

AMERICA  
BUSINESS  
COLLEGE  
2019-2020

COURSE CATALOG

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Hola! Bienvenue  
**welcome!**

Dear Students,

Welcome to America Business College!

Our mission is to serve our diverse community, as the leading professional hi-tech business, HVAC, and Structural Welding school in Illinois.

We are very pleased that you have chosen us for your higher education needs. America Business College was established in 1999 by Mr. Salvador Chávez. Mr. Chávez has been meeting the needs of the Latino community in the Chicago metropolitan area for the last 20 years. He has listened to our community and understands what is needed in the market. You have chosen the right college to develop your skills and grow your future. We understand that our students are looking for new skills and training in Business Administration, HVAC, Structural Welding and Essential Employment Skills.

Mr. Salvador Chavez has over 20 years of experience in the education field. His servant leadership philosophy guides him in creating valued programs for the needs of his students and to help them learn new skills. America Business College, understands our students' needs and has developed programs that are not only affordable but with a focus on the newest technology to help you advance in today's global economy.

America Business College is near you. We have three locations in the Chicago metropolitan area with professional faculty who will help you get certified, and get hired.

Our passion is to ensure your career and life success. To do this, we have assembled a team of leading educators, business savvy professionals, and a passionate support staff. We love what we do!

We encourage you to give us a try. Your success awaits!

Sincerely,

Salvador Chávez  
President

### **Mission Statement**

America Business College (ABC) serves as the leading bi-lingual professional school in the Midwest, with a focus on business, and HVAC careers. ABC facilitates the accessibility of the American higher education system to a diverse population. Our mission strengthens ethnic identity, reinforces cultural interaction, and builds channels to fill cultural, educational, and socio-economic gaps in the US.

### **Vision**

Become the leader in bi-lingual business and HVAC education in the Midwest.

### **Goals**

- Improve students access to good jobs
- Encourage students to pursue 4 year college degrees
- Help small business owners grow their businesses
- Serve as a gateway for Spanish-speaking Americans to enter professional occupations and/or become entrepreneurs
- Over 95% student graduation rate
- 70% of graduates obtain jobs within 6 months

### **Philosophy**

- We believe that being bilingual is an asset for the individual as well as for our multi-cultural society.
- We believe that the cultural sensitivity of our staff and faculty is instrumental in the development of our students.
- We believe that the interaction between dual-language and cultural experience adds significant value to our students' education and their worth to society.
- We believe that our faculty has the ability to help educationally-disadvantaged students reach such a level that they are prepared to perform effectively in American society.
- We believe that education is a lifelong endeavor and, therefore, encourage people to return to school at any age for self-development and for the benefit of those they serve.
- We believe in the unconditional care for our students, faculty, staff, volunteers, and benefactors.

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America Business College is approved to operate by the Private Business and Vocational Schools Division of the Illinois Board of Higher Education.

America Business College is not accredited by a US Department of Education recognized accrediting body.

## Campus Locations

5649 W. Fullerton Ave.  
Chicago, IL 60639

Phone: 773-650-1010

4440 S. Pulaski Rd.  
Chicago, IL 60632

Phone: 773-650-1010

1731 N. Farnsworth Ave.  
Aurora, IL 60505

Phone: 773-650-1010

America Business College currently runs academic and development programs in three convenient locations throughout the Chicagoland area. Our campuses are easily accessible via public transportation

## Faculty and Professional Staff

Salvador Chavez  
*President, CEO & HVAC Instructor*

Sara Jakubczak  
*Student Services & WIOA Administrator*

Nora Montenegro  
*Business Instructor*

Jaime Rios  
*Structural Welding Instructor*

Laura Aquino  
*Site Supervisor at Chicago 60639 & 60505*

Misael Espitia  
*Electrician Instructor*

Miguel Torres  
*HVAC Instructor*

Jairo Duarte  
*Electrician Instructor*

Maria G. Madera  
*Site Supervisor at 60632*

## Academic Calendar

America Business College operates its academic year in three trimesters.

### Fall Session 2019

August 26- Instructions Begin

September 2- Labor Day. No Classes

November 28-29- Thanksgiving. No classes.

December 13- Instruction Ends

### Fall Session 2020

August 31- Instructions Begin

September 2- Labor Day. No Classes

November 28-29- Thanksgiving. No classes.

December 18- Instruction Ends

### Spring Session 2020

January 6- Instructions Begin

January 20- Martin Luther King, Jr., Day. No classes

April 24- Instruction Ends

### Spring Session 2021

January 4- Instructions Begin

January 18- Martin Luther King, Jr., Day. No classes

April 23- Instruction Ends

### Summer Session 2020

May 4- Instruction Begins

May 25- Memorial Day. No classes

July 3- Independence Day. No classes

August 21- Instruction ends.

### Summer Session 2021

May 3- Instruction Begins

May 31- Memorial Day. No classes

July 5- Independence Day. No classes

August 20- Instruction ends.

## WIOA

**Student may be eligible to receive The Workforce Innovation and Opportunity Act (WIOA).**

**Beneficiary Eligibility:** All adults 18 years and older are eligible to receive career services. Priority for career and training services must be given to public assistance recipients other low income populations, and low-skilled individuals. Priority of service is given to veterans and other covered persons. States and local areas are responsible for establishing procedures for applying the priority requirements.

All certifications are approved by WIOA

America Business College works with each student to **Get Certified, Get Hired!**

- Offering in DEMAND
  - Microsoft Word, Microsoft Excel, QuickBooks, PHR Certifications
  - CDL Class A License
- Flexible Class Schedules
- 1 on 1 New Resume Building
- 1 on 1 Interview Skill Development
- 1 on 1 Career Planning
- Workshops (LinkedIn, Social Media)
- Job Placement Available after completion of certification

Job seekers will be prepared for careers such as: Accounting Professional, Accounts Receivable, Human Resource Clerk/ Assistant, Human Resource Manager, Executive Administrative Assistant, Office Clerk

## Admissions Requirements

America Business College is open to everyone who would like to improve their skills in the field of Business Administration, HVAC, and Structural Welding. The following admission requirements apply:

- Students must bring copy High School Diploma or GED
- Students must meet with an educational advisor for orientation.
- Student must completely fill out the enrollment agreement (including required signatures) before starting day.
- All enrollment fees must be paid in full before starting date.
- It is recommended, but not mandatory; all students have access to a computer with internet connection and proper software necessary to complete essential homework and special projects.
- The school offers payment options and discounts to those who qualify. Please see your educational consultant for more information.

## Enrollment Forms

Steps:

1. Complete the Application for Admissions online or in person
2. Read Enrollment Conditions and complete Enrollment form; obtain all necessary signatures.
3. Complete Release of Personal Information/Emergency form.
4. Submit current High School transcript or GED.
5. Submit all required forms together by in person or mail to:

AMERICA BUSINESS COLLEGE INC  
5649 W. Fullerton Ave.  
Chicago, IL 60639  
773- 650-1010

## Enrollment Agreement

### AMERICA BUSINESS COLLEGE INC

5649 W. Fullerton Ave. Chicago, IL 60639  
4440 S. Pulaski Chicago, IL 60632  
1731 N. Farnsworth Aurora, IL 60505  
Tel: 773-650-1010

Email: [sarah@americabc.com](mailto:sarah@americabc.com)  
Website: [www.americacollege.org](http://www.americacollege.org)

#### STUDENT INFORMATION

STUDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

PHONE NUMBERS: H) \_\_\_\_\_ C) \_\_\_\_\_ W) \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ STUDENT ID #: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ TELEPHONE #: \_\_\_\_\_

DATE OF ADMISSION: \_\_\_\_/\_\_\_\_/\_\_\_\_

PROGRAM / COURSE NAME: HVAC, Maintenance and Electrician Certificate  
CIP CODE: 15.0501

#### DESCRIPTION OF PROGRAM / COURSE:

The HVAC, Maintenance and Electrician program prepares students with technical and professional skills required for a successful career in Heating, Air Conditioning, Electrician, and Maintenance field. Students will train to become technicians in a real-world, hands-on lab environment. Technicians are needed to troubleshoot and maintain HVAC systems, and other equipment, because of the increasing number of new residential and commercial structures and to respond to the increased demand for energy management, conservation and other "green" technologies. Topic areas will include circuitry, diagnostic meters, troubleshooting, installation, maintenance and reading/drawing electrical schematics.

## Grading Policy



### Student Complaint and Hearing Process

Students have the right to express concern if they believe to have been treated unfairly, subjected to harassment, or discriminated against. The student complaint and hearing process provides a means to express such concern, request some form of relief, and receive an objective hearing.

Student complaints are categorized in two ways:

1. Those arising out of an academic decision
2. Those unrelated to an academic decision.

#### Student Complaints Arising out of Academic Decisions

Students have the right to express their concerns regarding the fair treatment of their academic achievements; keeping in mind that faculty has complete and sole responsibility for determining and issuing final grades.

The following procedure should be used to appeal an academic decision.

1. Express your concerns to your instructor: Try to resolve the situation informally.
2. If Step 1 does not resolve your concerns, you may appeal in writing to the President.

Remember that complaints must be initiated within 20 college days of the occurrence of the alleged violation.

#### Student Complaints Unrelated to Academic Decisions

If a student has a complaint about the conduct of an instructor, member of the staff, another student, or about any aspect of college operations (for example, admission, refunds, or withdrawal), the complaint shall be handled according to the following procedure.

1. When appropriate, express your concerns to the person immediately responsible. Attempt to resolve the complaint informally at this level.
2. If Step 1 does not resolve your concerns, you may file a complaint in writing to the President

Students must first make all attempts to resolve the matter directly with the institution.

Contact information for IBHE – registering a formal complaint ([www.complaints.ibhe.org](http://www.complaints.ibhe.org))

Illinois Board of Higher Education

1 N. Old State Capitol Plaza,

Suite 333

Springfield, Illinois 62701-1377

[www.ibhe.org](http://www.ibhe.org)

## Records

The main office, 5649 W. Fullerton Chicago, IL 60639, maintains a record for each enrolled student. Files generally contains the student's acceptance letter, high school transcript, diploma, GED, or transcripts from other postsecondary schools, enrollment agreement (one for each academic year, semester grades, policy confirmations, withdrawal or cancellation information) and final transcript, and may also contain exam scores from certifications.

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time.

**Access and Review:** Students have the right to physically review their own Education Records in the presence of a designated representative. Where necessary and reasonable, an explanation and interpretation of the record will be provided by qualified personnel. The Student is required to submit all requests for access to his/her records in writing to the main office, located at 5649 W. Fullerton Chicago, IL 60639 and will be required to present appropriate identification. Original records may not be removed from any office where they are maintained.

## Grade Definitions

The following letter grades are used on semester grade reports and transcripts:

**A**—Student demonstrates achievement of learning objectives at a level of outstanding mastery.

**B**—Student demonstrates achievement of learning objectives at a level beyond mere minimum competency.

**C**—Student demonstrates achievement of learning objectives at a level of minimum competency.

**D**—Student demonstrates achievement of learning objectives at a level below minimum competency but sufficient to receive completion

**F**—Student demonstrates insufficient achievement of learning objectives to receive completion

**I Incomplete**—If the student doesn't complete the course work within the prescribed semester restrictions, a grade will automatically default to an "F." The incomplete grade contract is an agreement between the student and the instructor, and states specifically what the student must do to complete the course work. The course work must be completed by the end of the semester following the term in which the course was taken (not including summer semester) and must be in agreement with the terms of the incomplete grade contract. Upon completion of the course work, the instructor will change the "I" grade to the appropriate letter grade (A, B, C, D, or F) by obtaining a Change of Grade Form from the Registrar's office. If the student does not complete the course work within this prescribed semester restriction, a grade of "F" will be entered for the course.

### **Guidelines for the Issuance of an Incomplete Grade**

- Students may request an "I" grade only when unusual and serious circumstances arise during the final weeks of the semester that in some way prohibit the completion of course requirements for a course that the student has been successfully pursuing. These circumstances may involve a severe personal or family crisis, grave personal illness, or extraordinary job responsibilities. The instructor may, and should, request written documentation.
- Students may not request an "I" grade if they have failed to attend the course on a regular basis and/or have failed to pursue the course work during the semester in a timely fashion.
- Students, who have been consistently failing throughout the semester, may not request an "I" grade in order to avoid a low or failing grade on the student's transcript.
- Students will not be issued an "I" grade by the course instructor for the sole purpose of allowing a student to repeat the course.

## W=Official Withdrawal

After the prescribed period of tuition refund, students may withdraw from courses by processing a drop form during regular office hours through the Registrar's Office, or by phone at 773-650-1010. Every course has its own drop date. You must either call 773-650-1010 or visit the Registrar's Office during business hours to withdraw from a course.

Once a student has withdrawn from a course, he/she will no longer be allowed to attend class. All withdrawals are final. Once a student has withdrawn, a grade of "W" will appear on the official transcript. This grade does not affect the student's GPA. A student who does not officially withdraw will receive a grade of "F", depending on course progress or course attendance. This grade will become a part of the student's permanent record. The student remains responsible for all tuition and fees related to the course.

## Minimum Equipment Specifications for Classroom

America Business College maintains a very high standard of equipment for our students so that their training experience is not compromised. Below are the specifications for the equipment in our classrooms.

- Dell - Inspiron Desktop - Intel Core i5 - 12GB Memory - 256GB Solid State Drive

## Institutional Disclosures

July 1, 2018- June 30, 2019	Program Name	HVAC, Maintenance & Electrician	Accounting Assistant/Bookkeeper	Executive Administrative Assistant	Human Resource Assistant
<b>Disclosure Reporting Category</b>	CIP*	15.0501	52-0302	52-0402	52-1001
	SOC*	49.9021	43-3031	43-6011	43-4161
<b>A) For each program of study, report:</b>					
1) The number of students who were admitted in the program or course of instruction* as of July 1 of this reporting					
		0	13	0	1
2) The number of additional students who were admitted in the program or course of instruction during the next 12 months and classified in one of the following categories:					
a) New starts		0	0	0	0
b) Re-enrollments		0	0	0	0
c) Transfers into the program from other programs at the school		0	0	0	0
3) The total number of students admitted in the program or course of instruction during the 12-month reporting period					
		0	13	0	1
4) The number of students enrolled in the program or course of instruction during the 12-month reporting period who:					
a) Transferred out of the program or course and into another program or course at the school		0	0	0	0
b) Completed or graduated from a program or course of instruction		0	13	0	1
c) Withdrew from the school		0	0	0	0
d) Are still enrolled		0	0	0	0
5) The number of students enrolled in the program or course of instruction who were:					
a) Placed in their field of study		0	10	0	1
b) Placed in a related field		0	3	0	0
c) Placed out of the field		0	0	0	0
d) Not available for placement due to personal reasons		0	0	0	0
e) Not employed		0	0	0	0
B1) The number of students who took a State licensing examination or professional certification examination, if					
		0	13	0	1
B2) The number of students who took and passed a State licensing examination or professional certification					
		0	13	0	1
C) The number of graduates who obtained employment in the field who did not use the school's placement					
		0	5	0	1
D) The average starting salary for all school graduates employed during the reporting period; this information may					
		N/A	30,000	N/A	30,000

## Attendance Policy

The college values regular class attendance as an essential component contributing to the learning process and therefore expects students to attend all class meetings of each course for which they are registered. The attendance policy of each instructor is included in the course syllabus distributed by the instructor on the first day of class. Compliance with each instructor's attendance policy is the student's responsibility. An instructor's attendance policy may go into effect with the first class meeting of the course. Late registration does not exempt the student from adhering to the attendance requirements in the course syllabus.

Make-up work or work submitted late due to absence (including an instructor's decision to award less than full credit for work submitted late) will be handled at the discretion of the instructor in accordance with the course syllabus.

Students not regularly attending class are strongly advised to withdraw officially from the course. Students who do not withdraw officially will receive a grade of "F" for the course, which will become a part of the student's permanent record. Students who must be absent due to prolonged illness or extended emergency should notify their instructor(s) immediately to determine a plan of action appropriate to the situation.

## Cheating and Plagiarism Policy

Each student is expected to be honest in his or her class work. The college regards cheating or plagiarism in the classroom, testing center and laboratories, and on assignments or examinations, as a serious offense. Instructors at the college will clearly state their cheating or plagiarism policies and penalties in their course syllabi. The penalty may include a grade of "F" being entered for the student for the course. All incidents of cheating or plagiarism must be reported to the appropriate subdivision office using the official Academic Dishonesty Form.

### Multiple Violations of the Code of Academic Integrity

Any violation of the Code of Academic Integrity is a serious offense. Multiple violations of the Code of Academic integrity represent a breach in the trust given to members of our academic community and risk dismissal from the college. Students who wish to appeal decisions made by faculty members concerning grades given due to violations of Academic Integrity. Students who have multiple violations will be subject to the following:

Status	Violations	Result Action
Warning	1 Violation	Penalty as defined in the course syllabus.
Caution	2 Violations	In order to register for class, student will be referred to a counselor to determine if any remediation is needed.
Suspension	3 Violations	The student will be suspended for a semester. Upon return, student will be referred to a counselor for further remediation/assistance to prevent future violations.
Dismissal	4 Violations	The student will be dismissed from America Business College. After a year, the student may appeal to the Dean of Counseling and Advising.



## Refund and Cancellation Policy

### Tuition and Fees

Certificates	Tuition	Books	Exam	Registration Fee	Total Cost	Weeks	Total Contact Hours
Structural Welding	7,900	0	0	150	8,050	16	192
HVAC, Maintenance, Electrician	7,900	0	0	150	8,050	16	192
Accounting Assistant/ Bookkeeper	4,500	0	350	150	5,000	16	288
Executive Administrator Assistant	4,500	0	350	150	5,000	16	288
Human Resource Assistant	4,500	0	350	150	5,000	16	288

**Should a student be terminated or canceled for any reason, all refunds will be made according to the following guidelines:**

Students may withdraw from a class at any time by providing notice of cancellation to the assigned academic advisor at America Business College, Inc. in writing. Students who cancel within the first business day of the enrollment agreement and before the start day of their first class, will receive a full refund of all tuition. Registration fee is non-refundable. The unexplained absence of a student for more than 15 school days will constitute cancellation to the school. For purposes of cancellation the date shall be the last day of attendance.

Students who withdraw after the first class has begun may be eligible for reimbursement of paid tuition per the schedule outlined below. Supplemental fees, such as those for registration, testing, and books/materials are nonrefundable.

Distribution of Refunds:	Refund Policy
Program Completed at Withdrawal*	
Less than 5%	School shall retain all fees and 10% of tuition.
5% - 60%	School shall retain all fees, a prorated percentage of tuition equal to percent of program completed, and 10% of tuition.
Over 60%	School shall retain all fees and entire tuition.

ABC has the right to change the start date of a program or classes if the number of participants is estimated insufficient. In circumstances in which America Business College, Inc. cancels a program or course, or a student is denied admission before enrollment, students shall have all tuition, fees, and other charges refunded. America Business College, Inc. shall mail a written acknowledgement of a student's cancellation or written withdrawal to the student within 15 calendar days of the postmark date of the cancellation notice, unless a refund has been mailed to the student within the 15 calendar days. All student refunds shall be made by the school within 30 calendar days from the date of receipt of the student's cancellation.

## Accounting Assistant/ Bookkeeper Certification

*Duration:* 16 weeks

*Class Schedule:* 8:00am-2:00pm (Mon. + Wed. + Fri.) **or** (Tue. + Thu. + Sat.)

*Total Contact Hours:* 288

*CIP:* 52.0302

*SOC:* 43-3031

The Accounting Assistant / Bookkeeper Certificate, includes a curriculum that covers basic principles of accounting, payroll, spreadsheets and accounting procedures. Other skills acquired will include QuickBooks, Microsoft Word and Excel. This will allow students to master the knowledge of record keeping systems and accounting software. After completion students will be prepared for positions in accounts payable, accounts receivable, data entry, cost accounting and bookkeeping.

ACT-101	Introduction to Financial Accounting
ACT-102	Managerial Accounting
BUS-101	Introduction to Business
CIS-123	Microsoft Office I
CIS-124	Microsoft Office II
CIS-207	QuickBooks for Office Professionals



# Business Programs

## Human Resource Assistant Certificate

*Duration:* 16 weeks

*Class Schedule:* 8:00am-2:00pm (Mon. + Wed. + Fri.) **or** (Tue. + Thu. + Sat.)

*Total Contact Hours:* 288

*CIP:* 52.1001

*SOC:* 43-4160

The Human Resources Assistant Certificate program generally prepares individuals to manage the administration and implementation and data entry or programs for development of human capital in organizations, and to provide related services to individuals and groups. The program includes instruction in personnel and organization policy, human resource dynamics and flows, labor relations, sex roles, civil rights, human resources law and regulations, motivation and compensation systems, work systems, career management, employee testing and assessment, recruitment and selection, managing employee and job training programs, and the management of human resources programs and operations.

CIS-123	Microsoft Office I
CIS-124	Microsoft Office II
CIS-207	QuickBooks for Office Professionals
BUS-101	Intro to Business
MGT-101	Principles of Management
MGT-102	Introduction to Human Resources

## Executive Administrator Assistant Certificate

*Duration:* 16 weeks

*Class Schedule:* 8:00am-2:00pm (Mon. + Wed. + Fri.) **or** (Tue. + Thu. + Sat.)

*Total Contact Hours:* 288

*CIP:* 52.0402

*SOC:* 43-6011

The Executive Administrator Assistant Certificate program generally prepares individuals to provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Students may also train and supervise lower-level support staff. The certificate is intended to serve the needs of students with a concentrated focus of supporting an executive, which may include office management, administration, or general business administration support role. Programs graduates are certified in Microsoft Office and QuickBooks.

CIS-123	Microsoft Office I
CIS-124	Microsoft Office II
CIS-207	QuickBooks for Office Professionals
BUS-101	Intro to Business
GEN-200	Time Management
ENG-103	Business Writing



# STRUCTURAL WELDING



## Structural Welding Certificate

*Duration:* 16 weeks

*Class Schedule:* 8:00am-2:00pm (Mon. + Wed. + Fri.) **or** (Tue. + Thu. + Sat.)

*Total Contact Hours:* 192

*CIP:* 48.0508

*SOC:* 51-4121.06

Develop basic welding skills, by extensive practice in the major arc welding process and out-of-position and multi-pass arc welding, including GMAW, SMAW AND GTAW. The program will emphasize safety while gaining hands on experience working with stainless steel, mild steel and aluminum. In addition, graduates will have the welding skills necessary to pass welder qualification tests. Students will meet the AWS (American Welding Society) training standards for certification in AWS Level 1- Entry Welder.

WLD 101 Industry Blueprints and Symbols  
WLD 102 Oxyfuel Cutting and Plasma Arc Cutting  
WLD 103 ARC Welding, MIG, TIG Heliac Techniques  
WLD 104 GTAW, GMAW, FCAW

## HVAC, Maintenance and Electrician Certificate

*Duration:* 16 weeks

*Class Schedule:* 8:00am-2:00pm (Mon. + Wed. + Fri.) **or** (Tue. + Thu. + Sat.)

*Total Contact Hours:* 192

*CIP:* 15.0501

*SOC:* 49-9021

The HVAC, Maintenance and Electrician program prepares students with technical and professional skills required for a successful career in Heating, Air Conditioning, Electrician, and Maintenance field. Students will train to become technicians in a real-world, hands-on lab environment.

Technicians are needed to troubleshoot and maintain HVAC systems, and other equipment, because of the increasing number of new residential and commercial structures and to respond to the increased demand for energy management, conservation and other "green" technologies. Topic areas will include circuitry, diagnostic meters, troubleshooting, installation, maintenance and reading/drawing electrical schematics.

ECT 101	Electrician Intro
HVAC 101	Heating
HVAC 102	Air Conditioning
HVAC 104	EPA Test Preparation



# HVAC MAINTENANCE & ELECTRICIAN



**Please Note: CDL programs are not approved through Illinois Board of Higher Education (IBHE). This program ONLY qualifies for WIOA grants.**



# CDL CLASS A

## **CLASS A CDL (Permit) Classroom Instructions**

Total Contact hours: 20 hours

This course is constructed to prepare each student with the written portion of the commercial driver's license exam. This class focuses solely on understanding General (Core) Knowledge, Combination Knowledge and Air Brake knowledge towards a(n) Illinois Class A License. All instructions will be held in a classroom lab and followed by the "Illinois CDL Commercial Driver's License Study Guide."

## **CLASS A CDL (160 Hours) Truck Driver Training**

Total Contact hours: 160 hours

This course is constructed of 160 hours, designed for every student to be better prepared for the job market. The state of Illinois requires 160 hours to receive a license. Hours are divided into 40 hours of classroom, 20 hours range, 20 hours over the road, 20 hours observation, and 60 remedial training. The purpose of the 4 week program is to provide students with the safe and proper handling of a semi-tractor trailer in adverse conditions. Students are trained on different driving techniques, gaining experience on tractor-trailer systems and components. CDL training provides knowledge and skills to prepare students for the written and practical portions of the CDL examination

## **CLASS A CDL (240 Hours) Truck Driver Training**

Total Contact hours: 240 hours

This course is constructed of 240 hours, designed for every student to be better prepared for the job market. Hours are divided into 80 hours of classroom, 20 hours range, 30 hours over the road, 50 hours observation, and 60 remedial training. The purpose of the 6 week program is to provide students with the safe and proper handling of a semi-tractor trailer in adverse conditions. Students are trained on different driving techniques, gaining experience on tractor-trailer systems and components. CDL training provides knowledge and skills to prepare students for the written and practical portions of the CDL examination. In addition, the program offers three endorsements (Hazmat, Tanker and Doubles-Triples).

## **Business Courses**

### **ACT 101 Introduction to Financial Accounting**

This course introduces the basics of financial accounting with emphasis on accounting as an information system which aids in the decision-making process. The focus is on the analysis and classifying of accounting information necessary for the preparation of external general-purpose financial statements. Topics include transaction analysis, development of financial reports, the accounting cycle, accruals and deferrals, receivables, payables, payroll, promissory notes, inventory costing, plant assets and depreciation methods, corporate equity concepts, bonds payable, and present value

### **ACT 102 Managerial Accounting**

Prerequisite: ACT 101

This accounting course presents accounting as a system of producing information for the use of internal decision-makers. The course emphasizes the identification, accumulation, and interpretation of information for planning, controlling, and evaluating the performance of the separate components of a business. Topics include both job-order and process cost systems, cost-volume-profit analysis, budgeting, performance evaluation, differential analysis, capital investment analysis, and activity-based costing

### **BUS 101 Introduction to Business**

This course will provide the student with the opportunity to develop concepts, attitudes, and ideas about the nature of business and the environment in which it operates. Types of business ownership, management, marketing, finance, accounting, human resources, labor-management relations, ethics and other related topics are covered

### **GEN 200- Time Management**

Increase your time management skills to stay organized and keep a clear mind to be more productive in work and life. Various tools, such as outlook calendar will be introduced

### **ENG 103- Business Writing**

This course teaches how to write more persuasive and effective emails, letters and sales proposals and create a more favorable impression of oneself and their organization

### **CIS 123 Microsoft Office I**

This course is designed to develop integrated PC application skills required for the completion of personal and business project using Microsoft Office Suite. Projects utilize fundamental techniques of word processing, spreadsheet, database management, and presentation graphics software as well as Window and file management skills

### **CIS 124 Microsoft Office II**

This course is designed to develop advanced PC application Skills required for the completion of personal and business projects using Microsoft Office Suite. Advanced projects utilizing Word processing, spreadsheet, database management and presentation graphics software are included. Advanced Collaborative features and application integration are also included

### **CIS 207 QuickBooks for Office Professionals**

Course teaches students to manage sales and expenses and keep track of daily transactions. Students will learn to invoice customers, pay bills, generate reports for planning, tax filing and payroll

### **MGT 101 Principles of Management**

This course examines the foundations and nature of managing both profit and nonprofit organizations in a dynamic global environment. Students study the major management functions of planning and decision making, organizing, leading, and controlling. The course emphasizes ethics, diversity and teamwork. The nature of authority, responsibility, and accountability along with "line" and "staff" organizations are also closely reviewed.

### **MGT 102 Introduction to Human Resources**

This course introduces the student to the policies and practices of employment agencies and personnel offices. Topics include recruiting, advertising, interviewing, counseling, placement, marketing, ethics, public relations, and labor law.

## **HVAC Courses**

### **ECT 101 Electrician Intro**

This course allows students to immerse in practical, real world examples that illustrate how electricity is distributed. Students will learn how to use electrical test equipment in their everyday jobs. The goal is to teach students how to reduce electrical equipment downtime, improve overall efficiency and safety, and fix problems they've been unable to solve on their own. Topics covered: electric installation and safety, conductor termination and splices, grounding, bonding, installation of electrical services, circuit breakers, wiring methods, calculating electrical loads

### **ECT 102 Electrician Advanced**

This In-depth course will teach students about major electrical components, where and how these electrical components work, and their purposes within electrical systems. Topics covered: Motors-theory and application, using wire tables and determining conductor sizes, basic motor controls, motors and controllers, motor installation, power factors, transformers, substations and power distribution

### **HVAC 101 Heating**

This course topics covered: Temperature and Theory of Heat, Matter and Energy, Refrigeration and Refrigerants, General Safety Practices, Tubing and Piping, System Evacuation, System Charging, Basic Electricity and Magnetism, Introduction to Automatic Controls, Automatic Control Components and Applications

### **HVAC 102 Air Conditioning**

This course topics covered: Troubleshooting Basic Controls, Types of Electric Motors, Application of Motors and Motor Controls, Troubleshooting Electric Motors, Controls, Typical Operating Conditions, Troubleshooting None, Maintenance, Air Conditioning Diagnostics

### **HVAC 104 EPA Test Preparation**

This course preps students for the Federal Clean Air Act, under Section 8, requires persons working with regulated refrigerants to be certified.

