



START COLLEGE NOW COURSE GUIDE

2018-19

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.**

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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 the Start College Now process.
- 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: Fox Valley Technical College also accepts ACT scores in place of Accuplacer scores. If you have taken the ACT or the Accuplacer at your high school, please make sure your test scores are 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 and Natural Resources

Agriculture / Agribusiness / Farm Operations

Integrated Pest Management and 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	3 Credits
10-006-133	
<i>Course typically offered in fall/spring</i>	
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	3 Credits
10-006-134	
<i>Course typically offered in fall/spring</i>	
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	3 Credits
10-006-140	
<i>Course typically offered in fall/spring</i>	
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	3 Credits
10-006-141	
<i>Course typically offered in spring</i>	
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	3 Credits
10-006-143	
<i>Course typically offered in fall</i>	
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	3 Credits
10-006-145	
<i>Course typically offered in spring</i>	
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	3 Credits
10-006-148	
<i>Course typically offered in spring</i>	

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 Computers

31-080-305

1 Credit

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

Animal Nutrition, Basic

31-080-350

1 Credit

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

Soil Principles and Fertilization

31-080-353

1 Credit

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

Tractor Maintenance Overview

31-080-355

1 Credit

Provides to the student basic diesel engine system operation and maintenance skills and knowledge to maintain the fuel, cooling and lubrication systems on tractors and other agricultural machinery.

Advanced Tractor Maintenance

31-080-357

1 Credit

Provides the students with knowledge and skills needed to maintain and service the electrical systems associated with farm machinery. Students will perform basic service on the different electrical systems.

Pre-requisite: Tractor Maintenance Overview (31-080-355)

Agricultural Marketing

31-080-367

1 Credit

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

Cash Crop Principles

31-080-369

1 Credit

Enables students to develop management and production strategies for corn, soybeans, and related grain crops of Wisconsin.

Welding Repair and Maintenance

31-080-395

1 Credit

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

Forage and Grain Harvesting Equipment

31-080-396

1 Credit

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

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 and 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 Identification

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
<i>Course typically offered in fall</i>	
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
<i>Course typically offered in fall</i>	
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	
Exploring Natural Resources	
10-057-104	4 Credits
<i>Course typically offered in fall/spring</i>	
Provides basic study of natural resources, focusing on their abundance, importance and conservation. The physical biological variables of the environment will be studied in field and classroom settings. Career development will be incorporated to expose students to job-related activities for the following core areas: wildlife and fisheries, forestry, surveying, outdoor recreation, soils, and water quality and wastewater management.	
Ecology	
10-057-109	2 Credits
<i>Course typically offered in fall/spring</i>	
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.	
<i>Co-requisite: Written Communication (10-801-195) OR English Composition 1 (10-801-136)</i>	
Forest Recreation Environmental Education	
10-057-131	3 Credits
<i>Course typically offered in spring</i>	
Emphasis will be creating and presenting environmental education activities to various audiences. The design and delivery of environmental curriculum is the focus and will be augmented with additional public presentations and volunteering at area environmental centers. Individual and group laboratory projects and presentations are required.	
<i>Pre-requisite: Exploring Natural Resources (10-057-104); Ecology (10-057-109); Written Communication (10-801-195)</i>	
Soil and Water Conservation	
10-057-134	3 Credits
<i>Course typically offered in fall</i>	

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

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

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.

Pre-requisite: Exploring Natural Resources (10-057-104); Co-requisite: Math for Common Topics (10-804-117)

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

OPE Operation and 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
<i>Course typically offered in fall</i>	
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 and Sales	
10-461-122	2 Credits
<i>Course typically offered in spring</i>	
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
<i>Course typically offered in fall/spring</i>	
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.	
<i>Pre-requisite: ACCUPLACER Reading ≥ 80 & Sentence ≥ 83 & Arithmetic ≥ 65 OR ACT English/Math ≥ 18 & Reading ≥ 20</i>	
Wildland Fire Training	
Wildfire Introduction 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. Students must be 18 years of age on or before the first day of class.	
Business Administration and Finance	
Accounting	
Accounting, Principles of	
10-101-107	3 Credits
<i>Course typically offered in fall/spring</i>	

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 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 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

Introduction 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

Microsoft Office Suite, Introduction

10-103-120

2 Credits

Course typically offered in fall/spring

Provides an opportunity to gain technical skills employers are seeking, by using the features in Outlook, Word, Excel, and PowerPoint. Through hands-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

Provides a basic understanding of the Web as well as the tools used to create Web pages, blogs and other features. Reviews social and business Web tools and components. Basic computer hardware and software will also be explored.

Office Desktop Publishing: Microsoft 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.

Introduction to Office Careers

10-106-103

1 Credit

Course typically offered in fall/spring

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

Keyboarding for PC Users

10-106-107

1 Credit

Course typically offered in 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

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.

Co-requisite: Microsoft Office Suite, Introduction (10-103-120)

Microsoft Outlook

10-106-111	1 Credit
<i>Course typically offered in fall/spring</i>	
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
<i>Course typically offered in fall/spring</i>	
Focuses on improving typing speed and accuracy through the use of skill-building software. Introduces data entry using the numeric keypad.	
Business Writing and Formatting	
10-106-116	2 Credits
<i>Course typically offered in fall/spring</i>	
Focuses on development of spelling, grammar, punctuation and formatting rules as applied to business documents in both print and digital mediums.	
<i>Pre-requisite: ACCUPLACER Reading >= 54 & Sentence >= 83 OR ACT Reading/English >= 18</i>	
Meeting and Event Management Fundamentals	
10-106-140	3 Credits
<i>Course typically offered in fall/spring</i>	
Focuses on planning a successful meeting/event. Included are pre-planning activities, managing on-site meeting needs, and conducting follow-up activities.	
Administrative Office Procedures	
10-106-151	2 Credits
<i>Course typically offered in fall/spring</i>	
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
<i>Course typically offered in fall/spring</i>	
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.	
<i>Pre-requisite: Administrative Office Procedures (10-106-151)</i>	
Business Relationship Development	
10-106-160	2 Credits
<i>Course typically offered in fall/spring</i>	
Provides students with opportunity to develop and analyze networking and business relationships. Includes examination of the networking process, tools to facilitate and enhance networking opportunities and networking communication development.	

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.

Technical 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.

*Co-requisite: Written Communication (10-801-195) OR English Composition 1 (10-801-136)***Introduction to Social Media****10-699-121****1 Credit***Course typically offered in fall/spring*

Introduces social media, such as Facebook, Twitter, LinkedIn and other new media, as used by professional communicators. This course will stress how to integrate social media for business purposes.

Paralegal**Introduction to Paralegalism and 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 and Hospitality

Culinary Arts

Food Production, Introduction to

10-316-101

3 Credits

Course typically offered in fall

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.

Pre-requisite: ACCUPLACER Reading \geq 54 & Sentence \geq 83 OR ACT Reading/English \geq 18

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.

Pre-requisite: ACCUPLACER Reading \geq 54 & Sentence \geq 83 OR ACT Reading/English \geq 18

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 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.

Co-requisite: Sanitation for Food Service Operations (10-316-118); Culinary and Food Service Production Uniform (94-316-006) OR Accelerated Culinary and Kitchen Steward Uniform (94-316-007)

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.

Co-requisite: Culinary and Food Service Production Uniform (94-316-006) OR Accelerated Culinary and Kitchen Steward Uniform (94-316-007)

First Aid/CPR Principles and 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.

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.

Pre-requisite: ACCUPLACER Reading ≥ 54 & Sentence ≥ 83 OR ACT Reading/English ≥ 18

Customer Service Management**10-109-126****3 Credits***Course typically offered in spring*

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.

Pre-requisite: ACCUPLACER Reading ≥ 54 & Sentence ≥ 83 OR ACT Reading/English ≥ 18

Engineering and Electronic Related Technologies**Electro-Mechanical Technology****Electronic Shop Practices****10-620-169****1 Credit***Course typically offered in 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.

*Co-requisite: Digital 1 (10-605-130)***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.

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 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.

*Co-requisite: College Technical Math 1 (10-804-115) OR College Technical Math 1A (10-804-113)***DC Circuits 2****10-660-111****1 Credit***Course typically offered in 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.

*Co-requisite: DC Circuits 1 (10-660-110)***DC Circuits 3****10-660-112****1 Credit***Course typically offered in 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.

Co-requisite: DC Circuits 2 (10-660-111)

AC Circuits 1	
10-660-114	1 Credit
<i>Course typically offered in fall/spring</i>	
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.	
<i>Co-requisite: DC Circuits 2 (10-660-111); DC Circuits 3 (10-660-112)</i>	
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
<i>Course typically offered in fall/spring</i>	
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
<i>Course typically offered in fall/spring</i>	
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
<i>Course typically offered in fall/spring</i>	
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
<i>Course typically offered in fall/spring</i>	
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.	

Pre-requisite: CATIA V5 - Basic (10-606-102)

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 and 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 Introduction to AutoCAD. Students will learn more about drawing commands, editing commands, properties of objects, dimensioning and printing.

Co-requisite: AutoCAD, Introduction to (10-606-114)

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

A continuation of the Introduction to Autodesk 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

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

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. Department consent required. Must submit a copy of a signed BLS Healthcare Provider CPR card to the EMS Department office.

Pre-requisite: Admission to EMT-Basic program; Completion of EMT Basic Checklist; Must also submit signed copy of BLS Healthcare Provider CPR card to EMS Dept. The card must be valid for at least one year beyond either the end of class or the date of the expected National Registry Exam (whichever is later).

Emergency Medical Technician - Basic - Part 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.

Pre-requisite: Admission to EMT-Basic program; Completion of EMT Basic Checklist; Must also submit signed copy of BLS Healthcare Provider CPR card to EMS Dept. The card must be valid for at least one year beyond either the end of class or the date of the expected National Registry Exam (whichever is later).

Emergency Medical Technician - Basic - Part 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.

Pre-requisite: Emergency Medical Technician – Basic – Part 1 of 2 (10-531-169P1)

General Health

Medical Terminology

10-501-101

3 Credits

Course typically offered in 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 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 and Professionalism

10-501-109

2 Credits

Course typically offered in 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.

Body Structure and Function

10-501-153

2 Credits

Course typically offered in 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 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 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.

Personal Care Worker

Communication and Infection Control for the Personal Care Worker

30-510-300

1 Credit

Provides an overview of the key concepts of being a Personal Care Worker, teamwork, and professionalism. Students will also examine all the different things they need to consider when going into a client's house to provide care. Participants explore a variety of topics such as communication, assisting with challenging behaviors, emergencies, family dynamics, and respecting differences. Focuses on understanding the concepts of infection prevention. The information will be utilized when providing personal care and housekeeping in the client's home. The key concepts of nutrition will also be explored in this class

Personal Care 1

30-510-302

1 Credit

Focuses on mobility, body mechanics, transfers, assistive devices, bathing, personal hygiene, and grooming.

Nursing Assistant

Nursing Assistant

30-543-300

3 Credits

Course typically offered in 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.

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

Human Services

Alcohol and Other Drug Abuse Services

Alcohol and Drugs, Risk Reduction

10-550-101

1 Credit

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

Movement and Music for Children

10-307-111	3 Credits
<i>Course typically offered in fall/spring</i>	
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.	
Foundations of Early Childhood	
10-307-148	3 Credits
<i>Course typically offered in fall/spring</i>	
Introduces students to the early childhood profession. Course competencies include: integrate strategies that support diversity and anti-bias perspectives; investigate the history of early childhood education; summarize types of early childhood education settings; identify the components of a quality early childhood education program; summarize responsibilities of early childhood education professionals; and explore early childhood curriculum models.	
Infant and Toddler Development	
10-307-151	3 Credits
<i>Course typically offered in fall/spring</i>	
Teaches infant and toddler development as it applies to an early childhood education setting. Course competencies include: integrate strategies that support diversity and anti-bias perspectives; analyze development of infants and toddlers (conception to three years); correlate prenatal conditions with development; summarize child development theories; analyze the role of heredity and the environment and more.	
Health, Safety and Nutrition	
10-307-167	3 Credits
<i>Course typically offered in fall/spring</i>	
Examines the topics of health, safety and nutrition within the context of the early childhood educational setting. Course competencies include: integrate strategies that support diversity and anti-bias perspectives; follow governmental regulations and professional standards as they apply to health, safety and nutrition; provide a safe early childhood program and more.	
Art, Music and Language Arts	
10-307-178	3 Credits
<i>Course typically offered in fall</i>	
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.	
<i>Pre-requisite: ACCUPLACER Reading >= 54 OR ACT Reading >= 18</i>	
Child Development	
10-307-179	3 Credits
<i>Course typically offered in fall/spring</i>	
Examines child development within the context of the early childhood education setting. Course competencies include: analyze social, cultural and economic influences on child development; summarize child development theories; analyze development of children ages three through eight; summarize the methods and designs of child development research and more.	
Children with Differing Abilities	
10-307-187	3 Credits

<i>Course typically offered in fall/spring</i>	
Focuses on the child with differing abilities in an early childhood education setting. Course competencies include: integrate strategies that support diversity and anti-bias perspectives; provide inclusive programs for young children; apply legal and ethical requirements including, but not limited to, ADA and IDEA and more.	
Math, Science and Social Studies	
10-307-194	3 Credits
<i>Course typically offered in spring</i>	
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.	
<i>Pre-requisite: ACCUPLACER Reading >= 54 OR ACT Reading >= 18</i>	
Family and Community Relationships	
10-307-195	3 Credits
<i>Course typically offered in spring</i>	
Examines the role of relationships with family and community in early childhood education. Course competencies include implement strategies that support diversity and anti-bias perspectives when working with families and community; analyze contemporary family patterns, trends and relationships; utilize effective communication strategies; establish ongoing relationships with families and more.	
Information Technology	
Information Technology	
Microcomputer Applications	
10-107-150	2 Credits
<i>Course typically offered in fall/spring</i>	
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
<i>Course typically offered in fall/spring</i>	
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
<i>Course typically offered in fall/spring</i>	
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
<i>Course typically offered in fall/spring</i>	
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
<i>Course typically offered in fall/spring</i>	
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.	
<i>Pre-requisite: Network Essentials (10-150-162)</i>	
Linux	
10-150-147	2 Credits
<i>Course typically offered in fall/spring</i>	
Covers introductory Linux topics including operating system basics, system installation, file system management, file system administration and basic commands. Considerable hands-on learning is included.	
Windows PowerShell Scripting	
10-150-149	3 Credits
<i>Course typically offered in fall/spring</i>	
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
<i>Course typically offered in fall/spring</i>	
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
<i>Course typically offered in fall/spring</i>	
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
<i>Course typically offered in fall/spring</i>	

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).

Co-requisite: College Success: On Course (10-890-100)

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.

Pre-requisite: C# Introduction to Programming (10-152-111)

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.

Pre-requisite: Data Access for Programmers (10-152-168) AND C# Introduction (10-152-111) OR Computer Programming C++ (10-152-114)

WordPress

10-152-131

3 Credits

Course typically offered in fall/spring

<p>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.</p>	
<p><i>Pre-requisite: HTML (10-152-120) OR HTML 5 (10-152-101)</i></p>	
<p>Database Concepts</p>	
<p>10-152-155</p>	<p>2 Credits</p>
<p><i>Course typically offered in fall</i></p>	
<p>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.</p>	
<p>Data Access for Programmers</p>	
<p>10-152-168</p>	<p>3 Credits</p>
<p><i>Course typically offered in fall/spring</i></p>	
<p>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).</p>	
<p>Introduction to Mobile Development</p>	
<p>10-152-180</p>	<p>3 Credits</p>
<p><i>Course typically offered in fall/spring</i></p>	
<p>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.</p>	
<p><i>Pre-requisite: C# Introduction to Programming (10-152-111)</i></p>	
<p>Emerging Technologies and Trends</p>	
<p>10-154-101</p>	<p>3 Credits</p>
<p><i>Course typically offered in fall/spring</i></p>	
<p>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.</p>	
<p>IT Customer Service Skills</p>	
<p>10-154-102</p>	<p>2 Credits</p>
<p><i>Course typically offered in fall/spring</i></p>	
<p>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.</p>	
<p>Advanced Desktop Management</p>	
<p>10-154-105</p>	<p>2 Credits</p>
<p><i>Course typically offered in fall/spring</i></p>	

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.

Pre-requisite: Desktop Management (10-154-107)

Desktop Management

10-154-107

2 Credits

Course typically offered in 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 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 and Public Safety

Criminal Justice

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.

Pre-requisite: ACCUPLACER Reading ≥ 54 & Sentence ≥ 83 OR ACT Reading/English ≥ 18

Criminal Justice Ethics

10-504-202

1 Credit

Course typically offered in fall/spring

Course provides a basic understanding of the theoretical foundations of ethical thoughts. Diverse ethical perspectives will be used to analyze and compare relevant issues in law enforcement. Student will critically evaluate individual, social and/or professional standards of behavior within society/law enforcement and also apply a systematic decision-making process to these situations.

Pre-requisite: ACCUPLACER Reading ≥ 54 & Sentence ≥ 83 OR ACT Reading/English ≥ 18

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.

Pre-requisite: ACCUPLACER Reading >= 54 & Sentence >= 83 OR ACT Reading/English >= 18

Criminal Law - National

10-504-902D1

3 Credits

Course typically offered in fall/spring

Examines the general principles of criminal law and the elements of crime. Students attempt to recognize when a crime has occurred, focusing on statutes that are most often used by a security professional. Students also work with the criminal statutes from the state in which they reside.

Pre-requisite: ACCUPLACER Reading >= 54 & Sentence >= 83 OR ACT Reading/English >= 18

Forensic Science

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.

Pre-requisite: ACCUPLACER Reading >= 54 & Sentence >= 83 OR ACT Reading/English >= 18

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 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 and Benchwork 1

32-420-331

3 Credits

Course typically offered in 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.

Pre-requisite: ACCUPLACER Arithmetic ≥ 65 OR ACT Math ≥ 18 OR Math for the Trades (31-804-307) with a C or better; ACCUPLACER Reading ≥ 54 OR ACT Reading ≥ 18

Engine Lathe 1

32-420-333

3 Credits

Course typically offered in 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.

Pre-requisite: ACCUPLACER Reading ≥ 54 & Arithmetic ≥ 65 OR ACT Reading ≥ 18 & ACT Math ≥ 18 ; Co-requisite: Measurement and Benchwork 2 (32-420-332)

Manual Milling Machines 1

32-420-335

3 Credits

Course typically offered in 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.

Pre-requisite: ACCUPLACER Arithmetic ≥ 65 OR ACT Math ≥ 18 ; Instructor consent required.

Blueprint Reading, Basic – Machine Tool Operation

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.

Co-requisite: Welding/Metal Fabrication Introduction and Safety (10-621-105)

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.

Co-requisite: Welding/Metal Fabrication Introduction and Safety (10-621-105)

GMAW Techniques 2	
10-442-124	2 Credits
<i>Course typically offered in fall/spring</i>	
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.	
<i>Co-requisite: Welding/Metal Fabrication Introduction and Safety (10-621-105); GMAW Techniques 1 (10-621-123)</i>	
FCAW Techniques	
10-442-125	2 Credits
<i>Course typically offered in fall/spring</i>	
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.	
<i>Co-requisite: Welding/Metal Fabrication Introduction and Safety (10-621-105)</i>	
GTAW Techniques	
10-442-126	2 Credits
<i>Course typically offered in fall/spring</i>	
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.	
<i>Co-requisite: Welding/Metal Fabrication Introduction and Safety (10-621-105)</i>	
Robotic Arc Welding, Basic	
10-442-127	2 Credits
<i>Course typically offered in fall/spring</i>	
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.	
<i>Co-requisite: GMAW Techniques 1 (10-621-123)</i>	
Basic Welding for Machine Tool Operation	
32-442-301	1 Credit
<i>Course typically offered in fall/spring</i>	
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
<i>Course typically offered in fall/spring</i>	
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 Fabrication Introduction and 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.

Co-requisite: Welding/Metal Fabrication Introduction and Safety (10-621-105)

Weld Symbols**10-621-114****1 Credit**

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

Co-requisite: Welding/Metal Fabrication Introduction and Safety (10-621-105)

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 and Material Management

Supply Chain Career Exploration

10-182-123

1 Credit

Course typically offered in 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 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 and Finish****Introduction to Transportation Welding****10-405-147****1 Credit***Course typically offered in fall/spring*

Focuses on welding and cutting safety, and develops skills in welding and cutting of metals used in the transportation trades. Methods of welding include gas metal arc welding (MIG) in the horizontal, vertical, and overhead positions. Methods of cutting include oxy-fuel and plasma arc cutting of metals. Students will learn to set up and maintain welding equipment and weld and cut a variety of types and thicknesses of materials commonly used in the transportation trades.

*Co-requisite: PPE for Welding (94-405-002)***Introduction to Automotive Refinishing****10-405-181****2 Credits**

<i>Course typically offered in fall</i>	
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.	
Collision Repair Non Struct 1	
10-405-182	2 Credits
<i>Course typically offered in fall</i>	
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.	
<i>Co-requisite: Introduction to Automotive Refinishing (10-405-181) AND Auto Body Fastener Storage Kit (94-405-003)</i>	
Collision Repair Non Struct 2	
10-405-183	2 Credits
<i>Course typically offered in fall</i>	
Provides the learner the opportunity to develop the skills required to identify different types of vehicle construction, develop a repair plan, and align bolted and moveable exterior panels while utilizing appropriate tools.	
<i>Co-requisite: Introduction to Automotive Refinishing (10-405-181)</i>	
Collision Refinishing Surface Preparation	
10-405-187	2 Credits
<i>Course typically offered in spring</i>	
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.	
<i>Co-requisite: Introduction to Automotive Refinishing (10-405-181)</i>	
Refinish and Topcoat Application	
10-405-188	3 Credits
<i>Course typically offered in spring</i>	
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.	
<i>Co-requisite: Introduction to Automotive Refinishing (10-405-181)</i>	
Automotive Technology	
Automotive Maintenance and Light Repair 1	
10-602-100	4 Credits
<i>Course typically offered in fall/spring</i>	
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.	
<i>Pre-requisite: Active in Automotive Youth Education Systems (AYES) program</i>	

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.

*Co-requisite: Automotive Maintenance and Light Repair 1 (10-602-100)***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.

*Co-requisite: Automotive Maintenance and Light Repair 1 (10-602-100); Automotive Electrical Kit (94-602-002)***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.

*Co-requisite: Automotive Maintenance and Light Repair 1 (10-602-100)***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 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.

*Co-requisite: Math for the Trades (31-804-307) OR College Technical Math 1/1A (10-804-115 / -113) OR College Math (10-804-107)***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.

Co-requisite: Service Management (10-412-128); Introduction to Transportation Welding (10-405-147); Oral/Interpersonal Communication (10-801-196); Diesel Textbooks (94-412-001); Uniforms (94-412-002)

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.

Co-requisite: Introduction to Diesel Technology (10-412-101); Introduction to Transportation Welding (10-405-147); Oral/Interpersonal Communication (10-801-196)

General Studies**College Skills****College Success: On Course****10-890-100****1 Credit***Course typically offered in fall/spring*

This course prepares students for the unexpected ways in which college differs from other levels of schooling, and sharpens skills that are easily transferable to work, home and career. Students learn proven tools, tips and techniques that make the goal of college completion easier, more fun, and more personally rewarding. The best time to take this is 1st semester.

Communication Skills**English Composition 1****10-801-136****3 Credits***Course typically offered in 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.

Pre-requisite: ACCUPLACER Reading \geq 54 & Sentence \geq 83 OR ACT Reading/English \geq 18

Written Communication**10-801-195****3 Credits***Course typically offered in 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.

Pre-requisite: ACCUPLACER Reading \geq 54 & Sentence \geq 83 OR ACT Reading/English \geq 18

Oral/Interpersonal Communication

10-801-196

3 Credits

Course typically offered in 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.

Pre-requisite: ACCUPLACER Reading \geq 54 & Sentence \geq 83 OR ACT Reading/English \geq 18

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.

Pre-requisite: ACCUPLACER Reading \geq 54 & Sentence \geq 83 OR ACT Reading/English \geq 18

Mathematics

College Mathematics

10-804-107

3 Credits

Course typically offered in 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.

Pre-requisite: ACCUPLACER Arithmetic \geq 65 OR ACT Math \geq 18

College Technical Math 1A

10-804-113

3 Credits

Course typically offered in 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.

Pre-requisite: ACCUPLACER Arithmetic \geq 65 OR ACT Math \geq 18

College Technical Math 1B

10-804-114

2 Credits

Course typically offered in fall/spring

Continuation of College Technical Math 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.

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

College Technical Math 1	
10-804-115	5 Credits
<i>Course typically offered in fall/spring</i>	
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.	
<i>Pre-requisite: ACCPL Arithmetic ≥ 65 OR ACT Math ≥ 18</i>	
College Technical Math 2	
10-804-116	4 Credits
<i>Course typically offered in fall/spring</i>	
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.	
<i>Pre-requisite: College Technical Math 1 (10-804-115) or College Technical Math 1B (10-804-114)</i>	
Math for Natural Resources Common Topics	
10-804-117	2 Credits
<i>Course typically offered in fall/spring</i>	
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).	
<i>Pre-requisite: ACCUPLACER Arithmetic ≥ 65 OR ACT Math ≥ 18; Co-requisite: Natural Resources Common Topics (10-057-143)</i>	
Math with Business Applications	
10-804-123	3 Credits
<i>Course typically offered in fall/spring</i>	
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.	
<i>Pre-requisite: ACCUPLACER Arithmetic ≥ 65 OR ACT Math ≥ 18</i>	
Introductory Statistics	
10-804-189	3 Credits
<i>Course typically offered in fall/spring</i>	
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.	
<i>Pre-requisite: ACCUPLACER Arithmetic ≥ 65 OR ACT Math ≥ 18</i>	
Math for the Trades	
31-804-307	2 Credits

<i>Course typically offered in fall/spring</i>	
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
<i>Course typically offered in fall/spring</i>	
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.	
<i>Pre-requisite: ACCUPLACER Reading ≥ 54 & Sentence ≥ 83 OR ACT Reading/English ≥ 18</i>	
General Chemistry	
10-806-134	4 Credits
<i>Course typically offered in fall/spring</i>	
Covers inorganic chemistry and basic organic chemistry. Topics include metrics, problem solving, atomic structure, chemical reactions, solutions and concentrations, ionization, pH and organic compounds.	
<i>Pre-requisite: ACCUPLACER Algebra ≥ 51 OR ACT Math ≥ 18</i>	
General Anatomy and Physiology	
10-806-177	4 Credits
<i>Course typically offered in fall/spring</i>	
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.	
<i>Pre-requisite: ACCUPLACER Reading ≥ 80 OR ACT Reading ≥ 20; ACCUPLACER Sentence ≥ 83 OR ACT English ≥ 18; 1 credit of high school chemistry OR General Chemistry (10-806-134) with a grade of C or better</i>	
Introduction to Biochemistry	
10-806-186	4 Credits
<i>Course typically offered in fall/spring</i>	
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.	
<i>Pre-requisite: Pre-requisite: ACCUPLACER Reading ≥ 54 & Sentence ≥ 83 OR ACT Reading/English ≥ 18; 1 credit of high school chemistry OR General Chemistry (10-806-134) with a grade of C or better</i>	
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.

Pre-requisite: ACCUPLACER Reading ≥ 54 & Sentence ≥ 83 OR ACT Reading/English ≥ 18

Social Science

Think Critically and Creatively

10-809-103

3 Credits

Course typically offered in 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.

Pre-requisite: ACCUPLACER Reading ≥ 54 & Sentence ≥ 83 OR ACT Reading/English ≥ 18

Marriage and 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 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.

Pre-requisite: Introduction to Psychology (10-809-198) OR Psychology of Human Relations (10-809-199)

Introduction to Ethics: Theory and Application

10-809-166

3 Credits

Course typically offered in 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.

Pre-requisite: ACCUPLACER Reading ≥ 54 & Sentence ≥ 83 OR ACT Reading/English ≥ 18

Introduction to Diversity Studies

10-809-172

3 Credits

Course typically offered in 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.

Pre-requisite: ACCUPLACER Reading \geq 54 & Sentence \geq 83 OR ACT Reading/English \geq 18

Developmental Psychology

10-809-188

3 Credits

Course typically offered in 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.

Pre-requisite: Introduction to Psychology (10-809-198)

Economics

10-809-195

3 Credits

Course typically offered in 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.

Pre-requisite: ACCUPLACER Reading \geq 54 & Sentence \geq 83 OR ACT Reading/English \geq 18

Introduction to Sociology

10-809-196

3 Credits

Course typically offered in 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.

Pre-requisite: ACCUPLACER Reading \geq 54 & Sentence \geq 83 OR ACT Reading/English \geq 18

Contemporary American Society

10-809-197

3 Credits

Course typically offered in 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.

Pre-requisite: ACCUPLACER Reading \geq 54 & Sentence \geq 83 OR ACT Reading/English \geq 18

Introduction to Psychology

10-809-198

3 Credits

Course typically offered in 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.

Pre-requisite: ACCUPLACER Reading \geq 54 & Sentence \geq 83 OR ACT Reading/English \geq 18

Psychology of Human Relations	
10-809-199	3 Credits
<i>Course typically offered in fall/spring</i>	
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.	
<i>Pre-requisite: ACCUPLACER Reading >= 54 & Sentence >= 83 OR ACT Reading/English >= 18</i>	
Human Relations	
31-809-300	2 Credits
<i>Course typically offered in fall/spring</i>	
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
<i>Course typically offered in fall/spring</i>	
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
<i>Course typically offered in fall/spring</i>	
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
<i>Course typically offered in fall/spring</i>	
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
<i>Course typically offered in fall/spring</i>	
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

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

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 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 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 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

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 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

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

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
Further develops learners' reading, writing, listening and speaking skills in French. Completion of this course focused on speaking skills will enable students to gain the knowledge and skills necessary to effectively engage in verbal communication on a variety of topics. Completion of French 2, French 3, or instructor consent required.	
German 2	
10-802-126	3 Credits
<i>Course typically offered in fall/spring</i>	
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
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
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
<i>Course typically offered in fall/spring</i>	
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
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
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
<i>Course typically offered in fall/spring</i>	

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
<i>Course typically offered in fall/spring</i>	
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
<i>Course typically offered in fall/spring</i>	
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
<i>Course typically offered in fall/spring</i>	
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
<i>Course typically offered in fall/spring</i>	
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
<i>Course typically offered in fall/spring</i>	
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
<i>Course typically offered in fall/spring</i>	
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
<i>Course typically offered in fall/spring</i>	

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

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.

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.