

# AREA VOCATIONAL CENTER

The Area Vocational Center, located at Bloomington High School, is available to 11th and 12th grade students. The programs are designed to further a student's training in a specialized occupational area if they meet the prerequisites listed for that program. Transportation is provided from Normal Community High School or Normal Community West High School to the Area Vocational Center and back each school day. For more information, students should see their counselor.

Any student wishing to enroll in the Area Vocational Center must complete the following procedure or they WILL NOT be considered for the program: get the AVC application form from their counselor, fill it out, get parent signature, then return completed form to the counselor.

## **BUS 453 INFORMATION TECHNOLOGY I (Yearly 2 Credits) (11, 12)**

***Prerequisite: One Semester of Keyboarding***

Students taking Information Technology I will have regulated daily individual internet access and will be offered the opportunity to earn **Expert Microsoft Office User Specialist (MOUS) Equivalent Certification**. All students will be given specific instruction in the use of computer and network systems software including Windows 2000, being able to set up computer operating systems using VMWare, and the fundamentals of the business and accounting cycle. Advanced students can begin studying to take the **Microsoft Certified System Engineer (MCSE)** tests with the goal of becoming a **Microsoft Certified Professional**.

## **BUS 463 INFORMATION TECHNOLOGY II (Yearly 2 Credits) (12)**

***Prerequisite: Successful Completion of Information Technology I***

Students taking this course will be first given the opportunity to obtain from the **Microsoft Corporation** the title of **"Master Certification" Equivalent** where the student has successfully completed the "Expert" tests in all five MOUS programs including Word, PowerPoint, Access, Excel, and Outlook. Students will be introduced to introductory concepts and techniques of E-Commerce, have regulated daily individual access to the Internet and to the District 87 network system, and also explore **Careers in Network Administration and Communication**.

## **BUS 483 OFFICE MANAGEMENT TECHNOLOGY I (Yearly 2 Credits) (11, 12)**

***Prerequisite: Successful Completion of KEYBOARDING REQUIRED, Word Processing Recommended***

Office Management & Technology is designed for students who are interested in learning how to develop appropriate work habits incorporating workplace skills, human relations, proper etiquette and dress, and expectations of the typical office worker. Students will have the opportunity to serve

as an intern in an actual business office. Students will be able to receive MOUS (Microsoft Office User Specialist) Equivalent Certification. Various business forms, business machines, and general business practices will also be covered.

## **BUS 493 OFFICE MANAGEMENT TECHNOLOGY II (Yearly 2 Credits) (12)**

***Prerequisite: Successful Completion of Office Management & Technology I***

Student activities will be more project-based where they may specialize in a particular area of interest--legal, medical, insurance, human resources, or banking--if they choose. Students may continue to further their certification in the MOUS (Microsoft Office User Specialist) Equivalent Certification program at the expert level. Each student will participate in an off-site internship opportunity in the spring.

## **BUS 513 COMPUTERIZED ACCOUNTING & FINANCE**

**(Yearly 2 Credits) (11, 12)**

This course is designed for students who plan on specializing in accounting and/or business finance. Use of computers for solving advanced accounting problems and for making and keeping track of individual and business finances will be introduced. Advanced Accounting skills including Departmentalized Accounting and Corporate Accounting while using Accounting Computer Software will be covered.

## **BUS 563 TRAVEL & TOURISM, 1st Year (Yearly 2 Credits) (11, 12)**

This course is an introduction to the broad range of travel services, products, and issues in the travel and tourism industry, and the skills needed to begin a productive and rewarding career in this field. This course covers travel career development and world travel geography. The **Institute of Certified Travel Agent (ICTA) Travel Career Development Certificate** is available through this course. Also, the **Geography for the Travel Professional Certification Exam** will be available for students, administered and graded by the Institute of Certified Travel Agents in Wellesley, MA.

# AREA VOCATIONAL CENTER

## **BUS 573 TRAVEL & TOURISM, 2nd Year (Yearly 2 Credits) (12)**

**Prerequisite:** *Successful Completion of Travel & Tourism, 1st Year*

This course includes study of the hospitality industry and the global distribution system. Through such topics as the range of accommodations around the world: hotels, motels, resorts, castle hotels, spas, bed & breakfasts, pensions, and youth hotels. With the use of computer software, the students will train on the SABRE GDS using personal computers.

## **BUS 653 MARKETING & MANAGEMENT I (Yearly 2 Credits) (11, 12)**

Students will run and manage the Bloomington Area Vocational Center/Bloomington High School store. Projects are created using **Microsoft Word, Publisher, and PowerPoint**. Units of study include sales promotion, customer service, communications, store operations, sales, sports and entertainment marketing, management, and entrepreneurship.

## **BUS 693 MARKETING & MANAGEMENT II (Yearly 2 Credits) (12)**

**Prerequisite:** *Successful Completion of Marketing & Management I*

Students will expand management and sales skills in this challenging second year course. Students will work with the **operation and management** of the Bloomington Area Vocational Center/Bloomington High School.

## **FCS 393 CHILD CARE I (Yearly 2 Credits) (11, 12)**

**Prerequisite:** *Child Development Class*

Students enrolled in this class will examine the responsibilities and characteristics of effective child care providers. Students in the class prepare the environment, plan, prepare and present activities for three-and four-year-old children in the BAVC preschool laboratory. Students will explore the child care occupations and licensing requirements.

## **FCS 493 CHILD CARE II (Yearly 2 Credits) (12)**

**Prerequisite:** *Successful Completion of Child Care I*

This in-depth curriculum is a continuation of Child Care I and is designed to increase students' skills for possible employment. This level focuses on many child care units of instruction.

## **FCS 553 CULINARY ARTS I (Yearly 2 Credits) (11, 12)**

**Prerequisite:** *Basic Foods Course*

This course is designed to provide students interested in a career in culinary arts and the food service industry with classroom instruction and lab experiences to develop job-related competencies. Commercial quality food service equipment will be used to prepare foods and provide hands-on instruction for each area of food study. Study will include: orientation to the food industry, food preparation, quantity production, quality control of food production, safety and sanitation, and planning and operation.

## **FCS 593 CULINARY ARTS II (Yearly 2 Credits) (12)**

**Prerequisite:** *Successful Completion of Culinary Arts I*

This is the second level course in culinary arts. It provides students with leadership opportunities and responsibility for food service management in the areas of planning menus, selecting food, supervision of food preparation, pricing, food ordering, safety and sanitation supervision, and operation of all equipment used in the program.

## **FCS 803 COSMETOLOGY I (Yearly 2 Credits) (11, 12)**

**Prerequisite:** *Students must take TABE test and pass with a 9th grade Reading and Math level prior to acceptance*

Students will learn about various techniques related to wet and dry hair styling. Laboratory work and classroom instruction help students learn the theory required for licensing. Juniors may attend school full-time for a one month ladies hair sculpture unit during the summer between their junior and senior year to earn hours towards the 1,500 hours needed to take the Illinois State Board Exam. Students and their parents need to work out schedule and payment arrangements with Hairmasters.

## **FCS 853 COSMETOLOGY II (Yearly 2 Credits) (12)**

**Prerequisite:** *Successful Completion of Cosmetology I*

This course continues to develop skills studied in Cosmetology I. Students will not be able to obtain all 1,500 lab hours during the BAVC class time. Students may attend extra hours on Saturdays to obtain more training hours towards the required 1,500. BAVC will pay for Saturday hours.

# AREA VOCATIONAL CENTER

## **HLT 653 HEALTH OCCUPATIONS I**

**(Yearly 2 Credits) (11, 12)**

*Prerequisite: Above C average, excellent attendance, a sincere desire to become a part of the medical profession.*

Opportunities are unlimited for trained professionals in the field of Health Care. After successful completion of this course, students are **eligible to take the test for State and Federal Certification for Certified Nurse's Assistant (CNA)\***. Attention is given to fundamental health-care principles, basic patient-care skills, and other job entry skills and information common to many health-care occupations.

**\*State law requires Certified Nurse's Assistant (CNS) Certification before entering Nursing School.**

## **HLT 693 HEALTH OCCUPATIONS II**

**(Yearly 2 Credits) (12)**

*Prerequisite: Successful completion of Health Occupations I with a B average or above, successful attainment of the CNA, in the Top 8 students from each Health Occupations I course section, excellent attendance, must have transportation, trustworthy, mature professional attitude, ability to work in an adult setting.*

Students have an opportunity to expand upon what they learned in Health Occupations I. Classroom activities include guest speakers as well as further technical skill development. Students participate in an internship. Emphasis is placed on the development of workplace skills required for health care professionals.

## **TEC 173 CIRCUIT ANALYSIS & COMPUTER SERVICING**

**(Yearly 2 Credits) (11, 12)**

This course is designed to prepare students to enter the various occupations that use Electronics' knowledge and skills. Students will be presented with basic electronic theory, laboratory experiments, and circuit construction/repair activities. Students will study electronic components and how they work in devices such as power supplies and digital systems. Development of skills in the use of test equipment and in using logical sequences of problem solving will be emphasized.

## **TEC 193 COMPUTER NETWORKING SYSTEMS**

**(Yearly 2 Credits) (12)**

*Prerequisite: Successful Completion of Circuit*

*Analysis & Computer Servicing, or Information Technology I, or Office Management & Technology I, or Marketing & Management I*

This course is closely aligned with a curriculum designed to prepare students for **Cisco Certified Network Assistant (CCNA)** certification. Students will study and construct network systems, including cabling, making a computer network ready, programming routers and switches, designing and creating **Local Area Networks (LANs)** and **Wide Area Networks (WANs)**. Students may elect to take the **CCNA** when the course is completed. The **CCNA** test must be taken at the Sylvan Learning Centers.

## **TEC 443 COMPUTERIZED ARCHITECTURAL DESIGN I**

**(Yearly 2 Credits) (11, 12)**

This course is designed for students wishing to develop architectural and mechanical drafting plans and detailed drawings. Computer aided drafting skills are taught using the AutoCAD software package. Students will learn about building ordinances and materials which help those interested in other trades within the architectural, engineering, and construction industry.

## **TEC 473 COMPUTERIZED ARCHITECTURAL DESIGN II**

**(Yearly 2 Credits) (12)**

*Prerequisites: Successful Completion of Computerized Architectural Design I*

This is designed for students wishing to further develop skills in drafting. The student is encouraged to develop additional skills toward efficiency and productivity in using computer-aided drafting. The rendering of architectural and mechanical drawings is emphasized.

## **TEC 603 METALWORKING OCCUPATIONS I**

**(Yearly 2 Credits) (11, 12)**

*Prerequisite: Metalworking*

This course is designed for students with an interest in the fields of manufacturing which includes machining, sheet metal, computerized machines, and welding. The course provides skills which form a fundamental basis for manufacturing occupations. Specialized learning experiences are provided which include theory, laboratory, and shop work relating to planning, manufacturing, assembling, and metal fabricating processes. Students may obtain National Center for Construction Education and Research (NCCER) certification and American Welding Society (AWS) certification in Shielded Metal Arc Welding (SMAW).

# AREA VOCATIONAL CENTER

## **TEC 623 METALWORKING OCCUPATIONS II**

**(Yearly 2 Credits) (12)**

***Prerequisite: Successful Completion of Metalworking Occupations I***

A continuation of Metalworking Occupations I, with more emphasis being placed on work attitudes for obtaining employment. Lab work will include more specialized work in area of interest. Will include more Computer Numerical Control (CNC) work on lathe and vertical mill. Second year students experience 95% hands-on activities. Students may obtain NCCER certification and AWS certification in SMAW.

## **TEC 643 AUTOMOTIVE TECHNOLOGY I**

**(Yearly 2 Credits) (11, 12)**

Students in this course will have the opportunity to obtain training related to maintenance, repair, and service of a variety of automobiles and light trucks. Instruction will include the first half of a two-year program consisting of nine units related to automotive technology, including training in safety procedures, engine repair, brakes, automatic transmission and transaxle, suspension and steering, manual drive trains and axles, electrical-electronic systems, heating and air conditioning, and engine performance.

## **TEC 653 AUTOMOTIVE TECHNOLOGY II**

**(Yearly 2 Credits) (12)**

***Prerequisite: Successful Completion of Automotive Technology I***

In Automotive Technology II, students will complete the second portion of the two-year program. Students will further develop the technical skills obtained in Automotive Technology I. Planned activities will emphasize the development of more advanced knowledge in the technical skills related to the maintenance, repair, and servicing of automobiles and light trucks, and develop interpersonal and managerial skills through in-depth activities, supervisory duties, and independent study.

## **TEC 673 SMALL ENGINE TECHNOLOGY I**

**(Yearly 2 Credits) (11, 12)**

Provides instruction concerning the operation and repair of small engines through written assignments, class discussions, demonstrations, speakers, media, and lab activities.

## **TEC 693 SMALL ENGINE TECHNOLOGY II**

**(Yearly 2 Credits) (12)**

***Prerequisite: Small Engine Technology I***

Meets simultaneously with Small Engine Technology I with the same instructor but consists of a different curriculum. Independent study packets consisting of written assignments and step-by-step lab projects are provided for student's use.

## **TEC 763 CONSTRUCTION TRADES I**

**(Yearly 2 Credits) (11, 12)**

Instruction will include the six core units of basic construction skills: Basic Safety, Basic Math, Introduction to Hand Tools, Introduction to Power Tools, Introduction to Blueprints, and Basic Rigging. Successful completion of these curriculum units will provide students the opportunity to be certified by the National Center for Construction Education and Research (NCCER).

## **TEC 783 CONSTRUCTION TRADES II**

**(Yearly 2 Credits) (12)**

***Prerequisite: Successful Completion of Construction Trades I***

This course is designed to be a follow-up to Construction Trades I. Students will once again have the opportunity to develop work skills on the job site. Students will review the six core units studies in year one and then they will begin the completion of seven units of instruction in Carpentry Level I as defined by NCCER. Students will have an opportunity to be certified by NCCER for successful completion of Carpentry Level I.

## **TEC 803 GRAPHIC ARTS OCCUPATIONS I**

**(Yearly 2 Credits) (11, 12)**

Students learn the skills used by graphic designers, desktop publishers, and other members of the multimedia and communications industry. Students will study types of software including drawing, digital photography, page assembly, computer animation, multi-media, and utilities. Students interested in production will learn the steps necessary to mass produce designs. Printing technology includes offset and screen printing.

## **TEC 823 GRAPHIC ARTS OCCUPATIONS II**

**(Yearly 2 Credits) (12)**

***Prerequisite: Successful Completion of Graphics Arts Occupations I***

A continuation of Graphic Arts Occupations I. Seniors will receive intensive study in advanced design, computer animation and multimedia. Production students will take a supervisory role in the student print shop.