Capital Area Career Center

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www.capital.tec.il.us
WQNA 88.3 FM
Agriculture and Industrial Mechanics

Learn the technical skills needed and enter the labor force a step ahead with college credit and various certifications. Students learn to be prepared to handle the day-to-day challenges they will encounter in their agricultural career. Supervised hands-on experience and leadership activities are integral components of this program.

What will you be able to do?

- Perform basic repairs and service on large & small gas, diesel, and LP engine systems
- Understand the basics of power trains, electrical and hydraulics systems
- Set up new farm and construction equipment
- Make structural repairs using welding techniques
- Use parts and service manuals effectively
- Operate small hand, power, & measuring tools
- Spray paint
- Repair manual & power transmissions & brake systems
- Understand air conditioning principles
- Understand hydraulics and complete repairing
- Understand various equipment used in this area including heavy truck, agriculture, ATV & industrial applications
- Participate in the FFA and Skills USA organizations

Earn College Credit

Employment Opportunities

- Agricultural equipment technician or operator
- Lawn and garden equipment technician
- Agricultural or industrial equipment sales
- Field service technician
- Equipment parts sales technician
- Motorcycle technician
- Welder
- Fabrication shop
- Construction equipment operator or repairman
- Auto/commercial painting
- Semi truck mechanic
- Mining
- Utility companies

Local Employers

- Altorfer Caterpillar Machinery
- Crossroads Ford
- Beatty Implement
- Illinois Department of Transportation
- Roland Machinery
- Central Illinois Trucking
- Bobcat of Springfield
- Utility Companies
- Mining
- Prairie International Truck Centers

Available Certifications

- OSHA 10
- National Center for Construction Education & Research
  - Core Construction Certification
  - Heavy Equipment Operator
  - Highway/Heavy Equipment
  - Carpentry
- Earn hours toward ASE Medium & Heavy Equipment Truck Training
Automotive Technology/Servicing

In this program you will learn the eight major areas of ASE certification. Courses include: Introduction to Autos, Brakes, Steering/Suspension, Heating/Air Conditioning, Electrical, Engine Performance, Engine Rebuilding, and Drive Trains. Theory of the automobile system is learned in the classroom and then students participate in applied shop activities. Many students continue their education in technical schools or colleges while others go directly into the automotive field.

What will you be able to do?

- Understand the practical workings and theory of the modern automobile
- Learn about different types of engines, fuel systems and power trains
- Perform basic testing and repair of auto systems such as computer controls, exhaust, cooling, brake, fuel, electrical, emissions, steering and suspension, welding
- Understand and practice electronic engine diagnosis and computerized wheel alignment

Available Certifications

- Earn hours toward ASE Certification
- Mobile Air Conditioning Society Certification

Employment Opportunities

- Auto Technician
- Service Writer
- Shop Owner
- Service Manager
- Fabricator
- Welder
- Engineer

Employers

- Friendly Chevrolet
- Landmark Auto Group
- Auto Zone
- Wilkerson’s Shell
- O’Reilly’s Auto
- Advance Auto
- Isringhausen Imports
- Green Auto
- Honda of Illinois
- Sears Auto
- Discount Tire
Biomedical Science students engage in rigorous and relevant hands-on problems related to the human body, cell biology, genetics, and disease. Courses include Principals of the Biomedical Sciences and Human Body Systems during the first year and Medical Interventions and Biomedical Sciences Capstone Course during the second year. Students must also be taking a 3rd and 4th year science and math course at their home school. These courses are hands-on, project-based, and problem-based.

What will you be able to do?
- Investigate human body systems and various health conditions
- Learn how the body systems work together to maintain good health
- Use data to monitor body functions
- Research medical interventions
- Design and conduct experiments to diagnose, treat and prevent disease

Employment Opportunities
- Physician
- Surgeon
- Nurse
- Dentist
- Veterinarian
- Pharmacist
- Paramedic
- Dietician
- Research Scientists
- Health Information Manager
- Medical Technologist
- Radiologist
- Medical Technical Writer
- Physicians Assistant
- Biomedical Engineer
Cisco Computer Networking Academy

Do you enjoy working with computers? Are you interested in the behind-the-scenes action of what makes the internet work? Join this class to participate in hands-on learning with sets of enterprise level routers and switches. Understand best practices and gain the skills you need to be competitive for a high paying job.

What will you be able to do?

- Make straight-through & cross-over cables
- Install and maintain network cabling
- Install computer hardware and software
- Install network hardware
- Design LANs and WANs
- Subnet IP networks
- Create and implement Access Control Lists
- Configure switches and routers
- Plan and implement security to routers
- Troubleshoot personal computers
- Troubleshoot LANS and WANS

Earn College Credit

Available Certifications

- CCENT or CCNA
- CompTIA A+ or Network+
- National Computer Science Academy Certification in PC Basics, Computer Hardware, or Networking Technician
- Workforce Ready Networking
- BrainBench Cisco Networking or Cisco Router Fundamentals

Employment Opportunities

- Help Desk Support
- Network Cable Installation
- Network Installation
- Cyber Defense
- Wireless Network Installation
- LAN Administration
- WAN Administration
- Desktop Support
- IP Phone Installation (VoIP)
- Telco System Installation
- Software Design and Testing
- Computer Sales

Employers

- AT&T
- Best Buy
- Chatham School District
- City of Springfield
- FBI
- Garrett Aviation
- Graybar
- Horace Mann
- Internet Studio
- L-1 Identity Solutions
- Memorial Medical Center
- PSO
- Sangamon County Dispatch
- Springfield Clinic
- Springfield School District
- Springnet
- St. John’s Hospital
- State of Illinois
- US Armed Forces
- Verizon
- Verizon Wireless
- WarpNet

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Learn the skills required for entry-level positions as an auto body technician. You’ll get actual hands-on experience working on a number of customer service cars.

**What will you be able to do?**
- Repair damaged vehicles
- Paint vehicles
- MIG welding
- Repair plastics and adhesives
- Design graphics

**Available Certifications**
- Earn hours toward ASE Certification
- Earn hours toward I-CAR
- R & M Paint

**Employers**
- Dick’s Auto Body
- Call’s Auto Body
- Zara’s Collision Center
- Kim’s Auto Body & Paint
- Kulavic’s Auto Body
- Fenstemaker & Son
- Bob Matthews Auto Body
- Collision Craft

**Employment Opportunities**
- Auto Body Painter
- Auto Body Repair Technician
- Sales Representative
- Parts Clerk
- Used Car Re-conditioner
"Cosmetology" is a term used to encompass a broad range of specialty areas including hair styling, nail technology, and aesthetics. A licensed cosmetologist will find many opportunities that offer long-term earning potential while working in a very creative and exciting industry. While attending CACC students earn hours toward licensure.

Employment Opportunities/Career Paths

- Hair Stylist
- Makeup Artist
- Hair Color Specialist
- Aesthetician
- Hair Designer
- Nail Technician
- Texture Specialist
- Cutting Specialist
- Salon Trainer
- Distributor Sales Consultant
- Platform Artist
- Cosmetology Instructor

What will you be able to do?

- Style, shape, trim, color and perm hair
- Perform sterilization and sanitation of implements
- Develop and maintain professional ethics
- Understand shop management and cosmetology law
- Use aesthetics in applying makeup
- Facials and skin care
- Nail technology
- Earn hours toward cosmetology license

Available Certifications

- Earn hours toward licensure
Culinary Arts

Culinary Arts students learn to use all types of equipment found in a commercial kitchen. You need to be able to work as part of a team. Physical stamina and manual dexterity are important. This field is an equal opportunity field for men and women in one of the most rapidly expanding areas of the economy.

Available Certifications
- ProStart/Illinois & National Restaurant Association
- Illinois Food Handler’s License

Employment Opportunities
- Prep cook
- Pantry cook
- Restaurant management trainee
- Hospitality management trainee
- Baker
- Line cook
- Service person
- Sous chef
- Kitchen manager trainee
- Cake decorator

Employers
- Sangamo Club
- Oak Terrace Retirement Center
- Crowne Plaza
- Bob Evans
- Illini Country Club
- Armed Services
- Baskin Robbins

What will you be able to do?
- Prepare foods in large quantities
- Bake breads, pastries, entrees, etc.
- Prepare banquet and buffet foods
- Plan all types of menus
- Run a kitchen to meet sanitation and health requirements
- Operate commercial kitchen equipment properly and safely
- Understand food and beverage cost control
Early Childhood Care & Education

This is an excellent program for students considering a teaching career in Early Childhood Education, Elementary Education, or Special Education. Both men and women can achieve success in this field.

What will you be able to do?

- Set up a safe, nurturing, developmentally appropriate environment for children
- Write lesson plans and make objective observations
- Plan, organize and teach various activities for the preschool age child
- Apply Early Childhood knowledge and interact with children

Available Certifications

- INCCRA Level 1

Employment Opportunities

- Director of Early Childhood Center
- Special Education Teacher
- Early Intervention
- Early Childhood Teacher/Public School

Employers

Building Blocks
Lincoln Land Child Development Center
Rochester School District
The Learning Nook Child Development Center
Beginning Steps
Self-employed Childcare Provider
Bright Beginnings
Hope Institute
Riverton School District
Springfield District #186
YMCA School Age Program

Elementary School Teacher
Para-Teacher Aide
Childcare Home Provider
Family & Human Services
Nanny
Earn College Credit

Electrical/Heating Ventilating & Air Conditioning

Opportunities in this field exist for both men and women. Students must be able to distinguish colors, follow directions, and have good manual dexterity. Electrical/HVAC students can apply for union apprenticeship in sheet metal work, pipefitting, plumbing, or refrigeration industry.

What will you be able to do?

- Install, troubleshoot, test, measure, and analyze electrical circuits in residential homes
- Install, maintain, and service residential wiring systems in line with the NECA code
- Operate hand, power and specialized tools, equipment, in the air conditioning industry
- Operate oxygen and acetylene torches and soldering copper pipe
- Fabricate sheet metal for HVAC applications

Local Employers

- Air Masters Heating & Cooling
- City Water, Light & Power
- E.L. Pruitt Local Union 137
- Tom’s Heating, Air & Plumbing
- ALPHA Electric
- IBEW L.U. 193
- Mike Tolliver Electric
- Pepsi Cola
- Punzak
- Henson Robinson Company
- Ruby Electric
- R+B Electric
- Snell Heating + Cooling
- Memorial Medical Center

Employment Opportunities

- Electrical/HVAC sales technician
- Electrical control assembler
- Electrical/HVAC warehouse technician
- Air conditioning & refrigeration mechanic
- Furnace installer
- Plumber
- Sheet metal fabricator
- Industrial/residential electrician

Available Certifications

NCCER
- Core
- HVAC Level 1
Emergency Medical Services

This program is designed to instruct a student to the level of Emergency Medical Technician, a professional who serves as a vital link in the chain of the health care team. It is recognized that the majority of pre-hospital emergency medical care will be provided by the EMT. This includes all skills necessary for the individual to provide emergency medical care at a basic life support level with an ambulance service or other specialized service.

What will you be able to do?

- Recognize the nature and seriousness of the patient's condition or extent of injuries to assess requirements for emergency medical care
- Administer appropriate emergency medical care based on assessment findings of the patient's condition
- Lift, move, position and otherwise handle the patient to minimize discomfort and prevent further injury
- Perform safely and effectively the expectations of the job description

An EMT provides a service in an environment requiring special skills and knowledge in such areas as communications, transportation, and keeping records. They also serve as liaisons with other emergency services. This program provides an introduction to these concepts.

Employment Opportunities

Career EMT's and paramedics held about 210,700 jobs in 2008. Although most of these professionals work in metropolitan areas, EMT's are common in small cities, towns, and rural areas as well. These individuals work for fire departments, emergency medical services, or hospitals. Paid EMT's and paramedics are employed in a number of industries. About 45 percent work as employees of ambulance services, about 29 percent work in local government, and another 20 percent work in hospitals.

Earn College Credit

Available Certifications

- EMS Certification
Graphic Arts

Students in the Graphic Arts class develop their skills through the operation of the computer, design, and printing press labs. Students will use software applications including Adobe Photoshop, Adobe Illustrator, Adobe InDesign, QuarkXPress and will also learn to use Hypertext Markup Language (HTML). The graphic arts industry continues to be among the top employers in the U.S. Entry-level positions in the printing field are in constant demand.

Earn College Credit

Local Employers
SIU School of Medicine
Color World of Printing
Minuteman Printing
Production Express
Drag News Magazine
HIP Advertising
Metal Décor
G.M. Anderson & Associates
The State Journal-Register
H&W Advertising
Secretary of State’s office
State of Illinois
Overnight Sign Company
Vinyl It Graphics
The Vinyl Guy
Lilly Sign Company
University of Illinois Springfield
St. John’s Hospital
Memorial Medical Center
Byers Printing

Available Certifications
- Workforce Ready Advertising Design Certification

What will you be able to do?
- Design and layout graphic materials/publications using the latest industry-standard Macintosh-based computer applications
- Use a computer for typesetting
- Understand typography and its uses
- Produce line photography using a process camera and darkroom
- Learn how to strip up line negatives
- Produce printing plates using a plate burner
- Run a sheet-fed printing press
- Perform bindery operations
- Learn how to design Macintosh-based Web pages
- Run a vinyl cutting machine

Employment Opportunities
- Advertising/Public Relations
- Typesetter
- Illustrator
- Production Artist
- Graphic Designer
- Art Director
- Stripper/Platemaker
- Graphic Arts Photographer
- Printing Press Operator
- Printing Equipment Repair
- Bindery Worker
- Web Page Designer
- Webmaster
- Sign Maker

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Health Occupations

Health occupations is an excellent program for students considering any health career. Health careers are in high demand. Students gain practical experience through actual work with patients at local health care facilities. At the end of the first year of Health Occupations, students will have the opportunity to take the State of Illinois Nurse Aide Exam, thereby earning the designation of Certified Nurse Aide (CNA). Passing the Certified Nurse Aide test is required before entering Health Occupations II, LPN or RN programs. By the end of the second year of Health Occupations, students will have completed the first quarter of the Licensed Practical Nurse curriculum, thereby saving time and money in pursuing an LPN degree after high school.

What will you be able to do?

- Perform basic health care skills such as taking and recording temperature, pulse, respiration, and blood pressure
- Understand and perform CPR, the Heimlich Maneuver, and first aid
- Understand your role in meeting patient needs through direct care of patients
- Know common health problems and diseases
- Know anatomy and body systems
- Learn specialized skills in your chosen area

Available Certifications

- Certified Nurse Aide (CNA)
- CPR
- First Aid
- Work toward LPN licensure

Local Employers

- Aaron Nursing Agency
- Golden Senior Center
- Henson Robinson Zoo
- Heritage Manor
- Hope Institute
- Lewis Christian Nursing Home
- Memorial Medical Center
- Regency Nursing Center

- Shari’s Spa
- St. John’s Hospital
- St. Francis Convent
- Springfield Clinic
- Springfield Terrace, Inc.
- Sutton’s Ambulance
- Taylorville Nursing Home
- Wyndcrest Retirement

Employment Opportunities

- Activity aide
- Birth center aide
- Certified Nurse Aide
- Emergency room worker
- Geriatric aide
- Home health care aide
- Medical assistant
- Medical record clerk
- Occupational/Physical Therapist Aide
- Phlebotomist
- Psychiatric aide
- Veterinary assistant
- Zoo assistant
Interactive Digital Media Design

In this program, students develop their skills through the operation of Windows and Apple computers. They will become proficient at using Microsoft PowerPoint, Game Maker, Adobe Dreamweaver, Adobe Fireworks, Adobe Flash, and Adobe Photoshop. Second year students will learn programming languages for XHTML, CSS, and JavaScript, all used for websites.

What will you be able to do?
- Use audio, photographic images, computer graphics, animations and video to produce digital media
- Use 2D/3D art and animation software to design basic video games
- Use editing software and hardware to produce digital video design
- Create and evaluate web pages and sites using html/graphical editors
- Add interactive and dynamic elements to online content, video products and digital media
- Interview clients to determine design needs and present product proposals
- Prepare design drafts and storyboards
- Program and build a website
- Create and present product presentations
- Create a product portfolio
- Create an electronic portfolio
- Add interactive and dynamic elements to online content
- Prepare Web proposals for clients
- Prepare homepage usability evaluations for clients
- Prepare client surveys
- Prepare and explain Web design agreements for clients
- Create animations
- Create games

Employment Opportunities
- Interactive Media Developer
- Production Assistant
- Project Manager
- Commercial/Production Artist
- Illustrator
- Animator

Corporate Identity System Designer
- Web Page/Site Designer
- Web Editor/Writer
- Quality Assurance Tester
- Game Designer

Available Certifications
- Adobe Dreamweaver CS4-Certiport Certification
- Adobe Flash CS4-Certiport Certification

Earn College Credit
Law Enforcement

This program will provide an excellent background for the student who is interested in pursuing law or law enforcement as a career. Employment in this field is highly competitive. Individuals should be drug and conviction free, have good interpersonal skills, and be computer literate. Students successfully completing this program will earn college credit at LLCC towards an Associates Degree in Law Enforcement Administration. Additional coursework may also be pursued at the University of Illinois at Springfield campus to complete a Bachelors Degree in Criminal Justice.

What will you be able to do?
- Describe the Illinois criminal justice system
- Explain the law enforcement code of ethics and chain of command
- Explain constitutional and criminal law, laws of arrest, rules of evidence, and search and seizure
- Demonstrate patrol procedures
- Demonstrate arrest techniques and defense tactics
- Investigate traffic accidents
- Conduct criminal investigations
- Demonstrate proficiency in first responder techniques
- Discuss trial and testifying procedures
- Demonstrate knowledge of the corrections systems and its operations
- Demonstrate effective communication and interpersonal skills
- Demonstrate effective police report writing skills

Employment Opportunities
- Military Police Officer
- Private Investigator
- State Police Officer
- Dispatcher
- Insurance Fraud Investigator
- Corrections Officer
- Executive Security/Body Guard
- Security Guard/Officer
- Local, Municipal, & County Police Officer
- Federal Officer

Employers
- State Police Department
- Federal Agencies
- U.S. Military Services
- Private Security Agencies
- Retail and Hospital Security
- Correctional Agencies

Available Certifications
- WorkForce Ready Law Enforcement

Earn College Credit
Pharmacy Technician Training

Do you want a career helping others and working in an exciting team environment? Pharmacy technicians provide vital care to people of all ages and health conditions. Technicians work closely under the supervision of pharmacists to prepare medications, perform office tasks, monitor inventory, and handle patient’s insurance claims.

What will you be able to do?

- Understand medical and pharmaceutical terminology
- Make pharmaceutical calculations
- Perform recordkeeping responsibilities
- Carry out pharmaceutical techniques
- Have a good knowledge of pharmacy law and ethics
- Know medication names, uses and doses

Available Certifications

- Pharmacy Technician Certification

Employment Opportunities

You can find employment in a variety of pharmacy settings, including hospitals, nursing homes, drugstore chains, grocery stores, and physicians’ offices. You will discover that the pharmacy technician field is both challenging and rewarding.

Earn College Credit
Photography

Students in the Photography class develop real world skills through the operation of specialized equipment and projects. Entry level jobs are available in photography and media production throughout the market. In addition, the photography class is articulated with the Illinois Institute of Art, and graduates of our program can obtain 9 hours of free credit upon acceptance into the school.

Available Certifications
- WorkForce Ready Photography Certification
- Skill Point Certification by the National Education Team

Employment Opportunities
- General Photographer
- Wedding Photographer
- Bio/Medical Photographer
- Sports Photographer
- Forensic Photographer
- Advertising Photographer
- Newspaper Photographer
- Magazine Photographer
- Photo-Journalist
- Sports Reporter
- Web Site Developer
- Copywriter
- Advertising Assistant
- Movie still Photographer
- TV Photographer

What will you be able to do?
- Chemical/Electronic Photography
- Operate cameras including: 35mm, medium format, and large format
- Process film
- Calculate and formulate chemical solutions for processing photographic material
- Produce photographic prints: black and white, and color
- Study legal issues (model release and copyright law)
- Learn how to establish a personal photography business
- Learn news and sports photography
- Learn portraiture techniques
- Landscape photography
- Study advertising/commercial photography
- Operate underwater cameras
- Learn lighting techniques for still photography
- Use electronic photographic capture equipment
- Operate an electronic SLR camera
- Use computer work stations to manipulate images
- Utilize electronic imaging and photo enhancement programs

Employers
- Neuhoff Communications Inc.
- Grussenmeyers Photography
- Class Act
- Dean Williams Photography Studio
- J.C. Penney Portrait Studio
- Sears Portrait Studio
- Photographic Service Corp.
- Terry Farmer Photography
- Comcast Cable TV
- Illinois Channel
- Lincoln Land Community College
- University of Illinois at Springfield
- Memorial Medical Center
- St. Johns Hospital
- SIU School of Medicine
- State of Illinois
- Illinois National Guard
- Illinois Secretary of State
**Digital Radio/Television Production**

Students in the Radio/TV program are able to practice in the Center’s audio and video studios to develop their skills to industry standards. Once these skills have been developed, students will actually operate WQNA 88.3 FM Radio On-Air, record music and audio, produce TV programs in the Career Center’s digital studios, manage websites, and make short form movies.

**Available Certifications**
- Society of Broadcast Engineers Radio Operator
- Society of Broadcast Engineers TV Control Room Operator
- Federal Communication Commission Amateur Radio License
- Workforce Ready Audio Production Certification
- Workforce Ready Video Production Certification
- Final Cut Level 1 Apple Certification

**Local Employers**
- Capitol Radio Group
- Illinois National Guard
- LLCC
- Memorial Medical Center
- Neuhoff Communications
- St. Johns Hospital, Media Center
- SIU School of Medicine
- State of Illinois
- WFMB, WCVS, WXAJ
- WIBI Carlinville
- WICS Newschannel 20 Springfield
- WAND TV Decatur
- WCI-WCFN TV Champaign
- WUIS-WIPA Public Radio Springfield
- WLUJ Petersburg
- WLDS-WEAI Jacksonville
- WTX, WDBR, WYM, WQQL, WABZ

**What will you be able to do?**

**Radio Broadcasting**
- Operate WQNA 88.3 FM Springfield
- Operate www.WQNA.org
- Audio Production and Sound Technology
- Digital Audio Editing and Mixing
- Music Research and Scheduling
- Announcing
- News and Sports Reporting
- Electronic News Gathering (Radio)
- Amateur (Ham) Radio Operator
- Society of Broadcast Engineers—Radio Operator

**Television Broadcasting**
- Operate CACC TV Studio, Produce Illinois Student News Network programs & Operate www.ILSN.net
- Video Production, Light & Visual Technology
- Television Production Skills including: Lighting, Camera Operations, Floor Managing, Audio, Technical Directing, Character Generation, Special Effects, & Producing-Directing
- Digital Video Editing
- Electronic News Gathering (TV)
- Society of Broadcast Engineers—TV Control Room Operator

**Cinematography and Movie Making**
- History of Cinema
- Movie making techniques

**Employment Opportunities**
- Radio Disc Jockey
- Radio Promotions Assistant
- Audio Producer
- Sports Reporter
- Telecommunications Tech
- Radio & TV Journalist
- Sales & Marketing Assistant
- TV Floor Manager
- TV Camera Operator
- TV Floor Manager
- TV Audio Director
- TV Control Room Technician
- Video Editor
- Copywriter
- Web Site Developer
Welding

This program was designed to teach students welding skills that employers want. Upon completion of our program, students are ready for the work force with the confidence, skill, and understanding for a successful welding career.

What will you be able to do?

- Read standard blueprints and use them in fabrication
- Prepare metal for welding operations and understand the basics of metallurgy
- Perform standard welding operations including: GMAW (MIG) welding, SMAW (“stick”) welding, oxy-fuel welding, cutting and brazing, and GTAW (TIG) welding
- Adhere to safe work practices

Available Certifications

NCCER
- Core
- Welding Level 1

Local Employers

Henry Technologies—AC&R
Selvaggio Ornamental Steel
Eagle Chassis

Altofer—CAT
Maxim Racing, Inc.
Precision Tank

Earn College Credit

Employment Opportunities

- Arc welder
- TIG welder
- Heavy equipment body repair
- Tank erector
- MIG welder
- Steel fabricator
- Burner/cutter