START COLLEGE NOW COURSE GUIDE

2019-20

This course guide is not to be considered in any way a contractual document between Fox Valley Technical College and the student. Administration reserves the right to change curricula, regulations, and course offerings as published in this course guide during the period of any student's attendance. Any changes made will be in accordance with policies, rules, and regulations as established by the Wisconsin Technical College System (WTCS) Board and will be based upon the changing needs of the occupational areas involved. **Not all courses listed in this course guide are scheduled every semester.**

Contents

Introduction

Start College Now (SCN) 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 SCN 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 SCN students select courses from the SCN Course Guide. They complete all requirements and register for classes just like all other college students. SCN 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. Students are limited to a total of 18 credits completed within the Start College Now program but enjoy great flexibility in selecting courses from the SCN Course Guide.

While SCN 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 SCN 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 SCN staff. For simple explanations of commonly used terms, students can refer to the definitions included at the end of this course guide.

Start College Now Checklist

- ☐ Fill out Start College Now Interest Form online at www.fvtc.edu/startcollegenow.
- ☐ Upon receiving welcome e-mail, follow instructions outlined in e-mail to become familiar with Start College Now processes and deadlines.
- ☐ Check e-mail account and Blackboard regularly for important information regarding Start College Now.
- ☐ Meet with your high school counselor to select courses from the Start College Now Course Guide.
- ☐ Submit completed Start College Now application form to high school by deadline (March 1 for fall classes, October 1 for spring classes).
- ☐ Submit transcripts, test scores, or other pre-requisite requirements (as needed).
- ☐ Register for college classes at Fox Valley Technical College.

The Start College Now 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 startcollegenow@fvtc.edu or via 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 and 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 twenty-one (21) calendar days after the class end date. A refund request made after the 21 day grace period will **not** be accepted and the student 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 will 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 SCN 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 does not cover this fee. The testing fee is the responsibility of the student.

NOTE: There are alternative items that waive Accuplacer scores:

- ACT scores
- High school GPA of 2.75 or higher
- Completion of a college level Math and/or English 100+ level course with a C or better

If any of the above items apply to you, please make sure the applicable item(s) is sent to:

Start College Now
Fox Valley Technical College
PO Box 2277
Appleton, WI 54912-2277
Email: startcollegenow@fvtc.edu
Fax: 920-735-2484 (ATTN: Start College Now)

Bennett Mechanical Comprehension Test

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 does not cover this fee. The testing fee is the responsibility of the student. The BMCT is a pre-requisite for certain classes in automotive programs. The following programs also require completion of the BMCT for admission:

- 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, Start College Now provides them the opportunity to complete courses which are applicable to that degree. Their course selections must still be made through the Start College Now Course Guide.

To learn the admissions 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 Title	**Catalog #**	**Credits**
Written Communication	10-801-195	3
English Composition 1	10-801-136	3
Oral/Interpersonal Communication	10-801-196	3
Introduction to Diversity Studies	10-809-172	3
Introduction to Psychology	10-809-198	3
Psychology of Human Relations	10-809-199	3
College Mathematics	10-804-107	3
Speech	10-801-198	3
General Biology	10-806-114	4
Introduction to Ethics	10-809-166	3
Economics	10-809-195	3
Introduction to Sociology	10-809-196	3
Contemporary American Society	10-809-197	3

Agriculture, Horticulture & Natural Resources

Agriculture / Agri-Business / Farm Operations

Integrated Pest Management & Weed Identification

10-006-102 **3 Credits**

Course Typically offered in Fall

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**

Course Typically offered in Fall/Spring

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.

Crop Scouting Training

10-006-109 **3 Credits**

Course Typically offered in Spring

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**

Course Typically offered in Fall

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**

Course Typically offered in Fall

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**

Course Typically offered in Fall

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.

Introduction to Agribusiness

10-006-133 **3 Credits**

Course Typically offered in Fall/Spring

Provides an overview of, and exploration into career pathways and employment opportunities, in the agricultural industry. Key issues discussed include trends and economic concepts of production, marketing and consumption of agriculture products, principles of management, and financial management.

Agribusiness Sales

10-006-134 **3 Credits**

Course Typically offered in Fall/Spring

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

Animal Science Fundamentals

10-006-140 **3 Credits**

Course Typically offered in Fall/Spring

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.

Crop Science

10-006-141 **3 Credits**

Course Typically offered in Spring

Provides fundamental knowledge of the major crops grown in Wisconsin. Topics include crop growth and development, physiology, and nutrition; seed germination and selection; environmental factors and agronomic problems that affect crop development.

Introduction to Soils

10-006-143 **3 Credits**

Course Typically offered in Fall

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 Management

10-006-145 **3 Credits**

Course Typically offered in Fall

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.

Dairy Genetics and Reproduction

10-006-148 **3 Credits**

Course Typically offered in Spring

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**

Course Typically offered in Spring

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.

Farm Business Management

10-080-104 **2 Credits**

Course Typically offered in Fall

Covers practical use of computer based farm record system(s) for farm business management and financial analysis. Topics include farm business goals, financial statements, selection and use of farm credit, farm business arrangements, estate planning, and farm income taxes.

Feeding Modern Livestock Operations

10-080-105 **2 Credits**

Course Typically offered in Fall

Acquaints the student with the nutrients essential for livestock production and reproduction. Anatomy and physiology of digestion and absorption are discussed for single stomach and ruminant animals. Basic principles of feeding modern livestock will be discussed. Introduces the student to the mechanics of balancing livestock rations.

Precision Agriculture

10-080-106 **2 Credits**

Course Typically offered in Fall

Provides students with an introduction to common Precision Agriculture technologies used in crop production today. Topics include: satellite technology, hardware, data collection, variable rate control of seed, automatic section control, yield monitors, and new technologies in agriculture. The challenges and benefits of adopting Precision Agriculture technologies on the farm will also be discussed.

Tractor Preventive Maintenance

10-080-107 **2 Credits**

Course Typically offered in Spring

Provides students with the knowledge and skills needed to do some general maintenance on diesel engines and electrical systems. Students will learn basic engine and electrical fundamentals.

Crop Management Principles

10-080-108 **2 Credits**

Course Typically offered in Spring

Covers the basic principles and management techniques for corn, soybeans, alfalfa, and small grains grown on Wisconsin farms. Includes information on field preparation, pest management, seed selection, and in season management of specific crops.

Agricultural Commodity Marketing

10-080-115 **2 Credits**

Course Typically offered in Spring

Explores crop, livestock, and dairy markets. Student develop an understanding of the basic principles of commodity marketing and the ability to apply these principles to the distribution of farm products. Commodity marketing strategies will be taught in order to reduce financial risk of farms.

Agriculture Mechanics

Agriculture Hydraulic Systems

10-070-110 **2 Credits**

Course Typically offered in Fall

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 DC Electrical Systems

10-070-131 **3 Credits**

Course Typically offered in Fall/Spring

Focuses on DC electron flow theory, different types of circuits and troubleshooting the circuits. Students will also use schematics to diagnosis problems. Starting and charging systems will be covered.

Dealership Parts/Service

10-070-133 **3 Credits**

Course Typically offered in Fall/Spring

Introduces the student to the role and function of the parts and service department of a dealership. Included are service reports, repair orders, warranty process, computerized parts invoicing, parts inventory, merchandising and customer relations. Students will work with a parts and service software program.

Shop Tool/Safety Principles

10-070-134 **3 Credits**

Course Typically offered in Fall/Spring

Focuses on equipment shop safety, correct tool usage and types of fasteners. Students will perform some basic duties in the shop using different types of tools and fasteners. Students will gain knowledge of the different types of tools and fasteners. They will also learn and perform some basic welding and cutting torch applications.

Horticulture

Introduction to Horticulture

10-001-111 **3 Credits**

Course Typically offered in Fall/Spring

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**

Course Typically offered in Fall

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

Hydroponic Growing & Systems

10-001-121 **2 Credits**

Course Typically offered in Spring

Explores various hydroponic systems, their specific plant material, and growing conditions. Students will work hands-on with several units and plant materials.

Interiorscaping

10-001-122 **2 Credits**

Course Typically offered in Spring

Studies the identification, characteristics, and physical requirements of interior plants.

Turf Management

10-001-130 **2 Credits**

Course Typically offered in Fall

Studies the overall basics of turf applications including soils, lawn installation, Wisconsin grasses, Integrated Pest Management and maintenance.

Woody Ornamental Plant ID

10-001-158 **3 Credits**

Course Typically offered in Fall/Spring

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**

Course Typically offered in Fall

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**

Course Typically offered in Fall

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 1

10-001-174 **3 Credits**

Course Typically offered in Fall

Focuses on the landscape design process through the understanding of concepts such as outdoor room, design principles, site function and form composition. The course also includes drafting, site analysis and graphics.

Natural Resources Technician

Ecology

10-057-109 **2 Credits**

Course Typically offered in Fall/Spring

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.

Coreq: Written Communication (10801195) or English Composition 1 (10801136)

Plant Identification

10-057-140 **1 Credit**

Course Typically offered in Fall

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**

Course Typically offered in Fall/Spring

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.

Coreq: Math for Common Topics 10804117 OR College Mathematics 10804107

Exploring Natural Resources

10-057-183 **3 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.

Outdoor Power Equipment

Outdoor Power Equipment, Introduction to

10-461-101 **2 Credits**

Course Typically offered in Fall

Introduces students to program outcomes and requirements and reviews student handbook and program expectations.

Small Engines, Introduction to

10-461-102 **1 Credit**

Course Typically offered in Fall/Spring

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

Turf/Grass Equipment

10-461-104 **3 Credits**

Course Typically offered in Spring

Focuses on the sharpening of reels and bed knives, setting up and adjusting reel cutting units,and the operation of tee, greens, fairway and rough mowers. This course meets at Winagamie Golf Course and uses the course shop facilities and grounds to train students on all operations of a golf course grounds.

Compact Equipment Hydraulics

10-461-105 **3 Credits**

Course Typically offered in Spring

Provides the knowledge and skills needed to diagnose and repair hydraulic components used in equipment such as skid loaders and compact tractors.

Parts and Service Management

10-461-106 **2 Credits**

Course Typically offered in Fall

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, utilizing the computer software program, DealerWin, to develop service orders, invoice repair orders, and develop a customer data base.

OPE Fuel Management Systems

10-461-107 **2 Credits**

Course Typically offered in Spring

Managing fuel use in engines can be accomplished with different systems. Students will use manufacturer specific software applications to monitor engine functions and diagnose performance complaints. The course materials will focus on Briggs & Stratton, Kohler and Stihl electronic fuel injection(EFI) systems.

Four Stroke Small Engines

10-461-112 **3 Credits**

Course Typically offered in Fall

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 Drivelines and Chassis

10-461-113 **3 Credits**

Course Typically offered in Spring

Focuses on the equipment used in groundskeeping, 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**

Course Typically offered in Fall

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**

Course Typically offered in Fall

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**

Course Typically offered in Fall

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**

Course Typically offered in Spring

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.

Environmental

Beginning Laboratory Science

10-506-101 **3 Credits**

Course Typically offered in Fall/Spring

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.

Prereq: HS GPA 2.75+ OR ACPL Read 54+/Sent 83+/Arith 65+, Next Gen Read 250+/Sent 250+/Arith 263+, ACT Read/Engl/Math 18+, OR Read Prep 10838105/Sent Prep 10831103/Arith Prep 10834109

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.

Business Administration & Finance

Accounting

Accounting, Principles of

10-101-107 **3 Credits**

Course Typically offered in Summer/Fall/Spring

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.

Banking / Business Administration

Business Law 1

10-102-103 **3 Credits**

Course Typically offered in Summer/Fall/Spring

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**

Course Typically offered in Summer/Fall/Spring

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, Introduction to

10-114-124 **3 Credits**

Course Typically offered in Fall/Spring

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**

Course Typically offered in Fall/Spring

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**

Course Typically offered in Fall

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**

Course Typically offered in Fall/Spring

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**

Course Typically offered in Summer/Fall/Spring

Provides an opportunity to gain technical skills employers are seeking, by using the features in Outlook, Word, Excel, and PowerPoint. Through hand- on course work, students will be able to integrate Word, Excel and PowerPoint.

Web Technologies

10-106-101 **2 Credits**

Course Typically offered in Fall/Spring

Focuses on social and business web tools and components. Students will develop skills to create engaging content for the web.

Office Desktop Publishing: MS Publisher

10-106-102 **1 Credit**

Course Typically offered in Fall/Spring

Develops skills for working with different types of office documents such as brochures, newsletters and reports. Introduces page layout, graphics, styles and fonts.

Intro to Office Careers

10-106-103 **1 Credit**

Course Typically offered in Fall/Spring

Focuses on career expectations, professional resources, and skills needed to prepare students for the Office Assistant and Administrative Professional programs.

Keyboarding for PC Users

10-106-107 **1 Credit**

Course Typically offered in Summer/Fall/Spring

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

Business Office Simulation

10-106-110 **3 Credits**

Course Typically offered Varies

Provides the opportunity for students to complete work-related business projects in a simulated environment. Students will demonstrate critical thinking skills by integrating knowledge and software skills in word processing, spreadsheets, and presentation projects.

Coreq: MS Office Suite, Introduction (10103120)

Microsoft Outlook

10-106-111 **1 Credit**

Course Typically offered in Fall/Spring

Introduces students to email communication, appointments, and meeting scheduling within Microsoft Outlook. In addition, students will learn and explore various customization options available within Microsoft Outlook.

Keyboarding Speed Development

10-106-112 **1 Credit**

Course Typically offered in Summer/Fall/Spring

Focuses on improving typing speed and accuracy through the use of skill-building software. Introduces data entry using the numeric keypad.

Professional Business Writing

10-106-116 **2 Credits**

Course Typically offered in Fall/Spring

Focuses on spelling, grammar, and punctuation as applied to business documents in both print and digital mediums. Students will develop skills to write professional content for specific business documents.

Prereq: HS GPA 2.75+ OR ACPL Read 54+/Sent 83+, Next Gen Read 250+/Sent 250+, ACT Read 18+/Engl 18+ OR Read Prep 10838105/Sent Prep 10831103

Meeting & Event Management Fundamentals

10-106-140 **3 Credits**

Course Typically offered in Fall/Spring

Focuses on coordinating business meetings and planning successful business events. Students will develop the fundamentals skills of meeting and event logistics.

Administrative Office Procedures

10-106-151 **2 Credits**

Course Typically offered in Fall/Spring

Focuses on the development of fundamental office skills. Students will gain skill in general office duties, application of office technologies, and professional communication.

Administrative Office Management

10-106-157 **3 Credits**

Course Typically offered in Fall/Spring

Focuses on the advanced office skills necessary to succeed in a professional business office. Students will build on existing office skills by applying problem solving and critical thinking skills.

Prereq: Administrative Office Procedures 10106151

Business Relationship Development

10-106-160 **2 Credits**

Course Typically offered in Fall/Spring

Focuses on the networking process, tools to facilitate and enhance networking opportunities, and networking communication development.

Practical Office Software

10-106-183 **1 Credit**

Course Typically offered in Fall/Spring

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

Entrepreneurship

Entrepreneurship, Introduction to

10-145-104 **3 Credits**

Course Typically offered in Fall/Spring

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.

Professional Communications

Introduction to Professional Communications

10-699-112 **3 Credits**

Course Typically offered in Fall/Spring

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.

Coreq: Written Communication (10801195) or English Composition (10801136)

Introduction to Social Media

10-699-121 **1 Credit**

Course Typically offered in Summer/Fall/Spring

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.

Video Publishing

10-699-123 **1 Credit**

Course Typically offered in Spring

Introduces video development and publishing as used by professional communicators. This 9-week course will stress how to integrate video in documentation and websites for business purposes.

Paralegal

Introduction to Paralegalism & Legal Ethics

10-110-101 **3 Credits**

Course Typically offered in Fall

Provides students with an introduction to the legal profession, court system, legal ethics, legal terminology, research, law office management concepts and procedures, and the role of paralegals.

Culinary & Hospitality

Culinary Arts

Food Production, Introduction to

10-316-101 **3 Credits**

Course Typically offered in Spring

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

Prereq: HS GPA 2.75+ OR ACPL Read 54+/Sent 83+, Next Gen Read 250+/Sent 237+, ACT Read 18+/Engl 15+ OR Read Prep 10838105/Sent Prep 10831103

Culinary Fundamentals

10-316-110 **3 Credits**

Course Typically offered in Fall/Spring

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.

Prereq: HS GPA 2.75+ OR ACPL Read 54+/Sent 83+, Next Gen Read 250+/Sent 237+, ACT Read 18+/Engl 15+ OR Read Prep 10838105/Sent Prep 10831103

Sanitation for Food Service Operations

10-316-118 **1 Credit**

Course Typically offered in Fall/Spring

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

Nutrition for Culinary Arts

10-316-119 **1 Credit**

Course Typically offered in Fall/Spring

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.

Culinary Applications

10-316-120 **2 Credits**

Course Typically offered in Fall/Spring

Applies the basic principles of culinary calculations involved in the purchase, preparation and use of goods related to the hospitality field.

Prereq: HS GPA 2.75+ OR ACPL Read 54+/Sent 83+/Arith 46+, Next Gen Read 250+/Sent 237+/Arith 250+, ACT Read 18+/Engl 15+/Math 16+, OR Read Prep 10838105/Sent Prep 10831103/Arith Prep 10834109 OR Not pursuing degree

Baking Basics

10-316-121 **2 Credits**

Course Typically offered in Fall/Spring

Introduces baking skills learned through the production of a variety of pastries including quick breads, cookies, pies, cakes, yeast breads, pate a choux, and meringues. Proficiency will be demonstrated through production and use of equipment and ingredients.

Coreq: Culinary Foundations 10316125

Culinary Foundations

10-316-125 **1 Credit**

Course Typically offered in Fall/Spring

Prepares the entry-level culinary student for future success by introducing knife skills development, cooking principles and methods, and organizational skills and Mise en place (French phrase meaning "put in place" as in set up). Emphasis is placed on hands-on learning and skills development.

Coreqs: Sanitation for Food Service Operations 10316118; Culinary & Food Service Production Uniform 94316006 OR Accelerated Culinary & Kitchen Steward Uniform 94316007

Meat Identification

10-316-133 **1 Credit**

Course Typically offered in Fall/Spring

Focuses on the federal program for meat and fish inspection. Meat grading classification (commercial and institutional) and purchasing are discussed. This course also provides practical lessons in meat preparation.

Coreq: Culinary & Food Service Production Uniform 94316006 OR Accelerated Culinary & Kitchen Steward Uniform 94316007

Catering and Special Event Planning

10-316-142 **2 Credits**

Course Typically offered in Fall

Introduces how to develop, plan and execute catering and special events to the exacting details of the customer. Emphasis is on the importance of details in planning to achieve the best possible results. Activities will encourage both creative thinking and functionality to ensure customer satisfaction and business profitability.

Prereq: HS GPA 2.75+ OR ACPL Read 54+/Sent 83+, Next Gen Read 250+/Sent 237+, ACT Read 18+/Engl 15+ OR Read Prep 10838105/Sent Prep 10831103 OR not pursuing degree; Coreq: Intro Hospitality 10109152

Science of Baking

10-316-170 **2 Credits**

Course Typically offered in Fall/Spring

Focuses on identifying, applying and interpreting the scientific concepts of the baking process. Topics include recipe conversion, scaling, measurement, baking terminology, equipment identification and use, timing, heat transfer, ingredient functionality, presentation and display. This course combines lab and lecture activities.

Prereq:HS GPA 2.75+ OR ACPL Read 54+/Sent 83+, NextGen Read 250+/Sent 237+, ACT Read 18+/Engl 15+ OR Read Prep 10838105/Sent Prep 10831103 OR not pursuing degree; Coreq: Culinary/Food Srvc Uniform 94316006 OR Accl Culinary/Kitchen Stwrd Uniform 94316007

First Aid/CPR-Principle & Practices-Culinary Arts

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

Course Typically offered in Fall/Spring

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**

Course Typically offered in Fall/Spring

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.

Prereq: HS GPA 2.75+ OR ACPL Read 54+/Sent 83+, Next Gen Read 250+/Sent 237+, ACT Read 18+/Engl 15+ OR Read Prep 10838105/Sent Prep 10831103

Customer Service Management

10-109-126 **3 Credits**

Course Typically offered in Fall

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.

Prereq: HS GPA 2.75+ OR ACPL Read 54+/Sent 83+, Next Gen Read 250+/Sent 237+, ACT Read 18+/Engl 15+ OR Read Prep 10838105/Sent Prep 10831103

Introduction to Hospitality

10-109-152 **3 Credits**

Course Typically offered in Fall/Spring

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

Electro-Mechanical Technology

Electronic Shop Practices

10-620-169 **1 Credit**

Course Typically offered in Summer/Fall/Spring

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.

Electronic-Related Technologies / Electronics

Digital 1

10-605-130 **1 Credit**

Course Typically offered in Fall/Spring

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 2

10-605-131 **1 Credit**

Course Typically offered in Fall/Spring

Examines data manual usage. This course introduces programmable logic devices and Karnaugh mapping. It also covers encoders, decoders, multiplexers, binary adders and parity circuits. Laboratory activities are performed to verify the theory.

Coreq: Digital 1 (10605130)

CAD for Electronics

10-605-156 **1 Credit**

Course Typically offered in Fall/Spring

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.

Prereq: Semiconductors 1 (10660128)

Electronic Construction Techniques

10-605-163 **1 Credit**

Course Typically offered in Fall/Spring

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.

DC Circuits 1

10-660-110 **1 Credit**

Course Typically offered in Summer/Fall/Spring

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.

Coreq: College Technical Math 1 (10804115) OR College Technical Math 1A (10804113) OR Industrial Maintenance Math (31804308) OR College Algebra and Trigonometry with Applications (10804197) OR Intermediate Algebra with Applications (10804118)

DC Circuits 2

10-660-111 **1 Credit**

Course Typically offered in Summer/Fall/Spring

Covers basic parallel and series-parallel circuits and their properties. Examines the theory, application and design of series-parallel circuits, such as loaded and unloaded voltage dividers and the Wheatstone bridge. Laboratory activities are performed to verify the theory.

Coreq: DC Circuits 1 (10660110)

DC Circuits 3

10-660-112 **1 Credit**

Course Typically offered in Summer/Fall/Spring

Covers capacitors and inductors including time constants and instantaneous voltage and current values of RC and RL circuits. Applications and various types of capacitors and inductors are discussed. Magnetism, electromagnetism, and devices, such as relays and solenoids, are also presented. Laboratory activities are performed to verify the theory.

Coreq: DC Circuits 2 (10660111)

AC Circuits 1

10-660-114 **1 Credit**

Course Typically offered in Summer/Fall/Spring

Covers AC waveforms and different voltage values including Peak, RMS, Average and Peak to Peak. The operation of transformers is also included. Laboratory activities using the oscilloscope are performed to verify the theory.

Coreq: DC Circuits 3 (10660112) OR enrolled in the Manufacturing Engineering Tech program (106233) and Coreq: DC Circuits 2 (10660111)

Embedded Programming 1

10-660-151 **1 Credit**

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

Construction Techniques

10-660-163 **1 Credit**

Introduces the use of common hand tools used by technicians. The safe use and application of hand and power tools is practiced through construction projects. Quality workmanship and craftsmanship are emphasized.

Technical Software Essentials

10-660-181 **1 Credit**

Course Typically offered in Summer/Fall/Spring

Introduces students to the Microsoft Office family of products. Students will create and edit Word documents, Excel spreadsheets, and Access databases.

Computer Systems

10-660-184 **1 Credit**

Course Typically offered in Fall/Spring

Introduces students to Windows operating systems and computer hardware. Students will learn through hands-on lab activities covering operating systems, computer hardware, configurations, and troubleshooting techniques.

Mechanical Design Technology

CATIA V5 - Basic

10-606-102 **2 Credits**

Course Typically offered in Fall/Spring

Introduces methods for creating three-dimensional models using CATIA V5 software. Topics include product structure, sketcher, solid modeling, drafting, assembly, surface modeling and sheet metal design. Basic computer skills are required.

CATIA V5 - Advanced

10-606-107 **2 Credits**

Course Typically offered in Fall/Spring

Covers the advanced features of three-dimensional modeling, analysis and simulation. This course was created for designers with a CATIA V5 background. It focuses on solid, surface, sheet metal, mold tooling, systems design, stress analysis and kinematics.

Prereq: CATIA V5 - Basic (10606102)

AutoCAD, Introduction to

10-606-114 **1 Credit**

Course Typically offered in Fall/Spring

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.

Introduction to Product Design & Rapid Prototyping

10-606-124 **2 Credits**

Course Typically offered in Fall/Spring

Introduces students to additional solid modeling software, the design process, and rapid prototyping of models. Previous solid modeling experience required.

Intermediate AutoCAD

10-606-127 **1 Credit**

Course Typically offered in Fall/Spring

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.

Coreq: AutoCAD, Introduction to (10606114) or Technical Drafting 1 (10606113), or Technical Drafting 1A (10606113A) OR not enrolled in a program

Introduction to Autodesk Inventor

10-606-139 **2 Credits**

Course Typically offered in Fall/Spring

Will introduce the student to the basics of Autodesk's Inventor software. Close attention will be paid to properly navigating the interface. Sketching, dimensional and geometric constraints, part modeling, drawing creation, and assembly modeling will all be examined.

Advanced Autodesk Inventor

10-606-140 **2 Credits**

Course Typically offered Varies

A continuation of the Introduction to Inventor course. Surface modeling, sheet metal, creating part libraries, weldments and managing large assemblies are the major topics to be covered. The course assumes at least entry-level familiarity with Autodesk Inventor.

Introduction to SolidWorks

10-606-141 **2 Credits**

Course Typically offered in Fall/Spring

Will introduce the student to the basics of the SolidWorks software. Close attention will be paid to properly navigating the interface. Sketching, dimensional and geometric constraints, part modeling, drawing creation, and assembly modeling will all be examined.

Advanced SolidWorks

10-606-142 **2 Credits**

Course Typically offered Varies

A continuation of the Introduction to SolidWorks course. Surface modeling, sheet metal, creating part libraries, weldments and managing large assemblies are the major topics to be covered. The course assumes at least entry-level familiarity with SolidWorks.

Health Science

Emergency Medical Services

First Aid/CPR, Principles and Practices

10-531-101 **1 Credit**

Course Typically offered Varies

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.

Emergency Medical Responder with Healthcare Provider CPR

10-531-105 **2 Credits**

Course Typically offered in Fall/Spring

Teaches and evaluates the knowledge/skills needed to respond to medical or trauma situations. It includes AED, Combitube, EpiPen, Spinal Immobilization, CPR and skills needed to assist the ambulance crew. This course meets Wisconsin and National licensure guidelines. Students receive an AHA Healthcare CPR card and FVTC Emergency Medical Responder certificate.

Emergency Medical Technician - Basic

10-531-169 **5 Credits**

Course Typically offered in Fall/Spring

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. The course does include CPR certification.

Prereq: Admission to EMT-Basic or Fire Protection programs

EMT Initial Course - Pt 1 of 2

10-531-169P1 **2 Credits**

Course Typically offered in Fall/Spring

Teaches emergency medical technician (EMT) the necessary material for certification from the National Registry or Emergency Medical Technicians and qualification for State of Wisconsin licensure. This is part one of a two-part course. This course includes CPR certification.

Prereq: Admission to EMT-Basic or Fire Protection programs

EMT Initial Course - Pt 2 of 2

10-531-169P2 **3 Credits**

Course Typically offered in Fall/Spring

Teaches emergency medical technician (EMT) the necessary material for certification from the National Registry or Emergency Medical Technicians and qualification for State of Wisconsin licensure. This is part two of a two-part course.

Prereq: Admission to EMT-Basic or Fire Protection programs

General Health

Medical Terminology

10-501-101 **3 Credits**

Course Typically offered in Summer/Fall/Spring

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.

Digital Literacy for Healthcare

10-501-107 **2 Credits**

Course Typically offered in Summer/Fall/Spring

Focuses on the use of technology in healthcare. Learners use common business software applications, including word processing, presentation, spreadsheet, and databases. Communication methods using technology are addressed. Learners gain experience with using the electronic health record (E.H.R.). Healthcare E.H.R. security issues, social media use, and digital healthcare resources are examined.

Medical Law, Ethics & Professionalism

10-501-109 **2 Credits**

Course Typically offered in Summer/Fall/Spring

Prepares students to display professionalism and perform within ethical and legal boundaries in the health care setting. Students maintain confidentiality, examine legal aspects of the medical record, perform risk management procedures, and examine legal and bioethical issues.

People Skills for Health Professionals

10-501-151 **1 Credit**

Course Typically offered in Fall/Spring

Explores professional/social interaction skills required for healthcare workers. Investigates values, ethical dilemmas, helping roles, assertiveness skills, communication with special populations, death/dying issues and stress management interventions. Participate in reflective self-study group discussions and service learning experiences. Develop a professional portfolio for future employment use.

Body Structure and Function

10-501-153 **2 Credits**

Course Typically offered in Summer/Fall/Spring

Introduces the basic normal anatomy and physiology of the human body essential for nursing practice. Medical terminology is introduced and plays a significant role in the course. Medical Terminology (10-501-101) is recommended but not required.

Human Diseases for Health Care Professions

10-501-182 **3 Credits**

Course Typically offered in Summer/Fall/Spring

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**

Course Typically offered in Summer/Fall/Spring

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.

Gerontology

Health and Aging

10-544-160 **1 Credit**

Course Typically offered in Spring

Provides an overview of wellness, exercise, sexuality, spirituality and nutrition as they relate to health and aging.

Physical Aspects of Aging

10-544-161 **1 Credit**

Course Typically offered in Fall

Focuses on understanding the physical aspects of the aging process that are associated with elderly populations. Topics include hearing loss, visual impairments, mobility issues and specific diseases such as Parkinson's disease, stroke, arthritis and diabetes.

Psychosocial Issues and Aging

10-544-162 **2 Credits**

Course Typically offered in Spring

Examines the factors and relationships that affect the older adult. Participants explore a variety of topics such as Alzheimer's, depression and dealing with losses. It also covers elder abuse and drug and alcohol concerns.

Public Policy and Aging

10-544-163 **1 Credit**

Course Typically offered in Fall

Introduces such concepts as elder law, advanced directives and funding sources including Medicare and Social Security. Students review federal, state and professional rights and responsibilities associated with working with an elderly population.

Community Resources for the Elderly

10-544-164 **1 Credit**

Course Typically offered in Spring

Explores available community options and partnerships that serve the aging population. Access to transportation, housing, work and leisure activities is included.

Prevention/Safety Concerns for the Elderly

10-544-165 **1 Credit**

Course Typically offered in Fall

Introduces environmental concerns such as protection from fire, prevention of falls, and medical concerns such as medication management and care provider issues. This is designed for people who are addressing the safety concerns of older adults.

Nursing Assistant

Nursing Assistant

30-543-300 **3 Credits**

Course Typically offered in Summer/Fall/Spring

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.

Prereq: Student must be active in Nursing Assistant program. Student must meet all enrollment requirements: completed Nursing Assistant Pre-Application form, Criminal Caregiver Background Check, and 2-step TB Testing.

Human Services

Alcohol and Other Drug Abuse Services

Alcohol and Drugs, Risk Reduction

10-550-101 **1 Credit**

Course Typically offered in Fall/Spring

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

American Sign Language

10-545-116 **3 Credits**

Course Typically offered in Fall/Spring

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

Early Language & Literacy

10-307-108 **3 Credits**

Course Typically offered in Summer/Fall

Explore strategies to encourage the development of early language and literacy knowledge and skill building in children birth to 8 years of age. Learners will investigate the components of literacy including; literacy as a source of enjoyment, vocabulary and oral language, phonological awareness, knowledge of print, letters and words, comprehension and an understanding of books and other texts. Theories and philosophies regarding children's language and literacy development will be addressed. Dual language learning will be examined

within the context of developmentally appropriate practices. Assessment tools for early language and literacy acquisition will be reviewed.

Coreqs: Accuplacer Reading Score of >=54 OR Next Generation Reading 250 or ACT Read >=18 or enrollment in appropriate Program Prep class

Social Studies, Art & Music

10-307-110 **3 Credits**

Course Typically offered in Spring

Focuses on beginning level curriculum development in the specific integrated content areas of Social Studies, Art, Music, & Movement (SSAMM).

Coreq: Accuplacer Reading Score of >=54 OR Next Generation Reading 250 or ACT Read >=18 or enrollment in appropriate Program Prep class OR active in Preschool Credential Certificate

Movement and Music for Children

10-307-111 **3 Credits**

Course Typically offered in Fall/Spring

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.

STEM

10-307-112 **3 Credits**

Course Typically offered in Fall

Focus on beginning level curriculum development in the specific integrated content areas of science, technology, engineering and mathematics.

Coreq: Accuplacer Reading Score of >=54 OR Next Generation Reading 250 or ACT Read >=18 or enrollment in appropriate Program Prep class

Foundations of Early Childhood

10-307-148 **3 Credits**

Course Typically offered in Fall/Spring

Introduces students to the early childhood profession. Course competencies include: explore the concepts of diversity, cultural responsiveness, and anti-bias as it relates to early childhood education, investigate the history of early childhood education, examine regulatory requirements for early childhood education programs in Wisconsin, summarize types of early childhood education settings, identify the components of a quality early childhood education program, summarize responsibilities of early childhood education professionals, explore early childhood curriculum models and examine the critical role of play as it relates to developmentally appropriate practice.

Infant & Toddler Development

10-307-151 **3 Credits**

Course Typically offered in Fall/Spring

Teaches infant and toddler development as it applies to an early childhood education setting. Course competencies include: integrate strategies that support diversity, cultural responsiveness, and anti-bias perspectives; analyze development of infants and toddlers (conception to thirty-six months); correlate prenatal and postnatal conditions with development; summarize child development theories; analyze the role of heredity and the environment; examine culturally and developmentally appropriate environments for infants and toddlers, examine the role of brain development in early learning (conception through thirty-six months); examine caregiving routines as curriculum; and examine developmental and environmental assessment strategies for infants and toddlers.

Health, Safety & Nutrition

10-307-167 **3 Credits**

Course Typically offered in Fall/Spring

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, cultural responsiveness, and anti-bias perspectives; examine governmental regulations and professional standards as they apply to health, safety, and nutrition; plan a safe early childhood environment; plan a healthy early childhood environment; plan nutritionally sound menus; examine child abuse and neglect issues and mandates; describe Sudden Infant Death Syndrome (SIDS) risk reduction strategies, describe strategies to prevent the occurrence of Shaken Baby Syndrome (SBS); incorporate health, safety, and nutrition concepts into the children's curriculum.

Art, Music & Language Arts

10-307-178 **3 Credits**

Course Typically offered in Summer/Fall

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.

Coreq: READ - HS GPA 2.75+ OR ACPL 54+, Next Gen 250+, ACT 18+ OR Read Prep 10838105 OR admitted into Preschool Credential Certificate

Child Development

10-307-179 **3 Credits**

Course Typically offered in Fall/Spring

Examines child development within the context of the early childhood education setting. Course competencies include: integrate strategies that support diversity, cultural responsiveness, and anti-bias perspectives; analyze social, cultural, and economic influences on child development; summarize child development theories; analyze development of children ages three through five; analyze development of children ages five through eight; relate child development research findings to teaching practice; analyze the role of heredity and the environment; examine the role of brain development in early learning (ages three through eight) examine developmental and environmental assessment strategies for children ages three through eight.

Children with Differing Abilities

10-307-187 **3 Credits**

Course Typically offered in Fall/Spring

Focuses on the child with differing abilities in an early childhood education setting. Course competencies include: integrate strategies that support diversity, cultural responsiveness, and anti-bias perspectives; promote inclusive programs for young children; apply legal and ethical requirements including, but not limited to, ADA and IDEA; examine the consultation process to embed intervention in natural based settings; differentiate between typical and exceptional development; analyze the differing abilities of children with physical, cognitive, health/medical, communication, and/or behavioral/emotional disorders; identify community and professional resources; interpret an individual educational plan (IEP/IFSP) for children with developmental differences; adapt curriculum to meet the needs of children with developmental differences; examine strategies for cultivating partnerships with families who have children with developmental differences.

Math, Science & Social Studies

10-307-194 **3 Credits**

Course Typically offered in Spring

Focuses on beginning level curriculum development in the specific content areas of math, science and social studies. 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; create developmentally appropriate science activities and more.

Coreq: Read – HS GPA 2.75+ OR ACPL 54+, Next Gen 250+, ACT 18+ OR Read Prep 10838105

Family & Community Relationships

10-307-195 **3 Credits**

Course Typically offered in Spring

Examines the role of relationships with family and community in early childhood education. Course competencies include: implement strategies that support diversity, cultural responsiveness, and anti-bias perspectives when working with families and community; analyze contemporary family patterns and trends; identify strategies to strengthen and support families; explore effective communication strategies; discover strategies for developing respectful and reciprocal relationships with families; analyze strategies to promote family engagement in early childhood education programs; explore a variety of formats for meeting with families in their contexts; advocate for children and families; and explore community resources that provide a range of services for children and families.

Information Technology

Information Technology

Microcomputer Applications

10-107-150 **2 Credits**

Course Typically offered in Summer/Fall/Spring

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**

Course Typically offered in Fall/Spring

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.

Computing Essentials

10-107-184 **2 Credits**

Course Typically offered in Summer/Fall/Spring

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**

Course Typically offered in Summer/Fall/Spring

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 Infrastructure 1

10-150-116 **3 Credits**

Course Typically offered in Fall/Spring

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.

Prereq: Network Essentials (10150162) OR instructor approval

Linux

10-150-147 **2 Credits**

Course Typically offered in Fall/Spring

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.

Prereq: Linux Essentials - Just Enough Linux 10150155 or not active in a program

Windows PowerShell Scripting

10-150-149 **3 Credits**

Course Typically offered in Fall/Spring

Teaches everything you need to know to begin developing your own Windows PowerShell scripts. This involves learning how to interact with the Windows PowerShell command line, learning about Microsoft's .NET framework and how to work with other Windows technologies, such as the Windows registry, as you learn how to become a PowerShell programmer.

Windows Server

10-150-156 **3 Credits**

Course Typically offered in Fall/Spring

Covers Microsoft Windows Server 2012 R2 administration including server hardware and software, Active Directory, file resources, printers, disk resources, Web resources, DNS and DHCP. Monitoring and troubleshooting server resources are also examined. Extensive hands-on activities are included.

Information Assurance

10-150-161 **2 Credits**

Course Typically offered in Fall/Spring

Examines the basics of information security, including access control and organizational security policies. This course will include the process of securing user workstations, laptops and mobile devices.

Network Essentials

10-150-162 **2 Credits**

Course Typically offered in Fall/Spring

Provides an introduction to networking theory and technologies, including the basics of communication, common protocols, the OSI model, network topologies, local network media, network devices, network security and networking tools. Includes more in-depth study of the components of TCP/IP, Ethernet, and wireless networks. Involves considerable time developing troubleshooting skills.

HTML 5

10-152-101 **3 Credits**

Course Typically offered in Fall/Spring

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).

Coreq: College Success: On Course 10890100

Web Graphics, Introduction to

10-152-105 **3 Credits**

Course Typically offered in Fall/Spring

Introduces the fundamental concepts necessary to generate and prepare graphics for Web pages. The course will focus on raster as well as vector images. Areas addressed will be color selection, layout, text, optimizing images, creating backgrounds, slicing, creating navigation, transparent graphics and animated graphics. Adobe software will be utilized.

C# Introduction to Programming

10-152-111 **3 Credits**

Course Typically offered in Fall/Spring

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**

Course Typically offered in Fall/Spring

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.

Prereq: C# Introduction to Programming 10152111

C# Intermediate Programming

10-152-116 **3 Credits**

Course Typically offered in Fall/Spring

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.

Prereq: Data Access for Programmers (10152168) AND C# Introduction (10152111) OR Computer Programming C++ (10152114)

WordPress

10-152-131 **3 Credits**

Course Typically offered in Fall/Spring

Introduces the basics of WordPress. Students will learn how to create blog sites, publish posts and pages, work with themes, employ widgets, create custom menus, activate plugins, and utilize page templates. Students will work to customize WordPress themes and learn how to make WordPress more secure. The course will use HTML, CSS, and the current version of WordPress.

Prereq: HTML 10152120 or HTML 5 - 10152101

Database Concepts

10-152-155 **2 Credits**

Course Typically offered in Fall

Uses hands-on exercises and projects to give students experience with using databases for data storage and retrieval. To encourage students to become more sophisticated database users, background information and general relational database concepts are included.

Data Access for Programmers

10-152-168 **3 Credits**

Course Typically offered in Fall/Spring

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).

Introduction to Mobile Development

10-152-180 **3 Credits**

Course Typically offered in Fall/Spring

Introduces students to the different stages of development for mobile applications. We will cover the different language options and the process of getting an application to be available in a world market. This class will also cover development strategies for iPhone, iPad, Android and the Windows Phone.

Prereq: C# Introduction to Programming (10152111)

Emerging Technologies and Trends

10-154-101 **3 Credits**

Course Typically offered in Fall/Spring

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**

Course Typically offered in Fall/Spring

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.

Advanced Desktop Management

10-154-105 **2 Credits**

Course Typically offered in Fall/Spring

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.

Prereq: Enterprise Client 10154110; Active in A+ Certification OR Instructor Approval

Desktop Management

10-154-107 **2 Credits**

Course Typically offered in Summer/Fall/Spring

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.

Device Repair and Maintenance

10-154-111 **3 Credits**

Course Typically offered in Summer/Fall/Spring

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.

Law Enforcement & Public Safety

Criminal Justice

Cultural Diversity In Criminal Justice

10-504-103 **3 Credits**

Course Typically offered in Fall/Spring

Explore the impact of varied cultures on American policing, courts, and corrections.

Introduction to Forensic Science

10-504-110 **3 Credits**

Course Typically offered in Fall/Spring

Explores the applications of science in the field of crime scene management from the crime scene to the courtroom and beyond. Students will focus on the examination and reconstruction of various crime scenes with the emphasis on the identification, collection, documentation and preservation of physical evidence.

Prereq: ACCUPLACER Sentence Skills score 83 or greater and Reading score 54 or greater or completion of program prep courses

Public Safety Fitness and Wellness

10-504-181 **3 Credits**

Course Typically offered Varies

Demonstrates student fitness techniques and wellness topics to prepare candidates for public safety careers. Instruction related to nutrition, disease, stress and injury prevention will be provided.

Introduction to Corrections

10-504-201 **3 Credits**

Course Typically offered in Fall/Spring

Examines the concept of punishment and its form, functions, and enforcement throughout history, with an emphasis on the operation, structure, clientele, and issues confronting the institutions, agencies, and programs encompassing the corrections system including jails, prisons, and probation and parole.

Coreqs: HS GPA 2.75+ OR ACPL Read 54+/Sent 83+, Next Gen Read 250+/Sent 250+, ACT Read 18+/Engl 18+ OR Read Prep 10838105/Sent Prep 10831103); ACE 94900315 for Criminal Justice, Security & Asset, and Forensic Science students

Criminal Justice System

10-504-204 **3 Credits**

Course Typically offered in Fall/Spring

Distinguish the roles of courts and law enforcement agencies; identify the purpose of law enforcement in American society; describe how professionalism and ethics relate to law enforcement; understand crime in America; explain basic aspects of criminal law; gain an understanding of sentencing of offenders as it relates to prison and jails; compare adult and juvenile justice.

Coreq: ACCPL Reading >= 54 & Sentence >= 83 OR ACT (Read/Sent) >= 18 OR completion of appropriate Program Prep course(s); A.C.E. (94900315) for Criminal Justice and Security & Asset students only

Communicating Professionally

10-504-207 **3 Credits**

Course Typically offered in Fall/Spring

Apply knowledge of the communication process, communication techniques, integrate verbal and physical intervention skills, develop strategies to obtain information in a variety of situations, differentiate between an interview and an interrogation, and analyze information for consideration as corroborative evidence.

Prereq: Intro to Corrections 10504201 or active in Security & Asset Protection

Forensic Science

Laboratory Methods for Forensic Science

10-806-120 **1 Credit**

Course Typically offered in Fall/Spring

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

Manufacturing Techniques, Cold

32-420-314 **1 Credit**

Course Typically offered in Summer/Fall/Spring

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**

Course Typically offered in Summer/Fall/Spring

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.

Prereq: Read – HS GPA 2.75+ OR ACPL 54+, Next Gen 250+, ACT 18+ OR Read Prep 10838105; Arith – HS GPA 2.75+ OR ACPL 65+, Next Gen 263+, ACT Math 18+ OR Arith Prep 10834109 OR Math for the Trades 31804307 with C or better

Engine Lathe 1

32-420-333 **3 Credits**

Course Typically offered in Summer/Fall/Spring

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.

Prereq: HS GPA 2.75+ OR ACPL Read 54+/Arith 65+, Next Gen Read 250+/Arith 263+, ACT Read 18+/Math 18+ OR Read Prep 10838105/Arith Prep 10834109; Coreq: Measurement & Benchwork 2 32420332

Manual Milling Machines 1

32-420-335 **3 Credits**

Course Typically offered in Summer/Fall/Spring

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

Prereq: Arith – HS GPA 2.75+ OR ACPL 65+, Next Gen 263+, ACT Math 18+ OR Arith Prep 10834109; Coreq: Engine Lathe 2 32420334

Blueprint Reading, Basic-MTO

32-420-350 **1 Credit**

Course Typically offered in Fall/Spring

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

SMAW Techniques 1

10-442-121 **2 Credits**

Course Typically offered in Fall/Spring

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.

Coreq: Welding & Metal Fab Intro & Safety 10621105 or not active in a program

GMAW Techniques 1

10-442-123 **2 Credits**

Course Typically offered in Fall/Spring

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.

Coreq: Welding & Metal Fab Intro & Safety (10621105) or not active in program

GMAW Techniques 2

10-442-124 **2 Credits**

Course Typically offered in Fall/Spring

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.

Coreq: Welding & Metal Fab Intro & Safety (10621105) and GMAW Techniques 1 (10442123 or 10621123)

FCAW Techniques

10-442-125 **2 Credits**

Course Typically offered in Fall/Spring

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.

Coreq: Welding & Metal Fab Intro & Safety (10621105) or not active in program

GTAW Techniques

10-442-126 **2 Credits**

Course Typically offered in Fall/Spring

A study and operation of primarily gas tungsten arc welding on some mild steel, with the majority of work on stainless steel and aluminum. The student will learn about the different types of electrodes 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.

Coreq: Welding & Metal Fab Intro & Safety 10621105 or not active in a program

Robotic Arc Welding, Basic

10-442-127 **2 Credits**

Course Typically offered in Fall/Spring

Provides a survey of multiple robot programs, safety and safety systems, learning maintenance, and program editing. Students will work with robot fixtures using the GMAW process.

Coreq: GMAW Techniques 1 (10442123 or 10621123)

Basic Welding for Machine Tool Operation

32-442-301 **1 Credit**

Course Typically offered in Fall/Spring

Focuses on basic concepts of torch operation, gas metal arc welding and gas tungsten arc welding processes. Students will learn welding theory as well as how to set up and operate these welding processes and complete lab work with proficiency.

Manufacturing Processes, Hot-Welding

10-457-103 **2 Credits**

Course Typically offered in Fall/Spring

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

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.

Coreq: Weld/Metal Fab Intro & Safety (10621105)

Weld Symbols

10-621-114 **1 Credit**

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

Coreq: Weld/Metal Fab Intro & Safety (10621105)

Welding Metallurgy

10-621-116 **3 Credits**

Course Typically offered in Fall/Spring

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.

Industrial Manufacturing Technology

Interpretation of Engineering Drawings

10-623-106 **2 Credits**

Course Typically offered in Fall/Spring

Teaches students how to visualize a three-dimensional part from a drawing, interpret dimensions and tolerances, identify symbols commonly used in engineering drawings, and use engineering drawings for comparison, analysis and problem-solving purposes.

Engineering Materials

10-623-121 **3 Credits**

Course Typically offered in Fall/Spring

Discusses the relationship between the properties and processes of various materials, including metals, ceramics, polymers, and composites. Emphasis is on the fundamentals of selecting materials based on engineering design criteria.

Project Management

10-623-132 **3 Credits**

Course Typically offered in Fall/Spring

Offers a systematic approach to coordinating, scheduling, and controlling activities, people, and resources during short-term and long-term projects. Some of the tools presented include Work Breakdown Structures, Activity Diagrams, and Gantt Charts.

Manufacturing Processes

10-623-148 **3 Credits**

Course Typically offered in Fall/Spring

Presents a comprehensive overview of the fundamental manufacturing process families. Learners focus first on how the processes move from a primary process of operation to the secondary process; then examine the tools and tooling used in manufacturing, forming, and casting techniques and their application, as well as material removal processes.

Transformational Leadership

10-623-155 **3 Credits**

Course Typically offered in Fall/Spring

Explores the fundamental truths of good leadership that have stood the test of time. Learners use these fundamentals to develop their leadership skills to see how they can make a difference.

Quality Management

10-623-171 **3 Credits**

Course Typically offered in Fall/Spring

Includes supplier quality management and cost of quality concepts.

Lean Tools

10-623-195 **2 Credits**

Course Typically offered in Fall/Spring

Introduces useful tools to use when implementing Lean in your organization. Major course topics include team building, lean tools and project management.

Logistics & Material Management

Supply Chain Career Exploration

10-182-123 **1 Credit**

Course Typically offered in Summer/Fall/Spring

Acquaints students with career options and related job skills, salaries and employment trends in the Supply Chain field. Familiarizes them with the different aspects that make up the supply chain and the various career path options.

Fundamentals of Supply Chain Management

10-182-131 **3 Credits**

Course Typically offered in Fall/Spring

Introduces the key concepts of supply chain management. Students learn tips, techniques, and best practices in supply chain operations. Students will stay up to date on the newest thinking, strategies, developments, and technologies in supply chain management.

Marketing, Sales and Service

Interior Design

Fundamentals of Design

10-304-110 **3 Credits**

Course Typically offered in Fall/Spring

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.

Basic Interior Design

10-304-125 **3 Credits**

Course Typically offered in Fall/Spring

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

Color Theory

10-304-127 **3 Credits**

Course Typically offered in Fall/Spring

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**

Course Typically offered in Fall/Spring

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.

Business Principles for Interior Design

10-304-135 **1 Credit**

Course Typically offered in Fall/Spring

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

History of Furniture

10-304-144 **3 Credits**

Course Typically offered in Fall/Spring

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.

Computer Basics for Design

10-304-150 **1 Credit**

Course Typically offered in Fall/Spring

Introduces the student to current Interior Design software used to create effective client presentations and professional portfolios. Students will get an overview of software used for 3D rendering, photo editing and presentation layouts.

Flooring

10-304-152 **1 Credit**

Course Typically offered in Fall

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.

Presentation Techniques

10-304-166 **3 Credits**

Course Typically offered in Fall/Spring

Introduces the student to a variety of techniques used in design communication. The student will learn and practice perspective drawing, illustration techniques and board layout styles. Good interior design requires adequate and appropriate methods of communication and presentation.

Drafting Skills for Interiors

10-304-167 **3 Credits**

Course Typically offered in Fall/Spring

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

Marketing

Marketing 1, Principles of

10-104-151 **3 Credits**

Course Typically offered in Summer/Fall/Spring

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.

Transportation

Auto Body - Chassis & Finish

Internship-Vehicle Repair

10-405-124 **1 Credit**

Focuses on how a collision shop is organized and understanding the day to day operations. It will also focus on the use of basic hand tools, power tools and equipment in accordance with industry accepted standards. Students are introduced to collision repair industry terms and definitions used in daily operation.

Introduction to Automotive Refinishing

10-405-181 **2 Credits**

Course Typically offered in Fall

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.

Coreq: Auto Body Uniforms and Safety Kit 94405001

Collision Repair Non Structure 1

10-405-182 **2 Credits**

Course Typically offered in Fall

Provides the learner the opportunity to develop the skills, knowledge and process of removal, replacement and storage of interior and exterior trim, disarming/arming restraint systems and adjustment to moveable glass, lamps bumpers and moveable tops.

Coreq: Intro to Auto Refinishing 10405181

Collision Repair Non Structure 2

10-405-183 **2 Credits**

Course Typically offered in Fall

Provides the learner the opportunity to develop the skills required to identify different types of vehicle construction, develop a repair plan, align bolted and moveable exterior panels while utilizing appropriate tools.

Coreq: Collision Repair Non-Struct 1 (10405182)

Collision Repair Non Structure 3

10-405-184 **2 Credits**

Course Typically offered in Fall

Provides the learner the opportunity to develop the skills and knowledge of sheet metal characteristics, repair sequences, and the processes for straightening while maintaining corrosion.

Coreq: Intro to Auto Refinishing (10405181)

Collision Repair Non Structure 4

10-405-185 **2 Credits**

Course Typically offered in Fall

Provides the learner the opportunity to develop the skills and knowledge to utilize a damage report for the removal and application of sealers, undercoats, corrosion protection and various types of foams. Additionally, students will determine repair/replace choices, perform panel bonding and welding, and perform aluminum panel repair procedures.

Coreq: Collision Repair Non Struct 3

Collision Refinishing Surface Preparation

10-405-187 **2 Credits**

Course Typically offered in Spring

Teaches students to prepare surfaces to be refinished by utilizing cleaning, sanding, and masking techniques, while protecting non-refinish areas of the vehicle from overspray and component damage. Learners also develop existing finish defect and substrate assessment along with primer product choices.

Prereq: Collision Repair Non-Struct 4 (10405185)

Refinish and Topcoat Application

10-405-188 **3 Credits**

Course Typically offered in Spring

Covers locating and mixing automotive color formulas and procedures for applying automotive finishes, including spray gun operation and technique. Blending is also introduced in this course.

Coreq: Collision Refinish Surf Prep (10405187)

Refinishing, Tinting, & Blending

10-405-189 **2 Credits**

Course Typically offered in Spring

Covers procedures for applying automotive finishes, including advanced spray gun setup considerations and techniques and blending additives. Also included is an in-depth study and application of color movement, along with color assessment tools.

Coreq: Refinish and Topcoat App (100405188)

Collision Refinishing-Advanced

10-405-190 **3 Credits**

Course Typically offered in Spring

Covers the application and blending of automotive multi-stage finishes, the use of waterborne refinishing materials, and improving efficiency during the refinishing process. Refinishing defect identification, diagnosis and repair is also covered, with emphasis on learning how to avoid defects while refinishing. Preparing a vehicle for customer pickup, including proper vehicle detailing, interior cleaning, engine compartment cleaning, exterior cleaning, polishing, and application of decals, stripes, and graphics, is also covered.

Coreq: Refinishing, Tinting, & Blending (10405189)

Collision Repair Welding

10-405-196 **2 Credits**

Course Typically offered in Fall

Focuses on welding and cutting a variety of steel common in collision repair. Welding methods include gas metal arc welding and brazing (MIG) in horizontal, vertical, and overhead positions, as well as squeeze-type resistance spot welding (STRSW). Cutting methods cover oxy-fuel and plasma arc cutting of steels.

Coreq: PPE for Welding 94405002

Automotive Technology

Automotive Maintenance and Light Repair 1

10-602-100 **4 Credits**

Course Typically offered in Fall/Spring

Focuses on developing skills in professionalism, safety, and the use of basic and power tools. Students are introduced to the automotive service industry and learn to use both comprehensive and manufacturer's service information to perform vehicle maintenance in 9 Automotive Service Excellence (ASE) areas.

Prereq: Completion of Bennett Mechanical Assessment 94602100 with a score of 27% or greater or completion of Science Principles for Transportation 10806173; Coreq: Automotive Uniforms 94602001

Automotive Maintenance and Light Repair 2

10-602-101 **4 Credits**

Course Typically offered in Fall/Spring

Focuses on developing the skills needed to diagnose, service and repair vehicle braking systems with an introduction to ABS. Includes the development of skills needed to perform maintenance and repair of chassis and driveline related items.

Coreq: Automotive Maintenance and Light Repair 1 (10602100)

Automotive Maintenance and Light Repair 3

10-602-102 **4 Credits**

Course Typically offered in Fall/Spring

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. Develops skills needed to diagnose, service, and repair electrical and electronic systems, including batteries, starting, charging, and lighting systems, and computer control systems.

Coreq: Automotive Maintenance and Light Repair 1 (10602100); Automotive Electrical Kit (94602002)

Automotive Maintenance and Light Repair 4

10-602-105 **4 Credits**

Course Typically offered in Fall/Spring

Focuses on developing the skills needed to diagnose, service and repair steering and suspension systems including wheel alignment procedures. Course includes maintenance and light repair of hybrid vehicles, heating, ventilation, and air conditioning as well as supplemental inflatable restraints.

Coreq: Automotive Maintenance and Light Repair 1 (10602100)

Automotive MLR Internship 1

10-602-108 **1 Credit**

Course Typically offered in Fall

Provides students with work experience on actual vehicles in area shops.

Automotive MLR Internship 2

10-602-110 **1 Credit**

Course Typically offered in Fall

Provides students with work experience on actual vehicles in area shops.

Science Principles for Transportation

10-806-175 **3 Credits**

Course Typically offered in Summer/Fall/Spring

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.

Coreq: Math for the Trades (31804307) or College Technical Math 1/1A (10804115 / 113) or College Mathematics (10804107)

Combustion Engines

Introduction to Diesel Technology

10-412-101 **4 Credits**

Course Typically offered in Fall/Spring

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.

Coreq: Service Mgmnt (10412128) & Intro Transp Welding (10405147) & Oral/Interpersonal Comm (10801196) OR Human Relations (31809300) & Comm, Applied (31801318); OR active in Bus Mgmt –Diesel subplan; AND Diesel Textbooks (94412001) & Uniforms (94412002)

Service Management

10-412-128 **4 Credits**

Course Typically offered in Fall/Spring

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.

Coreq: Intro to Diesel Technology (10412101) or Intro to Diesel Tech Bridge (10412101B) AND Intro, Transportation Welding (10405147); AND Oral/Interpersonal Communication (10801196) OR Human Relations (31809300) and Communication, Applied (31801318)

General Studies

College Skills

College Success: On Course

10-890-100 **1 Credit**

Course Typically offered in Summer/Fall/Spring

On Course helps you learn a number of proven strategies for creating greater academic, professional and personal success. You will discover how to create a rich, fulfilling life by developing new beliefs and behaviors. College Success: On Course empowers you to make wise choices in your academic and personal life which leads to improved experiences and outcomes.

Communication Skills

English Composition 1

10-801-136 **3 Credits**

Course Typically offered in Summer/Fall/Spring

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.

Prereq: HS GPA 2.75+ OR ACPL Read 54+/Sent 83+, Next Gen Read 250+/Sent 250+, ACT Read 18+/Engl 18+ OR Read Prep 10838105/Sent Prep 10831103

Written Communication

10-801-195 **3 Credits**

Course Typically offered in Summer/Fall/Spring

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.

Prereq: HS GPA 2.75+ OR ACPL Read 54+/Sent 83+, Next Gen Read 250+/Sent 250+, ACT Read 18+/Engl 18+ OR Read Prep 10838105/Sent Prep 10831103

Oral/Interpersonal Communication

10-801-196 **3 Credits**

Course Typically offered in Summer/Fall/Spring

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.

Prereq: HS GPA 2.75+ OR ACPL Read 54+/Sent 83+, Next Gen Read 250+/Sent 237+, ACT Read 18+/Engl 15+ OR Read Prep 10838105/Sent Prep 74851745

Speech

10-801-198 **3 Credits**

Course Typically offered in Fall/Spring

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

Prereq: HS GPA 2.75+ OR ACPL Read 54+/Sent 83+, Next Gen Read 250+/Sent 237+, ACT Read 18+/Engl 15+ OR Read Prep 10838105/Sent Prep 74851745

Mathematics

College Mathematics

10-804-107 **3 Credits**

Course Typically offered in Summer/Fall/Spring

Designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

Prereq: Arith – HS GPA 2.75+ OR ACPL 65+, Next Gen 263+, ACT Math 18+ OR Arith Prep 10834109

College Technical Math 1A

10-804-113 **3 Credits**

Course Typically offered in Summer/Fall/Spring

Included topics are solving linear equations; graphing; percent; proportions; measurement systems; computational geometry; and right triangle trigonometry. 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.

Prereq: Alg – HS GPA 2.75+ OR ACPL 51+, Next Gen 250+, ACT Math 18+ OR Alg Prep 10834109 OR Math & Logic 10804133

College Technical Math 1B

10-804-114 **2 Credits**

Course Typically offered in Summer/Fall/Spring

Continuation of College Technical Mathematics 1A. Topics include: performing operations on polynomials; solving quadratic and rational equations; formula rearrangement; solving systems of equations; and oblique triangle trigonometry. 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.

Prereq: College Technical Math 1A (10804113)

College Technical Math 1

10-804-115 **5 Credits**

Course Typically offered in Summer/Fall/Spring

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.

Prereq: Alg – HS GPA 2.75+ OR ACPL 51+, Next Gen 250+, ACT Math 18+ OR Alg Prep 10834109

College Technical Math 2

10-804-116 **4 Credits**

Course Typically offered in Fall/Spring

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.

Prereq: College Technical Math 1 (10804115) or College Technical Math 1B (10804114)

Math for Natural Resources Common Topics

10-804-117 **2 Credits**

Course Typically offered in Fall/Spring

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).

Prereq: Arith – HS GPA 2.75+ OR ACPL 46+, Next Gen 250+, ACT Math 16+ OR Arith Prep 10834109; Coreq: Natural Resources Common Topics 10057143

Math with Business Apps

10-804-123 **3 Credits**

Course Typically offered in Summer/Fall/Spring

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.

Prereq: Arith – HS GPA 2.75+ OR ACPL 46+, Next Gen 250+, ACT Math 16+ OR Arith Prep 10834109

Introductory Statistics

10-804-189 **3 Credits**

Course Typically offered in Fall/Spring

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.

Prereq: Alg – HS GPA 2.75+ OR ACPL 51+, Next Gen 250+, ACT Math 18+ OR Alg Prep 10834109

Math for the Trades

31-804-307 **2 Credits**

Course Typically offered in Summer/Fall/Spring

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

General Biology

10-806-114 **4 Credits**

Course Typically offered in Fall/Spring

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.

Prereq: HS GPA 2.75+ OR ACPL Read 54+/Sent 83+, Next Gen Read 250+/Sent 237+, ACT Read 18+/Engl 15+ OR Read Prep 10838105/Sent Prep 74851745

General Chemistry

10-806-134 **4 Credits**

Course Typically offered in Summer/Fall/Spring

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

Prereq: 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)

General Anatomy & Physiology

10-806-177 **4 Credits**

Course Typically offered in Summer/Fall/Spring

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.)

Prereq: ACPL Read 80+/Sent 83+, Next Gen Read 263+/Sent 250+, ACT Read 20+/Engl 18+, TEAS 50+, HS GPA 2.75+ Sent Only OR Prep for A&P 10836123/Sent Prep 10831103; 1 cr HS Chem OR Gen Chem 10806134 with C or better. Can enroll in only 1 section of Gen A&P

Intro to Biochemistry

10-806-186 **4 Credits**

Course Typically offered in Summer/Fall/Spring

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.

Prereq: 1 credit of HS chemistry OR General Chemistry 10806134 with grade of C or better; HS GPA 2.75+ OR ACPL Read 54+/Sent 83+, Next Gen Read 250+/Sent 250+, ACT Read 18+/Engl 18+ OR Read Prep 10838105/Sent Prep 10831103

Basic Anatomy

10-806-189 **3 Credits**

Course Typically offered in Fall/Spring

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

Prereq: HS GPA 2.75+ OR ACPL Read 54+/Sent 83+, Next Gen Read 250+/Sent 237+, ACT Read 18+/Engl 15+ OR Read Prep 10838105/Sent Prep 74851745

Social Science

Think Critically & Creatively

10-809-103 **3 Credits**

Course Typically offered in Summer/Fall/Spring

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.

Prereq: HS GPA 2.75+ OR ACPL Read 54+/Sent 83+, Next Gen Read 250+/Sent 237+, ACT Read 18+/Engl 15+ OR Read Prep 10838105/Sent Prep 74851745

Marriage & Family

10-809-128 **3 Credits**

Course Typically offered in Fall/Spring

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**

Course Typically offered in Summer/Fall/Spring

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.

Prereq: Introduction to Psychology (10809198) or Psychology of Human Relations (10809199)

Intro to Ethics: Theory & App

10-809-166 **3 Credits**

Course Typically offered in Summer/Fall/Spring

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.

Prereq: HS GPA 2.75+ OR ACPL Read 54+/Sent 83+, Next Gen Read 250+/Sent 237+, ACT Read 18+/Engl 15+ OR Read Prep 10838105/Sent Prep 74851745

Introduction to Diversity Studies

10-809-172 **3 Credits**

Course Typically offered in Summer/Fall/Spring

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.

Prereq: HS GPA 2.75+ OR ACPL Read 54+/Sent 83+, Next Gen Read 250+/Sent 237+, ACT Read 18+/Engl 15+ OR Read Prep 10838105/Sent Prep 74851745

Developmental Psychology

10-809-188 **3 Credits**

Course Typically offered in Summer/Fall/Spring

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.

Prereq: Intro to Psychology (10809198) or enrollment in the Practical Nursing plan

Economics

10-809-195 **3 Credits**

Course Typically offered in Summer/Fall/Spring

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.

Prereq: HS GPA 2.75+ OR ACPL Read 54+/Sent 83+, Next Gen Read 250+/Sent 237+, ACT Read 18+/Engl 15+ OR Read Prep 10838105/Sent Prep 74851745

Intro to Sociology

10-809-196 **3 Credits**

Course Typically offered in Summer/Fall/Spring

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.

Prereq: HS GPA 2.75+ OR ACPL Read 54+/Sent 83+, Next Gen Read 250+/Sent 237+, ACT Read 18+/Engl 15+ OR Read Prep 10838105/Sent Prep 74851745

Contemporary American Society

10-809-197 **3 Credits**

Course Typically offered in Summer/Fall/Spring

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.

Prereq: HS GPA 2.75+ OR ACPL Read 54+/Sent 83+, Next Gen Read 250+/Sent 237+, ACT Read 18+/Engl 15+ OR Read Prep 10838105/Sent Prep 74851745

Intro to Psychology

10-809-198 **3 Credits**

Course Typically offered in Summer/Fall/Spring

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.

Prereq: HS GPA 2.75+ OR ACPL Read 54+/Sent 83+, Next Gen Read 250+/Sent 237+, ACT Read 18+/Engl 15+ OR Read Prep 10838105/Sent Prep 74851745

Psychology of Human Relations

10-809-199 **3 Credits**

Course Typically offered in Summer/Fall/Spring

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.

Prereq: HS GPA 2.75+ OR ACPL Read 54+/Sent 83+, Next Gen Read 250+/Sent 237+, ACT Read 18+/Engl 15+ OR Read Prep 10838105/Sent Prep 74851745

Human Relations

31-809-300 **2 Credits**

Course Typically offered in Fall/Spring

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.

Global Studies / Foreign Languages

Global Studies / Foreign Languages

Global Business Fundamentals

10-138-150 **3 Credits**

Course Typically offered in Fall/Spring

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 Health Care

10-141-110 **3 Credits**

Course Typically offered in Summer/Fall/Spring

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**

Course Typically offered in Fall/Spring

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**

Course Typically offered in Fall/Spring

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**

Course Typically offered in Fall/Spring

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**

Course Typically offered in Fall/Spring

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

10-141-136 **3 Credits**

Course Typically offered Varies

Establishes a foundation in Hmong language, focusing on language of common, everyday situations. Expands on vocabulary, basic grammar, word recognition and usage, conversation, and understanding of culture and tradition.

Hmong 2

10-141-137 **3 Credits**

Course Typically offered Varies

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

Global Understanding

10-141-158 **3 Credits**

Course Typically offered in Summer/Fall/Spring

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 1

10-802-100 **3 Credits**

Course Typically offered in Summer/Fall/Spring

Presents an introductory approach to conversation using everyday work and social situations. This course provides students with the basic vocabulary, grammar, and cultural understanding needed for interacting with Spanish speakers at home and abroad.

Spanish 2

10-802-101 **3 Credits**

Course Typically offered in Summer/Fall/Spring

Enables students to advance their conversational skills in realistic work and social environments while further developing cross-cultural insights needed for successful interactions with Spanish-speaking people both at home and abroad.

Spanish 3

10-802-102 **3 Credits**

Course Typically offered in Fall/Spring

In this continuation of Spanish 2, students develop additional communicative and written skills in real-life situations and gain a better understanding of the Spanish-speaking cultures of the world in relationship to their own.

Spanish 4

10-802-103 **3 Credits**

Course Typically offered in Fall/Spring

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 5

10-802-104 **3 Credits**

Course Typically offered Varies

A continuation of Spanish 4. Principles of grammar are systematically reviewed with emphasis on the use of the past, future and subjunctive verb tenses. Students will continue to expand their vocabulary and develop their oral and listening skills. Culture will also be discussed.

Spanish for True Beginners

10-802-106 **1 Credit**

Course Typically offered in Summer/Fall/Spring

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 Conversation Intermediate

10-802-110 **2 Credits**

Course Typically offered Varies

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.

Arabic 1

10-802-114 **3 Credits**

Course Typically offered in Fall/Spring

Establishes a foundation in Arabic language, focusing on language of common, everyday situations. Expands on vocabulary, basic grammar, word recognition and usage, conversation, and understanding of culture and tradition.

Arabic 2

10-802-115 **3 Credits**

Course Typically offered in Fall/Spring

Builds on a foundation in Arabic 1, presenting the language of everyday situations, and focuses on vocabulary expansion, basic grammar, word recognition and usage, conversation, and understanding of culture and tradition.

Chinese Mandarin 1

10-802-117 **3 Credits**

Course Typically offered in Fall/Spring

Establishes a 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.

French 1

10-802-118 **3 Credits**

Course Typically offered in Fall/Spring

Establishes a 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.

German 1

10-802-119 **3 Credits**

Course Typically offered in Fall/Spring

Establishes a 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.

Italian 1

10-802-120 **3 Credits**

Course Typically offered in Fall/Spring

Establishes a 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.

French 2

10-802-121 **3 Credits**

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

Chinese Mandarin 2

10-802-122 **3 Credits**

Course Typically offered in Fall/Spring

Builds on a foundation in the Chinese Mandarin 1, presenting the language of everyday situations and focuses on vocabulary expansion, basic grammar, word recognition and usage, conversation, and understanding of culture and tradition.

French 3

10-802-124 **3 Credits**

Course Typically offered Varies

Expands on fundamentals of French grammar and communication addressed in French 2 and further develops learners' reading, writing, listening and speaking skills. Enables students to learn how to effectively engage in work-related communication and introduces French for special purposes. French 2 or consent of instructor is required.

French Advanced Conversation

10-802-125 **3 Credits**

Course Typically offered Varies

Further develops reading, writing, listening and speaking skills. Focusing on speaking, students gain knowledge and skills necessary to effectively engage in verbal communication on a variety of topics. Completion of French 3 or instructor consent required. Content/topics will vary from semester to semester. Course may be taken multiple times.

German 2

10-802-126 **3 Credits**

Course Typically offered in Fall/Spring

Builds on a foundation in German 1, presenting the language of everyday situations and focuses on vocabulary expansion, basic grammar, word recognition and usage, conversation, and understanding of culture and tradition.

German 3

10-802-127 **3 Credits**

Course Typically offered Varies

Expands on fundamentals of German grammar and communication addressed in German 2 and further develops learners' reading, writing, listening and speaking skills. Enables students to learn how to effectively engage in work-related communication and introduces German for special purposes. German 2 or consent of instructor is required.

German Advanced Conversation

10-802-128 **3 Credits**

Course Typically offered Varies

Further develops learners' German reading, writing, listening and speaking skills. Completion of this course focused on speaking skills will enable students to gain knowledge and skills necessary to effectively engage in verbal communication on a variety of topics. Completion of German 2, 3, German Intermediate Conversation or instructor consent required.

Italian 2

10-802-180 **3 Credits**

Course Typically offered in Fall/Spring

Builds on a foundation in Italian 1, presenting the language of everyday situations and focuses on vocabulary expansion, basic grammar, word recognition and usage, conversation, and understanding of culture and tradition.

Italian 3

10-802-181 **3 Credits**

Course Typically offered Varies

Expands on fundamentals of Italian grammar and communication addressed in Italian 2 and further develops learners' reading, writing, listening and speaking skills. Enables students to learn how to effectively engage in work-related communication and introduces Italian for special purposes. Italian 2 or consent of instructor is required.

Italian Advanced Conversation

10-802-182 **3 Credits**

Course Typically offered Varies

Further develops learners' Italian reading, writing, listening and speaking skills. Completion of this course focused on speaking skills will enable students to gain knowledge and skills necessary to effectively engage in verbal communication on a variety of topics. Completion of Italian 2, 3, Italian Intermediate Conversation or instructor consent required.

Japanese 1

10-802-183 **3 Credits**

Course Typically offered in Fall/Spring

Establishes a foundation in Japanese language, focusing on language of common, everyday situations. Expands on vocabulary, basic grammar, word recognition and usage, conversation, and understanding of culture and tradition.

Japanese 2

10-802-184 **3 Credits**

Course Typically offered in Fall/Spring

Builds on a foundation in Japanese 1, presenting the language of everyday situations and focuses on vocabulary expansion, basic grammar, word recognition and usage, conversation, and understanding of culture and tradition.

Polish 1

10-802-187 **3 Credits**

Course Typically offered in Fall/Spring

Establishes a foundation in Polish language, focusing on language of common, everyday situations. Expands on vocabulary, basic grammar, word recognition and usage, conversation, and understanding of culture and tradition.

Polish 2

10-802-188 **3 Credits**

Course Typically offered in Fall/Spring

Builds on a foundation in Polish 1, presenting the language of everyday situations and focuses on vocabulary expansion, basic grammar, word recognition and usage, conversation, and understanding of culture and tradition.

Portuguese 1

10-802-190 **3 Credits**

Course Typically offered in Fall/Spring

Establishes a foundation in Portuguese language, focusing on language of common, everyday situations. Expands on vocabulary, basic grammar, word recognition and usage, conversation, and understanding of culture and tradition.

Portuguese 2

10-802-191 **3 Credits**

Course Typically offered in Fall/Spring

Builds on a foundation in Portuguese 1, presenting the language of everyday situations and focuses on vocabulary expansion, basic grammar, word recognition and usage, conversation, and understanding of culture and tradition.

Russian 1

10-802-193 **3 Credits**

Course Typically offered in Fall/Spring

Establishes a foundation in Russian language, focusing on language of common, everyday situations. Expands on vocabulary, basic grammar, word recognition and usage, conversation, and understanding of culture and tradition.

Russian 2

10-802-194 **3 Credits**

Course Typically offered in Fall/Spring

Builds on a foundation in Russian1, presenting the language of everyday situations and focuses on vocabulary expansion, basic grammar, word recognition and usage, conversation, and understanding of culture and tradition.

Russian 3

10-802-195 **3 Credits**

Course Typically offered Varies

Expands on fundamentals of Russian grammar and communication addressed in Russian 2 and further develops learners' reading, writing, listening and speaking skills. Enables students to learn how to effectively engage in work-related communication and introduces Russian for special purposes. Russian 2 or consent of instructor is required.

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 in order to gain admission into a Fox Valley Technical College program. Start College Now students are required to apply for Nursing Assistant and EMT-Basic programs. The admission application is available through the MyFVTC account or by visiting www.fvtc.edu/apply.

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 Start College Now classes.

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

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

Semester – FVTC has three separate semesters per year: spring, summer, and fall. Students are eligible to take courses through Start College Now during the spring and fall semesters.

Start College Now Application – Start College Now students need to complete and return this form to their high school before registering for classes.