

# WILCO AREA CAREER CENTER

## 2010-2011 COURSE OFFERINGS

www.wilco.k12.il.us

Wilco's programs are designed to offer students career-based courses providing skills required for employment upon completion. Students attend one of three sessions. Courses are scheduled at the home school. Some programs or levels may not be available each session.

Session 1	7:50 a.m.	-	9:50 a.m.
Session 2	9:55 a.m.	-	11:55 a.m.
Session 3	12:26 p.m.	-	2:26 p.m.

### AUTO BODY I and II

The Auto Body program, taught by ASE certified instructors, is made up of many new and innovative techniques to repair today's high-tech automobiles. Students will be instructed in modern repair procedures including safety and basic first aid, handling of flammable materials, estimating repair costs, tool usage and safety, mechanical repairs of the collision field, collision body damage, minor and major dent repair, spray equipment and painting procedures, MIG welding, and car detailing. Advanced students will be instructed in basic paint designs and coating procedures. Upon completion of this 2 year program the student will have the opportunity to enter into a number of careers in the automotive related fields: painter, metal person, combination technician, insurance appraiser, parts counter personnel, tow truck driver, and auto body instructor. Upon completion of this course a student may earn college credit towards Nashville Auto-Diesel College.



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The curriculum will follow the National Automotive Technicians Educational Foundation (NATEF) format. Students will be instructed in non-structural analysis and damage repair (body components) and painting & refinishing. This program will prepare students for the Automotive Service Excellence (ASE) certification. Students will be required to purchase tools and appropriate clothing. **Estimated cost of participation for first year students is \$70.00.**

### AUTO SERVICE (MECHANICS) I



The two year auto service program, taught by ASE certified instructors, is designed to train students for entry-level automotive technician positions and/or preparation for post-secondary programs. Students' knowledge of measurement, estimation, and algebra, along with a technology course would be beneficial. First year students will develop skills in vehicle maintenance and repair including, brakes, steering and suspension, and will also learn the basics of electrical and engine performance (sensors). Our curriculum follows the National Automotive Technicians Education Foundation (NATEF) format. This program will prepare students for the Automotive Service Excellence (ASE) certification exams. Students will be required to purchase tools, Wilco coveralls, safety glasses, and nitrile gloves. **Estimated cost of participation is \$150.00.**

### AUTO SERVICE (MECHANICS) II

Second year students will continue their training in electrical and engine performance after successful completion of Auto Service 1. Students will be completing labs involving diagnosing electrical circuits, sensors, drivability problems, check engine lights, and emission related problems. Upon completion of this two year course students may earn college credit towards Nashville Auto-Diesel, College of DuPage, or Joliet Junior College. Students are encouraged to continue their training through an appropriate technical school, college, or university. Our curriculum follows the National Automotive Technicians Education Foundation (NATEF) format. This program will prepare students for the Automotive Service Excellence (ASE) certification. Assuming students continue to have their tools, safety glasses, coveralls, and nitrile gloves, there will be no additional fees but replacement items will be available if needed.

### AVIATION I

Students enrolled in the Aviation program at Wilco will learn the fundamentals of the Aerospace Industry including the theory of flight and maintenance and non-destructive testing. During the second semester, instructional topics will encompass aerodynamics, aircraft design, stability, and control. In addition, students will learn about Federal Aviation Administration regulations and publications, weight and balance, and ground handling of aircraft. This course uses theoretical and practical training applications. Upon successful completion of the program with an 'A' or 'B,' students will be eligible for 6 hours of articulated credit at Lewis University and Moraine Valley Community College. Students may need to provide their own transportation.

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### AVIATION II

Fundamentals of the Aerospace Industry II includes the types, structures, and mechanics of flying machines, electronics, gauge purpose and care, engine mechanics, major component identification, construction techniques, hydraulics, evolution of aerodynamics, and comparison of similar elements in different types of air craft. Construction, shop and maintenance related areas of aircraft are emphasized. The development of workplace skills, as well as transition skills and vocational ethics, will be included in this course.

### BUILDING TRADES I



This two-year course provides experience related to planning, erection, installation and maintenance of a building structure and development of workplace skills. Emphasis will be placed on rough and finish carpentry, concrete and masonry, interior and exterior finishes, mechanical, electrical and plumbing. Instruction will include safety practices and procedures, workplace skills, building materials, tool identification and use, blueprint reading, cost estimating, scheduling and building codes. Coursework focuses practical application towards completion of a home in a year. This course prepares students for an entry-level position in the construction industry and/or for college-level construction related coursework. Students are required to purchase tools and appropriate safety gear. **Estimated cost of participation is \$150.** Second year students have an opportunity to earn credit from Joliet Junior College: AEC 100.

### BUILDING TRADES II

Second year students will have the opportunity to take a leadership role such as a foreman on the work site. They will also develop a small personal business plan that they can implement to benefit their future. They will be able to curtail the business plan to fit their strengths and specialty areas of the building trades.

### COMPUTER TECHNOLOGY I

This one year course is made up of the following components which allow the student to receive eleven (11) college credits from Joliet Junior College.

**Computing Essentials:** This 1-year course provides hands-on instruction in theory and practice in the areas of setup, maintenance, software and hardware installation, troubleshooting, circuitry, system configuration, and repair of personal computers. Advanced students will receive instruction on installing and servicing a network, and repairing/replacing faulty mechanical and electronic parts. Students will have the opportunity to learn the prerequisite skills necessary to become A+ certified. A+ is an industry standard designation for competency. Students in this course are dual enrolled with JJC: CIS 127.

**Data Communications and Networking:** This 1-year course provides hands-on instruction in theory and practice in the areas of setup, maintenance, software and hardware installation, troubleshooting, circuitry, system configuration, and repair of personal computers. Advanced students will receive instruction on installing and servicing a network, repairing/replacing faulty mechanical and electronic parts. Students will have the opportunity to learn the prerequisite skills necessary to become A+ certified. A+ is an industry standard designation for competency. Students in this course are dual enrolled with JJC: CIS 145.

**A+ Guide to Managing and Maintaining Your PC:** This 1-year course provides hands-on instruction in theory and practice in the areas of setup, maintenance, software and hardware installation, troubleshooting, circuitry, system configuration, and repair of personal computers. Advanced students will receive instruction on installing and servicing a network, repairing/replacing faulty mechanical and electronic parts. Students will have the opportunity to learn the prerequisite skills necessary to become A+ certified. A+ is an industry standard designation for competency. Students in this course are dual enrolled with JJC: CIS 275.

### COMPUTER TECHNOLOGY II

ADVANCED COMPUTER TECHNOLOGY's philosophy is to prepare students with a comprehensive, educational program concerned with life-long learning and evolving technology. The evolution, utilization, future path, and current significance of computers will be studied along with uses in Industry; organization, systems, techniques, resources, products, and impact on society. The preparation and development of soft skills allows students to enter, maintain, and advance in a career or enter a post-secondary school. JJC: CIS 276 / 290 (eight credit hours).

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### COSMETOLOGY

This off-campus course is open to students to attend a state-approved school of beauty culture. The professional school will provide the facility, instruction, and clinical training as prescribed by the Illinois Department of Registration and Education. **There is a student fee for this course**, which varies and is subject to change. **Students provide their own transportation.** Registration needs to be done by first year students in early January at the beauty school.

### CRIMINAL JUSTICE/LAW ENFORCEMENT I

Introduction to Criminal Justice is a combination of various facets of law and procedure and its application in the United States as well as internationally. Our specific focus is on the law enforcement process of the law and systems affecting everyday life. In the first semester, we will focus on theory, reading and writing, particularly laws and procedure, report writing, communication skills, workplace skills and similar topics. During the 2nd semester, students will focus on how to apply theory to hands-on application and projects, scenarios, competitions, trial observations, etc. Students enrolled in the program may earn credit from Joliet Junior College: CJS 100 and CJS 110.

### CRIMINAL JUSTICE/LAW ENFORCEMENT II

Students enrolled in the second year of this program will have an opportunity to refine developed skills with greater emphasis on the opportunity to try a variety of experiences. Students will have large group and individual learning activities to accommodate the interests and abilities of the students enrolled. Additional areas of instruction will include: police administration, management styles, social work and probation, court reporting, paralegal services, and expanded use of computer systems. The development of employability skills, as well as transition skills and vocational ethics, will be included in the course. Students enrolled in the program may earn credit from Joliet Junior College: CJS120 and CJS 230.

### CULINARY ARTS I

Students have the opportunity to train in various facets of the Hospitality industry. Our commercial kitchen allows rotations 2-3 days per week in; hot and cold food preparation, catering, bake shop and equipment maintenance. Class instruction



completes the week's study with in-depth instruction into culinary workplace employment skills, managerial information and food/nutritional knowledge. ProStart I & II is an accelerated course taught to first year Culinary Arts I students. Math, research and essay writing are all part of the curriculum as well as hands-on activity. All skills are necessary to succeed in this program. Eligibility for competition team membership is optional for students in Culinary Arts I and II. Students should enjoy creativity, be detailed oriented and compatible with various personalities. Opportunity is made available for 11 dual college credits, articulated college credits, state sanitation certification, Illinois Restaurant and the National Restaurant Associations' certifications, ServSafe manager sanitation certification, and scholarship availability with completed coursework requirements. Foods I is recommended for participation in the class. Upon successful completion of this program, students may earn credit from

Joliet Junior College: CA106, HOSP100, HOSP112, HOSP120, and CA112 (with passing of skill equivalency test). **Estimated cost of participation is \$50.00.**

### CULINARY ARTS II

Second year students have more emphasis placed on advanced culinary skills, a higher contact with customer relations, increased supervisory & management experiences, an increase in outside activities, becoming a member of the culinary competition team and internship opportunities. Students are required to participate in at least 10 hours per semester of outside community activity (not including field trips), as offered by the instructor. Permitted field trips are offered as additional time outside of the required class activity and are instrumental to education within the Hospitality Industry. Students who successfully complete the course will earn credit from Joliet Junior College: CA 101 (2 credits).

### EARLY CHILDHOOD EDUCATION I

Students will participate in assistant teaching by working directly with children ages 3, 4, and 5 years old in the Wilco Preschool Lab. Students will be given proper instructions in designing a preschool curriculum which includes various learning experiences and playtime activities that promote the physical, cognitive, and social-emotional development of each child. Students also complete various written assignments using the Working with Young Children textbook.

### EARLY CHILDHOOD EDUCATION II

Returning students continue to teach in the preschool lab, but are considered "experienced teachers". They assist new students with teaching ideas and questions. Their assignments include working individually with a preschool child to create a "case study book", developing a Thematic Unit, and designing a preschool floor plan. Second year students are encouraged to participate in a child care internship at a local elementary school, preschool, or day care if grades and attitude allow. Upon successful completion, students have an opportunity to earn college credit from Joliet Junior College.



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### **EMERGENCY MEDICAL SERVICES: (Fire Science II and Health Care II)**

Students who enroll in the Emergency Medical Services program must have successfully completed the first year of **fire science or health care** with a 'C' or better. The second year will focus on preparing students for the multiple career areas related to the Fire Service/Health Care fields. In the first semester, students will learn about equipment and assessment used to stabilize victims before the arrival of an ambulance. Students will be dual enrolled in EMS 101/First Responder at Joliet Junior College (4 credit hours). Upon successful completion (a 'C' / 77% or better), students may continue into the second semester. The second semester will focus on the care, handling, and extrication of the critically ill and injured. Topics will include airway management, patient assessment, vital signs, cardiopulmonary resuscitation, lifting and moving patients, documentation, communication, pharmacology and cardiac emergencies. A heavy emphasis will be put on medical terminology. The EMT-B programs requires students spend sixteen hours off-campus in a hospital emergency room and twenty-four hours of ambulance ride-time in addition to the classroom. Students who successfully complete the course may take the EMT-Basic exam. **Estimated cost of participation is \$40 plus \$20 for the state exam. Students who successfully pass both semesters will receive credit from Joliet Junior College, EMS 101, EMS201 and EMS209 (14 credits).**

### **FIRE SCIENCE**

Fire Science will follow the curriculum set forth by the State of Illinois Fire Marshall's Office, the Illinois Department of Health, and the Department of Transportation. Students will learn, through classroom and guided activities, the essentials of fire fighting which will include: fire chemistry, building construction, wearing personal protective clothing, identifying ropes, tying knots, using fire extinguishers, performing forcible entry, carrying and raising ladders, operating self-contained breathing apparatus, and auto extrication. Students will learn how to employ search and rescue techniques with ventilation tools and practice hose evolutions on an operating engine, all in a safe environment. The articulation with Joliet Junior College is FSCI 101, FSCI 102, FSCI 103, and HPR 207 (11 credit hours). **Expected cost of participation is \$75.00.**

### **HEALTH SCIENCES I**

The Health Occupations program is structured to prepare the student for employment as a Certified Nurse Assistant. The curriculum includes all standards and procedures contained in the Illinois Department of Public Health Certified Nurse Aide Instruction Model. The State Nurse Aide Examination can be taken through this course with the completion of 40 hours of on-site clinical experience at a local nursing facility, included in the class structure. Students must have transportation to the clinical site. Upon completion of this course students may chose to continue their education in preparation for any of a number of careers in the health care field i.e.; Registered Nurse, Physical Therapist, Respiratory Therapist, Ultrasound Technician, etc. Students are required to wear appropriate clothing at clinical site. Student may receive Joliet Junior College credit for NA101. **Estimated cost of participation is \$25 for scrubs and \$70 for the State CNA exam in the Spring.**



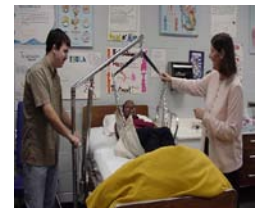
### **HEAVY EQUIPMENT TECHNOLOGY**

The heavy equipment technology program is designed to train students for careers as heavy equipment mechanics. Heavy equipment includes: cranes, bulldozers, front-end loaders, rollers, backhoes, and hoists. Emphasis will be on the fundamentals as it relates to diesel engines and fuel systems used in heavy equipment. The program will introduce students to units of measurement, electron theory, wiring diagrams, schematics and symbols, basic principles of hydraulics, basic engine components, intake and exhausts systems, introduction of welding and power train functions.

This off-campus class is available through an application process only. Students must be willing to participate in drug testing and meet attendance, behavior, and grade requirements. The class will be located at ASIP-Local 150 in Wilmington. **Open only to Wilmington and Reed-Custer students for the 2010-2011 school year.**

### **MEDICAL OFFICE I**

Students will be introduced to the allied health profession of Medical Assisting. Upon completion of this course the student may enter the workforce or continue their education through a junior college or university in Medical Administrative Assistance, Medical Coding and /or Medical Transcription. Topics to be covered include medical terminology, computerized medical office skills, medical assisting skills, Microsoft Office 2007 (you may earn Joliet Junior College credit for completion of this portion), CPR certification and Basic First Aid. This course is the first of two courses students may take to prepare for a medical assisting career. The course length is two semesters. Suggested prerequisites include: basic math of addition/subtraction and calculator use; computer keyboarding, and health/life science. Students have an opportunity to earn credit from Joliet Junior College: CIS 126 or OFS 114 (3 credit hours).



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### MEDICAL OFFICE II

Students will build upon skills learned in the Medical Assisting I curriculum. Students will be placed at a local internship 2-3 days per week, allowing the student to utilize skills learned in the first year in a real life on the job experience. On those days the student attends the classroom setting, the student will engage in one of the following modules of his/her choosing: Medical Insurance Basics, Insurance Billing Guidelines, Phlebotomy, Medical Transcription, Medical Administrative Assistant or Medical Terminology (JJC credit).

Students will have the opportunity to complete a course in CPR/basic First Aid if this was not obtained during the course of Medical Assisting I. The course length is two semesters. Students will assist instructor in maintaining computer lab and problem solving computer issues that arise from the Medical Assisting I students.

### NAIL TECHNOLOGY

This off-campus course is open to students to attend a state-approved school of nail technology. Students will develop good communication skills, time management, and an eye for detail. Emphasis will be placed on all aspects of nail care, nail problems, artificial nails, and nail products. **There is a student fee of this course. Students provide their own transportation.** This program is located in Lemont.

### WELDING AND FABRICATION I

The students will learn to perform welds on similar and dissimilar metals using all positions. The students' ability to operate, adjust, and safely control power sources and gas equipment is essential. Students will learn how to braze weld, gas weld, shielded metal arc weld, MIG & TIG weld, gas cutting, and plasma arc cutting. Blueprint reading and the use of weld symbols are also stressed. Students will learn to be a combination welder and work toward certification. Upon completion of this course a student may earn college credits through Joliet Junior College. Students are required to purchase necessary tools and safety clothing. **Estimated cost of participation is \$50.00.**

### WELDING AND FABRICATION II

This course will emphasize development of advanced skills in metal arc welding, brazing, and flame-cutting. Instruction will include safety practices, properties of metals, electrical principles, and advanced welding methods and equipment. Students will utilize MG, TIG, and semi-automatic equipment to complete their various projects and activities. The development of employability skills, as well as transition skills, and vocational ethics, will be included in the course.

For more information on Wilco Area Career Center's programs, please visit [www.wilco.k12.il.us](http://www.wilco.k12.il.us).



For more information on articulation agreements with Joliet Junior College, please visit: <http://www.jjc.edu/academics/divisions/career-technical/best/Pages/default.aspx> and select Wilco Area Career Center as the school of participation.

The Wilco Area Career Center provides equal employment opportunities for all persons, and equal educational opportunities for all students, without regard to race, color, religion, creed, national origin, gender, age, ancestry, physical or mental handicap or disability, or other characteristics protected by law.