YOUTH OPTIONS COURSE GUIDE

2015-16

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Introduction

Youth Options (YO) at Fox Valley Technical College is a program designed to introduce high school students to the world of higher education. In addition to getting a first-hand view of the college experience, students who successfully complete their YO courses earn college credit for their effort. These credits may be applied toward a degree at Fox Valley Technical College, or at many other colleges in Wisconsin.

In conjunction with their high school counselor, approved YO students select courses from the YO Course Guide. They attend a mandatory YO registration session, and register for classes just like all other college students. YO students are impacted by the same benefits, requirements, and restrictions as all other students attending the college. They must be aware of and comply with college attendance, grading (per the class syllabus), and refund policies. They are limited to a total of 18 credits completed within the Youth Options program but enjoy great flexibility in selecting courses from the YO Course Guide (not all courses in the YO Course Guide are offered every semester).

While YO courses are pre-approved by Fox Valley Technical College and a student's own high school, there are no classes that are held open strictly for YO students. Because of this, it is important that students participating in the program make wise and timely course selections, and that they follow the schedule outlined for each term by the YO staff. For simple explanations of commonly used terms, students can refer to the definitions included at the end of this course guide.

Youth Options Checklist

- ☐ Fill out Youth Options Interest form online at www.fvtc.edu/youthoptions.
- ☐ Upon receiving welcome e-mail, follow instructions outlined in e-mail to become familiar with the Youth Options process.
- ☐ Check e-mail account and Blackboard regularly for important information regarding Youth Options.
- ☐ Meet with your high school counselor to select courses from the Youth Options Course Guide.
- ☐ Submit completed PI8700A form to high school by deadline (March 1 for fall classes, October 1 for spring classes).
- ☐ Submit transcripts, test scores, or other pre-requisites (as needed).
- ☐ Attend a mandatory Youth Options Registration Session.
- ☐ Register for college classes at Fox Valley Technical College.

The Youth Options staff is ready to help students, parents, and high school counselors through their academic experience at Fox Valley Technical College. They can be reached via email at youthoptions@fvtc.edu, or by phone at (920) 225-5900.

Refund Policy

Refunds are processed according to the Wisconsin Technical College System refund policy. Wisconsin Technical College 10.08, Wisconsin Administrative Code, establishes the requirements for district policies and procedures related to student fee refunds. Refunds are applicable only from the date you officially drop the class through Enrollment Services or MyFVTC. FVTC will **not** drop any classes for you for non-payment or non-attendance. Drop requests are **not** accepted through instructors. Refunds are based on the official start date of the class, not by the date the student first attends/accesses the class or obtains the class materials.

100% Refunds

If the district cancels a class, 100% of student fees will be refunded. If you drop before the first day of class, 100% of student fees will be refunded. If you drop a class before or at the time 10% of the class's potential hours of instruction have been completed <u>and</u> add another class on the same day, you will receive a 100% credit for all applicable student fees for the dropped class. This credit will be applied to the fees of the added class. If the credit exceeds the fees for the added class, the excess amount will be refunded to you. If the credit is less than the fees applicable to the added class, the shortfall will be billed.

80% Refunds

80% of all applicable student fees are to be refunded if the class is dropped before or at the time 10% of the class's potential hours of instruction have been completed. A "W" grade will be assigned.

60% Refunds

60% of all applicable student fees are to be refunded if the class is dropped after 10% but before more than 20% of the class's potential hours of instruction have been completed. A "W" grade will be assigned.

0% Refunds

NO refund will be provided if the class is dropped after 20% of the class's potential hours of instruction have been completed and a "W" grade will be assigned. If more than 60% of the class's potential hours of instruction have been completed, a "WF" grade will be assigned.

Refund Appeals

All refund appeals must be initiated by sending a written request with proper documentation to the Registrar no later than sixty (60) calendar days after the class start date. A refund request made after the 60 day grace period will **not** be accepted and you will be responsible for payment. Refunds for extenuating circumstances (situations outside of your control) will be made at FVTC's discretion.

Attendance Policy

Students enrolled in courses at Fox Valley Technical College are expected to attend and participate in classes regularly to receive the maximum benefit from their educational experience. Attendance is the responsibility of the individual student, including notification of absence as required by the instructor and arranging for the completion of missed course work.

Specific attendance standards for courses, labs, internships, and clinicals may be established by instructional departments and authorized by the division dean. If specific attendance requirements are established, they must be communicated to students in writing (via the course syllabus), by the instructor at the first class session and attendance must be documented by the instructor. Departments and instructors are expected to make reasonable accommodations for student absences due to illness, family emergencies, extreme weather conditions, and other extenuating circumstances.

If a student is absent from an assigned course for two consecutive weeks or 10% of class hours (unexcused absence), the instructor must immediately assign one of the following grades in the grading system:

WI – If the withdrawal occurs during the first 60% of the course or due to extenuating circumstances as determined by the instructor.
F – If the withdrawal occurs during the final 40% of the course and the instructor determines there are no extenuating circumstances involved.

Receiving one of the above grades does NOT indicate that the student has dropped the class. Students receiving WI or F grades are not eligible for refunds. In addition, participating high schools have attendance policies for their YO students.

Accuplacer

If a course requires Accuplacer scores as a pre-requisite, you will be required to complete the test prior to enrollment in the course. We recommend scheduling the test as early as possible.

Your high school may offer Accuplacer tests. Check with your High School Guidance Office. If you cannot take the Accuplacer test at your high school, you will need to schedule a time to take it at an FVTC campus. Go to the Accuplacer web page at http://www.fvtc.edu/ACCUPLACER to arrange an Accuplacer test through FVTC. There are also Accuplacer study materials and resources available through this link. The cost of the Accuplacer test at Fox Valley Technical College is **$15**. Your high school is <u>not</u> responsible for payment of this fee. The testing fee is the responsibility of the student.

NOTE: Fox Valley Technical College also accepts ACT scores in place of Accuplacer scores. We will not accept PACT scores. If you have taken the ACT or the Accuplacer at your high school, make sure your test scores are sent to:

Youth Options
Fox Valley Technical College
1825 N Bluemound Drive
PO Box 2277
Appleton, WI 54912-2277
Email: youthoptions@fvtc.edu
Fax: 920-735-2484

Bennett Mechanical

The Bennett Mechanical Comprehension Test (BMCT) is used to determine a student's aptitude for learning mechanical skills in an applied mechanical job. It measures a complex set of abilities. The BMCT is a 30 minute timed test, costing **$14**. Your high school is <u>not</u> responsible for payment of this fee. The testing fee is the responsibility of the student. It is a pre-requisite for certain classes in automotive programs. The following programs also require completion of the BMCT for admission:

- Automotive Maintenance Technician (TD)
- Automotive Technician (TD)
- Automotive Technician – Imports (TD)
- Automotive Technology (AAS)
- Automotive Technology – GM ASEP (AAS)
- Automotive Technology – Imports (AAS)

General Program Information

All degree programs at Fox Valley Technical College are designed to prepare students for entry into the career field of their choice. Because of this, there is great variety in the courses required for individual programs. Students wishing to apply to a program at Fox Valley Technical College may do so **during** their senior year for admission into a term that occurs **after** they have completed high school.

If a student knows which degree program they want to enter at Fox Valley Technical College, Youth Options provides them the opportunity to complete courses which are applicable to that degree. Their course selections must still be made through the Youth Options Course Guide. **Any courses chosen from outside the Youth Options Course Guide must be paid for by the student.**

To learn the program requirements for a given program, students and counselors should visit www.fvtc.edu/programs. From the list of areas of study, select the appropriate area, then select the program of interest. Click on *More Info*. Below the program description, there will be several icons with additional program information, career opportunities, and a list of additional options. From this list, select *Admissions Requirements* for a list of requirements for that particular program.

While degree program course requirements vary widely, some courses are consistently required to ensure students have a strong foundation of general knowledge. These are referred to as General Education courses. Below is a **partial** list of commonly required General Education courses at Fox Valley Technical College:

Class	Catalog #	Credits	YO Approved
Written Communication	10-801-195	3	Yes
Oral/Interpersonal Communication	10-801-196	3	Yes
Intro to Diversity Studies	10-809-172	3	Yes
Intro to Psychology	10-809-198	3	Yes
Psychology of Human Relations	10-809-199	3	Yes
College Math	10-804-107	3	Yes
Speech	10-801-198	3	Yes
General Biology	10-806-114	4	Yes
Intro to Ethics	10-809-114	3	Yes
Economics	10-809-195	3	Yes
Intro to Sociology	10-809-196	3	Yes
Contemporary American Society	10-809-197	3	Yes

Agriculture, Horticulture & Natural Resources

Agriculture / Agri-Business / Farm Operations

Farm Safety & Equipment Operation

10-003-105 **1 Credit**

Shows the student how to operate a tractor over 20 PTO horsepower, including how to connect and disconnect equipment or equipment parts. Topics include specialized machinery for livestock, toxic environments, agricultural chemicals, blasting, fertilizer and the youth certificate program.

Agriculture Hydraulic Systems

10-003-110 **2 Credits**

Introduces the student to the fundamentals of fluid power, components, different hydraulic systems, hydraulic schematics and terminology of the hydraulic systems used on modern agriculture mobile equipment. Includes operation of fluid flow on various systems, maintenance and system diagnostics. Students are exposed to the special tools used to test hydraulic systems. The use of these special tools and technical manuals are stressed.

Agriculture Air Conditioning

10-003-115 **1 Credit**

Provides theory of operation, service and testing of air conditioning units used to cool operator's cab of modern equipment. Students will have lab work consisting of leak detection, evacuation, charging of systems, R-12 to R134A conversions, electrical circuits and diagnostics of systems. Students will have the opportunity to apply for the Wisconsin State Air Conditioning Certification.

Ag Planting Equipment

10-003-120 **3 Credits**

Provides a comprehensive study of planting equipment. There will be extensive coverage of planting and seeding equipment. Units to be covered will include no-till drills, corn planters and seed metering units. Students will work with the seed metering test stand to rebuild and calibrate the seed meters.

Ag Grain Harvesting

10-003-121 **3 Credits**

Provides theory of operation, adjustments and service repair of grain and forage harvesting equipment. Lab work includes hands-on service of combine and forage harvesting equipment. Machines covered include combines, self-propelled and pull-type forage harvesters, round, small and large square balers.

AG Diesel Engine Technology

10-003-135 **5 Credits**

Provides the knowledge and skills needed to maintain, do adjustments and repair of a diesel engine. Students will learn the different functions of a diesel engine. Use of technical service resources and precision measuring is stressed.

Ag/OPE Welding

10-003-166 **2 Credits**

Prepares students to perform oxyacetylene, arc, MIG and TIG welding procedures. Laboratory activities will provide the student with hands-on practice joining metal with the various methods of welding.

Integrated Pest Mgmt & Weed Identification

10-006-102 **3 Credits**

Acquaints students with the general use, safety, laws and regulations for chemical application in Wisconsin. Completion of the Wisconsin Commercial Applicators Certification is an optional portion of the course. Identification of the major weeds found in Wisconsin crop lands is emphasized.

Agricultural Marketing

10-006-103 **3 Credits**

Explores and gives the student an understanding of the basic principles of marketing and the ability to apply these principles to the distribution of farm products.

Vet Science-Small Animal

10-006-107 **1 Credit**

Emphasizes how animals are an interesting and important part of our lives. Class topics will include small personal pets, horses and other recreational animals. Each group of animals will be studied in terms of care, behavior, habitat, feeding, reproduction and impact on our society.

Crop Scouting Training

10-006-109 **3 Credits**

Includes hands-on identification and management of insects, diseases and seedling weeds found in Wisconsin crops. Crop development and herbicide damage issues will also be covered.

Dairy/Livestock Nutrition

10-006-113 **3 Credits**

Acquaints the students with the nutrients essential for livestock growth, production and reproduction. The anatomy and physiology of digestion and nutrient absorption will be discussed for the single stomach and ruminant animal. Proper feed sampling techniques, feed analysis and other nutritional information will be covered in preparing the student for Dairy/Livestock Ration Balancing.

Dairy/Livestock Ration Balance

10-006-114 **3 Credits**

Teaches students the mechanics of balancing livestock rations using the National Research recommendations and other information. Computers will be used to develop rations. The makeup and functions of the nutrients essential for livestock will be discussed in the preparation of dairy and beef rations. The student will complete a cost analysis of all rations.

Agricultural Crop Production

10-006-119 **3 Credits**

Prepares students to recognize and implement basic crop production management techniques for corn, soybeans, alfalfa, small grains and general forages used on Wisconsin farms. Field preparation, fertility, seed selection, planting and in-season management of specific crops will be emphasized.

Agriculture Microcomputer-Dairy Recordkeep

10-006-127 **1 Credit**

Acquaints students with herd management programs using traditional and computerized record keeping systems. Students use the latest programs available.

Agribusiness Overview

10-006-133 **3 Credits**

Provides an overview of agricultural production, manufacturing, distribution, utilization and consumption in the United States, with an emphasis on Wisconsin agribusiness. Employment opportunities are explored. Business organization, operation and management are also covered.

Agribusiness Sales/Marketing

10-006-134 **3 Credits**

Covers the basic knowledge of agribusiness sales and marketing. Topics include recognizing potential customers and building a positive customer relationship, designing marketing plans, and using marketing and sales databases. The concepts will be presented using hands-on activities.

Horse Science

10-006-138 **2 Credits**

Covers important information for safe and successful horse ownership. Topics include horse psychology and learning, financial and time commitments, care, stable management, nutrition, successful purchasing, breeding plans, diseases and first aid, historical development and more.

Animal Science Fundamentals

10-006-140 **3 Credits**

Provides fundamental knowledge of the animal science field. Topics include animal health, animal environments, anatomy and physiology, genetics and reproduction, animal feedstuffs, and job-related safety. Students will experience animal concepts through the completion of hands-on activities.

Plant Science

10-006-141 **3 Credits**

Provides fundamental knowledge of plant components and their functions. Topics include pollinating and propagating plants, germinating seeds, plant nutrients, and factors affecting photosynthesis, respiration, and transpiration. Students will experience plant components and their functions through the completion of hands-on activities.

Introduction to Soils

10-006-143 | **3 Credits**

Provides fundamental knowledge of soils and growth media. Course topics include soil formation and development, soil components, soil profile, soil classification and soil conservation. Students will experience soils concepts through the completion of hands-on activities.

Dairy/Livestock Herd Health

10-006-145 | **3 Credits**

Covers the herd health and reproductive systems of the dairy and livestock animals. The class will cover various herd health problems, including mastitis, milk fever and similar common livestock health problems. A herd health and reproductive management program will be developed.

590 Nutrient Management Plans

10-006-147 | **3 Credits**

Enables the student to develop and write a 590 nutrient management plan for their farm or a selected Wisconsin farm. Components of a plan, laws affecting a plan and completion of a plan are emphasized.

Dairy Genetics and Reproduction

10-006-148 | **3 Credits**

Designed for the student who needs a comprehensive knowledge of dairy genetics and reproduction. Emphasis is on basic genetic principles and sire selection. Students will learn the anatomy and physiology of the bovine female reproductive tract and the management of the estrous cycle in cattle.

Dairy/Livestock Records Management

10-006-149 | **3 Credits**

Acquaints the students with herd management programs using traditional and computerized herd record keeping systems. Students will have hands-on experience with the latest available programs used in dairy record keeping.

Dairy/Livestock Artificial Insemination & Records Management

10-006-164 | **2 Credits**

Teaches students about the anatomy and physiology of cattle reproduction and artificial procedures of the bovine species. Topics include estrous cycle & reproductive records management, nutrition, animal fertility, and herd health. There will be insemination practice on live animals and hands-on computer training with Dairy Comp 305 and PCDART.

Computers, Farm

31-080-305 | **1 Credit**

Designed to allow students to operate and explore the utilization of computers and computer software for production agriculture application. Computer use and the latest in agricultural software will be emphasized.

Animal Nutrition, Basic

31-080-350 | **1 Credit**

Acquaints the student with the nutrients essential for livestock growth, production and reproduction. The anatomy and physiology of digestion and absorption are discussed for single stomach and ruminant animals, with the emphasis on dairy cattle.

Agriculture Wiring, Basic

31-080-351   **1 Credit**

Prepares learners to understand the components of agricultural wiring systems. The student will be able to read wiring diagrams and perform wire lighting circuits, trouble shoot motors and control circuits.

Plant Growth and Alfalfa Production

31-080-352   **1 Credit**

Introduces basic plant growth concepts to Wisconsin forage crops. Management and production practices will be emphasized for alfalfa and related Wisconsin forages.

Soil Principles and Fertilization

31-080-353   **1 Credit**

Acquaints the student with the physical, chemical and biological properties of soil in relation to fertility and good soil management. The students will sample soils on their farms and identify fertility needs from the soils test report. Nutrient management will be discussed.

Tractor Maintenance 1 & Engine Systems

31-080-355   **1 Credit**

Provides students with the skills to maintain the cooling and lubrication systems on tractors and other agricultural machinery.

Agricultural Building Construction

31-080-356   **1 Credit**

Acquaints the student with farm construction skills. This course focuses on the selection of building materials and on the design, cost and placement of farm buildings.

Tractor Maintenance 2 & Electrical Systems

31-080-357   **1 Credit**

Prepares students to identify and maintain parts of electrical systems in farm power units. Students will be able to troubleshoot and repair electrical systems.

Agricultural Marketing

31-080-367   **1 Credit**

Covers and analyze the various marketing channels for farm products in this one-credit class. The buying and selling of feed components as well as the marketing of excess dairy cattle and young stock will be discussed. Agricultural organizations which play a part in the agricultural marketing system and acquaint the student with the future's market.

Corn and Cash Crop Production

31-080-369   **1 Credit**

Develop management and production strategies for corn, soybeans, and related grain crops of Wisconsin.

Agricultural Hydraulics

31-080-394   **1 Credit**

Is designed to give the student a comprehensive knowledge of hydraulic systems and their use on farm equipment. Emphasis is placed on how the systems and components work in addition to how they are designed, operated and serviced.

Welding Repair and Maintenance

31-080-395   **1 Credit**

Emphasizes the use of M.I.G., arc and the oxyacetylene welding equipment in the repair and maintenance of farm machinery. The student will learn the basics of each of the systems. The expansion and contraction of metals, removal of bearings, and use of special rods and equipment will be emphasized.

Forage & Grain Harvesting Equipment

31-080-396   **1 Credit**

Provides students with a comprehensive knowledge of forage and grain harvesting equipment. Emphasis is on design, operation, adjustments and maintenance of the equipment. Farm machinery management and operational expenses will also be stressed.

Horticulture

Introduction to Horticulture

10-001-111   **3 Credits**

Provides an overview of the horticulture profession, including its role and importance throughout history. Current trends and career opportunities will be covered. Particular attention is given to horticulture crops, plant classification, their use, and the interrelationships between the environment, plant growth and plant development.

Horticulture Soils

10-001-112   **3 Credits**

Explores the properties of soils and applies them to horticultural uses as a growing medium and as an engineering base for landscaping.

Interiorscaping & Greenhouse Mgmt

10-001-120   **3 Credits**

Studies the identification, characteristics and physical requirements of interior plants. Also studies the operation of a greenhouse to include growing, soils, pest control, and basic procedures for operating and maintaining a greenhouse.

Turf Mgmt & Irrigation Systems

10-001-130 | **2 Credits**

Studies the overall basics of lawn (turf) applications including soils, grading, Wisconsin grasses and maintenance. Students will develop an understanding of the design, operation and maintenance of irrigation systems.

Woody Ornamental Plant ID

10-001-158 | **3 Credits**

Explains plant classification and identification techniques. Students will utilize these techniques to properly name and identify commonly used deciduous and evergreen trees and shrubs. Culture and care will also be discussed.

Survey of Herbaceous Plants

10-001-159 | **3 Credits**

Studies commonly used annual, bulb and perennial herbaceous plants, with an emphasis on their use in the landscape, culture and care.

Landscape Plants, Maintenance of

10-001-170 | **3 Credits**

Studies the maintenance and care of woody plants, including evergreens, vines, garden flowers, bulbs and nursery stock. Discusses pruning, training, fertilizing, watering, planting, physical and chemical control of plant growth, transplanting, winterizing, weed control and production.

Landscape Design Fundamentals 1

10-001-174 | **3 Credits**

Focuses on developing a residential landscape plan using such outdoor room concepts as function, design principles and composition. The course also includes drafting, site analysis and graphics.

Natural Resources Technician

Exploring Natural Resources

10-057-104 | **4 Credits**

Provides basic study of natural resources, focusing on their abundance, importance and conservation. The physical biological variables of the environment will be studied in field and classroom settings. Career development will be incorporated to expose students to job-related activities for the following core areas: wildlife and fisheries, forestry, surveying, outdoor recreation, soils, and water quality and wastewater management.

Ecology

10-057-109 | **2 Credits**

Examines the relationships and interrelationships of living organisms in their environment. Students study natural selection and speciation, environmental conditions, populations and competition, succession, energy flow and biogeochemical cycles, and the diversity of ecosystems.

Corequisite: Written Communication (10-801-195)

Forest Recreation Environmental Education

10-057-131 **3 Credits**

Emphasis will be creating and presenting environmental education activities to various audiences. The design and delivery of environmental curriculum is the focus and will be augmented with additional public presentations and volunteering at area environmental centers. Individual and group laboratory projects and presentations are required.

Prerequisites: Exploring Natural Resources (10-057-104); Ecology (10-057-109); Written Communication (10-801-195)

Soil and Water Conservation

10-057-134 **3 Credits**

Examines the physical, chemical and biological properties of soil in relation to water and wind erosion. The identification, planning and use of soil and water conservation practices are examined, and students study the relationship of soil fertility to conservation and management.

Prerequisites: Exploring Natural Resources (10-057-104); Ecology (10-057-109); NR Common Topics (10-057-143); Written Communication (10-801-195); Math for Common Topics (10-804-117)

Plant Identification

10-057-140 **1 Credit**

Provides a basic study of the trees, grasses, herbs and aquatics of Wisconsin. The class focuses on the principal species of seven major plant communities: forest, bog, agriculture, prairie, marsh, shrub and beach.

Natural Resources Common Topics

10-057-143 **2 Credits**

Introduces U.S. public land surveys, topographic maps, orienteering principles and mapping. Other topics include the polar planimeter, dot grid, abney levels and clinometers, basic aerial photo uses, and chainsaw use and maintenance.

Prerequisite: Exploring Natural Resources (10-057-104). Corequisite: Math for Common Topics (10-804-117)

Outdoor Power Equipment

Small Engines, Introduction to

10-461-102 **1 Credit**

Provides the student with theory and hands-on experience with gas outdoor power equipment. Fuel, cooling, lubrication and DC electrical systems will be emphasized.

OPE Four-Cycle Small Engines

10-461-112   **3 Credits**

Gives an in-depth overview of engine design and operational theory. Parts identification, function and repair are incorporated into the disassembly, reconditioning and assembly of small air-cooled engines. Safety glasses are required.

OPE Hydraulics and Drivelines

10-461-113   **3 Credits**

Focuses on the equipment used in grounds keeping, landscaping and maintenance of turf grass. Belt, gear, and hydrostatic transaxles and drivelines for lawn mowers, tillers, snowblowers, garden tractors, zero-turn mowers and compact tractors are included in this course. Safety glasses are required.

OPE Operation & Maintenance

10-461-114   **2 Credits**

Focuses on maintaining and operating skid steer loads, forklifts, till-handlers, turf mowing equipment and landscape equipment. The course provides operators' certification. Safety glasses are required.

OPE Handheld Power Units

10-461-115   **3 Credits**

Emphasizes the repair of two-cycle and small four-cycle engines used on chainsaws, cutoff saws, line trimmers, backpack blowers, hedge trimmers and other small power units. Students will learn new emission requirements and understand the current laws on product liability. Safety glasses are required.

OPE DC Electrical Systems

10-461-116   **3 Credits**

Covers Ohm's law and electrical theory, operation and troubleshooting methods for batteries, starting circuits, charging circuits and accessories. Safety glasses are required.

OPE Diesel Engine Systems

10-461-118   **3 Credits**

Provides technicians with skills and knowledge of gas and diesel engine theory, fuel, electrical, coding and lubrication systems.

OPE Customer Service & Sales

10-461-122   **2 Credits**

Focuses on the importance of the customer and develops customer service skills. Applies retail sales principles and emphasizes the importance of knowing the product's features, prospecting clients, presenting the product and closing the sale.

Parts and Service Management

10-461-141   **3 Credits**

Utilizes computer software programs such as PartSmart and Web-based programs to learn how to look up parts and create parts invoices. Includes methods of merchandizing products for increased sales, and utilizes a computer software, DealerWin, to develop service orders, invoice repair orders and develop a customer data base.

Wildland Fire Training

Wildfire Intro S130/S190/L180

10-058-160 **2 Credits**

Prepares new firefighters in basic firefighting skills and behavior factors that will aid them in the safe and effective control of wildland fires.

Prerequisite: Student must be at least 18 years of age on first day of class.

Ecosystem Management

10-058-169 **2 Credits**

Explores the role of fire in biotic and abiotic systems. This class builds from the individual to the ecosystem and incorporates human influence.

Business Administration & Finance

Accounting

Accounting, Principles of

10-101-107 **3 Credits**

Introduces basic concepts and general principles of accounting to non-accounting students. Topics include financial statements, merchandising accounting for cash, inventory, payroll, budgeting and accounting software.

Communication Software, Intro to

10-101-160 **1 Credit**

Introduces Word and PowerPoint using accounting examples and applications. The emphasis is on effective communication using printed documents. The course includes a presentation using accounting materials.

Corequisite: Windows Basics (10-107-120)

Financial Accounting 1

10-101-180 **4 Credits**

Prepares students to analyze, record, summarize and interpret accounting information. The course focuses on business transactions, financial statements, merchandising, inventory, special journals, internal controls, receivables, plant assets and payroll.

Prerequisite: ACCPL Reading >= 54 & Arithmetic >= 65 OR ACT (Read/Math) >= 18 OR Program Prep

Banking / Business Administration

Business Law 1

10-102-103 **3 Credits**

Introduces legal principles and standard business law concepts and their implications for business. It emphasizes contracts, sales, commercial paper, bailment, agency and real property, with references to the Uniform Commercial Code and recent consumer legislation.

Business, Introduction to

10-102-112 **3 Credits**

Provides an overview of the variety of activities in the world of business. It focuses on the responsibilities connected with operating a business from both organizational and managerial viewpoints. It also examines the role of government in business.

Money and Banking

10-114-124 **3 Credits**

Provides a study of money and its creation, monetary systems, the operation of the Federal Reserve System, commercial banking systems and international monetary problems. It also examines the factors that determine the value of money and the operation of the banking system in relation to price level, employment, savings and investment, and economic activity.

Financial Planning

10-114-175 **3 Credits**

Approaches planning from the perspective of an individual who applies specific financial concepts and principles to setting financial goals, choosing a career, budgeting and cash flow management. Topics include credit, income taxes, asset protection, investments, retirement and estate planning.

Stock and Bond Investments

10-114-176 **3 Credits**

Provides an overview of the problems of investing; the stock, bond and mutual fund investment vehicles available; and the markets in which investments are traded.

Business Health Services

Intro to Medical Administrative Careers

10-160-100 **1 Credit**

Introduces various aspects of medical administrative careers. Explores a variety of topics including career expectations, future employment opportunities and current employment trends.

Business Technology / Office Systems

MS Office Suite, Introduction

10-103-120   **2 Credits**

Focuses on beginning computer concepts, Windows operating system, Internet Explorer, Word, Excel, Access, PowerPoint, and the basic integration of the various components of the Microsoft Office Suite application.

Microsoft Word, Introduction

10-103-150   **1 Credit**

Presents the basic features of Microsoft Word. Learners create, edit, and save documents, format characters, paragraphs, pages and documents, and apply special features when formatting.

Microsoft Excel, Introduction

10-103-152   **1 Credit**

Presents basic features of Microsoft Excel. Learners develop basic skills to create, edit and format worksheets; use functions; set print options; add visual elements; work with multiple worksheets, tables and other file formats.

Microsoft PowerPoint, Introduction

10-103-154   **1 Credit**

Presents the basic features of Microsoft PowerPoint. Learners create, edit and animate presentations, work with tables, charts, graphics and custom shows, and learn to share and protect presentations.

Microsoft Access, Introduction

10-103-156   **1 Credit**

Presents the basic features of Microsoft Access. Learners enter and edit data in tables, create and apply queries, produce reports and forms.

Web Technologies

10-106-101   **2 Credits**

Provides a basic understanding of the Web as well as the tools used to create Web pages, blogs and other features. Reviews social and business Web tools and components.

Office Desktop Publishing: MS Publisher

10-106-102   **1 Credit**

Develops skills for working with different types of office documents such as brochures, newsletters and reports. It introduces page layout, graphics and styles and fonts as well as the creation of letterheads, borders and logos.

Intro to Administrative Professional Careers

10-106-103   **1 Credit**

Introduces various aspects of administrative professional careers. Explores a variety of topics including career expectations, future employment opportunities and current employment trends.

Keyboarding for PC Users

10-106-107   **1 Credit**

Introduces keying by touch. It emphasizes control of the alphabetic keys and the numeric keypad. Practice drills to improve keying skills are included.

Business Writing and Formatting

10-106-108   **3 Credits**

Focuses on development of spelling, grammar, punctuation and formatting rules as applied to business documents in both print and digital mediums.

Prerequisite: ACCPL Reading >= 54 & Sentence >= 83 OR ACT (Read/English) >= 18 OR Program Prep

Keyboarding Speed Development

10-106-112   **1 Credit**

Focuses on improving typing speed and accuracy through the use of skill-building software.

Effective Business Practice

10-106-118   **3 Credits**

Provides hands-on experience and practice using a variety of business communication techniques providing students with knowledge, poise, tact and the skills to conduct themselves in the business world with confidence. Included in the course is The Seven Habits of Highly Effective People developed by Stephen Covey.

Business Technology Essentials

10-106-120   **2 Credits**

Introduces computers and information processing including terminology, hardware, software, networks, Internet, security and the computer marketplace. Major topics include how to effectively browse the Internet and use Microsoft Outlook's electronic mail, calendar, contacts, tasks and journal folders.

Office Software Applications

10-106-121   **3 Credits**

Focuses on introductory features and applications of the Microsoft Office Suite. Students will apply introductory software features to the successful completion of business-related projects and scenarios.

The Practical Internet

10-106-133   **1 Credit**

Explore the basics of how to use the Internet as an office tool. Topics covered in the course include basic Internet connectivity; overview of Internet browsers; how to search for information using the World Wide Web; and the basic principles of conducting business online, e-mailing, instant messaging and handling photos.

The Practical PC

10-106-136   **1 Credit**

Explores the basics of computer operations, including installation of software, organization of files and folders, working with basic software, and identification of the hardware pieces that make up a standard computer system.

Meeting & Event Management Fundamentals

10-106-140   **3 Credits**

Focuses on planning a successful meeting/event. Topics include conducting the planning activities, managing the finances, promoting the meeting/event, facilitating the on-site needs, analyzing contracts, arranging travel and transportation needs, and conducting follow-up activities while communicating effectively with all stakeholders.

Business Relationship Development

10-106-160   **2 Credits**

Provides students with opportunity to develop and analyze networking and business relationships. Includes examination of the networking process, tools to facilitate and enhance networking opportunities and networking communication development.

Office Fundamentals

10-106-166   **3 Credits**

Focuses on the development of fundamental office skills. Students will gain skill in general office duties, records retention and maintenance, application of office technologies, verbal and written communication, and customer service.

Practical Office Software

10-106-183   **1 Credit**

Explore how to use Microsoft Office software in the office. Focus will be on basic features and concepts associated with the software.

Entrepreneurship

Entrepreneurial Venture-Your Business Plan

10-145-100   **3 Credits**

Focuses on the business planning process of business concept development through financial projections and planning. This is a blended-learning course designed to teach students how to research, develop and write detailed start-up business plans which can be

used to create successful businesses. The blended-learning environment combines the flexibility of Internet-based e-learning with the benefits of face-to-face instruction.

Entrepreneurial Mindset

10-145-101   **1 Credit**

Inspires and engages participants in fundamental concepts of an entrepreneurial mindset and the unlimited opportunities it can provide. Empowers learners through entrepreneurial thinking and immerses them in entrepreneurial experiences that enable them to develop entrepreneurial skills.

Entrepreneurship, Introduction to

10-145-104   **3 Credits**

Provides students with opportunities to investigate, understand and apply the process of choosing entrepreneurship as a career path. Explores the entrepreneurial experience by focusing on an awareness of entrepreneurship, opportunity recognition, business concept development and preliminary feasibility testing. Students gain the knowledge, skills, concepts and strategies relevant for start-up and early-stage entrepreneurs. The practical hands-on approach encourages students to immerse themselves in the entrepreneurial experience.

Small Business

Small Business, Introduction to

31-145-300   **2 Credits**

An introduction for individuals who are interested in operating or working in a small business. Studies forms of ownership, personnel practices, motivation, effective communication and business planning for success.

Technical Communications

Introduction to Professional Communications

10-699-112   **3 Credits**

Provides new students with firm knowledge of the Professional Communications program. Students will explore the careers associated with this field and work on improving technical writing skills. Technical editing and proofreading will be introduced in this course.

Pre/Corequisite: Written Communication (10-801-195)

Social Media

10-699-121   **1 Credit**

Introduces social media, such as Facebook, Twitter, LinkedIn and other new media, as used by professional communicators. This 9-week course will stress how to integrate social media for business purposes and apply quality marketing/public relations strategies.

Construction

Electricity

First Aid/CPR, Principles and Practices

10-531-101 | **1 Credit**

Presents and evaluates basic first aid skills necessary to care for the ill and injured until medical help arrives. Covers the use of an Automated External Defibrillator (AED), as well as CPR for all ages and the recognition and care of cardiac emergencies. Students receive an AHA Healthcare CPR card and a FVTC First Aid certificate upon course completion.

Culinary & Hospitality

Culinary Arts

Food Production, Introduction to

10-316-101 | **3 Credits**

Introduces quantity food production to the non-culinary student. Topics include preparation of a variety of menu items, equipment use, plate presentation, recipe conversion, menu analysis and the essentials of timing and coordination of service.

Prerequisite: ACCPL Reading >= 54 & Sentence >= 83 OR ACT (Read/Sent) >= 18 OR Program Prep

Culinary Fundamentals

10-316-110 | **3 Credits**

Applies the basic principles involved in the purchase, preparation and use of food stuffs. The proper identification and use of equipment and correct measuring techniques are covered. This course provides the theory basis for production courses taken during the first semester.

Prerequisite: ACCPL Reading >= 54 & Sentence >= 83 OR ACT (Read/Sent) >= 18 OR Program Prep

Sanitation for Food Service Operations

10-316-118 | **1 Credit**

Focuses on the development of skills to follow sanitation and hygiene provisions in state codes. The NRA certification test is included.

Prerequisite: ACCPL Reading >= 54 & Sentence >= 83 OR ACT (Read/Sent) >= 18 OR Program Prep

Nutrition for Culinary Arts

10-316-119 | **1 Credit**

Focuses on the six major nutrients (carbohydrates, proteins, fats, minerals, vitamins and water) and how each is used by the body. The planning of well-balanced diets and the nutritional analysis of diets are emphasized.

Prerequisite: ACCPL Reading >= 54 & Sentence >= 83 OR ACT (Read/Sent) >= 18 OR Program Prep

1stAid/CPR-Principle & Practice-Culinary Arts

10-531-101A **1 Credit**

Presents and evaluates basic first aid skills necessary to care for the ill and injured until medical help arrives. Covers the use of an Automated External Defibrillator (AED), as well as CPR for all ages and the recognition and care of cardiac emergencies. Students receive an AHA Heartsaver CPR card and a FVTC First Aid certificate upon course completion.

Food Service Production / Hotel and Restaurant Management

Hospitality Sales and Promotion

10-109-125 **2 Credits**

Covers sales and promotion in the hospitality industry. The emphasis is on promoting hospitality entities to attract new customers, selling principles and merchandising techniques for products and services, and innovative ways to maintain the interest of existing customers.

Prerequisite: ACCPL Reading >= 54 & Sentence >= 83 OR ACT (Read/Sent) >= 18 OR Program Prep

Customer Service Management

10-109-126 **3 Credits**

Helps students to understand, apply and manage the principles of good customer service in a variety of hospitality environments. Particular attention will be given to the various roles and responsibilities of hospitality employees as they relate to customer service.

Prerequisite: ACCPL Reading >= 54 & Sentence >= 83 OR ACT (Read/Sent) >= 18 OR Program Prep

Introduction to Hospitality

10-109-152 **3 Credits**

Introduces various aspects of the hospitality industry including lodging, food service, tourism, and customer service. Students evaluate potential internship and career opportunities as they explore topics including professionalism, ethics & etiquette.

Engineering & Electronic Related Technologies

Automated Manufacturing

ControlLogix 1

10-628-107 **1 Credit**

Covers the fundamentals of ControlLogix addressing and ladder logic programming. Projects, tasks and routine organization will be examined. ControlLogix hardware, including I/O, communication and special purpose modules will be examined. Students will also learn to write and document ladder ControlLogix programs.

Robotics

10-628-112   **2 Credits**

Establishes a firm foundation in industrial robotics. The major electronics and mechanics of common robots are studied. Robot types, typical applications and end-of-arm tooling is presented as well as the programming of pick and place servo robots.

Blueprint Reading, Computer-Assisted Design

10-628-126   **2 Credits**

Focuses on the symbols used on industrial blueprints and introduces computer-assisted design (CAD). Students examine the basic principles, use and application of CAD.

Visual BASIC for Industrial Applications

10-628-133   **2 Credits**

Introduces computer programming using the Microsoft Visual Basic program. Students design and construct industrial VB programs that are used in industrial applications.

Electro-Mechanical Technology

Electronic Shop Practices

10-620-169   **1 Credit**

Introduces various aspects of the electronic shop such as basic soldering principles, surface mount technology, troubleshooting, repairing and circuit protection devices and performing panel-wiring exercises. Customer relations is also discussed.

Robotics 1

10-620-197   **1 Credit**

Introduces the terminology, movements and the physical construction of the robot and the applications for which they are used. Basic programming is also covered. Students become familiar with the equipment in laboratory activities. Instructor permission required.

Robotics 2

10-620-198   **1 Credit**

Requires students to write programs that enable a robot to perform various operations. Laboratory activities are completed to verify the programs.

Corequisite: Robotics 1 (10-620-197)

Electronic-Related Technologies / Electronics

DC Circuits 3 - Electronics/EET

10-605-112 | **1 Credit**

Examines the theory, application and design of series/parallel circuits such as loaded and unloaded voltage dividers and Wheatstone bridge. Specific resistor characteristics are covered. Instantaneous voltage and current values for RC and RL circuits are introduced. This course includes in-depth theory of inductors, capacitors with series and parallel applications and various types of each component. Laboratory activities are performed to verify the theory.

Corequisite: DC Circuits 2 (10-660-111)

Digital Electronics 1

10-605-130 | **1 Credit**

Introduces digital electronics including Boolean, the operation of logic gates, and the theory of combination logic circuits. Laboratory activities are performed to verify the theory.

Digital Electronics 3

10-605-132 | **1 Credit**

Covers circuit reduction techniques such as Boolean Algebra, Karnaugh Mapping, Sum of Products, etc. Laboratory activities are performed to verify the theory.

Corequisite: Digital Electronics 2 (10-605-131)

Digital Electronics 4

10-605-133 | **1 Credit**

Covers counters, reviews Sum-of-Products and Product of Sums and more in-depth coverage of Karnaugh maps. This course utilizes a group based final project.

Corequisite: Digital Electronics 3 (10-605-132)

Digital Electronics 1-Electronics/EET

10-605-134 | **1 Credit**

Introduces digital electronics including Boolean, the operation of logic gates, and the theory of combination logic circuits. Laboratory activities are performed to verify the theory.

LabVIEW and Data Acquisition (DAQ) | **1 Credit**
10-605-142

Introduces LabVIEW, which is used to write programs using the computer's serial port and computer-based data acquisition cards. Projects introduce new features of the acquisition boards and the software package. Students write programs for data acquisition applications involving digital input and output, analog input and output, and serial input and output. A working knowledge of solid-state electronics is required.

Embedded Programming

10-605-145   **3 Credits**

Introduces students to embedded computer systems through exploration of microcontroller operation, architecture and programming. Students will lay the groundwork for future course and electronic projects while experimenting with programming language concepts and basic interfacing.

CAD for Electronics

10-605-156   **1 Credit**

Introduces students to computer-aided design (CAD) techniques used in the electronics field. Students learn the basics of the AutoCAD software, including the draw, modify, dimension and plotting sets of commands. Students acquire the skills needed to create an electronics symbols library and to draw electronic schematics.

Electronic Construction Techniques

10-605-163   **1 Credit**

Introduces the use of common tools for constructing electronic devices. The safe use and application of hand and power tools is practiced through construction projects. Soldering techniques, both through-hole and surface mount, are studied in detail.

                                                                                        1 Credit

Digital Communications

10-605-170

Focuses on communication protocol and bus structures such as RS232, 420, 485, IEEE 488 (GPIB), IEEE 1492 (Firewire) and 12C. PCM, PAM, FSK, time, space and frequency division multiplexing are also covered. Synchronous and asynchronous characteristics and application, data compression and encryption, and error checking schemes are introduced, and industrial networking topics are discussed.

Data Comm Cabling-Fundamentals

10-605-177   **1 Credit**

Covers the basics of electronic data communications and data cabling. Students construct copper-based cables and perform continuity tests. This course covers the physical layer and transmission mediums and introduces the tools, test equipment and construction techniques required in data cabling. Safety is stressed.

Data Comm Cabling-Copper Based Systems

10-605-178   **2 Credits**

Prepares the student to become an entry-level technician working with data cabling. Tool use and construction techniques are emphasized along with industry standards, troubleshooting and repair. Nationally recognized tests may be attempted to earn a certificate.

Data Comm Cabling-Fiber Based Systems

10-605-179   **2 Credits**

Provides the student with the skills and knowledge necessary to become an entry-level technician involving data cabling and fiber optics. Fundamental fiber optic theory is covered along with fiber optic components, troubleshooting and repair. Tool use and construction techniques are emphasized along with industry standards. Nationally recognized tests may be attempted to provide the successful student with a nationally recognized certificate at this level.

Corequisite: Data Comm Cabling-Copper Based Systems (10-605-178)

DC Circuits 1

10-660-110 **1 Credit**

Introduces electrical safety and program procedures. The course covers Ohm's Law, power law, series circuits, and voltmeter, ammeter and ohmmeter applications. Number powers, electronic notations, circuit component recognition and diagrams, resistor power ratings, color code, Kirchhoff's voltage law and atomic structure are also included.

Corequisite: College Technical Math 1 (10-804-115) or College Technical Math 1A (10-804-113) or Industrial Maintenance Math (31-804-308)

DC Circuits 2

10-660-111 **1 Credit**

Covers basic parallel and series/parallel circuits and their properties. Magnetism and devices such as relays and solenoids are also presented. Laboratory activities are performed to verify the theory.

Corequisite: DC Circuits 1 (10-660-110)

DC Circuits 3

10-660-112 **1 Credit**

Examines the theory, application and design of series/parallel circuits such as loaded and unloaded voltage dividers and Wheatstone bridge. Specific resistor characteristics are covered. Instantaneous voltage and current values for RC and RL circuits are introduced. This course includes in-depth theory of inductors. Capacitors with series and parallel applications and various types of each component. Laboratory activities are performed to verify the theory.

Corequisite: DC Circuits 2 (10-660-111)

Computer Hardware & Assembly

10-660-180 **1 Credit**

Introduces hardware components located on the inside of a computer. Students develop an understanding of how the components relate to each other. They will assemble a PC and install necessary drivers and operating system to make the PC operational.

Technical Software Essentials

10-660-181 **1 Credit**

Covers Microsoft related software. This will include word processing with Microsoft Word, spreadsheets with Microsoft Excel, presentation software with Microsoft PowerPoint and databases with Microsoft Access.

Operating Systems

10-660-182 **1 Credit**

Covers fundamentals of Windows Operating Systems. Students will learn to set, configure and alter various settings of a Windows Operating System.

Mechanical Design Technology

Technical Drafting 1

10-606-113 **5 Credits**

Covers concepts from the initial design process to the generation of Computer Aided Drafting (CAD) documents that precisely and graphically describes a part. Students will learn common industry drafting practices as well as CAD standards and guidelines. The course will lay down the proper groundwork for the Technical Drafting 2 course.

Corequisite: Math-Technical Intermediate (10-804-126) or Math-Technical 1 (10-804-121) or College Tech Math 1 (10-804-115) or College Tech Math 1B (10-804-114)

AutoCAD, Introduction to

10-606-114 **1 Credit**

Covers the very basics of AutoCAD - introduction to the user interface, basic drawing commands, basic editing commands, and basic viewing commands. This course will give the student a comfort level for working within the AutoCAD environment and the knowledge needed for more advanced CAD courses offered within the various degree programs.

Technical Drafting 2

10-606-117 **4 Credits**

A continuation of Technical Drafting 1. Topics include descriptive geometry, intersections and developments, and working drawings. CAD experience is required.

Prerequisite: Technical Drafting 1 (10-606-113) or Technical Drafting 1B (10-606-113B); Corequisites: Math-Technical 2 (10-804-122) or Math-Technical Advanced (10-804-127) or College Tech Math 2 (10-804-116)

Intermediate AutoCAD

10-606-127 **1 Credit**

Builds upon the groundwork laid down in either Intro to AutoCAD or Technical Drafting 1. Students will learn more about drawing commands, editing commands, properties of objects, dimensioning and printing.

Corequisite: AutoCAD, Introduction to (10-606-114) or Technical Drafting 1 (10-606-113), or Technical Drafting 1A (10-606-113A)

Health Science

Emergency Medical Services

First Responder

10-531-104 **2 Credits**

Teaches and evaluates the knowledge/skills needed to respond to medical or trauma situations. It includes AED, Combitube, Epi-Pen, Spinal Immobilization, and skills needed to assist the ambulance crew. This course meets Wisconsin and National licensure guidelines. Students receive FVTC First Responder certificate.

Emergency Medical Technician - Basic

10-531-169   **5 Credits**

Presents and evaluates the knowledge and skills needed by ambulance personnel to respond to and treat cardiac arrest and critical medical and trauma situations. Extrication and ambulance operations are also covered. Department consent required.

Prerequisite: Admission to the EMT-Basic or Fire Protection programs and Completion of the EMT Basic Checklist. Checklist completion is tracked via the EMTB student group.

Emergency Medical Technician Basic Part A

10-531-169A2   **2 Credits**

Presents and evaluates the knowledge and skills needed by ambulance personnel to respond to and treat cardiac arrest and critical medical and trauma situations. Extrication and ambulance operations are also covered. Department consent required.

Prerequisite: Admission to the EMT-Basic or Fire Protection programs and Completion of the EMT Basic Checklist. Checklist completion is tracked via the EMTB student group.

Emergency Medical Technician Basic Part B

10-531-169A3   **3 Credits**

Presents and evaluates the knowledge and skills needed by ambulance personnel to respond to and treat cardiac arrest and critical medical and trauma situations. Extrication and ambulance operations are also covered. Department consent required.

Prerequisite: Admission to the EMT-Basic or Fire Protection programs and Completion of the EMT Basic Checklist. Checklist completion is tracked via the EMTB student group.

General Health

Medical Terminology

10-501-101   **3 Credits**

Focuses on the component parts of medical terms: prefixes, suffixes and word roots. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

Human Diseases for Health Care Professions

10-501-182   **3 Credits**

Focuses on the common diseases of each body system as encountered in all types of health care settings by health information professionals. Emphasis is placed on understanding the etiology (cause), signs and symptoms, diagnostic tests, and treatment (including pharmacologic) of each disease.

Health Careers, Introduction to

10-501-190   **1 Credit**

Examines health-related careers. Educational preparation, job responsibilities and appropriate personal attributes will be surveyed in order to assist participants in career decision planning. Health career programs which Fox Valley Technical College offers will be highlighted.

Nursing Assistant

Nursing Assistant

30-543-300 **3 Credits**

Prepares learners for entry-level employment as assistants to a licensed nurse in a hospital, nursing home, home health agency or community-based residential facility. Covers simple nursing tasks such as bathing and feeding patients, making beds, and taking vital signs.

Prerequisite: Student must be active in Nursing Assistant program and meet all enrollment requirements: completed Nursing Assistant Functional Ability Criteria form and Criminal Caregiver Background Check.

Human Services

Alcohol and Other Drug Abuse Services

Alcohol and Drugs, Risk Reduction

10-550-101 **1 Credit**

Provides a comprehensive, systematic approach to reduce the risk of people of any age developing problems related to alcohol and drug abuse. The health, social, legal, occupational and family problems that result from alcohol and drug abuse are examined.

Developmental Disabilities Services

Developmental Disabilities, Introduction to

10-545-100 **2 Credits**

Discusses the nature of the developmentally disabled population. A brief history of program development and government involvement is covered. In addition, an overview of the roles and responsibilities of developmental disability service providers is included.

American Sign Language

10-545-116 **3 Credits**

Provides a foundation in sign language skills to facilitate communication with the deaf and hard of hearing. Pertinent issues are discussed to broaden an understanding of the deaf culture.

Early Childhood Education

If your school district offers transcripted credit course options, please discuss these with your guidance counselor prior to choosing Youth Options courses.

Movement and Music for Children

10-307-111   **3 Credits**

Presents movement activities to help children develop sensory awareness, songs and rhythms to use in developing skills and concepts, and ways to help children have fun and learn through movement and music.

ECE: Infant & Toddler Dev

10-307-151   **3 Credits**

Teaches infant toddler development as it applies to an early childhood education setting. Course competencies include: integrate strategies that support diversity and anti-bias perspectives; analyze development of infants and toddlers (conception to three years); correlate prenatal conditions with development; summarize child development theories; analyze the role of heredity and the env. and more.

ECE: Hlth Safety & Nutrition

10-307-167   **3 Credits**

Examines the topics of health, safety and nutrition within the context of the early childhood educational setting. Course competencies include: integrate strategies that support diversity and anti-bias perspectives; follow governmental regulations and professional standards as they apply to health, safety and nutrition; provide a safe early childhood program and more.

ECE: Art Music & Lang Arts

10-307-178   **3 Credits**

Focuses on beginning level curriculum development in the specific content areas of art, music and language arts. Course competencies include: integrate strategies that support diversity and anti-bias perspectives; examine the critical role of play; establish a developmentally appropriate environment; develop activity plans that promote child development and learning and more.

ECE: Child Development

10-307-179   **3 Credits**

Examines child development within the context of the early childhood education setting. Course competencies include: analyze social, cultural and economic influences on child development; summarize child development theories; analyze development of children ages three through eight; summarize the methods and designs of child development research and more.

ECE: Children w Diff Abilities

10-307-187   **3 Credits**

Focuses on the child with differing abilities in an early childhood education setting. Course competencies include: integrate strategies that support diversity and anti-bias perspectives; provide inclusive programs for young children; apply legal and ethical requirements including, but not limited to, ADA and IDEA and more.

ECE: Family & Community Rel

10-307-195   **3 Credits**

Examines the role of relationships with family and community in early childhood education. Course competencies include implement strategies that support diversity and anti-bias perspectives when working with families and community; analyze contemporary family patterns, trends and relationships; utilize effective communication strategies; establish ongoing relationships with families and more.

Human Services

Human Assertiveness

10-520-100   **1 Credit**

Assists individuals to cope effectively with the conflicts experienced in daily living. Topics include fight/flight assertiveness, human rights, manipulation, assertive persistence, authority situations, equal relationships, social assertiveness, and work effectiveness and assertiveness.

Stress Management

10-520-103   **1 Credit**

Focuses on the awareness of stress and how people respond to stress physically, emotionally and intellectually. Lifestyle stressors and prevention strategies are identified. Participants design a personal plan to assist in their stress-coping skills.

Information Technology

Windows Basics

10-107-120   **1 Credit**

Focuses on helping students to improve PC working skills and to understand the tasks an operating system performs. The current Windows Operating System is used to teach concepts and skills. Topics include Windows basics, navigation and file management skills, customizing the Windows working environment, using the Search function, and disk maintenance utilities.

Web Tools

10-107-137   **2 Credits**

Introduces advanced concepts in word processing, spreadsheet, database and presentation software along with integration of these applications. Database concepts are covered including the design, creation and use of simple Access databases. Research strategies for the Internet are also covered.

Microcomputer Applications

10-107-150   **2 Credits**

Designed for students with little or no hands-on computer experience. Presents the basic functions of the Windows operating system and how to use the word processing, spreadsheet and presentation functions of Microsoft Office software. Students will integrate various functions of several Microsoft packages.

Systems Analysis

10-107-158   **3 Credits**

Introduces the principles and techniques of modern system analysis and design. It explores the fundamentals of traditional systems and methodologies, data flow diagrams and case tools. It also tracks the systems' development life cycle and explains the various stages.

Prerequisite: C# Introduction to Programming (10-152-111) OR C# Intermediate Programming (10-152-116) OR Visual Basic Introduction (10-152-115)

IT Concepts

10-107-184   **2 Credits**

Provides students with a foundation in information technology and the use of information systems in today's business environment. Students explore fundamental computer concepts and terminology of the World Wide Web, e-mail, emerging technologies, hardware and software components and devices, programming languages, network basics, operating systems, and ethics.

IT Career Exploration

10-107-187   **1 Credit**

Acquaints students with career options and related job skills, salaries and employment trends in the information technology field. Familiarizes them with the IT program degrees offered at Fox Valley Technical College.

Network Cabling

10-150-115   **2 Credits**

Examines structured premises cabling systems, industry standards, media characteristics, connectors, transmission, electrical concepts, safety, pulling and terminating cable, and testing cable.

Network Infrastructure 1

10-150-116   **3 Credits**

Covers networking topics including the OSI model, local area and wide area networking. Also focuses on assigning network addresses and configuring network devices including Cisco routers and switches. Includes considerable hands-on learning activities and helps prepare learner for the Cisco CCNA exam.

Linux, Introduction to

10-150-147   **2 Credits**

Covers introductory Linux topics including operating system basics, system installation, file system management, file system administration and basic commands. Considerable hands-on learning is included.

Windows Server

10-150-156   **3 Credits**

Covers Microsoft Windows Server 2008 administration including server hardware and software, Active Directory, file resources, printers, disk resources, Web resources, DNS, DHCP, Remote Access Services, and virtualization. Monitoring and troubleshooting server resources are also examined. Extensive hands-on activities are included.

Prerequisite: Desktop Security & Configuration (10-154-107) OR PC Support (10-154-104) OR instructor approval

Network Essentials

10-150-162 **2 Credits**

Provides an introduction to networking theory and technologies, including the basics of communication, common protocols, the OSI model, network topologies, local network media, wide area networks, network devices, and networking tools. It focuses on understanding how and why networks work and includes considerable hands-on troubleshooting exercises.

Cascading Style Sheets (CSS)

10-152-106 **3 Credits**

Learn CSS structure and rules to create tableless layouts, using relative, fixed or float position techniques, style and size fonts, create Web site navigation, create accessible Web sites, and work with CSS browser capability.

C# Introduction to Programming

10-152-111 **3 Credits**

Introduces students with little or no programming background to programming and logic principles that apply to traditional and Windows systems. Uses C# to apply the principles by developing simple Windows applications.

Computer Programming C++

10-152-114 **3 Credits**

Introduces C++ programming concepts and statements including input and output of data in a console application, variables and data type considerations, if-else and switch-case programming constructs, looping constructs, creating programmer defined functions, arrays, pointers, string manipulation, data structures and sequential file processing. It also introduces Object Oriented Programming in the C++ language.

Prerequisite: C# Introduction to Programming (10-152-111) OR C# Intermediate Programming (10-152-116) OR Visual Basic Introduction (10-152-115) OR JavaScript, Introduction to (10-152-117)

C# Intermediate Programming

10-152-116 **3 Credits**

Covers C# programming concepts and statements starting with basic class/object terminology. Investigates data types, methods and behaviors, iteration, arrays, lists and collections, Windows (GUI) programming, event programming, inheritance, file IO, exception handling and Database access methods.

Prerequisite: C# Introduction (10-152-111) OR Visual Basic Introduction (10-152-115) OR Computer Programming C++ (10-152-114).

JavaScript, Introduction to

10-152-117 **3 Credits**

Teaches basic concepts of programming using JavaScript and XHTML languages. Focuses on embedding JavaScript in HTML, program control logic and introduces object-oriented programming.

HTML

10-152-120	**2 Credits**

Presents the foundation skills necessary to create Web pages using HyperText Markup Language (HTML). Covers design concepts, hypertext links, tables, frames and Cascading Style Sheets (CSS) as well as an introduction to forms.

Data Access for Programmers

10-152-168	**3 Credits**

Provides background in fundamental database concepts, design, documentation, implementation and distribution involving the relational database model. Students will create, query and update relational databases using Structured Query Language (SQL).

Emerging Technologies and Trends

10-154-101	**3 Credits**

Explores the acquisition and support roles of PC peripheral technologies. Learn to use different learning methodologies to develop and present a Portfolio of Assessment. Through lectures, demonstrations and hands-on applications, students examine file formats, digital imaging (cameras, scanners and video), printer technologies, PDAs, storage devices, sound technologies and displays.

IT Customer Service Skills

10-154-102	**2 Credits**

Covers the interpersonal, communication and problem-solving skills required in technical support positions. Exercises provide interaction with other learners in a team. Students explore the information and technical tools needed to function effectively in a support position. Students will be expected to schedule an additional hour each week in the on-campus Student Help Desk, developing skills working with customers in a help desk setting.

Help Desk Concepts

10-154-103	**4 Credits**

Introduces techniques used to install software, document software installations and how to train end-users. Explains basic concepts and implementation of a training plan. Also presents an overview of help desk operations. Students gain a better understanding of how people, processes, technology and information affect the typical help desk. Students will be expected to schedule an additional hour each week in the on-campus Student Help Desk, developing skills working with customers in a help desk setting.

Desktop Service and Support

10-154-105	**2 Credits**

Provides students with the background needed to build the knowledge and skills to support end-users and computers running the Microsoft suite of productivity applications. The course is directed at the skills needed to work in a variety of environments, including corporate environments as well as support for home users via phone support, remote support and retail counter support.

Corequisite: Desktop Security & Configuration (10-154-107) or PC Support (10-154-104)

Desktop Repair and Maintenance

10-154-106	2 Credits

Covers configuring, maintaining, upgrading and repairing Intel-based computers and exploring functions and interrelations between components. The course examines system configuration, component care, system improvement, troubleshooting and failure identification. Advanced PC operating system concepts are also covered.

Corequisite: Desktop Security & Configuration (10-154-107) or PC Support (10-154-104)

Desktop Management

10-154-107	2 Credits

Introduces students to the skills needed to support client PC Operating Systems. Through significant hands-on activities, learn how to configure, secure, utilize and troubleshoot client operating systems.

Law Enforcement & Public Safety

Criminal Justice

A Youth Options student with a general interest in criminal justice may take the following course while in high school:

10-504-900 Introduction to Criminal Justice

However, if a student is interested in taking this course to become certified as a law enforcement officer, he or she must:

- Be at least 17 when taking the course
- Have a high school diploma or equivalent at the time of enrollment
- Complete the certification requirements within three years of beginning the class (if the student plans to take a two-year certification-track program)

If you meet the above requirements, you can take the class for certification.

If you do not meet the above requirements, you may still take the course, **but it will not count toward certification.** If you later decide to enroll in a College Certification Track Criminal Justice degree, you will have to re-take the class at that time.

Introduction to Criminal Justice

10-504-900	3 Credits

Distinguish the roles of courts and law enforcement agencies; identify the role of law enforcement in American society; describe how professionalism and ethics relate to law enforcement; apply principles of critical thinking, decision-making, and problem solving; defend the importance of written agency policies; and distinguish between ministerial and discretionary duties.

Prerequisite: ACCPL Reading >= 54 & Sentence >= 83 OR ACT (Read/Sent) >= 18 OR Program Prep

Forensic Science

Laboratory Methods for Forensic Science

10-806-120 **1 Credit**

Introduces scientific methods used in a laboratory. Emphasis is on general laboratory safety and specific precautions for working safely with chemical or biological materials. Proper techniques in documentation will be practiced. The learner will become familiar with identification of laboratory equipment and become proficient at laboratory measurements.

Manufacturing

Machine Tool Technology

Metallurgy

10-420-111 **2 Credits**

Introduces ferrous and nonferrous metals. The properties and behaviors of these metals are considered in regard to their application. Participants test the microscopic structure of the metals with respect to their properties. Common heat-treating methods are used to change the properties of the metal.

Manufacturing Processes, Cold-Machining

10-420-145 **2 Credits**

Covers the basic machining processes used to cut, form and shape materials to desired forms, dimensions and surface finishes. This course examines metal-cutting machines, cutting tools and workholding devices including jigs and fixtures. Metal stamping and forming processes are also reviewed.

Manufacturing Techniques, Cold

32-420-314 **1 Credit**

Focuses on the manufacturing processes not necessarily done in a machine shop and covers techniques performed on materials in a cold state. Topics include cold-working metals, metal stamping and forming in presses, recent techniques in metalworking, and polishing and finishing of metal surfaces.

Measurement & Benchwork 1

32-420-331 **3 Credits**

Builds a foundation for subsequent training in machining, industrial maintenance or other industrial areas requiring correct and accurate use of hand tools and precision measuring instruments in a safe manner. Prepares students for entry-level machine operator or maintenance machinist position in an industrial plant.

Prerequisite: ACCPL Arithmetic >= 65 OR ACT Math >= 18 OR Math for the Trades (31804307) with a C or better OR Program Prep and ACCPL Reading >= 54 OR ACT Read >= 18 OR Program Prep

Measurement & Benchwork 2

32-420-332	3 Credits

Continues to build a foundation for subsequent training in machining, industrial maintenance or other industrial areas requiring correct and accurate use of hand tools and precision measuring instruments in a safe manner. Prepares students for entry-level machine operator or maintenance machinist positions in an industrial plant.

Prerequisite: ACCPL Reading >= 54 OR ACT (Read) >= 18 OR Program Prep; ACCPL Arithmetic >= 65 OR ACT (Math) >= 18 OR Program Prep OR Math for the Trades (31804307) with a C or better; Core: Measurement & Benchwork 1 (32420331)

Engine Lathe 1

32-420-333	3 Credits

Introduces aspiring machinists or maintenance mechanics to the basic operations and safety practices associated with the engine lathe. Prepares students for entry-level machine operator or maintenance machinist positions in an industrial plant.

Prerequisite: ACCPL Read >= 54 & Arithmetic >= 65 OR ACT (Read) >= 18 & ACT (Math) >= 18 OR Program Prep; Core: Measurement & Benchwork 2 (32-420-332)

Engine Lathe 2

32-420-334	3 Credits

Continues to introduce aspiring machinists or maintenance mechanics to the basic operations and safety practices associated with the engine lathe. Prepares students for entry-level machine operator or maintenance machinist positions in an industrial plant.

Prerequisite: ACCPL Read >= 54 & Arithmetic >= 65 OR ACT (Read) >= 18 & ACT (Math) >= 18 OR Program Prep; Core: Engine Lathe 1 (32-420-333)

Mechanical Drafting

Drafting, Basic Mechanical, Machine Tool

32-421-313	2 Credits

Includes the fundamentals of drafting through the use of sketches on grided paper. In addition, the student will also be introduced to commands and CAD/CAM techniques using MasterCam. MasterCam is a cad/cam system that is used in industry.

Prerequisite: Blueprint Reading, Machine Tool Program (32-421-324)

Blueprint Reading, Machine Tool Program

32-421-324	2 Credits

Focuses on the interpretation of machine drawings. Students study isometric and orthographic views on drawing and develop simple working drawings. Topics include dimensions, internal and external threads, holes, bores, fillets, radii, surfaces, planes, metric and geometric dimensioning and tolerancing.

Welding

Welding, Applied-Diesel

10-442-105   **3 Credits**

Acquaints students with the common welding techniques and procedures for arc and oxyacetylene welding in all positions. Topics include fusion welding, brazing, cutting, metal identification, selection of electrodes and American Welding Society symbols. Students will also develop skills in working with other people.

Manufacturing Processes, Hot-Welding

10-457-103   **2 Credits**

Introduces the hot-welding processes used in industry. Students examine the manufacturing of steel, heat treating, foundry work, casting, rolling, forging, extrusion and welding.

Cutting Processes

10-457-161   **2 Credits**

Covers laser cutting, abrasive water jet cutting, oxy-fuel cutting, plasma arc cutting and air-carbon arc cutting. Individual parts are produced using computerized and manual equipment. The parts may be joined, by welding, to complete an assembly. Students work in a team environment to complete an assignment.

Welding & Metal Fab Intro & Safety

10-621-105   **1 Credit**

Provides instruction in welding and metal fabrication safety. Students will identify environmental work and personnel hazards common with the industry and proper personal protection methods. Students will also perform common tasks essential to utilization of the welding and metal fabrication lab.

Weld Print Reading

10-621-108   **1 Credit**

Provides practice in reading shop drawings. Topics include orthographic projection, auxiliary views, revolved sections, surface and centerline relationships, isometric drawings, scale drawing and tolerances.

Weld Symbols

10-621-114   **1 Credit**

Teaches students to interpret detailed weld symbols using the American Welding Society standard.

Welding Metallurgy

10-621-116   **3 Credits**

Introduces students to basic metallurgy including the location of ore deposits, derivation of metals from their ores, refinement and purification, and admixture and alloying. The classification of ferrous and nonferrous metals and the study of basic metallurgical diagrams is also discussed. Students focus on the behavior of metal during welding and the effects of welding on the properties of metals.

SMAW Techniques 1

10-621-121	**2 Credits**

Covers the process commonly known as stick welding. Upon completion of this course, the student will be able to weld in all positions, read some basic weld symbols, and have a basic understanding of written welding procedures.

Corequisite: Must purchase AWS Handbook by enrolling in catalog number 94-621-001.

SMAW Techniques 2

10-621-122	**2 Credits**

A continuation of SMAW Techniques 1. Students will complete lab exercises from SMAW Techniques 1. The student will be able to thoroughly understand a written welding procedure. Emphasis will be placed on the AWS D1.1 welding code. Upon completion of this course, the student will be able to weld in all positions without a backing plate on both V-Groove plate and pipe.

Prerequisite: SMAW Techniques 1 (10-621-121)

GMAW Techniques 1

10-621-123	**2 Credits**

Demonstrates welding on steel sheet metals and plates. Emphasis is placed on axial spray, pulse spray and short circuit mode of transfer. Upon completion of this course, the student will be able to weld in all positions, read basic weld symbols, and have an understanding of written welding procedures.

Corequisite: Must purchase AWS Handbook by enrolling in catalog number 94-621-001.

GMAW Techniques 2

10-621-124	**2 Credits**

Teaches students to weld on stainless steel and aluminum sheet metal and plate. The student will be able to differentiate, select proper electrodes, shielding gases, and properly adjust parameters. Emphasis is placed on axial spray, pulse spray and short circuit mode of transfer depending on base metal. Upon completion of this course, the student will be able to weld in all positions, read some basic weld symbols, and have a basic understanding of written welding procedures.

Prerequisite: GMAW Techniques 1 (10-621-123)

FCAW Techniques

10-621-125	**2 Credits**

A study and operation of primarily flux cored arc welding. The student will learn about the different types of electrodes, fluxes and shielding gases used in these processes. Students will be able to weld in all positions, read some basic weld symbols, and have a basic understanding of written welding procedures.

Corequisite: Must purchase AWS Handbook by enrolling in catalog number 94-621-001.

Marketing, Sales & Service

Interior Design

Fundamentals of Design

10-304-110   **3 Credits**

Provides a foundation in the principles and elements of design. The understanding of good design, taste and creativity is stressed in student projects. Students use their projects in a design show.

Commercial Design

10-304-123   **1 Credit**

Introduces the commercial aspects of design, office planning, office landscaping, and job specification.

Prerequisites: Color Theory (10-304-127); Drafting for Interior Design (10-304-131) OR Drafting Skills for Interiors (10-304-167)

Basic Interior Design

10-304-125   **3 Credits**

Focuses on the basic elements, materials, and mathematics of interior design. Topics include furniture arranging and the treatment of windows, walls and floors.

Reupholstery

10-304-126   **2 Credits**

Studies manufacturers' upholstery methods and presents the techniques of upholstering and the art of reupholstering. Students reupholster a furniture piece.

Color Theory

10-304-127   **3 Credits**

Explores the basic principles of color. Color harmonies are correlated with practical problems as they apply to interior design. Students present their plans, selection of furnishings and colors for group discussion and critique.

Textiles

10-304-129   **3 Credits**

Studies textiles as they appear in interiors, taking the student from fiber to fabric. Topics include fibers, yarns, fabric construction, finishes and decorating techniques. Emphasis is on selection, care, use, and textile legislation as related to the field of interior design.

Window Treatment/Drapery Making

10-304-130   **1 Credit**

Focuses on three fabrication projects provided by students. This hands-on course includes instruction of window treatments from measurements of the window and fabric and hardware selection through construction. Basic sewing skills are helpful.

Drafting for Interior Design

10-304-131   **2 Credits**

Introduces the techniques and language of architectural drafting and construction. Basic floor plan and elevation drafting is practiced.

Business Principles for Interior Design

10-304-135 **1 Credit**

Presents the business aspects of a career in interior design. Topics include business forms, billing procedures and business setup.

Visual Display

10-304-137 **2 Credits**

Explores displays and vignettes used in the commercial and residential design business. This course is a practicum for construction of these types of displays.

Prerequisite: Fundamentals of Design (10-304-110)

Accessories

10-304-139 **2 Credits**

Covers the selection and display of accessories in designing residential and commercial interiors. It provides instruction in matting and framing techniques and in creating floral displays, wall groupings and table settings.

Prerequisites: Fundamentals of Design (10-304-110); Color Theory (10-304-127)

History of Furniture

10-304-144 **3 Credits**

Examines the history of art, architecture and furnishings from early Egypt through the Western World of the 20th century. Special attention is given to European court styles and the decorative arts of Colonial America.

Perspective Drawing

10-304-146 **1 Credit**

Introduces the theory of perspective drawing of interior spaces. Sketching techniques and perspective grids are used to create basic three-dimensional drawings of rooms.

Computer Basics for Design

10-304-150 **1 Credit**

Introduces interior design software. This course covers computer hardware, printers, data storage materials and using the mouse. Students create and save design files and folders, plot or print, and do page setup using desktop icons, menus, toolbars and basic Windows functions.

Wall Finishes

10-304-151 **1 Credit**

Explores the latest trends in painting techniques and wall coverings. Topics include paint mixing and application, finish manipulation, and wall covering selection, calculation and application. Students use a simulation lab.

Flooring

10-304-152 **1 Credit**

Helps the student with a special interest in carpet and flooring gain a further knowledge of flooring types and materials. Students practice planning layouts effectively and accurately. Selling tips are discussed.

Sketching for Interior Design

10-304-164 **1 Credit**

Drawing exercises will include various approaches to perspective. The visual learner will gain understanding of perspective through methods geared toward drawing what you see. The graphic or analytical learner will use a method of calculated use of points and lines. Timed exercises will be used to increase confidence in freehand drawing skills.

SketchUp

10-304-165 **1 Credit**

Explores the use of the Google SketchUp software for creating virtual 3-D models of architectural elements and interior spaces. Using various design, rendering, and visualization features available in the software the learner will be able to produce presentation-quality materials and portfolio-ready graphics. The course will also cover the basics of virtual walkthrough and animation in the 3-D environment. Familiarity with computers and Microsoft Windows is required.

Prerequisite: Drafting for Interior Design (10-304-131)

Marketing

Marketing 1, Principles of

10-104-151 **3 Credits**

Introduces modern marketing practices. The course examines the role played by marketing in society and covers consumer motivation, market segmentation, product development, advertising and channels of distribution.

Retail Principles

10-104-157 **3 Credits**

Develops the skills and knowledge necessary for entry into a mid-management position in retailing. The course analyzes the role and development of retailing, buying and selling, personnel, store location and layout, sales promotion and financial control.

Intro to Sales

10-104-166 **3 Credits**

Examines the basic concepts and principles of sales as they apply to retailing. It includes wholesaling and industrial selling, the function of selling in business and living, careers in personal selling, requirements and rewards, buying motives, product knowledge, prospecting and approach, product presentation, sale closing, account servicing and handling objections.

Printing Technologies

Flexographic Printing / Printing & Publishing

Package and Label Introduction

10-204-107   **5 Credits**

Introduces students to flexographic printing. It focuses on job planning skills such as die and package layouts and job order preparation. The content is presented through lecture, lab activities and field trips.

Prerequisite: Admission to Package & Label Printing Technician (102044) or Package and Label Printing (312046)

Adobe InDesign 1

10-204-114   **3 Credits**

Introduces digital prepress techniques used to print products using lithographic offset printing and/or digital output devices. Adobe InDesign is used to explore formatting text, working with graphics, typography, file preparation and page layout procedures. Students practice basic file management and merge text with graphics to produce finished documents. Students will also work with the vector drawing tools found in Adobe InDesign.

Flexographic Printing, Introduction to

10-204-127   **2 Credits**

Introduces the flexographic printing process. The function and relationship of plates, inks, solvents and substrates are studied as they relate to the flexo printing operation. Presswork is taught through analysis of press operations and components and actual hands-on operation through production runs. Tours of flexo operations are included.

Graphic Reproduction Methods

10-204-141   **3 Credits**

Introduces various printing processes, their strengths, and limitations and introduces the topic of workflow through a printing plant. This course combines lectures, lab activities, and field trips to acquaint students with the industry and its primary print processes.

Design & Copy Preparation

10-204-142   **2 Credits**

Introduces students to basic design principles used to design pages that will be printed using lithographic offset presses and/or digital output devices. These principles are used to make decisions regarding page layout, typeface selection, graphics and working with color. Extensive study of typography as it applies to design will be covered through hands-on projects as well as an introduction to raster graphics using Adobe Photoshop. Department consent required.

Corequisites: Adobe InDesign 1 (10-204-114); admission to the Printing & Publishing plan

Offset Presswork - A

10-204-147   **3 Credits**

Introduces students to the fundamental concepts of sheet-fed offset press systems and operations. Students print various single color forms on small format offset presses. Web-offset presses are also discussed. Safety in the work environment is stressed.

Transportation

Auto Body - Chassis & Finish

Collision Repair Welding 1

10-405-144   **2 Credits**

Provides instruction in welding safety; introduction to the GMAW (MIG) welding process and equipment; and skills training in GMAW (MIG) welding on light gauge automotive steels in the flat, vertical and overhead positions. Students apply safe welding standards to a variety of industry applications on metals in a lab setting.

Corequisite: Intro to Auto Refinishing (10-405-181) OR Intro to Collision Repair (10-405-180)

Intro to Collision Repair

10-405-180   **2 Credits**

Focuses on developing the skills in professionalism, safety, and the use of basic hand and power tools and equipment in accordance with industry-accepted standards. Students are introduced to collision repair industry terms and definitions, as well as identifying and using collision repair information and procedures.

Intro to Automotive Refinishing

10-405-181   **2 Credits**

Provides the learner with safety considerations and environmental regulations and how they apply to surface coating application. Emphasis is on personal protection, types of equipment operation and maintenance, and spray gun set-up and transfer efficiencies. Learners are also introduced to buffing and polishing in this course.

Automotive Technology

Please note: Automotive Service Fundamentals is the co-requisite to Steering & Suspension Systems. Students should not enroll in Steering & Suspension Systems as a stand-alone choice; however, student may take Automotive Service Fundamentals by itself.

Students need to take the Bennett Mechanical Comprehension Test and Accuplacer test to enroll in Automotive Service Fundamentals and Steering & Suspension Systems.

Brake Systems

10-602-104   **3 Credits**

Focuses on developing the skills needed to diagnose, service and repair vehicle braking systems with and introduction to ABS. (ABS diagnosis, service and repair will be addressed in the Advanced Chassis course.)

Prerequisite: Completion of 94602100 Bennett Mechanical Assessment with a score of 27% or completion of 10806175 Science Principles for Transportation; ACCPL Reading >= 47 OR ACT Read >= 15 OR Program Prep; Corequisite: Automotive Service Fundamentals (10-602-107)

Automotive Service Fundamentals

10-602-107   **2 Credits**

Focuses on developing skills in professionalism, safety, and the use of basic and power tools in accordance with industry standards. Students are introduced to the automotive service industry and learn to use both comprehensive and manufacturer's service information to perform basic under-hood and under-car services.

Prerequisite: Completion of 94602100 Bennett Mechanical Assessment with a score of 27% or completion of 10806175 Science Principles for Transportation; ACCPL Reading >= 47 OR ACT Read >= 15 OR Program Prep

Steering & Suspension Systems

10-602-124   **3 Credits**

Focuses on developing the skills needed to diagnose, service and repair steering and suspension systems including wheel alignment procedures.

Prerequisite: ACCPL Reading >= 47 OR ACT Read >= 15 OR Program Prep; Corequisite: Automotive Service Fundamentals (10-602-107) or Intro to Auto Refinishing (10-405-181) or Intro to Collision Repair (10-405-180)

Electrical & Electronic Systems 1

10-602-125   **2 Credits**

Focuses on developing the skills needed to diagnose, service and repair electrical and electronic systems. Learners apply Ohm's Law to basic electrical circuit diagnosis.

Prerequisite: Completion of 94602100 Bennett Mechanical Assessment with a score of 27% or completion of 10806175 Science Principles for Transportation; ACCPL Reading >= 47 OR ACT Read >= 15 OR Program Prep; Corequisite: Auto Service Fundamentals (10-602-107) or Intro to Auto Refinishing (10-405-181) or Intro to Collision Repair (10-405-180)

Electrical & Electronic Systems 2

10-602-127   **3 Credits**

Focuses on developing the skills needed to diagnose, service and repair electrical and electronic systems Including batteries, starting, charging, and lighting systems, and computer control systems.

Prerequisite: ACCPL Reading >= 47 OR ACT Read >= 15 OR Program Prep; Corequisite: Electrical & Electronic Systems 1 (10-602-125); Engine Repair 2 (10-602-123); Engines Machining (10-602-161)

Welding for Automotive Technology

10-602-160   **1 Credits**

Focuses on developing skills in welding and cutting used in automotive mechanical repair facilities. Methods of welding and cutting include oxy-fuel and gas metal arc welding (MIG). Students will learn to set up equipment and weld in various materials typically found in automotive technologies.

Prerequisite: ACCPL Reading >= 47 OR ACT Read >= 15 OR Program Prep

Science Principles for Transportation   **3 Credits**

10-806-175

Introduces the physics principles involved with technical measurement, force application, fluid properties, heat and electricity. Emphasizes problem-solving skills, teamwork and the application of scientific principles in the transportation industry.

Corequisite: Math for the Trades (31-804-307) or College Technical Math 1 or 1A(10-804-115/113) or College Mathematics (10-804-107)

Combustion Engines

Introduction to Diesel Mechanics

10-412-111   **2 Credits**

Introduces the student to the diesel shop environment, and emphasizes shop safety and general shop practices. The course prepares the student for success in the core diesel program classes.

Corequisites: Diesel H.D. Brake Systems, Diesel Steering and Suspension, Diesel Preventative Maintenance, Drive Train, Tune-up & Diagnostic Testing, Diesel H.D. Fuel Systems, Diesel Engine Rebuilding, or Diesel Elect Fuel Management

Diesel Heavy Duty Brake Systems

10-412-112   **3 Credits**

Focuses on the air brake system component operation and maintenance for trucks and tractor/trailers. Students will learn to perform overhaul procedures for cam; wedge and disc air operated foundation brakes, as well as heavy-duty hydraulic brakes. It provides the opportunity for students to test and troubleshoot the entire air and hydraulic brake systems, including ABS systems found in trucks.

Prerequisite: ACCPL Reading >= 47 OR ACT Read >= 15 OR Program Prep; Corequisites: Intro to Diesel Mechanics 10412111; Diesel H.D. Brake Systems 10412112; Diesel Steering and Suspension 10412113; Diesel Preventative Maintenance 10412114; Drive Train 10412118

Diesel Steering and Suspension

10-412-113   **2 Credits**

Focuses on heavy-duty truck suspensions and steering systems. Students will learn about the operation, maintenance and overhaul of various types of heavy-duty suspensions. It provides technicians with the opportunity to perform total vehicle alignments. Testing and troubleshooting of power steering systems and steering complaints are also covered.

Prerequisite: ACCPL Reading >= 47 OR ACT Read >= 15 OR Program Prep; Corequisites: Intro to Diesel Mechanics 10412111; Diesel H.D. Brake Systems 10412112; Diesel Steering and Suspension 10412113; Diesel Preventative Maintenance 10412114; Drive Train 10412118

Diesel Preventive Maintenance

10-412-114   **3 Credits**

Focuses on the techniques for performing preventive maintenance and DOT criteria for performing annual inspections. Discussion includes the importance of vehicle maintenance and inspections. Students learn record-keeping requirements and earn an annual inspection certificate upon successful completion of the test at the conclusion of the class.

Prerequisite: ACCPL Reading >= 47 OR ACT Read >= 15 OR Program Prep; Corequisites: Intro to Diesel Mechanics 10412111; Diesel H.D. Brake Systems 10412112; Diesel Steering and Suspension 10412113; Diesel Preventative Maintenance 10412114; Drive Train 10412118

Drive Train

10-412-118	**4 Credits**

Focuses on the operation and maintenance of the power train. Students will learn the procedures for overhauling, adjusting and troubleshooting heavy-duty transmission, clutches and various final drives found on over-the-road trucks and tractors. Students will learn how to calculate the change driveline angles.

Prerequisite: ACCPL Reading >= 47 OR ACT Read >= 15 OR Program Prep; Corequisite: Intro to Diesel Technology 10412101; Diesel H.D. Brake Systems 10412112; Diesel Steering and Suspension 10412113; Diesel Preventative Maintenance 10412114; Drive Train 10412118

Tune-up & Diagnostic Testing

10-412-127	**4 Credits**

Focuses on key troubleshooting skills and methodology. Engine system testing procedures and tools are used to analyze symptom-based engine problems. Application of computer diagnostic tools is employed in actual live road testing situations. Engine dynamometer operation will also be part of this course.

Prerequisite: ACCPL Reading >= 47 OR ACT Read >= 15 OR Program Prep; Corequisite: Intro to Diesel Tech 10412101; Tune-up & Diagnostic Testing 10412127; Diesel H.D. Fuel Systems 10412132; Diesel Engine Rebuilding 10412133; Diesel Elect Fuel Management 10412134

Service Management

10-412-128	**4 Credits**

Focuses on business operations, shop liability and human relations issues in the diesel mechanics field. Students will be introduced to regulations for federal and state agencies such as OSHA, DILHR, DOT and the DNR.

Diesel Heavy Duty Fuel Systems

10-412-132	**3 Credits**

Focuses on modern fuel subsystems' design and functionality. Lab demonstrations cover testing of the heavy duty fuel systems and troubleshooting, with a strong emphasis on component identification, inspection and adjustment.

Prerequisite: ACCPL Reading >= 47 OR ACT Read >= 15 OR Program Prep; Corequisites: Intro to Diesel Mechanics 10412111; Tune-up & Diagnostic Testing 10412127; Diesel H.D. Fuel Systems 10412132; Diesel Engine Rebuilding 10412133; Diesel Elect Fuel Management 10412134

Diesel Engine Rebuilding

10-412-133	**3 Credits**

Provides students with the opportunity to disassemble, identify each part of a modern diesel engine, measure all wear points and make reuse recommendations. Students will also reassemble an electronic controlled diesel engine. Component analysis, function and operation theories of the diesel engine are lecture topics studied.

Prerequisite: ACCPL Reading >= 47 OR ACT Read >= 15 OR Program Prep; Corequisites: Intro to Diesel Mechanics 10412111; Tune-up & Diagnostic Testing 10412127; Diesel H.D. Fuel Systems 10412132; Diesel Engine Rebuilding 10412133; Diesel Elect Fuel Management 10412134

Diesel Electronic Fuel Management Systems

10-412-134 | **3 Credits**

Focuses on electronic computer controlled engine management system function, component identification and computer based diagnostic tool operation. Lab demonstrations cover component identification, function and testing of the engine management systems. The course also introduces the student to proper operation and use of electronic testing with the use of a digital volt ohm meter.

Prerequisite: ACCPL Reading >= 47 OR ACT Read >= 15 OR Program Prep; Corequisites: Intro to Diesel Mechanics 10412111; Tune-up & Diagnostic Testing 10412127; Diesel H.D. Fuel Systems 10412132; Diesel Engine Rebuilding 10412133; Diesel Elect Fuel Management 10412134

Transportation

Semi-Trailer Repair 1

30-412-300 | **3 Credits**

Focus is on how to repair Semi-trailer side panels, roofs, and top and bottom rails. Students will learn how to replace doors, cross members, and check trailers for leaks. It provides the students the opportunity to perform general trailer maintenance.

Corequisites: Intro to Semi-Trailer Repair (30-412-305); Semi-Trailer Elec 1 (30-412-301); Semi-Trailer Brakes & ABS (30-412-302); Semi-Trailer Suspension Repair (30-412-304); Semi-Trailer Repair 1 (30-412-300); Semi-Trailer Annual Inspection (30-412-303)

Semi-Trailer Electrical

30-412-301 | **2 Credits**

Focuses on the fundamentals of electricity and how to repair electrical circuits found on Semi-trailers. Students will learn testing and troubleshooting procedures for trailer systems presently used in the industry, as well as how to perform repairs.

Corequisites: Intro to Semi-Trailer Repair (30-412-305); Semi-Trailer Elec 1 (30-412-301); Semi-Trailer Brakes & ABS (30-412-302); Semi-Trailer Suspension Repair (30-412-304); Semi-Trailer Repair 1 (30-412-300); Semi-Trailer Annual Inspection (30-412-303)

Semi-Trailer Brakes & ABS

30-412-302 | **2 Credits**

Focuses on the air brake system component theory, operation, repair and maintenance for Semi-trailers. Students will learn to perform overhaul procedures for cam, wedge, and disc air operated foundation brakes. It provides the opportunity for students to test and troubleshoot the entire air brake system including ABS systems found on Semi-trailers.

Corequisites: Intro to Semi-Trailer Repair (30-412-305); Semi-Trailer Elec 1 (30-412-301); Semi-Trailer Brakes & ABS (30-412-302); Semi-Trailer Suspension Repair (30-412-304); Semi-Trailer Repair 1 (30-412-300); Semi-Trailer Annual Inspection (30-412-303)

Semi-Trailer Annual Inspection

30-412-303 | **1 Credit**

Focuses on the techniques required to perform preventive maintenance and DOT criteria for performing annual inspections on Semi-trailers. Discussion includes the importance of vehicle maintenance and inspections. Students learn record-keeping requirements and earn an annual inspection certificate upon successful completion of the test at the conclusion of the class.

Corequisites: Intro to Semi-Trailer Repair (30-412-305); Semi-Trailer Elec 1 (30-412-301); Semi-Trailer Brakes & ABS (30-412-302); Semi-Trailer Suspension Repair (30-412-304); Semi-Trailer Repair 1 (30-412-300); Semi-Trailer Annual Inspection (30-412-303)

Semi-Trailer Suspension Repair

30-412-304 | **2 Credit**

Focuses on the operation, maintenance and overhaul of various types of heavy-duty Semi-trailer suspensions. Students will learn how to perform axle alignments, replace landing gear, and repair tire inflation systems.

Corequisites: Intro to Semi-Trailer Repair (30-412-305); Semi-Trailer Elec 1 (30-412-301); Semi-Trailer Brakes & ABS (30-412-302); Semi-Trailer Suspension Repair (30-412-304); Semi-Trailer Repair 1 (30-412-300); Semi-Trailer Annual Inspection (30-412-303)

Intro to Semi-Trailer Repair

30-412-305 | **2 Credit**

Focuses on the operation, maintenance and overhaul of various types of heavy-duty Semi-trailer suspensions. Students will learn how to perform axle alignments, replace landing gear, and repair tire inflation systems.

Corequisites: Intro to Semi-Trailer Repair (30-412-305); Semi-Trailer Elec 1 (30-412-301); Semi-Trailer Brakes & ABS (30-412-302); Semi-Trailer Suspension Repair (30-412-304); Semi-Trailer Repair 1 (30-412-300); Semi-Trailer Annual Inspection (30-412-303)

General Studies

College Skills

College Success 1

10-890-100 | **1 Credit**

Encourages students to explore and develop the skills, attitudes and habits leading to academic success. Topics include study skills such as memory devices, test-taking and note-taking; personal development skills including learning style and time management, and orientation to FVTC services and resources.

Career Analysis and Development

10-890-110B | **1 Credit**

Designed for students who are undecided about a program and career choice. Through the process of career planning, students discover how to match personal needs and expectations with satisfying career options. Individual career counseling services are available for students with specific career planning needs.

College and Career Success

10-890-110DE | **2 Credits**

Participants examine career options, develop academic and career goals, and learn specific skills to enhance their success in meeting their professional and personal goals. Topics include personal and academic assessments, determining career fits, and personal development skills including learning styles, time management, test-taking, how to access academic resources, and goal setting.

Communication Skills

English Composition 1

10-801-136   **3 Credits**

Designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing and revising are applied through a variety of activities. Students will analyze audience and purpose, use elements of research and format documents using standard guidelines. Individuals will develop critical reading skills through analysis of various written documents.

Prerequisite: ACCPL Reading >= 54 & Sentence >= 83 OR ACT (Read/English) >= 18 OR Program Prep

Written Communication

10-801-195   **3 Credits**

Teaches the writing process which includes prewriting, drafting and revising. Through writing assignments, students analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Class sessions and assignments involve giving oral presentations and using computers.

Prerequisite: ACCPL Reading >= 54 & Sentence >= 83 OR ACT (Read/Sent) >= 18 OR Program Prep

Oral/Interpersonal Comm

10-801-196   **3 Credits**

Focuses on developing various communication skills including speaking and listening. Students practice intrapersonal/interpersonal and nonverbal communication skills through oral presentations, group activities and written projects.

Prerequisite: ACCPL Reading >= 54 & Sentence >= 83 OR ACT (Read/Sent) >= 18 OR Program Prep

Speech

10-801-198   **3 Credits**

Covers the fundamentals of oral presentation, topic selection, audience analysis, speech organization, research, evidence and support, delivery, evaluation, listening and group problem solving.

Prerequisite: ACCPL Reading >= 54 & Sentence >= 83 OR ACT (Read/English) >= 18 OR Program Prep

Mathematics

Pre-Algebra

10-834-109   **3 Credits**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. This course does not count toward program degree completion.

College Mathematics

10-804-107   **3 Credits**

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of arithmetic and algebra; geometry and trigonometry; and probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

Prerequisite: ACCPL Arithmetic >= 65 OR ACT Math >= 18 OR Program Prep OR Not enrolled in a program. Personal/prof dev students who have not taken ACCUPLACER or ACT must consult with instructor at the first class.

College Technical Math 1A

10-804-113   **3 Credits**

Included topics are solving linear, quadratic, and rational equations; graphing; formula rearrangement; solving systems of equations; percent; proportions; and operations on polynomials. Emphasis will be on the application of skills to technical problems. Successful completion of College Technical Math 1A and College Technical Math 1B is the equivalent of College Technical Math 1.

Prerequisite: ACCPL Arithmetic >= 65 OR ACT Math >= 18 OR Program Prep

College Technical Math 1B

10-804-114   **2 Credits**

Continuation of College Technical Math 1A. Topics include measurement systems; computational geometry; right and oblique triangle trigonometry; and trigonometric functions on the unit circle. Emphasis will be on the application of skills to technical problems. Successful completion of College Technical Math 1A and College Technical Math 1B is the equivalent of College Technical Math 1.

Prerequisite: College Technical Math 1A (10-804-113)

College Technical Math 1

10-804-115   **5 Credits**

Includes solving linear, quadratic, and rational equations; graphing; formula rearrangement; solving systems of equations; percents; proportions; measurement systems; computational geometry; right and oblique triangle trigonometry; trigonometric functions on the unit circle; and operations on polynomials. Emphasis will be on the application of skills to technical problems. This course is the equivalent of successful completion of College Technical Math 1A and College Technical Math 1B.

Prerequisite: ACCPL Arithmetic >= 65 OR ACT Math >= 18 OR Program Prep

College Technical Math 2

10-804-116   **4 Credits**

Included topics are vectors; trigonometric functions and their graphs; identities; exponential and logarithmic functions and equations; radical equations; equations with rational exponents; dimension of a circle; velocity; sine and cosine graphs; complex numbers in polar and rectangular form; trigonometric equations; conic sections; and analysis of statistical data. Emphasis will be on the application of skills to technical problems.

Prerequisite: College Technical Math 1 (10-804-115) or College Technical Math 1B (10-804-114)

Math for Natural Resources Common Topics

10-804-117   **2 Credits**

Includes real numbers, linear equations, rate, ratio, proportion, percent, measurement systems, computational geometry and right-triangle trigonometry. Emphasis is on applied problems from the field of natural resources (surveying, water treatment, forestry, plant and wild life management).

Prerequisite: ACCPL Arithmetic >= 65 OR ACT Math >= 18 OR Program Prep; Corequisite: Natural Resources Common Topics (10-057-143)

Math w Business Apps

10-804-123 **3 Credits**

Covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuities, applying math concepts to the purchasing/buying process, applying math concepts to the selling process, and basic statistics with business/consumer applications.

Prerequisite: ACCPL Arithmetic >= 65 OR ACT Math >= 18 OR Program Prep

Introductory Statistics

10-804-189 **3 Credits**

Teaches students to display data with graphics, describe distributions with numbers, perform correlation and regression analyses, and design experiments. Students use probability and distributions to make predictions, estimate parameters and test hypotheses. They also draw inferences about relationships including ANOVA.

Math for the Trades

31-804-307 **2 Credits**

Focuses on the math skills needed for various trades. Topics include arithmetic fundamentals, percent and proportion applications, the metric system, conversions, practical geometry, measurement applications, signed numbers and formula evaluation. Micrometer, equation solving and standard rule measurement units are included as needed. Scientific calculator use is introduced as needed.

Natural Science

Principles of Animal Biology

10-806-105 **4 Credits**

Focuses on general biological principles, cell structure and function, genetics, comparative anatomy and physiology, evolution, and ecosystems. Includes dissection of various fresh and preserved materials. This course is appropriate for AODA students.

Prerequisite: ACCPL Reading >= 54 & Sentence >= 83 OR ACT (Read/Sent) >= 18 OR Program Prep

General Biology

10-806-114 **4 Credits**

Introduces general biological concepts and principles. Emphasis is on cell structure and function, genetics, evolution and taxonomical relationships. Consideration is also given to diversity among the various kingdoms. This course emphasizes an environmental perspective and is suitable for students in Natural Resources, Early Childhood Education, Laboratory Science, Forensic Science and others interested in environmental biology.

Prerequisite: ACCPL Reading >= 54 & Sentence >= 83 OR ACT (Read/Sent) >= 18 OR Program Prep

Laboratory Methods for Forensic Science

10-806-120DE   **1 Credit**

Introduces scientific methods used in a laboratory. Emphasis is on general laboratory safety and specific precautions for working safely with chemical or biological materials. Proper techniques in documentation will be practiced. The learner will become familiar with identification of laboratory equipment and become proficient at laboratory measurements.

General Chemistry

10-806-134   **4 Credits**

Covers inorganic chemistry and basic organic chemistry. Topics include metrics, problem solving, atomic structure, chemical reactions, solutions and concentrations, ionization, pH and organic compounds.

Prerequisite: ACCPL Algebra >= 51 OR ACT(Math) >=18 OR Program Prep with a C or better OR College Math 1 (10804115/113) OR Algebra (10804109) OR Tech Math (10804121) OR Math Tech Basic (10804125) OR College Math (10804107) OR Math Common Topics (10804117)

Gen Anatomy & Physiology

10-806-177   **4 Credits**

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision-making and professional communication with colleagues and patients. (This course also provides the foundation, and is prerequisite to, Advanced Anatomy and Physiology.)

Prerequisite: ACCPL Reading >= 54 & Sentence >= 83 OR ACT (Read/Engl) >=18 OR Program Prep; 2 semesters of HS Chemistry OR Gen Chemistry (10-806-134) with C or better. Can't enroll in multiple sections of Gen A&P in the same term.

Intro to Biochemistry

10-806-186   **4 Credits**

Provides students with skills and knowledge of organic and biological chemistry necessary for application within Nursing and other Allied Health careers. Emphasis is on recognizing the structure, physical properties and chemical reactions of organic molecules, body fluids, and acids. Additional emphasis is placed on biological functions and their relationships to enzymes, proteins, lipids, carbohydrates and DNA.

Prerequisite: Two semesters of high school chemistry or General Chemistry (10-806-134) with grade of C or better; ACCPL Reading >= 54 & Sentence >= 83 OR ACT (Read/Sent) >= 18 OR Program Prep

Basic Anatomy

10-806-189   **3 Credits**

Examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems.

Prerequisite: ACCPL Reading >= 54 & Sentence >= 83 OR ACT (Read/Sent) >= 18 OR Program Prep

Science for Trades

31-806-301	**2 Credits**

Presents physics principles important for students enrolled in vocational programs. Topics include measurement, properties of matter, forces, simple machines, heat and electricity.

Prerequisite: Math for the Trades (31-804-307) or College Mathematics (10-804-107) or College Tech Math 1A (10-804-113) or College Tech Math 1 (10-804-115)

Social Science

Think Critically & Creatively

10-809-103	**3 Credits**

Provides instruction in the vital, realistic and practical methods of thinking which are in high demand in all occupations of substance today. Decision making, problem solving, detailed analysis of ideas, troubleshooting, argumentation, persuasion, creativity, setting goals and objectives, and more are considered in-depth as the student applies specific thinking strategies and tools to situations in a wide variety of workplace, personal, academic and cultural situations.

Prerequisite: ACCPL Reading >= 54 & Sentence >= 83 OR ACT (Read/Sent) >= 18 OR Program Prep

Leadership as an Art

10-809-110	**3 Credits**

Focuses on the development of leadership abilities. Students create a personal philosophy of leadership and discuss moral and ethical responsibilities. Through study and observation of great leaders plus hands-on activities, students develop fundamental concepts of leadership.

Marriage and Family

10-809-128	**3 Credits**

This course introduces the student to the sociological aspects of marriage and family life in a contemporary American society. Emphasis is on the study of cognitive, emotional, and behavioral patterns associated with courtship, love, mate selection, sexuality, and marriage. Diversity in family structure is also introduced.

Abnormal Psychology

10-809-159	**3 Credits**

Focuses on a broad description of psychological disorders such as psychosis, neurosis and personality problems. It is geared toward an understanding of the deeper level forces and adjustment problems that create mental and emotional stress. Students prepare to recognize and deal with persons with mental dysfunctions.

Prerequisite: Introduction to Psychology (10-809-198) or Psychology of Human Relations (10-809-199)

Intro to Ethics: Theory & App

10-809-166	**3 Credits**

Provides a basic understanding of ethical theories and uses diverse ethical perspectives to analyze and compare relevant issues. Students will critically evaluate individual, social and/or professional standards of behavior and apply a systematic decision-making process to these situations.

Prerequisite: ACCPL Reading >= 54 & Sentence >= 83 OR ACT (Read/Sent) >= 18 OR Program Prep

Introduction to Diversity Studies

10-809-172 | **3 Credits**

Develops workplace skills needed to work with diverse groups of people. Ethnic relations are studied in global and comparative perspectives. Students examine their biases and gain awareness of differences and common ground shared. The course emphasizes how personal and cultural diversity enhances the effectiveness of work groups.

Prerequisite: ACCPL Reading >= 54 & Sentence >= 83 OR ACT (Read/Sent) >= 18 OR Program Prep

Developmental Psychology

10-809-188 | **3 Credits**

Studies human development across the lifespan from conception through old age and death. It focuses on the physical, intellectual, social, emotional and moral development of a person and presents the normal range of responses, reactions and behaviors of age-related development. It also helps students to distinguish what might be considered dysfunctional.

Prerequisite: Intro to Psychology (10-809-198) or enrollment in the Nursing-Associate Degree or Practical Nursing plan

Economics

10-809-195 | **3 Credits**

Provides a foundation of economic concepts and institutions so that students can apply economic thinking to their own decisions as consumers, employees and citizens in a market-oriented economic system. Topics include supply and demand, employment, prices and production, fiscal policy, monetary policy, market structures, and international trade and finance.

Prerequisite: ACCPL Reading >= 54 & Sentence >= 83 OR ACT (Read/Sent) >= 18 OR Program Prep

Intro to Sociology

10-809-196 | **3 Credits**

Focuses on the basic concepts of the intercultural discipline of sociology. Emphasis is placed on culture, socialization and social stratification. The course also looks at five institutions: family, politics, economics, religion and education. Additional topics include demography, deviance, technology, environmental social issues, and social change and organization.

Prerequisite: ACCPL Reading >= 54 & Sentence >= 83 OR ACT (Read/Sent) >= 18 OR Program Prep

Contemporary American Society

10-809-197 | **3 Credits**

Analyzes public policy issues relating to government, media, education, family and the workplace. This course also looks at the impact of global, multicultural and technological trends on American life and explores these issues by using critical thinking skills, advocating points of view, and participating in political processes.

Prerequisite: ACCPL Reading >= 54 & Sentence >= 83 OR ACT (Read/Sent) >= 18 OR Program Prep

Intro to Psychology

10-809-198 | **3 Credits**

Focuses on the theoretical foundation of human functioning and looks at learning, motivation, emotions, personality, deviance and pathology, physiological factors and social influences. Students consider the complexities of human relationships in personal, social and vocational settings.

Psychology of Human Relations

10-809-199   **3 Credits**

Explores the relationship between the general principles of psychology and people's everyday lives. Students seek a deepened sense of awareness of themselves and others, and to improve their relationships at work, in the family and in society.

Human Relations

31-809-300   **2 Credits**

Explores practical applications of issues in psychology and human behavior that affect a person's daily life. The objective is to enhance the student's quality of life by developing an awareness of the connection between his/her personal life and work life. This course is intended for technical diploma students.

Fundamentals of Ethics

31-809-303   **2 Credits**

Provides a basic understanding of ethical theories and uses diverse ethical perspectives to analyze and compare relevant issues. Students will critically evaluate individual, social and/or professional standards of behavior and apply a systematic decision-making process to these situations.

Global Studies / Foreign Languages

Global Business Fundamentals

10-138-150   **3 Credits**

Provides the opportunity to develop the knowledge, skills and understanding of global business foundations, global business environments, organizing and managing global business, marketing in a global economy and global financial management.

Spanish 1 Culinary Arts

10-141-100   **3 Credits**

An introduction to the Spanish language focusing on terminology as it pertains to communicating culinary and restaurant tasks. Upon completion of this course, the participant will have the basic ability to understand spoken Spanish, deliver basic job related commands, explain simple culinary/restaurant procedures, and gain insight into culture as it relates to interacting with Spanish speakers.

Spanish 1 Emergency Responder & Fire Protection

10-141-105   **3 Credits**

Students learn basic phrases and questions to carry out fire protection protocols. The participant will have the basic ability to understand spoken Spanish, obtain basic job related information, identify individuals, time and date of incident, deliver important safety rules and related commands.

Spanish 1 Health Care

10-141-110   **3 Credits**

Students learn basic phrases and questions necessary for health care tasks. Upon completion, the participant will have the basic ability to understand spoken Spanish, gain insight into cross-cultural issues as well as to express and obtain explanations of common symptoms, the nature and the duration of an illness and obtain patient vitals.

Spanish 2 Health Care

10-141-111   **3 Credits**

Presents more complex phrases, questions and in-depth vocabulary for health-related tasks. At the conclusion of this course, the participant will have the ability to understand more complex spoken Spanish, gain further insight into cross-cultural issues as well as to obtain information about more complex health symptoms and illnesses. Spanish 1 Health Care (10-141-110) or consent of instructor is required.

Spanish 3 Health Care

10-141-112   **3 Credits**

A continuation of Spanish 2 Health Care (10-141-111) presents increasingly complex phrases, grammar and in-depth vocabulary for health-related tasks. Students will understand and express complex spoken Spanish as it relates to health care, gain awareness of cross-cultural issues as well as obtain information about more specific health-related symptoms and illnesses. Spanish 2 Health Care (10-141-111) or consent of instructor is required.

Spanish 4 Health Care

10-141-113   **3 Credits**

A continuation of Spanish 3 Health Care (10-141-112) presents increasingly complex phrases, grammar and vocabulary. Students will understand and express more complex health-related Spanish including identifying more symptoms and illnesses and further study of cross-cultural topics. A capstone course which focuses on practice and application of concepts learned in Spanish Health Care 1-3. Spanish 3 Health Care (10-141-112) or consent of instructor is required.

Spanish 1 Law Enforcement

10-141-115   **3 Credits**

Students learn basic phrases and questions to carry out law enforcement protocols. The participant will have the basic ability to understand spoken Spanish, obtain basic job related information, identify individuals, time and date of incidents, obtain descriptions, and express commands.

Hmong 1 for Professionals

10-141-131   **2 Credits**

Establishes a fundamental foundation in the Hmong language presenting everyday situations. It focuses on vocabulary building, basic grammar, word recognition and usage, conversation, and understanding of culture and tradition.

Hmong 2 for Professionals

10-141-132   **2 Credits**

Builds on the fundamentals of level 1 grammar and communication and further develops learners' reading, writing, listening and speaking skills. Enables students to gain a deeper insight into culture and traditions.

Fundamentals of Translation & Interpretation

10-141-150   **3 Credits**

Provides an introduction to the study of interpretation. Presents interpretation as a communicative task and surveys assignments and text types most commonly encountered in the interpretation profession. Explores the basic theoretical concepts and teaches to apply this knowledge. Focuses on the processes for understanding, analyzing and interpreting different kinds of texts from a source language into a target language. Bilingual fluency (native fluency in English and other languages) is required.

Global Understanding

10-141-158   **3 Credits**

Develop global perspectives while acquiring skills to effectively work in global environments. Learners compare and contrast patterns of work related practices. Topics include the impact of geography, history, religion, and politics in shaping behaviors and social interactions like; non-verbal communication, negotiating, conflict management, team work, decision making and motivation.

Global Understanding

10-141-158DE   **3 Credits**

Develop global perspectives while acquiring skills to effectively work in global environments. Learners compare and contrast patterns of work related practices. Topics include the impact of geography, history, religion, and politics in shaping behaviors and social interactions like; non-verbal communication, negotiating, conflict management, team work, decision making and motivation.

Spanish 3 Refresher

10-802-102A   **1 Credit**

Provides interactive review and reinforcement of concepts covered during Spanish 3 with an emphasis on conversation.

Spanish 4

10-802-103   **3 Credits**

As a continuation of Spanish 3, students will continue to increase vocabulary, refine communicative skills, and further study cultural topics. Principles of grammar are systematically reviewed focusing on the use of the present, past and future tenses.

Spanish for True Beginners

10-802-106   **1 Credit**

Teaches the basics of meeting and greeting, pronunciation and fundamentals of Spanish sentence structure. Useful words and expressions will boost ability and confidence to communicate in Spanish. Culturally relevant topics will be covered. No previous Spanish language experience needed.

Spanish Online Language Lab Beginner

10-802-107DE   **1 Credit**

Practice reading, writing, speaking and listening through intuitive, interactive and visually engaging language learning. This flexible online course effectively utilizes technology to accelerate language learning. Interact with a native speaking language coach, play games, and download optional mobile apps to reinforce learning on the go. Accommodates various beginning language levels.

Spanish Online Language Lab Intermediate

10-802-108DE   **1 Credit**

Practice reading, writing, speaking and listening through intuitive, interactive and visually engaging language learning. This flexible online course effectively utilizes technology to accelerate language learning. Interact with a native speaking language coach, play games, and download optional mobile apps to reinforce learning on the go. Accommodates various intermediate language levels.

Spanish Online Language Lab Advanced

10-802-109DE   **1 Credit**

Practice reading, writing, speaking and listening through intuitive, interactive and visually engaging language learning. This flexible online course effectively utilizes technology to accelerate language learning. Interact with a native speaking language coach, play games, and download optional mobile apps to reinforce learning on the go. Accommodates various advanced language levels.

Spanish Conversation Intermediate

10-802-110   **2 Credits**

Designed for students and professionals who have attained an intermediate level of Spanish at FVTC or elsewhere, desiring to practice and enhance their conversational ability. Upon completion of the course, students will speak Spanish at an intermediate level with increasing comfort and effectiveness. Completion of Spanish 3 or consent of instructor is required.

Spanish Conversation Advanced

10-802-111   **2 Credits**

Designed for individuals who have had extensive exposure to Spanish in the classroom or through traveling, desiring to refresh their written and spoken communication skills. Upon completion of the course, students will possess a higher-level of proficiency necessary for special-purpose communication in Spanish.

Spanish 1 for Heritage Speakers

10-802-112   **1 Credit**

Provides heritage Spanish speakers with foundational skills in Spanish grammar; to develop proficiency in reading and writing in order to prepare them for utilizing their Spanish language skills. Covered topics include pronunciation, spelling, accentuation, verb conjugation and other basics of sentence structure..

Arabic 1

10-802-130   **2 Credits**

Establishes a fundamental foundation in the Arabic language presenting everyday situations. It focuses on vocabulary building, basic grammar, word recognition and usage, conversation, and understanding of culture and tradition.

Arabic Online Language Lab Beginner

10-802-130D2   **1 Credit**

Practice reading, writing, speaking and listening through intuitive, interactive and visually engaging language learning. This flexible online course effectively utilizes technology to accelerate language learning. Interact with a native speaking language coach, play games, and download optional mobile apps to reinforce learning on the go. Accommodates various beginning language levels.

Arabic Online Language Lab Intermediate

10-802-130D3   **1 Credit**

Practice reading, writing, speaking and listening through intuitive, interactive and visually engaging language learning. This flexible online course effectively utilizes technology to accelerate language learning. Interact with a native speaking language coach, play games, and download optional mobile apps to reinforce learning on the go. Accommodates various intermediate language levels.

Arabic Online Language Lab Advanced

10-802-130D4   **1 Credit**

Practice reading, writing, speaking and listening through intuitive, interactive and visually engaging language learning. This flexible online course effectively utilizes technology to accelerate language learning. Interact with a native speaking language coach, play games, and download optional mobile apps to reinforce learning on the go. Accommodates various advanced language levels.

Arabic 2

10-802-131   **2 Credits**

Builds on the fundamentals of level 1 grammar and communication and further develops learners' reading, writing, listening and speaking skills. Enables students to gain a deeper insight into culture and traditions..

French 1

10-802-135   **2 Credits**

Establishes a fundamental foundation in the French language presenting everyday situations. It focuses on vocabulary building, basic grammar, word recognition and usage, conversation, and understanding of culture and tradition.

French Online Language Lab Beginner

10-802-135D2   **1 Credit**

Practice reading, writing, speaking and listening through intuitive, interactive and visually engaging language learning. This flexible online course effectively utilizes technology to accelerate language learning. Interact with a native speaking language coach, play games, and download optional mobile apps to reinforce learning on the go. Accommodates various beginning language levels.

French Online Language Lab Intermediate

10-802-135D3   **1 Credit**

Practice reading, writing, speaking and listening through intuitive, interactive and visually engaging language learning. This flexible online course effectively utilizes technology to accelerate language learning. Interact with a native speaking language coach, play games, and download optional mobile apps to reinforce learning on the go. Accommodates various intermediate language levels.

French Online Language Lab Advanced

10-802-135D4   **1 Credit**

Practice reading, writing, speaking and listening through intuitive, interactive and visually engaging language learning. This flexible online course effectively utilizes technology to accelerate language learning. Interact with a native speaking language coach, play games, and download optional mobile apps to reinforce learning on the go. Accommodates various advanced language levels.

French 2

10-802-136   **2 Credits**

Builds on the fundamentals of level 1 grammar and communication and further develops learners' reading, writing, listening and speaking skills. Enables students to gain a deeper insight into culture and traditions.

French 3

10-802-137   **2 Credits**

Expands on the fundamentals of French grammar and communication addressed in French 2 and further develops learners' reading, writing, listening and speaking skills in formal and informal French. Completion of this course would enable students to gain the knowledge and skills necessary to effectively engage in work-related communication, and a deeper insight into French for special purposes. French 2 or consent of instructor is required.

French Conversation Advanced

10-802-139   **2 Credits**

Expands on the fundamentals of level 2 grammar and communication and further develops learners' reading, writing, listening and speaking skills in conversational French. Completion of this course will enable students to gain the knowledge and skills necessary to effectively engage in communication.

German 1

10-802-140   **2 Credits**

Establishes a fundamental foundation in the German language presenting everyday situations. It focuses on vocabulary building, basic grammar, word recognition and usage, conversation, and understanding of culture and tradition.

German Online Language Lab Beginner

10-802-140D2   **1 Credit**

Practice reading, writing, speaking and listening through intuitive, interactive and visually engaging language learning. This flexible online course effectively utilizes technology to accelerate language learning. Interact with a native speaking language coach, play games, and download optional mobile apps to reinforce learning on the go. Accommodates various beginning language levels.

German Online Language Lab Intermediate

10-802-140D3   **1 Credit**

Practice reading, writing, speaking and listening through intuitive, interactive and visually engaging language learning. This flexible online course effectively utilizes technology to accelerate language learning. Interact with a native speaking language coach, play games, and download optional mobile apps to reinforce learning on the go. Accommodates various intermediate language levels.

German Online Language Lab Advanced

10-802-140D4   **1 Credit**

Practice reading, writing, speaking and listening through intuitive, interactive and visually engaging language learning. This flexible online course effectively utilizes technology to accelerate language learning. Interact with a native speaking language coach, play games, and download optional mobile apps to reinforce learning on the go. Accommodates various advanced language levels.

German 2

10-802-141   **2 Credits**

Builds on the fundamentals of level 1 grammar and communication and further develops learners' reading, writing, listening and speaking skills. Enables students to gain a deeper insight into culture and traditions.

German Conversation Advanced

10-802-144   **2 Credits**

Expands on the fundamentals of level 2 grammar and communication and further develops learners' reading, writing, listening and speaking skills in conversational German. Completion of this course will enable students to gain the knowledge and skills necessary to effectively engage in communication.

Italian 1

10-802-150   **2 Credits**

Establishes a fundamental foundation in the Italian language presenting everyday situations. It focuses on vocabulary building, basic grammar, word recognition and usage, conversation, and understanding of culture and tradition.

Italian Online Language Lab Beginner

10-802-150D2   **1 Credit**

Practice reading, writing, speaking and listening through intuitive, interactive and visually engaging language learning. This flexible online course effectively utilizes technology to accelerate language learning. Interact with a native speaking language coach, play games, and download optional mobile apps to reinforce learning on the go. Accommodates various beginning language levels.

Italian Online Language Lab Intermediate

10-802-150D3   **1 Credit**

Practice reading, writing, speaking and listening through intuitive, interactive and visually engaging language learning. This flexible online course effectively utilizes technology to accelerate language learning. Interact with a native speaking language coach, play games, and download optional mobile apps to reinforce learning on the go. Accommodates various intermediate language levels.

1 Credit

Italian Online Language Lab Advanced

10-802-150D4

Practice reading, writing, speaking and listening through intuitive, interactive and visually engaging language learning. This flexible online course effectively utilizes technology to accelerate language learning. Interact with a native speaking language coach, play games, and download optional mobile apps to reinforce learning on the go. Accommodates various advanced language levels.

Italian 2

10-802-151   **2 Credits**

Builds on the fundamentals of level 1 grammar and communication and further develops learners' reading, writing, listening and speaking skills. Enables students to gain a deeper insight into culture and traditions.

Italian Conversation Advanced

10-802-154   **2 Credits**

Expands on the fundamentals of level 2 grammar and communication and further develops learners' reading, writing, listening and speaking skills in conversational Italian. Completion of this course will enable students to gain the knowledge and skills necessary to effectively engage in communication.

Japanese 1

10-802-155   **2 Credits**

Establishes a fundamental foundation in the Japanese language presenting everyday situations. It focuses on vocabulary building, basic grammar, word recognition and usage, conversation, and understanding of culture and tradition.

Japanese Online Language Lab Beginner

10-802-155D2   **1 Credit**

Practice reading, writing, speaking and listening through intuitive, interactive and visually engaging language learning. This flexible online course effectively utilizes technology to accelerate language learning. Interact with a native speaking language coach, play games, and download optional mobile apps to reinforce learning on the go. Accommodates various beginning language levels.

Japanese Online Language Lab Intermediate

10-802-155D3   **1 Credit**

Practice reading, writing, speaking and listening through intuitive, interactive and visually engaging language learning. This flexible online course effectively utilizes technology to accelerate language learning. Interact with a native speaking language coach, play games, and download optional mobile apps to reinforce learning on the go. Accommodates various intermediate language levels.

Japanese Online Language Lab Advanced   **1 Credit**
10-802-155D4

Practice reading, writing, speaking and listening through intuitive, interactive and visually engaging language learning. This flexible online course effectively utilizes technology to accelerate language learning. Interact with a native speaking language coach, play games, and download optional mobile apps to reinforce learning on the go. Accommodates various advanced language levels.

Japanese 2

10-802-156   **2 Credits**

Builds on the fundamentals of level 1 grammar and communication and further develops learners' reading, writing, listening and speaking skills. Enables students to gain a deeper insight into culture and traditions.

Japanese 3

10-802-157   **2 Credits**

Enables students to master necessary skills for immediate use in authentic Japanese communication through basic grammar, vocabulary, pronunciation, and commonly-used expressions and terms as well as to acquire knowledge of Japanese culture and customs through language instruction. This course will also emphasize writing and reading. Students will learn how to write Japanese hiragana and katakana and how to understand written texts.

Japanese Conversation Advanced

10-802-159 **2 Credits**

An advanced conversation course for students who wish to strengthen their oral proficiency. Students gain intensive practice in communicative skills through a variety of topics and issues from the contemporary Japanese society. The course also aims at reinforcing students' proficiency level in the Japanese writing system, Kana and reviewing the intermediate-level grammar and vocabulary of Japanese. Japanese 2 or consent of instructor is required.

Chinese Mandarin 1

10-802-160 **2 Credits**

Establishes a fundamental foundation in the Mandarin Chinese language presenting everyday situations. It focuses on vocabulary building, basic grammar, word recognition and usage, conversation, and understanding of culture and tradition.

Chinese Mandarin Online Language Lab Beginner

10-802-160D2 **1 Credit**

Practice reading, writing, speaking and listening through intuitive, interactive and visually engaging language learning. This flexible online course effectively utilizes technology to accelerate language learning. Interact with a native speaking language coach, play games, and download optional mobile apps to reinforce learning on the go. Accommodates various beginning language levels.

Chinese Mandarin Online Language Lab Intermediate

10-802-160D3 **1 Credit**

Practice reading, writing, speaking and listening through intuitive, interactive and visually engaging language learning. This flexible online course effectively utilizes technology to accelerate language learning. Interact with a native speaking language coach, play games, and download optional mobile apps to reinforce learning on the go. Accommodates various intermediate language levels.

Chinese Mandarin Online Language Lab Advanced

10-802-160D4 **1 Credit**

Practice reading, writing, speaking and listening through intuitive, interactive and visually engaging language learning. This flexible online course effectively utilizes technology to accelerate language learning. Interact with a native speaking language coach, play games, and download optional mobile apps to reinforce learning on the go. Accommodates various advanced language levels.

Chinese Mandarin 2

10-802-161 **2 Credits**

Builds on the fundamentals of level 1 grammar and communication and further develops learners' reading, writing, listening and speaking skills. Enables students to gain a deeper insight into culture and traditions.

Chinese Mandarin Conversation Intermediate

10-802-162	2 Credits

Expands on the fundamentals of Chinese Mandarin grammar and further develops learners' reading, writing, listening and speaking skills. Completion of this course would enable students to gain the knowledge and skills necessary to effectively engage in communication.

Portuguese 1

10-802-165	2 Credits

Establishes a fundamental foundation in the Portuguese language presenting everyday situations. It focuses on vocabulary building, basic grammar, word recognition and usage, conversation, and understanding of culture and tradition.

Portuguese 2

10-802-166	2 Credits

Builds on the fundamentals of level 1 grammar and communication and further develops learners' reading, writing, listening and speaking skills. Enables students to gain a deeper insight into culture and traditions.

Portuguese Conversation Advanced

10-802-169	2 Credits

Expands on the fundamentals of level 2 grammar and communication and further develops learners' reading, writing, listening and speaking skills in conversational Portuguese. Completion of this course will enable students to gain the knowledge and skills necessary to effectively engage in communication. Completion of Portuguese 2 or consent of instructor required.

Russian 1

10-802-170	2 Credits

Establishes a fundamental foundation in the Russian language presenting everyday situations. It focuses on vocabulary building, basic grammar, word recognition and usage, conversation, and understanding of culture and tradition.

Russian Online Language Lab Beginner

10-802-170D2	1 Credit

Practice reading, writing, speaking and listening through intuitive, interactive and visually engaging language learning. This flexible online course effectively utilizes technology to accelerate language learning. Interact with a native speaking language coach, play games, and download optional mobile apps to reinforce learning on the go. Accommodates various beginning language levels.

Russian Online Language Lab Intermediate

10-802-170D3	1 Credit

Practice reading, writing, speaking and listening through intuitive, interactive and visually engaging language learning. This flexible online course effectively utilizes technology to accelerate language learning. Interact with a native speaking language coach, play games, and download optional mobile apps to reinforce learning on the go. Accommodates various intermediate language levels.

Russian Online Language Lab Advanced

10-802-170D4	1 Credit

Practice reading, writing, speaking and listening through intuitive, interactive and visually engaging language learning. This flexible online course effectively utilizes technology to accelerate language learning. Interact with a native speaking language coach, play games, and download optional mobile apps to reinforce learning on the go. Accommodates various advanced language levels.

Russian 2

10-802-171   **2 Credits**

Builds on the fundamentals of level 1 grammar and communication and further develops learners' reading, writing, listening and speaking skills. Enables students to gain a deeper insight into culture and traditions.

Russian Conversation Intermediate

10-802-173   **2 Credits**

Designed for students and professionals who have attained an intermediate level of Russian. Will further develops learners' reading, writing, listening and speaking skills in conversational Russian. Completion of this course will allow students to speak at intermediate level with increasing effectiveness. Completion of Russian 2 or consent of instructor required.

Russian Conversation Advanced

10-802-174   **2 Credits**

Expands on the fundamentals of level 3 grammar and communication and further develops learners' reading, writing, listening and speaking skills in conversational Russian. Completion of this course will enable students to gain the knowledge and skills necessary to effectively engage in communication.

Environmental

Beginning Laboratory Science

10-506-101   **3 Credits**

Introduces the learner to beginning laboratory concepts and procedures. Emphasis will be on general laboratory safety, basic laboratory equipment utilization and calibration techniques. An introduction to scientific inquiry will be addressed. Proper techniques in documentation as it relates to quality control in verification of a quality system will be introduced. Concepts in data analysis will be reviewed as it relates to creation of a laboratory notebook.

Prerequisite: ACCPL Reading >= 80 & Sentence >= 83 & Arithmetic >= 65 OR ACT (Sent/Math) >= 18 & Read >= 20 OR Program Prep

Definitions

Accuplacer – Assessment exam required for admission into many Fox Valley Technical College programs and as a pre-requisite for registration into certain classes.

Admission application – A student must submit an admission application (usually online) in order to gain admission into a Fox Valley Technical College program. Youth Options students are required to apply for Nursing Assistant and EMT-Basic programs.

Bennett Mechanical Comprehensive Test – Assessment exam required for admission to automotive technology programs and as a pre-requisite for certain automotive classes.

Catalog number – The eight-digit number that identifies the series of classes for a specific subject. This is the number we will be using to search for Youth Options classes.

Co-requisite – A requirement that must be completed either before or at the same time as the course (i.e. another course).

Department of Public Instruction form A (PI8700-A) – Youth Options students need to complete and return this form to their high school before registering for classes.

Pre-requisite – A requirement that must be completed before registering into the course (i.e. another course, test scores, admission into a program, etc.)

Term – FVTC has three separate terms per year: Spring, Summer, and Fall. Students are eligible to take courses through Youth Options during the Spring and Fall terms.

Deadlines:

The items below are requirements that must be completed as a part of the Youth Options process, as well as the deadline that each item must be completed by. Any requirements submitted after the deadline may prevent a student from participating in Youth Options.

To be completed by	Requirement	Fall Deadline	Spring Deadline
Student	Submit Youth Options Interest Form (online)	Any time between February 1st and March 15th	Any time between September 1st and October 15th
Student	Submit completed PI8700A form to high school	March 1st	October 1st
High School Counselor	Return PI8700A form with school board approval to FVTC	April 10th	November 5th
FVTC Youth Options Staff	Mail welcome letters to Youth Options students	Between April 15th and April 25th	Between November 5th and November 15th
Student	Complete *Am I Ready to Take a College Course?* in Blackboard	May 1st	November 15th
Student	Submit admission application for Nursing Assistant or EMT-Basic program (if applicable)	May 1st	November 15th
Student	Sign up for a Youth Options Registration Session	Any time between March 1st and May 1st	Any time between October 1st and November 10th
Student	Attends Youth Options Registration Session	Early May	Mid-November
Student	Last date to register in classes	June 5th	December 15th
Student	Submit ACT scores to FVTC (if applicable)	August 15th	January 5th
Student	Submit Accuplacer and/or Bennett Mechanical scores to FVTC (if applicable)	Before registering in classes	Before registering in classes
Student	Submits high school transcripts with final grades to FVTC (if applicable)	August 20th	January 5th