be taken in conjunction with a vocational shop course. Tech Math will provide applications of basic principles to real problems that are meaningful to each individual. Through a series of workbooks, provision is made for practical applications of mathematics to specific trades. The student will be required to purchase one workbook in one of the following areas; carpentry trades, auto mechanics, electrical trades, machine trades, masonry trades, and sheet metal trades. The course will provide for highly individualized instruction which facilitates wide ranges of abilities and enables the student to progress at his own speed.

Textbook Used: Basic Mathematics Simplified by Olivo. Adopted in 1971.

ISM Course Number Code 442

Course Title Technical Physics 442

Course Abbreviation Phy 442

Credit .50

Class Time 18 weeks

Grade Level 10,11

Prerequisites: Successful completion of Technical Mathematics or one year of Algebra.

Course Description: Technical Physics has been written as a preparation for students considering a vocational-technical career. It was designed and written in conjunction with input from several varied industries throughout the State of Illinois. It is designed to emphasize physical concepts as applied to the industrial-technical fields and to use these applications to improve the physics and mathematics competence of the student. Unlike some physics texts, this material is written at a language level and at a mathematics level that is realistic of and beneficial to most students in VO-Tech programs. Students will find illustrations and examples related to the fields of automotive-firm equipment technology, construction technology, electronics technology, mechanical technology, and micro-precision technology.

Basic Text: Technical Physics, Dale Owen, Parkland Community College, 1971

IBM Course Code 485

Course Title Basic Electricity

Course Abbreviation: ELEC 485

Prerequisite: None

Course Description: Basic Electricity 485 is a pre-vocational laboratory class designed to develop an understanding of the importance of electricity in every day living. 485 introduces concepts of basic electricity and electronics used in our modern industrial society. Students will have an opportunity to assemble experiences in the lab and to build an electronic project of their own, learning how to assemble, make solder connections, and read schematic drawings. Electric motors and basic house wiring techniques will be discussed.

IBM Course Code 484

Course Title Drawing I

Credit I

Prerequisites: None

Course Description: Drawing I is a basic course in drawing. It is an exploratory course designed to give the student a broad understanding and an enjoyable experience in different procedures and areas of drawing. This course is broken down into sections which gives a wide variety of procedures, skills, and techniques of drafting. The various sections are: The graphic language, drafting and industrial occupations technical sketching, tools, and techniques of drafting, geometric figures and constructions, pictorial drawing, sectional views, computers in design and drafting, vectors, drafting in the aerospace industry, technical illustration, electrical-electronics diagrams, mapping, charts, architectural drawing, reproduction of drawings, and fastening devices.

Basic Textbook used:

Drafting Technology and Practice, William P. Spence, Chas. A. Bennett Co., Inc. 1973

IBM Course Code 355

Course Title: Electricity

Credit $\frac{1}{2}$
18 wks.

Course Abbreviation: BVA .355

Prerequisites: None

Course Description: This is a beginning course in electricity. Electricity 355 meets for one hour per day, five days per week. It is designed to help students begin to understand the basic fundamental knowledge of electricity. Basic concepts of series and parallel circuits, Ohm's Law, Watt's Law, magnetism, simple motors, power supplies, meters, home repair, resistors, generators, and transformers are discussed. Special emphasis is placed on house wiring. Some consumer information is taught and the various electrical occupations are explored. Safety and careful work habits are stressed.

Basic Textbook: Electricity, by Howard H. Gerrish;
Goodheart-Willcox. South Holland, Il.,
1975

IBM Course Code 354

Credit $\frac{1}{2}$
18 wks.

Course Title: Drawing

Course Abbreviation: EWA 354

Prerequisites: None

Course Description: This course is designed to give the student the necessary experience in developing skills in the use of drawing instruments and materials similar to those used by the professional draftsman. Learning the importance of proper planning, the use of sketches, and the ability to express ideas by means of graphic representation are the main objectives. Some time is devoted to the study of blueprints similar to those used by carpenters, machinists, construction and factory workers.

Meets: One hr. per day, 5 days per wk.

Basic Textbook: Exploring Drafting by John R. Walker;
Goodheart-Willcox, South Holland Il., 1975

INDUSTRIAL ELECTRONICS

IBM Course Code 639

Course Title Industrial Job Training

Course Abbreviation IST 689

Credit 1

Prerequisites: Grade Level 11-12

Course Description: The program is designed to provide related training in a trade on a part-time basis for high school students during their junior and senior years. The students alternate on a holiday basis between related courses in school and training on the job as an employee. During the time in employment, the student is involved in work world skills. The student's other school time is devoted: (a) to prescribed high school courses, and (b) to study of related and technical information of the occupation for which he is being trained on the job.

Basic Textbooks Used: Succeeding in the World of Work
Kimbrell and Vineyard
McKnight & McKnight 1970

Consumer Economics
Wilhelms, Heimerl, Jelly
McGraw-Hill 1971

IBM Course Code 889

211

Course Title: Work Experience

Course Abbreviation: W Exp 889

Credit 1

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative work Program.

Course Description: Students enrolled in the Cooperative Work Program may not be employed more than THIRTY (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY. NO STUDENT MAY BE EMPLOYED AFTER 11PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special permission may be granted by the coordinator on a temporary basis, with the knowledge of parents and employer, for unusual circumstances.)

All training stations for students must be approved by the school coordinator upon investigation of the work station. Training stations owned and supervised by parents or immediate family will NOT BE APPROVED. All training stations must be located within the Community Unit Number Two school district.

Basic Textbook Used: None

IRM Course Code 685

Course Title Vocational Service Electronics

Course Abbreviation VSE 685

Credit 1

Prerequisite: Vocational Electronics 585

Grade Level: 12

Course Description: Vocational service electronics is an extension of vocational electronics 585. This course will provide senior students an opportunity to increase their skill in trouble shooting and servicing transistorized equipment, drawing upon various manuals and manufacturers' specification sheets in order to repair such consumer products as AM and FM receivers, small appliances, and possibly black and white TV receivers. In addition, the student will be able to utilize the proper test equipment found in many small shops and industrial plants. Lastly, the student will be able to classify the various types of occupations associated with service electronics and the different pathways available to him for further training.

Course Text: Transistor Electronics, Gerrish, Howard H., Goodheart Willcox Co., Inc., 1969

IBM Course Code 585

Course Title Vocational Electronics

Course Abbreviation VE 585

Credit 1

Prerequisite: Electricity 485

Grade Level: 11, 12

Course Description: Vocational Electronics 585 is designed to help the student identify where electronic switches and their related circuitry fit into the total electronic program. Further, he should be able to classify various types of transistors and vacuum tubes used in today's electronic industry. The student should also be able to assemble and solve the laboratory experiences used to reinforce the concepts of device theory, circuitry and design, and servicing electronic equipment, while utilizing the proper test equipment and procedures found in today's industry. Lastly, the student should be able to classify the various job opportunities found in the field of electronics and list the various pathways available to becoming an electronics technician.

Course Text: Transistor Electronics, Gerrish, Howard H., Goodheart-Willcox Co., Inc., 1969

IBM Course Code 531

Course Title Technical Mathematics 531

Course Abbreviation T. Math 531

Credit .50

Prerequisites: It is desirable that the student who enrolls for Tech Math is simultaneously enrolled in one or more of the vocational shop offerings.

Course Description: The course is designed to be taken in conjunction with a vocational shop course. Tech Math will provide applications of basic principles to real problems that are meaningful to each individual. Through a series of workbooks, provision is made for practical applications of mathematics to specific trades. The student will be required to purchase one workbooks in one of the following areas; carpentry trades, auto machnics, electrical trades, machine trades, masonry trades, and sheet metal trades. The course will provide for highly individualized instruction which facilitates wide ranges of abilites and enables the student to progress at his own speed.

Textbook Used: Basic Mathematics Simplified by Olivo. Adopted in 1971

IBM Course Number Code 442

Course Title Technical Physics 442

Course Abbreviation T Phy 442

Class Time 18 weeks

Grade Level 10.11

Prerequisites: Successful completion of Technical Mathematics or one year of Algebra.

Course Description: Technical Physics has been written as a preparation for students considering a vocational-technical career. It was designed and written in conjunction with input from several varied industries throughout the State of Illinois. It is designed to emphasize physical concepts as applied to the industrial-technical fields and to use these applications to improve the physics and mathematics competence of the student. Unlike some physics texts, this material is written at a language level and at a mathematics level that is realistic of and beneficial to most students in VC-Tech programs. Students will find illustrations and examples related to the fields of automotive-farm equipment technology, construction technology, electronics technology, mechanical technology, and micro-precision technology.

Basic Text: Technical Physics, Dale Swen, Siskland Community College, 1971.

IBM Course Code 485

216

Course Title Basic Electricity

Course Abbreviation: ELEC 485

Prerequisite: None

Course Description: Basic Electricity 485 is a pre-vocational laboratory class designed to develop an understanding of the importance of electricity in every day living. 485 introduces concepts of basic electricity and electronics used in our modern industrial society. Students will have an opportunity to assemble experiences in the lab and to build an electronic project of their own, learning how to assemble, make solder connections, and read schematic drawings. Electric motors and basic house wiring techniques will be discussed.

IB# Course Code 484

Course Title Drawing 1

Credit 1

Prerequisites: None

Course Description: Drawing 1 is a basic course in drawing. It is an exploratory course designed to give the student a broad understanding and an enjoyable experience in different procedures and areas of drawing. This course is broken down into sections which gives a wide variety of procedures, skills, and techniques of drafting. The various sections are: The graphic language, drafting and industrial occupations technical sketching, tools, and techniques of drafting, geometric figures and constructions, pictorial drawing, sectional views, computer in design and drafting, vectors, drafting in the aerospace industry, technical illustration, electrical-electronics diagrams, mapping, charts, architectural drawing, reproduction of drawings, and fastening devices.

Basic Textbook used: Drafting Technology and Practice, William P. Spence, Chase, A. Bennett Co., Inc. 1973.

IBM Course Code 355

Credit $\frac{1}{2}$
18 WKS.

Course Title: Electricity

Course Abbreviation: BVA 355

Prerequisites: None

Course Description: This is a beginning course in electricity. Electricity 355 meets for one hour per day, five days per week. It is designed to help students begin to understand the basic fundamental knowledge of electricity. Basic concepts of series and parallel circuits, Ohm's Law, Watt's Law, magnetism, simple motors, power supplies, meters, home repair, resistors, generators, and transformers are discussed. Special emphasis is placed on house wiring. Some consumer information is taught and the various electrical occupations are explored. Safety and careful work habits are stressed.

Basic Textbook: Electricity, by Howard H. Gerrish;
Goodheart-Willcox, South Holland, Il.,
1975

ISM Course Code 354

Credit $\frac{1}{2}$
18 wks.

Course Title: Drawing

Course Abbreviation: EWA 354

Prerequisites: None

Course Description: This course is designed to give the student the necessary experience in developing skills in the use of drawing instruments and materials similar to those used by the professional draftsman. Learning the importance of proper planning, the use of sketches, and the ability to express ideas by means of graphic representation are the main objectives. Some time is devoted to the study of blueprints similar to those used by carpenters, machinists, construction and factory workers.

Meets: One hr. per day, 5 days per wk.

Basic Textbook: Exploring Drafting, by John R. Walker;
Goodheart-Willcox, South Holland, Il.,
1975

HEALTH CARE AID: 07 0900

IBM Course Code 689

Course Title Industrial Work Training

Course Abbreviation IWT 689

Credit 1

Prerequisites: Grade Level 11-12

Course Description: The program is designed to provide related training in a trade on a part-time basis for high school students during their junior and senior years. The students alternate on a holiday basis between related courses in school and training on the job as an employee. During the time in employment, the student's other school time is devoted: (a) to prescribed high school courses, and (b) to study of related technical information of the occupation for which he is being trained on the job.

Basic Textbooks Used: Succeeding in the World of Work
Kimbrell and Vineyard
McKnight & McKnight 1970

Consumer Economics
Wilhelms, Heimerl, Jelly
McGraw-Hill 1971

IBM Course Code 889

Course Title: Work Experience

Course Abbreviation: W Exp 889

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

Course Description: Students enrolled in the Cooperative Work Program may not be employed more than THIRTY (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY. NO STUDENT MAY BE EMPLOYED AFTER 11 PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special permission may be granted by the coordinator on a temporary basis, with the knowledge and consent of parents and employer, for unusual circumstances.)

All training stations for students must be approved by the school coordinator upon investigation of the work stations. Training stations owned and supervised by parents or immediate family WILL NOT BE APPROVED. All training stations must be located within the Community Unit Number Two school district.

Basic Textbook Used: None

IBM Course Code 389

Course Title Health Occupations (Dental)

Course abbreviation None

Prerequisite: Grade Level Sophomores and Juniors

Course Description: This course is designed as a senior year pre-vocational program to acquaint students with the basic skill, techniques, and related information so that they may function more effectively in similar junior college programs dealing with the dental occupation.

Areas of instruction include the following:

1. Orientation
2. Ethics
3. Anatomy
4. Basic related sciences
5. Crown and bridge construction
6. Ceramics and construction
7. Partial dental construction
8. Full denture construction
9. Orthodontics

Basic Textbook Used: Dental Technician, Prosthetics
Superintendent of documents
U.S. Gov't Printing Office 1962

IBM Course Code 362

Course Title Health Occupations (Med.)

Course Abbreviation: None

Credit: .50

Prerequisites: This is a course for Juniors and Sophomores.

Course Description: This is a one semester course designed for sophomore and Junior students who are interested in entering some type of health occupation. Basic knowledge related to entry level jobs in health fields will be covered. Students who have successfully completed this course and who desire training and education in health may feed into work programs to receive on-the-job training in the areas of their choices.

Basic Textbook Used: None

IBM Course Code 381

Course Title Introduction to Home Economics

Course Abbreviation H.E. 381

Credit 1

Prerequisites: None

Course Description: This is an introduction to basic Home Economics. Students will get experience and knowledge in clothing construction, meal preparation, child care, and home management. The proper use of time, energy, and money will be stressed. They will learn to make consumer decisions in purchasing clothing, food, and some household furnishings, and will learn about occupations related to the area of Home Economics.

Resources: You and Your Food, Ruth White Prentice Hall, 1976
How You Look and Dress, Byron Carson, McGraw-Hill Book Company, 1969

FOOD MANAGEMENT AND PRODUCT SERVICES 09 0205

IBM Course Code 689

Course Title Industrial Work Training

Course Abbreviation IWT 689

Credit 1

Prerequisites: Grade Level 11-12

Course Description: The program is designed to provide related training in a trade on a part-time basis for high school students during their junior and senior years. The students alternate on a holiday basis between related courses in school and training on the job as an employee. During the time in employment, the student is related work world skills. The student's other school time is devoted: (a) to prescribed high school courses, and (b) to study of related and technical information of the occupation for which he is being trained on the job.

Basic Textbooks Used: Succeeding in the World of Work

Kimbrell and Vineyard

McKnight & McKnight 1970

Consumer Economics

Wilhelms, Keimerl, Jelly

McGraw-Hill 1971

IBM Course Number 800

Course Title Special Education Cooperative Work Training

Course Abbreviation CWT 800

Prerequisites: Student must be enrolled in the EMH Program

Course Description: The Special Education Cooperative Work Training meets for one hour five days a week. This course is designed to help the student deal with all aspects of job training. In the classroom the course of study relates directly to skills the student will need to obtain and keep a job after graduation. This includes learning to work with others at least two hours during the school day. As sophomores, students are placed on jobs within Community Unit #2. These jobs include janitor trainees. As Juniors and Seniors off-campus placements are preferred. All students are paid salaries for their work. They are supervised by their employer and a teacher-coordinator.

Basic Textbooks Used: Succeeding in the World of Work,
McKnight Publishing Co., 1975.

ISM Course Code 889

Course Title: Work Experience

Course Abbreviation: W Exp 889

Credit 1

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

Course Description: Students enrolled in the Cooperative Work Program may not be employed more than THIRTY (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY. NO STUDENT MAY BE EMPLOYED AFTER 11PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special permission may be granted by the coordinator on a temporary basis, with the knowledge and consent of parents and employer, for unusual circumstances.)

All training stations for students must be approved by the school coordinator upon investigation of the work station. Training stations owned and supervised by parents or immediate family will NOT BE APPROVED. All training stations must be located within the Community Unit Number Two school district.

Basic Textbook Used: None

IEA Course Code 680

Course Title Coop. Work Training

Course Abbreviation CWT 680

Credit 1

Prerequisites: None

Course Description: CWT is to assist the potential drop-out in finding an occupational skill with general knowledge and to receive credit toward graduation. With the use of field trips and various speakers for the community, we are trying to develop an interest in the World of Work. Working half-day and attending classes the other half, we concentrate on keeping these individuals from dropping out of school.

The student's school time is devoted:
(a) to prescribed high school courses, and
(b) to a study of related and technical information of the occupation for which he is being trained on the job.

Basic Textbooks Used: Succeeding in the World of Work
Kimbrell and Vineyard McKnight & McKnight, 1970

IBM Course Code 889

Course Title: Work Experience

Course Abbreviation: W Exp 889

Credit 1

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

Course Description: Student enrolled in the Cooperative Work Program may not be employed more than THIRTY (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY, NO STUDENTS MAY BE EMPLOYED AFTER 11PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special permission may be granted by the coordinator on a temporary basis, with the knowledge and consent of parents and employer, for unusual circumstances.)

All training stations for students must be approved by the school coordinator upon investigation of the work station. Training stations owned and supervised by parents or immediate family will NOT BE APPROVED. All training stations must be located within the Community Unit Number Two school district.

Basic Textbook Used: None

Course Number 681 (Spring)

Course Title: Family Living

Credit $\frac{1}{2}$

Course Description: This is a one semester course, with $\frac{1}{2}$ unit of credit for both boys and girls. The course includes dating, mate selection, engagement period, marriage, and the addition of children to the family. Students who are interested in family life and in understanding its operation and maintenance will gain valuable information from this class.

Text: Personal Adjustment, Marriage and Family Living,
Landis, and Landis, 6th Ed. 1975
Prentice-Hall

IBM Course Code 481

Course Title Advanced Foods & Food Service

Course Abbreviation H Ec

Credit 1

Prerequisites: Open to incoming sophomores interested in the area of foods, and to students who have taken Home Economics 384. Open to both girls and boys.

Course Description: Presentation or review of nutrition, meal planning, and food values. Suitable, efficient, attractive table setting and serving would be covered. Comprehensive course in quantity food planning, preparation, serving and evaluation. Course content to be sufficient to enable a student to have a good background for work program, having provided experience, and some on the job (unpaid) training, or to have knowledge and training to work in foods service.

Resources: Exploring Careers in Hospitality and Food Service, Marilyn Kay McFarland, Vera Ramstetter, and Marialyce Knoll. McKnight Publishing Company, 1975

or

Food Service Careers, Ethelwyn G. Cornelius, Chas. A Bennett Co., Inc., 1974.

IBM Course Code 384

Course Title: Basic Foods Services

Course Abbreviation: H Ec 384

Credit .5

Prerequisites: None

Course Description: This one half unit course is designed to give background information in measurements, sanitation, food preparation and serving. Basic nutrition will be covered. Information and skills gained in this course will be basic and necessary for gainful employment as well as for any home situation.

Textbook: THE WORLD OF FOOD
by Eva Medved
Ginn and Co., a Zerox Co.
Lexington, Mass.
1973

IBM Course Code 381

Course Title Introduction to Home Economics

Course Abbreviation H. E. 381

Credit 1

Prerequisites: None

Course Description: This is an introduction to basic Home Economics. Students will get experience and knowledge in clothing construction, meal preparation, child care, and home management. The proper use of time, energy, and money will be stressed. They will learn to make consumer decisions in purchasing clothing, food and some household furnishings, and will learn about occupations related to the area of Home Economics.

Resources: You and Your Food, Ruth White Prentice Hall, 1976

How You Look and Dress 4th ed. by Byrta Carson,
Webster Div. McGraw-Hill 1969

CHILD CARE 09 0201

IBM Course Code 689

Course Title Industrial Work Training

Course Abbreviation IM 689

Credit 1

Prerequisites: Grade Level 11-12

Course Description: This program is designed to provide related training in a trade on a part-time basis for high school students during their junior and senior years. The students alternate on a holiday basis between related courses in school and training on the job as an employee. During the time in employment, the student is related work world skills. The student's other school time is devoted: (a) to prescribed high school courses, and (b) to study of related and technical information of the occupation for which he is being trained on the job.

Basic Textbooks Used: Succeeding in the World of Work
Kimbrell and Vineyard
McKnight & McKnight 1970

Consumer Economics
Wilhelms, Heimerl, Sells
McGraw-Hill 1971

IBM Course Code 889

Course Title: Work Experience

Course Abbreviation: W Exp 889

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

Course Description: Students enrolled in the Cooperative Work Program may not be employed more than THIRTY (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY, NO STUDENT MAY BE EMPLOYED AFTER 11PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special permission may be granted by the coordinator on a temporary basis, with the knowledge and consent of parents and employer, for unusual circumstances.)

All training stations for students must be approved by the school coordinator upon investigation of the work station. Training stations owned and supervised by parents or immediate family will NOT BE APPROVED. All training stations must be located within the Community Unit Number Two school district.

Basic Textbook Used: None

IBM Course Code 690

240

Course Title Child Care Training Services

Course Abbreviation H Ec 690

Credit 3.0

Prerequisites: This is a course for juniors and seniors who have taken H Ec. 387 and H Ec. 388.

Course Description: This course is designed to give students direct experience in working with young children who are three and four years of age. A nursery school will be conducted with enrolled students serving as child care aides. Students will learn to plan and execute activities with young children and will also learn the total operation of a nursery school facility.

Basic Textbooks Used: Caring for Children, Chas A. Bennett Co., Inc., 1975.

IBM Course Code 387

241

Course Title Child Care and Guidance

Course Abbreviation H Ec 387

Credit .5

Prerequisite: Sophomore-Junior-Senior class member

Course Description: This course is designed for the study of children from conception through the third year of life. The physical, emotional, social, and intellectual growth of children at different ages will be given chief consideration. First consideration will be given to the study of normal children, but those with mental or physical or social handicaps will also come under some discussion. This course will enable students to become aware of the opportunities open to them in the area of child care. This is a one-half unit course.

Basic Textbook: The Developing Child, Brisbane and Riker,
Chas A. Bennett Co., Second Ed. 1971.

Course Title CHILD CARE AND GUIDANCE (2nd Semester)

Course Abbreviations H Ec 387 2nd Semester

Credit .5

Prerequisites: This course is open to sophomores and juniors. Although not required, it is highly recommended that students take H Ec. 387 before enrolling in this course.

Course Description: This course is designed for students who are considering positions in the area of child care. Pre-school programs for young children will be studied. Different types of activities to use with three to five year old children will be planned and demonstrated. Different types of child care facilities and the licensing requirements for them will be given consideration. An actual play school of two to three weeks duration will be conducted in the spring with the students planning and executing the activities.

Textbook: The Developing Child, Erisband and Riker
Chas. A. Bennett Co., Second Ed.

IBM Course Code 381

243

Course Title Introduction to Home Economics

Course Abbreviation H.E. 381

Prerequisites: None

Course Description: This is an introduction to basic Home Economics. Students will get experience and knowledge in clothing construction, meal preparation, child care and home management. The proper use of time, energy and money will be stressed. They will learn to make consumer decisions in purchasing clothing, food and some household furnishings, and will learn about occupations related to the area of Home Economics.

Resources: You and Your Food, Ruth White Prentice Hall, 1976
How You Food and Dress, Byrta Carson Webster Division
McGraw Hill 1969.

CLOTH MANAGEMENT PRODUCTS AND SERVICES 09 0202

IBM Course Code 680

Course Title Coop. Work Training

Course Abbreviation CWT 680

Credit 1

Prerequisites: None.

Course Description: CWT is to assist the potential drop-out in finding an occupational skill with general knowledge and to receive credit toward graduation. With the use of field trips and various speakers from the community, we are trying to develop an interest in the World of Work. Working half-day and attending classes the other half, we concentrate on keeping these individuals from dropping out of school.

The student's school time is devoted:

- (a) to prescribed high school courses, and
- (b) to a study of related and technical information of the occupation for which he is being trained on the job.

Basic Textbooks Used: Succeeding in the World of Work
Kimbrell and Vireyard
McKnight & McKnight, 1970

IBM Course Code 389

Course Title: Work Experience

Course Abbreviation: W Exp 839

Credit 1

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

Course Description: Students enrolled in the Cooperative Work Program may not be employed more than thirty (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY, NO STUDENT MAY BE EMPLOYED AFTER 11PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special permission may be granted by the coordinator on a temporary basis, with the knowledge and consent of parents and employer, for unusual circumstances.)

All training stations for students must be approved by the school coordinator upon investigation of the work station. Training stations owned and supervised by parents or immediate family will NOT BE APPROVED. All training stations must be located within the community Unit Number Two school district.

Basic Textbook Used: None

IBM Course Code 689

Course Title Industrial Work Training

Course Abbreviation IWS 689

Credit 1

Prerequisites: Grade Level 11-12

Course Description: The program is designed to provide related training in a trade on a part-time basis for high school students during their junior and senior years. The student alternate on a holiday basis between related courses in school and training on the job as an employee. During the time in employment, the student is relating work world skills. The student's other school time is devoted: (a) to prescribed high school courses, and (b) to study of related and technical information of the occupation for which he is being trained on the job.

Basic Textbooks Used: Succeeding in the World of Work
Kinbrell and Vineyard
McKnight & McKnight 1970

Consumer Economics
Wilhelms, Heimerl, Jelly
McGraw-Hill 1971

IBM Course Code 889

Course Title: Work Experience

Course Abbreviation: W Exp 889

Credit 1

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

Course Description: Students enrolled in the Cooperative Work Program may not be employed more than THIRTY (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY, NO STUDENT MAY BE EMPLOYED AFTER 11 PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special permission may be granted by the coordinator on a temporary basis, with the knowledge and consent of parents and employer, for unusual circumstances.)

All training stations for students must be approved by the school coordinator upon investigation of the work station. Training stations owned and supervised by parents or immediate family will NOT BE APPROVED. All training stations must be located within the Community Unit Number Two school district.

Basic Textbook Used: None

IB: Course Code 581

Course Title Advanced Clothing

Credit 1

Course Abbreviation H Ec 581

Prerequisite: This one unit course provides information of selecting, understanding, changing and using patterns. Selection, use of construction and maintenance of clothing and textile products will be covered.

This course will provide added skills and knowledge helpful to individuals going into personal and public services in any phase of the textiles and clothing industry.

Basic Textbook Used: Textiles for Homes and People, Vanderhoff
Frank and Campbell, Tinn and Co. 1973

IBM Course Code 385

250

Course Title Textiles and Clothing

Course Abbreviation HEC 385

Credit .5

Prerequisites: None

Course Description: This one half unit course is designed to enable students to learn basic skills and knowledge necessary to recognize, select, and use textiles; to learn basic skills needed for desirable garment construction; to learn standards of fit and methods to use to produce desirable fit both in industry and in the home. Sewing techniques suitable for gainful employment and home sewing will be stressed.

This course is basic and should be taken by the individual who wishes to go into personal and public services in the area of clothing construction, care, storage, and maintenance of clothing.

Basic Textbook Used: Guide to Modern Clothing, 34d. ed.
by Sturm, Grieser, Lyle and Roberts
Webster Division, McGraw-Hill Book Company
New York 1973.

IBM Course Code 381

Course Title Introduction to Home Economics

Course Abbreviation H. E. 381

Prerequisites: None

Course Description: This is an introduction to basic Home Economics. Students will get experience and knowledge in clothing construction, meal preparation, child care and home management. The proper use of time, energy and money will be stressed. They will learn to make consumer decisions in purchasing clothing, food and some household furnishings, and will learn about occupations related to the area of Home Economics.

Resources: You and Your Food, Ruth White Prentice Hall, 1976
How You Look and Dress, Byrta Carson, Webster Division,
Mc Graw- Hill, 1969.

OCCUPATION OF HOME FISHING 09 0100

IBM Course Code 690

253

Course Title Child Care Training Services

Course Abbreviation H Ec 690

Credit 3.0

Prerequisites: This is a course for juniors and seniors who have taken H Ec, 387 and H Ec. 388.

Course Description: This course is designed to give students direct experience in working with young children who are three and four years of age. A nursery school will be conducted with enrolled students serving as child care aides. Students will learn to plan and execute activities with young children and will also learn the total operation of a nursery school-facility.

Basic Textbooks Used: Caring for Children, Chas A. Bennett Co., Inc., 1975.

ISM Course Code 781

Course Title Family Foods and Clothing

Credit: .5

Course Description: This is a one semester course with $\frac{1}{2}$ unit of credit for both boys and girls. The course includes nine weeks of general foods based on the needs of individual students. The other nine weeks consist of independent projects selected by individual students. They may include the following:

Care of Clothing
Clothing Construction
Refinishing Furniture
Managing Family Income

Text: Personal Adjustment, Marriage and Family Living
Landis and Landis, 6th Ed., 1975
Prentice Hall

Texts and references suitable for individual projects and activities will be used.

Course Number 681 (Spring)

Course Title Family Living

Credit: $\frac{1}{2}$ Unit

Course Description: This is a one semester course, with $\frac{1}{2}$ unit of credit for both boys and girls. The course includes dating, mate selection, engagement period, marriage and the addition of children to the family. Students who are interested in family life and in understanding its operation and maintenance will gain valuable information from this class.

Text: Personal Adjustment, Marriage and Family Living, Landis, and Landis, 6th Ed. 1975
Prentice-Hall

IBM Course Code 386

Course Title Housing and Home Decorating

Course Abbreviation HEc 386

Prerequisites: This course is open to sophomores, juniors and seniors who show an interest in this area.

Course Description: This course is designed for the student who is interested in housing and in decorating a home. Different types of housing facilities and floor plans will be examined. Color schemes, wall coverings, floor coverings, and furniture choices will be studied, enabling students to make choices for themselves based on background information.

Basic Textbook Used: HOMES Today and Tomorrow
by Ruth F. Sherwood
Chas. A. Bennett Co., Inc.
Peoria, Il. 1972

IBI Course Code 385

Course Title Textiles and Clothing

Course Abbreviation HEC 385

Credit .5

Prerequisites: None

Course Description: This one half unit course is designed to enable students to learn basic skills and knowledge necessary to recognize, select and use textiles; to learn basic skills needed for desirable garment construction; to learn standards of fit and methods to use to produce desirable fit, both in industry and in the home. Sewing techniques suitable for gainful employment and home sewing will be stressed.

This course is basic and should be taken by the individuals who wish to go into personal and public services in the area of clothing construction, care, storage, and maintenance of clothing.

Basic Textbook Used: Guide to Modern Clothing, 3rd Ed.
by Sturn, Grieser, Lyle, and Roberts
Webster Division, McGraw-Hill Book Company
New York 1973

IBV Course Code 304

Course Title Basic Foods Services

Course Abbreviation H Ec 304

Credit .5

Prerequisites: This is a course for Sophomores and Juniors

Course Description: This one-half unit course, to be taken in one semester, has emphasis placed on learning to cook, and the preliminary skills needed for those who wish to become kitchen helpers, hostesses, salad maker, short order chefs, dishwashers, sandwich makers, and for those who wish basic information on nutrition and meal planning. Information and skills gained in this course will be basic and necessary for gainful employment as well as for any home situation.

Basic Textbook Used: The World of Food, Ginn and Co., 1970.

BM Course Code 381

Course Title Introduction to Home Economics

Course Abbreviation H. E. 381

Credit 1

Prerequisites: None ,

Course Description: This is an introduction to basic Home Economics. Students will get experience and knowledge in clothing construction, meal preparation, child care and home management. The proper use of time, energy and money will be stressed. They will learn to make consumer decisions in purchasing clothing, food and some household furnishings, and will learn about occupations related to the area of Home Economics.

Resources: You and Your Food, Ruth White Prentice Hall, 1976
How You Look and Dress, 4th Ed. by Bysta Coison
Webster Division, McGraw Hill 1969.

CLERK-TYPIST 14 0901

IBM Course Code 679

Course Title Business Work Training

Course Abbreviation EWT 679

Credit 1

Prerequisites: This is a course for Seniors.

Course Description: This a cooperative business and school program for those who are interested in office and retailing occupations as a career. It offers one unit of credit for one class period at school daily. (The course is to aid student-learners in developing retailing office skills and job intelligence) applicable to office occupations through classroom instruction and on-the-job training.

Basic Text Used: None

IBM Course Code 839

Course Title: Work Experience

Course Abbreviation: W Exp 839

Credit 1

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

Course Description: Students enrolled in the Cooperative Work Program may not be employed more than THIRTY (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY. NO STUDENT MAY BE EMPLOYED AFTER 11 PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special permission may be granted by the coordinator on a temporary basis, with the knowledge and consent of parents and employer, for unusual circumstances.)

All training stations for students must be approved by the school coordinator upon investigation of the work station. Training stations owned and supervised by parents or immediate family will NOT BE APPROVED. All training stations must be located within the Community Unit Number Two school district.

Basic Textbook Used: None

IBM Course Code 574

263

Course Title Bookkeeping

Course Abbreviation Bkknng 574

Credit 1

Prerequisites: This is a course for Juniors and Seniors.

Course Description: The principles and practices involved in keeping a set of books for an average sized business are taught in Bookkeeping. A workbook of business forms and practice sets are used. The practice sets simulate realistic business operations and the students act as the bookkeepers. This course is recommended for any student planning to enter the field of business after high school or any student considering majoring in any phase of business in college.

Basis Text Used: Century 21 Accounting
First Year Course Southwestern 1977

Workbooks and Practice sets are used.
Purchased by students.

IBM Course Code 472

Course Title Typing II

Course Abbreviation Typ 472

Prerequisites: Grade level 10-12

Credit 1

Course Description: The purpose of this course is to develop speed and accuracy in a wider range of experiences than occurs in the first year. As the course is vocationally oriented production work is done with emphasis on realistic office situations.

Basic Textbooks Used: Century 21, Lessenberry - Southwestern 1972

Workbooks Used: Learning Guides and Working Papers for Century 21.

IBM Course Code 575

Course Title Data Processing

Course Abbreviation Da Fr 575

Credit $\frac{1}{2}$

Prerequisites: This course is for Juniors and Seniors. Typing I or personal typing required.

Course Description: The purpose of this course is to provide the student with a thorough understanding of punched card machine operation, applications and methods. Upon successful completion of the course, the student should be able to;

1. Punch a card with or without printing from a source document and then duplicate the card.
2. Correct an error card and duplicate data from a source card.
3. Plan and punch a program card.
4. Verify a card against a source document

Basic Text Used: Data Processing-A Text and Manual, Cashman-McGraw-Hill 1967.

IBM Course Code 576, 577

Course Title Business Law

Course Abbreviation B. Law 576, 577

Credit $\frac{1}{2}$ each

Prerequisites: None

Course Description: Most people engage in a great variety of business activities in their personal lives as well as in their vocations. Since an organized society cannot exist without laws, understanding of law should enable an individual to better appreciate the importance of his participation as a citizen. Considerable attention is given to contracts, obligations, relationships between seller and buyer, creditor and debtor, employer and employee, insurance social security, property ownership and occupancy, and other day to day activities.

Basic Textbook Used: Applied Business Law (Tenth Edition)
Fisk and Snapp
South-Western Pub. Co. 1972

IBM Course Code 372

Course Title Typing I

Course Abbreviation: Typ 372

Credit: 1

Prerequisite: None

Course Description: The touch system is taught on the keyboard. Many applications of varied typing experiences are included in the work packet.

Basic Textbook Used: Lessenberry, Century 21, South-Western Publishing Co., 1972

Workbooks Used: Learning Guides and Working Papers for Century 21.

IBM Course Code 631

Course Title Business Mathematics

Course Abbreviation B. Math 631

Credit $\frac{1}{2}$

Prerequisites: It is desirable that the student enrolled in Business Mathematics is simultaneously enrolled in a Vocational Business Course.

Course Description: Business Mathematics will provide applications of basic mathematical principles to real problems occurring in business-related jobs. A brief amount of time will be spent reviewing fractions, decimals, and whole numbers. The remainder of the time will be spent dealing with relevant problems occurring in the business world.

Textbook Used: Business Mathematics by Rosenberg and Lewis.
Adopted in 1971.

IBM Course Code 473 1st sem. 474 2nd sem.

Course Title General Business

Course Abbreviation G Bus. 473 & 474

Credit $\frac{1}{2}$ each sem.

Prerequisites: This is a course for Sophomores

Course Description: To develop an understanding of the way in which the American business-economic system is organized and how this system operates in order to satisfy the needs and wants of individuals. To introduce the student to a vocabulary of business terms. To develop in the student an appreciation of the American free-enterprise system and the desire to explore and investigate occupational opportunities. To develop the understandings and knowledges and skills necessary for carrying on business affairs successfully for a person or a family.

Basic Textbook Used: General Business For Economic Understanding
Coburn, Haines; Halsey, Houghton - Tenth Edition - South Western, 1976

Workbooks: Corresponding Workbooks For above text
Part 1 - 1-6
Part 2 - 7-12

IBL Course Code 371

Course Title Basic Voc. Typing Skills

Course Abbreviation Typ. 371

Credit $\frac{1}{2}$

Prerequisites: None

Course Description: This course is open to Freshmen, Sophomores, Juniors, and Seniors. Personal Typing offers one semester of beginning typing for personal use. Passing this course does not satisfy the requirements for advanced business courses.

Basic Textbook Used: Lessenberry, Century 21, South-Western Publishing Co., 1972

SECRETARIAL 14 0702

IBM Course Code 679

Course Title Business Work Training

Credit 1

Course Abbreviation BWT 679

Prerequisites: This is a course for Seniors.

Course Description: This a cooperative business and school program for those who are interested in an office and Retailing occupations as a career. It offers one unit of credit for one class period at school daily. The course is to aid student-learners in developing and Retailing office skills and job intelligence applicable to office occupations through classroom instruction and on-the-job training.

Basic Text Used: None

IBM Course Code 889

Course Title: Work Experience

Credit 1

Course Abbreviation: W Exp 889

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

Course Description: Students enrolled in the Cooperative Work Program may not be employed more than THIRTY (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY, NO STUDENT MAY BE EMPLOYED AFTER 11PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special permission may be granted by the coordinator on a temporary basis, with the knowledge and consent of parents and employer, for unusual circumstances.)

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Basic Textbook Used: None

IEA Course Code 673

Course Title Stenography

Course Abbreviation Sten 673

Credit 1

Prerequisites: One year of typing with an average grade of C or better.
One year of shorthand with an average grade of C or better

Course Description: The Stenography course is for advanced shorthand students and business education majors choosing stenography as a vocation or as an elective course for college-bound students who will major in business and have had beginning shorthand. An intensive review of shorthand principles and theory is made. The main purpose of the course is to improve shorthand speed and transcription. A general background is also offered in both office procedures and machines, if equipment and time are available, to develop competent office workers.

Basic Textbooks Used: GREGG SPEED BUILDING, (DJS), Second Edition by Leslie and Zoubek, Gregg Division of McGraw-Hill Book Co., 1972. Adopted in 76.

GREGG TRANSCRIPTION, (DJS), Second Edition by Leslie and Zoubek, Gregg Division of McGraw-Hill Book Co., 1972. Adopted in 1976.

IBM Course Code 574

Course Title Bookkeeping

Course Abbreviation Bkkg 574

Prerequisites: This is a course for Juniors and Seniors.

Course Description: The principles and practices involved in keeping a set of books for an average sized business are taught in Bookkeeping. A workbook of business forms and practice sets are used. The practice sets simulate realistic business operations and the students act as the bookkeepers. This course is recommended for any student planning to enter the field of business after high school or any student considering majoring in any phase of business in college.

Basic Text Used: Century 21 Accounting
First Year Course Southwestern 1977

Workbooks and Practice sets used.
Purchased by Students.

IBM Course Code 573

Course Title Shorthand 1

Credit 1

Prerequisites: English with and average grade of B or Better.
Typing 1 with and average grade of C or Better.

Course Description: The purpose of this course is to teach the principles of Gregg Shorthand. Gregg Shorthand is a method of writing which enables an individual to write the spoken word rapidly. The principles are taught and reviewed intensively. The attainment of good dictation and transcription skills is stressed. Emphasis is given to the improvement of spelling, grammar, and typing/transcription skills.

Basic Textbooks Used: Gregg Shorthand (DJS) by Gregg, Leslie and Zombek, 1971 Adopted in 1976
Gregg Dictation, (DJS) by Leslie, Zombek and Strong, Gregg Division of McGraw-Hill Book Company, 1971. Adopted in 1976

IBS Course Code 472

Course Title Typing 11

Credit 1

Prerequisites: Grade level 10-12

Course Description: The purpose of this course is to develop speed and accuracy in a wider range of experiences than occurs in the first year. As the course is vocationally oriented production work is done with emphasis on realistic office situations.

Basic Textbooks Used: Century 21, Lessenberry - Southwestern
1972

Workbooks Used: Learning Guides and Working Papers for
Century 21.

IBK Course Code 576, 577

Course Title Business Law

Credit 1/2 each

Course Abbreviation B. Law 571

Prerequisites: None

Course Description: Most people engage in a great variety of business activities in their personal lives as well as in their vocations. Since an organized society cannot exist without laws, understanding of law should enable an individual to better appreciate the importance of his participation as a citizen. Considerable attention is given to contracts, bailments, relationships between seller and buyer, creditor and debtor, employer and employee, insurance social security, property ownership and occupancy, and other day to day activities.

Basic Textbook Used: Applied Business Law (Tenth Edition)
Fisk and Snapp
South-Western Pub. Co. 1972

IBM Course Code 631

Course Title Business Mathematics

Credit $\frac{1}{2}$

Course Abbreviation B. Math 631

Prerequisites: It is desirable that the student enrolled in Business Mathematics is simultaneously enrolled in a Vocational Business Course.

Course Description: Business Mathematics will provide applications of basic mathematical principles to real problems occurring in business-related jobs. A brief amount of time will be spent reviewing fractions, decimals, and whole numbers. The remainder of the time will be spent dealing with relevant problems occurring in the business world.

Textbook Used: Business Mathematics by Rosenberg and Lewis.
Adopted in 1971.

IBM Course Code 372

Course Title Typing 1

Credit: 1

Prerequisite: None

Course Description: The touch system is taught on the keyboard. Many applications of varied typing experiences are included in the work packet.

Basic Textbook Used: Lessenberry, Century 21, South-Western Publishing Co., 1972.

Workbooks Used: Learning Guides and Working Papers for Century 21.

IBM Course Code 506

Course Title English on the Job

Credit $\frac{1}{2}$

Course Abbreviation EN 506

Prerequisites: None

Course Description: The "vocational" English course will prepare the student for job applications, writing of personal and business messages, and recognizing and adapting to business procedures and principles. Independent study methods are the basis for instructional approach, requiring concentrated effort and maximum use of classroom time by each student.

Basic Textbook Used: Effective English for Businesses; Arner - Southwestern 1969

IBK Course Code 473 1st sem, 474 2nd sem.

Course Title General Business

Course Abbreviation G Bus 473-474

Credit .50 each sem

Prerequisites: This is a course for Sopomores

Course Description: To develop an understanding of the way in which the American business-economic system is organized and how this system operates in order to satisfy the needs and wants of individuals. To introduce the student to a vocabulary of business terms. To develop in the student an appreciation of the American free-enterprise system and the desire to explore and investigate occupational opportunities. To develop the understandings and knowledges and skills necessary for carrying on business affairs successfully for a person or a family.

Basic Textbook Used: General Business For Economic Understanding- DeBrum, Haines- Mulsbary, Murphrey- Eleventh Edition- South Western, 1976

Workbooks: Corresponding Workbooks for above text
Part 1 - 1-6
Part 2 - 7-12

KEY PUNCH & REPAIR. EQUIPMENT OPERATOR 14 0202

IBM Course Code 679

Course Title Business Work Training

Course Abbreviation BWT 679

Credit 1

Prerequisites: This is a course for Seniors.

Course Description: This is a cooperative business and school program for those who are interested in an office and retailing occupation as a career. It offers one unit of credit for one class period at school daily. The course is to aid student-learners in developing retailing office skills and job intelligence through classroom instruction and on-the-job training.

Basic Text Used: None

IBM Course Code 889

Course Title: Work Experience

Course Abbreviation: W Exp 889

Credit 1

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

Course Description: Students enrolled in the Cooperative Work Program may not be employed more than THIRTY (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY. NO STUDENT MAY BE EMPLOYED AFTER 11 PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special permission may be granted by the coordinator on a temporary basis, with the knowledge and consent of parents and employer, for unusual circumstances.)

All training stations for students must be approved by the school coordinator upon investigation of the work station. Training stations owned and supervised by parents or immediate family WILL NOT BE APPROVED. All training stations must be located within the Community Unit Two school district.

Basic Textbook Used: None

IBM Course Code 636

Course Title Introduction to Computer Techniques 636

Course Abbreviation COMP 636

(2nd sem) Credit .5

Prerequisites: Open to juniors and seniors who are enrolled in Algebra II and have teacher recommendation. Seniors must have completed Algebra II and Trigonometry. Also, will be open to students with high interest by special teacher recommendation.

Course Description: The purpose of this course is to give the student a broad insight into the nature of data processing with its concepts, objectives, applications, and results.

The course will include a study of hardware, language, and application for problem solving. The student will be expected to solve a number of assigned and independent problems using the computer, which will require that the student allow extra time in addition to the regular classroom period to work on these problems.

Resources: Basic, Haratech-Academic Press 1975

IBM Course Code 631

Course Title Business Mathematics

Course Abbreviation B. Math 631

Credit $\frac{1}{2}$

Prerequisites: It is desirable that the student enrolled in Business Mathematics is simultaneously enrolled in a Vocational Business Course.

Course Description: Business Mathematics will provide applications of basic mathematical principles to real problems occurring in business-related jobs. A brief amount of time will be spent reviewing fractions, decimals, and whole numbers. The remainder of the time will be spent dealing with relevant problems occurring in the business world.

Textbook Used: Business Mathematics, by Rosenberg and Lewis.
Adopted in 1971

IBM Course Code 575

Course Title Data Processing

Course Abbreviation Da Pr 575

Credit .5

Prerequisites: This is a course for juniors and seniors. Typing I and Personal Typing required.

Course Description: The purpose of this course is to provide the student with a thorough understanding of punched-card machine operation, applications, and methods. Upon successful completion of the course, the student should be able to:

1. Punch a card with or without printing from a source document and then duplicate the card.
2. Correct an error card and duplicate data from a source card.
3. Plan and punch a program card.
4. Verify a card against a source document.

Basic Text Used: Data Processing-A Text and Manual,
Cashman-McGraw-Hill 1967

IBM Course Code 574

Course Title Bookkeeping

Course Abbreviation Bkkog 574

Credit 1

Prerequisites: This is a course for Juniors and Seniors.

Course Description: The principles and practices involved in keeping a set of books for an average sized business are taught in Bookkeeping. A workbook of business forms and practice sets are used. The practice sets simulate realistic business operations and the students act as the bookkeepers. This course is recommended for any student planning to enter the field of business after high school or any phase of business in college.

Basic Text Used: Century 21 Accounting
First-Year Course Southwestern 1977

Workbooks and Practice sets used are purchased by Students.

IPM Course Code 372

Course Title Typing I

Course Abbreviation: Typ 372

Credit 1

Prerequisite: None

Course Description: The touch system is taught on the keyboard.
Many applications of varied typing experiences
are included in the work packet.

Basic Textbook Used: Iessenberry, Century 21, South-Western
Publishing Co., 1972

Workbooks Used: Learning Guides and Working Papers for Century 21.

IBM Course Code 473 1st sem. 474 2nd sem.

Course Title General Business

Course Abbreviation 3 Bus 473-474

Credit .50 each sem.

Prerequisites: This is a course for Sophomores

Course Description: To develop an understanding of the way in which the American business-economic system is organized and how this system operates in order to satisfy the needs and wants of individuals. To introduce the student to a vocabulary of business terms. To develop in the student an appreciation of the American free-enterprise system and the desire to explore and investigate occupational opportunities. To develop the understandings and knowledges and skills necessary for carrying on business affairs successfully for a person or a family.

Basic Textbook Used: General Business For Economic Understanding- TeBrum, Haines; Malsbary, Daughtrey-
Eleventh Edition- South Western, 1976

Workbooks: Corresponding Workbooks for above text
Part 1 - 1-6
Part 2 - 7-12

BOOKKEEPING 14 0102

IBM Course Code 679

Course Title Business Work Training

Course Abbreviation WT 679

Credit 1

Prerequisites: This is a course for Seniors.

Course Description: This is a cooperative business and school program for those who are interested in an office and Retailing occupations as a career. It offers one unit of credit for one class period at school daily. The course is to aid student-learners in developing and Retailing office skills and job intelligence applicable to office occupations through classroom instruction and on-the-job training.

Basic Text Used: None

IBM Course Code 889

Course Title: Work Experience

Course Abbreviation: . W. Exp 889

Credit 1

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

Course Description: Students enrolled in the Cooperative Work Program may not be employed more than THIRTY (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY. NO STUDENT MAY BE EMPLOYED AFTER 11PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special permission may be granted by the coordinator on a temporary basis, with the knowledge and consent of parents and employer, for unusual circumstances.)

All training stations for students must be approved by the school coordinator upon investigation of the work station. Training stations owned and supervised by parents or immediate family will NOT BE APPROVED. All training stations must be located within the Community Unit Number Two school district.

Basic Textbook Used: None

IBM Course Code 572

Course Title Office Practice and Machines

Course Abbreviation Of Ma 572

Credit 1.00

Prerequisites: Minimum of one (1) year of typing

Course Description: The purpose of this course is an introduction to the use of basic office equipment such as adding-calculating machines, dictation-transcription units, and the duplication processes. This course provides the connecting link between school and business by means of initiating the student into business practices and procedures. As the course is vocational, the attempt is made to simulate actual office situations.

Basic Textbook Used: Clerical Office Procedure (Fifth Edition)
Meehan, Pasewark, Oliveris, South Western
Publishing Co., 1973

Workbooks or other Projects Used: Typewriting Office Practice
Set; (Fourth Edition) by
Agnew and Atchinson, South
Western Publishing Co.

Class and job related materials.

IBN Course Code 574

Course Title Bookkeeping

Course Abbreviation Bkpt 574

Credit 1

Prerequisites: This is a course for Juniors and Seniors.

Course Description: The principles and practices involved in keeping a set of books for an average sized business are taught in bookkeeping. A workbook of business forms and practice sets are used. The practice sets simulate realistic business operations and the students act as the bookkeepers. This course is recommended for any student planning to enter the field of business after high school or any student considering majoring in any phase of business in college.

Basic Text Used: Century 21 Accounting
First Year Course South Western 1977

Workbooks and practice sets used are purchased by students.

IBM Course Code 575

Course Title Data Processing

Course Abbreviation: Da Pr 575

Credit .50

Prerequisites: This course is for Juniors and Seniors. Typing I or Personal Typing required.

Course Description: The purpose of this course is to provide the student with a thorough understanding of punched-card machine operation, applications and methods. Upon successful completion of the course, the student should be able to:

1. Punch a card with or without printing from a source document and then duplicate the card.
2. Correct an error card and duplicate data from a source card.
3. Plan and punch a program card.
4. Verify a card against a source document.

Basic Text Used: Data Processing-A Text and Manual,
Cashman-McGraw-Hill 1967

IRM Course Code 576, 577

298

Course Title Business Law

Course Abbreviation: B. Law 576, 577

Credit $\frac{1}{2}$ each

Prerequisites: None

Course Description: Most people engage in a great variety of business activities in their personal lives as well as in their vocations. Since an organized society cannot exist without laws, understanding of law should enable an individual to better appreciate the importance of his participation as a citizen. Considerable attention is given to contracts, bailments, relationships between seller and buyer, creditor and debtor, employer and employee, insurance social security, property ownership and occupancy, and other day to day activities.

Basic Textbook Used: Applied Business Law (Tenth Edition)
Fisk and Snapp
South-Western Pub. Co. 1972

IBM Course Code: 372

299

Course Title Typing I

Course Abbreviation: Typ. 372

Credit: 1

Prerequisites: None

Course Description: The touch system is taught on the keyboard. Many applications of varied typing experiences are included in the work packet.

Basic Textbook Used: Lessenberry, Century 21, South-Western Publishing Co., 1972.

Workbooks Used: Learning Guides and Working Papers for Century 21.

IBM Course Code 631

Course Title Business Mathematics

Course Abbreviation: B. Math 631

Credit $\frac{1}{2}$

Prerequisites: It is desirable that the student enrolled in Business Mathematics is simultaneously enrolled in a Vocational Business Course.

Course Description: Business Mathematics will provide applications of basic mathematical principles to real problems occurring in business-related jobs. A brief amount of time will be spent reviewing fractions, decimals, and whole numbers. The remainder of the time will be spent dealing with relevant problems occurring in the business world.

Textbook Used: Business Mathematics by Rosentberg and Lewis. Adopted in 1971.

IHM Course Code 473 1st sem, 474 2nd sem.

Course Title General Business

Course Abbreviation G Bus 473-474

Credit .50 each sem

Prerequisites: This is a course for Sophomores

Course Description: To develop an understanding of the way in which the American business-economic system is organized and how this system operates in order to satisfy the needs and wants of individuals. To introduce the student to a vocabulary of business terms. To develop in the student an appreciation of the American free-enterprise system and the desire to explore and investigate occupational opportunities. To develop the understandings and knowledges and skills necessary for carrying on business affairs successfully for a person or a family.

Basic Textbook Used: General Business For Economic Understanding-
DeBrum, Haines; Malsbary, Daughtrey-
Eleventh Edition- South Western, 1976

Workbooks: Corresponding Workbooks for above text
Part 1 - 1-6
Part 2 - 7-12

RETAIL TRADE 04 2000

IBM Course Code 679

Course Title Business Work Training

Course Abbreviation BWT 679

Credit 1

Prerequisites: This is a course for seniors.

Course Description: This is a cooperative business and school program for those who are interested in an office and Retailing occupations as a career. It offers one unit of credit for one class period at school daily. The course is to aid student-learners in developing Retailing office skills and job intelligence applicable to office occupations through classroom instruction and on-the-job training.

Basic Text Used: None

IBM Course Code 889

Course Title: Work Experience

Course Abbreviation: W Exp 889

Credit 1

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

Course Description: Students enrolled in the Cooperative Work Program may not be employed more than THIRTY (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY. NO STUDENT MAY BE EMPLOYED AFTER 11PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special permission may be granted by the coordinator on a temporary basis, with the knowledge and consent of parents and employer, for unusual circumstances.)

All training stations for students must be approved by the school coordinator upon investigation of the work station. Training stations owned and supervised by parents or immediate family will NOT BE APPROVED. All training stations must be located within the Community Unit Number Two school district.

Basic Textbook Used: None

IBM Course Code 689

Course Title Industrial Work Training

Course Abbreviation IWT 689

Credit 1

Prerequisites: Grade Level 11-12

Course Description: The program is designed to provide related training in a trade on a part-time basis for high school students during their junior and senior years. The students alternate on a holiday basis between related courses in school and training on the job as an employee. During the time in employment, the student is involved in work world skills. The student's other school time is devoted: (a) to prescribed high school courses, and (b) to study of related and technical information of the occupation for which he is being trained on the job.

Basic Textbooks Used: Succeeding in the World of Work
Kimbrell and Vineyard
McKnight & McKnight 1970

Consumer Economics
Wilhelms, Heimerl, Jelly
McGraw-Hill 1971

IB# Course Code 889

Course Title: Work Experience

Course Abbreviation: W Exp 889

Credit 1

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

Course Description: Students enrolled in the Cooperative Work Program may not be employed more than THIRTY (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY, NO STUDENT MAY BE EMPLOYED AFTER 11PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special permission may be granted by the coordinator on a temporary basis, with the knowledge and consent of parents and employer, for unusual circumstances.)

All training stations for students must be approved by the school coordinator upon investigation of the work station. Training stations owned and supervised by parents or immediate family will NOT BE APPROVED. All training stations must be located within the Community Unit Number Two school district.

Basic Textbook Used: None

IBM Course Code 680

Course Title Coop. Work Training

Course Abbreviation CWT 680

Credit 1

Prerequisites: None

Course Description: CWT is to assist the potential drop-out in finding an occupational skill with general knowledge and to receive credit toward graduation. With the use of field trips and various speakers from the community, we are trying to develop an interest in the World of Work. Working half-day and attending classes the other half, we concentrate on keeping these individuals from dropping out of school.

The student's school time is devoted:

- (a) to prescribed high school courses, and
- (b) to a study of related and technical information of the occupation for which he is being trained on the job.

Basic Textbooks Used: Succeeding in the World of Work
Kinorell and Vineyard
McKnight & McKnight, 1970

IBM Course Code 819

Course Title: Work Experience

Course Abbreviation: W Exp 889

Credit 1

Prerequisites: This program is limited to juniors and seniors. Priority will be given to seniors, and only juniors on a selected basis will be permitted to enroll. No sophomore will be eligible except those in SPECIAL PROGRAMS. Written permission by the coordinator is necessary for final approval of enrollment into the Cooperative Work Program.

Course Description: Students enrolled in the Cooperative Work Program may not be employed more than THIRTY (30) HOURS PER WEEK OR MORE THAN A TOTAL OF NINE (9) HOURS OF COMBINED SCHOOL AND WORK IN ANY ONE (1) DAY, NO STUDENT MAY BE EMPLOYED AFTER 11PM ON ANY NIGHT PRIOR TO A SCHOOL DAY. (Note: Special remission may be granted by the coordinator on a temporary basis, with the knowledge and consent of parents and employer, for unusual circumstances.)

All training stations for students must be approved by the school coordinator upon investigation of the work station. Training stations owned and supervised by parents or immediate family will NOT BE APPROVED. All training stations must be located within the Community Unit Number Two school district.

Basic Textbook Used: None

IBM Course Code 574

Course Title Bookkeeping

Course Abbreviation Bkkpg 574

Credit 1

Prerequisites: This is a course for Juniors and Seniors.

Course Description: The principles and practices involved in keeping a set of books for an average sized business are taught in Bookkeeping. A workbook of business forms and practice sets are used. The practice sets simulate realistic business operations and the students act as the bookkeepers. This course is recommended for any student planning to enter the field of business after high school or any student considering majoring in any phase of business in college.

Basic Text Used: Century 21 Accounting
First Year Course Southwestern 1977.

Workbooks and Practice sets used.
Purchased by Students.

IBM Course Code 578

Course Title Retailing

Course Abbreviation Retail 578

Credit $\frac{1}{2}$

Prerequisite: Junior or Senior standing

Course Description: This course is designed to prepare a student for an entry-level position in retailing. It provides a solid foundation from which to build for more advanced responsibilities in merchandising, store operations, control and credit, personnel, or sales promotion.

Text: Retailing Principles & Practices, Sixth Edition, Richert, G. Henry; Meyer, Warren G.; Haines, Peter, G.; Harris, E. Edward. McGraw-Hill Book Company, 1972.

IBM Course Code 572

Course Title Office Practice and Machines

Course Abbreviation Of Ma 572

Credit 1.00

Prerequisites: Minimum of one (1) year of typing

Course Description: The purpose of this course is an introduction to the use of basic office equipment such as adding-calculating machines, dictation-transcription units, and the duplication processes. This course provides the connecting link between school and business by means of initiating the student into business practices and procedures. As the course is vocational, the attempt is made to simulate actual office situations.

Basic Textbook Used: Clerical Office Procedure (Fifth Edition)
Meehan, Pasewark, Oliveris, South Western
Publishing Co., 1973

Workbooks or other Projects Used: Typewriting Office Practice Set;
(Fourth Edition) by Agnew and
Atchinson, South Western Publish-
ing Co. Office Machines Course,
(Fourth Edition) South Western
Publishing Co.

Class and job related materials.

IBM Course Code 576, 577

Course Title Business Law

Course Abbreviation B. Law 576, 577

Credit $\frac{1}{2}$ each

Prerequisites: None

Course Description: Most people engage in a great variety of business activities in their personal lives as well as in their vocations. Since an organized society cannot exist without laws, understanding of law should enable an individual to better appreciate the importance of his participation as a citizen. Considerable attention is given to contracts, bailments, relationships between seller and buyer, creditor and debtor, employer and employee, insurance social security, property ownership and occupancy, and other day to day activities.

Basic Textbook Used: Applied Business Law (Tenth Edition)
Fisk and Snapp
South-Western Pub. Co. 1972

IBM Course Code 631

Course Title Business Mathematics

Course Abbreviation B. Math 631

Credit $\frac{1}{2}$

Prerequisites: It is desirable that the student enrolled in Business Mathematics is simultaneously enrolled in a Vocational Business Course.

Course Description: Business Mathematics will provide applications of basic mathematical principles to real problems occurring in business-related jobs. A brief amount of time will be spent reviewing fractions, decimals, and whole numbers. The remainder of the time will be spent dealing with relevant problems occurring in the business world.

Textbook Used: Business Mathematics by Rosenberg and Lewis. Adopted in 1971.

IBM Course Code 506

Course Title English on the Job

Course Abbreviation: Eng 506

Credit $\frac{1}{2}$

Prerequisites: None

Course Description: The "vocational" English course will prepare the student for job applications, writing of personal and business messages, and recognizing and adapting to business procedures and principles. Independent study methods are the basis for instructional approach, requiring concentrated effort and maximum use of classroom time by each student.

Basic Textbook Used: Effective English for Businesses; Aurner -
Southwestern 1969

IBM Course Code 372

315

Course Title Typing I

Course Abbreviation: Typ. 372

Credit: 1

Prerequisite: None

Course Description: The touch system is taught on the keyboard. Many applications of varied typing experiences are included in the work packet.

Basic Textbook Used: Lessenberry, Century 21, South-Western Publishing Co., 1972

Workbooks Used: Learning Guides and Working Papers for Century 21.

IRM Course Code 473 1st sem, 474 2nd sem.

Course Title General Business

Course Abbreviation G Bus 473-474

Credit .50 each sem

Prerequisites: This is a course for Sophomores

Course Description: To develop an understanding of the way in which the American business-economic system is organized and how this system operates in order to satisfy the needs and wants of individuals. To introduce the student to a vocabulary of business terms. To develop in the student an appreciation of the American free-enterprise system and the desire to explore and investigate occupational opportunities. To develop the understandings and knowledges and skills necessary for carrying on business affairs successfully for a person or a family.

Basic Textbook Used: General Business For Economic Understanding-
DeBrum, Haines; Malsbary, Daughtrey-
Eleventh Edition- South Western, 1976

Workbooks: Corresponding Workbooks for above text
Part 1 - 1-6
Part 2 - 7-12

IBM Course Code 352

Course Title Career Exploration 352

Course Abbreviation None

Credit .50

Prerequisite: None

Course Description:

Career Exploration Goals

1. To help each student better understand his or her interests and values.
2. To aid each student in exploring thier career interests and capabilities.
3. To broaden the view of each student toward the World of Work.
4. To instill in each student the importance of planning and preparing for a career.
5. To help make school work more relevant to adult life and work.

Budget Request:

1. Films \$50.00
2. Field trips \$50.00