

STUDENT INFORMATION
Frequently Asked Questions (FAQ's)

1. **Where is the Area Career Center located?**
The Area Career Center is located at United Township High School in East Moline, Illinois.
2. **Who may attend the Area Career Center?**
Any junior or senior who attends a participating school is eligible to attend the Area Career Center. Participating schools include;

Alleman	Riverdale
AlWood	Rock Island
Geneseo	Rockridge
Moline	Sherrard
Orion	United Township
3. **If a student is interested in attending the Area Career Center or wants to know more about the center, what should he or she do?**
The student should contact their counselor at their home high school and fill out an Area Career Center application.
4. **When will classes start and how long will they last?**
Most outlying students attend class at the Area Career Center in the afternoon from approximately 1:10 to 2:55 p.m. There are some exceptions. Please see your counselor or contact the Area Career Center for the exact times.
5. **How will a student travel to and from the Area Career Center?**
In most cases, the student will travel to the Area Career Center by school bus provided by the home school. The student's home school will decide if other types of transportation arrangements are permissible.
6. **How will a student earn graduation credit while attending the Area Career Center?**
A student will earn two and a half credits per year in most courses at the Area Career Center. The Area Career Center will certify to the student's home school how many credits that student has earned. The home high school will use those credits as part of his/her graduation requirements.
7. **Which school calendar do I follow, the Area Career Center's or my home school's?** Students are expected to attend Area Career Center classes whenever they are in session. Because not all school calendars are the same, throughout the school year there will be days when students may attend the ACC and not their home school or vice versa.
8. **How will I benefit by attending the Area Career Center?**
The Area Career Center offers many courses/programs not normally taught at the individual's participating high school. The Area Career Center offers instruction in very well equipped labs by instructors who are experts in their area. In addition the Area Career Center has a number of programs that take place off campus with its business partners.

Call or visit the Area Career Center
1275 Avenue of the Cities, East Moline, IL 61244
(309) 752-1691

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AREA CAREER CENTER COURSES

Subject	Credit Per Year	Semester Offered	Year	Related Information
Advanced Computer Applications	1.0	Full Year	11,12	Computer Technology A and Computer Technology B recommended
Auto Body Repair I	2.5	Full Year	11,12	None
Auto Body Repair II	2.5	Full Year	12	Credit in Auto Body Repair I
Auto Mechanics I	2.5	Full Year	11,12	Strongly recommend Energy Utilization/Transportation/Electricity
Auto Mechanics II	2.5	Full Year	12	Credit in Auto Mechanics I
Barbering I	2.5	Full Year	11,12	Must provide own transportation to Barber College (meets T,W,Th,F)
Barbering II	2.5	Full Year	12	Credit in Barbering I; must provide own transportation to Barber College
Building Trades I	2.5	Full Year	11,12	Woodworking 1 recommended
Building Trades IA	3.5	Full Year	11,12	3-period class; may need to provide own transportation to ACC
Building Trades II	2.5	Full Year	12	Credit in Building Trades I
Building Trades IIA	3.5	Full Year	12	Credit in Building Trades I; 3-period class; may need to provide own transportation to ACC
Child Care I	2.5	Full Year	11,12	Child Development and/or Parenting recommended
Child Care II	2.5	Full Year	12	Credit in Child Care I
Cosmetology	2.5	Full Year	12	Must provide own transportation to La'James College of Hairstyling (meets T,W,Th,F)
Design and Drafting I	2.5	Full Year	11,12	Industrial Technology Drafting I and Communication Tech recommended
Design and Drafting II	2.5	Full Year	12	Credit in Design and Drafting I
Engineering (Project Lead The Way)	2.5	Full Year	11,12	See Manufacturing Technology I & II
Extended Campus Health Occupations I (ECHO)	2.5	Full Year	11,12	Introduction to Health Occupations I & II recommended
Extended Campus Health Occupations II (ECHO)	2.5	Full Year	12	Credit in ECHO I; Nurse Aide Certification; must provide own transportation to internship sites
Fire Science/Fire Fighting I	2.5	Full Year	11,12	Juniors and Seniors interested in Fire Science, Fire Fighting and EMT
Basic EMT/Fire Fighting II	2.5	Full Year	12	Fire Fighting I or Intro to Health Occupations recommended
Graphic Arts I	2.5	Full Year	11,12	UTHS Graphic Arts 1 recommended
Graphic Arts II	2.5	Full Year	12	Credit in Graphic Arts I
Health Occupations I	2.5	Full Year	11,12	Must provide own transportation to job site
Health Occupations II	2.5	Full Year	12	Credit in Health Occupations I
Internships	2.5	Full Year	12	Contact ACC Instructor for more info.
Interrelated Cooperative Education I	2.5	Full Year	11,12	Must provide own transportation to job site
Interrelated Cooperative Education II	2.5	Full Year	12	Credit in Interrelated Cooperative Education I, must provide own transportation to job site

Law Enforcement and Public Safety I	2.5	Full Year	11,12	Juniors and Seniors interested in law and law enforcement
Law Enforcement and Public Safety II	2.5	Full Year	12	Credit in Law Enforcement and Public Safety I
Manufacturing Technology I	2.5	Full Year	11,12	Selection by Screening Committee
Manufacturing Technology II	2.5	Full Year	12	Credit in Manufacturing Technology I
Web Page Design II	2.5	Full Year	11	Successful completion of Web Page Design or equivalent course offered by participating school district
Welding I	2.5	Full Year	11,12	None
Welding II	2.5	Full Year	12	Credit in Welding I
Woodworking Trades I	2.5	Full Year	11,12	None
Woodworking Trades II	2.5	Full Year	12	Credit in Woodworking Trades I

The United Township Area Career Center insures equal educational opportunities to students regardless of race, color, national origin, age, gender, religion, or disability. Questions in reference to educational opportunities may be directed to Larry Shimmin, ACC Director, 1275 Avenue of the Cities, East Moline, IL 61244, (309) 752-1691.

United Township Area Career Center asegura oportunidades educativas parejas a los estudiantes sin importar la raza, color, origen nacional, edad, género, religión o incapacidad. Alguna pregunta al respecto de las oportunidades educativas podrán dirigirse a Larry Shimmin, Director de ACC, 1275 Avenue of the Cities, East Moline, IL 61244, (309) 752-1691.

Revised 11/10

Students who desire a specific course must complete the appropriate application. Applications may be obtained from your school counselor. Some ACC programs require an interview and/or a mandatory parent/student meeting for admission. Final approval and enrollment is based upon the application, the qualifications of the student, and the recommendation of the school counselor. Enrollment in Area Career Center courses will not be denied to any student because of physical handicap or economic disadvantage.

ADVANCED COMPUTER APPLICATIONS is a one-year business program designed to integrate computer technology, decision-making, and problem-solving skills. Students should exit the course with the skills needed for success in college and/or the workplace. Areas of instruction may include multimedia, web tools, presentation skills, on-line searching, desktop publishing, layout and design techniques, software integration, other advanced applications, and future technology trends. Instructional strategies may include computer/technology applications, teacher demonstrations, collaborative instruction, and peer teaching.



Lab fee required.

AUTO BODY REPAIR I AND II is a two-year program that requires students with good manual dexterity and an appreciation for craftsmanship in a high demand field. In these courses, students will develop skills in welding, metal forming and straightening, and will apply an understanding of geometry to frame and front alignment. Instruction in straightening doors and fenders, replacement of panels, alignment of all sheet metal parts, mixing and matching paints, and paint application is also included. The second year of the program includes instruction in estimating, making shop tickets, replacing door glass, and custom painting and framework.



Lab fee required.

Safety glasses required.

Welding gloves required.

Cotton coveralls to be purchased on your own.

AUTO MECHANICS I AND II is a two-year program designed to prepare students for a career in the automotive industry. This field becomes more technical every day, requiring intelligent service personnel. A variety of automotive systems are studied during the two years. Also, students will participate in many lab activities on actual vehicles. For interested students, here is the opportunity to build a firm foundation in the automotive field. Students are expected to provide adequate work clothing, but they are not required to purchase specific items of clothing.



Lab fee required.

Safety glasses required.

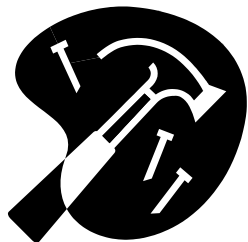
BARBERING I and II is a two-year program approved and licensed by the Department of Registration and Education. It offers both theory and practice in the following areas as they relate to the practice of barber science and art: anatomy, physiology, skin diseases, hygiene and sanitation, barber history, barber law, hair cutting and styling, shaving, shampooing and permanent waving, massaging, and implements. The program will be offered by contracting with a private barber college. In most cases, students will be required to provide their own transportation to a barber college.



Uniform fee is required.

Workbook fee is required.

BUILDING TRADES I AND II is a two-year program providing experiences in all phases of the construction industry. The major course project – building a house – allows students to engage in concrete work, carpentry, roofing, tin work, tile work, and painting. Students must provide their own hammers and rules as well as adequate work clothing, but they are not required to purchase specific items of clothing.



*Lab fee required.
Safety glasses required.*

CHILD CARE I is the first year of a two year program offering learning opportunities relating to the needs of children, child development, and techniques of child care. In the laboratory, students will observe pre-school, daycare, elementary and special needs children. They will learn how to work comfortably with them and plan activities for individual children as well as groups of children. Beginning in September, students attend a child care facility or elementary school three days per week. In addition to the lab fee, students are required to have a current physical and TB test. Both must be dated no earlier than May of the current year. Completion of Child Development and/or Parenting is recommended.



Lab fee required.

CHILD CARE II is the second year of a two year program designed to give students classroom and practical training hours in order to qualify for the CDA (Child Development Associate) credential. Students fulfill the CDA requirements by working with children at a child care site during the academic school year. A course in Child Development is required for certification.



Lab fee required.

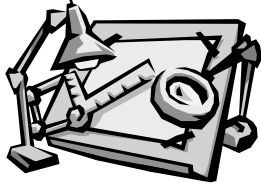
COSMETOLOGY is a one year program enabling students to enroll in an accredited area cosmetology college and complete approximately 350 hours of the 1500 hours required for Illinois state requirements for certification. Following graduation from high school, students may complete certification requirements at the cosmetology college. In most cases, students must provide their own transportation to La'James College of Hairstyling.



*Lab fee required.
Uniform fee required.*

The cosmetology college will provide tools and equipment

DESIGN AND DRAFTING I AND II is a two-year program offering students a chance for many drafting, engineering, and design experiences. Design and Drafting I students will use the 3D modeling CAD software Inventor to explore part design, mechanical engineering and mechanical drafting during the 1st semester. During the 2nd semester, students will use the CAD software Architectural Desktop to design, draw, and plot a complete set of house plans for a residential house. In the second year class, Design and



Drafting II, students will choose a field of study to focus their studies. A major project will be required that will demonstrate technical skills and knowledge needed in the drafting and engineering fields. Projects will range from designing buildings that are built in the community to designing parts for manufacturing. Students who desire a career in drafting or a related engineering field should consider this a required course sequence, since colleges and employers often expect prior CAD training.

Lab fee required.

ENGINEERING (PROJECT LEAD THE WAY) is an emerging program at the Area Career Center and several local high schools. The program is for students with a sincere interest in Engineering as a career. Students will study design and engineering principles relating to design. Class activities involve projects using computers, software, and technology equipment. The UTHS courses Introduction to Engineering Design (IED), Principles of Engineering (POE), and Engineering Design and Development (EDD) are directly related to Manufacturing Technology I and II.



EXTENDED CAMPUS HEALTH OCCUPATIONS (ECHO) I is a Certified Nursing Assistant program, approved by the Illinois Department of Public Health (Program #0288). At the end of this year long course, students who complete all requirements will be eligible to take the Illinois Competency Exam and will receive CNA credentials. This class introduces students to the fundamentals of health care and nursing assistant skills through theory, lab, and clinical rotations. Clinical rotations involve students in direct patient care in nursing homes and hospitals under supervision of the UT ACC clinical instructor. This class is also an 8 hour dual credit class through Black Hawk College.



Lab fee required.

*White uniform, shoes, and watch with sweep second hand movement are required.
State Certification testing is optional.*

EXTENDED CAMPUS HEALTH OCCUPATIONS (ECHO) II is comprised of two sections: one semester consists of a 3 hour dual credit medical terminology class and the other semester is the 3.5 hour Trinity Health Academy. The Trinity Academy involves clinical rotations under the supervision of Trinity personnel. Students must provide their own transportation to Academy sites.



Lab fee required.

FIRE SCIENCE / FIRE FIGHTING I is the first year of a two year program that prepares students for a career as a Fire Fighter or related Fire Science occupation. During the first year students will learn the skills needed to prevent and extinguish fires, maintain and repair fire service related equipment, provide basic emergency medical treatment, and prepare public service information concerning fires and hazardous materials.



Lab fee required.

BASIC EMT / FIRE FIGHTING II is the second year of a two year program in Fire Fighting. Students will build upon the knowledge and skills gained during Introduction to Health Occupations I or Fire Fighting I. This course will allow students to become a certified First Responder and begin work on the basic skills for EMT or EMS which are required for employment as a regular duty Paramedic Fire Fighter.



Lab fee required.

GRAPHIC ARTS I AND II is a two-year program that introduces students to the graphic arts/printing industry. The program will provide instruction in Desktop Publishing, design and layout, line and half-tone photography, press preparation and operation, silk screening, still photography, sign making, and embroidery.



Lab fee required.

HEALTH OCCUPATIONS is a one year cooperative education course that provides on-the-job training for students preparing for a career in health care. Students work a minimum of 15 hours per week under the supervision of an experienced health care employee. This work experience will provide students with the nontechnical knowledge, abilities, and skills needed to secure and retain entry level employment as a dental lab assistant, medical records assistant, nursing aide, orderly, physical therapy aide and many other health care jobs. In addition, students receive one hour of related classroom instruction each day. In class, students learn job seeking skills, career exploration, employability skills and develop essential character traits, basic work relations, and legal protection and responsibilities. Students must provide their own transportation to the job site.



Lab fee required.

INTERNSHIPS are possible in a number of Area Career Center programs. Typically, internships are an opportunity for second year students, who have successfully completed the first year in an ACC program, to gain workplace experience. ACC students completing an internship report to a training site instead of attending the regular class for part or all of the school year. Almost all internships start as unpaid internships. After a trial period (usually 2-3 weeks), students who prove themselves may be hired by the employer and then the experience is a paid internship. Regardless of whether the internship is paid or unpaid, students should use internships to gain valuable experience and develop important industry/employer contacts and references.



INTERRELATED COOPERATIVE EDUCATION is a two year program for students who want to combine attending school with a part-time job. During the school day, students in Interrelated Co-op will attend a related instruction class for one period. This class will focus on the knowledge and skills needed to select a career, find a job, get hired for a job, and keep a job. Since the students in the class will have different jobs and occupations the course content will focus on general workplace skills. Students in Interrelated Co-op also have the opportunity to be released from school early to work. Records of hours worked, tasks completed, and paycheck earnings count towards the work portion of the student's grade.



Lab fee required.

LAW ENFORCEMENT AND PUBLIC SAFETY I AND II is a two year program designed to prepare students to enter into the fields of law enforcement and the criminal justice system. Instruction will include the history of law enforcement and the legal system, report writing and record keeping, criminal investigation techniques, and routine police procedures. Students will learn how to use communications and dispatch equipment, perform proper search and seizure techniques, conduct basic criminal investigations, and execute correct pursuit and arrest procedures. Instruction will also include patrolling techniques, private security operations, traffic investigations, and community relations.



Lab fee required.

MANUFACTURING TECHNOLOGY I AND II is a two-year innovative PCCS program in which students experience manufacturing processes first-hand. Some of the training will be conducted on-site at the John Deere Harvester Works plant. Students will receive training on current production machines and equipment from experienced workers. John Deere employees will lead these students through a wide variety of educational experiences in order to teach technical skills as well as general employability skills. Management personnel conduct training seminars in areas such as teamwork and problem solving. Candidates for this program must have a proven history of good attendance. Applicants are selected through an interview process with John Deere Harvester Works staff. Qualifying seniors will receive a full scholarship at Black Hawk College.



Lab fee required.

Safety glasses required.

WEB PAGE DESIGN II is a one-year junior/senior level program that provides experienced web design students with hands-on training designing web pages for businesses in the area and school-sponsored programs and departments. This course is not designed for the beginning student. Students should have experience in web page organization, design and function of the Internet, HTML code and good communication skills. Students will work with their assigned business and/or faculty sponsor. Instruction in various software programs will be provided.



Lab fee required.

WELDING I AND II is a two-year program designed to make students employable as welders in local industry. The course provides instruction in common welding processes including oxy-acetylene, brazing, soldering, electric arc, MIG and TIG as well as in the preparation and layout of different welding joints, the care of expansion, contraction and stressing of metals, and the operation, care and repair of welding equipment. This class is eligible for dual credit through Black Hawk College.



Lab fee required.

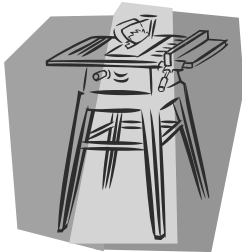
Safety glasses required.

Welding gloves required.

Wire cutters and pliers required.

In addition, students are expected to provide adequate work clothes; however, they are not required to purchase specific items of clothing.

WOODWORKING TRADES I AND II is a two-year program that prepares students as entry-level cabinetmakers and millworkers. Students are introduced to both entry-level and advanced levels of cabinetry and the precision phases of the cabinetmaking trade. Units of study include machine set-up and safety, small box construction projects (jewelry and shadow boxes), kitchen cabinet construction, lathe-turned projects, furniture refinishing and repair, advanced joint techniques, use and production of jigs and fixtures used in mass production, and use of a CNC lathe to produce multiple-shaped spindles. Life skills for career success including team building, problem solving, and career exploration are also taught.



Lab fee required.

Safety glasses required.

Material costs for individual project required.