



## COURSE OFFERINGS 2020- 2021

CAREERTEC programs explore content through real world application and work based learning experiences, including job shadows, guest speakers, internships, and dual credit, enabling pathways to certifications, degrees, and careers. Students must have credits indicating they are of junior or senior status when starting any program except NJROTC, which is for 9-12<sup>th</sup> graders.

Students are required to meet with the course instructor before acceptance into these specific programs:

- Health Occupations (HOYA)
- Careers in Business (CIB)
- Computer Information Systems (CIS)
- Cosmetology I & Nail Tech
- Culinary Occupations I
- School To Work

Students obtain program applications and register through their counselor at their local schools.

Program acceptance is based on student interest, attendance record, and grade point average of 2.0 or higher.

Students must be registered by **April 1st** to be a guaranteed student, however applications will be accepted beyond April 1<sup>st</sup> if seats are available, with instructor approval if applicable.

Highland Community College in conjunction with CAREERTEC offers dual credit opportunities for most programs, as noted in course descriptions.

### ATTENDANCE

**Students are expected to be in attendance according to each course location's calendar. Locations for each program listed below and in descriptions. Start dates can be found at [www.careertec-il.org](http://www.careertec-il.org).**

- Classes held at FHS, St. John, PCK and Construction Site follow the **CAREERTEC calendar**.
  - Careers in Auto Technology (CATS)
  - Careers in Business (CIB)
  - Computer Information Systems (CIS)
  - Construction Trades
  - Culinary Occupations
  - Graphic Design
  - Health Occupations (HOYA)
  - NJROTC
  - School to Work
- Classes held at Highland Community College (HCC), taught by HCC staff, follow the **HCC Calendar**.
  - Auto Body Repair
  - Auto Mechanics HCC
  - Cosmetology/Nail Tech
  - Criminal Justice
  - Early Childhood Education (ECE)
  - Industrial Technologies

### FEES

- FEES for participation in all CAREERTEC programs are listed within each course description & are subject to change.
- All CAREERTEC required FEES are to be paid by student/parent at home schools during local school registration.
- All Highland required FEES are to be paid by the student/parent at the Highland business office before the first day of class, **student must be registered as a HCC student before these fees can be paid.**
- **Applications for FEE WAIVERS are available at the local school.**
  - They must be completed and submitted DURING REGISTRATION AT THE LOCAL SCHOOL.
- Aquin students can take any CAREERTEC class and need to register as a part-time student with their local public school district in accordance to tuition payment agreement.

### BOOKS

*(All prices are approximate and are subject to change)*

- Information regarding books will be mailed to students during the summer
- MOST Highland classes require book purchase by the student
- Some dual credit classes at St. John require book purchase by the student



### **AUTO BODY REPAIR I (20116A001)**

Level:	11 <sup>th</sup> and 12 <sup>th</sup> grade
Class Location:	Highland Community College, Freeport
Time:	7:30 – 9:00 a.m., Mon. - Thurs.
Length:	One year, double period
H.S. Credit:	2 credits per year
Post Sec Credit	Highland Community College – Dual Credit ** 3 credits
HCC Fees:	\$395 (tool kit rental \$125, paint mask/respirator \$35, \$85 course fee, \$120-tech and activity fee, \$30 registration fee per school year), <u>to be paid by student/parent at HCC</u>
Textbook Fees:	\$321
Calendar:	This course follows the HCC calendar

It's easy to get a dent or scrape – learn how to fix them! The Auto Body I Program uses a competency-based method of developing skills for entry into the high demand auto body service trades. First year students will learn safe shop practices, sanding, sand blasting, light body repair, use of plastic fillers, and installation of bolted, welded or glued-on panels, paint preparation, priming and refinishing. This class covers the content in AUTB 191, Introduction to Auto Body, and is a preparation class for continuing in Auto Body Repair II, earning dual credit toward an A.A.S. degree or certificate.

All accepted students will attend a mandatory orientation meeting prior to the start of classes.

All fees listed for HCC are approximate and are subject to rate changes and textbook pricing at HCC.

### **AUTO BODY REPAIR II (20116A002)**



Level:	12 <sup>th</sup> grade
Class Location:	Highland Community College, Freeport
Time:	7:30 – 9:00 a.m., Mon. - Thurs.
Length:	One year, double period
H.S. Credit:	2 credits per year
Post Sec Credit:	Highland Community College – Dual Credit ** 3 credits Certification is based upon successful completion of required testing and additional courses
Prerequisite:	Successful completion of Auto Body I with a C or above and 95% attendance
HCC Fees:	\$360 (tool kit rental \$125, \$85 course fee, \$120 tech & activity fee, \$30 registration fee per school year, <u>to be paid by student/parent at HCC</u> Tool kit, respirator and safety glasses from Year I is acceptable
Textbook Fees:	Use book from Year 1
Calendar:	This course follows the HCC calendar

Auto Body Repair II second year students continue using skills learned in first year to do more advanced metal straightening, body alignments, welding and fabrication. The content of AUTB 194, Auto Body Repair I, is covered in detail. Paint preparation, sanding, and refinishing are taken to a higher level to enhance skills necessary for entry into the Auto Body Repair Trades profession. Students will earn Highland Community College credits toward an Associate of Applied Science degree.

All accepted students will attend a mandatory orientation meeting prior to the start of classes.

All fees listed for HCC are approximate and are subject to rate changes and textbook pricing at HCC.

## **CAREERS IN AUTO TECHNOLOGY & SERVICE I (CATS) (20104A001)**



Level:	11 <sup>th</sup> and 12 <sup>th</sup> grade
Class location:	Freeport High School, Freeport
Length:	One year, double period
Time:	7:30 - 9:00 a.m. & 1:00 p.m. - 2:30 p.m., Mon. - Fri.
H.S. Credit:	2 credits per year
Prerequisite:	9 <sup>th</sup> grade reading comprehension level, 8 <sup>th</sup> grade math skills level. Successfully passing Intro to Auto or instructor approval (placement test)
CAREERTEC Fees:	\$40 (includes lab fees, work book, and one issuance of eye protection, <u>to be paid by student/parent at High School during registration</u> )
Calendar:	This course follows the CAREERTEC calendar

This course is a must for students with a desire to learn more about Auto Technology at an intermediate level. Working in the auto industry today is a big challenge. By developing entry-level diagnostic abilities (problem based learning) the student will learn how and why a part or system works or doesn't work. Learning things by trial and error is inadequate and very time consuming; classroom assignments and lab activities are taught daily with problem based situations being presented and solved using math, common sense, mechanical aptitude, and written documentation by the students. Units covered are: lighting systems, starting and charging, suspension and steering, tires and brakes systems, application of precision electrical and mechanical measuring devices, engine disassembly and inspection, vehicle inspection and maintenance, fuel system delivery service and advanced fuel, ignition, and control systems for small engines.

Each student will be required to do class work which will consist of a work book and text assignments along with the corresponding shop exercise in the required time frame. Each unit must be passed with a minimum proficiency level of 78%. Personal responsibility, professionalism along with workplace skills are stressed and graded in this course. The program requires students to be able to pass safety tests (w/100%) and procedures studied in the class and shop. Correct use of tools and equipment are studied and developed. Students will have the opportunity to participate in job shadowing and field trips based upon attendance and completed assignments. Participation as a coordinated interactive work team is stressed as students will be required to do managerial, customer relation, and use information technology regularly as it is applied to the automotive service industry. This course provides knowledge and experience to continue into the second year of this program which requires independent study.

## **CAREERS IN AUTO TECHNOLOGY & SERVICE II (CATS II) (20104A002)**



Level:	12 <sup>th</sup> grade
Class location:	Freeport High School, Freeport
Length:	One year, double period
Time:	7:30 - 9:00 a.m. & 1:00 – 2:30 p.m., Mon. - Fri.
H.S. Credit:	2 credits per year
Prerequisite:	Completion of Careers in Auto Technology I with C or better and 95% attendance
CAREERTEC Fees:	\$40 (includes lab fees, work book, and one issuance of eye protection), <u>to be paid by student/parent at High School during registration</u>
Calendar:	This course follows the CAREERTEC calendar
Other:	Students are required to provide their own standard and metric ¼ drive socket sets and screw drivers, to be kept on site before being allowed to work in lab.

This course is for students in 12<sup>th</sup> grade that have passed the first level the previous year. They will be required to perform specific repair and maintenance procedures on lab and live vehicles. These procedures will include writing invoices, performing the work, accessing needed repair information, and proving the repair fixed the problem. Assignments and lab activities are taught and applied on a regular basis within this course. In this level they will take the concepts learned the previous year and apply them regularly to develop proficiency for entering post-secondary education or the workforce. Students will have the opportunity to participate in job shadowing and field trips in this program based upon attendance and completed assignments. Work place skills are taught in class and practiced at prospective places of employment and job shadowing sites. Units covered are: Safety (100% passing grade requirement), review of level 1 curriculum, reconstruction of vehicle systems as a working lab model and use of computers for documentation and recording. Systems not covered previously such as welding, axles, clutches are also part of this course. I.C.E., E.V. (internal combustion, electric and alternatively fueled) are included. Each unit must be passed with a minimum proficiency level of 78%.

## CAREERS IN BUSINESS



### CAREERS IN BUSINESS (CIB) (12053A001) year 1

Level:	11 <sup>th</sup> and 12 <sup>th</sup> grade
Class Location:	St. John Church, Freeport
Time:	7:30 - 9:00 a.m., 9:35 - 11:05 a.m., & 1:00 - 2:30 p.m., Mon. - Fri.
Length:	One year, double period
H.S. Credit:	2 credits per year
Post Sec Credit:	Highland Community College - Dual Credit **12 credits
Prerequisites:	Meeting with instructor, minimum GPA, good attendance, and business/computer orientation class (if offered) , are required for acceptance into this program
CAREERTEC Fees:	\$25, to be paid by student/parent at High School during registration
HCC Fees:	\$30 registration fee per school year, <u>to be paid by student/parent at HCC</u>
Textbook fees:	<\$50
Calendar:	This course follows the CAREERTEC calendar

**Careers in Business(CIB)** is a two-year program offering 12 dual credits (college credit) during year one and introduces a variety of business concepts and applications. Additionally, job shadowing opportunities, guest speakers and field trips reinforce the areas students have studied within the business career clusters.

#### **Curriculum:**

- Personal Finance
- Investing & Saving
- Banking & Credit
- Communication Skills
- Business Presentations & Writing
- Problem Solving
- College Exploration & Career Planning
- Resume and Interviewing Skills
- Microsoft Word, Excel and PowerPoint
- Supply Chain Management
- Stock Market Game
- Job Shadowing
- Guest Speakers
- Business Related Field Trips

#### **Dual Credit Business Courses:**

- Business Communications BUSN141
- Math of Business BUSN125
- Supply Chain Management SPTP150
- Microsoft Excel INFT 140
- Microsoft Word INFT131
- Microsoft PowerPoint INFT135

All accepted students will attend a mandatory orientation meeting prior to the start of classes.

All fees listed for HCC are approximate and are subject to rate changes and textbook pricing at HCC.

### CAREERS IN BUSINESS II (CIB) (22153A001)

Level:	12 <sup>th</sup> grade
Class Location:	Internship sites
Time:	8 hours weekly; schedules determined by instructor, student and mentor
Length:	One year, double period
H.S. Credit:	2 credits per year
Post Sec Credit:	Highland Community College - Dual Credit **1-4 credits
Prerequisites:	Completion of CIB year 1 with C or better and 95% attendance
HCC Fees:	\$15 registration fee per school year, <u>to be paid by student/parent at HCC</u>
Calendar:	This course follows the CAREERTEC calendar

CIB I as a junior may continue for a second year (pending successful completion of year one) and participate in an internship where they gain valuable experience outside of the classroom setting. Transportation to and from the internship placement is the responsibility of the intern.

## **COMPUTER INFORMATION SYSTEMS I (CIS) (10102A001)**



Level:	11 <sup>th</sup> and 12 <sup>th</sup> grades
Class Location:	St. John Church, Freeport
Time:	7:30 - 9:00 a.m., 9:35 - 11:05 a.m., & 1:00 - 2:30 p.m., Mon. - Fri.
Length:	One year, double period
H.S. Credit:	2 credits per year
Post Sec Credit:	Highland Community College - Dual Credit ** 6 credits
Prerequisite:	Business/Computer orientation class, if offered. Completed application and meeting with instructor required for acceptance into this program
CAREERTEC Fees:	\$25, <u>to be paid by student/parent at High School</u> during registration
HCC Fees:	\$30 registration fee per school year, <u>to be paid by student/parent at HCC</u>
Textbook Fees:	\$180-\$220
Optional Fees:	Student is responsible for any certification testing fees
Calendar:	This course follows the CAREERTEC calendar

CIS I prepares the student to be able to identify every component in as well as disassemble and reassemble the PC. The student will learn DOS hardware commands, the techniques of hardware systems analysis, troubleshooting, and repair. The student will install, upgrade, or repair microcomputers, peripheral devices, and Windows operating systems. In addition, the student will learn to implement security and operational procedures and troubleshoot software. Successful completion of this course will allow students the opportunity to test for A+ certification. Dual credits at HCC: INFT 182: Microcomputer Hardware, INFT 282: A+.

All accepted students will attend a mandatory orientation meeting prior to the start of classes.

All fees listed for HCC are approximate and are subject to rate changes and textbook pricing at HCC.

## **COMPUTER INFORMATION SYSTEMS II (CIS) (10102A002)**



Level:	12 <sup>th</sup> grade
Class Location:	St. John Church, Freeport
Time:	7:30 - 9:00 a.m., 9:35 - 11:05 a.m., & 1:00 - 2:30 p.m., Mon. - Fri.
Length:	One year, double period
H.S. Credit:	2 credits per year
Post Sec Credit:	Highland Community College - Dual Credit** approximately 6-8 credits
Prerequisite:	Completion of CIS I with C or better and 95 % attendance, completed application and meeting with instructor required for acceptance into this program
CAREERTEC Fees:	\$25, <u>to be paid by student/parent at High School</u> during registration
HCC Fees:	\$30 registration fee per school year, <u>to be paid by student/parent at HCC</u>
Textbook Fees:	\$250-\$352
Optional Fees:	Student is responsible for any certification testing fees
Calendar:	This course follows the CAREERTEC calendar

CIS II provides a combination of academics and workplace skills that move a student toward further experiences in the computer field and the optional opportunity to pass industry recognized certification exams. Class activities and hands-on laboratories in Coding, Networking +, and Workplace Experience will provide students foundational skills needed to install, operate, manage, maintain, and troubleshoot networks. Introduction to design principles and implementation of systems languages. Topics include syntax, data types, control structures, and storage management. Four systems programming language will be studied: shell scripts, Perl, PowerShell and SQL. Languages may change depending on what is currently in demand. Opportunity at local employers to apply learned skills. Dual credits at HCC: SPTP 295: Coding Essentials, INFT 284: Net +, and OCED 290: Workplace Experience. Successful completion of this course will allow students the opportunity to test for Net+ certification.

All accepted students will attend a mandatory orientation meeting prior to the start of classes.

All fees listed for HCC are approximate and are subject to rate changes and textbook pricing at HCC.

### **CONSTRUCTION TRADES I (17002A001)**

Level:	11 <sup>th</sup> and 12 <sup>th</sup> grade
Class Location:	Freeport Senior High / Construction Site
Time:	7:30 - 9:00 a.m., Mon. - Fri.
Length:	One year, double period
H.S. Credit:	2 credits per year
Prerequisite:	Knowledge of fractions and decimals
Calendar:	This course follows the CAREERTEC calendar

Learn to build and/or remodel a house! Construction Trades Youth Apprenticeship Year I provides introductory on-site construction skills to students interested in the building industry, from laborer to architect. Students construct a family housing unit from foundation to roof or smaller units demonstrating the same building techniques, after receiving safety and construction instruction in a classroom site. Construction careers explored include: carpenter, electrician, plumber, heating, and air conditioning technician, dry-walling, construction technician as well as manager and architect. With the support of area industries this course is an important first step toward success within the construction trades industry. Opportunity to earn OSHA 10-hour certification.

### **CONSTRUCTION TRADES II (17002A002)**

Level:	12 <sup>th</sup> grade
Class Location:	Freeport Senior High / Construction Site
Time (option 2):	7:30 - 9:00 a.m., Mon. - Fri.
Length:	One year, double period
H.S. Credit:	2 credits per year
Prerequisite:	Successful completion of CTYA I with a C or above and 95% attendance
Calendar:	This course follows the CAREERTEC calendar

Students continue in the hands-on-program described in year I to learn more advanced skills used in the construction trades industry and possibly become a foreman on the Construction Trades job site.

### **COSMETOLOGY I (COSMO I) (19101A001)**

Level:	11 <sup>th</sup> and 12 <sup>th</sup> grade
Class Location:	Highland Community College, Freeport
Time:	7:30 – 9:00 a.m., Mon. - Fri.
Length:	One year, double period
H.S. Credit:	2 credits per year
HCC Credit:	Highland Community College - Dual Credit** 6 credits
Prerequisite:	8 <sup>th</sup> grade reading level and meeting with instructor required for acceptance into this program.
HCC Fees:	\$750-\$757 (\$80 uniform and shoes, \$30-\$37 uniform smock, \$250 basic student kit and \$120 course fee, \$240 tech & activity fees, \$30 registration fee per school year), <u>to be paid by student/parent at HCC</u>
Textbook Fees:	Approximately \$300 textbook bundle and study guide
Calendar:	This class follows the HCC calendar

Students will identify safety and decontamination procedures required for safety and sanitary customers services in the cosmetology industry. Students will identify hair anatomy and disorders as well as perform shampooing and conditioning the hair and scalp. Students will identify and demonstrate skills in basic hair design such as finger waving, pin curls and rollers. Students will perform basic lab services on mannequins and clientele. Students will also learn the operating principles of the clinic's reception desk.

Course content covers COSM 121.

All accepted students will attend a mandatory orientation meeting prior to the start of classes.

All fees listed for HCC are approximate and are subject to rate changes and textbook pricing at HCC.

### **COSMETOLOGY II (COSMO II) (19101A002)**

Level:	12 <sup>th</sup> grade
Class Location:	Highland Community College, Freeport
Time:	1:00 - 2:30 p.m., Mon. - Fri.
Length:	One year, double period
H.S. Credit:	2 credits per year
Post Sec Credit:	Highland Community College - Dual Credit** 6 credits
Prerequisite:	Completion of Cosmetology I with a C or better and 95% attendance rate
HCC Fees:	\$390 (\$120 course fee, \$240 tech & activity fees, \$30 registration fee per school year), <u>to be paid by student/parent at HCC</u>
Textbook Fees:	Use book from year 1
Calendar:	This course follows the HCC calendar

Students will demonstrate skill in thermal pressing. Students will identify and learn the making of wigs and fitting wigs with clients. Students will learn and demonstrate various braiding techniques. Students will understand the communication on client consultations. Students will learn and perform manicuring and pedicuring. Students will identify different haircutting strategies and will perform various haircuts on men, women and children. Students will also learn the operating of clinic's dispensary. Course content covers COSM 122.

All fees listed for HCC are approximate and are subject to rate changes and textbook pricing at HCC.



## **CRIMINAL JUSTICE (04165A001 & 15051A003)**

Level:	11 <sup>th</sup> & 12 <sup>th</sup> grade
Class Location:	Highland Community College, Freeport
Time:	7:30 - 9:00 a.m., Mon. - Thurs.
Length:	One year, double period
H.S. Credit:	2 credits per year
Post Sec Credit:	Highland Community College - Dual Credit** 12 credits
HCC Fees:	\$510 (\$480 tech & activity fees, \$30 registration fee per school year), <u>to be paid by student/parent at HCC</u>
Textbook fees:	\$500-\$725
Calendar:	This course follows the HCC calendar



The Criminal Justice program will provide foundational courses for a variety of career pathways including: law enforcement, crime scene investigators, corrections, lawyers, probation and parole officers, security, parks and wildlife, and social work. Course content will include overview and history of institutions, correctional systems, practices, and issues related to criminal justice. Course content will also focus on principles and functions of crime, acts, mental state, criminal liability, juvenile delinquency, information systems, and criminological theories throughout history to present day. Topics will also include current trends in U.S. crime rates; patterns of victimization; characteristics of property crimes, violent crimes, substance abuse, and corporate crimes. Dual Credit at HCC: CJS 101, CJS 102, CJS 202 and INFT 180.

All accepted students will attend a mandatory orientation meeting prior to the start of classes.

All fees listed for HCC are approximate and are subject to rate changes and textbook pricing at HCC.

## **CRIMINAL JUSTICE II (04162A001)**

Level:	12 <sup>th</sup> grade
Class Location:	Highland Community College, Freeport
Time:	1-2:30 p.m. Mon. & Wed. Some courses may be offered online.
Length:	One year, double period
H.S. Credit:	2 Credits per year
Post Sec Credit:	Highland Community College – 7-10 Dual Credit** credits
Prerequisite:	Completion of Criminal Justice I with a C or better and 95% attendance rate
HCC Fees:	\$312-432 (\$280-400 tech & activity fees, \$2 course fee, \$30 registration fee per school year), <u>to be paid by student/parent at HCC</u>
Textbook fees:	\$300-\$400
Calendar:	This course follows the HCC calendar



The Criminal Justice II program offers an opportunity to study and examine criminology two days a week in the fall. Criminology is the subfield of sociology that focuses upon crime, law, and social control within the context of social organization and culture. Additionally, two days a week in the fall will focus on independent work toward Physical Fitness 1 and an 8-week online course of First Aid, required courses for degree programs. Second semester students will be introduced to the phenomena of contemporary terrorism and extremism. Emphasis will be placed on extremism as a foundation for terrorist behavior, types of terrorism, and strategies for governments and law enforcement agencies to respond to terrorism. In light of domestic terrorist incidents in the United States and domestic hate crimes, this course will also analyze extremist and terrorist group usage of the media and literature as their influential tools. The second spring term course will introduce students to criminal law as an elective course for Criminal Justice certificate, degree and/or transfer program. This course will analyze the principles and functionalities of substantive criminal law, including elements of a crime, acts, mental state, attendant circumstances, and criminal liability. This course will include evaluation and analysis of crimes against property, habitation, public order, and crimes against persons. Special consideration is given to the criminal law within Illinois. This course may be taught in an online format. Dual Credit at HCC: CJS 201, 203, 208, PHYD 212 (First Aid), and PHYD 121 (Physical Fitness).

All accepted students will attend a mandatory orientation meeting prior to the start of classes.

All fees listed for HCC are approximate and are subject to rate changes and textbook pricing at HCC.



### **CULINARY OCCUPATIONS I (16052A001)**

Level:	11 <sup>th</sup> and 12 <sup>th</sup> grade
Class Location:	Pretzel City Kitchen, Freeport
Time:	7:30 - 9:00 a.m., 9:35 - 11:05 a.m., & 1:00 - 2:30 p.m., Mon. - Fri.
Length:	One year, double period
H.S. Credit:	2 credits per year
Post Sec Credit:	Highland Community College - Dual Credit** 1 credit
Prerequisite:	Nutrition and Culinary Arts I or Instructor Approval if class not offered, meeting with instructor required for acceptance into this program
CAREERTEC Fees:	\$70 (\$25 lab fees, \$20 text book rental, \$25 chef jacket), to be <u>paid by student/parent at High School</u> during registration
Optional HCC Fees:	\$15 registration fee Spring semester, <u>to be paid by student/parent at HCC</u>
Calendar:	This course follows the CAREERTEC calendar

Culinary Occupations I teaches practical culinary knowledge and skills, including basic knife skills, cooking techniques, industry guidelines, international cuisine, and terminology needed for the development of food service competencies and workplace skills. The majority of the class is spent in the kitchen applying culinary skills through lab activities. Food sanitation and classroom application will prepare students for an industry recognized sanitation exam. Additional content includes professionalism, kitchen essentials, basic and advanced food preparation, food service equipment, management essentials, and building a successful career in the industry. Students will be provided training opportunities on commercial equipment. Dual credits at HCC: Food Sanitation Certification, HMEC 192.

All accepted students will attend a mandatory orientation meeting prior to the start of classes.

All fees listed for HCC are approximate and are subject to rate changes and textbook pricing at HCC.

### **CULINARY OCCUPATIONS II (16055A001)**

Level:	12 <sup>th</sup> grade
Class Location:	Internship sites
Time:	varies dependent on internship agreement
Length:	One year, double period
H.S. Credit:	2 credits per year
Post Sec Credit:	Highland Community College - Dual Credit** 1-3 credits
Prerequisite:	Successful completion of Culinary Occupation I with a C or better, 95% attendance and instructor approval
Optional HCC Fees:	\$15 registration fee Spring semester, <u>to be paid by student/parent at HCC</u>
Calendar:	This course follows the CAREERTEC calendar

Culinary Occupations II is an internship based program designed to prepare students for an occupation in the food service industry. Students complete four internships, one each quarter, at a variety of food businesses. The course places special emphasis on developing real-world culinary skills, including design and organization of food service systems in a variety of settings, human relations, and personnel training and supervision. Additional topics include food cost accounting, taking inventory, advertising, monitoring consumer and industry trends, and individualized mastery of culinary techniques. Students will be responsible for transportation to and from internship sites. Dual credit at HCC possible: OCED 290 (Workplace Experience)

All fees listed for HCC are approximate and are subject to rate changes and textbook pricing at HCC.

### **Early Childhood Education I**

Level:	11 <sup>th</sup> and 12 <sup>th</sup> grade
Class Location:	Highland Community College, YMCA Early Learning Center, or home school district preschool
Time:	7:30 – 9:00 a.m. Mon. - Fri.
Length:	One year, double period
HS Credit:	2 credits
Post Sec. Credit:	Highland Community College – Dual Credit **6 credits
HCC Fees	\$270 (\$240 tech & activity fees, \$30 registration fee per school year), <u>to be paid by student/parent at HCC</u>
Textbook fees:	\$250-\$600
Calendar:	This course follows the HCC calendar

This program allows students to work directly with children from birth through second grade while earning college credit! Students will also work toward Early Childhood Educator Gateways to Opportunities Credential Level 1 while spending time in early childhood settings with children. This credential makes students eligible for the Gateways to Opportunities Scholarships.

Dual credit year 1: ECE 121: Introduction to Early Childhood; ECE 123: Health Safety & Nutrition of the Young Child, 6 total credits.

All accepted students will attend a mandatory orientation meeting prior to the start of classes.

All fees listed for HCC are approximate and are subject to rate changes and textbook pricing at HCC.

### **Early Childhood Education II**

Level:	12 <sup>th</sup> grade
Class Location:	Highland Community College, YMCA Early Learning Center, or home school district preschool
Time:	7:30 – 9:00 a.m. Mondays only
Length:	One year, double period
HS Credit:	2 credits
Post Sec. Credit:	Highland Community College – Dual Credit **8 credits
HCC Fees:	\$350 (\$320 tech & activity fees, \$30 registration fee per school year), <u>to be paid by student/parent at HCC</u>
Textbook fees:	Use book from Year 1
Calendar:	This course follows the HCC calendar

Dual credit year 2: ECE 122: Child Growth and Development and ECE 203, Home School, & Community Relations in Early Childhood and Practicum. Students will also work toward Early Childhood Educator Gateways to Opportunities Credential Level 2. while spending time in early childhood settings with children. This credential makes students eligible for the Gateways to Opportunities Scholarships.

Hybrid Schedule: Monday class 7:30-9 a.m., Tuesday, Wednesday, and Thursday, in public or private schools for Preschool, K, 1<sup>st</sup> or 2<sup>nd</sup> grade, YMCA Early Learning Center or child care center working with children, also 7:30 to 9:00 am. Some coursework will be online, while other coursework will be during class Mondays.

All accepted students will attend a mandatory orientation meeting prior to the start of classes.

All fees listed for HCC are approximate and are subject to rate changes and textbook pricing at HCC

### **GRAPHIC DESIGN I (GD I) (11155A001)**

Level:	11 and 12 <sup>th</sup> grade
Class Location:	Freeport High School, Freeport
Time:	7:30 - 9:00 a.m. and 1:00 - 2:30 p.m., Mon. - Fri.
Length:	One year, double period
H.S. Credit:	2 credits per year
Prerequisite:	Knowledge of the fundamentals of design
CAREERTEC Fees:	\$30, <u>to be paid by student/parent at High School</u> during registration
Calendar:	This course follows the CAREERTEC calendar

Discover the world of commercial design applications and the kaleidoscope of career opportunities! The core of Graphic Design I focus on real world applications of graphic design (2D) and/or product design (3D) techniques and processes. The objective of the course is to solve design problems utilizing the design fundamentals (e.g. typography, shape description, color and drawing etc.) in combination with professional computer programs and hardware. Project may include the development of brochures, brand identity, package/product design, screen printing (t-shirts), 2D and/or 3D animation, and video. The course curriculum will include professional software applications and equipment, , design theory, photography, basic 2D & 3D animation, video, and associated material processes and production techniques for All curricular areas. Emphasis of this course will be placed on software skill development, design thinking, presentation techniques, portfolio development, and professional/social employability skills necessary to succeed in these career fields.

### **GRAPHIC DESIGN II (GD II) (11155A002)**

Level:	12 <sup>th</sup> grade
Class Location:	Freeport High School
Time:	7:30 - 9:00 a.m. and 1:00 - 2:30 p.m. (preferably mornings), Mon. - Fri.
Length:	One year, double period
H.S. Credit:	2 credits per year
Prerequisite:	Completion of Graphic Design I with C or better and interview with Instructor
CAREERTEC Fees:	\$30, <u>to be paid by student/parent at High School</u> during registration
Calendar:	This course follows the CAREERTEC calendar

*The second year continues on from the first year experiences to engage students in more complex and individualized design projects.* Students will gain more experience in real world applications of both: graphic design (2D) and/or product design (2D), photography, animation, and/or product design (3D) techniques and processes. The objective of the course is to solve design problems utilizing the design fundamentals (e.g. typography, shape description, color, and drawing etc.) in combination with professional computer programs and hardware projects may include the development of brochures, posters, brand identity, package & product design, screen printing (t-shirts), 2D and/or 3D animation and video The course curriculum will include professional software applications and equipment, design theory, photography, basic 2D & 3D animation, video, and associated material processes and production techniques for all curricular areas. Emphasis of this course will be placed on software skill development, design thinking, presentation techniques, portfolio development, and professional/social employability skills necessary to succeed in these career fields.

## HCC DUAL CREDIT AUTO MECHANICS I (20104A001)

Level:	11 <sup>th</sup> and 12 <sup>th</sup> grade
Class Location:	Highland Community College
Time:	12:45 - 5:45 p.m., Mon. - Thurs.
Length:	One year
H.S. Credit:	Two credits per year
Post Sec. Credit:	Highland Community College - Dual Credit** 25 credits
Tuition:	Approximate out of pocket tuition cost to student \$2225.
HCC Fees:	\$1,415 (\$385 course fee, \$1000 tech & activity fees, \$30 registration fee per school year), <u>to be paid by student/parent at HCC</u> . Students may purchase tools through a rent to own program at HCC at a cost of approx. \$1000 per semester. Students may also rent tools while in class, <u>to be paid by student/parent at HCC</u>
Textbook fees:	\$190
Calendar:	This course follows the HCC calendar



If you're serious about becoming a certified auto mechanic, look into this course. Dual Credit Auto Mechanics I is a Dual Credit program earning college credit hours as well as high school credits. Students are expected to have math and reading skills sufficient to understand the technical terminology presented in the textbooks. This program prepares students for employment in the areas of: Vehicle service and inspections, brakes, manual transmissions, and drive lines, basic electrical (batteries, starters, alternators) suspension & alignments, and engine repair. **Students are responsible for any tuition and fees beyond \$650 per semester.** Students are also responsible for purchase of required textbooks (approx. \$190) and tools. Students will earn Highland Community College credits toward an Associate of Applied Science degree. Dual credit at HCC: AUTM 111, 113, 115, 120, 122, 124, 138  
This is a ASEEF accredited course. Various ASE Certifications may be earned after completing 2 years of automotive courses.

All accepted students will attend a mandatory orientation meeting prior to the start of classes.

All fees listed for HCC are approximate and are subject to rate changes and textbook pricing at HCC.

## HCC DUAL CREDIT AUTO MECHANICS II (20104A002)

Level:	12 <sup>th</sup> grade
Class Location:	Highland Community College
Time:	7:30 - 12:30 p.m., Mon. - Thurs.
Length:	One year
H.S. Credit:	Two credits per year
Post Sec. Credit:	Highland Community College - Dual Credits** 27 credits
Prerequisite:	Successful completion of Auto Mech. I with C or better and 95% attendance
Tuition:	Approximate out of pocket tuition cost to student \$2507
HCC Fees:	\$1,550 (\$440 course fees, \$1080 tech & activity fees, \$30 registration fee per school year), <u>to be paid by student/parent at HCC</u>
Textbook Fees:	Students may purchase tools through a rent to own program at HCC at a cost of approx. \$1000 per school year <u>to be paid by student/parent at HCC</u> Same textbook as Yr. 1, continuation of payments on tool set purchased through HCC <u>to be paid by student/parent at HCC</u>
Calendar:	This course follows the HCC calendar



Dual Credit Auto Mechanics II is a continuation of courses leading to an Assoc. of Applied Science Degree. This program prepares students for employment in the areas of computerized engine controls, air conditioning, automatic transmissions, and body control systems. **Students are responsible for any tuition and fees beyond \$650 per semester.** Additional college credits are necessary to complete the AAS degree program. Dual credits at HCC: AUTM 231, 233, 235, 237, 238, 240, 242, 248.

This is an ASEEF accredited course. Various ASE Certifications may be earned after completing 2 years of automotive courses.

All accepted students will attend a mandatory orientation meeting prior to the start of classes.

All fees listed for HCC are approximate and are subject to rate changes and textbook pricing at HCC.

## **HEALTH OCCUPATIONS YOUTH APPRENTICESHIP I (HOYA I) (14001A001 & 14051A001)**



Level:	11 <sup>th</sup> and 12 <sup>th</sup> grades
Class Location:	St. John Church, Freeport
Time:	7:30 - 9:00 a.m., 9:35 - 11:05 a.m., & 1:00 - 2:30 p.m., Mon. - Fri.
Length:	One year, double period
H.S. Credit:	2 credits per year
Post Sec Credit:	Highland Community College – Dual Credit** 8 credits
Prerequisite:	(Eight credits for students successfully completing the C.N.A. theory and clinical training) Keyboarding Skills, inoculation documentation, and meeting with instructor required for acceptance into this program, satisfactory completion of Algebra 1 and have at least an 8 <sup>th</sup> grade reading ability, which will be confirmed through Accuplacer exam score of at least 220.
CAREERTEC Fees:	\$165 (\$25 drug screen, \$25 workbook, \$20 Textbook rental, \$30 background check, \$6 fee, \$22CPR, \$37 scrub uniform), <u>to be paid by student/parent at high school</u> during registration
HCC Fees:	\$15 registration fee for Spring semester, <u>to be paid by student/parent at HCC</u>
Optional Fees:	\$75 CNA state testing fee, <u>to be paid to CAREERTEC office prior to August orientation</u> Students may purchase their textbook for replacement cost
Calendar:	This course follows the CAREERTEC calendar

Health care is the largest growing industry globally. Doctors, nurses, lab technicians, respiratory techs, occupational and physical therapists, surgical assistants and traveling health care personnel are needed nationwide. HOYA I provides a comprehensive exploration into health care occupations and provides foundational skills and broad-based training in a variety of careers in the health care field. Classroom academics will be combined with introductory on-site visits of numerous health careers. The course is designed to help prepare students for more in-depth post-secondary study toward a particular career in health care. Students will need the 2 step TB test and proof of Hepatitis B vaccination. To participate in the CNA training students will need state issued photo ID, further information will be provided.

\* TB test can be obtained at the county health department at their current rate. Appointments should be made.

Students are offered the opportunity to receive CNA (Certified Nursing Assistant) training with successful background check. 40 hours of clinical training will be done in the evenings or weekends, during the course of the year. Students that pass the theory and clinical portion with an 80% or better may sit for the State License exam in June to be given at Highland Community College. Aligning with healthcare standards, students will be subject to random and reasonable suspicion alcohol and drug screenings; students will be removed from the program if they test positive.

Suggested preparatory courses include: Algebra I, computer literacy, keyboarding skills, strong science background, competent writing skills, and a strong interest in health related careers. Students may be responsible for their own transportation to and from Job Shadow sites and some field trips. Dual credit at HCC: NURS 091.

All accepted students will attend a mandatory orientation meeting prior to the start of classes.

All fees listed for HCC are approximate and are subject to rate changes and textbook pricing at HCC.

## **HEALTH OCCUPATIONS YOUTH APPRENTICESHIP II (HOYA II) (14002A003 & 14154A001)**



Level:	12 <sup>th</sup> grade
Class Location:	Internship site & St. John Church every Mon. & Wed., 1:00-2:30 p.m.
Length:	One year, double period
H.S. Credit:	2 credits per year
Post Sec Credit:	Highland Community College - Dual credit** - 5 credits after passing Medical Terminology exam and Health Care Delivery
Prerequisite:	Completion of HOYA I with C or better and 95% attendance, and attainment of work site placement
CAREERTEC Fees:	\$137 (\$40 textbook rental, \$72 workbook, \$25 drug test), <u>to be paid by student/parent at High School</u> during registration
HCC Fees:	\$15 registration fee for Spring semester, <u>to be paid by student/parent at HCC</u>
Calendar:	This course follows the CAREERTEC calendar

HOYA II is a combination of on-site clinical work experiences and academics that are required to enter a particular health career or health industry area. Student interview and work on-site with a professional for an average of eight hours per week to total 144 hours per semester and a cumulative total of 288 during entirety of course Additional time is spent on academics that enable the student to pursue a post-secondary degree or certification in the healthcare field. Students will study Medical Terminology as well as explore national and regional practices of health care. This will include not only careers in health care , but projections of health care needs locally as well as globally, access to health care advocacy for health programs, managing the delivery of health services, diverse populations served in health care and the challenges involved, and an overview of changing health care behaviors. Students will work actively with community resources while studying national and global behaviors in comparison. Students will meet every Monday and Wednesday in the classroom from 1-2:30 for the academic instruction. Students will need the one step TB test before class begins. \*TB test can be done at Health Department for a fee. Appointments should be made. Aligning with healthcare standards, students will be subject to random and reasonable suspicion alcohol and drug screenings; students will be removed from the program if they test positive. Students study Medical Terminology and Health Care Delivery and upon successful completion of the exam will earn college credits through HCC: NURS 117 and HLTH 101. Students must provide their transportation to and from classroom and the work site.



## **INDUSTRIAL TECHNOLOGIES (13207A001 & 13207A002)**

Level:	11 <sup>th</sup> & 12 <sup>th</sup> grade
Class Location:	Highland Community College
Time:	7:30 - 9:00 a.m., Mon. - Thurs.
Length:	One year, double period
H.S. Credit:	2 credits per year
Post Sec. Credit:	Highland Community College Dual Credit** 12 credits
HCC Fees:	\$805 (\$295 course fees & tools, \$480 tech & activity fees, \$30 registration fees per school year. Students must purchase tools at a cost of \$160 included in course fees), <u>to be paid by student/parent at HCC</u>
Textbook fees:	\$195-\$303 textbook bundle
Calendar:	This course follows the HCC calendar

This program develops the basic academic and technical skills students must acquire to pursue a career in welding, CAD, or manufacturing. These skills will be developed in the areas of Shielded Metal Arc Welding, Gas Metal Arc Welding, 2D CAD (Computer Aided Drafting), and 3D CAD and Parametric Modeling. Upon completion of these courses, the student will be able to use a fusion process to join (weld) two pieces of metal by applying intense heat to melt the edges of metal so they fuse permanently. Students will also determine the welding process best suited for the metals being fused. Additionally, students will learn to create basic 2-dimensional CAD drawings complete with multiple views and dimensions. An emphasis will be placed on drafting fundamentals. Finally, students will learn 3-dimensional CAD (Parametric Modeling) with an emphasis on dimensioning mechanics and assemblies.

\*\*Students successfully completing this course will have the opportunity, with additional coursework at HCC, to earn certificates and/or degrees in Welding, Welding and Fabrication, Industrial Training, Mechatronics, and CNC Machining. Dual Credit at HCC: WELD130, WELD232, DRAF105, DRAF106

Students may apply to the Plumbers & Pipefitters Union Local 23 apprenticeship upon completion and high school graduation.

All accepted students will attend a mandatory orientation meeting prior to the start of classes.

All fees listed for HCC are approximate and are subject to rate changes and textbook pricing at HCC.

## **INDUSTRIAL TECHNOLOGIES II (22153A001):**

Level:	12 <sup>th</sup> grade
Class Location:	Work Site
Time:	Varies
Length:	One year
H.S. Credit:	2 credits per year
Post Sec. Credit:	Highland Community College Dual Credit** 1-4 credits
Prerequisite:	Successful Completion of IND TECH I.
HCC Fees:	\$30 registration fee per school year, course and activity fees vary from \$40 - \$160 depending on options below, <u>to be paid by student/parent at HCC</u>
Textbook fees:	Depends on option chosen below
Calendar:	This course follows the HCC calendar

There are 3 different options for year two of the Industrial Technologies course.

### Option 1:

Students attend college-level courses on Highland's campus during the school day. This option would require permission from the student's school. Courses could include: 3D CAD, Machine Processes, CNC Mill, CNC Lathe or other Technical Electives for the alternating days. Students selecting the 3D CAD course could also attend during normal CareerTEC hours.

### Option 2:

Students complete Occupational Education (OCED) courses, otherwise known as workplace experience. Students seek part-time paid employment or unpaid internship with an area manufacturer. The employment would align with the HCC Welding and/or CNC Machining programs.

### Option 3:

Students could select a combination of options 1 and 2. Students are responsible for gaining the credits required by their high schools.

All fees listed for HCC are approximate and are subject to rate changes and textbook pricing at HCC.



## **NAIL TECH: 19105A001**

Level:	11 <sup>th</sup> and 12 <sup>th</sup> grade
Class Location:	Highland Community College, Freeport
Time:	7:30 – 9:00 a.m., Mon., Tues., and Thurs., Fri
Length:	One year, double period
H.S. Credit:	2 credits per year
HCC Credit:	Highland Community College - Dual Credit** 4 credits
Prerequisite:	8 <sup>th</sup> grade reading level and meeting with instructor required for acceptance into this program.
HCC Fees:	\$490 (\$50 smock, \$130 basic student kit and \$120 course fee, \$160 tech & activity fees, \$30 registration fee per school year), <u>to be paid by student/parent at HCC</u>
Textbook Fees:	Approximately \$382 textbooks
Calendar:	This class follows the HCC calendar



An introduction to the profession including: salon conduct, ethics, client consultation, decontamination and safety. Students will understand anatomy and physiology of the skin and nails. Students will perform manicures and pedicures. Course content covers COSM 190.

All accepted students will attend a mandatory orientation meeting prior to the start of classes.

All fees listed for HCC are approximate and are subject to rate changes and textbook pricing at HCC.

## **NAVY JUNIOR RESERVE OFFICER TRAINING CORPS (NJROTC) (09101A000)**

Level:	9-12 grades
Class Location:	Freeport High School
Time:	7:30 - 9:00 a.m., Mon. - Fri.
Length:	One Year
H.S. Credit:	1-2 credits per year (May be used for Physical Education requirement)
Calendar:	This course follows the CAREERTEC calendar



Navy Junior Reserve Officer Training Corp (NJROTC) is a citizenship development program that explores Naval Science and leadership. The subjects include oceanography, meteorology, astronomy, basic electronics, communications, naval engineering, navigation, physical fitness, uniform preparation, and inspections. Naval Science is taught by retired Navy and Marine Corps personnel. The course provides classroom experiences that emphasize patriotism; development of informed and responsible citizens; promotes habits of orderliness and precision; develops a high degree of personal honor, self-reliance, individual discipline; and leadership development. Any student considering joining any of the United States Armed Services should consider enrolling in this course. Cadet experiences are enriched through participation in any one of six extra-curricular teams (precision drill team, air rifle marksmanship team, orienteering team, athletic team, color guard team, or academic team), community service projects, or overnight trips to various colleges, universities, and military facilities throughout the United States. Uniforms, text books, training aids, etc. are provided by the United States Navy. Additionally, various 3 and 4 year university scholarship opportunities are available to students that qualify. Any student attending NJROTC classes are eligible for advance promotion when entering active duty. Enrollment is open to grades 9 through 12. Students may take the course for one to four years. Credit can be used to meet the physical education requirement for graduation. Enrollment in this course does not obligate the student for military service in any branch.

## **SCHOOL TO WORK I: A Cooperative Education and Employer Experience**

Level:	11th – 12 <sup>th</sup> grade, 12 <sup>th</sup> grade priority
Class Location:	various employers in the region
Time:	1:00 - 2:30 p.m., Mon. - Fri.
Length:	One year, double period
HS Credit:	2 credits
Post Sec. Credit:	May be possible to earn 1-4 dual credits, depending on career area.
CareerTEC fees:	\$30, <u>to be paid by student/parent at High School during registration</u>
HCC Fees:	\$15 registration fee per semester if dual credited, <u>to be paid by student/parent at HCC</u>
Calendar:	This course follows the CAREERTEC calendar

This program offers a combination of school and workplace learning. Students will develop their career pathway by working in a career area of their choice, up to four locations per year. The workplace experience will be combined with lessons that integrate workplace competencies and employability skills such as: attendance, positive attitude, ability, willingness to learn, communication, problem solving, team work, and professionalism. Students must have their own transportation. Senior students have precedence.

Hybrid Schedule: 2-3 consecutive weeks of class will be held at various employers in the region, 1-2:30 p.m. When a student shows adequate proficiency in the basic employability skills, the student will then move to his/her paid or unpaid work site experience Tuesdays-Fridays. Students are responsible for finding their own work sites. Mondays will continue for classroom instruction. 8-work hours/week minimum must be scheduled. These work hours are flexible, meaning the student may work in the afternoon/evening/or weekend depending on employer need.

All accepted students will attend a mandatory orientation meeting prior to the start of classes.

All fees listed for HCC are approximate and are subject to rate changes and textbook pricing at HCC.

## **SCHOOL TO WORK II: A Cooperative Education and Employer Experience**

Level:	12 <sup>th</sup> grade
Class Location:	Internship/work sites
Time:	varies dependent on internship/work agreement
Length:	One year, double period
H.S. Credit:	2 credits per year
Post Sec. Credit:	May be possible to earn 1-2 dual credits, depending on career area.
Prerequisite:	Successful completion of School To Work I with a C or better, 95% attendance and instructor approval
Optional HCC Fees:	\$15 registration fee Spring semester
Calendar:	This course follows the CAREERTEC calendar

Students who successfully completed School To Work I as a junior can continue the program for a second year, participating in an internship/job their senior year.

- Internship/Worksite Details – Students intern or work at a local business working with professionals gaining valuable soft and hard skills experience outside the classroom setting. There will be no class time. Although students will be responsible for assignments. Finding the site and transportation is the responsibility of the student as is a minimum of eight (8) hours of work per week. All accepted students will attend a mandatory orientation meeting prior to the start of classes in the fall. Dual credit at HCC possible: OCED 290 (Workplace Experience).

## **HIGHLAND COMMUNITY COLLEGE DUAL CREDIT**

Dual credit provides students the opportunity to earn high school and Highland Community College credit simultaneously. These credits become a part of the student's permanent transcript upon successful completion of the course. They may transfer to any educational institution according to the acceptance policies of that institution just as any other credits earned at Highland.

CAREERTEC

**CAREER AND TECHNICAL EDUCATION CONSORTIUM**

2037 W. Galena Avenue, Freeport, IL 61032, 815.232.0709

*CAREERTEC does not discriminate on the basis of race, religion, color, national origin, age, gender, or disability in any of its educational programs or in the provision of services to the student.*