



NICOLET  
COLLEGE



**2023-24**  
**College Catalog**

Effective: September 1, 2023



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# PROFILE OF THE COLLEGE

## About Nicolet College

Nicolet is a public community college serving Northern Wisconsin from its Rhinelander Campus on Lake Julia and from Outreach Centers located throughout the Nicolet District. The College offers certificate, technical diploma, and associate degree programs, as well as credits and degrees for University Transfer and Liberal Arts. Nicolet also offers a wide array of continuing education programs.

Created in 1967 as a pilot community college serving in an area where there are no other higher education institutions, Nicolet was destined to be unique in Wisconsin, serving both the technical college and community college missions. In its short history, Nicolet has persisted in removing artificial barriers between what traditionally have been identified as “academic” and “vocational.” The total curriculum is open to all members of the Nicolet learning community. Students can choose programs to meet individual educational and occupational goals.

The Nicolet College district covers approximately 4,000 square miles and includes Forest, Oneida, and Vilas counties and portions of Iron, Langlade, and Lincoln counties. Nicolet College serves approximately 10,000 individuals annually in occupational programs, liberal arts, community education, GED/HSED instruction, and apprenticeship programs.

The College is governed by a Board of Trustees and is under the general jurisdiction of the Wisconsin Technical College System.

## Mission, Values, and Goals

### Mission

In service to the people of Northern Wisconsin, we deliver superior community college education that transforms lives, enriches communities, fosters economic development, and expands employment opportunities.

### Values

- We believe in the worth and dignity of the individual, and we therefore commit to treating each person with kindness and respect.
- We honor individual freedom of inquiry and individual and group contributions to governance.
- We value education as a lifelong process.
- We value our students and we strive to empower them to realize their educational goals.
- We value our staff and Board, and we strive to support each other in our common efforts to contribute fully to the success of Nicolet and each other.
- We value our communities and we strive to enrich them by being responsive to their needs through partnerships.

### Horizons 2025 College Planning Initiative

In August 2022, Nicolet College started the Horizons 2025 college planning initiative, with the foreseeable benchmark of HLC reaccreditation in 2025. Horizons 2025 is guided by the “elevations” model, which ensures that planning activities are aligned to “elevations” of decision-making.

The Board and Executive Leadership Team (ELT) are focused on longer-term direction, priorities, and establishing expectations for the future. Strategic Plans are developed with Academics as the foundation, and enrollment, technology, marketing, and facilities support the academic plan’s needs. Operational plans (10,000’ elevation) are engaged at the team level to align with the strategic plans (20,000’ elevation).

## Board Strategic Priorities

The Board of Trustees' role in planning is to set strategic priorities for the College based on macro trends in higher education and at Nicolet College (80,000' elevation). To do this, they reviewed trend data for the Nicolet College District and college, studied Trends in Higher Education published by the Society for College and University Planning (SCUP), and then built consensus around long-term strategic priorities for the College.

**At the highest level of institutional direction, the Nicolet College Board of Trustees sets two overarching priorities to implement that will advance our core mission and values for the next decade.**

- Develop and nurture a deeply imbedded **culture of continuous quality improvement (CQI) and a planning mindset**. This culture is evidenced by operations that effectively implement CQI strategies and planning in everything the college does and is utilized by all college employees.
- Develop and nurture a deeply imbedded **culture of sustainability that is present in all facets of the college**, impacting students, employees, and the community. Accelerated, critical environmental and societal changes demand that the college integrate a sustainable perspective that is evidenced in college policies, processes and outcomes. While Horizons 2025 is focused on the next three years, the college should incorporate the awareness that we are addressing issues and challenges that impact us now and for generations.

**The board further identifies three specific strategic priorities to implement over the next three years. These priorities will increase the value and contributions of Nicolet College to the community, increase learners' success while at the college and in their lives and careers, and increase student enrollment.**

- Improve **digital access**. Serve those we have not yet reached and advance toward a consistent user experience for students across all platforms.
- Identify and engage in **purposeful partnerships** that maximize our reach, our resources and the success of our students and community stakeholders.
- Build pathways of **global, lifelong learning** that support entire careers along the 60-year curriculum concept, where employers view Nicolet as a strategic workforce partner and individuals view Nicolet as their avenue to greater economic stability, civic engagement, and work and life fulfillment.

## ELT Planning Expectations

Following the Board's articulation of strategic priorities, the President and Executive Leadership Team determined overall college expectations for planning that will carry the College in the direction set by the Board. President and ELT expectations are future-oriented to provide growth and development direction for college strategic plans over the next 3-5 years.



## Horizons 2025: Planning Expectations

*The Nicolet College Executive Leadership Team establishes the following expectations for planning academics, enrollment, marketing, technology, facilities, budgets, and operations. We believe that every employee contributes to the success of the College, and our culture must reflect the willingness to act together toward a preferred future.*



## Nicolet Core Abilities

Nicolet College has identified a set of core abilities central to the future success of our students. Core abilities are incorporated into educational programs to enhance student development. Similarly, our employees are expected to develop and demonstrate these abilities and behaviors in their daily work and their interactions with others.

### Apply Mathematic, Scientific, Artistic, and Technological Concepts

Success as a member of our complex society requires proficient application of mathematical, scientific, artistic, and technological skills.

### Build Community

Success in building communities requires teamwork, social awareness, and civic engagement, which enhance the full range of human relationships at the local, national, and global levels.

### Communicate Effectively

Success as a communicator requires comprehensive application of language and visual arts skills across multiple settings to engage multiple audiences.

### Embrace Lifelong Learning

Success as a lifelong learner requires a committed pursuit of professional and personal development to navigate change over a lifetime.

### Live Ethically

Success in ethical living requires rational reflection on behavior that leads a person to make principled and sustainable decisions.

### Think Critically and Creatively

Success as a critical and creative thinker requires independent and rigorous reasoning that leads to informed decisions, innovation, and personal empowerment.

## Assessment and Continuous Improvement

At Nicolet College, assessment is an ongoing process that allows the College to continuously monitor and improve student learning and success. To this end, the College engages in the assessment of student learning with respect to core abilities, program outcomes, and course competencies.

The College has identified six core abilities that represent values or skills fundamental to student success in any occupation. These core abilities are incorporated and assessed in degree programs, individual courses, and in many student support services. Every program has a set of program outcomes that represents the specific knowledge and skills students achieve by completing the program. The College routinely reviews and validates these outcomes with Program Advisory Committees to ensure they properly align with industry needs. The performance-based assessment of student learning with respect to these program outcomes ensures program graduates are able to demonstrate entry level occupational requirements of employers and expectations of transfer institutions. Each course has competencies that represent the knowledge and skills students achieve upon successful completion of the course. The assessment of student learning regarding these course competencies ensures students are acquiring the necessary skills and knowledge to progress within a program.

The College seeks to continuously improve the effectiveness of all services and operations by monitoring performance metrics and through data-informed self-examination and review. Direct measures of student success and feedback from students, employers, transfer institutions, and the broader community help to measure the results of learning, evaluate programs, and provide a basis for continuously improving teaching and learning. Some programs meet and are evaluated to external standards.

The College meets and is evaluated to the standards of the Wisconsin Technical College System and the Higher Learning Commission.

## Accreditation

Nicolet Area Technical College is accredited by the Higher Learning Commission ([hlcommission.org](http://hlcommission.org)), an institutional accreditation agency recognized by the U.S. Department of Education. College accreditation includes approval to offer distance education courses and programs. The next reaffirmation of accreditation is scheduled for the 2024-2025 academic year.

HLC has a formal complaint process, consisting of an online complaint form on the HLC website, for faculty, students and other parties to submit information regarding a member institution's potential non-compliance with HLC requirements. HLC does not accept complaints through mail, email or over the phone. As stated in [HLC policy](#), the complaints process is designed to enable HLC to review, in a timely and fair manner, information that suggests potential substantive non-compliance with an institution's ability to meet HLC requirements.

## Guaranteed Retraining Policy

The Wisconsin Technical College System guarantees up to six free credits of additional instruction within the same occupational program to Wisconsin graduates of a vocational diploma or associate degree program if under the following conditions:

- The graduate is unable to secure employment in the field for which he or she was trained, provided the graduate has actively pursued (and not refused) employment in the field and has actively sought job placement assistance. The graduate must apply for the exemption within six months of graduation. OR

- Within 90 days after initial employment, the graduate’s employer certifies to the District Board that the graduate lacks entry-level job skills and specifies in writing the specific areas of deficiency.

## Nicolet District Board of Trustees

- Robert Egan - Employer Member, Owner, Eagle River Tire
- Scott Foster - School District Administrator Member, Northland Pines School District Administrator
- Dianne Lazear - Additional Member, Board Chair, Retired Faculty Member, Nicolet College
- Robert Martini - Additional Member, Retired, Wisconsin Department of Natural Resources
- Bob Mott - Elected Official Member, Board Treasurer, Schoepke Town Board
- Joe Salzer - Employee Member, Board Vice Chair, IT Systems Administrator, Ponsse North America
- Stephanie Schmidt - Employee Member, Board Secretary, Wabeno Area School District
- Melinda Young - Additional Member, US Bank
- Abbey Dall - Employer Member, Northern Alliance for Temporary Housing (NATH)

## School Officials and Administrators

First	Last	Position	Credentials (Listed for Faculty Only)
Laura	Adee	Academic Programs Support Specialist	
Kristina	Aschenbrenner	Vice President of Administration	
Bethyn	Baldauf	Solutions Developer	
Jennifer	Bates	Associate Dean of Health Occupations	Master of Science in Nursing Bachelor of Science in Nursing
Mitchell	Below	Culinary Arts Instructor	Associate of Applied Science in Culinary
Shannon	Beth	Director of IT User Experience and Operations	
Ethan	Blue	Information Technology Instructor	Doctor of Education Doctor of Information Technology (ABD) Master of Science in Information & Communication Technology Master of Science in Information Technology & Strategic Leadership
Jenny	Bonardelli	Arts and Events Manager	
Steve	Boogren	Electromechanical Technology Instructor	Bachelor of Science in Industrial Engineering
Alyssa	Borski	Success Coach	
Ben	Bramm	Application Engineer	
Katie	Brooks	Career Center Coordinator	
Regis	Brost	Information Technology Instructor	Master of Business Administration Bachelor of Science in Computer Science & Math (Minor)
Patrick	Burns	Director of Strategic Enrollment	



Alyssa	Cleland	Access Services Assistant	
Nora	Craven	Manager of Library Services	
Courtney	Crum	Success Coach	
Candy	Dailey	Dean of Health Occupations	
Alyssa	Damewood	User Experience Technician	
Joel	DeNamur	Accounting Instructor	Master of Science in Business, Economics, & Secondary Education Bachelor of Business Administration in Finance & Accounting CPA
Elizabeth	Devore	English Instructor	Master of Arts in English Bachelor of Arts in English
Cindy	Domaika	Open and Inclusive Academics Manager	
Nicole	Dorion	Web Management & Content Specialist	
Roger	Dorsey	Biology Instructor	Master of Science in Natural Resources Bachelor of Arts in Biology & English Writing
Curt	Drumm	Business Management/Entrepreneurship Instructor	Executive Master of Business Administration
Ken	Duesing	Automotive Technology Instructor	Bachelor of Science in Career Technical Education & Training
Craig	Dumar	Resource Collection Assistant	
Jonathan	Edwardson	Welding/Metal Fabrication Instructor	Technical Diploma in Welding
Alec	Effinger	Technology Support Technician	
Michael	Effinger	Theatre and Event Services Manager	
Teresa	Ellis	Talent Acquisition and Development Manager	
Mark	England	Safety and Health Specialist/Traffic & Motorcycle Coordinator	
Jodi	Engleman	Manager of Professional & Continuing Education	
Christy	Erdmann	Nursing Instructor	Master of Science in Nursing Bachelor of Science in Nursing
Kate	Ferrel	President	
Nicki	Flannery	Student Services Manager	
Bradley	Fogerty	Criminal Justice Instructor	Master of Science in Justice Administration Bachelor of Science in Resource Management
Daniel	Fogg	Maintenance Mechanic	
Thomas	Fox	Business Development Specialist	
Tim	Gerdmann	Criminal Justice Services Specialist	

Stephanie	Ginter	Enrollment Services Specialist	
Jason	Goeldner	Associate Dean of Public Safety	
Jim	Gossage	Facilities Maintenance Technician	
Sarah	Gruber	Dual Credit Coordinator	
Molly	Gruett	Administrative Professional and Business Management Instructor	Bachelor of Arts in Mass Communication
Jolene	Guenthner	Medical Assistant Program Director/ Instructor	Master of Science in Higher Education Integrative Studies Specialization Bachelor of Science in Communication & Public Relations Technical Diploma in Medical Assistant
Angelo	Guercio	Enrollment Services Specialist	
Joseph	Haferman	Registrar	
Amy	Holewinski	Registrar Specialist	
David	Holt	Sociology Instructor	Master of Arts in Sociology Bachelor of Arts in Sociology
Jeanine	Ison	IT Network and Cyber Security Engineer	
Alan	Javoroski	Vice President of Academic Affairs	
Jenna	Jirik	Student Financial Services & Accounting Specialist	
Allison	Johnson	English Instructor	Master of Arts in English Bachelor of Arts in English
Rajan	Juniku	Chemistry Instructor	Doctor of Philosophy (Ph.D.) in Organic Chemistry Master of Science in Organic Chemistry Bachelor of Science in Chemistry
Dave	Karoliussen	Receiving and Inventory Clerk	
Mark	Karp	Public Safety Technician	
Ocie	Kilgus	Spanish Instructor	Doctor of Philosophy (Ph.D.) in Comparative Literature Master of Arts in Spanish Bachelor of Arts in History & Spanish
Christopher	Kolasa	Automotive Technology Instructor	Master of Science in Career & Technical Education Bachelor of Science in Career Technical Education & Training Technical Diploma in Automotive Mechanics
Greg	Koscik	Math Instructor	Master of Arts in Mathematics Bachelor of Arts & Science in Applied Statistics

Warren	Krause	Welding Instructor	Bachelor of Science Career Technical Education & Training CWI (Certified Welding Inspector) CWE (Certified Welding Educator)
Jane	Kummer	Academic Success Instructor	Master of Education Bachelor of Arts in Interdisciplinary Studies & Human Development
Jeff	Labs	Dean of Trade & Industry/ Apprenticeship	
Lisa	Landphier	Manager of Benefits Development and Administration	
Matt	Laska	Psychology/Social Science Instructor	Master of Science in Mental Health Counseling Bachelor of Arts in Psychology & Sociology
Grace	Leach	University Transfer Liberal Arts Support Specialist	
Joyce	Leavitt	Programmer/Analyst	
Casey	Lehmann	Financial Aid Advisor	
Ray	Lemke	Emergency Medical & Fire Services Specialist	
Travis	Ling	Physiology Instructor	Master of Business Administration Master of Science in Biology Bachelor of Science in Genetics, Cell Biology, & Development
Daniel	Linsmeyer	Industrial Mechanical Instructor	Technical Diploma in Fluid Power Maintenance
Sondra	Llanos	Strategic Marketing Director	
Tekia	Longstreet	AODA Instructor	Master of Science in Mental Health
Brandon	Luedtke	History Instructor	Master of Arts in History Bachelor of Arts in History
Leslie	Lukas	Advancement Specialist	
Daniel	Luzinski	IT Infrastructure and Cyber Security Manager	
Ashley	Maki	Success Coach	
Miriah	Mannikko	Accommodations Specialist	
Ellen	Mathein	Dean of Business and Entrepreneurship	
Jacob	Mayer	Welding/Metal Fabrication Instructor	Technical Diploma in Welding
Moira	McKinney-Steffen	Grant Coordinator	



Vicki	Mendham	Culinary Arts Instructor	Master of Science in Vocational, Technical, & Adult Education Bachelor of Science in Hotel & Restaurant Manager CEC (Certified Executive Chef) CCE (Certified Culinary Educator)
Penny	Mertz Kuckkahn	Learning and Teaching Center Director	
Scott	Messner	Salesforce Application Developer	
Sarah	Mikkelson	Enrollment Services Specialist	
Greg	Miljevich	Chief Information Officer	
Dawn	Millard	Facilities Support Specialist	
Marilyn	Miller	Indigenous Studies & Tribal Business Management Instructor	Master of Education
Kevin	Misiak	Manager of Risk, Compliance and Safety	
Elizabeth	Nameth	Financial Aid Systems Analyst	
Tina	Napiorkowski	Instructional Resource Coordinator	
Erica	Neilitz	Nursing Instructor	Bachelor of Science in Nursing
Vicki	Nelson	Public Safety Support Specialist	
Nate	Ostrenga	Systems Integration Developer	
Katie	Ourada	Admissions Manager	
Aaron	Panke	Academic Design and Technology Manager	
Laurie	Paugel	Nursing Instructor	Master of Science in Nursing Bachelor of Science in Nursing
Kris	Peeters	Executive Assistant- Academic & Student Affairs	
Alison	Pichowski	Success Coach	
Krista	Polomis	Nursing Instructor	Master of Science in Nursing CNE (Certified Nurse Educator)
Jamie	Pomasl	Art Direction and New Media Specialist	
Katie	Pontbriand	Enrollment Services Specialist	
Laura	Prince	Economics/Social Science Instructor	Master of Science in Economics Master of Arts in Human & Resource Education: Community College track Bachelor of Arts in Business Administration
Diana	Rickert	Early Childhood Education Instructor	Master of Arts in Family Social Sciences Bachelor of Science in Family Social Science Bachelor of Arts in Child Psychology
Todd	Riopel	Facilities Maintenance Technician	
Bob	Robinson	Facilities Maintenance Technician	

Teresa	Rose	Transfer/International Study Abroad Coordinator	
Tyler	Ruppert	Success Coach	
Terry	Rutlin	Public Information Officer & Outdoor Adventure Coordinator	
Carla	Ruuskanen	Academic Services Support Specialist	
Heather	Schallock	Vice President of Community Engagement and Executive Director of Nicolet College Foundation	
Kim	Schey-Scuglik	Business Management and Office Management/Technology Instructor	Master of Education in Professional Development Bachelor of Science in English Associate of Applied Science in Web Analyst Programmer
Angela	Schreiber	LTE WINN Operations Assistant	
Beth	Schroeder	English Instructor	Master of Arts in English
James	Schulz	Systems Engineer	
Laura	Sells	Communications Instructor	Doctor of Philosophy (Ph.D.) in Communication Master of Arts in Communication Bachelor of Science in Communication
Vicki	Severson	Early Childhood Education Instructor	Bachelor of Science in Early Childhood Education
Gayle	Shanks	Administration & Procurement Coordinator	
Kelly	Stebbeds	Operation Support Specialist	
Ashley	Steigerwaldt	Health Occupations Support Specialist	
Marie	Stott	Cosmetology Instructor	Technical Diploma in Cosmetology
Shane	Teter	Communications Instructor	Master of Arts in Philosophy Master of Arts in English Bachelor of Arts in English & Classics
Kristi	Thoreson	Psychology Instructor	Education Specialist (Ed.S) in School Psychology Master of Science in Education in School Psychology Bachelor of Arts in Psychology Autism Spectrum Disorders Certificate
Niina	Threlfall-Baum	Learning Technology and Communication Specialist	

Jackie	Tousignant	Nursing Instructor	Master of Science in Nursing CNE (Certified Nurse Educator) CNEcl (Certified Academic Clinical Nurse Educator) CHSE (Certified Healthcare Simulation Educator)
Lori	Tushoski	Assessment Specialist	
Toni	Van Doren	Innovation Center Manager	
Christin	Van Kauwenberg	Director of Business Intelligence	
Jeremy	VanCamp	Director of Employee Relations/Title IX Coordinator	
Cassie	VandeHei	Nursing Instructor	Bachelor of Science in Nursing
Peter	Vanney	Director of Facilities	
Amy	Vickers	Academic Success Instructor	Master of Education in Adult Education Master of Arts in Mathematics with Emphasis in Community College Teaching
Pete	Vieaux	Facilities Maintenance Technician	
Steve	Wallace	Learning and Assessment Architect	
Melissa	Warner	Operations Specialist	
Erika	Warning-Meyer	Chief of Staff	
Tommy	Wartman	LTE WiNN Project Coordinator	
Dwight	Webb	Admissions Representative	
Thomas	Wilding	Geography/Geology Instructor	Master of Science in Geography
Nathan	Wilson	Fine Arts Instructor	Master of Fines Arts in Painting Bachelor of Arts in Visual Art
Tabatha	Wilson	Student Financial Services & Accounting Specialist	
Laura	Wind-Norton	Associate Vice President of Academic Services	
Di	Wu	Instructional Designer- Curriculum and Assessment	
Mike	Yentzer	Electrician	
Lisa	Young	Dean of Academic Support	
Gary	Zarda	Dean of University Transfer, Liberal Arts and Science	
Alex	Zenk	Application Developer	
Nathan	Zorn	Admissions Representative	

As of July 10, 2023

## Academic Calendar



Fall 2023	Spring 2024	Summer 2024
August 18 – End of Previous Term	January 1 – College Closed	May 6 – Summer Term Begins
September 4 – College Closed	January 8 – Spring Term Begins	May 27 – No Classes; College Closed
September 5 – Fall Term Begins	March 14 – 17 – No Classes	July 4 – College Closed
November 23 – 24 – No Classes; College Closed	April 19 – Spring Term Ends	July 4 – 5 – No Classes
December 15 – Fall Term Ends	April 22 – Grades Due	August 9 – Summer Term Ends
December 18 – Grades Due		August 12 – Grades Due
December 25 – 26 – College Closed		
December 29 – College Closed		

## ENROLLMENT SERVICES

### Admissions

There are two types of admissions procedures for credit-earning courses at Nicolet College: Undeclared (Non-program) Admissions or Declared (Program) Admissions.

Nicolet College is committed to an open-door admissions policy for all prospective students who meet institutional requirements. All admissions processes comply with BP 4.02 Anti-Harassment and Nondiscrimination and Wisconsin Technical College System policies and procedures. For applicants meeting admissions requirements, applications are processed on a first-come, first-served basis.

#### Undeclared (Non-program) Admissions

Students who do not intend to apply coursework to a specific Nicolet College degree, diploma, or certificate may use online, mail, phone, virtual or in-person registration options during the open registration period. Visit: <https://www.nicoletcollege.edu/admissions/become-student/register-credit-class>

Students who have not yet earned a high school diploma or equivalent prior to the term they plan to enroll should apply to Nicolet College as Undeclared students. High school seniors that plan to enroll in the summer term following their senior year are exempt. Because these students do not possess a high school diploma or equivalent, they will be ineligible for federal financial aid. Students that apply as undeclared may enroll in courses that count toward their desired program (with certain exceptions outlined in the Minimum Age for Enrollment Policy) and be enrolled in that program pending receipt of their high school diploma, General Education Development certificate (GED) or high school equivalency diploma (HSED). Students still in high school must follow the Minimum Age for Enrollment policy and obtain required permissions. If the student is under 16 at the time of application, the student must also follow steps outlined in the Students Under Age 16 policy.

#### Declared (Program) Admissions

Admission to Nicolet College is open to individuals who feel they can benefit from the instruction offered. Individuals who hold a high school diploma, a high school equivalency diploma (HSED), or a General Education Development certificate (GED) are eligible to enroll in post-secondary programs consistent with their ability levels. Students who do not have a GED certificate, or high school equivalency diploma can enroll in programs designed to assist them with earning those credentials. Note: Students who do not have a high school diploma, GED certificate, or HSED cannot receive Title IV financial aid.

Because students have varied levels of educational preparation, and College programs and courses vary widely in levels of difficulty, admissions services are designed to provide the best match for an individual's abilities, interests, and academic aptitudes. As part of the matching process, applicants may undergo assessment prior to being accepted into the College or a program. Although admission to particular programs may require specific prerequisites, such as test score minimums, the College offers services to assist students in developing prerequisite skills.

## Declared (Program) Admissions Process

- 1. Submit Application.** Anyone who wishes to be admitted and graduate from a technical certificate, diploma or degree program, apprenticeship program or the University Transfer and Liberal Arts program must complete an application for admission in order to be admitted to the College or a specific program. Although paper applications are available, the College recommends that all prospective students complete an online admissions application to receive optimum processing. A link to the Nicolet online admissions application can be found at <https://www.nicoletcollege.edu/admissions/application-admission>. Students are encouraged to apply for admission early. There is no application deadline. High school seniors may apply after September 1 of their senior year.
- 2. Submit Assigned Application Requirements.** Upon the receipt of an application, students may be assigned additional application requirements based on the credential they are seeking, as well as the program they have selected. An official high school transcript or GED/HSED and any post-secondary transcript(s) (if applicable) are minimum requirements for technical diplomas and associate degrees. Additional requirements such as assessment may be assigned. No official transcripts are required for standard certificate programs.

To be official, transcripts must be sent directly from the institution to Nicolet College Admissions. Students should visit their high school's website for more information on how to request their high school transcript. Students who earned a GED or HSED in Wisconsin should order their GED or HSED transcript from the Wisconsin Department of Public Instruction at <https://dpi.wi.gov/ged/transcripts>. If a student completed a GED or HSED in another state, they should check with their state about how to order the transcript. Current high school students should have transcripts sent when they first apply and then final transcripts sent again after graduation. Students that do not have a high school diploma or GED/HSED are encouraged to consider earning their GED/HSED.

Students can also meet this requirement by successfully completing the GED Ready Assessments. Assessments consist of Reasoning through Language Arts, Mathematical Reasoning, Science, and Social Studies. Successful completion is 145 or higher on each assessment. The GED Ready must be taken at Nicolet College's assessment center and fees may apply. Please note:

- Students who do not submit official high school transcripts or GED/HSED are not eligible to receive federal and state financial aid
- Students still need to meet the minimum age for enrollment policy
- The GED Ready and the successful completion of its assessments are not equivalent to a high school credential. It will not meet admissions criteria at other institutions

Applicants who have completed an associate's degree or more than 60 credits towards a bachelor's degree may not have to provide a high school transcript, provided they submit official college transcripts demonstrating credit completion.

- 3. Complete Admissions assessment if applicable. Certain programs at Nicolet College require assessment for course placement.** Test scores, however, are not the only predictor of college success and low scores will not prevent students from being admitted to the College. Low test scores, however, may suggest additional preparatory courses are needed in some academic areas.

Students may be exempted from admissions assessments if they have taken an ACT test within the last five years and submit the results along with their admissions application. Students who have completed post-secondary credits at another college or university, or who have earned a bachelor's degree or higher, may also be exempted from admissions assessments. To schedule an assessment and for additional information, visit the Admissions Assessments page at <https://www.nicoletcollege.edu/admissions/admissions-assessments>

Students who need accommodations for assessment should contact Disability Support Services to meet with an accommodations specialist prior to assessment.

- 4. Acceptance Status.** Following assessment, most students will be admitted as pre- program students and notified in writing of their acceptance and new student registration/advising timelines.
- 5. Academic Advising/Registration.** All Nicolet students are assigned a success coach based on their program of study. Success coaches are available to assist students at any time during their educational experience at the College. They can provide information about course selection, interpretation of test scores, program requirements, transfer of credits, transcript evaluation, credit for prior learning, and anything else regarding a student's academic readiness, course requirements, and success plans. All new Nicolet students must meet with a success coach in order to complete their learning plan and to register for their first term classes. Continuing students should also meet with their success coach each term prior to registration to ensure they are on track for graduation or completion of educational goals. Success coaches see students by appointment and also communicate with them by phone, text, and email. Following advising, students may register online or change their schedule online during the open registration period.

## Accommodations for Students with Disabilities

Accommodations on admissions related assessments, or any other assessment are available for any students with a need documented through Disability Support Services. Students who have been diagnosed with a disability, or who feel they may have a disability, are encouraged to meet with an Accommodations Specialist prior to assessment. Accommodations can be requested online through the Nicolet College website. See Board Policy 4.05 Access for Students with Disabilities for more information.

## Program Waiting Lists

Periodically, high demand for enrollment in a particular program may require students to be placed on a waiting list. If a program is filled when a student applies, but the student meets all admissions requirements, he/she will be placed on a waiting list based on application date. District residents who apply by established application dates will have admissions priority over non-district residents. Non-state residents shall be admitted to district programs, after district and non-district state residents, as spaces remain available. Applicants on a waiting list will be notified if and when any openings occur in the program, and have priority over all other applicants for admission in subsequent terms and will be admitted in the order of their original application for admission. A student on a waiting list can enroll in general education and support courses that relate to the degree. Some Nicolet programs admit new students in specific terms only. Students may still enter Nicolet in other terms, but they usually enroll in general education courses required for their program. Prospective students should check with Admissions for all program entry requirements, waiting lists, and applicable dates.

## Application Timelines for High School Students

Declared (program) admissions applications will be accepted from current high school students after September 1 of the student's senior year in high school.

## International Students

Nicolet College is approved by the US Department of Homeland Security for attendance by non-immigrant students and to issue F-1 and M-1 student visas. Non-immigrant international students who wish to apply must follow the regular admission process and demonstrate a level of proficiency in English to pursue their chosen program. International students must also provide written proof of adequate financial resources available for their period of schooling and proof of sponsorship before an I-20 form can be issued. More information about international admissions can be found at <https://www.nicoletcollege.edu/admissions/become-student/international-students>.

## Minimum Age for Enrollment

Written permission from a parent or guardian is required for any student under the age of 18 to enroll in credit or non-credit courses except for Transcribed Credit courses. Students ages 16-18 and who are still enrolled in high school, may enroll in Nicolet College credit and non-credit courses providing those courses meet after the regular high school day is over, are part of Nicolet's Summer term, or they are enrolled through Start College Now or Transcribed Credit. The student must meet the course/program requirements or prerequisites. If the high school student wishes to enroll in a course during the regular high school day, but is not enrolled in Start College Now or Transcribed Credit, they must provide the Nicolet Admissions Office with written permission from a designated high school official that they are able to leave their high school to attend the Nicolet class.

Students under the age of 18 should be aware of the following program exceptions:

- Students under the age of 18 may enroll in the Emergency Medical Technician program. However, they cannot complete the National Registry Exam until they have reached age 18.
- Students under the age of 18 generally may not enroll in Health Occupation program courses. The exception is the Nursing Assistant and Medical Assistant programs. Students may be 15 years of age to enroll in the Nursing Assistant and Medical Assistant programs, but must be 16 years of age when they begin their clinical rotation.
- Students under the age of 18 may enroll in Fire Training courses, provided the student is sponsored by a fire department, is covered by a group Workman's Compensation Insurance Policy, and has parental permission.

## Home School Students

Students who are ages 16-18 and are not enrolled in high school may enroll in Nicolet courses, providing they meet course/ program requirements and have the written permission of their parent or guardian.

Home school students may take scheduled courses provided they:

- are at least 16 years of age
- are a Wisconsin resident

Students ages 16-18, unless they are a high school graduate, may not enroll in Adult Basic Education or adult high school course, and any courses which involve hands-on activities that take place in classroom or lab areas defined as hazardous in Chapter 70 Wisconsin Code Ind 70.03(3e). These hazardous areas would contain such things as hoists, baking equipment, firearms or explosives, manufacturing or processing equipment, or hazardous substances.

Home school students seeking admission to an academic program should apply to Nicolet College under the Declared (Program) Admissions process. Students should have a copy of their home school diploma or transcript sent directly from their home school (by the parent/principal/institutional staff) to Nicolet College. Students can also request a copy of their PI-1206 Homeschool Enrollment Report (records are kept for seven years) through the Wisconsin Department of Public Instruction and send this to Nicolet College.

## Students under Age 16

Any student under the age of 16 must receive written permission from both a parent or guardian and the instructor of the Nicolet College course they wish to enroll in, before registering for the course. A form is available from Admissions. The course must meet after the regular school day is completed or during the Summer term. The student must meet all course requirements and prerequisites. Home school students under the age of 16 may only enroll in courses during the Summer term or after “normal” high school hours and must meet all other course requirements.

## Dual Credit

The Dual Credit Coordinator is responsible for maintaining and coordinating all collaborative programs, activities, and relationships with PK-12 school districts within the Nicolet College service area. This includes administering the state’s Career Prep grant which receives funding from the federal Carl D. Perkins Vocational and Technical Education Grant. Nicolet College and 11 high schools are members of the Northwoods School to Career Consortium, which uses the Career Prep monies to provide educational opportunities, along with college and work- based activities, for students in grades 6-12 so they can better understand the connections between the classroom and careers. Students work with their school counselor to develop an Academic & Career Plan based on their general career interest. This plan provides a seamless pathway of academic and technical high school and college courses that is meant to help students achieve their educational and career goals. For information about earning college credits while in high school, students should contact their school counselor. Additional information can be obtained by contacting the Dual Credit Coordinator or visiting our website: <https://www.nicoletcollege.edu/admissions/become-student/start-college-high-school>

## Articulated Credit

Articulated Credit refers to an alignment of high school and post- secondary courses that create a series of courses that offer progressive skill attainment, with no gaps or duplication. Courses that provide articulated credit are either considered Advanced Standing or Dual Credit.

## Advanced Standing

Advanced Standing articulations refer to a high school course or set of courses that are determined by College and high school faculty to be similar to a Nicolet College course. A formal articulation agreement is created so that students who complete the designated high school courses with a “B” or better may receive Advanced Standing for that college course when they are admitted to Nicolet in a program that requires that course. Students do not pay tuition to receive these credits.

## Transcripted Credit

Transcripted Credit exists when a high school delivers a qualifying Nicolet course at the high school taught by a certifiable high school instructor. This course uses Nicolet course curriculum, course objectives and performance standards, textbooks, assessments, etc. The student pays no tuition for the course and the high school pays nothing to offer the class. The student is dual enrolled for the course and receives a grade at both institutions and a Nicolet College transcript.



## Start College Now

Start College Now allows qualified high school juniors and seniors to take credit courses at Nicolet while still enrolled as a Wisconsin public high school student. Students who are considering a technical career, wishing to begin college course work early, or wanting to prepare to enter the workforce immediately after high school graduation may be interested in Start College Now.

If the high school board determines a college course is not comparable to a course offered by the high school, the high school will cover the cost of tuition and books, up to 18 credits. The student may receive both high school and post-secondary credit for successfully completed courses. A student who has completed grade 10, is in good academic standing with the high school, does not have a record of disciplinary problems, and does not meet the statutory definition of a “child-at-risk” may participate in Start College Now. To enroll in Start College Now, high school students may obtain the forms from the counseling office at the high school. The student must obtain a parent or guardian’s signature on the form and then discuss with a high school counselor how Start College Now will fit into the student’s high school schedule. Forms must be submitted to the high school by March 1 for the Fall term and October 1 for the Spring term in order to participate.

The high school will notify Nicolet College of those interested in participating in Start College Now. Students may be required to take admissions related assessments or submit ACT scores to verify basic academic competencies. If Nicolet approves the request, the student will enroll in courses and attend Start College Now Orientation prior to the start of the Nicolet term. Some students attend Nicolet full-time under Start College Now, while others select one or two classes to meet their needs.

Courses in both the University Transfer and Liberal Arts and in most associate degree or diploma programs may be taken as long as the student meets the course prerequisites. No remedial coursework is allowed under Start College Now. Courses taken by students during the Nicolet Summer Term cannot be part of the Start College Now. For more information about Start College Now, contact the Dual Credit Coordinator.

Students that are interested in Start College Now that are enrolled in a district other than the district in which they reside should refer to the Wisconsin State statute for additional steps that may be required on the part of the student.

## Registration

### Credit Limits

Students may enroll in up to 18 credits during the term. Enrollment in more than the maximum number of credits requires approval from the Registrar.

Anyone enrolled for 12 or more term credit hours is considered a full-time student. Anyone enrolled for fewer than 12 credit hours during a term is considered a part-time student. Most career programs are structured with 15-18 credits per term to complete the degree in a one- or two-year time frame.

### Registration Procedures

Registration details are published each term at [nicoletcollege.edu](http://nicoletcollege.edu). Current program students who are continuing their program of study are given priority to enroll in courses.

Students are notified through their Nicolet account when to schedule their academic advising/registration appointments; students may also register for classes via online registration. New students who have been admitted to a program of study should register through their academic advisor. New students are notified by letter of the procedures for arranging advising/registration appointments or attending registration sessions. Non-program students may use mail-in,

phone-in, or online registration options as outlined in the course schedules and register only during the late registration period.

Students may register for classes up until the first day of classes, provided they have met applicable admission requirements and there is space available. For classes that have already met once and through Date of Record, students may need written permission from the instructor prior to registering for that class. After the Date of Record, students will not be allowed to register for any classes that are already in progress. Exceptions may be granted by the Registrar. Please contact your Academic Advisor for assistance with late registration. Date of Record is defined as 14 calendar days into the normal 15-week trimester with day one being the first day of each term. Registration and Date of Record reporting are different in Nicolet My Way programs and are dependent on the specific program. Please contact your success coach for more information.

## Priority Registration

2013 Wisconsin Act 56 gives veterans and service members of the armed services priority in registering for courses at the University of Wisconsin System and technical colleges. "Service member" is defined as a person who has served or is serving on active duty under honorable conditions in the US armed forces, in forces incorporated as part of the US armed forces, in the National Guard, or in a reserve component of the US armed forces.

Any student attending Nicolet College who qualifies for priority registration must apply for this status and provide appropriate documentation.

Nicolet College will accept the following items as verification documentation:

- DD214 or DD215 form – Certificate of Release or Discharge from Active Duty
- NGB22/22A form – National Guard Report of Separation and Record of Service
- Reserve Credit Report and "Discharge Order and Point Summary"
- Copy of Commander's Letter
- Copy of Current Orders
- Letter from County Veteran Service Officer

Upon verification of appropriate documentation, the student will be notified by the Registrar that the application for Priority Registration has been approved. The student will receive email notification through their official Nicolet College email account. Once approved, the student will be eligible for priority registration for the duration of their status as a Nicolet student. The student does not need to be using veteran benefits to be eligible for priority registration. Prior to the opening of registration for each upcoming term, students who are approved for priority registration will be provided with the date and time on which they are eligible to register for courses.

## Tuition and Fees

### Associate and Technical Degree Courses

Program Fee: \$146.20 per credit

Student Activity Fee: \$6.65 per credit

Material Fee: varies depending upon the course

### University-Liberal Arts Courses\*

Program Fee: \$188.90 per credit

Student Activity Fee: \$6.65 per credit

Material Fee: varies depending upon the course

### Out-of-State Tuition\*

### **Associate and Technical Degree Courses**

Program Fee: \$219.30 per credit

Program Fee for Online Courses: \$146.20 per credit

Student Activity Fee: \$6.65 per credit

Material Fee: varies depending upon the course

### **Out-of-State Tuition\***

#### **University-Liberal Arts Courses**

Program Fee: \$283.35 per credit

Program Fee for Online Courses: \$188.90 per credit

Student Activity Fee: \$6.65 per credit

Material Fee: varies depending upon the course

### **Additional Fees\***

Students are required to purchase their textbooks and may have to purchase miscellaneous items as well. For more information on book costs, contact the Nicolet Bookstore.

Material fees are not included in figures and can add substantial costs in some programs and lab courses, particularly technical programs such as welding, automotive, culinary, and cosmetology.

### **Tuition Due Dates**

- Fall 2023 Tuition Due – September 5, 2023
- Spring 2024 Tuition Due – January 8, 2024
- Summer 2024 Tuition Due – May 6, 2024

Tuition is to be paid in full by the published deadline for all payments except Nicolet My Way/CBE programs where payment is required prior to the student's entry date. Once a student enrolls in a class, that student must decide how they are paying for the class(s) by one of the following methods:

- Payment in full prior by the beginning of the term.
- Completing financial aid, using awarded funds to pay tuition. Any remaining balances are the responsibility of the student.
- Third Party payment (employer, agency, etc.)
- Sign up for a payment plan.

If the student has any questions regarding payment of tuition, please contact the Business Office at:

Phone - 715-365-4458

Email - [Business\\_office@nicoletcollege.edu](mailto:Business_office@nicoletcollege.edu)

Payment plans are available through MyNicolet. Tuition is due at the time of registration if the student registers after the tuition deadline. Nicolet accepts VISA, Master Card, and Discover for tuition and fees.

Students who are anticipating financial aid or other third-party arrangements to cover tuition and fees must complete the necessary verification and/or forms by the tuition deadline date. The Business Office handles all third-party tuition and fees arrangements. Questions regarding these arrangements should be directed to the Business Office.

The Wisconsin Technical College System Board and/or the District Board prescribe tuition and fees. Out-of-state students pay non-resident tuition except for residents of Minnesota and Michigan where reciprocity tuition agreements apply. Minnesota and Michigan residents pay Wisconsin's resident tuition rate while attending Nicolet College. Out-of-state students who are considered needy and worthy may be eligible for in-state tuition rates. Special approval through

the Nicolet Board of Trustees is required for these requests. Please contact your advisor or the Registrar's office for more information on this process.

\*Fees are subject to change per the State Board office.

## Alternate Delivery – Current Local Types and Definitions

Courses available via alternate delivery are identified in the term class schedules. The course outcomes and content are equivalent to those of traditional classroom courses. Alternate delivery methods include:

Blended (BLENDED) - Courses that combine online and face-to-face instruction (not including any one-time face-to-face orientation or off-line testing/evaluation). Less than 50% of course instruction is delivered via online using the Internet (accessed by the student using a Web browser), combined with face-to-face instruction.

CBE Online (CBEONLINE) - Competency-based courses delivered in an online format with assessments completed at a personalized pace.

CBE Class (CBECLASS) - Competency-based courses delivered in a flexible lab/class with assessments completed at a personalized pace.

Field (FIELD) - Learning experiences take place at an off-campus setting. Field courses include but are not limited to clinical, practicum, preceptorship, internship and study abroad.

Hybrid (HYBRID) - Courses that combine online and face-to-face instruction (not including any one-time face-to-face orientation or off-line testing/evaluation). At least 50% but less than 100% of course instruction is delivered via online using the Internet (accessed by the student using a Web browser), combined with face-to-face instruction.

Individually Arranged (IA) - Coursework is completed via independent study, connecting with the instructor regularly.

Interactive Television (ITV) - Courses which involve real-time live video / audio instruction via network or broadcast technology where classes include students at one or more remote sites and interaction between the instructor and students is synchronous. The ITV class may be composed of students at the same site as the instructor and students at one or more remote sites. The video signals may be one-way or two-way; audio interaction is two-way.

Online (ONLINE) - Online courses are defined as 100% of the instruction delivered via the Internet and accessed by the student using a Web browser. A one-time face-to-face course orientation or off-line supervised tests/exams at specified sites may be conducted in conjunction with these courses.

## Class Cancellation

The College reserves the right to cancel a course with insufficient enrollment. Every effort will be made to cancel such courses in a timely manner and to alert students as expeditiously as possible. All courses canceled are 100% refundable. A refund will automatically be issued unless a student requests the tuition be applied to a different course.

## Adding, Dropping, and Withdrawing from Courses

Changes in a student's schedule are made through a student's Success Coach. Program students should make course changes through their Success Coach. Students may drop a course before 10% of potential hours of instruction have been conducted without a grade appearing on their transcript. Withdrawal forms can be obtained in the Welcome Center or through the MyNicolet portal.

Students may withdraw from a course prior to 75% of the course duration. All course withdrawals must be submitted on a withdrawal form. The course withdrawal form must be received in the Welcome Center by 4:00 p.m. on or before the course withdrawal deadline. A grade of "W" will appear on the transcript. Failure to submit a withdrawal form by the deadline will result in a final grade as determined by the grading policy of the course.

Withdrawing from one or more courses may affect your full-time/part-time status and may affect your program eligibility, financial aid status, verification for insurance, your progress toward graduation, and/or other types of funding. We strongly encourage you to consult with your instructor, the Financial Aid Office, and your Success Coach before withdrawing from your course(s).

## Refunds:

- 100% refund if withdrawal is received prior to the start date of the course
- 80% refund if withdrawal is received before 10% of the course's total hours of instruction have been conducted
- 60% refund if withdrawal is received after 10% but before 20% of the course's total hours of instruction have been conducted
- 0% if withdrawal is received after 20% of the course's total hours of instruction have been conducted

Additional information on term start dates can be found by accessing the academic calendar.

## Competency Based Education - Refund/Withdrawal

If a student wants to drop or withdraw from a competency, the refund percentage/withdrawal deadline will be calculated based on the enrollment date in the competency or the competency start date, whichever is later.

If a student is enrolled in both a pre-requisite and advanced competency, the student may be eligible for a 100% refund for the advanced competency if the student is unable to meet the pre-requisite requirement AND has not yet begun the advanced competency. Students must notify staff that they wish to withdraw or drop a competency to be eligible for the refund.

**SWAP:** At the time of the drop/withdrawal, the student may choose to add on equal or more credits to swap for the dropped/withdrawn competency. In this case, the paid tuition and fees for the dropped/withdrawn competency will be applied to those additional credits. If the student adds on more credits or if the fees are not equal, then the student will owe the additional tuition and/or fees for those additional credits or fees.

No swap is allowed if a student chooses to drop/withdraw from a competency and add on a competency of lesser credit value. In this scenario, the refund (if any) for the competency that the student has dropped/withdrawn is calculated at the standard refund rate.

**Financial Aid Recipients:** If a student has received financial aid funds and requests a drop/withdrawal from a competency, the student's financial aid may be decreased. Financial aid is awarded with the expectation that a student will complete the competencies for which the aid was awarded. Therefore, if the student drops/withdraws from a competency, the student may need to return some financial aid funds to the college.



**Refund/Withdrawal Appeals:** Students may appeal their refund or request a late withdrawal due to extenuating circumstances. To appeal, a student must fill out the Extenuating Circumstances Withdrawal/Refund Appeal form found in the Document Center of the student portal. Appeals must be received within 30 days of the end of the term in which the refund/withdrawal is being requested.

**Before the Term Begins:** Students can change their schedule if the desired courses are still available. No grade will appear on their transcript for dropped courses.

**After the Term Begins:** Students are expected to attend the first day of each course. Written permission from the instructor may be required to enroll in a course after it begins; this depends on the length of the course, the frequency of the course, and the mode of presentation. Registration after Date of Record is typically not allowed, except for Nicolet My Way and CBE programs.

## Withdrawal from College

Withdrawing from the College means you must withdraw from all your courses in a given term. Leaving the College during a term without formal withdrawal may result in failing grades and could jeopardize future attendance at this or other higher education institutions. Please contact your Success Coach if you plan to withdraw. Any student intending to leave Nicolet College before completing their goals is encouraged to explore the decision with the assistance of an instructor, Success Coach, or other College personnel. A thorough discussion of College resources and alternative options may alter the need to withdraw. Information concerning Financial Aid Title IV Refunds and withdrawing from all courses with no passing grades can be found by visiting [nicoletcollege.edu](http://nicoletcollege.edu).

## Financial Aid

### School Code: 008919

The Financial Aid Office provides information and assists students seeking financial aid. Although the responsibility for financing a college education resides with the student, Nicolet College is able to assist many students in meeting their educational expenses. Assistance may be in the form of grants, scholarships, loans, employment, or a combination of these. Many of the financial aid programs are based upon financial need and student enrollment, determined at Date of Record (DOR) which is 14 calendar days after the beginning of a term or module.

Financial need is the difference between the student's established educational cost of attendance (includes tuition and fees, books and supplies, room and board, transportation, and personal expenses) and resources the student and/or family should have available to meet those costs (Expected Family Contribution or EFC as determined by your FAFSA filing).

- Grants are financial aid that do not have to be paid back. (Please see Return of Title IV Funds Policy for exceptions)
- Federal Work Study enables students to work and earn a paycheck to help pay for school.
- Loans are borrowed money which must be repaid with interest.
- Scholarships are similar to grants in that there is no obligation to repay them. Scholarships can be based on academic achievement, service, and/or need.

### Free Application for Federal Student Aid (FAFSA)

Students can apply for federal aid by completing and submitting the Free Application for Federal Student Aid (FAFSA) online. By completing the FAFSA, Nicolet College can determine your eligibility for all types of aid which include: federal and state grants, student loans, and work study. Students need to apply each academic year. Students will need to complete the FAFSA using prior year tax returns.

## Financial Aid Process

1. **Get organized.** To complete the FAFSA, you will need information from the prior prior year federal tax return. Gather your income information including federal tax returns; W-2s from each job worked; unemployment, child support (received and paid); non-taxed income, etc. FAFSA asks for asset information as of the date the FAFSA is filed. If you are under the age of 24, with few exceptions, you are a dependent student and will also need your parents' federal tax returns, W-2s, income, and asset information.
2. **Apply for a Federal Student Aid ID (FSA ID).** An FSA ID is necessary to sign the FAFSA. For dependent students, a parent will also need to apply for an FSA ID. FSA IDs should not be shared and should be kept in a secure place as it will be used throughout the student's entire education and beyond. Apply at <https://studentaid.gov/fsa-id/sign-in/landing> or while filing the FAFSA.
3. **Start a new FAFSA.** Go to <https://studentaid.gov/h/apply-for-aid/fafsa> and click on "Start Here." An FSA ID is required. Complete every question. Use zeros instead of leaving a question blank. When available use the IRS Data Retrieval Tool (DRT) for ease of filing. A "Help and Hints" box displays information for each question to help complete the question. Nicolet's school code (008919) must be entered on the application. We suggest that you keep a copy of the FAFSA application for your records.
4. **Submit your FAFSA.** Electronically sign the FAFSA application with your FSA ID. Parents will also need to sign if the student is considered dependent. Submit the application by selecting "SUBMIT My FAFSA Now." You should then see a page confirming that your application has been received. Print or save the confirmation for your records.
5. **Review the Student Aid Report (SAR).** You will receive the SAR electronically to the email address you provided when you completed the FAFSA. Review the SAR carefully and verify the information is correct. If you see incorrect information, make corrections on your FAFSA at <https://studentaid.gov/h/apply-for-aid/fafsa>. Keep the SAR for your records. A corrected SAR will be issued when changes are made. The Nicolet College Financial Aid Office will receive your SAR information electronically from the US Department of Education.

## Financial Aid Qualifications

Once you determine your eligibility for financial aid, you must meet the following qualifications:

- Apply and be accepted into a program that qualifies for financial aid.
- Submit any additional documentation as required by the Financial Aid Office
- Enroll in classes that are required for your program.
- Be a US Citizen, a National, or permanent resident of the United States.
- Participate in Academically Related Activities in enrolled courses.
- Maintain Satisfactory Academic Progress as defined by the Nicolet College's Financial Aid Satisfactory Academic Progress Policy.

### What happens if a student is selected for verification?

Verification is the process used to check the accuracy of the information submitted by students on their FAFSA. The federal processor randomly selects student applications for verification. Under certain circumstances, Nicolet may also select you for verification and you will receive a letter from Nicolet College requesting additional documentation. Financial aid processing can only continue once you have completed and submitted all the required documentation. To avoid long delays, please respond as soon as possible. To minimize the amount of documentation needed for verification, use the IRS Data Retrieval Tool (DRT) when originally filing your FAFSA.

## What happens once a student qualifies for aid?

If you qualify for financial aid, a financial aid award will be offered. When the award is made available, a notification will be sent to your Nicolet College email. Please keep your address current with the Financial Aid Office for other correspondence. The notification contains instructions on how to access the MyNicolet portal (NetPartner); how to view awards and accept, reduce, or decline the federal Direct Loan offers; and how to complete entrance counseling, and a master promissory note for the federal Direct Loans. If accepting a Direct Loan for the first time, you must visit [studentaid.gov](http://studentaid.gov) to complete both entrance counseling and a master promissory note before the loan can be processed. You can also apply for federal work study opportunities through the Financial Aid Office.

## When will students receive financial aid awards?

Disbursement is the process of having financial aid pay for Nicolet College charges. The financial aid grant refund checks will be mailed each term on Fridays beginning the third week of classes, loan disbursements begin after the 30th day the term. A financial aid refund check is the difference between a student's grants and loans minus any tuition, books, or other authorized charges on the student's account.

Student loans will be disbursed in two increments:

- First disbursement will be 30 days after classes start
- Second disbursement will be after the midpoint of the term

## Will financial aid pay for books?

Yes, however, students are not able to charge tuition or books until financial aid has been awarded and accepted. You may charge your books at the Nicolet Bookstore against your remaining financial aid award after tuition and other fees have been deducted. Books charges can be made up to your last disbursement of the term.

## What about the student tuition bill?

The FAFSA must be completed annually and any additional documentation submitted prior to the tuition due date to ensure that financial aid will be processed. If the FAFSA is filed after these dates, we cannot guarantee that the award will be processed in time and you may be required to pay your tuition bill at the Nicolet College Business Office, online, or arrange for a payment plan while you await financial aid funding. Please contact the Financial Aid Office regarding summer term financial aid. If your financial aid covers all of your tuition and any book charges, the process for paying off your student account balance is automatic. If financial aid does not cover the cost of tuition, you must pay the balance on your account by the tuition due date. Payment plans can be arranged through a student's MyNicolet account. Contact the Nicolet College Business Office at 715-365-4458 with any questions.

## Additional information about financial aid:

- Actual awards will be based on your term enrollment and participation.
- State and federal funds are tentative at the time awards are made.
- Financial aid awards will be amended if your eligibility is based on incorrect information on the FAFSA.
- Financial aid awards will be amended if late start classes are dropped prior to their start and regardless whether financial aid has been disbursed.
- Financial aid will be amended if you receive scholarships or any other type of educational assistance which results in an over-award.
- Students may not receive financial aid funds from more than one school at a time.
- Contact the Financial Aid Office if attending another college and need a consortium agreement.
- Contact the Financial Aid Office before withdrawing from a course.

# Grants

## What are Grants?

Grants are a form of financial assistance that do not have to be repaid. For exceptions, please review the Return of Title IV (R2T4) Federal Funds Policy on page 20.

### **Federal Pell Grant**

The Pell Grant is a federally-funded grant awarded to students with high financial need and may be combined with other forms of assistance in order to meet a student's need. Eligibility for the Pell Grant is determined by the Department of Education based on the Expected Family Contribution (EFC). It is only awarded to undergraduate students who have not earned a bachelor's or professional degree. Students are limited to six full years (12 semesters/600%) of Pell Grant eligibility during their lifetime. This change affects all students regardless of when or where they received their Pell Grant. If a student attends full-time and receives all of the Pell Grant for the year (three terms), they will have used 150% of Pell eligibility in that year. Pell amounts will be pro-rated based on part-time enrollment. Students who have already used 600% of their Pell Lifetime Eligibility Used (LEU) will no longer be eligible to receive a Pell Grant. Students with 500-600% LEU status may have limited Pell eligibility for the current year.

### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

The Supplemental Educational Opportunity Grant is a federally-funded grant available on a limited basis to students who demonstrate high financial need, have low expected family contribution (EFC), and are Pell Grant recipients. There is limited amount of funding for the FSEOG.

## **Wisconsin State Programs**

### **Talent Incentive Program (TIP) Grant**

The Talent Incentive Program Grant provides grant assistance to the most financially needy and educationally disadvantaged Wisconsin resident students attending colleges and universities in Wisconsin. First-time freshmen students are nominated for the TIP Grant by the school Financial Aid Offices or by counselors of the Wisconsin Educational Opportunity Programs. To continue to receive the TIP Grant, students must continue to show financial need. Eligibility cannot exceed ten semesters.

### **Wisconsin Grant**

The Wisconsin Grant program provides grant assistance to undergraduate Wisconsin residents enrolled at least half-time in degree or certificate programs at University of Wisconsin, Wisconsin Technical College System, or tribal institutions. Awards are based on financial need. Eligibility cannot exceed ten semesters.

### **Indian Student Assistance Grant**

Awards under this program are made to Wisconsin residents who are at least 25% Native American and are undergraduate or graduate students enrolled in degree or certificate programs at University of Wisconsin, Wisconsin Technical Colleges, independent colleges and universities, tribal colleges, or proprietary institutions based in Wisconsin. Awards are based on financial need with a limit of ten semesters of eligibility.

### **Minority Undergraduate Retention Grant**

Awards under this program are made to Wisconsin resident minority undergraduates, excluding first-year students, enrolled at least half-time in independent, tribal, or Wisconsin Technical College institutions. According to the statutes, a minority student is defined as a student who is either an African American; American Indian; Hispanic; or Southeast Asian from Laos, Cambodia, or Vietnam admitted to the US after December 31, 1975. Awards are based on financial need for up to eight semesters.

### **Hearing and Visually Handicapped Student Grant**

The Handicapped Student Grant Program was established to provide funding for undergraduate Wisconsin residents, enrolled at in-state or eligible out-of-state public or independent institutions, that show financial need and have a severe or profound hearing or visual impairment. Students are eligible to receive the grant for up to ten semesters.

## Student Loans

Student loans, unlike grants and work study, are borrowed money that must be repaid with interest. Before you take out a student loan consider carefully the amount that you will have to repay in the years after graduation. Financial aid recipients are eligible for either a Direct Subsidized Loan, a Direct Unsubsidized Loan, or a combination of both loans. Students must be enrolled in a minimum of six credits to qualify.

### Federal Direct Student Loans

Students must complete entrance counseling and a master promissory note before loans can be disbursed. Exit counseling is required when a student graduates or is enrolled in less than six credits during the school year.

Nicolet College will process all Federal Student and Parent Loans for Undergraduate Students (PLUS) through the William D. Ford Direct Loan (DL) Program. Information on student loans can be found at <https://studentaid.ed.gov/sa/types/loans>.

### Federal Direct Subsidized Loans

These loans are offered to undergraduate students on the basis of financial need. While attending school, the government pays the interest that accrues on these loans. Payments can be made at any time before repayment begins. Repayment of principal and interest begins approximately six months after:

- Graduation
- attendance goes below half-time status
- Withdrawn from program

Certain types of enrollment may cause students to become responsible for the interest that accrues on Direct Subsidized Loans when the US Department of Education usually would have paid it.

### Federal Direct Unsubsidized Loans

These loans are offered to undergraduate and graduate students regardless of financial need. The student is responsible for paying all interest of any Unsubsidized Loan from the date of disbursement until the loan(s) is paid in full. If the student chooses not to pay interest while attending school, the interest will accrue and be capitalized. Repayment of principal and interest begins approximately six months after:

- graduation
- attendance goes below half-time status
- withdrawn from program

### Loan Limits and Interest Rates

A student's award is based on eligibility, and additional steps may be required in order to receive the maximum amounts. The combination of subsidized and unsubsidized loans cannot exceed the federal direct loans limits.

Information on student loans: <https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized>

National Student Loan Data System: [https://nslds.ed.gov/nslds/nslds\\_SA/](https://nslds.ed.gov/nslds/nslds_SA/)

### Loan Borrowing Requirements

If a student is a new loan recipient at Nicolet College and awarded a Federal Direct Loan, the student is required to complete: Loan Entrance Counseling and a Master Promissory Note.

### Loan Entrance Counseling

The purpose of the Loan Entrance Counseling session is to inform students of their rights and obligation as Direct Loan borrowers. Nicolet College will be notified when the Loan Entrance Counseling requirement has been met.

### **Master Promissory Note (MPN)**

The MPN is a legally-binding contract between the US Department of Education and the borrower. The promissory note contains the terms and conditions of the loan, including how and when the loan must be repaid.

### **Loan Exit Counseling**

It is a requirement that any student who receives a loan(s) must complete a Loan Exit Counseling when graduating or if there are certain changes of status during the school year. Examples of a change of status would be withdrawing from school, falling below half-time status, not meeting satisfactory academic progress (SAP), or transferring to a different college.

### **Federal Parent Plus Loans**

Federal Parent Loans for Undergraduate Students (PLUS) are education loans for parents of undergraduate dependent students (students are required to provide parent information on the FAFSA application). PLUS loans are available to parents regardless of income or assets, but a credit check is performed. Parents may borrow up to the Cost of Attendance, minus the Expected Family Contribution (EFC) derived from the FAFSA, minus any other financial aid, scholarships and other assistance the student has already received.

The PLUS Loan goes into repayment 60 days after it is fully disbursed for the year and is the financial responsibility of the parents, not the student. If the student agrees to make payments on the PLUS Loan, but fails to make the payments on time, the parent will be held responsible.

### **Wisconsin Nursing Student Loan Program**

Nursing Student Loans are available to Wisconsin resident students enrolled at least half-time in either the Associate Degree Nursing or Practical Nursing Technical Diploma programs. Students who participate in this program must agree to be employed as a licensed nurse in Wisconsin. For each of the first two years that a student works as a nurse or nurse educator and meets the eligibility criteria, 25% of the loan is forgiven.

### **Alternative Loans**

Alternative or 'private' student loans can be an important funding source for students who need more loan funds than the federal programs can supply or who are ineligible for federal student loans. Alternative loan programs have various interest rates and terms of repayment. Alternative loans are not federally guaranteed and can take several weeks to process. All alternative loan programs require a credit check on either the borrower, co-signer, or both. Before applying for an Alternative Loan, we suggest meeting with a Nicolet College Financial Aid Office staff member to assess eligibility and to obtain more specific information regarding the application process.

### **Disclosure**

The **National Student Loan Data System (NSLDS)** compiles all data involving federal student loans for undergraduate and graduate students. Because the NSLDS is keeping the personal, financial, and loan information of every student, the question of who can retrieve a student's information might be a privacy issue that you are worried about. Below are questions and answers regarding privacy and security matters of student loan information.

#### What data is found in the NSLDS?

The data that can be retrieved in the NSLDS are the student's full name; Social Security number; date of birth; address; gender; citizenship; family income; school enrollment and status; course of study; and types of student loans obtained, including the amount and the status of the loan.



### Who can obtain student information in the NSLDS?

The following private and government agencies as well as entities with the kinds of disclosure notices indicated may gather information from the NSLDS about a student account:

- Agencies under the federal and state governments
- Accredited consumer reporting agencies (Experian, Equifax, and Trans Union)
- Labor organization disclosure
- Administrative disclosures
- Contract disclosure
- Enforcement disclosure
- Department of Justice disclosure
- Congressional member disclosure
- Freedom of Information Act advice disclosure
- Employee grievance, complaint, or conduct disclosure
- Litigation and alternative dispute resolution disclosure
- Parties, counsel, representatives, and witnesses

When can student loan information be shared with the above-mentioned agencies or in response to the listed kinds of disclosures? Private or government groups will be given the right to collect student loan information only when the purpose of the request adheres to the provisions stated in the Privacy Act. Any purpose for gathering the information that does not comply with the law is not allowed by the Department of Education.

## Federal Work Study

Federal Work Study (FWS) is a federally funded aid program designed to provide part-time employment for eligible students. Students who demonstrate financial need according to their Free Application for Federal Student Aid (FAFSA) and complete the work study application, are awarded FWS funds on a first-come, first-serve basis until funds are exhausted. If financial aid is awarded too late in the year, students may not receive a FWS award due to lack of funding regardless of whether they had a FWS award in the past. Contact the Financial Aid Office if you are interested in the FWS program.

## Scholarships

### Academic Excellence Scholarship (AES)

Academic Excellence Scholarships are awarded to Wisconsin high school seniors who have the highest grade point average in each public and private high school throughout the State of Wisconsin. The number of scholarships each high school is eligible for is based on total student enrollment. In order to receive a scholarship, a student must be enrolled on a full-time basis by September 30 of the academic year following the academic year in which he or she was designated as a scholar, at a participating University of Wisconsin, Wisconsin Technical College, or independent institution in the State. The value of the scholarship is \$2,250 per year, to be applied towards tuition. Half of the scholarship is funded by the State, while the other half is matched by the institution. Eligibility must not exceed eight semesters.

### Technical Excellence Scholarship (TES)

Technical Excellence Scholarships are awarded by the State of Wisconsin to Wisconsin high school seniors who have the highest demonstrated level of proficiency in technical education subjects. The scholarships are only for use at a school within the Wisconsin Technical College System (WTCS). The value of the scholarship is up to \$2,250 per year to be applied toward tuition. Students wishing to be considered for TES need to meet eligibility criteria set by the Wisconsin Higher Educational Aids Board (HEAB) and will need to be nominated by their school.

## Veterans Educational Programs

The Nicolet College School Certifying Official (SCO), located in the Financial Aid Office, serves as a liaison between our military-related students and various federal, state, and local agencies. Eligible Veterans, spouses, and dependents can receive educational benefits if they are enrolled in an approved associate degree or technical diploma program. Only classes within the student's program are covered by the benefit. A breakdown in benefits is found below:

### Veteran's Educational Benefits - Federal

Federal VA educational benefits must be applied for through the US Department of Veterans Affairs (DVA) by going to <https://www.va.gov> and logging on to your eBenefits portal. You can get assistance with the application process by visiting Veteran's Service Officer in your county. For additional support, may also contact the VA at 1-888-442-4551 or use the online support offered through their website.

#### Available Federal programs:

- **Chapter 31- Veteran Readiness and Employment (previously Vocational Rehabilitation)**  
This benefit is for Veterans only. Veterans work through a VA case worker upon approval. Chapter 31 usually covers all tuition and books and the Veteran will also receive a monthly housing allowance.
- **Chapter 33- Post 9/11 Montgomery GI Bill<sup>®</sup>**  
This benefit is for Veterans that served on active duty, but the benefit could also be transferred to a dependent. Students on Chapter 33 receive an annual book stipend and monthly housing allowance (based off enrollment) directly to them. Tuition is paid to the school and is dependent on amount of benefit approved (60% to 100%). This is determined by the amount of time served on active duty.
- **Chapter 35- Survivor's and Dependents Educational Assistance Program**  
This benefit is for spouses and dependents of Veterans that either have a 100% disability rating, has died, or is captured or missing. The student receives a monthly stipend paid directly to the student based on the amount of credits the student is enrolled in.
- **Chapter 1606- Montgomery GI Bill<sup>®</sup>-SR**  
This benefit is for National Guard and Reserve soldiers. A monthly stipend is sent directly to the student dependent upon enrollment.

Nicolet's School Certifying Official will need the following documents to certify federal benefits.

- Copy of Veteran or soldier's DD-214
- Copy of Certificate of Eligibility
- Dependents and spouses need to provide sponsor's social security number

### Veteran's Educational Benefits – State

The state of Wisconsin offers the Wisconsin GI Bill<sup>®</sup> for eligible Veterans. Requirements for Veterans include entering the military from the state of Wisconsin, service in a Wisconsin unit, or having lived in Wisconsin for at least five years. Veterans must use their federal benefits prior to using the state benefit.

Dependents and spouses of Veterans with at least a 30% disability rating may also be eligible to receive WI GI Bill<sup>®</sup> benefits as long as they have been residents of the state of Wisconsin for the past five years.

This benefit pays tuition and most of the institutional fees for the student; however, it does not cover books. Eligible recipients have up to 128 credits or 8 semesters, whichever takes them the longest, of funding.

Nicolet's School Certifying Official will need the following documents to certify state benefits.

- Copy of Veteran's DD-214
- Completed application for WI GI Bill<sup>®</sup> or copy of eligibility approval

- For spouses, a copy of marriage certificate
- For dependents, a copy of birth certificate

## Veteran's Affairs Reporting

The School Certifying Official reports all programs, enrollment, tuition, graduation, probation, and suspension information to the VA. The School Certifying Official follows the Title IV methods for determining withdrawal, participation and Satisfactory Academic Progress in relation to VA education benefits. Once a student is suspended, the student's name will be reported to the VA for unsatisfactory progress. The reporting of unsatisfactory progress results in the immediate suspension of the affected student's educational benefits pending administrative review by Veteran Affairs. It is the responsibility of the student receiving Veteran's educational benefits to notify the School Certifying Official of any changes in enrollment within five (5) days of the change. Withdrawals could result in a debt with Nicolet College.

## Return of Title IV Federal Funds Policy (R2T4)

### Federal Financial Aid Refunds - Return of Title IV Calculation

A student recipient of Federal Title IV funds (i.e., Federal Pell, SEOG, Direct or PLUS loans) who is considered withdrawn from the school before completing 60% of the period of enrollment is subject to the Return of Title IV Calculation (R2T4) to determine the percentage of Title IV funds required to be returned to the federal government. The Return of Title IV calculation is a federally mandated formula to determine how much federal funding was "earned" up to the time of withdrawal.

The Title IV funds that were disbursed in excess of the earned amount must be returned to the federal government by the school and/or you. If you received a refund from financial aid, which was to be used for education-related personal expenses, you may be required to return a portion of those funds to the school. This portion represents funds that were intended to pay your education-related expenses through the end of the term. The amount to be returned to the school will be determined by your institutional costs, refunds you might have received for non-school expenses and the funds that must be returned to the government.

The amount to be returned to the federal government will be calculated from your withdrawal date. Your withdrawal date is the date you officially withdrew from classes or, in the case of an unofficial withdrawal, the last date you were involved in an academically related activity or completed all of your courses for the term. An official withdrawal occurs when a student follows the published process for withdrawing from the school prior to the end of the term.

To determine the amount of aid you earned up to the time of withdrawal, the Nicolet College Financial Aid Office will determine the percentage of the term you attended. The percentage used to determine the return of federal student aid funds is equal to the number of calendar days remaining in the term divided by the number of calendar days in the term. Scheduled breaks of more than five consecutive days are excluded. The resulting percentage is then used along with your school costs and total federal funds that you received (funds that were disbursed directly to your school student account and possibly refunded to you) or that you were eligible to receive, to determine the amount of aid that you are allowed to keep. However, anytime a student begins attendance in at least one course but does not begin attendance in all the courses that he or she was registered to attend, regardless of whether the student is considered to have withdrawn, Nicolet College must recalculate the student's eligibility for Pell grant and campus-based funds based on a revised enrollment status and cost of education.

Any unearned Title IV aid must be returned to the federal government within 45 days of the date of the determination of your withdrawal. The Nicolet College Financial Aid Office will notify you with instructions on how to proceed if you are required to return funds to the government. Any funds returned after the R2T4 calculation is completed and processed are then used to repay Nicolet College funds, state funds, other private sources, and the student, in proportion to the

amount received from each non-federal source, as long as there was no unpaid balance at the time of withdrawal. All aid sources are repaid before any funds are returned to the student.

Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Financial aid returned by you and/or your parent or the school must be allocated in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Direct Parent Loan (PLUS)
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (SEOG)

A student may be eligible for a post-withdrawal disbursement if, prior to withdrawing, the student earned more federal financial aid than was disbursed. If a student is eligible for a post-withdrawal disbursement for Title IV funds, it will be processed for the student and a refund will be issued within 14 days of the credit balance.

If the post-withdrawal disbursement includes loan funds, Nicolet College must get the student's permission before it can disburse the loan. Students may choose to decline some or all of the loan funds so that s/he does not incur additional debt. A notice will be sent to the student, and official response must be returned to the school within 14 days. It is also important to understand that accepting a post-withdrawal disbursement of student loan funds will increase a student's overall student loan debt that must be repaid under the terms of the Master Promissory Note.

Nicolet College may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. Additionally, accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student continue his/her education at a later time.

### **Official Withdrawal**

The official withdrawal date is defined as the actual date Nicolet College receives written confirmation of intent to withdraw.

### **Unofficial Withdrawal**

If a student receives either all "FX" grades or a combination of "FX" or "W" grades for a term, they will be considered an unofficial withdrawal. However, if a student receives all "F" grades for a term but participated in at least one class/competency throughout the entire term and is determined to have "earned" the grade of "F", the student will not be considered an unofficial withdrawal and no R2T4 will be calculated.

The student's last date of participation in academic activity will be the date used to calculate the Return of Title IV Funds.

For courses/competencies offered in modules, a student is not considered to have withdrawn; if Nicolet College obtains written confirmation that the student will return to complete a later module within the same payment period or period of enrollment no later than 45 calendar days after the end of the module that the student ceased attending.

Previous enrollment in a later module does not constitute written confirmation.

### **No Shows**

If the student received federal financial aid and failed to begin participation all of their competencies or classes, they are considered a "no show" for those classes/competencies they did not begin. A Pell recalculation will be performed, removing the "No Show" credits from the student's course load.

If you have any questions, please consult with the Financial Aid Office prior to any withdrawal to discuss your situation. Students who want to dispute an award amount should address all concerns in writing to: Financial Aid Manager, Nicolet College, PO Box 518, Rhinelander, WI 54501.

## Satisfactory Academic Progress (SAP) for Financial Aid Recipients

Students receiving financial aid must make Satisfactory Academic Progress (SAP) towards the completion of course requirements for an associate degree or eligible technical diploma. Students can only receive financial aid for classes that are required or prepare them for success (remedial courses) in their program area. All periods of enrollment (i.e. fall, spring and summer terms) and applicable credits/competencies are considered in determining SAP even if the student did not receive financial aid for them. To be considered making SAP at Nicolet College a student must meet all of the following requirements:

### 1. Grade Point Average (GPA) Requirement:

- A student must maintain a cumulative GPA of 2.0 or better. Remedial credits will be considered in GPA. For repeat coursework, the highest grade received will be considered.
- Transfer credits are not included in GPA.

### 2. Completion Rate Percentage Requirement:

- A student must successfully maintain a cumulative completion rate of 67% of all credits attempted. Credits attempted are defined as the total credits that you are enrolled in (including remedial, repeated courses, withdrawals, and transfer credits) even if you did not receive aid for them. Incompletes will be included in the SAP calculation at the end of the following term upon receiving a final grade.
- Transfer credits are considered both attempted and completed for this calculation.

### 3. Maximum Time Frame Requirement:

- Students must complete an associate degree or technical diploma before 150% of credits required for graduation are attempted. (Example: If an associate degree requires 60 credits, a student must complete the degree before 90 credits have been attempted.) Students are ineligible for continued federal financial aid at the point when they cannot mathematically complete their program within the 150% time frame.
- The student will begin a new 150% maximum time frame when they change or add a new program after receiving a successful appeal from the Financial Aid Advisory Committee.

**Remedial Courses:** A student admitted to an eligible program may take up to one academic year's worth of remedial non-program credits to be included in the evaluation of a student's SAP.

**Repeated Coursework:** Once a student has received a passing grade in a course, they can only receive financial aid for one additional attempt at attaining a better grade. All repeats will be included in credits attempted, but only the highest grade will be included in GPA. All passing grades will be included in completed credits. A grade does not have to meet requirements for the program to be considered passing for repeat coursework.

**Incompletes:** A grade of "I" (Incomplete) may be changed to a passing grade within one term from the date of award of this grade if the student satisfactorily completes all the course requirements as set by the course instructor. Otherwise after this period the "I" will be changed to "F". The grade is also not considered in calculating GPA. SAP will be calculated using the final grade at the end of the following term.

**Transfer Credits:** They will not be included in GPA calculations but will be included in attempted and completed credits for completion rate and maximum time frame requirements.

**Evaluation:** A financial aid recipient's SAP is evaluated after the completion of each term or payment period (i.e. fall, spring and summer terms) including periods when a student does not receive financial aid.

**Financial Aid Warning:** If the student does not meet the SAP standards, they will be placed on Financial Aid Warning for one term so they can get back in good standing while still maintaining their financial aid. During this warning term, the student must meet the SAP standards at the end of the term or they will be placed on Financial Aid Suspension.

**Financial Aid Suspension:** If the student does not meet the SAP standards after their warning or probation term, they will be placed on Financial Aid Suspension and will be ineligible for federal financial aid. Students can request an appeal to reinstate their financial aid if they have extenuating circumstances affecting their enrollment and academic progress.

**Appeal Process:** Appeals cannot be based on a need for aid or lack of knowledge of the warning status. An appeal must be based on an unusual situation or condition which prevented the student from being successful (i.e. illness, injury, etc.). Documentation may be required. Students who believe their circumstances merit reconsideration may appeal their suspension by submitting a Financial Aid Appeal Form (available at the Financial Aid Office or at <https://nicoletcollege.tfaforms.net/442>). The appeal requires students to explain why they failed to meet the SAP standards and what has changed that will allow them to meet these standards during the next term. Appeals are heard by the Financial Aid Office and require a scheduled appointment. Students will be notified by email of the appeal's decision, next steps and conditions they must meet regardless of the results of their appeal.

**Financial Aid Probation:** Students whose appeal is approved will be placed on Financial Aid Probation. After updating their program sheet with an academic advisor, they may regain eligibility for one payment period. The College may require them to fulfill specific terms and conditions such as taking reduced course loads or enrolling in specific courses. At the end of one probationary term, the student must meet SAP and the conditions of the appeal to be eligible for further aid. Students that are on probation but will not be able to meet the SAP standards at the end of the term, but have met the conditions of their appeal, may be required to re-appeal and meet with their academic advisor to update their program plan. This plan must ensure that the student will be able to meet SAP within a specific time frame. Students who appealed but have not met SAP and/or the conditions of their appeal, who had their appeal denied or who chose not to appeal may continue their enrollment but will not receive financial aid and must self-pay until they meet the SAP standards of this policy or have a successful appeal decision.

#### **Adding and/or Changing a Program:**

If a student decides to change programs after one term, they must meet with their Academic Advisor to complete a new program sheet. If a student decides to change programs after this time period, they must appeal with the Financial Aid Office for future funding. For the changed and/or approved second program, students must meet the cumulative GPA and completion rates as stated previously in this policy. They also must meet the cumulative GPA and completion rate within the new program to maintain SAP. If they fail to meet the requirements within the new program, the student will advance to the warning or suspension status as per the Financial Aid Warning and Financial Aid Suspension sections above.

If the student adds a new program, they must appeal to the Financial Aid Office for additional funding and must complete a program plan with their academic advisor before additional funding can be awarded. The student will begin a new 150% maximum time frame when they change or add a new program after receiving a successful appeal from the Financial Aid Office.

**Withdrawals with Passing SAP versus Withdrawal with Failing SAP does not apply.**

## **Disability Support Services Program**



Nicolet College's Disability Support Services (DSS) program provides reasonable accommodations and support to students with documented disabilities. DSS services are designed to help provide students equal access to learning experiences at Nicolet. The most successful students are the ones who recognize their own support needs and ask for assistance prior to starting the term. DSS staff is available to meet with students to discuss services and procedures. During this meeting, students and staff will have the opportunity to ask questions, review previous records, and go over appropriate accommodations.

Disability Support Services can help by identifying the types of accommodations needed to be successful in your classes. Examples of accommodations include:

- Adaptive equipment and software
- Equipment or interpreters for deaf and hard of hearing
- Notetaking assistance, digital recorders, and SmartPens to help record lectures
- Text reading programs to provide text to speech functions of textbooks, tests or almost any written materials
- Dictation programs for writing of papers
- Use of a calculator
- Testing accommodations (private room, extended time, tests read aloud)
- Other reasonable accommodation based on an individual student's needs

Use of support services for students with documented disabilities is voluntary. Disclosure of request for services will not affect enrollment status or placement into a program or class.

## POLICIES AND PROCEDURES

### Attendance

Class attendance and participation are closely linked to college success. The attendance policy for each course will be provided in the course syllabus. Failure to adhere to the attendance policy may result in the student's grade being lowered, up to and including a failing grade for the course. If you know that you will miss class, please contact your instructor prior to the meeting date (if possible) or as soon as possible afterwards to discuss making up the missed work. An excused absence does not relieve the student of responsibility for completing all course requirements to the satisfaction of the instructor.

### Academic Standing

A student achieving a term grade point average (GPA) of 2.0 or better at the end of a term of enrollment is in good standing.

Students having difficulty maintaining good academic standing are encouraged to seek early assistance from their course instructor(s), their academic advisor/success coach, or other staff member/support service.

### Credits

Students may earn credit only for courses in which they are officially registered for credit. The maximum number of credits for each course is shown in the course descriptions. Courses may be offered for fewer credits as indicated in the course schedule.

### Grading

Grades are assigned to report student academic achievement. Instructors use sound judgment and fair methods in determining grades. They inform their students at the beginning of the term about the course requirements and evaluation criteria. Any time students are unsure of their progress, they should talk to their course instructor. Instructors submit grades at the end of the course. The following grades and corresponding grade points are used at Nicolet College:

#### Grade Quality Points

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
D+	1.33
D	1.00
D-	0.67
F	0.00

Other grades used at Nicolet include:

AS = Advanced Standing

AU = Audit

I = Incomplete

S = Satisfactory

T = Transfer Credit

U = Unsatisfactory

W = Withdrawn (No quality points are earned with these grades.) Grades of "S" or "U" are assigned only in Continuing Education and Adult Basic Education or Preparatory courses.

## Grade Point Averages

Grade points and grade point averages (GPA) are used for many purposes:

- self-assessment of progress by students
- advising and counseling
- recognition of excellence in academic work
- eligibility for programs sponsored by various external agencies such as colleges and universities to which students transfer
- various scholarships
- financial aid programs funded by government units.

The GPA is computed by multiplying the point value by the number of credits and dividing the total points by the total number of credits, e.g.

5 credits of "A" = 5 credits x 4 quality points = 20

10 credits of "B-" = 10 credits x 2.67 quality points = 26.7

5 credits of "D+" = 5 credits x 1.33 quality points = 6.65

20 total credits = 53.35 total quality points

53.35 quality points divided by 20 credits = 2.67 GPA

The GPA calculation for financial aid recipients is computed on all courses undertaken. “I” and “W” grades received and recorded are included in the computation of a GPA only when the GPA is utilized to determine a student’s financial aid standing. (See the [Satisfactory Academic Progress for Financial Aid Recipient](#).)

A student’s cumulative GPA is calculated using all courses taken at Nicolet College regardless of the year in which the courses were taken. Only the highest grade will be used for GPA calculations for courses repeated at Nicolet. Grades received at other higher education institutions are not used in the academic GPA calculation for Nicolet College.

## Repeating a Course

Students may repeat courses unless specific program policy prohibits it. However, course credits will apply only once toward meeting program degree requirements. Only the highest grade will be used for academic GPA calculations for courses repeated at Nicolet. Students receiving financial aid should consult with Financial Aid personnel before repeating a course.

## Incompletes

Under extenuating circumstances, students may request an Incomplete grade. To receive an Incomplete, students must have completed at least 50% of the coursework. The instructor will decide if the request is feasible based on the reason for the request, the type of class, and whether or not it is possible for the student to complete the coursework in an acceptable method and time frame.

A signed Incomplete Contract between the student and the instructor must be filed with the Registrar by 4 pm on the deadline day. The deadline day for submitting an Incomplete Contract is one calendar week prior to the end of the course. Exceptions to this deadline will only be made due to extenuating circumstances as approved by the Registrar. An Incomplete grade can be carried for a maximum of one term. If a grade is not issued by the contract completion date, the Registrar’s Office will convert the Incomplete grade to a grade of “F” on the student’s transcript. The instructor will file a change of grade upon completion of work specified in the Incomplete Contract.

## Auditing a Course

An audit is a grading option where students have the privilege of attending classes, have limited course responsibilities, and do not receive credit for the course. A course that has been audited will appear on the student’s transcript with an “AU” grade, but the course does not count toward a degree or certificate. Students must meet course prerequisites, and pay full tuition and fees for courses they audit. Credit-seeking students have priority when course space is limited.

By 154 WI. Stat. §38.24 (4m), students 60 years of age or older may audit courses (Senior Audit) if the student is a resident of the state, space is available, and the instructor approves. The Senior Audit student does not pay program fees or an audit fee, but material fees do apply. The Senior Audit tuition exemption excludes community service courses and apprenticeship courses.

Students considering auditing a course should consult with the instructor prior to registering as an audit, or on the first day of class to discuss expectations. Requirements for students auditing a course are set by the instructor. A student may be asked to withdraw if the audit expectations are not being met. Because learning is a shared responsibility in a class, the following expectations are examples of possible auditor responsibilities: contribute to the learning environment of the class by participating during class sessions and adhere to all rules regarding attendance.

If an auditor agrees to work on a group project where the other group members are graded, the auditor is required to complete group work.

Prior to the course withdrawal deadline, a student may change from credit to audit with the consent of the instructor. A student who elects to change to audit may not, at a later date, change back to credit status. A signed statement from the instructor and student is to be submitted to the Registrar's Office. The Registrar will issue a grade of AU for the course.

A student who initially elects to audit a course may change to credit if the instructor validates that all the course requirements for credit have been satisfactorily completed at the time the student makes the request. A signed statement from the instructor and student is to be submitted to the Registrar's Office. The Registrar will remove the AU grade, and the instructor will issue the final grade at the end of the course.

## Course Substitution

Under certain conditions a student may be allowed to substitute a similar course for a required course in their program. A student should discuss a potential course substitution with their Success Coach. The Success Coach, in conjunction with the appropriate program faculty, Dean and the Registrar, will determine if the course substitution is appropriate. If approved, the Success Coach will submit the required paperwork to the Registrar.

## Examinations

Students are required to take their course examinations as scheduled. Permission from the course instructor is required to take an examination at a time other than the scheduled time or to have a special examination.

Nicolet My Way students may be responsible for the scheduling of their own exams and assessments. They should refer to the instructions in the competency syllabus for additional information. Students in Nicolet My Way programs can attempt assessments up to three times. The instructor may institute a waiting period between attempts based on the results of the previous attempt and the assessment. After three unsuccessful attempts, the student will receive a grade of F for the competency and will have to re-enroll for that competency.

## Credit for Prior Learning

Credit for Prior Learning (CPL) is a process for evaluating a student's learning and awarding appropriate college credit based on the demonstration of college-level learning. Nicolet is committed to making every effort to ensure students receive appropriate CPL to minimize duplication of competencies attained from previous education, life, or work experience; lessen the cost of duplicative education; and accelerate the achievement of educational goals and credentialing.

Students are encouraged to discuss their previous education and experiences with their Success Coach. The Success Coach can provide more information regarding CPL. For additional information, please see [Administrative Policy 2.04 Credit for Prior Learning](#)

## Student Records

All educational records/transcripts of Nicolet students are maintained and housed by the Registrar for a minimum of three years. The Registrar can provide information on courses taken, credits completed, grades, transcripts, and degrees or certificates awarded. The office can also assist with: enrollment verification, loan deferrals, and "Good Student"

insurance discount verifications. Any change of name, address, or other personal information must be reported to the Welcome Center or via a form in MyNicolet.

Nicolet College has authorized the National Student Clearinghouse to provide enrollment and degree verifications. The National Student Clearinghouse can be contacted at: Web: [www.degreeverify.org](http://www.degreeverify.org)  
Mail: National Student Clearinghouse, 2300 Dulles Station Boulevard, Suite 220, Herndon, VA 20171

## Transcripts

Students who would like copies of their official transcript to be sent to another institution, agency or individual must submit an electronic request through Parchment ([www.parchment.com](http://www.parchment.com)). A student who would like official copies of transcripts or test scores which have been sent to Nicolet from other institutions must request this information from those other institutions. Only unofficial copies of records from other institutions can be obtained at the Welcome Center.

## Certificates, Degrees, Diplomas, and Graduation

Students earning a certificate, diploma, or degree must complete the approved program requirements. Additionally, each candidate for a certificate, diploma, or degree must meet the following criteria:

1. Possess a minimum cumulative GPA of 2.00. Individual programs may require a “B” or better in each course.
2. Earn at Nicolet College a minimum of 25% of the required technical studies, occupational specific, or liberal arts credits. These established minimums cannot be met through advanced standing.
3. Satisfy all financial and other institutional obligations.

## Dean’s List

The Dean’s List is published each term. The list includes the names of all program students, enrolled in six or more credits, with a grade point average of 3.5 or higher for the term just concluded. “W” grades are not considered in the computation. Students with Incomplete grades are not eligible for the Dean’s List until those courses are graded.

## Phi Theta Kappa

Phi Theta Kappa is an international honor society for two-year colleges. Nicolet’s Chapter, Alpha Nu Iota, focuses its efforts on service and scholarship. Members are nominated to join by College staff and faculty based on their academic record. The nominee must be a current student, have completed 12 credit hours of coursework, and must have a cumulative GPA of 3.50 or higher. Initiates are responsible for the membership fee and are entitled to a membership certificate, transcript stamp, and recognition at the commencement ceremony.

## Commencement Ceremony

Nicolet College holds one commencement ceremony every academic year. Participation in the commencement ceremony is optional to all graduating students. Students wishing to participate in the commencement ceremony will need to meet the established deadlines for declaring their intention to participate in the ceremony and ordering the required cap and gown.

## Graduation with Academic Honors

Students who earn the distinction of Academic Honors are recognized with gold or silver cords at the commencement ceremony. Academic Honors are determined through the student's last fully graded term prior to graduation and recognized as follows: Gold Cord Scholars are graduates of two-year associate degree or two-year diploma programs who achieved a cumulative grade point average of 3.75 or higher. Silver Cord Scholars are graduates of one-year diploma programs who achieved a cumulative grade point average of 3.75 or higher. Students are presented their cords at the commencement ceremony, and the honor is noted in the commencement ceremony program.

## Alcohol and Drug Use

The College will adhere to all federal, state, tribal, and local laws concerning the use of alcohol and other drugs and will support efforts to address violations of these laws. The College recognizes that the use of alcohol and other drugs may impair performance or safety, may interfere with proper functioning or behavior, and in certain instances leads to dependency. The College also recognizes that such chemical dependency is a serious illness. An employee or student needing help with dependency is encouraged to seek the appropriate medical and other community resources.

Possession, manufacturing, sale, distribution, unauthorized use, or being under the influence of controlled substances, illicit drugs, or alcohol by anyone while on College-controlled property, at any College-sponsored or -related activity, or while operating a College-owned/leased vehicle is strictly prohibited. Violations of this policy will result in disciplinary action. For more information, refer to Policy AP 4.05 Alcohol and Drug Use.

## Tobacco-Free Policy

Nicolet Area Technical College promotes the safety and health of its staff, students, visitors, and general public (including contractors and vendors). Inherent in this policy is:

- A belief that employees have the right to work, and students have the right to learn, in an environment free of the hazards of tobacco products.
- A desire to eliminate exposure to second-hand smoke at building entrances/exits and to assure clean air on College property.
- Awareness of the presence of underage students.
- An interest in eliminating tobacco products littering the campus.
- Acceptance of the responsibility for a commitment to fire safety and health and wellness.

Use of tobacco, smoking, and vaping (e-cigarettes) is prohibited on the Nicolet College main campus and all Outreach Centers. This includes the following:

- All structures, buildings and grounds, sidewalks, roads, pathways, and parking lots.
- All Nicolet College owned and leased vehicles.

## Sacred Use of Tobacco

On occasion, there may be a group that requests to use the campus for an event which includes the sacred use of tobacco. A request form must be completed in advance and submitted to the President. The President or designated individual will determine the legitimacy and approve or deny the request.

## Tobacco Cessation Assistance and Resources

Staff and students are encouraged to choose a healthful, non-tobacco use/non-smoking way of life. Emphasis will be placed on educating and referring faculty, staff, and students to available resources/services that provide tobacco cessation assistance.

## Enforcement of Tobacco-Free Campus Policy

The primary responsibility for enforcement rests with Administrators and Campus Security. Employees, students, or visitors found using any form of tobacco on campus may be subject to a fine.

## Inclement Weather Campus Closing

Nicolet College remains open during inclement weather as long as it is reasonably possible to conduct work. However, safety in travel is paramount. The College recognizes individuals are the best judge of their own safety when deciding whether or not to travel during inclement weather. In the event of weather or other events which would seriously impede the functioning of the College, the President or designee will determine whether the College will close, and will inform the College community of the closing.

### Notification of Closure

Once the decision to close the College is made, the Director of Facilities or designee will make the following notifications (by 5:45 am if prior to the start of the business day):

Radio Frequency	Frequency	Town
WRLO	105.3 FM	Antigo
WERL/WRJO	950 AM/94.5 FM	Eagle River
WHRY/WUPM	1450 AM/107 FM	Iron River
WMQA WLKD	95.9 FM 1570 AM	Minocqua
WHTQ WGLX WYTE	96.7 FM 103.3 FM 106.5 FM	Plover
WHDG WOBT WRHN WXPR WCYE WHOH	97.3 FM 1240 AM 100.1 FM 91.7 FM 93.7 FM 96.5 FM	Rhineland
WJJQ	810 AM/92.5 FM	Tomahawk
WIFC WDEZ WRIG WSAU WOZZ	95.5 FM 101.9 FM 1390 AM/93.9 FM 550 AM/99.9 FM 94.7 FM/102.9 FM	Wausau
TV Network	Channel	Town
WJFW	NBC/12	Rhineland
WSAW WAOW WXFS	CBS/7 ABC/9 FOX/55	Wausau

Other Notifications:

- All staff, all student, and all adjunct email
- Main telephone information numbers with voicemail message (alternate greeting)
- Homepage of [nicoletcollege.edu](http://nicoletcollege.edu)
- Brightspace system
- Nicolet College official Facebook and Twitter pages
- RAVE alert system



NOTE: All faculty, including continuing education, shall indicate in their course syllabi, or through other means, the procedure for communicating class cancellations or College closure.

# STUDENT RIGHTS AND RESPONSIBILITIES

## Student Standards of Conduct

Nicolet College believes in an academic and behavioral code of conduct which creates and maintains a learning environment that values academic excellence, institutional integrity, justice, equity, civility, and diversity. Individuals must conduct themselves in a manner that is compatible with the mission and values of the College and does not interfere with educational processes or endanger the safety or welfare of other persons.

All students are expected to comply with all College policies and procedures, as well as local, state, federal, tribal, and international laws. These standards of conduct apply to all College-controlled locations and College-sponsored activities or events. Students violating the Standards of Conduct may be subject to disciplinary action. For safety and security reasons, the Director of Risk Management and Security or designee may also temporarily remove students from College-controlled locations or activities if it has been determined that a student causes and imminent threat to self or others. Violation of local ordinances, state or federal law on College premises, or at College-sponsored or supervised activities will be forwarded to local law enforcement authorities. Sanctions may be imposed for violations of these rules whether or not criminal or civil sanctions are pursued. Students have the right to appeal sanctions imposed for behavioral or academic misconduct.

Procedures are established for addressing student behavioral and academic misconduct issues.

The Care Team is concerned with the care, welfare, safety, and security of all College students, faculty, and staff, and is committed to providing an environment where individuals are free to work, learn, and teach, unencumbered and uninhibited by threats of intimidation and harm.

The Emergency Response Team (ERT) is appointed to assist in the safety and security functioning of the College. The ERT has the following responsibilities:

- Provide leadership and direction in an emergency situation;
- In the event of a College emergency, available ERT members will assemble quickly to assess the situation and decide on appropriate action;
- In a situation prohibiting team assembly, individual ERT members may take appropriate steps to ensure safety;
- Any member of the ERT may call for evacuation of a building, send students and staff to emergency shelters, take other appropriate actions outlined in the College's Emergency Response Plan, or initiate contact with law enforcement or emergency personnel.

## Behavioral Misconduct

Behavioral misconduct includes, but is not limited to, the following:

1. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other authorized College operations or activities.
2. Verbal abuse, physical abuse, sexual assault, or sexual harassment.

3. Taking or threatening to take action that endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action, whether intentionally or as a result of recklessness or gross negligence; failure to inform College authorities of such action(s) when observed.
4. Theft or damage to property.
5. Failure to comply with directions of College officials acting in the performance of their duties.
6. Unauthorized entry into or use of College-owned or-controlled locations.
7. Violation of any federal, state, or local laws, regulations or policies while in attendance at College-sponsored or supervised events or committing off-campus violations that adversely affect the College and/or the pursuit of its objectives.

## **Sanctions for Behavioral Misconduct**

Students found Responsible for violation of the Student Code of Conduct may receive one or more of the following sanctions (this is not an exhaustive list):

- A documented oral reprimand;
- A written reprimand;
- Removal from College-controlled locations or activities;
- Dismissal from a continuing/community educational course;
- Dismissal from a credit course Vice President of Academic Affairs or designee approval needed);
- Dismissal from the program Vice President of Academic Affairs or designee approval needed);
- Dismissal from the College Vice President of Academic Affairs or designee approval needed).

## **Academic Misconduct**

Academic misconduct, includes, but is not limited to, an act in which a student:

1. Seeks to claim credit for the work or efforts of another without authorization or citation.
2. Uses unauthorized materials or fabricated data in any academic exercise.
3. Forges or falsifies academic documents or records or otherwise purposely furnishes false information to the College.
4. Intentionally impedes or damages the academic work of others.
5. Engages in conduct aimed at making false representation of a student's academic performance.
6. Cheats on an examination, including the unauthorized use of materials or aids, or use of unauthorized additional time (special needs accommodations require approval of instructor and disability support services staff).
7. Submits, without the explicit approval of the course instructor, work previously presented in another course.
8. Violates course rules as contained in the course syllabus or other information provided to the student.
9. Violates program policies and/or regulations as established by a program and made available to students.
10. Assists other students in any of these acts.

If an instructor suspects academic misconduct, the first step is to address the issue with the student. If academic misconduct has occurred, the instructor must report it to the supervisor and work with their supervisor regarding sanctions. If sanctions are to be imposed for academic misconduct, they may include:

- A documented oral reprimand;
- A written reprimand;
- Lowered grade for the assignment or assessment;
- Failure of the course;
- Dismissal from the program (Vice President of Academic Affairs or designee approval needed);
- Dismissal from the College Vice President of Academic Affairs or designee approval needed).

All academic misconduct sanctions are kept on file in the office of the Vice President of Academic Affairs.

# Student Grievance Procedure

## Grievance Procedure for Nicolet College Students

**When students disagree with how something was handled by an employee of the institution, they are encouraged to first speak with that employee to try to rectify the situation. There are times that the situation might not be resolved and, in those circumstances, students have the right, using the Grievance Procedure for Nicolet College Students, to:**

- A.** Contest a policy or practice of the College or College employee that is considered improper or unfair, or;
- B.** Contest situations where there has been deviation from or misapplication of a policy or practice unrelated to discrimination.

For the purposes of this procedure, *days* are defined as Monday through Friday when the College is open for business. Weekends, holidays, and the days when the College is closed are excluded.

The following link will open a window that leads to the Grievance Form: [https://publicdocs.maxient.com/reporting-form.php?NicoletCollege&layout\\_id=2](https://publicdocs.maxient.com/reporting-form.php?NicoletCollege&layout_id=2)

## Grievance Procedure

**For all Grievance Procedures, Nicolet College, in accordance with Federal requirement 34 CFR Ch. VI 602.16 (a)(1)(ix), will create a record of the student's grievance and add it to a log of student grievances. The log will be maintained and updated through the remainder of the process.**

Students choosing to file a grievance will have a Nicolet College employee familiar with the process assigned to them as a navigator to help them understand and work through the process.

1. If a student has not been able to informally resolve an issue with the appropriate College employee, the student must initiate this grievance procedure within ten (10) days of the action causing the complaint.
2. Upon receipt of the Grievance, the College employee's supervisor will respond to the student within three (3) days of the student initiating the complaint procedure notifying the student of next steps or any information they need to assist them in the decision making process.
3. Within 10 days of the notification of receipt, the supervisor will make a decision and sent it to the student via their College email address.
4. The student has the right to file an appeal to the supervisor's decision and must do so within 10 days of the date the email was sent to the student.
  1. Students have the right to appeal on the following grounds:
  2. They may appeal the sanction (if there was one)
  3. They may appeal the decision of the supervisor.
  4. They may appeal if there was an instance of a due process violation.
5. The institution will respond within three days to notify the student if the appeal will move forward for one of the above reasons.
6. If the appeal is moving forward, the Vice President or designee will respond with their decision within 10 days to the student's College email address.
7. Students may appeal a second time within 10 days of the date the email from the first appeal was sent to the student. Students may appeal for the same reasons that are listed in step four (4).
8. Within three days, a hearing committee will meet to hear the appeal of the student.
9. Within ten days of the committee meeting, the committee will make a recommendation to the President on the grounds of the appeal.
10. The President will make their decision and send notification of the decision to the student within three days of the committee making a recommendation.

## Timeline Requirements

**If the College fails to give a written answer within the designated time frame, the student may immediately proceed to the next step. Failure by the student to meet applicable deadlines may be the basis for dismissal of any grievance.**

**If it is impossible to comply with the time limits specified because of extenuating circumstances, these time limits may be extended by mutual consent in writing.**

## **Wisconsin Technical College System (WTCS) Complaint Process**

If a student believes there has been misinterpretation or misapplication of Nicolet policy or procedure, and that such misinterpretation or misapplication falls into one of the three categories listed below, he or she may file a complaint with the Wisconsin Technical College System office.

Students who attend a college that is part of the WTCS can file complaints at the state level in three categories defined by the United States Department of Education:

- Complaints that allege violations of Wisconsin consumer protection laws, including but not limited to false advertising;
- Complaints that allege violations of Wisconsin laws related to the licensure of postsecondary institutions; or
- Complaints relating to the quality of education or other State or accreditation requirements.

A student who reasonably believes that a violation has occurred in one or more of these categories may file a written complaint. Complaints must be signed by the student and submitted on the official Student Complaint Form, available at: <https://www.wtcsystem.edu/student-complaints/student-complaint-form/>

Complaints must be filed within one year from the date of the alleged violation or the last recorded date of attendance, whichever is later. The WTCS will review complaints only after students attempt to resolve the matter through applicable College appeals or complaint processes.

By signing and submitting a complaint form, the student consents to disclosure by Nicolet College or the WTCS of any protected or confidential information that may be needed to review, investigate, and/or resolve the complaint; this includes referring complaints to another organization with jurisdiction and authority over the issue. The student also agrees to provide requested information and/or respond to questions about the complaint; failure to provide requested information or respond to questions about the complaint may result in the WTCS dismissing the complaint.

Notice: Under the Wisconsin Public Records Law, Ch. 19, Wis. Stats., any record or document that is part of the complaint review may be subject to disclosure upon request by a member of the public upon conclusion of WTCS action on the complaint, unless specifically exempt under law.

## **Privacy of Records - Release of Information, FERPA**

The Family Educational Rights and Privacy Act, commonly known as FERPA, is a federal policy related to the privacy of your student records. By federal law, Nicolet is NOT allowed to release information from your student file, without your specific written consent. This federal policy applies to all students at Nicolet, regardless of the student's age. If you want or need any protected information released to a third party (a parent, an employer, another agency, another school, etc.), you must sign the Authorization for the Release of Confidential Information (FERPA) form. Some information, known as directory information, CAN be released. Nicolet does not disclose any directory information for marketing or solicitation purposes, with the sole exception of the Nicolet College Foundation for Foundation-related activities. The College has defined Directory Information as the following:

- Name
- Address\*
- Phone number\*
- Enrollment status
- Date of birth
- Major field of study
- Classification and year

- Dates of enrollment
- Expected graduation date
- Types of degrees/diplomas/certificates and date granted
- Academic honors/awards received and date granted
- Photos/videos of students for use in the College press releases, publications, and web sites
- Nicolet College assigned student email addresses

\*Indicates *Limited Directory Information*

**Limited Directory Information** Nicolet designates address and phone numbers as limited directory information only. This information is only eligible for release to the Nicolet College Foundation for Foundation-related activities and to the National Student Clearinghouse for compliance and reporting purposes.

If you want to RESTRICT the release of this directory information, you must sign the Request to Restrict Disclosure of Directory Information form.

See [Administrative Policy 2.02 Privacy of Records – Release of Information](#) for more detailed information.

### Grievance Hearing

Information about a student or students involved in a grievance investigation may be released to members of the grievance committee, including any students assigned to that committee, if such information applies to the investigation.

### Disciplinary Hearing

The results of a disciplinary hearing may be released to an alleged victim of a crime of violence without the permission of the accused.

## Social Security Number

Social Security numbers are used for establishing and identifying student records. A student's failure to furnish this number may delay processing. Social Security numbers are not disclosed to outside agencies other than that required by the state or federal government. Students using financial aid are required to provide their social security number for record reporting with federal, state, alternative loan agencies, and other financial aid processing agencies.

## Graduate Outcomes Information

Under federally-mandated Student Right-To-Know legislation, Nicolet College makes available to all current and prospective students information on graduate statistics by program. These graduate statistics are available on the College's website or from the Registrar 715-365-4586.

## Anti-Harassment and Nondiscrimination

Nicolet Area Technical College maintains fair and impartial relations with employees, applicants for employment, and students without regard to race, color, creed, national origin, religion, sex, disability, age, arrest record, conviction record, political affiliation, marital status, sexual orientation, ancestry, membership in the national guard, state defense force, or any reserve component of the military forces of the United States and of this state, or the use or non-use of lawful products off the employer's premises during non-working hours.

Nicolet Area Technical College seeks continuous compliance with the following laws: Title VI and VII of the 1964 Civil Rights Act as amended, Age Discrimination in Employment Act of 1975, the Americans with Disabilities Act of 1990, Equal Pay Act of 1963 as amended, Title IX of the 1972 Education Amendments, as amended, Section 504 of the 1973

Rehabilitation Act, Wisconsin Fair Employment Law, the 1976 Vocational Education Amendments, and the Office of Civil Rights Guidelines Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Career and Technical Education Programs (34 CFR, Part 100, Appendix B).

All educational programs and related support services and benefits will be administered in a manner which does not unlawfully discriminate. More information, including our discrimination compliant procedure and resolution policy, are contained in [Board Policy 4.0](#).

## Hold for Indebtedness

Registration is withheld for students who fail to meet financial obligations that are levied by recognized College offices. Conflicting opinions concerning outstanding indebtedness will be handled through the Student Complaint and Grievance procedure contained in [Administrative Policy 1.06](#)

## Parking

Nicolet College provides free parking to students, staff, and visitors. Students are expected to honor all campus parking regulations. Parking in “No Parking” or undesignated areas on campus will not be tolerated, and persons parking in those non-designated areas will be ticketed. No cars are to be left parked overnight in the campus lots unless prior arrangements have been made with the Facilities Department. Vehicles found to be in violation of overnight parking and/or parked in areas that obstruct traffic and/or cause a potential hazard will be subject to ticketing and towing (at owner’s expense). Offenders who do not pay their parking tickets within three weeks will have a Hold for Indebtedness placed on their records and will not be allowed to register for future classes until the Hold is cleared.

Handicapped parking is clearly marked and reserved for individuals with a state disability permit or with a temporary disability permit Issued from Campus Security located in the Northwoods Center. Campus Security can also be reached at 715-365-4420.

Carpooling is encouraged, and there are several parking spots reserved for carpooling. Students wishing to take advantage of this option must obtain a carpooling sticker each year from Campus Security. There is no cost for the issuance of the stickers. Students must be actively carpooling in order to use those preferred parking locations (violators will be ticketed and subject to having their carpooling privileges revoked).

If you wish to grieve a parking violation, please contact Campus Security at 715-365-4420. All parking related fines paid will be given to the Nicolet College Foundation.

## Children on Campus

Nicolet College supports a safe and positive educational environment. Therefore, it is the policy of Nicolet that children under the age of 16 shall not be left unattended in any of Nicolet’s facilities (including parking lots and the immediate surrounding areas). Parents need to make adequate arrangements for the care of their children. Exceptions may be made for children who are here for legitimate purposes and who are not being disruptive. Nicolet staff members are responsible for enforcement. Staff members who are unsuccessful in dealing with a problem should contact campus security.

In order to preserve the integrity of the educational environment, students may not bring children to classes, labs, or shops except when the children are part of the instructional activities. Children are defined as persons under the age of 18 not enrolled in Nicolet classes or programs.

## Accommodation of Student Religious Beliefs

Nicolet Area Technical College directs the College to reasonably accommodate a student's religious beliefs with regard to examinations and other academic requirements. It is the responsibility of all Nicolet employees to be sensitive to and accommodate the religious beliefs of students.

The Vice President of Student Affairs will be responsible for notifying all students, parents or guardians of minor students, and instructors of the existence of this policy. New students will be notified of this policy by information in the Nicolet College Catalog or [nicoletcollege.edu](http://nicoletcollege.edu)

Students must notify instructors of a potential conflict with scheduling an examination or other academic requirement with their religious beliefs at least five (5) days in advance of anticipated absence by sending or handing an instructor a confidential letter outlining the potential conflict. Instructors who receive such information regarding potential conflicts shall permit a student to make up an examination and/or other academic requirement at a different time or by alternate means without any prejudicial effect upon the student. The student must fulfill the missed academic requirement within thirty (30) days of the date which the potential conflict with religious beliefs occurred.

Procedure - Students who allege they have not been reasonably accommodated concerning their religious beliefs may file a complaint following the procedure in the Discrimination Complaint Resolution Policy.

## CAMPUS SECURITY

### Emergency Reporting Procedures

In the event of an emergency, call 911 immediately. An emergency situation can be defined as any event that may pose a significant threat to the life, safety, or health of students and/or employees. After contacting authorities, call or contact any College employee. Then, if the situation allows, call the Emergency Response Team (ERT). Students should follow the directions of College staff and emergency services personnel during an emergency.

### Non-Emergency Contact Numbers

Campus Security: 715-365-4420

Emergency Response Team (ERT): Extension 4999 (for internal phones only)

Facilities: 715-365-4419

Information Technologies Department: 715-365-4478

Oneida County Sheriff's Department: 715-361-5100

Welcome Center: 715-365-4493

### The Care Team

The Care Team receives reports of student success focused concerns and works in a collaborative, cross-functional approach to assessment and response. Any students of concern, such as individuals who are depressed, making inappropriate comments or threats, have sudden changes in academic success, or exhibiting disruptive behavior should be reported to the Care Team. These reports can remain anonymous. The Care Team can be contacted by submitting an electronic Student Alert, or sending an email message to [careteam@nicoletcollege.edu](mailto:careteam@nicoletcollege.edu).

### Security and Access to Campus Facilities



The College has Campus Security; however, they do not have arrest powers. The security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the College. College security officers have the authority to issue parking tickets, to issue College tobacco violation tickets, and to enforce College policy.

The College uses local law enforcement agencies that have jurisdiction over the Campus and Outreach Centers to investigate and enforce ordinances and criminal laws. The Oneida County Sheriff's Department has jurisdiction over the Rhinelander Campus.

The College is a non-residential college and therefore does not provide 24-hour or weekend security coverage. Facilities and security personnel patrol the grounds of the Rhinelander Campus while the campus is open. College staff regularly check outdoor pathway lighting and egress lighting in hallways and stairwells.

The Rhinelander Campus is accessible to students, staff, and the general public during normal business hours. However, the campus grounds are open to vehicular and pedestrian access 24 hours a day, seven days a week. The College-controlled buildings are locked when not in use. All buildings on the Rhinelander Campus use a card access system and digital video systems.

The College does not have any officially-recognized student organizations with off-campus locations.

## **Crime Reporting Procedures**

The College encourages prompt and accurate reporting of all crimes, assaults, or suspicious behavior. If any offense occurs on a College-controlled premise, during a College-sponsored event, or at an off-campus event, the College recommends that victims immediately report any offense to local law enforcement. Key contact numbers are found in the Emergency Response App. When safe to do so, report the incident to Campus Security or the ERT who will take action and issue a timely warning if the perpetrator remains at large while making every effort to not identify the victim.

The College crime reporting policy requires all staff to report crimes and/or suspicious behavior to Campus Security, the ERT, or law enforcement. When deemed appropriate, college officials will involve local law enforcement agencies. All Clery reportable crime information (including anonymous reports) reported to Campus Security and/or the ERT is recorded in the Daily Crime Log. If the crime is deemed to meet a Clery Act Reportable category, it is included in the annual Clery report.

While the College does not employ pastoral or professional counselors on staff to work with victims, it can assist students by providing information on various private and public options for such services. Transitions counseling services is on site at the Rhinelander Campus to assist with students' potential needs.

## **Emergency Crime Reporting Procedures**

In the event of an emergency, call 911 immediately. An emergency situation can be defined as any event that may pose a significant threat to the life, safety, or health of students and/or employees. After contacting authorities, call or contact any College employee. Then, if the situation allows, call the Emergency Response Team (ERT) at extension 4999 from a campus phone. Students should follow the directions of College staff and emergency services personnel during an emergency.

## **Crimes May Be Reported Anonymously**

To report a crime and/or dangerous situation anonymously, contact Campus Security or the ERT and inform them of your wish to remain anonymous. The College will honor an individual's request to remain anonymous. This same process can also be followed when making reports to local law enforcement.

## **Reporting Domestic Violence, Dating Violence, Sexual Assault, Sexual Violence, Stalking, Gender-based, or Relationship Violence**

The College recommends that victims should immediately report any of these offenses occurring on a College-controlled premise or during a College-sponsored event to local law enforcement. Contact information for the Rhinelander Campus is listed in the Emergency Response App. When safe to do so, report crimes to Campus Security or ERT. As soon as possible, report the assault to ERT. ERT will take action and may issue a timely warning to the campus community.

Victims should preserve as much evidence of the crime as possible. Do not shower, change clothes, or wash away evidence.

Any student or employee who believes they, another student, or another employee has been the victim of the above listed forms of misconduct are encouraged to file a complaint identifying the alleged individual and describing the conduct, incident(s) or occurrence(s) that form the basis for the complaint.

Students may file complaints with any College employee, who will then notify the Title IX Coordinator. If the Title IX Coordinator is alleged to be the person who engaged in the alleged misconduct, the incident will be investigated by a Deputy Title IX Coordinator or trained designee.

College employees, should notify the Title IX Coordinator. If the Title IX Coordinator or Deputy Title IX Coordinator is alleged to be the person who engaged in the alleged misconduct, the incident will be investigated by another Deputy Title IX Coordinator or trained designee.

Any College staff member can help with filling out the incident report. It is preferred that the complaint be submitted via an electronic Incident Report.

If, due to a disability, accommodations are needed to assist the student with filing a complaint, please contact: the Accommodations Specialist at 715-365-4537. Employees can receive assistance with filing a complaint by contacting Human Resources at 715-365-4512.

The complainant is encouraged to file the complaint as soon as possible after the incident, to ensure a prompt and effective due process for all the parties involved in the situation.

The Clery Annual Security Report is available to students each year by October 1 as required by law. Campus crime, arrest, and referral statistics include those reported to local law enforcement and to College officials, including anonymous reports. In an effort to obtain the statistics from local law enforcement, Campus Security makes a written request to each local law enforcement agency to obtain a listing of any crimes they had reported to them and/or they had investigated. The reported Clery reportable crimes are also maintained in a Daily Clery Crime Log, which is located on the Security page at [nicoletcollege.edu](http://nicoletcollege.edu).

## **Daily Clery Crime Log**

The purpose of the Daily Clery Crime Log is to record Clery reportable incidents and alleged Clery reportable incidents reported to Campus Security. The crime log discloses specific information about criminal incidents, not crime statistics. The log is designed to disclose crime information on a timelier basis than the annual statistical disclosures. The victims' confidentiality will be protected, including record-keeping that excludes personally identifiable information on victims. A crime is entered into the log within 24 hours after reported to Campus Security. This includes crimes that are initially reported to another campus security authority (Care Team, ERT, Student Success Team, etc.) or to a local law enforcement agency who subsequently reports them to Campus Security.

An entry, an addition to an entry, or a change in the disposition of a complaint, is recorded within two business days of the receipt of the information to security. Updates to the disposition of a crime log entry will not be made if 60 days have passed from the date of the entry. A business day is Monday through Friday, except for days when the College is closed. The only exceptions to this rule are:

- If the disclosure is prohibited by law; or
- If the disclosure would jeopardize the confidentiality of the victim.

Campus Security may temporarily withhold information if there is clear and convincing evidence that the release of information would:

- Jeopardize an ongoing investigation;
- Jeopardize the safety of an individual;
- Cause a suspect to flee or evade detection; or
- Result in the destruction of evidence.

However, the information will be added to the Daily Crime Log once the adverse effect is no longer likely to occur.

## **Disclosure of Student Disciplinary Proceedings for Violent Crimes or Sex Offenses**

The alleged victim of a crime of violence or sex offense will be notified simultaneously of the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the next of kin of such victim shall be treated as the alleged victim in relation to disclosure. The College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## **Timely Warning of Potential Threats**

In the event a significant emergency or an ongoing or continuing threat to personal safety or dangerous situation arises, a timely warning will be issued. The decision to issue a timely warning will be based on information and facts received by the College, and if possible, verified by outside agencies (law enforcement, Emergency Management, Health Department, National Weather System, etc.). The ERT will determine the content of the notification and initiation time of notification system. Notification may be delayed when professional judgment of outside emergency response agencies indicates immediate notification would compromise safety and security.

In situations that may pose an immediate physical threat to members of the campus community (e.g., Clery reportable crime, severe weather, fire, gas leak, etc.) the ERT may issue warnings through the College Informacast System, RAVE and/or email system to students and employees. Depending on the situation, other notification processes may be used (i.e. Website posting, learning management system posting, fire alarms, tornado sirens, media releases, etc.).

The ERT may also determine there is a specific segment of students and staff who need notification. This decision will be made in conjunction with the appropriate outside agency. If that is the case, the ERT will make a determination of how to best convey that information to the specific segment.

Anyone with information warranting a timely warning should report the circumstances to the ERT immediately.

## **Emergency Response Guide and Evacuation Procedures**

Each classroom has an Emergency Response App and maps indicating what to do in the event of most emergency situations. This includes shelter locations for severe weather and evacuation routes and staging areas for fire emergencies. The Emergency Response Guide can also be viewed at [nicoletcollege.edu](http://nicoletcollege.edu). The College holds evacuation and/or shelter in place drills at least once in an academic year. The College also conducts safety and security related tabletop exercises in new employee orientation. Please review the Emergency Response Guide regularly to be prepared in the event of an emergency.

## Crime Prevention and Security Procedures

Crime prevention, security procedures, and practice information is presented during new student and employee orientations, and periodically during in-service training. At new student and employee orientation, the crime prevention and security procedures covered include primary prevention and awareness programs that promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

The orientation includes the following information:

- A statement that the College prohibits these and other criminal offenses;
- The definition of the specific offenses listed above;
- The definition of consent, with reference to sexual offenses;
- Safe and positive options for bystander intervention and individual may take to “prevent harm or intervene” in risky situations;
- Recognition of signs of abusive behavior and how to avoid potential attacks; and
- Ongoing prevention and awareness campaigns for students and faculty on all of the above.

In addition, facilities and security personnel conduct routine inspections and patrol buildings and grounds to identify and correct deficiencies. Being proactive is preferable to being reactive. Crime prevention is based upon the dual concepts of eliminating or minimizing criminal opportunities whenever possible and encouraging students and staff to be responsible for their own security and the security of others. The following is a list of campus crime prevention tactics that may reduce the risk of becoming a victim:

- Walk on established walkways. At night, walk on lighted walkways.
- Always lock your vehicle.
- If on campus in the evening, park close to the building in lighted areas and walk with others.
- Items of value left in vehicles should be placed out of sight.
- Never leave items of value unattended.
- Promptly report any suspicious behavior to Campus Security or the ERT.
- Do not leave keys, access cards, or valuables unattended.
- Always lock doors in unattended office areas.
- Never give out computer passwords.
- When working during non-business hours, inform family and colleagues of location and schedule.

Recommended security procedures are located in the Emergency Response Guide.

## Sexual Assault

Sexual assault is an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Consent is defined as “words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact.” Minors (under the age of 18), persons suffering from mental illness or defect, and sleeping or unconscious persons are presumed unable to give consent. Failure to resist does not indicate consent. Ch. 940.225(4), Wis. Stats.

Sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Falling under the definition of sexual assault are sexual activities such as forced sexual intercourse, forcible sodomy, child molestation, sexual assault of a child, incest, fondling, and attempted rape. Information and resources related to sexual assault can also be found in the College Safety and Security Resource Guide.

## Sexual Assault Prevention

The College offers the following guidelines to aid in preventing sexual assault. Additional guidance and specific training information can be obtained from the agencies listed in the College Safety and Security Resource Guide. The following information can also be referenced at The Wisconsin Coalition against Sexual Assault at <http://www.wcasa.org>.

Rohypnol and GHB are the most commonly referred to as “club drugs” and are the most frequently used in drug-facilitated rapes. The chemicals are often colorless, odorless, and tasteless, and as a result, the victim often unknowingly ingests the chemical after a perpetrator has mixed it into an unattended drink. Therefore, it is strongly suggested that you do not accept beverages that have already been opened.

Accept drinks only from service workers such as bartenders, and do not leave your drink unattended. Please keep in mind that nearly 7 in 10 (70%) of sexual assault victims knew their attacker. It is reported that drugs and alcohol are an important influencing factor in non-stranger (date/acquaintance) rape. You may be able to reduce your risk by following these recommendations:

- Park/walk in well-lighted areas and follow the other pertinent crime prevention strategies listed under Crime Prevention above.
- Trust your instincts. If the situation feels uncomfortable, leave immediately.
- Be assertive. Expect respect.
- Stay sober and be aware of date-rape drugs. Don't leave your drink unattended.
- Do not accept food or drinks that are opened or not directly from the server.
- Be cautious when inviting someone into your home or going to someone else's home.
- Use a buddy system. Always make sure that someone else knows who you are with, where you will be, and when you are expected to return.
- Carry a cell phone and/or have money available for a phone call or transportation to get away if necessary.

## Sex Offender Information

In 1997, the State of Wisconsin enacted the Sex Offender Registration and Community Notification Law. The Law was created to monitor and track people convicted of sex crimes and to provide access to this information for police, victims, and the general public. Information on registered sex offenders since 1995 in this state can be obtained online at <http://offender.doc.state.wi.us/public/> or by calling 608-240-5830 between 7:45 am - 4:30 pm, Monday - Friday.

## Stalking Laws

Individuals being stalked on College-controlled premises or at College-sponsored events should notify Campus Security or the ERT. If this action is taking place at an off-site location, it is strongly suggested you involve law enforcement immediately. Stalking is defined in Ch. 940.32, Wis. Stats. Individuals who have been a victim of stalking and/or have a restraining order against another individual should inform Campus Security. This is especially important if the person who is the object of the restraining order is a student or employee at the College.

## Harassment

Harassment and sexual harassment is defined in Board Policy 4.02. The College does not tolerate harassment. Victims of harassment or sexual harassment on College-controlled premises or at College-sponsored events should notify Campus Security. Employees who engage in harassment will be subject to disciplinary action and/or termination. Students who engage in harassment are subject to the Student Code of Conduct and will face disciplinary action up to and including expulsion. Community members engaging in harassment will be turned over to local law enforcement.

## Possession, Use, and Sale of Alcohol and Illegal Drugs

As outlined in Alcohol and Drug Use Administrative Policy 4.05, the College prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, including but not limited to alcohol, prescription, and illicit drugs on any College-controlled premise or College-sponsored event. Information on alcohol and drug addiction treatment centers and clinics is available in the College Safety and Security Resource Guide. Sanctions for individuals who violate College policies may include expulsion and/or termination from the College, with referral to local law enforcement for violations of local ordinances and criminal laws.

## Possession and Use of Weapons

The College is committed to providing a safe working and learning environment for all members of the College community including visitors. To that end, the College exercises its rights to prohibit the possession of weapons as allowed under Wisconsin State Law. Details of the policy regarding possession and use of weapons is outlined in [Board Policy 5.02](#).

## Annual Clery Crime Statistics

Nicolet College complies with the Jeanne Clery Disclosure Act and prepares an annual report of crimes that have occurred on campus and other reportable locations. The report can be found on the College website on the security page, or may be obtained from Campus Security. The report is also distributed to students and staff each year by October 1 as required by law. Campus crime, arrest, and referral statistics include those reported to local law enforcement and to College officials, including anonymous reports. In an effort to obtain the statistics from local law enforcement, Campus Security makes a written request to each local law enforcement agency to obtain a listing of any crimes they had reported to them and/or they had investigated. The reported crimes are also maintained in a Daily Crime Log, which is also located on the Security page at [nicoletcollege.edu](http://nicoletcollege.edu).

# Accounting

Associates of Applied Science 101011

The full range of businesses, from small companies to corporate giants, rely on accountants to assemble, analyze, and interpret essential statistical and financial information. Every enterprise requires data supplied by accountants to make effective day-to-day decisions and long-term plans.

Nicolet's Accounting program provides a thorough foundation in accounting theory and practice as students learn to perform a variety of business accounting functions. Graduates are prepared for positions as junior accountants in public accounting firms, private industry, or government service.

### Outcomes

- Process financial transactions throughout the accounting cycle.
- Analyze financial and business information to support planning and decision-making.
- Perform payroll preparation, reporting, and analysis tasks.
- Perform cost accounting preparation, reporting, and analysis tasks.
- Identify internal controls to reduce risk.
- Perform individual and/or organizational tax accounting preparation, reporting and analysis tasks

### Careers

- Staff Accountant
- Accounts Payable/Receivable Clerk
- Payroll Accountant
- Tax Accountant
- Cost Accounting
- Assist in Public Accounting

### Curriculum

Credits Req:	Course:	Credits:
<b>43.00 Technical Studies</b>		
1.00	1010210600	Business Programs Orientation 1.00
2.00	1010115100	Accounting Principles Accounting Cycle 2.00
3.00	1010111000	Payroll Accounting Foundations 2.00
	1010111100	Payroll Accounting Project 1.00
3.00	1010120500	Accounting Princ Inventory Valuation 1.00
	1010121000	Acct Princ Receivables Cash and Assets 2.00
1.00	1010311500	MS Word Beginning 1.00
1.00	1010312600	MS Excel Beginning 1.00
4.00	1010111500	Tax 1 Individual Income Taxation 2.00
	1010111600	Tax 1 Tax Deductions and Credits 1.00
	1010111700	Tax 1 Preparing Individual Tax Returns 1.00
4.00	1010115300	Accounting Principles Partnership Acctg 1.00
	1010115600	Acctg Princ Equity Financing Accounting 1.00
	1010115700	Acctg Princ Debt Financing Accounting 1.00
	1010115900	Acctg Princ Financial Statement Analysis 1.00
1.00	1010315500	QuickBooks Basics 1.00
1.00	1010113500	QuickBooks Applications 1.00
3.00	1010220100	Business Law Foundation and Torts 1.00
	1010220500	Business Law Contracts 1.00
	1010221000	Business Law Entities and Real Property 1.00
1.00	1010312700	MS Excel Intermediate 1.00
3.00	1010112200	Tax 2 Research Plan and Property Trans 2.00
	1010112300	Tax 2 Business Gift Estate and Trust Tax 1.00
3.00	1010117800	Cost Acctg Job Order and Process Costing 1.00
	1010117900	Cost Accounting Standard Cost Accounting 1.00



	1010118100	Cost Accounting Cost Analysis	1.00
3.00	1010122000	Intermediate Accounting Cash Flow	1.00
	1010122500	Inter Acct Earnings Balances Investment	2.00
1.00	1089010300	Professional Career Management	1.00
2.00	1010116600	Intermediate Accounting 2	2.00
3.00	1010117000	Accounting Information Systems	3.00
2.00	1010118600	Accounting Spreadsheet Basics	1.00
	1010118900	Accounting Spreadsheet Applications	1.00
1.00	1015110500	Digital Literacy with Cyber Security	1.00
<b>18.00-19.00 General Studies</b>			
3.00	1080119500	Written Communication	3.00
3.00-4.00	1080413400	Mathematical Reasoning	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00
3.00	1080119700	Technical Reporting	3.00
3.00	1080919500	Economics	3.00
3.00	1080919900	Psychology of Human Relations	3.00
61.00	<b>Total Degree Credits</b>		

**Graduation Requirements**

GPA: 2.000

## Accounting Assistant

Technical Diploma 1 year 311011

An Accounting Assistant performs entry-level bookkeeping and accounting work. Graduates may work in a small business and be responsible for all aspects of bookkeeping or work in a larger firm and specialize in a certain area under the supervision of an accountant. The program combines hands-on computer training with accounting concepts and procedures.

### Outcomes

- Process financial transactions throughout the accounting cycle
- Analyze basic financial and business information to support planning and decision-making
- Perform payroll preparation, reporting, and analysis tasks

### Careers

- Bookkeeper
- Accounting Clerk
- Payroll Clerk

### Curriculum

Credits Req:	Course:	Credits:
<b>26.00 Occupation Specific</b>		
1.00	1010210600 Business Programs Orientation	1.00
2.00	1010115100 Accounting Principles Accounting Cycle	2.00
3.00	1010111000 Payroll Accounting Foundations	2.00
	1010111100 Payroll Accounting Project	1.00
3.00	1010120500 Accounting Princ Inventory Valuation	1.00
	1010121000 Acct Princ Receivables Cash and Assets	2.00
1.00	1010311500 MS Word Beginning	1.00
1.00	1010312600 MS Excel Beginning	1.00
4.00	1010111500 Tax 1 Individual Income Taxation	2.00
	1010111600 Tax 1 Tax Deductions and Credits	1.00
	1010111700 Tax 1 Preparing Individual Tax Returns	1.00
4.00	1010115300 Accounting Principles Partnership Acctg	1.00
	1010115600 Acctg Princ Equity Financing Accounting	1.00
	1010115700 Acctg Princ Debt Financing Accounting	1.00
	1010115900 Acctg Princ Financial Statement Analysis	1.00
1.00	1010315500 QuickBooks Basics	1.00
1.00	1010113500 QuickBooks Applications	1.00
3.00	1010220100 Business Law Foundation and Torts	1.00
	1010220500 Business Law Contracts	1.00
	1010221000 Business Law Entities and Real Property	1.00
1.00	1010312700 MS Excel Intermediate	1.00
1.00	1015110500 Digital Literacy with Cyber Security	1.00
<b>9.00-10.00 Occupation Support</b>		
3.00	1080119500 Written Communication	3.00
3.00-4.00	1080413400 Mathematical Reasoning	3.00
3.00	1080119600 Oral Interpersonal Communication	3.00
<b>35.00</b>	<b>Total Degree Credits</b>	

### Graduation Requirements

GPA: 2.000

## Administrative Professional

Associates of Applied Science 101066

Administrative Professionals are key members of any organizational team performing a variety of activities related to the operations of any organization. As an Administrative Professional you will become proficient with administrative tasks in the workplace and keep up-to-date with the latest business and office technology. Coursework in this program prepares you to provide customer service, produce business communications, plan meetings and events, manage projects, hone leadership abilities and perform a variety of office responsibilities. The entire associate degree program allows for flexibility of scheduling so you can complete your education while employed. .

### Outcomes

- Demonstrate effective workplace communications.
- Apply technology skills to business and administrative tasks.
- Perform routine administrative procedures.
- Manage administrative projects.
- Maintain internal and external relationships
- Model professionalism in the workplace.

### Careers

- Administrative Assistant
- Software Trainer
- Office Manager/Coordinator
- Human Resources or Marketing Assistant
- Project Coordinator
- Help Desk Support

### Entrance Requirements

- Computer Literacy: Demonstrate basic computer operating technique

### Curriculum

Credits Req:

Course:

Credits:

#### **39.00-46.00 Technical Studies**

1.00	1010210600	Business Programs Orientation	1.00
2.00-3.00	1010211300	Human Resources Roles and Laws	1.00
	1010211600	Human Resources Recruitment	1.00
1.00	1010212100	Customer Service	1.00
1.00	1010311500	MS Word Beginning	1.00
1.00	1010312500	MS Outlook	1.00
1.00	1010312600	MS Excel Beginning	1.00
1.00	1010314100	MS Powerpoint Beginning	1.00
2.00	1010611400	Records Management	2.00
1.00-2.00	1010613300	Business Office Technologies	1.00
1.00-3.00	1019617000	Leadership Organizational Culture	1.00
1.00	1015110500	Digital Literacy with Cyber Security	1.00
1.00	1010311700	MS Word Intermediate	1.00
1.00	1010312700	MS Excel Intermediate	1.00
3.00	1010611600	Document Processing	3.00
3.00	1010617000	Administrative Procedures	3.00
1.00	1010110200	Introduction to Accounting	1.00
1.00	1010315500	QuickBooks Basics	1.00
1.00	1010316900	MS Publisher Beginning	1.00
3.00	1010612600	Editing Business Applications	3.00
2.00-3.00	1019617500	Leadership Change Management	1.00

	1019618000	Leadership Team Development	1.00
2.00-3.00	1010210900	Operations Mgmt Business Operation	1.00
	1010211100	Operations Management Global Business	1.00
1.00-3.00	1010222000	Strategic Mgmt Vision and Innovation	1.00
1.00-3.00	1010224500	Business Finance Personal Finance	1.00
2.00	1010219200	Business Internship	2.00
1.00	1089010300	Professional Career Management	1.00
3.00	1010614000	Meeting Planning	1.00
	1010614200	Event Planning	1.00
	1010614400	Travel Planning	1.00

### 18.00 General Studies

3.00	1080119500	Written Communication	3.00
3.00-4.00	1080413400	Mathematical Reasoning	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00
3.00	1080919500	Economics	3.00
3.00	1080919900	Psychology of Human Relations	3.00
3.00	1080119700	Technical Reporting	3.00

### 3.00 Electives

60.00 Total Degree Credits

#### Graduation Requirements

GPA: 2.000

Recommended Electives:

- Business Law
- Human Resource Management
- Medical Terminology

# Advanced Emergency Medical Technician

Technical Diploma less than 1 year 305316

Expands the role and skills of the Emergency Medical Technician. Further knowledge of anatomy, physiology and pathophysiology are the focus in addition to skills of initiating intravenous access, additional medication administration and IV fluid therapies. Graduates are eligible to take the National Registry of Emergency Medical Technician Advanced level cognitive and psychomotor exams for certification to be eligible for licensure in the state of Wisconsin.

## Outcomes

- Prepare for incident response and EMS operations
- Integrate pathophysiological principles and assessment findings to provide appropriate patient care
- Demonstrate AEMT skills associated with established standards and procedures for a variety of patient encounters
- Communicate effectively with others
- Demonstrate professional behavior
- Meet state competencies for AEMT certification

## Careers

- Emergency Medical Technician (EMT)
- Emergency Medical Responder (EMR)
- Advanced Emergency Medical Technician (AEMT)

## Curriculum

Credits Req:

Course:

Credits:

### 4.00 Occupation Specific

4.00	3053130400	Advanced EMT	4.00
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4.00	Total Degree Credits	
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## Graduation Requirements

GPA: 2.000

# Autism Spectrum Disorder

Technical Certificate 403072

This three course certificate is designed for child care providers, paraprofessionals, classroom teachers, family members, and caregivers. These courses promote understanding of the Autism Spectrum Disorder (ASD) and provide practical strategies for supporting individuals on the Spectrum. Additionally, courses raise awareness on how to navigate the community services and supports to promote educational and social success for those with ASD across the lifespan.

## Outcomes

- Describe the common signs and symptoms of Autism Spectrum Disorder and demonstrate awareness of the diagnostic criteria.
- Utilize practical strategies, techniques, and tools for working with individuals diagnosed with Autism Spectrum Disorder.
- Demonstrate ability to navigate the agencies, systems, and supports to assist individuals with Autism Spectrum Disorder in daily life.

## Careers

- K-12 Paraprofessionals, Teachers, and Special Education Teachers in school districts
- Head Start and Early Head Start Teachers, Teacher Assistants, and Home Visitors
- Infant, Toddler, Preschool, and School-Age Teachers and Teacher Assistants in Child Care Settings
- Directors and Administrators in Child Care Settings
- Personal Care Workers in group homes
- Early Intervention Professionals (Birth to Three, Children's Hospital, etc)
- Behavior Technicians for Autism ABA therapy
- Parents, Families, and Caregivers
- Child Life Specialists in hospital/clinics
- Support Staff in Child Care Settings (Bus Drivers, Cooks, etc)

## Curriculum

Credits Req:

Course:

Credits:

### 9.00 Occupation Specific

9.00	1030720100	Autism Spectrum Disorder Overview	3.00
	1030720200	Autism Strategies Techniques and Tools	3.00
	1030720300	Autism Navigating Life Transitions	3.00

9.00 Total Degree Credits

## Graduation Requirements

GPA: 2.000

## Automotive Service Technician

Technical Diploma 1 year 314042

Learn skills necessary for entry-level automotive industry positions such as basic automotive maintenance, repair, and diagnostics. Test, diagnose, and service electrical and mechanical systems and components found in today's vehicles, including engines, transmissions/transaxles, fuel management systems, steering and suspension systems, climate control systems, brake systems, and hybrids.

### Outcomes

- Demonstrate professionalism appropriate for the auto service industry.
- Perform diagnosis, service, and repair of automotive internal combustion engines; automatic transmission/transaxle systems; manual drive train and axles systems; steering and suspension steering systems; brake systems; electrical/electronic systems; heating and air conditioning systems; and engine performance systems.

### Careers

- Automotive Service Technician

### Curriculum

Credits Req:

Course:

Credits:

#### 22.00 Occupation Specific

1.00	3240430100	Automotive Safety	1.00
1.00	3240430200	Automotive Service Fundamental Proc	1.00
1.00	3240430400	Electrical Principles	1.00
1.00	3240430600	Automotive Electrical Wire Repair	1.00
1.00	3240430800	Steering Susp Inspect and Light Repair	1.00
1.00	3240440100	Wheel and Tire Service	1.00
1.00	3240431000	Wheel Alignment	1.00
1.00	1044214000	Intro to Welding Techniques	1.00
1.00	3240431300	Battery and Lighting Systems	1.00
1.00	3240431500	Starting and Charging Systems	1.00
1.00	3240431700	Automotive HVAC Systems	1.00
3.00	3240441500	Engine Repair Mechanical System	1.00
	3240442000	Engine Lubrication Systems	1.00
	3240442500	Engine Cooling Systems	1.00
2.00	3240443000	Drum Brakes	1.00
	3240443600	Disc Brakes	1.00
1.00	3240432500	Engine Performance Maintenance	1.00
1.00	3240432700	Manual Drivetrain Fluid Service Repair	1.00
1.00	3240433000	Automatic Transmission Service	1.00
1.00	3240433800	Automotive Service Professional Sim 1	1.00
1.00	3240434200	Hydraulic and Mechanical Brake Systems	1.00
1.00	3240436600	Automotive Occupational Operations	1.00

#### 4.00 Occupation Support

1.00	3189010700	Ethics for the Workplace	1.00
1.00	3180410100	Math Skills	1.00
1.00	3180410200	Geometry Skills	1.00
1.00	3189010400	Professional Skills for Success	1.00

26.00 Total Degree Credits

### Graduation Requirements

GPA: 2.000



# Automotive Technician

Technical Diploma 2 year 324042

Learn basic and more advanced automotive maintenance, repair, and diagnostics. Automotive technicians test, diagnose, and service electrical and mechanical systems and components found in today's automotive vehicles, including engines, transmissions/ transaxles, fuel management systems, steering and suspension systems, climate control systems, brake systems, and hybrids. Graduates will be qualified for all eight areas of the ASE Certified Master Technician.

### Outcomes

- Demonstrate professionalism appropriate for the auto service industry.
- Perform diagnosis, service, and repair of automotive internal combustion engines.
- Perform diagnosis, service, and repair of automotive manual drive train and axles systems.
- Perform diagnosis, service, and repair of automotive automatic transmission/transaxle systems.
- Perform diagnosis, service, and repair of automotive steering and suspension steering systems.
- Perform diagnosis, service, and repair of automotive brake systems.
- Perform diagnosis, service, and repair of automotive electrical/electronic systems.
- Perform diagnosis, service, and repair of automotive heating and air conditioning systems.
- Perform diagnosis, service, and repair of automotive engine performance systems.

### Careers

- Automotive Service Technician
- Technical Specialist
- Shop Foreman
- Service Manager
- Manufacturer's Representative
- Automotive Parts Specialist
- Automotive Service Advisor

### Curriculum

Credits Req:

Course:

Credits:

<b>51.00 Occupation Specific</b>			
1.00	3240430100	Automotive Safety	1.00
1.00	3240430200	Automotive Service Fundamental Proc	1.00
1.00	3240430400	Electrical Principles	1.00
1.00	3240430600	Automotive Electrical Wire Repair	1.00
1.00	3240430800	Steering Susp Inspect and Light Repair	1.00
1.00	3240440100	Wheel and Tire Service	1.00
1.00	3240431000	Wheel Alignment	1.00
1.00	3240431300	Battery and Lighting Systems	1.00
1.00	3240431500	Starting and Charging Systems	1.00
1.00	3240431700	Automotive HVAC Systems	1.00
1.00	1044214000	Intro to Welding Techniques	1.00
3.00	3240441500	Engine Repair Mechanical System	1.00
	3240442000	Engine Lubrication Systems	1.00
	3240442500	Engine Cooling Systems	1.00
2.00	3240443000	Drum Brakes	1.00
	3240443600	Disc Brakes	1.00
1.00	3240432500	Engine Performance Maintenance	1.00
1.00	3240432700	Manual Drivetrain Fluid Service Repair	1.00
1.00	3240433000	Automatic Transmission Service	1.00
1.00	3240433800	Automotive Service Professional Sim 1	1.00
1.00	3240434200	Hydraulic and Mechanical Brake Systems	1.00
1.00	3240444000	Electronic Brake Control System	1.00
1.00	3240434500	Hybrid Motors and Batteries	1.00

1.00	3240434700	Hybrid Manufacturer Specific Systems	1.00
1.00	3240435200	Engine Repair Cylinder Head	1.00
1.00	3240435400	Engine Repair Engine Block	1.00
1.00	3240435800	HVAC Controls	1.00
2.00	3240444500	Automotive Sensors and Diagnostics	1.00
	3240445000	Automotive Data Communication Systems	1.00
2.00	3240436200	Entertainment and Comfort Systems	1.00
	3240436400	Safety and Anti Theft Systems	1.00
1.00	3240436600	Automotive Occupational Operations	1.00
1.00	3240436800	Automotive Business Operations	1.00
1.00	3240437000	Advanced Steering Systems	1.00
1.00	3240437200	Advanced Suspension Systems	1.00
1.00	3240437600	Axles and Differentials	1.00
1.00	3240437800	Manual Clutch and Transmission Systems	1.00
1.00	3240438000	Automatic Transmission Transaxle Diagnos	1.00
1.00	3240438200	Automatic Transmission Transaxle Remove	1.00
1.00	3240438400	Automatic Transmission Transaxle Rebuild	1.00
1.00	3240438600	Computerized Engine Controls Systems	1.00
1.00	3240438800	Ignition System	1.00
2.00	3240446000	Fuel Systems	1.00
	3240446500	Normal and Forced Aspiration Systems	1.00
1.00	3240439200	EVAP and PCV Systems	1.00
1.00	3240439400	Exhaust Related Emission Controls	1.00
1.00	3240439600	Automotive Diesel Operation	1.00
1.00	3240439800	Automotive Diesel Emissions	1.00
1.00	3240439900	Automotive Service Professional Simulati	1.00
1.00	3240435600	HVAC System Service	1.00
1.00	3240437400	Manual Driveline and Four Wheel and All	1.00
<b>4.00 Occupation Support</b>			
1.00	3189010700	Ethics for the Workplace	1.00
1.00-2.00	3180410200	Geometry Skills	1.00
1.00-2.00	3180410100	Math Skills	1.00
1.00	3189010400	Professional Skills for Success	1.00
55.00	<b>Total Degree Credits</b>		

**Graduation Requirements**

GPA: 2.000

## Baking

Technical Certificate 403161

Three core courses (Culinary Career Essentials) develop a sound foundation of kitchen basics in professional baking and pastry arts. Two additional courses concentrate on baking principles and techniques used in bakeries and food service establishments.

### Outcomes

- Apply safety and sanitation codes to conditions and operations in food service kitchens.
- Prepare recipes and formulas to industry standards.
- Demonstrate attributes of a culinary professional.

### Careers

- Baker

### Curriculum

Credits Req:

Course:

Credits:

#### **13.00-14.00 Occupation Specific**

3.00	1031612500	Food Theory	3.00
3.00	1031612600	Food Production Principles	3.00
1.00-2.00	1031612200	Sanitation and Safety Basics	1.00
3.00	1031615200	Professional Baking	3.00
3.00	1031615300	Advanced Baking	3.00

13.00 Total Degree Credits

### Graduation Requirements

GPA: 2.000

# Bookkeeper

Technical Diploma less than 1 year 301013

The Bookkeeper program is designed for small businesses seeking to better perform routine accounting and payroll transactions, individuals seeking employment as an entry-level bookkeeper, or individuals currently employed seeking to expand their basic accounting skills and knowledge. Participants will learn to process basic financial transactions and perform payroll operations.

## Outcomes

- Process financial transactions throughout the accounting cycle.
- Perform payroll preparation, reporting, and analysis tasks.

## Careers

- Bookkeeper
- Accounting Clerk

## Curriculum

Credits Req:	Course:		Credits:
<b>8.00 Occupation Specific</b>			
2.00	1010115100	Accounting Principles Accounting Cycle	2.00
3.00	1010111000	Payroll Accounting Foundations	2.00
	1010111100	Payroll Accounting Project	1.00
1.00	1010315500	QuickBooks Basics	1.00
1.00	1010113500	QuickBooks Applications	1.00
1.00	1015110500	Digital Literacy with Cyber Security	1.00
8.00	Total Degree Credits		

## Graduation Requirements

GPA: 2.000

## Business Management

Associates of Applied Science 101023

Management activities occur in service, retail, manufacturing, government, not-for-profit, and tribal sectors of our economy. Business managers and owners implement the plans of an organization by coordinating and optimizing basic operations. The Business Management program provides the skills and knowledge managers and business owners need to guide organizations in reaching goals by working with people and other organizational resources. The program is ideal for those wanting to pursue a career in business, start their own business or for students who are looking to progress in their business careers.

### Outcomes

- Plan the operations of a business across functional areas.
- Organize resources to achieve the goals of the organization.
- Direct individuals and/or processes to meet organizational goals.
- Control business processes.

### Careers

- Line supervisor
- Department manager
- Program manager
- Business owner

### Curriculum

Credits Req:

Course:

Credits:

#### 39.00 Technical Studies

1.00	1010210100	Introduction to Business	1.00
1.00	1010210600	Business Programs Orientation	1.00
3.00	1010210800	Operations Management Role and History	1.00
	1010210900	Operations Mgmt Business Operation	1.00
	1010211100	Operations Management Global Business	1.00
1.00	1010212100	Customer Service	1.00
3.00	1019616000	Leadership Qualities of Leaders	1.00
	1019616500	Leadership Emotional Intelligence	1.00
	1019617000	Leadership Organizational Culture	1.00
1.00	1010311500	MS Word Beginning	1.00
1.00	1010312600	MS Excel Beginning	1.00
1.00	1010314100	MS Powerpoint Beginning	1.00
1.00	1015110500	Digital Literacy with Cyber Security	1.00
3.00	1010410100	Marketing Fundamentals	2.00
	1010410500	Marketing Plan Development	1.00
3.00	1010211300	Human Resources Roles and Laws	1.00
	1010211600	Human Resources Recruitment	1.00
	1010211800	Human Resources Employee Evaluation	1.00
1.00	1010110200	Introduction to Accounting	1.00
3.00	1019617500	Leadership Change Management	1.00
	1019618000	Leadership Team Development	1.00
	1019618500	Leadership Employee Coaching	1.00
1.00	1010315500	QuickBooks Basics	1.00
3.00	1010220100	Business Law Foundation and Torts	1.00
	1010220500	Business Law Contracts	1.00
	1010221000	Business Law Entities and Real Property	1.00
3.00	1010222000	Strategic Mgmt Vision and Innovation	1.00
	1010222500	Strategic Mgmt Analysis of Competition	1.00
	1010223000	Strategic Mgmt Social Responsibility	1.00

1.00	1089010300	Professional Career Management	1.00
3.00	1010224000	Bus Fin Financial Statements and Budgets	2.00
	1010224500	Business Finance Personal Finance	1.00
2.00	1010219200	Business Internship	2.00
3.00	1014510100	Entrepreneurship Fundamentals	1.00
	1014511000	Entrepreneurship Business Plan Develop	2.00
<b>18.00-19.00 General Studies</b>			
3.00	1080119500	Written Communication	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00
3.00-4.00	1080413400	Mathematical Reasoning	3.00
3.00	1080919900	Psychology of Human Relations	3.00
3.00	1080919500	Economics	3.00
3.00	1080119700	Technical Reporting	3.00
<b>3.00 Electives</b>			

60.00 Total Degree Credits

Graduation Requirements

GPA: 2.000

# Carpentry (Construction) Apprenticeship

Apprenticeship Training 504101

Construct, install, or repair structures, fixtures, and building frameworks using carpentry hand and power tools. You'll learn to build wood framing for houses, roofs, stairs, decks and sheaths, and forms for concrete and frame buildings, walls, footings, columns and stairs. The trade also involves carpentry work to install cabinets, siding, drywall rails, building cabinets and counter tops and may include work on drywall, wood flooring, metal jambs and ceilings. Become skilled in interior and exterior finish work and read blueprints, measure accurately, and calculate dimensions.

Apprentices who complete this apprenticeship have the opportunity to transfer course credits towards the Technical Studies - Journey Worker degree.

## Outcomes

- Demonstrate the use of hand tools, power tools, and construction equipment safely and efficiently.
- Identify industry building materials, fasteners, and adhesives.
- Interpret technical information from blueprints.
- Identify industry building practices, material application, and building codes.
- Explain the fundamentals of building sciences including basic: physics of structures, properties and performance of building materials, construction processes, and building systems.

## Careers

- Construction Worker
- Cabinet Maker
- Floor Coverer
- Interior Systems
- Millwright
- Pile Driver

## Entrance Requirements

### ADMISSION PROCESS

- Complete Nicolet College application.
- Submit official copies of high school transcript or GED/HSED, and college transcripts to Admissions Office.
- Send copy of official apprenticeship contract from the Department of Workforce Development, Bureau of Apprenticeship and Standards to the Admissions Office.
- Complete Admissions testing.

## Curriculum

Credits Req:

Course:

Credits:

### 15.00 Occupation Specific

15.00	5041054100	Carpentry Apprenticeship 1	2.00
	5041054200	Carpentry Apprenticeship 2	2.00
	5041054300	Carpentry Apprenticeship 3	2.00
	5041054400	Carpentry Apprenticeship 4	2.00
	5041054500	Carpentry Apprenticeship 5	2.00
	5041054600	Carpentry Apprenticeship 6	2.00
	5041054700	Carpentry Apprenticeship 7	2.00
	5041054800	Carpentry Apprenticeship 8	1.00

15.00 Total Degree Credits

## Graduation Requirements

GPA: 2.000



# Catering

## Technical Certificate 403162

If you're interested in on- or off-premise catering operations, the fundamentals of kitchen operations are stressed in the three core courses (Culinary Career Essentials). Specific skills and knowledge for business start-up, operation, menu planning, elegant food preparation, and promotion are the focus of the remaining two courses.

### Outcomes

- Apply safety and sanitation codes to conditions and operations in food service kitchens.
- Prepare recipes and formulas to industry standards.
- Apply basic food theory to solve problems in food preparation.
- Produce creative menus for buffet, a` la carte, and catered events.
- Integrate purchasing principles and food cost controls into menus.
- Demonstrate attributes of a culinary professional.

### Careers

- Catering

### Curriculum

Credits Req:

Course:

Credits:

#### 13.00 Occupation Specific

3.00	1031612500	Food Theory	3.00
3.00	1031612600	Food Production Principles	3.00
3.00	1031615000	Catering	3.00
1.00-2.00	1031612200	Sanitation and Safety Basics	1.00
3.00	1031611200	Garde Manger Basics	3.00

13.00 Total Degree Credits

### Graduation Requirements

GPA: 2.000

## Corrections Specialist

Technical Diploma less than 1 year 305043

Criminal Justice-Corrections Specialist certificate provides students with a marketable diploma specifically related to a career in a jail or corrections setting after their first year of school which would allow them to move into the world of work if they are not able to continue with their education. At the end of the second semester, students are eligible to take the State Scenario testing.

### Outcomes

- Think critically
- Manage emergencies
- Demonstrate professionalism
- Communicate effectively
- Conduct investigations
- Interact with others
- Demonstrate tactical skills

### Careers

- Corrections Officer
- Jailer
- Private Security
- Prison Guard

### Curriculum

Credits Req:	Course:	Credits:
<b>13.00 Occupation Specific</b>		
13.00	1050410000	Introduction to Corrections 3.00
	1050410400	Criminal Justice Program Orientation 1.00
	1050490700	Community Policing Strategies 3.00
	1050492000	Corrections Security Procedures 3.00
	1050492100	Corrections Emergency Procedures 3.00
<b>3.00 Occupation Support</b>		
3.00	1080119500	Written Communication 3.00
16.00	Total Degree Credits	

### Graduation Requirements

GPA: 2.000

# Cosmetology

Technical Diploma 1 year 315021

The Cosmetology program is offered in three terms of specialty training over a 12-month cycle. Perform customer services on the public when you have achieved the required competencies. Graduates are eligible to take the Wisconsin Cosmetology License Examination. Upon receiving a license, graduates will be ready for employment in a variety of positions in barbershops or salons.

## Outcomes

- Perform shampoo, haircut and style service
- Perform skin care services
- Perform chemical services
- Perform nail services
- Develop business practices for industry success

## Careers

- Cosmetologist
- Nail Technician
- Barber
- Skin Care Specialist
- Make Up Consultant
- Salon Owner

## Curriculum

Credits Req:

Course:

Credits:

### 37.00 Occupation Specific

37.00	3150230400	Cosmetology Introduction	1.00
	3150230600	Basic Cut and Style	2.00
	3150230700	Basic Texture and Color	4.00
	3150231000	Mens Cut and Shave	2.00
	3150231600	Nail Care	1.00
	3150231700	Skin Care	3.00
	3150231800	Salon Services 2	4.00
	3150232000	Salon Science	2.00
	3150232100	Advanced Cut and Style	2.00
	3150232900	Advanced Texture and Color	4.00
	3150233000	Salon Services 3	4.00
	3150233500	State Board Preparation	3.00
	3150236900	Cosmetology Industry	1.00
	3150237800	Salon Services 1	4.00

### 2.00-3.00 Occupation Support

2.00-3.00	3180130500	Applied Communication Listening Speaking	2.00
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39.00 Total Degree Credits

## Graduation Requirements

GPA: 2.000

- 1,550 hours

## Criminal Justice Correctional Officer

Associates of Applied Science 105048

Prepare for a career in corrections. The program includes instruction in professional communications, corrections security, and emergency procedures. The program also provides a foundation to prepare the student for future promotion. Students will complete the 200-hour Basic Jail Officer Academy in their first year of the program.

This program is the suggested Criminal Justice track for students planning on transferring to a four-year university prior to entering the workforce or seeking a career in criminal justice that does not require certification as a law enforcement officer.

### Outcomes

- Think critically
- Manage emergencies
- Communicate effectively
- Demonstrate professionalism
- Conduct investigations
- Interact with others
- Demonstrate tactical skills [applies to Certification Track only]

### Careers

- Correctional Officer

### Curriculum

Credits Req:	Course:	Credits:
<b>44.00 Technical Studies</b>		
3.00	1050410500	Introduction to Policing 3.00
3.00	1050490700	Community Policing Strategies 3.00
3.00	1050410000	Introduction to Corrections 3.00
3.00	1050492000	Corrections Security Procedures 3.00
3.00	1050492100	Corrections Emergency Procedures 3.00
1.00-3.00	3050450300	Overview of Criminal Justice 1.00
2.00-3.00	3050450600	Overview of Investigations 2.00
3.00	1050490200	Criminal Law 3.00
3.00	1050412900	Interviewing Techniques 3.00
3.00	1055011000	Understanding Addiction 3.00
3.00	1019616000	Leadership Qualities of Leaders 1.00
	1019616500	Leadership Emotional Intelligence 1.00
	1019617000	Leadership Organizational Culture 1.00
3.00	1050415500	Careers in Corrections and Counseling 3.00
3.00	1052010500	Boundaries and Ethics 3.00
3.00	1052010600	Methods in Social Casework 3.00
2.00	1055011500	Family Systems and AODA 2.00
3.00	1050414000	Computer Utilization for Criminal Justice 3.00
<b>18.00 General Studies</b>		
3.00	1080119500	Written Communication 3.00
3.00	1080119600	Oral Interpersonal Communication 3.00
3.00	1080919900	Psychology of Human Relations 3.00
3.00	1080410700	College Mathematics 3.00
3.00	1080916600	Intro to Ethics Theory and Application 3.00
3.00	1080917200	Introduction to Diversity Studies 3.00
<b>62.00</b>	<b>Total Degree Credits</b>	

### Graduation Requirements

GPA: 2.000

# Criminal Justice Law Enforcement 720 Academy

Technical Diploma less than 1 year 305042

Nicolet College currently offers the 720 hour Law Enforcement Academy to those seeking a law enforcement career in the State of Wisconsin. Successful students will receive up to 32 associate's degree college credits. Nicolet College's Law Enforcement Academy delivers the criteria established by the Wisconsin Department of Justice, Training, and Standards Bureau. The training instructors are a combination of educators and active or retired law enforcement officers. The training is delivered via lecture, group discussion, hands-on exercises, and scenario participation.

## Outcomes

- Examine the components of and interrelationships in the criminal justice system
- Analyze situational responses
- Establish situational safety
- Apply communication skills as a criminal justice professional
- Conduct investigations
- Adhere to the professional code of ethics for a criminal justice practitioner
- Maintain personal wellness

## Careers

- Municipal, County, State, or Federal Law Enforcement
- Private Security
- Police Officer
- Conservation Warden/DNR or Par
- Deputy Sheriff

## Curriculum

Credits Req:

Course:

Credits:

### 23.00 Occupation Specific

23.00	3050450000	Overview of Patrol Response	2.00
	3050450100	Physical Fitness	1.00
	3050450200	Application of Investigations	1.00
	3050450300	Overview of Criminal Justice	1.00
	3050450400	Principles of Emergency Vehicle Response	2.00
	3050450500	Sensitive Crimes	2.00
	3050450600	Overview of Investigations	2.00
	3050450700	Application of Traffic Response	3.00
	3050450800	Principles of Investigations	1.00
	3050450900	Principles of Tactics	5.00
	3050451000	Overview of Tactics	1.00
	3050451100	Scenario Assessment	1.00
	3050451200	Physical Fitness 1 and 2	1.00

23.00 Total Degree Credits

## Graduation Requirements

GPA: 2.000

## Criminal Justice Studies

Associates of Applied Science 105045

Designed to prepare you for entry-level employment as a law enforcement officer, you'll earn an associate's degree in Criminal Justice Studies and a technical diploma in Law Enforcement Recruit. The program fully integrates the 720 hour Wisconsin Department of Justice Law Enforcement Recruit Academy which satisfies the requirements for certification as a Law Enforcement Officer in Wisconsin. Please consult with the program advisor regarding Law Enforcement Standards Board requirements or a criminal justice practicum. Study the law enforcement field plus the areas of physical and behavioral sciences to meet the demands of the police profession, including criminal investigation, traffic theory, tactical skills, and professional communications.

### Outcomes

- Examine the components of and interrelationships in the criminal justice system
- Analyze situational responses
- Establish situational safety
- Apply communication skills as a criminal justice professional
- Conduct investigations
- Adhere to the professional code of ethics for a criminal justice practitioner
- Maintain personal wellness

### Careers

- Municipal, County, State, or Federal Law Enforcement
- Police
- Police Telecommunicator/Dispat
- Government Security Agent
- Conservation Warden/DNR or Par
- Military Law Enforcement Offic
- Loss Control/Prevention Manage
- Private Security
- Code Enforcement Officer
- Private Investigator
- Corrections

### Curriculum

Credits Req:

Course:

Credits:

<b>42.00-53.00 Technical Studies</b>			
Credits Req:	Course:		Credits:
3.00	1050410000	Introduction to Corrections	3.00
3.00	1050492000	Corrections Security Procedures	3.00
3.00	1050492100	Corrections Emergency Procedures	3.00
1.00-3.00	3050450300	Overview of Criminal Justice	1.00
2.00-3.00	3050450000	Overview of Patrol Response	2.00
2.00-3.00	3050450600	Overview of Investigations	2.00
1.00-3.00	3050450800	Principles of Investigations	1.00
1.00-3.00	3050450200	Application of Investigations	1.00
1.00-3.00	3050451000	Overview of Tactics	1.00
5.00	3050450900	Principles of Tactics	5.00
2.00	3050450400	Principles of Emergency Vehicle Response	2.00
2.00	3050450100	Physical Fitness	1.00
	3050451200	Physical Fitness 1 and 2	1.00
1.00	3050451100	Scenario Assessment	1.00
3.00	3050450700	Application of Traffic Response	3.00
1.00	1019616000	Leadership Qualities of Leaders	1.00
2.00	3050450500	Sensitive Crimes	2.00
3.00	1050410500	Introduction to Policing	3.00

1.00-3.00	1050414100	Computers for Patrol	1.00
2.00-3.00	1050413000	Interviewing for Patrol	2.00
3.00	1050490200	Criminal Law	3.00
<b>18.00 General Studies</b>			
3.00	1080119500	Written Communication	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00
3.00	1080919900	Psychology of Human Relations	3.00
3.00	1080410700	College Mathematics	3.00
3.00	1080916600	Intro to Ethics Theory and Application	3.00
3.00	1080917200	Introduction to Diversity Studies	3.00
60.00	Total Degree Credits		

**Graduation Requirements**

GPA: 2.000



## Culinary Arts

Associates of Applied Science 103161

Begin with basic theory and techniques of food production and service. Build on these basics to develop advanced culinary techniques and skills in menu planning, purchasing, cost control, and food service supervision through a combination of lecture, demonstration, and extensive hands-on experience.

Graduates of the Culinary Arts program are qualified for advanced positions in food preparation and service in both commercial and institutional establishments, including full-service restaurants, hotels, supper and private clubs, colleges, hospitals, and delis. Culinary arts professionals are trained to produce safe, healthful, and creative food for all segments of the food service industry. They may handle one type of specialized food preparation or be responsible for preparing all the foods served in a given establishment.

### Outcomes

- Apply principles of safety and sanitation in food service operations
- Apply principles of nutrition
- Demonstrate culinary skills
- Manage food service operations
- Plan menus
- Analyze food service financial information
- Relate food service operations to sustainability

### Careers

- Line Cook
- Sous Chef
- Assistant Chef
- Specialty Cook (Banquet)
- Assistant Pastry Chef
- Kitchen Manager
- Caterer
- Culinary Educator
- Deli Manager
- Food Manager
- Food Demonstrator
- Personal Chef
- Research Chef
- Food Writer
- Food Photographer
- Food Purveyor
- Food Service Sanitarian

### Curriculum

Credits Req:

Course:

Credits:

#### 43.00-44.00 Technical Studies

2.00	1031611500	Culinary Math	2.00
1.00-2.00	1031612200	Sanitation and Safety Basics	1.00
3.00	1031612500	Food Theory	3.00
3.00	1031612600	Food Production Principles	3.00
3.00	1031611200	Garde Manger Basics	3.00
2.00	1031613000	Nutrition	2.00
3.00	1031614000	Food Practicum I	3.00
3.00	1031614100	Food Practicum II	3.00
3.00	1031615000	Catering	3.00
3.00	1031615100	Advanced Professional Cooking	3.00
3.00	1031615200	Professional Baking	3.00

2.00	1031615500	Menu Planning	2.00
2.00	1031616000	Food Purchasing	2.00
3.00	1031617000	Restaurant Practicum I	3.00
3.00	1031617100	Restaurant Practicum II	3.00
2.00	1031617500	Food Service Cost Control	2.00
2.00	1031618100	Food Service Management	2.00
<b>15.00-19.00 General Studies</b>			
3.00	1080119500	Written Communication	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00
3.00	1080916600	Intro to Ethics Theory and Application	3.00
3.00	1080919900	Psychology of Human Relations	3.00
3.00-4.00	1080611200	Principles of Sustainability	3.00
<b>4.00 Electives</b>			

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62.00      Total Degree Credits

Graduation Requirements

GPA: 2.000

# Culinary Assistant

## Technical Diploma 1 year 313161

Learn basic theory and techniques of food production and service through a combination of lecture, demonstration, and hands-on experience. The program is designed to prepare you for entry-level employment in the food service industry wherever food is prepared in quantity.

Graduates of the program may transfer their credits into Nicolet's Culinary Arts program to earn an Associate Degree in Culinary Arts. Skillful cooks are essential to the success of food service establishments, and they contribute significantly to clients' enjoyment in restaurants, supper clubs, hotels, resorts, hospitals, schools, and residential facilities.

### Outcomes

- Apply principles of safety and sanitation in food service operations
- Apply basic principles of nutrition
- Demonstrate basic culinary skills
- Assist in food service management
- Plan menus
- Explore food service financial information

### Careers

- Short Order Cook
- Line Cook
- Assistant Baker
- Pantry Person
- Dietary Aide
- Caterer Assistant
- School Food Service Worker
- Deli Worker/Cook
- Prep Cook
- Institutional Food Worker
- Food Preparation/Professional

### Curriculum

Credits Req:	Course:	Credits:
<b>20.00 Occupation Specific</b>		
2.00	1031611500 Culinary Math	2.00
3.00	1031612500 Food Theory	3.00
3.00	1031612600 Food Production Principles	3.00
1.00-2.00	1031612200 Sanitation and Safety Basics	1.00
3.00	1031611200 Garde Manger Basics	3.00
2.00	1031613000 Nutrition	2.00
3.00	1031614000 Food Practicum I	3.00
3.00	1031614100 Food Practicum II	3.00
<b>6.00 Occupation Support</b>		
3.00	1080119500 Written Communication	3.00
3.00	1080119600 Oral Interpersonal Communication	3.00
<b>26.00</b>	<b>Total Degree Credits</b>	

### Graduation Requirements

GPA: 2.000

# Culinary Career Essentials

Technical Certificate 403160

Learn culinary basics and training for entry-level food service jobs. The program is the core of other certificates and the Culinary Arts program.

## Outcomes

- Apply safety and sanitation codes to conditions and operations in food service kitchens.
- Prepare recipes and formulas to industry standards.
- Demonstrate attributes of a culinary professional.

## Careers

- Entry-level Food Service

## Curriculum

Credits Req:

Course:

Credits:

### 7.00-8.00 Occupation Specific

3.00	1031612500	Food Theory	3.00
3.00	1031612600	Food Production Principles	3.00
1.00-2.00	1031612200	Sanitation and Safety Basics	1.00

7.00 Total Degree Credits

## Graduation Requirements

GPA: 2.000

# Culinary Management

## Associates of Applied Science 103171

Plan, supervise, and manage food and beverage operations, restaurant facilities, and catering services. This program includes instruction in food/beverage operational skills as well as training in cost control, purchasing and storage, business administration, personnel management, culinary arts, restaurant and menu planning, event planning and management, health and safety, and applicable laws and regulations. It will also provide training for first-line supervisors of food preparation workers.

### Outcomes

- Apply principles of safety and sanitation in food service operations
- Apply principles of nutrition
- Demonstrate culinary skills
- Manage food services operations
- Plan menus
- Analyze food service financial information
- Relate food service operations to sustainability

### Careers

- Food Service
- Front-line Supervisors of Food
- Serving Workers

### Curriculum

Credits Req:	Course:	Credits:
<b>43.00-44.00 Technical Studies</b>		
2.00	1031611500 Culinary Math	2.00
3.00	1031612500 Food Theory	3.00
3.00	1031612600 Food Production Principles	3.00
1.00-2.00	1031612200 Sanitation and Safety Basics	1.00
3.00	1031611200 Garde Manger Basics	3.00
2.00	1031613000 Nutrition	2.00
3.00	1031614000 Food Practicum I	3.00
3.00	1031614100 Food Practicum II	3.00
3.00	1010410100 Marketing Fundamentals	2.00
	1010410500 Marketing Plan Development	1.00
2.00	1031615500 Menu Planning	2.00
2.00	1031616000 Food Purchasing	2.00
2.00	1031712000 Beverage Management	2.00
1.00	1010110200 Introduction to Accounting	1.00
3.00	1010220100 Business Law Foundation and Torts	1.00
	1010220500 Business Law Contracts	1.00
	1010221000 Business Law Entities and Real Property	1.00
1.00	1010315500 QuickBooks Basics	1.00
3.00	1014510100 Entrepreneurship Fundamentals	1.00
	1014511000 Entrepreneurship Business Plan Develop	2.00
2.00	1031617500 Food Service Cost Control	2.00
2.00-3.00	1031618100 Food Service Management	2.00
2.00	1031712100 Dining Room Management	2.00
<b>15.00 General Studies</b>		
3.00	1080916600 Intro to Ethics Theory and Application	3.00
3.00	1080119600 Oral Interpersonal Communication	3.00
3.00	1080119500 Written Communication	3.00

3.00	1080919900	Psychology of Human Relations	3.00
3.00	1080611200	Principles of Sustainability	3.00
<b>3.00 Electives</b>			

61.00 Total Degree Credits

Graduation Requirements

GPA: 2.000

# Digital Marketing

## Technical Certificate 401041

If you want to truly engage with your customers, you must know digital marketing. Through Nicolet College's three course certificate in Digital Marketing, you will learn the skills you need including keyword research, search engine optimization, developing social media content and email newsletters. These courses are online and flexible and led by Nicolet College instructors. The up-to-date curriculum is provided by the Digital Marketing Institute and refreshed quarterly. You will apply what you learn to a business, so the assessments are relevant and useful. You can also earn an internationally recognized certification from the Digital Marketing Institute and the American Marketing Association.

### Outcomes

- Develop digital marketing strategies to anticipate and satisfy market needs
- Create digital marketing content for products, services, images, and ideas
- Integrate tools and technology for digital marketing initiatives
- Analyze the effectiveness of marketing outcomes

### Careers

- Digital Marketer
- Marketing Specialist
- Market Researcher

### Curriculum

Credits Req:

Course:

Credits:

#### 9.00 Occupation Specific

3.00	1010413100	Digital Marketing Fundamentals	3.00
3.00	1010413000	Social Media and Digital Content Mktg	3.00
3.00	1010414100	Digital Advertising and Analytics	3.00

9.00 Total Degree Credits

### Graduation Requirements

GPA: 2.000



# Early Childhood Education

Associates of Applied Science 103071

Experience both academic theory and hands-on application through a series of practicums to develop an understanding of physical, social, emotional, and cognitive development of young children and acquire skill in planning and implementing programs that promote development. The program prepares you to work in a variety of early childhood education settings including child care centers, Head Start programs, school-age child care programs, and family day care homes. The Associate's degree also provides a foundation if you intend to continue your education at a four-year college or university.

**Outcomes**

- Apply child development theory to practice.
- Cultivate relationships with children, family, and the community.
- Assess child growth and development.
- Use best practices in teaching and learning.
- Demonstrate professionalism.
- Integrate health, safety, and nutrition practices.

**Careers**

- Infant/Toddler/Preschool Child Care Teacher
- Child Care Center Program Director or owner
- Child Care Center Administrator or Owner
- Family Day Care Provider
- School Age Child Care Teacher/Director
- Head Start Teacher or Home Visitor
- Child Care Resource and Referral Specialist
- Child and Family Center Specialist
- Infant/Toddler/Preschool Child Care Teacher Assistant

**Curriculum**

Credits Req:	Course:	Credits:
<b>42.00 Technical Studies</b>		
3.00	1030710800 ECE Early Language and Literacy	3.00
3.00	1030714800 ECE Foundations of Early Childhood Ed	3.00
3.00	1030715100 ECE Infant and Toddler Development	3.00
3.00	1030716700 ECE Health Safety and Nutrition	3.00
3.00	1030711000 ECE Soc S Art and Music	3.00
3.00	1030717900 ECE Child Development	3.00
3.00	1030718800 ECE Guiding Child Behavior	3.00
3.00	1030716000 ECE Field Experience 1	3.00
3.00	1030711200 ECE STEM	3.00
3.00	1030718700 ECE Children with Differing Abilities	3.00
3.00	1030717000 ECE Field Experience 2	3.00
3.00	1030719500 ECE Family and Community Relationships	3.00
3.00	1030719000 ECE Field Experience 3	3.00
3.00	1030721000 ECE Field Experience 4	3.00
<b>15.00-16.00 General Studies</b>		
3.00	1080119600 Oral Interpersonal Communication	3.00
3.00	1080119500 Written Communication	3.00
3.00	1080917200 Introduction to Diversity Studies	3.00
3.00	1080918800 Developmental Psychology	3.00
3.00-4.00	1080611200 Principles of Sustainability	3.00
<b>3.00 Electives</b>		

**60.00 Total Degree Credits**

**Graduation Requirements**  
GPA: 2.000

# Early Childhood Education Preschool

Technical Diploma less than 1 year 303077

Start on your path to a Preschool technical diploma. This industry-recognized diploma provides the skills necessary for entry-level employment in the field and all courses apply to the next level of degree. The diploma consists of eight courses for a total of 24 credits. Individuals who complete this diploma are eligible to submit a portfolio of their competencies to The Registry; Wisconsin's Recognition System for the Child Care and Education Profession and apply for the Wisconsin Preschool Professional Credential awarded by that agency. This certificate articulates with the Nicolet College Early Childhood Education Associate Degree.

## Outcomes

- Identify the relationship between child development theory to practice
- Develop positive relationships with children and adults
- Implement developmentally appropriate curriculum
- Utilize health, safety, and nutrition practices

## Careers

- Preschool Teacher
- Preschool Teacher Assistant
- Head Start Teacher Assistant

## Curriculum

Credits Req:

Course:

Credits:

### 21.00-24.00 Occupation Specific

3.00	1030710800	ECE Early Language and Literacy	3.00
3.00	1030714800	ECE Foundations of Early Childhood Ed	3.00
3.00	1030716700	ECE Health Safety and Nutrition	3.00
3.00	1030711000	ECE Soc S Art and Music	3.00
3.00	1030717900	ECE Child Development	3.00
3.00	1030718800	ECE Guiding Child Behavior	3.00
3.00	1030716000	ECE Field Experience 1	3.00

21.00 Total Degree Credits

## Graduation Requirements

GPA: 2.000

# Electromechanical Technology

Associates of Applied Science 106201

Develop a wide variety of technical skills in electronics, fluid power, mechanical systems, computers and computer-controlled machines. Programmable logic controllers, robotics, motors and drives, servo hydraulic systems and closed loop positioning will be studied. A comprehensive understanding of how these technical skill areas are linked together to create automated systems is developed through a hands-on project course that allows the student to put together the various technologies in an integrated manufacturing system.

## Outcomes

- Perform work safely.
- Troubleshoot electrical and mechanical systems and devices.
- Repair electrical and mechanical systems.
- Communicate technical information.
- Integrate electrical and mechanical systems and devices.

## Careers

- Electromechanical Technician
- Industrial Automation Technici
- Research and Development Techn
- Robotics Technician
- Industrial Maintenance Technic
- Field Service Technician

## Curriculum

Credits Req:

Course:

Credits:

### 43.00 Technical Studies

Credits Req:	Course:		Credits:
1.00	1010312600	MS Excel Beginning	1.00
1.00	1010311500	MS Word Beginning	1.00
40.00	1015011100	Network Standards and Practices	1.00
	1015011300	Network Topology and Devices	1.00
	1015011600	Configure Network Devices	1.00
	1044910000	Industrial Safety Fundamentals	2.00
	1046211500	Basic Electrical Circuits	1.00
	1046211700	Inductance and Capacitance	1.00
	1046211900	Analyze Transformers	1.00
	1046212100	Mechanical Drive Systems	1.00
	1046212400	Belt and Chain Drives	1.00
	1046218600	Tag System Used in Process Control	1.00
	1046218800	Loop Controller and Control Elements	1.00
	1046219200	Sensors to Measure Liquid Level	1.00
	1062010200	Hydraulic and Pneumatic Operation	1.00
	1062010600	Ladder Logic Elements and Control Logic	1.00
	1062010900	Analyze Directional Control Valves	1.00
	1062011200	PLC Fundamentals and Basic Instructions	1.00
	1062011600	Analyze the Use of Oscilloscopes	1.00
	1062011800	Analyze Sensing Devices and Op Amps	1.00
	1062012000	Analyze SSRs and Switching Circuits	1.00
	1062012300	Three Phase Electric Motor Control	1.00
	1062012500	Investigate Troubleshooting Methods	1.00
	1062012700	Troubleshooting Common Motor Circuits	1.00
	1062012900	PLC Timers Counters and Program Controls	1.00
	1062013300	PLC Sequencing and Data Function Blocks	1.00
	1062013700	Basic Robot Assemblies and Operations	1.00
	1062013900	Robot Programming and Instructions	1.00

	1062014300	Analyze Robot Frames and Branching	1.00
	1062014700	HMI Screen Development and Editing	1.00
	1062014900	Investigate PLC Troubleshooting	1.00
	1062015200	Analyze PLC Analog Inputs	1.00
	1062015400	Analyze PLC Analog Outputs	1.00
	1062015800	Analyze PLC Variable Output Applications	1.00
	1062016300	Analyze Automated System	1.00
	1062016700	Integrate Automated Systems	1.00
	1062016900	Motor Control Starting and Braking	1.00
	1062017200	Analyze Motor Control Speed and Torque	1.00
	1062017600	Analyze Motion Control Software	1.00
	1062017800	Configure Motion Control Systems	1.00
	1062018000	Design Motion Control Projects	1.00
1.00	1044214000	Intro to Welding Techniques	1.00
<b>18.00-20.00 General Studies</b>			
3.00	1080119500	Written Communication	3.00
3.00	1080916600	Intro to Ethics Theory and Application	3.00
3.00-4.00	1080413400	Mathematical Reasoning	3.00
3.00	1080919900	Psychology of Human Relations	3.00
3.00-4.00	1080613900	Survey of Physics	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00
61.00	<b>Total Degree Credits</b>		

**Graduation Requirements**

GPA: 2.000

# Emergency Medical Technician

Technical Diploma less than 1 year 305313

Prepare to handle emergency medical situations while working on an ambulance or other clinical settings. Graduates are eligible to take the National Registry of Emergency Medical Technician cognitive and psychomotor exams for certification to be eligible for licensure in the state of Wisconsin.

## Outcomes

- Prepare for incident response and EMS operations
- Integrate pathophysiological principles and assessment findings to provide appropriate patient care
- Demonstrate EMT skills associated with established standards and procedures for a variety of patient encounters
- Communicate effectively with others
- Meet state competencies for EMT certification

## Careers

- Emergency Medical Technician (EMT)
- Emergency Medical Responder (EMR)

## Curriculum

Credits Req:

Course:

Credits:

### 5.00 Occupation Specific

5.00	3053130100	EMR and EMT Part 1	2.00
	3053130200	Emergency Medical Technician Part 2	3.00

5.00 Total Degree Credits

## Graduation Requirements

GPA: 2.000

# Family Child Care Certificate

Technical Certificate 403071

This certificate opportunity will be offered beginning in the fall of 2023. If you plan to provide childcare in a home or family setting, this certificate program will help you examine child development, quality standards, community resources, health and wellness, and family partnerships. You'll also learn how to promote desired outcomes through play-based learning, observation and assessment. Choose additional courses to gain skills for curriculum planning, strategies for guiding behavior or care for children at various developmental stages. Upon completion, you'll be prepared for the Family Child Care Credential from The Registry, Wisconsin's Recognition System for the Childhood Care and Education Profession.

## Outcomes

- Identify Wisconsin Child Care regulations including certification and licensing rules as well as quality improvement initiatives related to operating a high quality family child care program.
- Apply developmental knowledge and observation to design, implement, and evaluate individual and group curriculum experiences for mixed-age children in a family child care setting.
- Create respectful, healthy, and safe physical and interpersonal environments for mixed-age children in a family child care setting.
- Utilize culturally responsive verbal and non-verbal caregiver strategies
- Select appropriate materials and promote health, safety and nutrition guidelines specific to early care environments.
- Design experiences and utilize caregiver strategies that support family involvement and reciprocal relationships.
- Perform professionally and ethically, use self-reflection and knowledge and access relevant resources.

## Careers

- Family Child Care Provider

## Curriculum

Credits Req:

Course:

Credits:

### 12.00 Occupation Specific

12.00	1030713500	Family Child Care Capstone	3.00
	1030730100	Introduction to Family Child Care	3.00
	1030730200	Family Child Care Responsive Planning	3.00
	1030730300	FCC Financial Management and Planning	3.00

12.00 Total Degree Credits

## Graduation Requirements

GPA: 2.000

# Forestry Equipment Maintenance

Technical Certificate 404622

This certificate will prepare you to work in the forest industry by building basic skills to repair and maintain forestry equipment. You will gain basic knowledge of hydraulic, electrical, and mechanical components used with forestry equipment. You'll also learn the theory of fluid power, DC electricity, and CAN BUS control systems plus be introduced to diagnostics and repair of equipment components. You'll also become familiar with a workshop environment and have an opportunity to visit local forestry dealers and logging contractors. Upon completion of the certificate, you'll have the skills needed for entry-level positions in forestry working in dealer workshops and maintaining logging contractor equipment.

## Careers

- Forestry Repair Technician
- Forestry Equipment Operator

## Curriculum

Credits Req:

Course:

Credits:

### 4.00 Occupation Specific

4.00	3046230100	Forestry Equipment Maintenance	1.00
	3046230200	Forestry Equipment Welding and Cutting	1.00
	3046230300	Forestry Equipment Electronics	1.00
	3046230400	Forestry Equipment Hydraulics	1.00

4.00 Total Degree Credits

## Graduation Requirements

GPA: 2.000



# Gas Metal Arc Welding

Technical Certificate 404422

This certificate is offered for individuals interested in pursuing the skills necessary to be a successful welder in the Gas Metal Arc Welding process. Students will learn how to interpret prints and weld symbols prior to engaging in the weld process using various metal types including carbon steel, stainless steel, and aluminum. They will also perform the thermal cutting processes during this educational experience.

## Outcomes

- Print interpretation and weld symbols
- Gas metal arc welding on carbon steel
- Gas metal arc welding on stainless steel
- Gas metal arc welding on aluminum
- Thermal cutting

## Careers

- Production Welder
- Maintenance Welder
- Welding Sales and Service
- Self-Employment

## Entrance Requirements

Approved Safety Course or Training

## Curriculum

Credits Req:

Course:

Credits:

### 8.00 Occupation Specific

8.00	1044210100	Drawings and Weld Symbols	1.00
	1044215000	Gas Metal Arc Welding on Stainless Steel	1.00
	1044215300	Gas Metal Arc Welding on Aluminum	1.00
	1044215700	Thermal Cutting	2.00
	1044215900	Gas Metal Arc Welding on Carbon Steel	3.00

8.00 Total Degree Credits

## Graduation Requirements

GPA: 2.000

# Heavy Equipment Operator Apprentice

Apprenticeship Training 504479

Heavy equipment operators maintain and lubricate the equipment operated by them. They set and check grades, efficiently plan and lay out projects, and operate a variety of heavy equipment.

## Outcomes

- Operate heavy equipment
- Demonstrate a safe working environment
- Perform preventative maintenance procedures on heavy equipment

## Careers

- Heavy Equipment Operator
- Foreman
- Superintendent
- Estimator
- Project Manager

## Entrance Requirements

### ADMISSION PROCESS

- Complete Nicolet College application.
- Submit official copies of high school transcript or GED/HSED, and college transcripts to Admissions Office.
- Send copy of official apprenticeship contract from the Department of Workforce Development, Bureau of Apprenticeship and Standards, to the Admissions Office.
- No Accuplacer test required.

## Curriculum

Credits Req:

Course:

Credits:

### 13.50 Occupation Specific

13.50	5044751000	Heavy Equip Operator Classrm Level I	2.25
	5044751100	Heavy Equip Operator Hands On Level I	2.25
	5044751200	Heavy Equip Operator Classrm Level II	2.25
	5044751300	Heavy Equip Oper Hands On Train Lev II	2.25
	5044751400	Heavy Equip Operator Classrm Level III	2.25
	5044751500	Heavy Equip Oper Hands On Train Lev III	2.25

13.50 Total Degree Credits

## Graduation Requirements

GPA: 2.000

## Human Services Associate

Associates of Applied Science 105203

Program educates students to provide human and social services including information, resources, support, and advocacy for those in need or crisis. Mostly online course work with minimal in class meetings and field experience are used to equip students with the opportunities to acquire skills needed to work with diverse groups of youth and adults facing challenges such as poverty, addiction, or abuse. Students develop necessary ethical and legal standards for human and social service settings and learn the importance of providing quality care to clients and patients.

### Outcomes

- Model a commitment to cultural responsiveness
- Uphold the ethical standards and values for Human Service professionals
- Demonstrate professionalism
- Utilize community resources
- Apply Human Services interventions and best practice
- Cultivate professional relationships

### Careers

- Case worker
- Community outreach/support worker
- Income maintenance worker
- Human Services/Information
- Substance Abuse Counselor (with supervision)
- Residential Manager
- Social Services Assistant
- Human Services Technician

### Entrance Requirements

--Submit an acceptable Wisconsin Criminal/Caregiver Background check

### Curriculum

Credits Req:

Course:

Credits:

#### 48.00 Technical Studies

3.00	1052014300	Crisis Intervention Strategies	3.00
3.00	1052010100	Introduction to Human Services	3.00
3.00	1052015000	Special Populations	3.00
3.00	1055012200	AODA Across the Lifespan	3.00
3.00	1055020800	SUDC Assessment Diagnosis and Treatment	3.00
3.00	1055021000	Boundaries Ethics for Helping Profession	3.00
3.00	1055021100	Clinical Experience 1	3.00
3.00	1055021200	Clinical Experience 2	3.00
3.00	1055020500	Counseling Theory	3.00
3.00	1055020900	Family Systems	3.00
3.00	1055020200	Foundations of Case Management	3.00
3.00	1055020400	Group Facilitation	3.00
3.00	1055020600	Introduction to Interview and Counsel	3.00
3.00	1055020000	Intro to Substance Use Disorder Profess	3.00
3.00	1055020300	Overview of Mental Health Disorders	3.00
3.00	1055020100	Understanding Substance Use	3.00

#### 18.00 General Studies

3.00	1080919800	Intro to Psychology	3.00
3.00	1080119500	Written Communication	3.00
3.00	1080119700	Technical Reporting	3.00
3.00	1080918800	Developmental Psychology	3.00

3.00	1080917200	Introduction to Diversity Studies	3.00
3.00	1080413400	Mathematical Reasoning	3.00
66.00	Total Degree Credits		

Graduation Requirements

GPA: 2.000

# Indigenous Ways of Knowing

Technical Certificate 408092

The Indigenous Ways of Knowing certificate honors the culture, history, language, and sovereignty of the tribal nations of the western Great Lakes region. By connecting with local communities and Indigenous knowledge holders, students will undertake a personal learning journey and gain an understanding of how Indigenous people continue to persevere and prosper despite historical and continued oppression. The certificate provides a firm foundation for individuals looking to advance their educational and career goals relative to the Indigenous peoples within Wisconsin and specifically provides curriculum on the culture, history, language, and sovereignty of Indigenous nations, developed and influenced by tribal experts from the Ojibwe, Potawatomi, Oneida, Ho-Chunk, and Menominee people.

## Outcomes

- Develop respect for Indigenous ways of knowing through exploration of Indigenous language, story-telling, ceremonies, and social structures.
- Situate Indigenous decisions, choices, and actions within their appropriate historical context.
- Explore how the Indigenous past continues to influence Indigenous and non-native peoples in the present
- Examine the varied operations of sovereign tribal nations and intergovernmental relationships, emphasizing applied leadership within a cultural context.

## Careers

- The Indigenous Ways of Knowing certificate is a value-added feature for any career path

## Curriculum

Credits Req:

Course:

Credits:

### 13.00 Occupation Specific

6.00	2080922200	Our Ways Indigenous Culture	3.00
	2080923500	Our Sovereignty Indigenous Governance	3.00
4.00	2080224000	Indigenous Language	4.00
3.00	2080320500	Our Story Indigenous History	3.00

13.00 Total Degree Credits

## Graduation Requirements

GPA: 2.000

# Industrial Electronics Technician

Technical Diploma 1 year 316202

Industrial electronics technicians work closely with engineers and electromechanical technicians to perform basic installation, maintenance, and repair activities for industrial electronic and mechanical equipment. This technical diploma will teach students industrial safety practices to include lockout/tag out, isolate faults, test fuses, wire motors, understand, and apply electrical principles to solve failures in the field. Students integrate these concepts with hydraulic, pneumatic, and mechanical systems. An introduction of programmable logic controllers help students develop entry-level skills in manufacturing.

## Outcomes

- Practice industry recognized safety practices and guidelines, including the use of personal protective equipment in an industrial operating environment.
- Work as part of a maintenance team to assemble/disassemble, troubleshoot, diagnose and repair industrial equipment and systems using appropriate tools, materials, and methods.
- Interpret drawings, schematics, and specifications for industrial equipment.
- Document technical information through descriptive writing, sketches/diagrams, mathematical expression, computation, and graphs.
- Use precision measuring equipment.
- Apply knowledge of electricity, electronics, hydraulics, and electric motors and mechanics.
- Perform electrical, mechanical, and fluid measurements by properly selecting tools and test equipment.
- Apply electrical skills to troubleshoot control and operator panels.

## Careers

- Electrical or Electronic Maint
- Field Service Technician

## Curriculum

Credits Req:	Course:	Credits:
<b>21.00 Occupation Specific</b>		
1.00	1010312600 MS Excel Beginning	1.00
1.00	1010311500 MS Word Beginning	1.00
19.00	1044910000 Industrial Safety Fundamentals	2.00
	1046211500 Basic Electrical Circuits	1.00
	1046211700 Inductance and Capacitance	1.00
	1046211900 Analyze Transformers	1.00
	1046212100 Mechanical Drive Systems	1.00
	1046212400 Belt and Chain Drives	1.00
	1062010200 Hydraulic and Pneumatic Operation	1.00
	1062010600 Ladder Logic Elements and Control Logic	1.00
	1062010900 Analyze Directional Control Valves	1.00
	1062011200 PLC Fundamentals and Basic Instructions	1.00
	1062011600 Analyze the Use of Oscilloscopes	1.00
	1062011800 Analyze Sensing Devices and Op Amps	1.00
	1062012000 Analyze SSRs and Switching Circuits	1.00
	1062012300 Three Phase Electric Motor Control	1.00
	1062012500 Investigate Troubleshooting Methods	1.00
	1062012700 Troubleshooting Common Motor Circuits	1.00
	1062012900 PLC Timers Counters and Program Controls	1.00
	1062013300 PLC Sequencing and Data Function Blocks	1.00
<b>9.00-10.00 Occupation Support</b>		
3.00	1080119500 Written Communication	3.00
3.00-4.00	1080413400 Mathematical Reasoning	3.00
3.00	1080919900 Psychology of Human Relations	3.00
<b>30.00</b>	<b>Total Degree Credits</b>	

## Graduation Requirements

GPA: 2.000

# Industrial Maintenance Mechanic

Technical Diploma 1 year 314622

Designed for individuals seeking entry-level employment in manufacturing. This certificate provides opportunities for students to develop the foundational academic, employability, and technical skills needed in the modern manufacturing setting.

## Outcomes

- Practice industry recognized safety practices and guidelines, including the use of personal protective equipment in an industrial operating environment.
- Prepare and maintain documentation of work orders, repair work completed, and safety procedures implemented.
- Install, maintain, troubleshoot and repair industrial machinery and manufacturing equipment, using appropriate tools, materials, and methods.

## Careers

- Industrial Machinery Mechanic
- Machinery Maintenance Worker
- Maintenance Mechanic
- Master Mechanic

## Curriculum

Credits Req:

Course:

Credits:

### 28.00 Occupation Specific

1.00	1010312600	MS Excel Beginning	1.00
1.00	1010311500	MS Word Beginning	1.00
1.00	1046210300	Hydraulic Components and Schematics	1.00
1.00	1046210500	Fixed Displacement Pumps	1.00
1.00	1046210700	Hydraulic Pressure Valves	1.00
1.00	1046211500	Basic Electrical Circuits	1.00
1.00	1046211700	Inductance and Capacitance	1.00
1.00	1046211900	Analyze Transformers	1.00
1.00	3240431700	Automotive HVAC Systems	1.00
1.00	3240435800	HVAC Controls	1.00
1.00	3240435600	HVAC System Service	1.00
1.00	3240439600	Automotive Diesel Operation	1.00
3.00	3144210500	Welding Fundamentals	3.00
1.00	3146212000	Relay Logic used in Hydraulics	1.00
1.00	1046212100	Mechanical Drive Systems	1.00
1.00	1046212400	Belt and Chain Drives	1.00
1.00	1046212700	Lubrication and Sealing Shafts	1.00
1.00	1046212900	Common Bearings in Advanced Gear Drives	1.00
1.00	1046218000	Design and PLC Program	1.00
1.00	1046218200	PLC Troubleshooting Processes	1.00
1.00	1062012300	Three Phase Electric Motor Control	1.00
1.00	1062012500	Investigate Troubleshooting Methods	1.00
1.00	1062012700	Troubleshooting Common Motor Circuits	1.00
1.00	3146230100	Industrial Mechanical Capstone	1.00
2.00	1044910000	Industrial Safety Fundamentals	2.00

### 3.00-7.00 Occupation Support

2.00-3.00	3180130400	Applied Communications Writing	2.00
1.00-4.00	3180410100	Math Skills	1.00

31.00 Total Degree Credits

## Graduation Requirements

GPA: 2.000

# Industrial Mechanical Technician

Associates of Applied Science 104621

The industrial mechanical technician program trains individuals to install, maintain, troubleshoot and repair machinery and equipment in an industrial environment. Units of instruction include mechanical drive systems, power transmission components, material handling techniques, hydraulics/pneumatics, welding, lubrication systems, piping, basic electrical concepts, electrical motor controls, and programmable logic controls. Students learn to perform predictive and preventive maintenance using a variety of troubleshooting techniques including laser machine alignment, vibration analysis, thermal imaging, and other condition monitoring technologies. Workplace safety is practiced throughout all areas of instruction.

## Outcomes

- Practice industry recognized safety practices and guidelines, including the use of personal protective equipment in an industrial operating environment.
- Prepare and maintain documentation of work orders, repair work completed, and safety procedures implemented.
- Install, maintain, troubleshoot and repair industrial machinery and manufacturing equipment, using appropriate tools, materials, and methods.
- Troubleshoot and repair, mechanical drive systems, hydraulic systems, pneumatic systems, and pumping systems.
- Troubleshoot and repair industrial electrical equipment.
- Diagnose and repair process control systems.
- Develop an effective preventative maintenance program for manufacturing processes and industrial machinery.
- Interpret drawings, schematics, and specifications for industrial equipment.
- Use precision measuring equipment.
- Work as part of a maintenance team to troubleshoot, diagnose and repair industrial equipment and systems.
- Use standardized industrial terminology and methods to communicate effectively with co-workers, supervisors, subordinates, engineers, and vendors.

## Careers

- Industrial Mechanical Technician
- Machinery maintenance
- Machinery repair

## Curriculum

Credits Req:

Course:

Credits:

### 42.00 Technical Studies

1.00	1010312600	MS Excel Beginning	1.00
1.00	1010311500	MS Word Beginning	1.00
39.00	1044910000	Industrial Safety Fundamentals	2.00
	1046210300	Hydraulic Components and Schematics	1.00
	1046210500	Fixed Displacement Pumps	1.00
	1046210700	Hydraulic Pressure Valves	1.00
	1046210900	Analyze Basic Pneumatic Trainer	1.00
	1046211200	Analyze Pressure Regulator and Actuator	1.00
	1046211500	Basic Electrical Circuits	1.00
	1046211700	Inductance and Capacitance	1.00
	1046211900	Analyze Transformers	1.00
	1046212100	Mechanical Drive Systems	1.00
	1046212400	Belt and Chain Drives	1.00
	1046212700	Lubrication and Sealing Shafts	1.00
	1046212900	Common Bearings in Advanced Gear Drives	1.00
	1046213200	Pneumatic Valves and Air Logic	1.00
	1046213500	Filtration and Servicing Components	1.00
	1046213700	Hydraulic Valves in Actuator	1.00
	1046213900	Hydraulic Check Valve Applications	1.00
	1046214100	Accumulators Used in Hydraulics	1.00
	1046214300	Mechanical Print Reading and Schematics	1.00
	1046217000	Pump Safety Installation and Operation	1.00



	1046217200	Cavitation and Pseudo Cavitation	1.00
	1046217400	Pump Suction	1.00
	1046217600	Piping Components and Schematics	1.00
	1046217800	Piping Configurations Using a Drawing	1.00
	1046218000	Design and PLC Program	1.00
	1046218200	PLC Troubleshooting Processes	1.00
	1046218400	Evaluate Analog Inputs and Outputs	1.00
	1046218600	Tag System Used in Process Control	1.00
	1046218800	Loop Controller and Control Elements	1.00
	1046219200	Sensors to Measure Liquid Level	1.00
	1046219400	Validate Functions of PM	1.00
	1046219600	Create a PM Checklist and Schedule	1.00
	1046219800	Industrial Maintenance Capstone	3.00
	1062012300	Three Phase Electric Motor Control	1.00
	1062012500	Investigate Troubleshooting Methods	1.00
	1062012700	Troubleshooting Common Motor Circuits	1.00
1.00	1044214000	Intro to Welding Techniques	1.00
<b>18.00-20.00 General Studies</b>			
3.00	1080119500	Written Communication	3.00
3.00-4.00	1080413400	Mathematical Reasoning	3.00
3.00	1080916600	Intro to Ethics Theory and Application	3.00
3.00-4.00	1080613900	Survey of Physics	3.00
3.00	1080919900	Psychology of Human Relations	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00
60.00	<b>Total Degree Credits</b>		

**Graduation Requirements**

GPA: 2.000

# Infant Toddler

Technical Certificate 403079

This certificate is designed for early childhood teachers and directors working with infants and toddlers in early childhood programs or for those who want a deeper understanding of infant and toddler care and education. The certificate consists of four courses for a total of 12 credits. Individuals who complete this certificate are eligible to submit a portfolio of their competencies to The Registry; Wisconsin's Recognition System for the Child Care and Education Profession and apply for the Wisconsin Infant Toddler Professional Credential awarded by that agency. This certificate articulates with the Nicolet College Early Childhood Education Associate Degree.

Note: Students seeking to earn Infant Toddler Credential through the Wisconsin Registry need to take 10-307-181 ECE: Infant Toddler Capstone in lieu of 10-307-174 ECE: Practicum 1.

### Outcomes

- Apply infant and toddler development theory to practice
- Observe, record, and assess infant and toddler growth and development
- Implement infant and toddler age developmentally appropriate curriculum supporting routines as a learning experience
- Incorporate infant and toddler age developmentally appropriate guidance strategies, which support healthy identity and prevent discipline problems in advance
- Integrate infant and toddler age-appropriate health, safety, and nutrition practices according to local, state, and national standards
- Provide a respectful, diverse, and inclusive infant and toddler program
- Use interpersonal skills to develop respectful and trusting relationships with infants, toddlers, and adults
- Demonstrate professional and ethical standards
- Complete a practical experience evaluation related to infant and toddler care
- Complete a professional portfolio related to infant and toddler care

### Careers

- Infant Toddler Teacher
- Infant Toddler Teacher Assistant
- Early Head Start Teacher Assistant

### Curriculum

Credits Req:	Course:		Credits:
<b>15.00 Occupation Specific</b>			
3.00	1030715100	ECE Infant and Toddler Development	3.00
3.00	1030716700	ECE Health Safety and Nutrition	3.00
3.00	1030716900	Infant and Toddler Group Care	3.00
3.00	1030719500	ECE Family and Community Relationships	3.00
3.00	1030716000	ECE Field Experience 1	3.00
15.00	<b>Total Degree Credits</b>		

### Graduation Requirements

GPA: 2.000

Only students seeking the Infant Toddler Credential through the Wisconsin Registry should take 10-307-115 Infant Toddler Capstone in lieu of 10-307-174 ECE Introductory Practicum.

# IT Network Technician

Technical Diploma less than 1 year 301504

The IT Network Technician Technical Diploma is designed to give the student the skills necessary to support Local Area Networks. With this diploma the student will be able to manage, configure and troubleshoot common network infrastructure issues, to include network switching, IP routing, IP services, network device security, and acquire a solid foundation in IP addressing. This diploma will prepare the student for the Cisco Certified Entry Network Technician (CCENT) exam 100-101 ICND1.

## Outcomes

- Support basic computer networks
- Support client systems
- Utilize network operating systems
- Apply basic IT security principles

## Careers

- Information Technology Network

## Curriculum

Credits Req:

Course:

Credits:

### 12.00 Occupation Specific

3.00	1015114000	IT Security	3.00
3.00	1015011400	Cisco Networking 1	3.00
3.00	1015013000	Cisco Networking 2	3.00
3.00	1015014500	Cisco Networking 3	3.00

### 3.00 Occupation Support

3.00	1080119500	Written Communication	3.00
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15.00 Total Degree Credits

## Graduation Requirements

GPA: 2.000

# IT Security Certificate

Technical Certificate 401501

The IT Security Certificate provides students an understanding of Cybersecurity fundamentals, Cybersecurity operations and implementing network security. This certificate will allow a student to identify the threats, monitor and analyze those threats, and configure network solutions to eliminate and avoid network security threats. Topics discussed will be Threat analysis, Network Intrusion analysis, Incident response, security concepts, Secure access, Virtual Private Network access (VPN), secure routing and switching techniques, Firewall concepts and Intrusion prevention. The certificate prepares students for the CCNA Security and CCNA CyberOPS certifications.

## Outcomes

- Implement Cybersecurity Operations
- Implement a secure network infrastructure

## Careers

- Info Security Analyst
- Computer Network Support Specialist
- Computer Systems Analyst
- Information Assurance Analyst
- Security Systems Administrator
- Security Analyst
- Security Specialist

## Entrance Requirements

### Curriculum

Credits Req:

Course:

Credits:

#### 18.00 Occupation Specific

3.00	1015011400	Cisco Networking 1	3.00
3.00	1015114000	IT Security	3.00
3.00	1015013000	Cisco Networking 2	3.00
3.00	1015014500	Cisco Networking 3	3.00
3.00	1015113000	Cybersecurity Operations	3.00
3.00	1015113500	Implement Network Security	3.00

18.00 Total Degree Credits

### Graduation Requirements

GPA: 2.000

# IT User Support Technician

Technical Diploma less than 1 year 301546

This Technical Diploma is designed to give the student the skills necessary to support the computer users and their computers. Student will be able to manage, configure and troubleshoot common computer hardware and software issues, configure and troubleshoot network access, and develop customer service skills. This diploma will prepare the student for the CompTIA A+ certification exam.

## Outcomes

- Support and maintain computer and mobile hardware
- Support and maintain desktop computer operating systems
- Manage computer network connected devices
- Demonstrate customer service skills as an IT professional

## Careers

- Computer Support Specialist
- Technical Support Specialist
- Help-Desk Technician
- Network Administrator
- Systems Administrator

## Curriculum

Credits Req:

Course:

Credits:

### 12.00 Occupation Specific

3.00	1015011400	Cisco Networking 1	3.00
3.00	1015414000	A Plus Computer Essentials	3.00
3.00	1015015000	Windows Client	3.00
3.00	1015417000	Help Desk Fundamentals	3.00

### 3.00 Occupation Support

3.00	1080119600	Oral Interpersonal Communication	3.00
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15.00 Total Degree Credits

## Graduation Requirements

GPA: 2.000

# IT Virtualization

Technical Diploma less than 1 year 301571

This program provides students the skills necessary to support a virtualized data center. The student will gain the skills needed to manage, configure and troubleshoot common virtualization issues and install virtual servers, workstations and applications to support an IT data center in a corporate environment.

Virtual technologies are becoming critical to today's companies. Why? Computer virtualization allows multiple individual operating systems to be run and controlled on a single physical server. Machine virtualization allows companies to support the number of servers and/or workstations they require for business functionality while minimizing the amount of physical hardware required. The result is decreased hardware cost, decreased electrical requirements, decreased cooling requirements, and decreased physical space requirement

## Outcomes

- Understand data center virtualization concepts
- Understand the different virtualization technologies
- Manage a virtualized environment infrastructure
- Deploy virtual machines
- Manage virtual machines

## Careers

- Computer Support Specialist
- Technical Support Specialist
- Help-Desk Technician
- Network Administrator
- Systems Administrator

## Curriculum

Credits Req:

Course:

Credits:

### 9.00 Occupation Specific

3.00	1015011400	Cisco Networking 1	3.00
3.00	1015711000	VMware Data Center Virtualization	3.00
3.00	1015018000	Windows Server	3.00

9.00 Total Degree Credits

## Graduation Requirements

GPA: 2.000

# IT-Computer Support Specialist

Associates of Applied Science 101543

Learn the latest skills and technology to obtain jobs in business and industry where computer systems and networks are integral parts of an organization's infrastructure. Prepare to install, modify, and repair computer hardware and software, provide technical assistance and support for hardware and software systems, and analyze problems using automated diagnostic programs.

The Computer Support Specialist associate degree is a two-year program that prepares qualified individuals for help desk positions which provide technical support, assistance, advice, troubleshooting, training, and documentation to end computer users for hardware, software, and systems. The Computer Support Specialist has a working knowledge of computer hardware and software and their applications within wide area networks. The specialist is also familiar with the Internet, designing, developing, and publishing web sites; database design, development, and administration; basic computer network technologies; and low-level programming. The program also prepares the graduates to test for the A+ Certification, Cisco Certified Network Associate (CCNA), and other Information Technology Certifications. - See more at: [http://www.witechcolleges.org/explore\\_careers/Career\\_Program\\_Details.php?program=10-154-3#sthash.KhJCvwUt.dpuf](http://www.witechcolleges.org/explore_careers/Career_Program_Details.php?program=10-154-3#sthash.KhJCvwUt.dpuf)

## Outcomes

- Manage Information technology hardware
- Manage software
- Support computer networks
- Provide end user support
- Solve information technology problems
- Demonstrate customer service skills as an IT professional
- Demonstrate the ability to write interactive programs using a web interface

## Careers

- Computer Support Specialist
- Technical Support Specialist
- Help-Desk Technician
- Network Administrator
- Systems Administrator

## Curriculum

Credits Req:

Course:

Credits:

### 45.00 Technical Studies

1.00	1010210600	Business Programs Orientation	1.00
1.00	1015411000	IT Basic Skills	1.00
2.00	1015411500	Office Applications	2.00
1.00	1010712700	IT Careers	1.00
3.00	1015011400	Cisco Networking 1	3.00
3.00	1015417700	Web Programming Fundamentals	3.00
3.00	1015211500	Database Fundamentals	3.00
3.00	1015212000	Introduction to Programming	3.00
3.00	1015414000	A Plus Computer Essentials	3.00
3.00	1015416500	Project Management	3.00
3.00	1015013000	Cisco Networking 2	3.00
3.00	1015417000	Help Desk Fundamentals	3.00
3.00	1015711000	VMware Data Center Virtualization	3.00
3.00	1015015000	Windows Client	3.00
3.00	1015114000	IT Security	3.00
3.00	1015014500	Cisco Networking 3	3.00
3.00	1015018000	Windows Server	3.00
1.00	1089010300	Professional Career Management	1.00

### 18.00-20.00 General Studies

3.00	1080119500	Written Communication	3.00
3.00-4.00	1080413400	Mathematical Reasoning	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00
3.00	1080919900	Psychology of Human Relations	3.00
3.00	1080119700	Technical Reporting	3.00
3.00	1080919500	Economics	3.00

63.00 Total Degree Credits

Graduation Requirements

GPA: 2.000



## IT-Web Software Developer

Associates of Applied Science 101524

Prepares learners to design and develop desktop and web software using leading programming languages and related technologies. Learners are also exposed to hardware, networking and blockchain programming.

### Outcomes

- Plan web-based solutions
- Design web application
- Build front-end of web-based software applications
- Build back-end of web-based software applications
- Integrate database technologies
- Develop technical documentation for web applications
- Test web application

### Careers

- Web Programmer
- Web Analyst
- Web Developer
- Web Designer

### Curriculum

Credits Req:	Course:	Credits:
<b>46.00 Technical Studies</b>		
3.00	1015212000	Introduction to Programming 3.00
3.00	1015211500	Database Fundamentals 3.00
2.00	1015411500	Office Applications 2.00
1.00	1015411000	IT Basic Skills 1.00
1.00	1015212100	Blockchain Basics 1.00
3.00	1015011400	Cisco Networking 1 3.00
3.00	1015417700	Web Programming Fundamentals 3.00
3.00	1015214600	Programming 2 3.00
3.00	1015220000	Decentralized Finance 3.00
3.00	1015218300	Interactive Web Programming 3.00
6.00	1015221000	Smart Contracts 3.00
	1015223000	Smart Contracts 2 3.00
3.00	1015222000	Non Fungible Tokens 3.00
3.00	1015215500	e Portfolio Administration 3.00
3.00	1015216000	Programming 3 3.00
3.00	1015416500	Project Management 3.00
3.00	1080926000	Introduction To Philosophy 3.00
<b>15.00-16.00 General Studies</b>		
3.00	1080119500	Written Communication 3.00
3.00-4.00	1080413400	Mathematical Reasoning 3.00
3.00	1080919500	Economics 3.00
3.00	1080119600	Oral Interpersonal Communication 3.00
3.00	1080919900	Psychology of Human Relations 3.00
<b>61.00</b>	<b>Total Degree Credits</b>	

### Graduation Requirements

GPA: 2.000

# Kitchen Assistant

## Technical Certificate 403164

Prepare for entry-level jobs in food service as kitchen helpers, salad makers, bus persons, cafeteria servers, cook's helpers, prep cooks, and dishwashers.

### Outcomes

- Apply safety and sanitation codes to conditions and operations in food service kitchens.
- Prepare recipes and formulas to industry standards.
- Apply basic food theory to solve problems in food preparation.
- Demonstrate attributes of a culinary professional.

### Careers

- Entry-level Kitchen Positions

### Curriculum

Credits Req:

Course:

Credits:

#### 13.00-14.00 Occupation Specific

3.00	1031612500	Food Theory	3.00
3.00	1031612600	Food Production Principles	3.00
1.00-2.00	1031612200	Sanitation and Safety Basics	1.00
3.00	1031614000	Food Practicum I	3.00
3.00	1031614100	Food Practicum II	3.00

13.00 Total Degree Credits

### Graduation Requirements

GPA: 2.000

# Kitchen Management

Technical Certificate 403166

Build on the Culinary Career Essentials to learn the managerial functions required for positions as kitchen managers, deli managers, sous chef, or institutional food service managers.

## Outcomes

- Apply safety and sanitation codes to conditions and operations in food service kitchens.
- Prepare recipes and formulas to industry standards.
- Apply basic food theory to solve problems in food preparation.
- Produce creative menus for buffet, a` la carte, and catered events.
- Supervise food service operations using prescribed management theories and techniques.
- Integrate purchasing principles and food cost controls into menus.
- Demonstrate attributes of a culinary professional.

## Careers

- Entry-level Kitchen Management

## Curriculum

Credits Req:

Course:

Credits:

### 15.00-17.00 Occupation Specific

3.00	1031612500	Food Theory	3.00
3.00	1031612600	Food Production Principles	3.00
1.00-2.00	1031612200	Sanitation and Safety Basics	1.00
2.00	1031615500	Menu Planning	2.00
2.00	1031616000	Food Purchasing	2.00
2.00	1031617500	Food Service Cost Control	2.00
2.00-3.00	1031618100	Food Service Management	2.00

15.00 Total Degree Credits

## Graduation Requirements

GPA: 2.000

# Leadership Essentials

Technical Diploma less than 1 year 301966

This program helps the student enhance their leadership influence through coaching and motivating team members, establishing effective communication throughout the organization and managing through change. Ideal for future leaders, or current leaders who wish to have stronger impact.

## Outcomes

- Perform leadership functions to achieve organizational objectives
- Facilitate effective employee relations

## Careers

- Supervisor
- Manager
- Business Owner

## Curriculum

Credits Req:

Course:

Credits:

### 9.00 Occupation Specific

1.00	1010210600	Business Programs Orientation	1.00
1.00-3.00	1010210800	Operations Management Role and History	1.00
3.00	1010211300	Human Resources Roles and Laws	1.00
	1010211600	Human Resources Recruitment	1.00
	1010211800	Human Resources Employee Evaluation	1.00
3.00	1019616000	Leadership Qualities of Leaders	1.00
	1019616500	Leadership Emotional Intelligence	1.00
	1019617000	Leadership Organizational Culture	1.00
1.00-3.00	1019618000	Leadership Team Development	1.00

### 3.00 Occupation Support

3.00	1080119500	Written Communication	3.00
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12.00 Total Degree Credits

## Graduation Requirements

GPA: 2.000

# Liberal Arts - Associate of Arts

Associate of Arts 208001

The Associate of Arts degree provides a greater concentration on social sciences and humanities. It also provides a foundation if you intend to continue your education at a baccalaureate degree granting college or university by offering Liberal Arts courses equal to those found in the first two years of a four-year degree.

By completing this degree, you have the benefit of a degree-to-degree transfer, where universities grant junior status and automatically waive specific lower division requirements, such as general degree requirements, regardless of individual courses taken at Nicolet. If you do not intend to pursue a bachelor's degree, the Associate of Arts signify achievement of diverse skills and knowledge that are valued in today's work environments.

## Outcomes

- Employ effective verbal and nonverbal communication skills in diverse professional and social contexts
- Demonstrate quantitative reasoning skills at the appropriate undergraduate level
- Demonstrate critical thinking skills at the appropriate undergraduate level
- Demonstrate effective use of scientific method skills in a variety of contexts at the appropriate undergraduate level
- Demonstrate an understanding of the social, cultural, political, and historical dimensions of our world at the appropriate undergraduate level
- Demonstrate a heightened awareness of our physical, chemical, and biological environment at the appropriate undergraduate level
- Demonstrate an increased responsibility for self-directed learning and personal wellness

## Careers

- Business (management, marketing, human resources, accounting, finance, economics)
- Communication (English, journalism, mass media)
- Education (early childhood, elementary, secondary, physical, special)
- Fine Arts (art, music, theatre)
- History
- International Studies
- Literature
- Public Relations
- Social Sciences (psychology, sociology, social work, geography, political science)

## Curriculum

Credits Req:

Course:

Credits:

### 1.00 General Studies

Foundations of  
University

Learning	2089010100	Foundations of University Learning	1.00
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### 10.00 Electives

\*16 if world language satisfied through HS. Select any college transfer courses beyond the minimum requirements. One credit of health and PE beyond the Health/Wellness/PE credit may be selected.

60.00 Total Degree Credits

## Graduation Requirements

GPA: 2.000

\*16 credits if students satisfy the world language requirement with one year of high school (C or better). Existing occupationally specific courses from an approved Applied Associate Degree may be used to satisfy the elective credit requirement when those courses are part of an existing articulation agreement with at least one postsecondary institution and meet discipline or major specific requirements within the agreement at the receiving college.

# Liberal Arts - Associate of Science

Associate of Science 208002

The Associate of Science degree places greater emphasis on science and mathematics. It also provides a foundation if you intend to continue your education at a baccalaureate degree granting college or university by offering Liberal Arts courses equal to those found in the first two years of a four-year degree.

By completing this degree, you have the benefit of a degree-to-degree transfer, where universities grant junior status and automatically waive specific lower division requirements, such as general degree requirements, regardless of individual courses taken at Nicolet. If you do not intend to pursue a bachelor's degree, the Associate of Science signifies achievement of diverse skills and knowledge that are valued in today's work environments.

## Outcomes

- Employ effective verbal and nonverbal communication skills in diverse professional and social contexts
- Demonstrate quantitative reasoning skills at the appropriate undergraduate level
- Demonstrate critical thinking skills at the appropriate undergraduate level
- Demonstrate effective use of scientific method skills in a variety of contexts at the appropriate undergraduate level
- Demonstrate an understanding of the social, cultural, political, and historical dimensions of our world at the appropriate undergraduate level
- Demonstrate a heightened awareness of our physical, chemical, and biological environment at the appropriate undergraduate level
- Demonstrate an increased responsibility for self-directed learning and personal wellness

## Careers

- Architecture
- Business (management, marketing, human resources, accounting, finance, economics)
- Education (early childhood, elementary, secondary, physical, special)
- Engineering
- Health (dentistry, medicine, nursing, optometry, chiropractic, physical therapy, veterinary, pharmacy)
- Information Technologies
- Mathematics
- Sciences (biology, biochemistry, chemistry, physics, sport/ exercise science)
- Social Sciences (psychology, sociology, social work, geography, geology, political science)

## Curriculum

Credits Req:

Course:

Credits:

### 1.00 General Studies

Foundations of University

Learning	2089010100	Foundations of University Learning	1.00
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### 11.00 Electives

\*18 if world language satisfied through HS. Select any college transfer courses beyond the minimum requirements. One credit of health and physical education beyond the Health/Wellness/PE credit may be selected.

60.00 Total Degree Credits

## Graduation Requirements

GPA: 2.000

\*18 credits if students satisfy the world language requirement with one year of high school (C or better). Existing occupationally specific courses from an approved Applied Associate Degree may be used to satisfy the elective credit requirement when those courses are part of an existing articulation agreement with at least one postsecondary institution and meet discipline or major specific requirements within the agreement at the receiving college.

# Mechanical Maintenance

Technical Diploma less than 1 year 304622

Introduces students and builds basic skills to install, maintain, and operate hydraulic, pneumatic, mechanical, and electronic automated equipment used in manufacturing industries. Students will be introduced to diagnostics and repair of equipment components. Upon completion of the certificate, students will be eligible for entry level positions in manufacturing as production workers or maintenance technicians.

## Outcomes

- Practice industry recognized safety practices and guidelines, including the use of personal protective equipment in an industrial operating environment.
- Prepare and maintain documentation of work orders, repair work completed, and safety procedures implemented.
- Install, maintain, troubleshoot and repair industrial machinery and manufacturing equipment, using appropriate tools, materials, and methods.

## Careers

- Machinery Maintenance Worker
- Machinery Repair

## Curriculum

Credits Req:

Course:

Credits:

### 14.00 Occupation Specific

1.00	1046210300	Hydraulic Components and Schematics	1.00
1.00	1046210500	Fixed Displacement Pumps	1.00
1.00	1046210700	Hydraulic Pressure Valves	1.00
1.00	1046211500	Basic Electrical Circuits	1.00
1.00	1046211700	Inductance and Capacitance	1.00
1.00	1046211900	Analyze Transformers	1.00
1.00	3240431700	Automotive HVAC Systems	1.00
1.00	3240435800	HVAC Controls	1.00
1.00	3240435600	HVAC System Service	1.00
1.00	3240439600	Automotive Diesel Operation	1.00
3.00	3144210500	Welding Fundamentals	3.00
1.00	3146212000	Relay Logic used in Hydraulics	1.00

### 2.00-3.00 Occupation Support

2.00-3.00	3180130400	Applied Communications Writing	2.00
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16.00 Total Degree Credits

## Graduation Requirements

GPA: 2.000

# Medical Assistant

Technical Diploma 1 year 315091

Medical assistants work primarily in physician offices or ambulatory care clinics. The medical assistant is trained in all aspects of the medical office, including clinical, laboratory, and administrative procedures. Responsibilities might include obtaining a health history, preparing the patient for physical examination, assisting with the exam, assisting with minor surgery, performing routine CLIA-waived tests, disinfecting, and sterilizing instruments. Other responsibilities may include managing the office, arranging and confirming appointments, registering patients, maintaining treatment records, sending bills, receiving payments, filing insurance forms, handling the mail, and maintaining inventory.

## Outcomes

- Perform medical office administrative functions
- Provide patient care in accordance with regulations, policies, laws, and patient rights
- Perform medical laboratory procedures
- Demonstrate professionalism in a healthcare setting
- Demonstrate safety and emergency practices in a healthcare setting

## Careers

- Medical Office Assistant
- Laboratory Assistant
- Medical /Surgical Office Assis
- Phlebotomist
- Optometric Assistant
- Podiatric Assistant
- Pharmacy Assistant
- Chiropractic Assistant

## Entrance Requirements

- Submit completed background information disclosure
- Submit and pass Wisconsin Criminal background check including DHFS forms
- Completion of developmental courses if necessary based on entrance test scores

Upon Acceptance:

- Submit proof of Health Care Provider level CPR
- Submit proof of non-reactive TB Skin Test
- Submit proof of all required blood titers

## Curriculum

Credits Req:

Course:

Credits:

### 25.00-26.00 Occupation Specific

2.00	3150930100	Medical Asst Admin Procedures	2.00
4.00	3150930400	Medical Asst Clin Procedures 1	4.00
3.00	3150930600	Med Asst Clin Procedures 2	3.00
3.00-4.00	3150930200	Human Body in Health and Disease	3.00
2.00	3150930300	Medical Asst Lab Procedures 1	2.00
2.00	3150930500	Med Asst Lab Procedures 2	2.00
2.00	3150930900	Medical Law Ethics and Professionalism	2.00
2.00	3150930700	Medical Office Insurance and Finance	2.00
2.00	3150130800	Pharmacology for Allied Health	2.00
3.00	3150931000	Medical Assistant Practicum	3.00

### 7.00-8.00 Occupation Support

3.00	3150110100	Medical Terminology	3.00
2.00	3180130500	Applied Communication Listening Speaking	2.00
2.00-3.00	3180130400	Applied Communications Writing	2.00

32.00 Total Degree Credits

## Graduation Requirements

GPA: 2.000

- Students must be admitted into the core program, and have academic advisor approval to enroll in Medical Asst Admin Procedures, Medical Asst Lab Procedures 1, and Medical Asst Clin Procedures 1.



# Medication Assistant

Technical Diploma less than 1 year 305105

The Medication Assistant program consists of classroom and laboratory instruction and supervised practice in a nursing home. After completing this program, students will meet state requirements for the Medication Assistant Registry.

To be eligible to enroll in the Medication Assistant/Aide program, individuals must meet the following requirements:

1. Be at least 18 years of age.
2. Have a high school diploma or high school equivalency diploma.
3. Be current on the State of Wisconsin nurse aide directory.
4. Be current on the federal nurse aide directory.
5. Have at least 2000 hours experience in direct patient care within the last 3 years.
6. Have worked a minimum of 40 hours, within the last 90 days, with the residents to whom the student will be administering medications.
7. Be recommended in writing by the director of nursing and the administrator of the agency in which the student will be working during the clinical experience.
8. Be recommended in writing by two licensed charge nurses under whose licenses the aide will be administering medications.

## Outcomes

- Adhere to scope and practice of medication assistant
- Administer medications as allowed by DHS 129 regulations
- Adhere to the rights of medication administration and safety
- Protect client's rights and confidentiality

## Careers

- Medication Assistant
- Medication Aide
- Certified Nursing Assistant

## Entrance Requirements

1. At least 18 years of age.
2. High school diploma or high school equivalency diploma.
3. Current on the State of Wisconsin nurse aide directory.
4. Current on the federal nurse aide directory.
5. At least 2000 hours experience in direct patient care within the last 3 years.
6. Worked a minimum of 40 hours, within the last 90 days, with the residents to whom the student will be administering medications.
7. Recommended in writing by the director of nursing and the administrator of the agency in which the student will be working during the clinical experience.
8. Recommended in writing by two licensed charge nurses under whose licenses the aide will be administering medications.

## Curriculum

Credits Req:

Course:

Credits:

### 3.00 Occupation Specific

3.00	3051030500	Medication Assistant	3.00
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3.00	Total Degree Credits		
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## Graduation Requirements

GPA: 2.000

# Metal Fabrication

Technical Diploma 1 year 314572

The Metal Fabrication program will help students develop fabrication skills used in today's manufacturing industries. Students will learn shielded metal arc welding, gas metal arc welding, gas tungsten arc welding, and oxy-fuel cutting methods. Students will also develop blueprint reading skills, design and layout, metal forming and assembly, as well as inspection and quality control. They will gain hands-on experience with automated cutting processes and first-hand exposure assembling metal projects.

## Outcomes

- Learn the basics of cutting, forming and joining common manufacturing materials.
- Use a variety of manual and programmable equipment, techniques and processes.
- Develop your technical knowledge of blueprint reading, layout metal fabrication, welding and inspection.
- Get hands-on training to learn fundamental concepts of safety, measurement, layout, forming, joining, assembly, finishing and production.
- Perform industry standard welding processes.
- Produce fabricated assemblies and detailed drawings that conform to industry quality-control methods and standards.

## Careers

- Steel Fabricator
- Welder
- Structural Steel Fitter
- Metal Layout/Designer
- Robotic Welding Operator
- Automated Equipment Operator

## Curriculum

Credits Req:	Course:	Credits:
<b>28.00 Occupation Specific</b>		
1.00	3144210100	Drawings and Weld Symbols 1.00
26.00	1044210300	Print Reading 3.00
	1044215700	Thermal Cutting 2.00
	1044215800	Shielded Metal Arc Weld on Carbon Steel 2.00
	1044215900	Gas Metal Arc Welding on Carbon Steel 3.00
	1044216300	Weld Inspection and Testing 1.00
	1045714800	Metal Cutting 2.00
	1045715000	Metal Forming 2.00
	1045716000	Design and Layout 1.00
	1045717000	Intro to Assembly 2.00
	1045718000	Advanced Assembly 3.00
	1045719000	Fabrication Inspection 2.00
1045719200	Fabrication 3.00	
1.00	1044217200	Safety in Manufacturing 1.00
<b>2.00-3.00 Occupation Support</b>		
1.00-3.00	3180410200	Geometry Skills 1.00
1.00-3.00	3180410100	Math Skills 1.00
<b>30.00</b>	<b>Total Degree Credits</b>	

## Graduation Requirements

GPA: 2.000

## Nursing - Associate Degree

Associates of Applied Science 105431

Prepare to become an entry level nurse as part of a health care team. Graduates must demonstrate critical thinking, clinical judgment, and clinical competence. The educational framework consists of the nursing process and is used to care for individuals across the lifespan. Our philosophy incorporates faculty beliefs regarding nursing, health, person, community, nursing education, and nursing practice. Educational methodologies include lecture, small and large group discussions, computer-assisted instruction, and clinical experiences in a variety of settings.

\*All nursing courses (10-543) are sequential, requiring successful completion, of a grade of "C" or better, of all nursing courses (10-543) in one term to progress to the next term.

View program eligibility requirements-HESI A2 Exam information below

### Outcomes

- Integrate professional nursing identity reflecting integrity, responsibility, and nursing standards
- Communicate comprehensive information using multiple sources in nursing practice
- Integrate theoretical knowledge to support decision making
- Integrate the nursing process into patient care across diverse populations
- Function as a healthcare team member to provide safe and effective care

### Careers

- Registered Nurse

### Entrance Requirements

- Completion of admission requirements as a pre-nursing student
- Completion of developmental courses if necessary based on entrance test scores
- Successful completion of the nursing assistant course or verification of completion of the nursing assistant course
- Successful completion of two semesters of high school chemistry (C or higher) or one semester of college chemistry (C or higher)
- Completion of General Anatomy & Physiology with a grade of "C" or better
- Completion of online Associate Degree Nursing (ADN) Introductory Module
- Petition to take the HESI A2 exam

\*All nursing courses are sequential, requiring successful completion, grade of C or better, of all nursing courses (10-543) in one term to progress to the next term.

### Curriculum

Credits Req:

Course:

Credits:

#### 38.00 Technical Studies

38.00	1054310100	Nursing Fundamentals	2.00
	1054310200	Nursing Skills	3.00
	1054310300	Nursing Pharmacology	2.00
	1054310400	Nsg Intro Clinical Practice	2.00
	1054310500	Nursing Health Alterations	3.00
	1054310600	Nursing Health Promotion	3.00
	1054310700	Nsg Clinical Care Across Lifespan	2.00
	1054310800	Nsg Intro Clinical Care Mgt	2.00
	1054310900	Nsg Complex Health Alterat 1	3.00
	1054311000	Nsg Mental Health Community Con	2.00
	1054311100	Nsg Intermediate Clinical Practice	3.00
	1054311200	Nursing Advanced Skills	1.00
	1054311300	Nsg Complex Health Alterations 2	3.00
	1054311400	Nsg Management Professional Concepts	2.00
	1054311500	Nsg Advanced Clinical Practice	3.00
	1054311600	Nursing Clinical Transition	2.00

#### 27.00 General Studies

12.00	1080617700	General Anatomy and Physiology	4.00
	1080617900	Advanced Anatomy and Physiology	4.00
	1080619700	Microbiology	4.00
3.00	1080119500	Written Communication	3.00
3.00	1080919800	Intro to Psychology	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00
3.00	1080917200	Introduction to Diversity Studies	3.00
3.00	1080918800	Developmental Psychology	3.00

65.00 Total Degree Credits

#### Graduation Requirements

GPA: 2.000

Other course substitutions are available for Intro to Diversity Studies.

# Nursing Assistant

Technical Diploma less than 1 year 305431

The nursing assistant is a vital member of the health care team. The nursing assistant carries out assigned duties under the direction of the professional nurse. Responsibilities include bathing, dressing, toileting, assisting with feeding, taking vital signs, ambulating, lifting and moving clients, and performing other selected nursing procedures. The instructional program for the Nursing Assistant diploma consists of lecture with laboratory practice and supervised clinical experience in local health care facilities. This program is approved by the Wisconsin Department of Health as a nurse aide training program. The diploma is granted for successful completion of 118 hours of instruction.

## Outcomes

- Communicate effectively with clients, family, and co-workers.
- Protect rights of clients
- Complete educational requirements for the WI NA competency evaluation
- Demonstrate ethical and legal responsibilities
- Assist clients with rehabilitation and restorative care
- Provide safe care for clients with acute and chronic health conditions
- Provide holistic, safe care to a diverse populations
- Work cooperatively in a team environment
- Demonstrate reporting and documentation

## Careers

- Nursing Assistant

## Curriculum

Credits Req:

Course:

Credits:

### 2.00-3.00 Occupation Specific

2.00-3.00	3054330000	Nursing Assistant	3.00
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2.00	Total Degree Credits
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## Graduation Requirements

GPA: 2.000

## Office Assistant

Technical Diploma 1 year 311061

The Office Assistant program prepares students to perform a variety of administrative tasks in today's rapidly changing workplace. Students learn basic office procedures and essential software skills including word processing, spreadsheets, databases, and desktop publishing. Students will learn to integrate compute, human relations and communication skills working individually and in a team environment. Office assistants help with routine tasks necessary to keep office functioning.

### Outcomes

- Perform accurate workplace communications
- Use technology skills for business tasks
- Perform routine office procedures
- Demonstrate professionalism and effective workplace relationships.

### Careers

- Office Assistant
- Receptionist
- File Clerk
- Typist
- General Office Clerk

### Curriculum

Credits Req:

Course:

Credits:

<b>21.00-24.00 Occupation Specific</b>			
1.00	1010210600	Business Programs Orientation	1.00
2.00-3.00	1010211300	Human Resources Roles and Laws	1.00
	1010211600	Human Resources Recruitment	1.00
1.00	1010212100	Customer Service	1.00
1.00	1010311500	MS Word Beginning	1.00
1.00	1010312500	MS Outlook	1.00
1.00	1010312600	MS Excel Beginning	1.00
1.00	1010314100	MS Powerpoint Beginning	1.00
2.00	1010611400	Records Management	2.00
1.00	1010613300	Business Office Technologies	1.00
1.00-3.00	1019617000	Leadership Organizational Culture	1.00
1.00	1015110500	Digital Literacy with Cyber Security	1.00
1.00	1010311700	MS Word Intermediate	1.00
1.00	1010312700	MS Excel Intermediate	1.00
3.00	1010611600	Document Processing	3.00
2.00-3.00	1010617100	Administrative Procedures Basics	2.00
1.00	1010110200	Introduction to Accounting	1.00
<b>9.00-10.00 Occupation Support</b>			
3.00	1080119500	Written Communication	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00
3.00-4.00	1080413400	Mathematical Reasoning	3.00
<b>30.00</b>	<b>Total Degree Credits</b>		

### Graduation Requirements

GPA: 2.000

# Office Management

Associates of Applied Science 101069

We are all familiar with the one person in the office that handles everything from hiring to leading to paying bills. That person is the Office Manager! You can gain the skills you need to be the Office Manager here!

The Office Management associate degree program at Nicolet College provides the tools you need to oversee the smooth operation of a business office. You will learn how to:

- Hire and supervise office workers
- Perform office accounting duties
- Interface with vendors
- Leverage office systems and technology to gain efficiencies
- Manage administrative projects from start to finish

## Outcomes

- Communicate professionally and effectively with customers
- Manage staff, projects and business processes
- Perform financial tasks
- Leverage technology to manage products and processes
- Organize operations and procedures

## Careers

- Office Manager
- Administrative Manager
- Records and Information Manager
- Event Planner

## Curriculum

Credits Req:

Course:

Credits:

### 39.00-46.00 Technical Studies

1.00	1010210600	Business Programs Orientation	1.00
2.00-3.00	1010211300	Human Resources Roles and Laws	1.00
	1010211600	Human Resources Recruitment	1.00
1.00	1010212100	Customer Service	1.00
1.00	1010311500	MS Word Beginning	1.00
1.00	1010312500	MS Outlook	1.00
1.00	1010312600	MS Excel Beginning	1.00
1.00	1010314100	MS Powerpoint Beginning	1.00
2.00	1010611400	Records Management	2.00
1.00-2.00	1010613300	Business Office Technologies	1.00
1.00-3.00	1019617000	Leadership Organizational Culture	1.00
1.00	1015110500	Digital Literacy with Cyber Security	1.00
1.00	1010311700	MS Word Intermediate	1.00
1.00	1010312700	MS Excel Intermediate	1.00
3.00	1010611600	Document Processing	3.00
1.00	1010110200	Introduction to Accounting	1.00
1.00	1010315500	QuickBooks Basics	1.00
1.00	1010316900	MS Publisher Beginning	1.00
3.00	1010612600	Editing Business Applications	3.00
2.00-3.00	1019617500	Leadership Change Management	1.00
	1019618000	Leadership Team Development	1.00
1.00-3.00	1010210900	Operations Mgmt Business Operation	1.00

1.00-3.00	1010222000	Strategic Mgmt Vision and Innovation	1.00
1.00-3.00	1010224500	Business Finance Personal Finance	1.00
2.00	1010219200	Business Internship	2.00
1.00	1089010300	Professional Career Management	1.00
3.00	1010614000	Meeting Planning	1.00
	1010614200	Event Planning	1.00
	1010614400	Travel Planning	1.00
2.00-3.00	1010617100	Administrative Procedures Basics	2.00
2.00	1010617200	Administrative Procedures Advanced	2.00
<b>18.00 General Studies</b>			
3.00	1080119500	Written Communication	3.00
3.00-4.00	1080413400	Mathematical Reasoning	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00
3.00	1080919500	Economics	3.00
3.00	1080919900	Psychology of Human Relations	3.00
3.00	1080119700	Technical Reporting	3.00
<b>3.00 Electives</b>			

60.00 Total Degree Credits

Graduation Requirements

GPA: 2.000



# Phlebotomy Certificate

Technical Certificate 405132

The Phlebotomy local certificate teaches infection control, blood-collecting techniques including venipuncture and skin punctures to provide samples necessary for lab analysis. Students will also learn techniques and procedures needed to assist with various lab procedures, including some specimen processing and CLIA-waived testing in Hematology, Immunology and Chemistry. Students participate in Phlebotomy Practicum at local healthcare facilities the last 2 weeks of the program.

## Outcomes

- Perform specimen collection
- Adhere to infection control and safe practices
- Process and transport specimens
- Comply with legal regulations
- Model professional behaviors

## Careers

- Phlebotomist in Clinical Laboratory
- Phlebotomist in Hospital Laboratory
- Specimen Processor
- Laboratory Assistant

## Curriculum

Credits Req:

Course:

Credits:

### 4.00 Occupation Specific

4.00	3051331000	Phlebotomy 1	3.00
	3051332500	Phlebotomy Practicum	1.00

4.00	Total Degree Credits		
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## Graduation Requirements

GPA: 2.000

## Plumbing Apprenticeship Training 504275

Learn to install and repair pipes for water, gas, sewage, and drainage systems, and to install and repair sanitary facilities. You'll test your installations to ensure compliance with plumbing code. Work can be indoors or outdoors on existing or new construction projects. Plumbers may work on a ladder/scaffold, in trenches and in various weather conditions. Work requires both stamina and physical strength, working in cramped or uncomfortable positions, and standing for long periods.

Apprentices who complete this apprenticeship have the opportunity to transfer course credits towards the Technical Studies - Journey Worker degree.

### Outcomes

- Apply state plumbing code requirements to: the installation and repair of venting systems, water supply systems, storm drain systems, and POWTS systems.
- Refer to the Wisconsin Administrative Plumbing codes.
- Prepare for journey level licensure examination.

### Careers

- Journeyman Plumber

### Entrance Requirements

#### ADMISSION PROCESS

- Complete Nicolet College application.
- Submit official copies of high school transcript or GED/HSED, and college transcripts to the Admissions Office.
- Send copy of official apprenticeship contract from the Department of Workforce Development, Bureau of Apprenticeship and Standards to the Admissions Office.
- Complete Admissions testing.

### Curriculum

Credits Req:	Course:	Credits:
<b>16.00 Occupation Specific</b>		
16.00	5042775100 Sanitary Drains 1	2.00
	5042775200 Vents and Venting Systems	2.00
	5042775300 Water Distribution 1	2.00
	5042775400 Water Distribution 2	2.00
	5042775500 Sanitary Drains 2	2.00
	5042775600 Private Onsite Wastewater Treatment Sys	2.00
	5042775700 Green Plumbing Applications	2.00
	5042775800 Plumbing Advanced Topics TSA	2.00
<b>16.00</b>	<b>Total Degree Credits</b>	

### Graduation Requirements

GPA: 2.000

# Practical Nursing

Technical Diploma 1 year 315431

The Practical Nursing program enables students to acquire the knowledge, understanding, skills and attitudes necessary to become qualified, competent practical nurses. The practical nurse, under the general or direct supervision of a registered nurse, physician, podiatrist, dentist or optometrist, is prepared to assume responsibility for nursing in those situations relatively free of complexity and to assist in more complex nursing care situations. The program includes lectures, demonstrations and supervised practice at a variety of sites including hospitals, nursing homes, home health and family practice or community care settings.

## Outcomes

- Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to caring, advocacy, and quality care while adhering to evidence-based practice.
- Demonstrate appropriate written, verbal, and nonverbal communication in a variety of clinical contexts
- Integrate knowledge of social, mathematical, and physical sciences, pharmacology, and disease processes while participating in clinical decision making
- Provide patient centered care under supervision by participating in the nursing process across diverse populations and healthcare settings.
- Provide patient centered care under supervision by participating in the nursing process across diverse populations and healthcare settings
- Minimize risk of harm to patients, members of the healthcare team, and self through safe individual performance and participation in system effectiveness.
- Collaborate as an active member of the multidisciplinary health care team to provide effective patient care throughout the lifespan.
- Use information and technology to communicate, manage data, mitigate error, and assist with decision-making

## Careers

- Licensed Practical Nurse (LPN)
- Practical Nurse (PN)

## Entrance Requirements

- Completion of admission requirements as a pre-nursing student
  - Completion of developmental courses if necessary based on entrance test scores
  - Successful completion of two semesters of high school chemistry (C or higher) or one semester of college chemistry (C or higher)
  - Successful completion of the nursing assistant course or verification of completion of the nursing assistant course
  - Completion of General Anatomy & Physiology with a grade of "C" or better
  - Completion of online Associate Degree Nursing (ADN) Introductory Module
  - Petition to take the HESI A2 exam
- \*All nursing courses are sequential, requiring successful completion, grade of C or better, of all nursing courses (10-543) in one term to progress to the next term.

## Curriculum

Credits Req:	Course:		Credits:
<b>19.00 Occupation Specific</b>			
19.00	1054310100	Nursing Fundamentals	2.00
	1054310200	Nursing Skills	3.00
	1054310300	Nursing Pharmacology	2.00
	1054310400	Nsg Intro Clinical Practice	2.00
	1054310500	Nursing Health Alterations	3.00
	1054310600	Nursing Health Promotion	3.00
	1054310700	Nsg Clinical Care Across Lifespan	2.00
	1054310800	Nsg Intro Clinical Care Mgt	2.00
<b>17.00 Occupation Support</b>			
8.00	1080617700	General Anatomy and Physiology	4.00
	1080617900	Advanced Anatomy and Physiology	4.00

3.00	1080119500	Written Communication	3.00
3.00	1080918800	Developmental Psychology	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00
36.00	Total Degree Credits		

Graduation Requirements

GPA: 2.000

# Professional Communication

Technical Certificate 408012

The Professional Communication certificate develops the communication skills desired by employers, including writing, speaking, nonverbal communication, and listening. Through successful completion of four communication courses, students will be able to produce a variety of accurate and effective written reports and oral presentations. Students will also practice communications skills to lead and participate in effective groups.

## Outcomes

- Apply the writing process in the production of print materials
- Analyze and confirm accuracy of written documents
- Develop speaking, nonverbal communication, and listening skills
- Develop skills to prepare technical reports, proposals, and grants
- Develop small group communication skills

## Careers

- The Professional Communication certificate is a value-added feature for any career path

## Curriculum

Credits Req:

Course:

Credits:

### 12.00 Occupation Specific

3.00	2080123400	Grant Writing and Community Funding	3.00
3.00	1080119500	Written Communication	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00
3.00	1080119700	Technical Reporting	3.00

12.00 Total Degree Credits

## Graduation Requirements

GPA: 2.000

# Professional Development

Technical Certificate 408902

By completing the Certificate of Professional Development participants gain valuable skills in Communication, Job Seeking, Leadership, and Professionalism.

## Outcomes

- Develop skills that make you stand out
- Develop communication skills
- Learn how to be a leader
- Learn how to be a professional
- Learn how to successfully apply/obtain a job

## Entrance Requirements

- Completion of Certificate of Professional Development registration form

## Curriculum

Credits Req:

Course:

Credits:

### 0.15 Occupation Specific

0.05	4710240508	Comm and Personality Styles in Workplace	0.60
	4710240533	Women in the Workforce	0.60
	4710240604	Motivation and Team Building	0.60
	4789041303	Listen Effectively Communicate Clearly	0.50
0.05	4710240507	Conflict Management	0.60
	4710240530	Diversity Embracing Change	0.60
	4710240610	Dealing with Negativity	0.60
	4719644103	Principles and Qualities of Leadership	0.40
	4789041402	Demonstrate Positive Attitude	0.50
0.05	4710240503	Manage Time and Overcome Procrastination	0.60
	4789041401	Demonstrate Integrity	0.50
	4789042600	Exhibiting a Professional Image	0.25

### 0.15 Total Degree Credits

## Graduation Requirements

GPA: 2.000

Communication: complete one of the following activities:

- Conduct an informational interview
- Tour a prospective college campus
- Tour a prospective place of employment
- Speak at a campus or workplace event

Job Seeking: attend one of the following workshops:

- Developing a Career Portfolio
- Developing a Resume and Cover Letter
- Tips on Job Interviewing and Presentation Skills
- Accessing Job Leads and Job Openings to Find the Perfect Job

Job Seeking: complete one of the following activities:

- Participate in mock interviews
- Complete a job shadow in a career field of interest
- Attend a college fair, job Fair, or professional fair in your field

Leadership: complete one of the following activities:

- Attend a leadership retreat or professional conference
- Attend a state/ regional/ national conference with a club
- Complete 3 hours of community service

Professionalism: complete one of the following activities:

- Attend Dining with Professionals
- Attend a transfer fair or job fair
- Complete 3 hours of community service

- Career portfolio presentation

Activities listed are not exhaustive. The Certificate of Professional Development Committee will determine if a submitted activity meets the requirement.

Please note that activities should be in addition to current course requirements.

## Radiography Shared LTC

Associates of Applied Science 105261

The Radiography Technologist program prepares students for employment in hospitals and clinics. Diagnosing certain medical conditions or injuries often requires physicians to go beyond a routine physical examination; they need to see inside the body, so an x-ray of the affected area is ordered. Radiographers work with patients to acquire the necessary diagnostic images. If you're detail-oriented, caring, interested in anatomy and physiology, able to work under pressure, and inclined to work with technology and people, a career as a radiographer may be a satisfying choice for you.

### Outcomes

- Carryout the production and evaluation of radiographic images
- Practice radiation safety principles
- Provide quality patient care
- Model professional and ethical behavior consistent with the A.R.R.T. Code of Ethics
- Apply critical thinking and problem-solving skills in the practice of diagnostic radiography

### Careers

- Hospital Radiology and Imaging Department
- Clinic Radiology and Imaging Department
- Diagnostic Imaging Centers

### Entrance Requirements

- Submit application to Lakeshore Technical College
- Submit official High School or GED/HSED transcripts
- Submit official college transcripts, if applicable
- Submit acceptable background check and fee payment to LTC
- Successful completion of Nursing Assistant within the past 5 years (or have been working as a Certified Nursing Assistant)
- Successful completion of 4 credit Chemistry requirement (college level with lab component)
- Successful completion of Medical Terminology class
- Complete 4 hour clinical observation and an LTC Informational Session
- Submit Health/TB/Tetanus Form
- Submit Functional Abilities Statement of Understanding Form

### Curriculum

Credits Req:	Course:		Credits:
<b>16.00 General Studies</b>			
4.00	1080617700	General Anatomy and Physiology	4.00
3.00	1080119600	Oral Interpersonal Communication	3.00
3.00	1080919800	Intro to Psychology	3.00
3.00	1080119500	Written Communication	3.00
3.00	1080919600	Intro to Sociology	3.00
<b>16.00</b>	<b>Total Degree Credits</b>		

### Graduation Requirements

GPA: 2.000

Nicolet College offers the Radiography program in cooperation with Lakeshore Technical College. Admission procedures, deadlines, and program availability are subject to change. Lakeshore Radiography admissions requirements must be met. The following courses are taken at Lakeshore:

Semester 1

10-526-158 Introduction to Radiography (3 cr) Prerequisite: 10-501-101

10-526-149 Radiographic Procedures 1 (5 cr) Prerequisite: 10-806-177

10-526-159 Radiographic Imaging (3 cr)

10-526-168 Radiography Clinical 1 (2 cr) Prerequisite: 30-543-300 or active on WI Nurse Aid Directory; 10-806-177. Co-requisites: 10-526-149, 10-526-158, 10-526-159

Semester 2

10-526-192 Radiographic Clinical 2 (3 cr) Prerequisite: Co-requisite: 10-526-168

Semester 3

10-526-230 Advanced Radiographic Imaging (2 cr) Prerequisite: 10-526-159

10-526-191 Radiographic Procedures 2 (5 cr) Prerequisite: 10-526-149  
 10-526-193 Radiographic Clinical 3 (3 cr) Prerequisite: 10-526-192

Semester 4

10-526-231 Imaging Modalities (2 cr) Prerequisite: 10-526-191  
 10-526-199 Radiographic Clinical 4 (3 cr) Prerequisite: 10-526-193  
 10-526-194 Imaging Equipment Operation (3 cr) Prerequisite: Co-requisite: 10-526-199  
 10-526-189 Radiographic Pathology (1 cr)

Semester 5

10-526-190 Radiographic Clinical 5 (2 cr) Prerequisite: 10-526-199

Semester 6

10-526-197 Radiation Protection and Biology (3 cr) Prerequisite: 10-526-194  
 10-526-198 Radiography Clinical 6 (2 cr) Prerequisite: 10-526-190  
 10-526-174 ARRT Certification Seminar (2 cr) Prerequisite: 10-526-190  
 10-526-195 Radiographic Image Analysis (2 cr) Prerequisite: 10-526-194

Total Program Credits: 62 (including General Anatomy and Physiology 4 credits)

Note: A grade of "C" or better is required in any course to progress in courses which require that course as a prerequisite.

## Receptionist

Technical Diploma less than 1 year 301063

The receptionist diploma prepares a student for an entry-level office position such as receptionist or office clerk. The program allows for flexibility and for the student to continue to the Office Assistant diploma and the Office Management Associate's degree.

### Outcomes

- Perform entry-level administrative procedures
- Create internal and external relationships

### Careers

- Receptionist
- Office Clerk
- Customer Service Representativ

### Entrance Requirements

- Keyboarding: Demonstrate proper keyboarding techniques with speed and accuracy of at least 25 wpm with 2 or fewer errors.
- Computer Literacy: Demonstrate basic computer operating techniques.

### Curriculum

Credits Req:	Course:		Credits:
<b>12.00-17.00 Occupation Specific</b>			
1.00	1010210600	Business Programs Orientation	1.00
1.00-3.00	1010211300	Human Resources Roles and Laws	1.00
1.00	1010212100	Customer Service	1.00
1.00	1010311500	MS Word Beginning	1.00
1.00	1010312500	MS Outlook	1.00
1.00	1010312600	MS Excel Beginning	1.00
1.00	1010314100	MS Powerpoint Beginning	1.00
2.00	1010611400	Records Management	2.00
1.00-2.00	1010613300	Business Office Technologies	1.00
1.00-3.00	1019617000	Leadership Organizational Culture	1.00
1.00	1015110500	Digital Literacy with Cyber Security	1.00
<b>3.00 Occupation Support</b>			
3.00	1080119500	Written Communication	3.00



15.00 Total Degree Credits

Graduation Requirements

GPA: 2.000

### Shielded Metal Arc Welding

Technical Certificate 404424

This certificate is offered for individuals interested in pursuing the skills necessary to be a successful welder in the Shielded Metal Arc Welding process. Students will learn how to interpret prints and weld symbols prior to engaging in the weld process using various metal types including carbon steel, stainless steel, and aluminum. They will also perform the thermal cutting processes during this educational experience.

#### Outcomes

- Print interpretation and weld symbols
- Weld inspection and testing
- Shielded metal arc welding on carbon steel
- Shielded metal arc welding AWS testing on carbon steel
- Thermal cutting

#### Careers

- Production Welder
- Maintenance Welder
- Welding Sales and Service
- Self-Employment

#### Entrance Requirements

Approved Safety Course or Training

#### Curriculum

Credits Req:

Course:

Credits:

#### 6.00 Occupation Specific

6.00	1044210100	Drawings and Weld Symbols	1.00
	1044215700	Thermal Cutting	2.00
	1044215800	Shielded Metal Arc Weld on Carbon Steel	2.00
	1044216300	Weld Inspection and Testing	1.00

6.00 Total Degree Credits

Graduation Requirements

GPA: 2.000

# Substance Use Disorder Counseling

Associates of Applied Science 105501

The program is designed for individuals interested in working with addiction issues. Through mostly online, minimal classroom/laboratory, and field experience, you will develop skills in counseling, diagnosis of addiction issues, treatment planning, group facilitation, and crisis management. Students will also learn how to respect client's rights, understand the complexity of addiction illnesses, and adhere to ethical guidelines. The degree will prepare you for entry-level work in facilities such as clinics, hospitals, community residential facilities, and various community and social services agencies. Students/Graduates are eligible for licensure in Wisconsin as Substance Abuse Counselors-in-training.

## Outcomes

- Evaluate client for SUD treatment
- Develop individualized treatment plans
- Facilitate client referral
- Counsel clients
- Provide education relevant to substance use and recovery
- Produce professional SUDC documentation
- Manage client cases
- Display professional conduct in the clinical setting
- Develop professional relationships with client(s)
- Apply personal wellness strategies for the helping professions

## Careers

- SUDC Counselor
- SUDC Counselor Aid
- Residential SUDC Counselor
- Treatment Counselor
- Resident Manager

## Entrance Requirements

--Submit an acceptable Wisconsin Criminal/Caregiver Background check

## Curriculum

Credits Req:

Course:

Credits:

### 45.00 Technical Studies

3.00	1080918800	Developmental Psychology	3.00
3.00	1055012200	AODA Across the Lifespan	3.00
3.00	1055020800	SUDC Assessment Diagnosis and Treatment	3.00
3.00	1055021000	Boundaries Ethics for Helping Profession	3.00
3.00	1055021100	Clinical Experience 1	3.00
3.00	1055021200	Clinical Experience 2	3.00
3.00	1055020500	Counseling Theory	3.00
3.00	1055020900	Family Systems	3.00
3.00	1055020200	Foundations of Case Management	3.00
3.00	1055020400	Group Facilitation	3.00
3.00	1055020600	Introduction to Interview and Counsel	3.00
3.00	1055020000	Intro to Substance Use Disorder Profess	3.00
3.00	1055020300	Overview of Mental Health Disorders	3.00
3.00	1055020700	Psychopharmacology	3.00
3.00	1055020100	Understanding Substance Use	3.00

### 19.00 General Studies

4.00	1080619800	Human Biology	4.00
3.00	1080919800	Intro to Psychology	3.00
3.00	1080119500	Written Communication	3.00

3.00	1080915900	Abnormal Psychology	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00
3.00	1080917200	Introduction to Diversity Studies	3.00
<b>3.00 Electives</b>			

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67.00 Total Degree Credits

Graduation Requirements  
GPA: 2.000

# Technical Studies Journey Worker

Associates of Applied Science 104995

The Technical Studies - Journey Worker program is designed for journey workers from various trades who are interested in continuing their education and earning an Associate of Applied Science degree customized to their individual career goals and interests. Thirty-nine credits are granted toward the degree, based upon possession of a Certificate of Apprenticeship issued by the Wisconsin Department of Workforce Development Bureau of Apprenticeship Standards (DWD-BAS). The apprenticeship program must be at least three years long and include at least 400 hours of prescribed paid-related technical instruction to fulfill the 39-credit minimum.

## Careers

- Lineman
- Journeyman Lineman

## Entrance Requirements

- Possess a Certificate of Apprenticeship (completion) issued by the Wisconsin Department of Workforce Development-Bureau of Apprenticeship Standards.
- Complete all required WTCS apprentice paid related technical instruction with a minimum course grade of C. There are no time limits on credit recognition.

## Curriculum

Credits Req:

Course:

Credits:

### 6.00 Electives

### 6.00 Total Degree Credits

## Graduation Requirements

GPA: 2.000

60 Total Credits are required

Students will be awarded 39 technical credits for their apprenticeship training. Students must complete a minimum of 21 additional credits to meet the WTCS Associate of Applied Science 60 credit minimum degree requirement. These must include 15 credits of general education distributed across the following categories and 6 elective technical studies or additional general education credits.

Communications - 6 credits

Social Science - 3 credits

Behavioral Science - 3 credits

Math and/ or Science - 3 credits

Additional Elective or General Education

OR Associate Degree Level Technical Studies - 6 credits

Students must complete at least 25% of credits through the technical college awarding the AAS degree. A Nicolet College apprenticeship program with at least 400-hours of paid-related instruction (PRI) meets this threshold.

A minimum GPA of 2.0 is required to graduate.

# Tribal Business Management

Technical Certificate 401025

## Curriculum

Credits Req:

Course:

Credits:

### 7.00 Occupation Specific

1.00	1010210600	Business Programs Orientation	1.00
	1010210600	Business Programs Orientation	1.00
6.00	1010214000	Fundamentals of Tribal Management	3.00
	1010214000	Fundamentals of Tribal Management	3.00
	1010214200	Tribal Supervisory Management	3.00
	1010214200	Tribal Supervisory Management	3.00

### 3.00 Electives

10.00 Total Degree Credits

## Graduation Requirements

GPA: 2.000

### Suggested Electives:

- 1010214500 Business Finance and Budgeting - 3 cr
- 1010211300 Human Resources Roles and Laws - 1 cr
- 1010211600 Human Resources Recruitment - 1 cr
- 1010211800 Human Resources Employee Evaluation - 1 cr
- 1014516301 Tribal Entrepreneurship - 3 cr
- 2080123400 Report Proposal and Grant Writing - 3 cr

## Welding

Technical Diploma 1 year 314421

Learn welding at your own pace, through hands-on learning, and with your instructor and success coach to guide you. The Welding program is designed to give students entry-level skills required in fabrication, construction, maintenance and other metal working industries. You'll also experience robotic welding, computerized cutting, safe overhead crane operation, and will learn blueprint reading, layout and fabrication techniques, and math and communication skills.

Requirements for welder certification will be explained, and simulated certification tests will be offered. Upon successfully completing the program, you'll have the skills needed to take a welding certification test or job-entry performance test.

### Outcomes

- Demonstrate industry-recognized safety practices
- Interpret welding drawings
- Produce Gas Metal Arc Welds (GMAW)
- Produce shielded metal arc welds (SMAW)
- Produce flux core welds
- Produce gas tungsten arc welds (GTAW)
- Perform cutting operations

### Careers

- Production Welder
- Maintenance Welder
- Job Shop Layout Welder
- Welding Sales and Service
- Self-employment

### Curriculum

Credits Req:	Course:	Credits:
<b>26.00 Occupation Specific</b>		
1.00	3144210100 Drawings and Weld Symbols	1.00
1.00	3144215600 Welding Metallurgy	1.00
23.00	1044210300 Print Reading	3.00
	1044212000 Gas Tungsten Arc Welding on Carbon Steel	2.00
	1044212300 Gas Tungsten Arc Welding on Stainless	1.00
	1044212600 Gas Tungsten Arc Welding on Aluminum	1.00
	1044213000 Introduction to Machine Operations	2.00
	1044215000 Gas Metal Arc Welding on Stainless Steel	1.00
	1044215300 Gas Metal Arc Welding on Aluminum	1.00
	1044215700 Thermal Cutting	2.00
	1044215800 Shielded Metal Arc Weld on Carbon Steel	2.00
	1044215900 Gas Metal Arc Welding on Carbon Steel	3.00
	1044216300 Weld Inspection and Testing	1.00
	1044216700 Intro to Fabrication	1.00
	1044216900 Flux Core Arc Welding on Carbon Steel	3.00
1.00	1044217200 Safety in Manufacturing	1.00
<b>4.00-5.00 Occupation Support</b>		
1.00-2.00	3189010700 Ethics for the Workplace	1.00
1.00-3.00	3180410200 Geometry Skills	1.00
1.00-3.00	3180410100 Math Skills	1.00
1.00-2.00	3189010400 Professional Skills for Success	1.00
<b>30.00</b>	<b>Total Degree Credits</b>	

### Graduation Requirements

GPA: 2.000

## Welding/Maintenance & Fabrication

Technical Diploma less than 1 year 304422

This industry recognized credential provides the skills necessary to entry-level employment in the field. All competencies apply to the welding technical diploma degree.

### Outcomes

- Demonstrate industry-recognized safety practices
- Produce Gas Metal Arc Welds (GMAW)
- Produce shielded metal arc welds (SMAW)
- Perform cutting operations

### Careers

- Welder
- Cutter
- Solderer
- Brazer

### Curriculum

Credits Req:

Course:

Credits:

#### 13.00 Occupation Specific

1.00	3144210100	Drawings and Weld Symbols	1.00
11.00	1044210300	Print Reading	3.00
	1044215700	Thermal Cutting	2.00
	1044215800	Shielded Metal Arc Weld on Carbon Steel	2.00
	1044215900	Gas Metal Arc Welding on Carbon Steel	3.00
	1044216300	Weld Inspection and Testing	1.00
1.00	1044217200	Safety in Manufacturing	1.00

#### 2.00-3.00 Occupation Support

1.00-3.00	3180410200	Geometry Skills	1.00
1.00-3.00	3180410100	Math Skills	1.00

15.00 Total Degree Credits

### Graduation Requirements

GPA: 2.000

## Continuing Education & Professional Development

The College offers high-quality professional development and continuing education opportunities for working adults to help them acquire or update job skills, maintain licensure and certification, gain valuable interpersonal and leadership skills, and explore new career endeavors. Classes are conveniently scheduled and affordably priced and cover a wide range of business and technical topics, including:

- Accounting and Finance
- Computers and Technology
- Customer Service
- Digital Media Marketing
- Early Childhood Education
- Leadership Development
- ServSafe® Food Manager
- Small Business Essentials

Find out about upcoming classes by visiting [www.nicoletcollege.edu/profdev](http://www.nicoletcollege.edu/profdev) or contacting 715-365-4694 or [CE@nicoletcollege.edu](mailto:CE@nicoletcollege.edu).

## Corporate Training Solutions

Nicolet offers a wide range of customized training and consulting services tailored to meet the workforce development needs of business and industry. Over the years, Nicolet has worked with hundreds of organizations throughout northern Wisconsin and has helped thousands of employees enhance their job knowledge and skills. Training is delivered when and where it's needed - days, evenings, or weekends - to accommodate the schedules of both employers and employees. An array of business and technical topics is available in areas including:

- Communication and Team Skills
- Computer Applications
- Customer Service
- Diversity, Equity, and Inclusion
- Leadership Development
- Manufacturing and Industrial Technology
- Problem Solving and Decision Making
- Programs for Small Business

To learn more about our specialized offerings or to schedule a complimentary training needs assessment for your business call 715-365-4424 or email [tfox@nicoletcollege.edu](mailto:tfox@nicoletcollege.edu).

## Resources for Starting a Business

If you have an entrepreneurial spirit, Nicolet offers training and resources for those who have been thinking about starting a business but don't know where to begin. Free workshops and networking events are offered regularly to help individuals determine their entrepreneurial readiness and find out what's needed to turn their dreams into reality. Classes and one-on-one help are available through The GRID, a regional network of economic development partners and resource providers. Call 715-365-4425 or visit us at [TheGRIDwi.org](http://TheGRIDwi.org) to learn more.

## Lifelong Learning



Enriching communities is a vital component of our mission, so we strive to provide you with services and learning opportunities to broaden horizons, enhance understanding, and expand interests. Through theatre, art, and personal enrichment classes, experience a new world and make learning into a life-long passion.

- Outdoor Adventure
- Theatre and Performing Arts
- Art Gallery
- Personal Enrichment Classes
- Learning in Retirement

A schedule of community education courses and activities is distributed throughout the Nicolet District and is available on the College's website at [www.nicoletcollege.edu/community](http://www.nicoletcollege.edu/community)

## Outdoor Adventure Series

Nicolet College's Outdoor Adventure program is designed to combine academic and outdoor recreational skills in a unique Northwoods atmosphere. These courses help students learn the basics or broaden their expertise, in canoeing, kayaking, fly fishing, biking, birding, flora and fauna, writing, and hiking.

Information is available on the website at [www.nicoletcollege.edu/outdoor-adventure](http://www.nicoletcollege.edu/outdoor-adventure)

## Instructor-Led Online Classes

In partnership with ed2go®, Nicolet offers non-credit instructor-facilitated online courses that are informative, fun, convenient, and highly interactive. Any of these courses can be completed entirely from your home or office and at any time of the day or night. Most courses begin on a monthly basis and run for six weeks. Check out the complete list of courses at [ed2go.com/nicolet](http://ed2go.com/nicolet).

## EMS, Fire, Law Enforcement, OSHA and Traffic Safety Programs

### Emergency Medical Services

The Emergency Medical Services program offers initial training and continuing education for emergency personnel, industry, and the general public. Selections include the following:

- Advanced EMT
- Advanced EMT Refresher
- American Heart Association:
  - Basic Life Support (BLS) Healthcare Provider and Heartsaver CPR courses
  - First Aid and Pediatric First Aid courses
- Heartsaver AED training
- Emergency Medical Responder
- Emergency Medical Responder Refresher
- Emergency Medical Technician Basic
- Emergency Medical Technician Refresher
- Fire and Emergency Services Instructor
- EMS Skills Updates
- Paramedic Refresher

Find out about upcoming classes by visiting <https://www.nicoletcollege.edu/business-industry/public-safety> or contacting 715-365-4600 or [publicsafety@nicoletcollege.edu](mailto:publicsafety@nicoletcollege.edu).

### Fire Service

The Fire Service Technology training program at Nicolet is a multifaceted program designed to meet the initial training and continuing education needs of area fire departments, fire brigades, hazardous materials response teams, and industry. Technical assistance to help agencies reduce the cost of Workers Compensation costs, the risk of citations and fines, and exposure to liability is also available.

Selections include the following:

- Entry-level Firefighter, Parts A and B
- Certified Firefighter, 1 and 2
- Entry-level Driver/Operator Pumper, Parts 1 and 2
- Certified Fire Apparatus Driver/Operator Pumper
- Entry-level Driver/Operator Aerial
- Certified Fire Inspector
- Fire and Emergency Services Instructor 1
- Fire and Emergency Services Instructor 2
- Certified Fire Officer 1
- Certified Fire Officer 2
- Emergency Vehicle Operations (EVOC)
- Confined Space Entry and Rescue
- Specialized Fire Department Courses
- National Fire Academy Field Courses
- Incident Command Systems
- (NIMS I-100, I-200, I-300, and IS-700)
- Hazardous Materials Operations and Technician

Find out about upcoming classes by visiting <https://www.nicoletcollege.edu/business-industry/public-safety> or contacting 715-365-4600 or [publicsafety@nicoletcollege.edu](mailto:publicsafety@nicoletcollege.edu).

## Law Enforcement

The Nicolet College Criminal Justice and Law Enforcement programs offer courses that allow Criminal Justice Professionals from Northern Wisconsin and beyond to stay current in the skills necessary to serve their communities. Our goal is to offer affordable training locally to save departments money while allowing students to receive training close to their homes and families. Due to our location, training at Nicolet College also appeals to students from around the state of Wisconsin and neighboring states.

- AR15 Armorer
- ARIDE
- Breath Examiner Specialist
- Civil Process
- Colt Armorer
- Computer Crimes
- CPR/AED and First Aid
- Defense and Arrest Tactics (DAAT)
- Electronic Control Devices TASER
- Emergency Vehicle Operations Course (EVOC)
- Fire Extinguisher
- First Line Supervisor Training
- Glock Armorer
- Instructor Development Courses
- Jail Officer Recruit Training Academy (200 Hour)
- Law Enforcement Basic Training Academy (720 Hour)

- Leadership Training
- Legal Update
- Principles of Subject Control (POSC)
- Self-Contained Breathing Apparatus (SCBA) and Fit Testing
- Use of Force

Additional customized training is available based on agency's needs. If you do not see the training you are looking for, please feel free to contact Tim Gerdmann at 715-365-4535 or [tgerdmann@nicoletcollege.edu](mailto:tgerdmann@nicoletcollege.edu) to bring your desired training to Nicolet College.

## Traffic Safety

Nicolet offers a variety of courses to increase traffic safety awareness, comply with state laws, and help meet the needs of the district.

- Basic Motorcycle Rider Course
- Basic Rider Course 2 License Waiver
- Defensive Driving
- Defensive Driving Refresher
- Group Dynamics
- Multiple Offender Program
- Traffic Safety/Point Reduction

Find out about upcoming motorcycle classes by visiting <https://www.nicoletcollege.edu/community/motorcycle-certification> or contacting 715-365-4600 or [publicsafety@nicoletcollege.edu](mailto:publicsafety@nicoletcollege.edu). For upcoming traffic classes, visit <https://www.nicoletcollege.edu/business-industry/public-safety> or contact 715-365-4600 or [pub-licsafety@nicoletcollege.edu](mailto:pub-licsafety@nicoletcollege.edu).

## Industrial Safety, MSHA and OSHA

Nicolet offers an extensive list of classes that meet Mine Safety and Health Administration (MSHA) and Occupational, Safety and Health Administration (OSHA) regulations. Nicolet also offers complimentary safety audits and hazard analysis for area businesses and industries. Nicolet Area Technical College professional trainers have many years of experience in developing and conducting customized safety and health training programs. Most companies use generic training programs that meet the applicable regulatory training requirements. Nicolet College's approach, however, is to customize the training material to address the specific concerns of your particular facility or group. Customized training materials provide students with your familiar environments in which to apply the material presented in the course.

## Confined Space for Industry

- Attendant, Entrant, and Supervisor
- Confined Space Rescue
- Confined Space and Rescue Annual Refreshers

## General OSHA Compliance Safety Training

- Accident Prevention
- Bloodborne Pathogens
- Electrical Safety
- Lockout / Tagout
- NFPA 70 E Awareness
- Fall Protection
- Fire Extinguisher
- Forklift / Powered Industrial Truck
- Hazard Awareness

- Machinery and Machine Guarding
- Material Handling
- Occupational Health and Environmental Control
- Personal Protection Equipment (PPE)
- Respiratory Protection / Fit Testing
- Site Specific Training
- Walking and Working Surfaces

### **Hazardous Materials for Industry (Awareness to Technician)**

- 24-Hour (HAZWOPER) Technician
- 40-Hour (HAZWOPER) Technician
- Global Harmonization System (GHS) formerly Hazcom HAZWOPER Annual Refreshers
- HAZWOPER Annual Refresher
- Incident Command

### **Mine Safety and Health Administration (MSHA)**

- MSHA Part 46 New Miner Course
- MSHA Part 46 Refresher Course

### **OSHA 10- and 30- hour General Industry/Construction**



The National Safety Education Center (NSEC) is one of 26 OSHA Training Institute Education Centers (OTIECs) in the nation. These education centers are a national network of non-profit organizations authorized by OSHA to deliver occupational safety and health training to public and private sector workers, supervisors and employers. Nicolet Area Technical College is not an OTI Education Center, but serves as a host training organization for National Safety Education Center.

For more information on EMS, Fire, OSHA, and Traffic Safety programs, contact the Public Safety Team at 715-365-4600 or [publicsafety@nicoletcollege.edu](mailto:publicsafety@nicoletcollege.edu).

### **Other Services**

- Hazard and Job Safety Analysis (JSA)
- Incident Command
- Safety Audits
- Safety Program Review

Find out about upcoming classes by visiting <https://www.nicoletcollege.edu/business-industry/public-safety> or contacting 715-365-4600 or [publicsafety@nicoletcollege.edu](mailto:publicsafety@nicoletcollege.edu).

**Accounting (101)**
**10-101-101-00 Office Accounting**

Students learn to apply debit/credit theory in preparing basic journal entries. Also includes financial statement ratios, bank reconciliations, payroll, and various month end procedures. Both manual and computerized applications are emphasized. Lab, Lecture. Credits: 2.

**10-101-102-00 Introduction to Accounting**

Students learn to apply debit/credit theory in preparing basic journal entries. Also includes financial statement ratios, bank reconciliations, and payroll. Lecture. Credits: 1.

**10-101-110-00 Payroll Accounting Foundations**

Students will prepare and report payroll records. Lecture. Credits: 2.

**10-101-111-00 Payroll Accounting Project**

Students will prepare payroll tax during a quarter for a business. Lab. Credits: 1. Prerequisite: 1010111000 Payroll Accounting Foundations (C or better) (concurrent enrollment allowed).

**10-101-112-00 Payroll Accounting**

Teaches accounting procedures dealing with payroll, laws, and government requirements, including completion and filing of periodic reports. Lab, Lecture. Credits: 3. Prerequisite: 1010115100 Accounting Principles Accounting Cycle (C or better) (concurrent enrollment allowed).

**10-101-113-00 Income Tax Preparation 1**

Studies current state and federal tax laws. Students learn to calculate and present gross income, deductions, exemptions, taxable income, tax liability, and tax credits on appropriate tax forms. Lecture. Credits: 4.

**10-101-114-00 Income Tax Preparation 2**

Continuation of Income Tax Preparation I. Students learn more advanced tax concepts of individuals as well as businesses. Lecture. Credits: 3. Prerequisite: 1010111300 Income Tax Preparation 1 (C or better).

**10-101-115-00 Tax 1 Individual Income Taxation**

Students will learn about individual income taxation. Lecture. Credits: 2.

**10-101-116-00 Tax 1 Tax Deductions and Credits**

Students will learn about tax deductions and credits. Lecture. Credits: 1. Prerequisite: 1010111500 Tax 1 Individual Income Taxation (C or better) (concurrent enrollment allowed).

**10-101-117-00 Tax 1 Preparing Individual Tax Returns**

Students will learn about preparing individual tax returns. Lecture. Credits: 1. Prerequisite: 1010111600 Tax 1 Tax Deductions and Credits (C or better) (concurrent enrollment allowed).

**10-101-122-00 Tax 2 Research Planning and Property Transaction Taxation**

Students will determine the impact of various tax issues on tax liability including depreciation, property transactions, AMT, and at-risk and passive transactions. Students will also perform tax research and planning. Lecture. Credits: 2. Prerequisite: 1010111700 Tax 1 Preparing Individual Tax Returns (C or better).

**10-101-123-00 Tax 2 Business Gift Estate and Trust Taxation**

Students will study tax laws and prepare business, gift, estate and trust tax returns. Lecture. Credits: 1. Prerequisite: 1010112200 Tax 2 Research Plan and Property Trans (C or better) (concurrent enrollment allowed).

**10-101-135-00 QuickBooks Applications**

Perform advanced level accounting functions in QuickBooks: complex daily transactions, payroll, month end, reports and budgets. Lab, Lecture. Credits: 1. Prerequisite: 1010315500 QuickBooks Basics (C or better).

**10-101-140-00 Survey of Accounting**

Students learn to apply debit/credit theory in preparing basic journal entries. Includes financial statement ratios, bank reconciliations, payroll, and various month-end procedures. Advanced topics such as report design, audit functions, and analysis are also covered. Both manual and computerized applications are emphasized. Lab, Lecture. Credits: 3.

**10-101-151-00 Accounting Principles: Accounting Cycle**

Develop an understanding of the fundamental principles of accounting and all steps of the accounting cycle. Lecture. Credits: 2.

**10-101-152-00 Accounting Principles 2**

Extends students' understanding of accounting principles, including applications to inventory, accounts receivable, cash, and fixed assets. Lecture. Credits: 3. Prerequisite: 1010115100 Accounting Principles Accounting Cycle (C or better).

**10-101-153-00 Accounting Principles: Partnership Accounting**

Students will prepare various accounting records for partnerships. Lecture. Credits: 1. Prerequisite: 1010121000 Acct Princ Receivables Cash and Assets (C or better).

**10-101-154-00 Accounting Principles 3**

Extends and applies accounting concepts and principles to corporations and the analysis of financial statements. Partnership accounting is also introduced. Lecture. Credits: 4. Prerequisite: 1010115200 Accounting Principles 2 (C or better).

**10-101-156-00 Accounting Principles: Equity Financing Accounting**

Students will learn the principles of equity financing accounting. Lecture. Credits: 1. Prerequisite: 1010121000 Acct Princ Receivables Cash and Assets (C or better).

**10-101-157-00 Accounting Principles: Debt Financing Accounting**

Students will learn the principles of debt financing accounting. Lecture. Credits: 1. Prerequisite: 1010121000 Acct Princ Receivables Cash and Assets (C or better).

**10-101-158-00 Cost Accounting**

Develops basic skills in accounting for materials, labor, and factory overhead in the manufacturing concern. Additional topics include cost-volume-profit, capital budgeting, and relevant costs for decision making. Lecture. Credits: 3. Prerequisite: 1010115200 Accounting Principles 2 (C or better).

**10-101-159-00 Accounting Principles: Financial Statement Analysis**

Students will learn the principles of financial statement analysis. Lecture. Credits: 1. Prerequisite: 1010121000 Acct Princ Receivables Cash and Assets (C or better).

**10-101-162-00 Intermediate Accounting 1**

Presents advanced accounting principles and applications including financial statements, earnings per share, and accounting for investments. Lecture. Credits: 3. Prerequisite: 1010115400 Accounting Principles 3 (C or better).

#### 10-101-165-00 Computerized Accounting

Covers many of the features of QuickBooks. Topics will include reports, basic journal entries, recording cash receipts/disbursements, sales, deposits, purchase orders/inventory, basic payroll, and bank reconciliations. Students will also perform some financial analysis. Lab, Lecture. Credits: 2.

#### 10-101-166-00 Intermediate Accounting 2

Prepares the learner to account for revenue, leases, deferred income taxes, changes in estimates or principles, retirement plans, accounting for derivatives, and apply the FASB conceptual framework. Lecture. Credits: 2. Prerequisite: 1010122500 Inter Acct Earnings Balances Investment (C or better).

#### 10-101-170-00 Accounting Information Systems

Prepares the learner to examine a business information system, design output reports for effective financial reporting and decision making, design input documents to gather data, document and information system of a business, and design a plan for internal control of a business. Lecture. Credits: 3. Prerequisites: 1010111200 Payroll Accounting (C or better) and 1010115400 Accounting Principles 3 (C or better) and 1010113500 QuickBooks Applications (C or better) and 1010311500 MS Word Beginning (C or better).

#### 10-101-178-00 Cost Accounting: Job Order and Process Costing

Students will account for all production costs using job order and process costing. Lecture. Credits: 1. Prerequisite: 1010121000 Acct Princ Receivables Cash and Assets (C or better) or 1010115200 Accounting Principles 2 (C or better).

#### 10-101-179-00 Cost Accounting: Standard Cost Accounting

Students will perform budgeting, standard costing and variance analysis and communicate results. Lecture. Credits: 1. Prerequisite: 1010117800 Cost Acctg Job Order and Process Costing (C or better) (concurrent enrollment allowed).

#### 10-101-181-00 Cost Accounting: Cost Analysis

Students will analyze cost accounting information for decision making including cost, volume, profit analysis. Lecture. Credits: 1. Prerequisite: 1010117900 Cost Accounting Standard Cost Accounting (C or better) (concurrent enrollment allowed).

#### 10-101-185-00 Accounting Spreadsheet Application

Prepares the learner to use formatting for financial reports, use financial/accounting functions in spreadsheets, create charts for financial analysis, use Excel database functions to query financial information, utilize spreadsheet financial analysis tools, and maintain data integrity by using internal control features. Lab, Lecture. Credits: 2. Prerequisites: 1010115200 Accounting Principles 2 (C or better) and 1010111200 Payroll Accounting (C or better) and 1010311500 MS Word Beginning (C or better).

#### 10-101-186-00 Accounting Spreadsheet Basics

This course will cover how to use financial/accounting functions in spreadsheets to solve case studies. Lab, Lecture. Credits: 1.

#### 10-101-189-00 Accounting Spreadsheet Applications

This course will cover how to create spreadsheets and charts for financial analysis and budgeting to solve case studies. Lab, Lecture. Credits: 1. Prerequisite: 1010118600 Accounting Spreadsheet Basics (C or better) (concurrent enrollment allowed).

#### 10-101-205-00 Accounting Principles: Inventory Valuation

This course will provide in depth knowledge of various inventory valuation methods. Lecture. Credits: 1. Prerequisite: 1010115100 Accounting Principles Accounting Cycle (C or better).

#### 10-101-210-00 Accounting Principles: Receivables, Cash and Assets

This course will provide in-depth knowledge of various methods of Account Receivable valuation; Cash valuation, and Internal controls; various fixed asset depreciation methods and intangible asset depletion method principle. Lecture. Credits: 2. Prerequisite: 1010115100 Accounting Principles Accounting Cycle (C or better).

#### 10-101-220-00 Intermediate Accounting: Cash Flow

This course covers how to report and analyze business cash flow. Lecture. Credits: 1. Prerequisite: 1010115900 Acctg Princ Financial Statement Analysis (C or better).

#### 10-101-225-00 Intermediate Accounting: Earnings, Balance Sheets and Investments

Students will apply the FASB conceptual framework and report and analyze business financial position on a balance sheet. Report and analyze business earnings in all aspects of the income statement and account for investments. Lecture. Credits: 2. Prerequisite: 1010115900 Acctg Princ Financial Statement Analysis (C or better).

### Architectural Technology (480,614)

#### 10-614-100-00 Architectural Principles

Establishes a background in graphic communication and the field of architecture. Creation, interpretation, and effective use of construction documents and specifications will be examined. Basic architectural sketches and drawings will be prepared. Lab, Lecture. Credits: 4. Corequisite: 1061410500 Intro to AutoCAD.

#### 10-614-104-00 Intro to AutoDesk Inventor

This course is designed to educate the student in basic part and assembly modeling techniques. Students will learn 3D parametric modeling techniques and concepts using AutoDesk Inventor. Students will explore topics such as, the Autodesk Inventor interface, sketching tools, part modeling tools, assembly modeling tools, the Design Assistant, creation of drawing views, working drawings and creating bills of materials. Lab, Lecture. Credits: 3.

#### 10-614-105-00 Intro to AutoCAD

Focuses on the design, development, and construction documentation features of AutoCAD Architecture: the basic tool that the majority of students will need in their work. AutoCAD Architecture focuses on conceptual design in the sense of massing studies and space planning, as well as several advanced features for greater control over the program. Lab, Lecture. Credits: 3. Corequisite: 1061410000 Architectural Principles.

#### 10-614-111-00 Architecture Revit Advanced

Expands the implementation of additional features found in the parametric design software Autodesk Revit. Advanced modeling and documentation tools will be explored. More complex building information models will be generated, edited, and documented. Lab, Lecture. Credits: 2. Prerequisite: 1061411000 Intro to 3D Architecture (C or better).

#### 10-614-112-00 Building Materials

Learn to consider material properties, processes of manufacture, installation procedures, and performance. Construction methods, building systems, and products will be evaluated. Materials will be analyzed and classified based on the Construction Specifications Institute Master Format. Lecture. Credits: 2.

10-614-115-00 Construction Blueprint Reading  
Students interpret blueprints for trade information, draw sketches to convey ideas, and utilize drawing software to prepare blueprints prior to building. Students appreciate the importance of accuracy and completeness as well as material selection. Students develop a set of residential building plans. Lab, Lecture. Credits: 3.

10-614-120-00 Architecture Residential  
Residential house styles, building codes, and design components related to the site and structure. Conceptual designs of single family residences will be planned collaboratively. Construction drawings will be produced using Autodesk Revit and AutoCAD design software. Lab, Lecture. Credits: 4. Prerequisites: 1061410500 Intro to AutoCAD (C or better) and 1061410000 Architectural Principles (C or better).

10-614-121-00 Structural Residential  
Highlights load distribution and coordination of structural components within residential buildings. Foundation systems, framing design, and applicable codes will be examined. Various methods will be utilized to select members for use in structural drawings. Lab, Lecture. Credits: 2. Prerequisite: 1061410500 Intro to AutoCAD (C or better).

10-614-136-00 Construction Estimating  
Techniques for standard construction estimating procedures from takeoff to bid, covering the areas of excavation, concrete, wood, masonry, carpentry, alteration work, mechanical work, electrical work, and general conditions. Topics introduced include preparation of typical estimated cost recording documents and techniques as well as preparation and presentation of formal bidding document. Lecture. Credits: 2. Prerequisite: 1061411500 Construction Blueprint Reading (C or better).

10-614-190-00 Architectural Capstone  
Offers architectural students the opportunity to incorporate content from the first three semesters while focusing on personal interests within the field of architecture. Students will begin projects as preliminary building program proposals, further refine them through the design phase, and then develop them into construction documents. Lab, Lecture. Credits: 4. Prerequisite: 1061411000 Intro to 3D Architecture (C or better).

## Art (815)

20-815-201-00 Art Appreciation  
Explores the purpose of art as it relates to history, our society, and the issues of visual perception. Lecture. Credits: 3.

20-815-205-00 Drawing  
Provides a foundation in a variety of drawing techniques and concepts through the use of figure, still life, landscape, and compositional exercises. Lab. Credits: 3.

20-815-209-00 Design  
Explores the organizational and perceptual qualities of design as they relate to a two-dimensional surface. Stresses design as a foundation and as visual problem solving. Lab. Credits: 3.

20-815-210-00 Life Drawing  
Studies the principles, methods, and image variations of life drawing. Explores the figure both traditionally and as a contemporary form. Variations of the figure will be addressed, from expression to graphic design. Lab. Credits: 3.

20-815-211-00 Three Dimensional Design

A foundation studio course exploring fundamental visual elements, issues, and principles of three-dimensional design for further study. Students will demonstrate an understanding of three dimensional design components: space, linear space, planes, and scale. Through creative application students will effectively use texture and material, conceptual variation, value, and light in compositions. Lab. Credits: 3.

20-815-213-00 Painting  
Explores the principles, methods, and image variations of painting. Lab. Credits: 3.

20-815-215-00 Watercolor  
Studies the principles, methods, and image variations of watercolor painting. Explores traditional and contemporary ideas, images, and techniques in watercolor. Lab. Credits: 3.

20-815-221-00 Ceramics  
Explores variations in ceramic techniques and concepts through the use of thrown and hand-built forms. Lab. Credits: 3.

20-815-226-00 Survey of Western Art History I  
History of art in ancient and medieval cultures, emphasizing historical, cultural, religious, economic, and political factors that influence the architecture, painting, and sculpture of Egypt, the ancient near East, Greece, Rome, Byzantium, and medieval western Europe. Lecture. Credits: 3.

20-815-227-00 Survey of Western Art History II  
History of art from the 13th century to the present, emphasizing cultural, religious, economic and political factors that influence the architecture, painting, and sculpture of Europe and the United States. Lecture. Credits: 3.

20-815-230-00 Native American Art  
A survey of Native American visual arts from historical to contemporary. Includes historical, cultural, and aesthetic overviews, a survey of traditional arts produced by tribes in each major geographic region, and a survey of contemporary Native American fine art. Lecture. Credits: 3.

20-815-240-00 Basic Photography  
Explores basic digital photography. Develop skills to use a digital camera in manual mode, understand variables of exposure, composition, transferring, storing, and printing of digital images. Lab. Credits: 3.

20-815-265-00 Intermediate Ceramics  
Investigates advanced technique, conceptual development, and contemporary issues of art. Lab. Credits: 3. Prerequisite: 2081522100 Ceramics (C or better).

## Automotive Technology (404,602)

10-602-102-00 Electrical and Electronic Systems 1  
Focuses on developing the skills needed to diagnose, service, and repair electrical and electronic systems. Learners apply Ohm's Law to basic electrical circuit diagnosis. Clinical, Lecture. Credits: 2. Prerequisite: 1060210700 Auto Service Fundamentals (C or better).

10-602-107-00 Auto Service Fundamentals  
Focuses on developing skills in professionalism, safety, and the use of basic hand and power tools in accordance with industry standards. Students are introduced to the automotive service industry and learn to use both comprehensive and manufacturer service information to perform basic under-hood and under-car

services. Lab, Lecture. Credits: 2.

#### 10-602-109-00 Auto Transmission Transaxle

Focuses on developing the skills needed to diagnose, service, and repair automatic transmission/transaxles including overhaul procedures. Lab, Lecture. Credits: 4. Prerequisite: 1060212700 Electrical and Electronic Systems 2 (C or better).

#### 10-602-123-00 Engine Repair 2

Focuses on developing the skills needed to diagnose, service, and repair internal combustion engines. Emphasis is placed on out-of-vehicle engine repair, including overhaul procedures. Lab, Lecture. Credits: 3. Prerequisite: 1060210300 Engine Repair 1 (C or better).

#### 10-602-124-00 Steering and Suspension Systems

Focuses on developing the skills needed to diagnose, service, and repair steering and suspension systems, including wheel alignment procedures. Lab, Lecture. Credits: 3. Prerequisite: 1060210700 Auto Service Fundamentals (C or better).

#### 10-602-125-00 Electrical and Electronic Systems 1

Focuses on developing the skills needed to diagnose, service, and repair electrical and electronic systems. Learners apply Ohm's Law to basic electrical circuit diagnosis. Lab, Lecture. Credits: 2. Prerequisite: 1060210700 Auto Service Fundamentals (C or better) (concurrent enrollment allowed).

#### 10-602-127-00 Electrical and Electronic Systems 2

Focuses on developing the skills needed to diagnose, service, and repair electrical and electronic systems, including batteries, starting, charging, and lighting systems, and computer control systems. Lab, Lecture. Credits: 3. Prerequisite: 1060212500 Electrical and Electronic Systems 1 (C or better).

#### 10-602-128-00 Electrical and Electronic Systems 3

Focuses on developing the skills needed to diagnose, service, and repair electrical and electronic systems, including driver information, horn, wiper/washer, power accessories, cruise control, air bag, anti-theft, and radio systems. Lab. Credits: 3. Prerequisite: 1060212700 Electrical and Electronic Systems 2 (C or better).

#### 10-602-149-00 Manual Drive Train and Axles

Focuses on developing the skills needed to diagnose, service, and repair clutches, manual transmissions/transaxle, differentials, four wheel drive/all-wheel drive, and drive axles. Lab, Lecture. Credits: 4. Prerequisite: 1060212700 Electrical and Electronic Systems 2 (C or better).

#### 10-602-195-00 Advanced Chassis Systems

Focuses on developing the skills needed to diagnose, service, and repair antilock brakes, vehicle stability enhancement, and electronic steering and suspension systems. Lab, Lecture. Credits: 2. Prerequisites: 1060210400 Brake Systems (C or better) and 1060212700 Electrical and Electronic Systems 2 (C or better) and 1060212400 Steering and Suspension Systems (C or better).

#### 10-602-196-00 Climate Control Systems

Focuses on developing the skills needed to diagnose, service, and repair climate control systems, including heating, cooling, and air distribution. Upon successful completion of the Mobile Refrigerant Handling unit (EPA Section 609 of the Clean Air Act of 1990), a certificate from the Mobile Air Conditioning Society will be issued. Lab, Lecture. Credits: 3. Prerequisite: 1060212500 Electrical and Electronic Systems 1 (C or better).

#### 10-602-198-00 Engine Performance 2

Focuses on developing the skills needed to diagnose, service, and repair fuel and emission control systems. Emphasis is placed on diagnostic procedures and the problem-solving techniques associated with automotive engine performance and drivability. Lab, Lecture. Credits: 4. Prerequisite: 1060219700 Engine Performance 1 (C or better).

#### 10-602-199-00 Capstone for Automotive

Provides an opportunity for students to demonstrate workplace employability and employment seeking skills in the classroom, at the automotive workplace, and to develop a continuing education plan that will advance their career goals. Lecture, Occupational. Credits: 2.

#### 32-404-301-00 Automotive Safety

Student will demonstrate competence in automotive safety. This is part of the Maintenance and Light Repair ASE G1. Lab, Lecture. Credits: 1.

#### 32-404-302-00 Automotive Service Fundamental Procedures

Student will demonstrate basic automotive service procedures. This is part of the Maintenance and Light Repair ASE G1. Lab, Lecture. Credits: 1.

#### 32-404-304-00 Electrical Principles

Student will summarize electrical principles. This is part of the Maintenance and Light Repair Certification ASE G1. Lab, Lecture. Credits: 1.

#### 32-404-306-00 Automotive Electrical Wire Repair

Student will perform basic electrical testing procedures. This is part of the Maintenance and Light Repair Certification ASE G1. Lab, Lecture. Credits: 1.

#### 32-404-308-00 Steering, Suspension, Inspection, and Light Repair

Student will inspect, diagnose, and repair steering and suspension systems. This is part of the Maintenance and Light Repair ASE G1. Lab, Lecture. Credits: 1.

#### 32-404-310-00 Wheel Alignment

Student will perform wheel alignment inspection and repair. This is part of the Maintenance and Light Repair ASE G1. Lab, Lecture. Credits: 1.

#### 32-404-313-00 Battery and Lighting Systems

Student will diagnose, service, and repair automotive battery and lighting systems. This is part of the Maintenance and Light Repair Certification ASE G1. Lab, Lecture. Credits: 1.

#### 32-404-315-00 Starting and Charging Systems

Student will diagnose, service, and repair automotive charging and starting systems. This is part of the Maintenance and Light Repair Certification ASE G1. Lab, Lecture. Credits: 1.

#### 32-404-317-00 Automotive HVAC Systems

Student will perform general A/C diagnosis and repair. This is part of the Maintenance and Light Repair Certification ASE G1. Lab, Lecture. Credits: 1.

#### 32-404-319-00 Engine Repair Mechanical, Lubrication, and Cooling System

Student will perform engine mechanical diagnosis procedures and lubrication and cooling systems. This is part of the Maintenance and Light Repair ASE G1. Lab, Lecture. Credits: 3.

#### 32-404-321-00 Disc and Drum Brakes



Student will perform general brake system inspection and diagnosis. Diagnose and repair drum and disc brakes along with wheel bearings and parking brakes. This is part of the Maintenance and Light Repair ASE G1. Lab, Lecture. Credits: 2.

**32-404-325-00 Engine Performance Maintenance**  
Students will perform general diagnosis and repair procedure of engine performance systems. This is part of the Maintenance and Light Repair Certification ASE G1. Lab, Lecture. Credits: 1.

**32-404-327-00 Manual Drivetrain Fluid Service and Repair**  
Student will perform fluid service and diagnosis and drive shaft & CV shaft diagnosis & repair. This is part of the Maintenance and Light Repair ASE G1. Lab, Lecture. Credits: 1.

**32-404-330-00 Automatic Transmission Service**  
Student will perform basic automatic transmission/transaxle diagnosis and fluid service. This is part of the Maintenance and Light Repair ASE G1. Lab, Lecture. Credits: 1.

**32-404-333-00 Automatic Transmission and Transaxle Maintenance and Repair**  
Student will perform in-vehicle automatic transmission/transaxle repairs. This is part of the Maintenance and Light Repair ASE G1. Lab, Lecture. Credits: 1.

**32-404-338-00 Automotive Service Professional Simulation 1**  
Students will practice entry-level service technician skills. Lab, Lecture. Credits: 1.

**32-404-342-00 Hydraulic and Mechanical Brake Systems**  
Student will perform diagnosis and repair of master cylinders, brake lines, brake power assist units, and electronic brake control systems. This is part of the ASE A5 Certification. Lab, Lecture. Credits: 1.

**32-404-345-00 Hybrid Motors and Batteries**  
Student will learn hybrid motor and battery operation and testing. Lab, Lecture. Credits: 1.

**32-404-347-00 Hybrid Manufacturer Specific Systems**  
Student will survey manufacturer specific hybrid systems. Lab, Lecture. Credits: 1.

**32-404-352-00 Engine Repair Cylinder Head**  
Student will perform service procedures on engine cylinder head. This is part of the ASE A1 Certification. Lab, Lecture. Credits: 1.

**32-404-354-00 Engine Repair Engine Block**  
Student will perform service procedures on engine block. This is part of the ASE A1 Certification. Lab, Lecture. Credits: 1.

**32-404-356-00 HVAC System Service**  
Student will perform refrigerant recovery, recycling, and handling procedures. Student will perform A/C system component replacement and diagnosis. This is part of the ASE A7 Certification. Lab, Lecture. Credits: 1.

**32-404-358-00 HVAC Controls**  
Student will perform diagnosis of HVAC control systems. This is part of the ASE A7 Certification. Lab, Lecture. Credits: 1.

**32-404-360-00 Instrumentation Systems and Comfort and Convenience Accessories**  
Student will perform diagnosis of gauges and warning systems. Student will perform diagnosis of electric motor driven accessories such as power windows and locks. This is part of the ASE A6

Certification. Lab, Lecture. Credits: 1.

**32-404-362-00 Entertainment and Comfort Systems**  
Student will perform diagnosis of anti-theft and security systems. Student will perform diagnosis of entertainment systems. This is part of the ASE A6 Certification. Lab, Lecture. Credits: 1. Prerequisite: 3240445000 Automotive Data Communication Systems (C or better) (concurrent enrollment allowed).

**32-404-364-00 Safety and Anti-theft Systems**  
Student will perform diagnosis of horn and wiper systems. Student will perform module reprogramming procedures. This is part of the ASE A6 Certification. Lab, Lecture. Credits: 1. Prerequisites: 3240445000 Automotive Data Communication Systems (C or better) (concurrent enrollment allowed) and 3240444500 Automotive Sensors and Diagnostics (C or better) (concurrent enrollment allowed).

**32-404-366-00 Automotive Occupational Operations**  
Student will explore automotive occupational operations Lecture. Credits: 1.

**32-404-368-00 Automotive Business Operations**  
Student will explore automotive business operations Lecture. Credits: 1.

**32-404-370-00 Advanced Steering Systems**  
Student will perform diagnosis and repair of power steering and steering linkage. This is part of the ASE A4 Certification. Lab, Lecture. Credits: 1.

**32-404-372-00 Advanced Suspension Systems**  
Student will perform diagnosis and repair of suspension components. This is part of the ASE A4 Certification. Lab, Lecture. Credits: 1.

**32-404-374-00 Manual Driveline and Four Wheel and All Wheel Drive**  
Student will perform diagnosis and repair of manual transmission/transaxle and Four-wheel and all-wheel drive. This is part of the ASE A3 Certification. Lab, Lecture. Credits: 1.

**32-404-376-00 Axles and Differentials**  
Student will perform diagnose & repair of ring and pinion and differential assembly. This is part of the ASE A3 Certification. Lab, Lecture. Credits: 1.

**32-404-378-00 Manual Clutch and Transmission Systems**  
Student will perform diagnosis and repair of the clutch and transmission systems. This is part of the ASE A3 Certification. Lab, Lecture. Credits: 1.

**32-404-380-00 Automatic Transmission Transaxle Diagnosis**  
Student will perform advanced automatic transmission/transaxle diagnosis. This is part of the ASE A2 Certification. Lab, Lecture. Credits: 1.

**32-404-382-00 Automatic Transmission Transaxle Remove and Reinstall**  
Student will remove and reinstall an automatic transmission/transaxle. This is part of the ASE A2 Certification. Lab, Lecture. Credits: 1.

**32-404-384-00 Automatic Transmission Transaxle Rebuild**  
Student will perform transmission/transaxle rebuilding procedures. This is part of the ASE A2 Certification. Lab, Lecture. Credits: 1.

32-404-386-00 Computerized Engine Controls Systems  
Student will perform diagnosis of computerized engine control system. This is part of the ASE A8 Certification. Lab, Lecture. Credits: 1. Prerequisites: 3240445000 Automotive Data Communication Systems (C or better) (concurrent enrollment allowed) and 3240444500 Automotive Sensors and Diagnostics (C or better) (concurrent enrollment allowed).

32-404-388-00 Ignition System  
Student will perform diagnosis and repair of ignition system. This is part of the ASE A8 Certification. Lab, Lecture. Credits: 1.

32-404-390-00 Fuel and Aspiration Systems  
Student will perform diagnosis and repair of fuel supply and delivery systems. Student will perform diagnosis and repair of air induction systems. This is part of the ASE A8 Certification. Lab, Lecture. Credits: 2.

32-404-392-00 EVAP and PCV Systems  
Student will perform diagnosis and repair of EVAP and PCV systems. This is part of the ASE A8 Certification. Lab, Lecture. Credits: 1.

32-404-394-00 Exhaust Related Emission Controls  
Student will perform diagnosis and repair of catalytic converters, AIR, and EGR systems. This is part of the ASE A8 Certification. Lab, Lecture. Credits: 1.

32-404-396-00 Automotive Diesel Operation  
Student will learn diesel engine and fuel system operation and diagnosis. Lab, Lecture. Credits: 1.

32-404-398-00 Automotive Diesel Emissions  
Student will learn and diagnose diesel emission systems. Lab, Lecture. Credits: 1.

32-404-399-00 Automotive Service Professional Simulation 2  
Students will continue to practice entry service technician skills with refinement on the concern, cause, and correction, including indepth diagnosis. Lab, Lecture. Credits: 1.

32-404-401-00 Wheel and Tire Service  
Student will perform diagnosis and repair of wheel and tire systems. This is part of the Maintenance and Light Repair ASE G1. Lab, Lecture. Credits: 1.

32-404-415-00 Engine Repair Mechanical System  
Student will perform engine mechanical diagnosis procedures. This is part of the Maintenance and Light Repair ASE G1. Lab, Lecture. Credits: 1.

32-404-420-00 Engine Lubrication Systems  
Student will perform diagnosis and repair of the lubrication systems. This is part of the Maintenance and Light Repair ASE G1. Lab, Lecture. Credits: 1.

32-404-425-00 Engine Cooling Systems  
Student will perform diagnosis and repair of the cooling systems. This is part of the Maintenance and Light Repair ASE G1. Lab, Lecture. Credits: 1.

32-404-430-00 Drum Brakes  
Student will perform diagnosis and repair of drum brake systems. This is part of the Maintenance and Light Repair ASE G1. Lab, Lecture. Credits: 1.

32-404-436-00 Disc Brakes  
Student will perform diagnosis and repair of disc brake systems. This is part of the Maintenance and Light Repair ASE G1. Lab, Lecture. Credits: 1.

32-404-440-00 Electronic Brake Control System  
Student will perform diagnosis and repair of electronic brake control systems. This is part of the ASE A5 Certification Lab, Lecture. Credits: 1.

32-404-445-00 Automotive Sensors and Diagnostics  
This course covers sensors that are common in automotive applications. Student will learn sensor construction, operation, and diagnosis skills including strategy based diagnostics and oscilloscope use. Lab, Lecture. Credits: 1.

32-404-450-00 Automotive Data Communication Systems  
This course covers automotive computer networks. Student will learn system construction, operation, and diagnosis skills. Lab, Lecture. Credits: 1.

32-404-460-00 Fuel Systems  
Student will perform diagnosis and repair of fuel supply and delivery systems. This is part of the ASE A8 Certification. Lab, Lecture. Credits: 1.

32-404-465-00 Normal and Forced Aspiration Systems  
Systems Student will perform diagnosis and repair of air induction systems. This is part of the ASE A8 Certification. Lab, Lecture. Credits: 1.

#### **Business (102,104)**

10-102-101-00 Introduction to Business  
Introduction to Business is a high-level overview of the business world. Students will explore different types of businesses, how the economy affects them and current trends in business. Students will learn about their own personality preferences, entrepreneurial mindset and different types of business leaders. Students will discover skills needed for business careers and will formulate a career plan. Lecture. Credits: 1.

10-102-106-00 Business Programs Orientation  
This class helps new Nicolet students make a successful transition to the College. Orientation is a chance for students to learn College resources, practice pacing and time management, grit and the learning management system. Students also receive an introduction and have opportunities to practice professional business communication. Lecture. Credits: 1.

10-102-107-00 Managing for Quality  
Student applies the skills and tools necessary to implement and maintain a continuous improvement environment. Each student will demonstrate the application of a personal philosophy of quality, identify stakeholder relationships, identify ways to meet/exceed customer expectations, apply a systems-focused approach, use quality models and tools, manage a quality improvement project, and measure effectiveness of continuous improvement activities. Lecture. Credits: 3.

10-102-108-00 Operations Management Role and History  
Students will discover the critical roles managers play in organizations and explore how managers plan, lead, organize and control. This class will also explore the origins of management and review major developments in business through the centuries and how they are still relevant today. Lecture. Credits: 1.

10-102-109-00 Operations Management Business Operations  
This course introduces how to manage processes within organizations including supply chain management and quality assurance. Students will also learn how to manage discrete projects and the basic tenets of project management. Lecture. Credits: 1.

10-102-110-00 Business Statistics  
Applies statistical methods to address management-related questions and make evidence-based decisions. Students use descriptive and inferential statistics, and perform statistical analyses with nominal, ordinal and interval level data. Analyses include measures of central tendency and dispersion, probability, analysis of variance, and contingency tables. Lecture. Credits: 3.

10-102-111-00 Operations Management Global Business  
This class reviews the characteristics, opportunities and challenges of the global business environment including how to identify and describe forces that affect global trade. Students will select a country outside the United States and research the viability of conducting business in that country. Lecture. Credits: 1.

10-102-113-00 Human Resources Roles and Laws  
This class reviews the role and importance of Human Resources in organizations. Current challenges Human Resources contends with are covered. Students will learn about major employment laws and how to ensure that company programs, practices and policies align with those laws. Lecture. Credits: 1.

10-102-115-00 Human Resource Management  
Examine the strategic role of Human Resources in organizations. Understand employment law. Develop a job portfolio including job description, compensation package, recruiting, interviewing and onboarding plans. Learn performance management and coaching techniques. Lecture. Credits: 3.

10-102-116-00 Human Resources Recruitment  
This class will cover how to develop job descriptions and competitive salary packages for open positions. Students will create effective recruiting and interview programs so the best candidates will be selected. Lecture. Credits: 1.

10-102-118-00 Human Resources Employee Evaluation  
This class covers onboarding new employees and providing informal and formal feedback. Students will also learn how to mentor and coach employees. Students create onboarding and performance evaluation plans. Lecture. Credits: 1.

10-102-120-00 Business Law  
Examines the law and the ways it can impact business operations, including the framework of the court system, contracts, torts, criminal law, business ethics, forms of business organizations, real and personal property. Lecture. Credits: 3.

10-102-121-00 Customer Service  
This course is intended to teach students ways to take care of their customers and add value to customer interactions. They will identify the difference between internal and external customers, and develop verbal, nonverbal, and listening communication skills. Students will develop problem-solving techniques and the ability to lead and expand the customer service process, learn how to deal with customers, and build skills for analyzing and prioritizing customer needs. Students will learn to use the phone, email and other communications methods effectively and efficiently in the world of work. Lecture. Credits: 1.

10-102-130-00 Operations Management

Examine the important role that managers play in organizations and management theories developed throughout history which are still relevant today. Learn and apply the key concepts that contribute to running an effective organization including quality improvement, project management and global expansion of business. As an integrated course, students will also practice professional business writing. Lecture. Credits: 3.

10-102-131-00 Strategic Management  
Strategic management will cover the key concepts, tools and principles of strategy formation and competitive analysis. It will cover the managerial decisions and actions that affect the performance and survival of a business enterprise. Students will learn how to formulate vision and mission statements and conduct SWOT analyses. Ethics and social responsibility and the critical role they plan in successful businesses are also covered. Lecture. Credits: 3.

10-102-140-00 Fundamentals of Tribal Management  
Examines the basics of business and management in a tribal organizational context or Native American business setting. Topics are approached from a culturally relevant perspective and include leadership, human resource development, sustainable resource building, entrepreneurship and program planning. Lecture. Credits: 3. Prerequisite: 1010210600 Business Programs Orientation (C or better).

10-102-141-00 Advanced Tribal Management  
Studies the governance and administration of contemporary Native Nations. It examines legislative, executive and judicial structures and functions, as they relate to nation rebuilding. Students study a Nation's major executive/administrative functions recognizing that effective administration is a key to self-determination and sovereignty. The course places contemporary challenges in a historical context. Lecture. Credits: 3. Prerequisites: 1010214000 Fundamentals of Tribal Management (C or better) and 1010214200 Tribal Supervisory Management (C or better).

10-102-142-00 Tribal Supervisory Management  
Explores management theories and strategies for effective supervisory management in a tribal organizational context or Native American business setting. This course merges tribal traditions or knowledge with business management as tools for successful supervisory management. Topics covered include federal Indian law, business ethics, strategic planning, job analysis and the employee performance evaluation process as tools for effective workforce development and supervisory management. Lecture. Credits: 3. Prerequisites: 1010214000 Fundamentals of Tribal Management (C or better) (concurrent enrollment allowed) and 1010210600 Business Programs Orientation (C or better) (concurrent enrollment allowed).

10-102-145-00 Business Finance and Budgeting  
Introductory course in business finance with emphasis on improving business financial performance. Learners will apply the skills necessary to achieve an understanding of the fiscal/monetary aspects of business. Special attention is given to ratio and financial statement analysis, cash budgeting, working capital management, capital budgeting, and the risk-return relationship in business. Lecture. Credits: 3.

10-102-152-00 Modern Marketing  
Designed to provide an overview of business marketing as an activity and process for creating, capturing, communicating, delivering, and exchanging offerings that have value for customers and stakeholders. This is developed through an understanding product, pricing, promotion, and distribution. Lecture. Credits: 3.

#### 10-102-160-00 Supervisory Management

Teaches theories and skills for first-line supervisors. Develops skills in conflict management, coaching, managing work groups, safety, and grievances. Helps students transition from line worker to supervisor, manage time, identify management styles, and develop self-awareness. Lecture. Credits: 3.

#### 10-102-192-00 Business Internship

Internships are off-campus experiential learning activities designed for students to earn academic credit by connecting the job experience with the concepts, theories, and ideas learned through their program. Internships are powerful resume builders, offer application of concepts, and expand employable skills. Occupational. Credits: 2.

#### 10-102-193-00 Business Capstone

The purpose of the Capstone activity is to create an opportunity for the student to make connections between the variety of coursework that is part of their degree. This course is an independent study designed by the student under the supervision and guidance of a faculty member. The final assessment will demonstrate competency through one or more of the following: academic or career portfolio, paper, project, presentation, publication, journal, etc. The student should consult with their program advisor or instructor before selecting this course. Independent Study Hours. Credits: 2.

#### 10-102-201-00 Business Law Foundation and Torts

This course examines law and the ways it impacts business operations. The student will learn sources of business law and be exposed to jurisdiction, the adjudication process and the framework of the court system. Torts and intellectual property are also covered. Lecture. Credits: 1.

#### 10-102-205-00 Business Law Contracts

This course will cover the basic requirements of contracts, how they may be breached and the process of collecting damages in a breach. Student will be exposed to The Uniform Commercial Code and the relationship between it and contract law. Lecture. Credits: 1.

#### 10-102-210-00 Business Law Entities and Real Property

This class covers typical business entities such as sole proprietorship, partnership and corporation along with the advantages and disadvantages of each. Students will also learn the critical elements of real property and personal property laws. Lecture. Credits: 1.

#### 10-102-220-00 Strategic Management Vision and Innovation

This course introduces the concept of strategic management through case analyses and considers the basic direction and goals of an organization including vision and mission statements. Students will learn the importance of applying strategy throughout the organization to mitigate and solve problems. Lecture. Credits: 1.

#### 10-102-225-00 Strategic Management Analysis of Competition

Students will conduct environmental analyses of companies including assessing social, political, technological, economic and global factors to define strengths, weaknesses, opportunities and threats in organizations. Risk management is also addressed. Lecture. Credits: 1.

#### 10-102-230-00 Strategic Management Social Responsibility

Students will learn how to identify and promote opportunities of organizations to engage in corporate social responsibility activities and the importance and competitive advantage of doing so. This class will cover the importance of ethics and how to apply them in

decision-making. Students will explore ethical dilemmas and determine how to deal with them. Lecture. Credits: 1.

#### 10-102-240-00 Business Finance Financial Statements and Budgeting

Managers use financial statements to gauge the health of their organizations. In this class, students will review and create balance sheets, income and cash flow statements. They will then analyze the statements by calculating and trending ratios. Students will learn capital budgeting and break-even calculations. Lab, Lecture. Credits: 2. Prerequisite: 1010110200 Introduction to Accounting (C or better).

#### 10-102-245-00 Business Finance Personal Finance

Personal Finance is a course designed to help students understand the impact of individual choices on financial goals. Topics covered will include income, money management, spending and credit, as well as saving and investing. This course will provide a foundational understanding for making informed personal financial decisions. Students will create personal finance goals and action plans. Lecture. Credits: 1. Prerequisite: 1010110200 Introduction to Accounting (C or better).

#### 10-104-101-00 Marketing Fundamentals

This course examines the business function of Marketing. Students will learn how marketers deliver value in satisfying customer needs and wants, determine which target markets the organization can best serve, and decide upon appropriate products, services, and programs to serve these markets. Lecture. Credits: 2.

#### 10-104-105-00 Marketing Plan Development

Students will create a marketing plan for a business. They will examine the strengths, weaknesses, opportunities and threats to the business, and then analyze target markets, customers and competitors. Students will create a marketing strategy and budget, then determine metrics to judge its success. The final project will be a Marketing Plan formatted for presentation to a customer or management team. Lecture. Credits: 1. Prerequisite: 1010410100 Marketing Fundamentals (C or better) (concurrent enrollment allowed).

#### 10-145-101-00 Entrepreneurship Fundamentals

Students learn about key elements, risks and rewards of entrepreneurship and paths to developing the entrepreneurial mindset. Students use research and case studies to develop an idea for a new business and determine its viability. Lecture. Credits: 1. Prerequisites: 1080119500 Written Communication (C or better) and 1010110200 Introduction to Accounting (C or better) and 1010410100 Marketing Fundamentals (C or better) and 1010410500 Marketing Plan Development (C or better).

#### 10-145-110-00 Entrepreneurship Business Plan Development

Students create a business plan using a proven framework to guide them through the process. They discover what it takes to identify an opportunity and refine their strategy with instructor feedback at each step. Final project includes a finished business plan and presentation for other stakeholders to prepare them to start a new venture. Lab, Lecture. Credits: 2. Prerequisite: 1014510100 Entrepreneurship Fundamentals (C or better) (concurrent enrollment allowed).

#### 10-196-160-00 Leadership Qualities of Leaders

This course covers the importance of effective leaders and leadership to the success of organizations. Students will explore the critical differences between managers and leaders. Lecture. Credits: 1.

10-196-165-00 Leadership Emotional Intelligence  
This course introduces emotional intelligence and its importance in leadership. Leadership qualities and best practices are also covered. Students will assess their emotional intelligence level and leadership acumen and create action plans to leverage and strengthen these skills. Lecture. Credits: 1.

10-196-170-00 Leadership Organizational Culture  
This class will cover what the leader's role is in creating the optimal workplace. Students will learn the components of a great workplace and how to improve corporate culture. Students have the opportunity to assess their workplace and provide recommendations for strengthening. Lecture. Credits: 1.

10-196-175-00 Leadership Change Management  
This class covers best practices in effecting change in organizations. Students will learn why people resist change and strategies to make change happen effectively. Students will apply an eight-step change model to a situation at work or in their lives. Lecture. Credits: 1.

10-196-180-00 Leadership Team Development  
Team development is critical to success. This class will cover setting expectations for your team, motivating them, providing feedback and resolving conflict. Lecture. Credits: 1.

10-196-185-00 Leadership Employee Coaching  
Coaching and developing employees are important strategies for retention. In this course, students will learn a coaching model and apply it in a real-world situation. Lecture. Credits: 1.

#### **Carpentry (410,475)**

50-410-541-00 Carpentry Apprenticeship 1  
Apprentices will be introduced to safe working practices which include the identification, use, and maintenance of commonly used hand tools, portable and stationary power tools, personal protective equipment, and ladders and scaffolding. Course topics also include basic applied math, communication skills, along with an introduction to construction drawings and print reading. Safe material handling will also be examined in this course. Lecture. Credits: 2.

50-410-542-00 Carpentry Apprenticeship 2  
Apprentices will continue to further examine construction drawings along with plan specifications. The use of transits and levels, along with an introduction to building layout will be discussed. Course topics will also include the various types of building materials, fasteners, and adhesives used in residential construction. Apprentices will learn trade practices involving residential floor systems, as well as code-related topics. Various floor framing components will be examined, along with floor system layout. Lecture. Credits: 2.

50-410-543-00 Carpentry Apprenticeship 3  
Apprentices will learn about wall construction techniques used in residential construction. Various wall construction methods and components will be examined during this course. The course will also discuss and explore roof systems and framing requirements involved. Various roof styles, along with trusses, rafters, ceiling joist, intersecting valleys, eaves and rakes, and other cornice details will be examined. Application of print reading skills will be utilized, along with code-related topics. Lecture. Credits: 2.

50-410-544-00 Carpentry Apprenticeship 4  
Apprentices will explore the various thermal and moisture protection materials and industry installation techniques. Insulation materials

and residential waterproofing products will be identified and include discussion and best practices for job site installation. The course will also include examining and understanding building science in residential construction. The physics of air movement and interaction of people, residences, and the environment will be discussed, along with framing and air sealing details. Lecture. Credits: 2.

50-410-545-00 Carpentry Apprenticeship 5  
Apprentices will explore exterior finishing systems in this course. Exterior finishing systems will include roofing, soffit and fascia, window and door installation, masonry, and exterior siding as well as other various exterior cladding systems used in residential construction. Exterior finish building materials will be examined, along with code-related topics. Lecture. Credits: 2.

50-410-546-00 Carpentry Apprenticeship 6  
Apprentices will examine stair design, layout, and building. This course will provide an opportunity to identify stair components and the relationship of occupant safety based on codes and standards. Exterior deck construction will also be discussed, along with the various building materials used and industry installation techniques. Application of print reading skills will be utilized, along with code-related topics. Lecture. Credits: 2.

50-410-547-00 Carpentry Apprenticeship 7  
Apprentices will examine interior finish systems. This course will cover drywall installation and finish techniques, interior door installation, window and door trim, crown molding, baseboard, and paneling installation. Acoustical ceiling basics will be explored, along with various interior flooring materials. Cabinetry and countertop installation will also be discussed. Lecture. Credits: 2.

50-410-548-00 Carpentry Apprenticeship 8  
This course is intended as a final review and comprehensive assessment of the apprentices experience over the past instructional courses. This course will include a review of construction blueprint reading, applied math and communication skills, building codes, and any other topics covered throughout the program. A discussion of current or emerging industry trends will be included, as well as emerging industry equipment and technologies. Apprentices will also have the opportunity to participate in a capstone hands-on project or industry-related activities with other classmates. Lecture. Credits: 1.

#### **Computer Software (103)**

10-103-107-00 MS Office Fundamentals  
Students are introduced to the basic functions of MS Word, MS Excel and MS PowerPoint in the business setting. Students will apply word processing features to create business documents, use spreadsheet functions for business applications, and develop skills in using graphics, layout, and slideshow features to produce professional-looking presentations. Lab, Lecture. Credits: 2.

10-103-115-00 MS Word Beginning  
This course will cover creating a flyer, research paper, and business letter using Microsoft Word. Lab, Lecture. Credits: 1.

10-103-117-00 MS Word Intermediate  
This course will cover creating a multipage document, creating a resume and sharing documents, using mail merge, and creating a newsletter using Microsoft Word. Lab, Lecture. Credits: 1. Prerequisite: 1010311500 MS Word Beginning (C or better) (concurrent enrollment allowed).

10-103-118-00 MS Word Advanced

Develops skills using advanced features of MS Word that include creating a table of contents, an online form, and working with macros. Lab, Lecture. Credits: 1. Prerequisite: 1010311700 MS Word Intermediate (C or better) or 1010613100 Integrated Computer Applications Int (C or better).

#### 10-103-125-00 MS Outlook

This course will cover creating and managing email messages, calendars, contacts, and tasks using Microsoft Outlook. Lab, Lecture. Credits: 1.

#### 10-103-126-00 MS Excel Beginning

This course will cover creating a worksheet and chart; application of formulas, functions, and formatting; and working with large worksheets, charting, and what-if analysis using Microsoft Excel. Lab, Lecture. Credits: 1.

#### 10-103-127-00 MS Excel Intermediate

This course will cover working with financial functions, data tables, amortization schedules, multiple worksheets, and workbooks; creating, sorting, and querying a table; and creating templates; importing data; and working with SmartArt, images, and screenshots using Microsoft Excel. Lab, Lecture. Credits: 1. Prerequisite: 1010312600 MS Excel Beginning (C or better) (concurrent enrollment allowed).

#### 10-103-128-00 MS Excel Advanced

Develops skills in using advanced features of Excel including importing data, problem solving, creating PivotCharts and PivotTables, and automating data entry. Lab, Lecture. Credits: 1. Prerequisite: 1010312700 MS Excel Intermediate (C or better) (concurrent enrollment allowed).

#### 10-103-135-00 MS Access Beginning

Develops skills in using basic features to design a database, manipulate and query records, and prepare reports and labels. Lab, Lecture. Credits: 1.

#### 10-103-136-00 MS Access Intermediate

Extends database skills to include custom reports, advanced form techniques, macros, command buttons, and switchboards. Lab, Lecture. Credits: 1. Prerequisite: 1010313500 MS Access Beginning (C or better).

#### 10-103-141-00 MS Powerpoint Beginning

This course will cover creating and editing presentations with pictures; enhancing presentations with shapes and SmartArt; and inserting WordArt, charts, and tables using Microsoft PowerPoint. Lab, Lecture. Credits: 1.

#### 10-103-142-00 MS Powerpoint Intermediate

Enhances graphic presentation skills through practice in customizing presentations, creating and working with objects, and embedding features. Lab, Lecture. Credits: 1. Prerequisite: 1010314100 MS Powerpoint Beginning (C or better).

#### 10-103-149-00 MS Visio

Students are introduced to MS Visio. Students will use MS Visio to create flowcharts, network diagrams, floor plans, and other related documents. MS Visio is a tool that is used to create both physical and logical diagrams. Lab, Lecture. Credits: 1.

#### 10-103-155-00 QuickBooks Basics

Students will process routine accounting transactions including company setup. Lab, Lecture. Credits: 1.

#### 10-103-169-00 MS Publisher Beginning

This course will cover creating a flyer, publishing a trifold brochure, and designing a newsletter using Microsoft Publisher. Lab, Lecture. Credits: 1.

#### 10-103-170-00 MS Publisher Intermediate

MS Publisher Intermediate enables students to expand their MS Publisher skill set to include creating a document from scratch, using information sets, and Publisher tables. Students will also learn advanced formatting and merging publications with data. Lab, Lecture. Credits: 1. Prerequisite: 1010316900 MS Publisher Beginning (C or better).

### Cosmetology (502)

#### 31-502-304-00 Cosmetology Introduction

Provides a look at the opportunities available in the Cosmetology Industry; including product use, retailing and identifying which product to use. This course introduces the fundamental theory and practices of the cosmetology profession with an emphasis on professional practices and safety and infection control. Topics include state rules and regulations, the state regulatory agency, image, bacteriology, decontamination and infection control, safety and infection control. Lecture. Credits: 1.

#### 31-502-306-00 Basic Cut and Style

Students will learn to recognize how to care for the hair and scalp, draping, shampooing, and scalp massage. Through a scientific approach students will design haircuts and styles, utilizing art forms, analysis of design components and knowledge of face profiles. Students will apply various haircutting and styling techniques; utilizing multiple tools. Lab, Lecture. Credits: 2.

#### 31-502-307-00 Basic Texture and Color

This course includes the basics of safe and sanitary permanent waving, chemical hair relaxing and hair color basics which include the law of color, the color wheel, and the theory behind these concepts. The history and product knowledge of these chemical services will be studied along with the differences between each chemical. Students will mix and apply chemicals while developing skills and building client consultation techniques. Lab, Lecture. Credits: 4.

#### 31-502-310-00 Men's Cut and Shave

Students analyze hair growth patterns of the hairline, side burns, and facial hair for the male client. Students complete men's haircuts along with beard and mustache trims, face shaving and trimming of hair on the ears and brows. Lab, Lecture. Credits: 2.

#### 31-502-316-00 Nail Care

Focuses on sanitation, tool safety, and proper procedures for manicure/pedicure services and the art and technology of nail contouring. Students learn to shape natural nails and the correct use of professional nail care products. Artificial nail enhancement techniques are practiced to show students increased earning when working in a salon. Lab, Lecture. Credits: 1.

#### 31-502-317-00 Skin Care

Students will learn the different types of skin. Structure and functions of the skin will be studied and basic facial techniques applied. They will perform basic skin waxing techniques, removal of superfluous hair, makeup application, false eyelash application, and skin analysis. Lab, Lecture. Credits: 3.

#### 31-502-318-00 Salon Services 2

Students develop speed and advanced proficiency in all areas of chemical services, hair cutting, barbering techniques, color, nail

technology, and skin care with increased attention to individual client needs. Working together as a team and cooperation with other students is assessed along with professional attitude, ethics, and conduct. Clinical. Credits: 4. Prerequisite: 3150237800 Salon Services 1 (C or better) (concurrent enrollment allowed).

#### 31-502-320-00 Salon Science

This course covers several general science topics integral to the field of cosmetology: bacteriology, infection control, salon ecology, introduction to electrology, the basics of electricity, chemistry, and anatomy and physiology. Lecture. Credits: 2.

#### 31-502-321-00 Advanced Cut and Style

Builds on Hair Sculpting to perform full service haircuts and styles. Each design will include all the aspects of full services from greeting, consultation, delivery and completion. Trends in haircutting and styling will be covered. Composition and construction of a variety of wigs and hairpieces to make effective choices for salon guests. Students will employ design principles of balance, contrast, repetition and asymmetry to create long hair designs for wedding, prom and formal events. Lab, Lecture. Credits: 2. Prerequisite: 3150230600 Basic Cut and Style (C or better) (concurrent enrollment allowed).

#### 31-502-329-00 Advanced Texture and Color

Students build on permanent waving techniques, color techniques, soft curl reformation and keratin treatments. Problem solve aspects of color correction and challenges in chemical texturing and hair color services. Observe and research trends and techniques in color and texture. Create a marketable look using theoretical knowledge, application techniques in chemical texturizing and hair color. Lab, Lecture. Credits: 4. Prerequisite: 3150230700 Basic Texture and Color (C or better) (concurrent enrollment allowed).

#### 31-502-330-00 Salon Services 3

In this final salon services course the students are given a variety of required services to complete that show they are competent in this service and can complete this task with additional speed and attention to detail. The student is graded on salon management skills using computerized appointment booking and attention to closing out the cash register to balance the day's receipts. Daily running of a competent salon including cleanliness, sanitation, safety, inventory, and retail control, and organization are stressed to prepare the student as a competent employee. Clinical. Credits: 4. Prerequisites: 3150231800 Salon Services 2 (C or better) and 3150231700 Skin Care (C or better).

#### 31-502-335-00 State Board Preparation

Examines Wisconsin cosmetology state statutes and administrative code. The state statutes are studied in relation to the corresponding rules involved with each topic. Review all state board required procedures. Practical and written assessment of all state board subjects. Prepare and submit materials for state board exams. Lab, Lecture. Credits: 3.

#### 31-502-369-00 Cosmetology Industry

Build business principles necessary to plan and operate a business establishment. Employer-employee relationships, basic recordkeeping and time management skills are taught. This course prepares students for the salon by spending time with salon mentors to evaluate future career plans. Lab, Lecture. Credits: 1.

#### 31-502-378-00 Salon Services 1

This course promotes beginning level concentrated student development of skills by promoting student development of skills and proficiencies in delivering a wide range of client-related

services. Emphasis is placed on client consultations, proper business practices, professional attitudes, and refining techniques that will ensure entry-level preparedness for the Wisconsin Licensing exam. Students complete this course by working in an on-campus beauty salon environment. Clinical. Credits: 4. Prerequisite: 3150232900 Advanced Texture and Color (C or better).

### Criminal Justice (504)

#### 10-504-100-00 Introduction to Corrections

This class will provide a foundation to students that will enter the corrections profession. The course will cover Ethics and Ethical Decision Making, Professional Communication Skills, Report Preparation, and Correctional Law. The course is aligned with the State of Wisconsin DOJ Jail Academy requirements. Lecture. Credits: 3.

#### 10-504-104-00 Criminal Justice Program Orientation

Covers the following topics: program overview, related careers, college services and support services available, library resources, introduction to academic research techniques, and introduction to Brightspace. The course will help students increase critical and creative thinking skills and better prepare them for program and overall college success. Lecture. Credits: 1.

#### 10-504-105-00 Introduction to Policing

This course focuses on the philosophy and history of policing, limitations imposed on law enforcement in a democratic society in accordance with the Constitution; and the role and place of law enforcement in the total criminal justice process. Lecture. Credits: 3.

#### 10-504-109-00 Courts and Jurisdiction

Deals with the adversary system of criminal justice, including the various steps which precede the actual trial. Principles of constitutional, federal, state, and civil laws are analyzed as they affect law enforcement. Lecture. Credits: 3.

#### 10-504-120-00 Principles of Emergency Management

In this course the student will explore the world of emergency management at the local, state and federal level. Students will learn from local emergency management and sheriff's office professionals exactly what is expected of emergency managers at all levels. Students will obtain certifications from FEMA in several ICS areas. Lecture. Credits: 3.

#### 10-504-129-00 Interviewing Techniques

Describes the purposes and mechanics of conducting proper interviews and interrogations, as well as securing and recording confessions. Special emphasis is given to psychological and legal aspects of various interviewing techniques. Lecture. Credits: 3.

#### 10-504-130-00 Interviewing for Patrol

This course prepares the student to conduct interviews and interrogations at the patrol officer level. The student will learn how to interview witnesses and victims of crimes in a professional manner. The student will also learn how to conduct legal and constitutionally sound interrogations of criminal suspect. Lecture. Credits: 2.

#### 10-504-133-00 Delinquency and Deviant Behavior

Discusses current trends in juvenile misconduct and the relationship between society and the criminal justice system. Lecture. Credits: 3.

#### 10-504-140-00 Computer Utilization for Criminal Justice

Introduces the learner to the use of computer and internet technologies available to the criminal justice practitioner. Students will learn the fundamentals of computer usage, internet research methods and resources, fundamental investigative techniques of

cyber-crimes, and the specialized use of criminal justice software for crime scene reconstruction and suspect facial reconstruction. Lecture. Credits: 3.

#### 10-504-141-00 Computers for Patrol

This course prepares the student to utilize computer technology as a patrol officer. Subjects include Time System, TrACS, CCAP, and DOC Locator. Lecture. Credits: 1.

#### 10-504-145-00 Rules of Evidence

Describes the different types and degrees of evidence and stresses the importance of how evidence is developed. Lecture. Credits: 2.

#### 10-504-150-00 Criminal Justice Practical Applications

This class will enable associate degree students to successfully navigate the practical application of the knowledge and skills learned in the program. The course will be focused on the competencies based on the current Wisconsin DOJ training standards. It will prepare the student to successfully complete the practical skills portions of the AAS and 720 hour recruit program. Lab. Credits: 1. Prerequisite: 1050470800 Physical Fitness (C or better).

#### 10-504-152-00 Careers in the Criminal Justice System

This course will help students to explore careers in the criminal justice system outside of municipal or county law enforcement. Topics will include federal law enforcement, international law enforcement, private security, private investigations, practice of law and more. There will be three research projects that must be completed during the term. Lecture. Credits: 3.

#### 10-504-155-00 Careers in Corrections and Counseling

This course is designed to help the student to explore careers in corrections and counseling that lay outside of the County Jail. Students will research careers in community corrections, extended supervision, counseling, federal level corrections, state level corrections and more. There will be three research projects that the students will complete through the term. Lecture. Credits: 3.

#### 10-504-700-00 Introduction to Criminal Justice

In this course, students will focus on the following Phase I key topics as addressed in the WI Department of Justice Academy 720 curriculum framework. Topics include: Academy Orientation, Fundamentals of Criminal Justice, Ethics, Cultural Competency, Agency Policy, and Professional Communication. Student learning will occur through lecture, on-campus lab activities, and the Department of Justice 720 Academy Integration Exercises. Lecture. Credits: 3. Corequisite: 1050470100 Basic Patrol Response.

#### 10-504-701-00 Basic Patrol Response

Through classroom lecture, on-campus lab and WI Department of Justice integration activities students will learn and apply skills addressed in the following Department of Justice 720 Academy Phase I topics: Critical Thinking and Decision-Making, Basic Response (RESPOND), Radio Procedures, TraCS, Traffic Law Enforcement, and First Aid/CPR/AED. Lab, Lecture. Credits: 3. Corequisites: 1050470000 Introduction to Criminal Justice, 1050470300 Basic Investigations.

#### 10-504-702-00 Basic Tactics

In this course, students will learn and apply the skills from Phase I topics outlined in the WI Department of Justice 720 Academy. Topics include: Fundamentals of Firearms, DAAT, Vehicle Contacts, Officer Wellness, and Physical Fitness. Student learning will occur through lecture, on-campus lab activities, independent physical fitness activities, and the Department of Justice 720 Academy Integration

Exercises Lab, Lecture. Credits: 3. Corequisite: 1050470500 Advanced Tactics.

#### 10-504-703-00 Basic Investigations

In this course, students will learn and apply the skills from the Phase I topics outlined in the WI Department of Justice 720 Academy. Topics include: Constitutional Law, Crimes, Juvenile Law, Interviews, Report Writing, and Evidence. Student learning will occur through lecture, on-campus lab activities, and the Department of Justice 720 Academy Integration Exercises. Lab, Lecture. Credits: 3. Corequisite: 1050470100 Basic Patrol Response.

#### 10-504-704-00 Intermediate Patrol Response

In this course, students will learn and apply the skills from the Phase II topics outlined in the WI Department of Justice 720 Academy. Topics include: Professional Communication Skills, Incident Command System and NIMS, Hazardous Materials and Weapons of Mass Destruction (WMD), Tactical Response, Crisis Management, and TECC. Student learning will occur through lecture, on-campus lab activities, and the Department of Justice 720 Academy Integration Exercises. Lab, Lecture. Credits: 3. Prerequisite: 1050470100 Basic Patrol Response (C or better). Corequisite: 1050470900 Traffic Response.

#### 10-504-705-00 Advanced Tactics

In this course, students will learn and apply the skills from the Phase II topics outlined in the WI Department of Justice 720 Academy. Topics include: Physical Fitness, Defense and Arrest Tactics (DAAT), and Firearms II. Student learning will occur through lecture, on-campus lab activities, and independent physical exercise. Lab, Lecture. Credits: 4. Corequisites: 1050470200 Basic Tactics, 1050470600 Emergency Vehicle Response.

#### 10-504-706-00 Emergency Vehicle Response

In this course, students will learn and apply the skills from the Phase II topics outlined in the WI Department of Justice 720 Academy. Topics include: Emergency Vehicle Operation and Control (EVOC) and Vehicle Contacts II. Student learning will occur through lecture, on-campus lab activities, and the Department of Justice 720 Academy Integration Exercises. Lab, Lecture. Credits: 2. Corequisites: 1050470500 Advanced Tactics, 1050470800 Physical Fitness.

#### 10-504-707-00 Intermediate Investigations

In this course, students will learn and apply the skills from the Phase II topics outlined in the WI Department of Justice 720 Academy. Topics include: Constitutional Law II, Crimes II, Domestic, and Report Writing. Student learning will occur through lecture and the Department of Justice 720 Academy Integration Exercises. Lab, Lecture. Credits: 3. Prerequisite: 1050470300 Basic Investigations (C or better). Corequisite: 1050471000 Advanced Investigations.

#### 10-504-708-00 Physical Fitness

In this Phase III course, students will apply Physical Fitness skills and Officer Wellness required by the WI Department of Justice 720 Academy. Students will apply learning in hands-on lab activities and an on campus physical fitness test/assessment. Lab, Lecture. Credits: 1. Corequisite: 1050470600 Emergency Vehicle Response.

#### 10-504-709-00 Traffic Response

In this course, students will learn and apply the skills from the Phase III topics outlined in the WI Department of Justice 720 Academy. Topics include: Traffic Law Enforcement - Core and Radar, Traffic Crash Investigations and Incident Management, Operating While Intoxicated (OWI), Standardized Field Sobriety Testing (SFST), and Report Writing. Student learning will occur through lecture and on-



campus lab activities. Lab, Lecture. Credits: 3. Prerequisite: 1050470200 Basic Tactics (C or better). Corequisite: 1050470400 Intermediate Patrol Response.

#### 10-504-710-00 Advanced Investigations

In this course, students will learn and apply the skills from the Phase III topics outlined in the WI Department of Justice 720 Academy. Topics include: Ethics II: Moral Reasoning and Professional Responsibility, Cultural Competence II: Fair and Impartial Policing, Victims, Sexual Assault, Child Maltreatment, Interrogations, Testifying in Court, and Crimese. Student learning will occur through lecture, on-campus lab activities, and the Department of Justice 720 Academy Integration Exercises. Lab, Lecture. Credits: 3. Corequisite: 1050470700 Intermediate Investigations.

#### 10-504-902-00 Criminal Law

Deals specifically with substantive criminal law which includes an understanding of acts or omissions, the mental state, and other essential elements, all of which combine to constitute a crime. Lecture. Credits: 3.

#### 10-504-905-00 Report Writing

Students will explain the context of report writing, take effective field notes, organize information in reports, write narratives, describe what information should be included in certain types of reports, prepare for court, describe how to be an effective witness, and testify as a witness in court. Lecture. Credits: 3. Prerequisite: 1080119500 Written Communication (C or better) or 2080121900 English Composition I (C or better).

#### 10-504-907-00 Community Policing Strategies

Deals with the sociological aspects of police-community interactions. The dynamics of a diverse society are explored in order to develop the necessary knowledge, skills, and attitudes that reflect understanding of the diversity within communities. Lecture. Credits: 3.

#### 10-504-920-00 Corrections Security Procedures

Learners will demonstrate the steps involved in receiving and releasing inmates, maintaining security, and practicing the basic principles of supervision and behavior control. Topics include: admission, release, and search procedures; use of jail locking and surveillance equipment; principles of supervision; and inmate health management procedures. All procedures are consistent with the DOJ Jail Certifiability Standards. Covers DOJ topics introduction to POSC, admit and release inmates, inmate supervision and behavior control, supervision of special inmates/crisis intervention, maintenance of jail security, supervision of juveniles, and personal stress management. Lab, Lecture. Credits: 3.

#### 10-504-921-00 Corrections Emergency Procedures

Learners will demonstrate the Principles of Subject Control (POSC) in a correctional environment with an emphasis on team tactics, and will develop the skills needed for mitigation of hostage-type situations. Learners will apply current fire science concepts to jail fire-prevention and response, including search and rescue, fire suppression, and use of safety equipment. This course will include DOJ topics POSC, jail hostage response, jail health care, jail fire safety, and CPR. Lab, Lecture. Credits: 3.

#### 30-504-500-00 Overview of Patrol Response

Through classroom lecture, and on-campus lab, and WI Department of Justice integration exercises students will learn and apply skills addressed in the following WI Department of Justice 720 Academy curriculum framework Phase I topics: Critical Thinking and Decision-Making, Basic Response (RESPOND), Radio Procedures,

Introduction to TraCS, Traffic Law Enforcement, and First Aid/CPR/AED. This course will also include the WI DOJ 720 Academy Integration Exercises. Lab, Lecture. Credits: 2.

#### 30-504-501-00 Physical Fitness

Through classroom lecture and on-campus lab students will apply Phases I-III Health Fitness WI Department of Justice 720 Academy curriculum framework program requirements and Officer Wellness Suicide Prevention. Lab, Lecture. Credits: 1.

#### 30-504-502-00 Application of Investigations

Through classroom lecture, on-campus lab, and WI Department of Justice 720 Academy integration exercises students will learn and apply skills addressed in the following Phase III topics of the Department of Justice 720 Academy curriculum framework: Ethics II: Moral Reasoning and Professional Responsibility, Cultural Competence II: Fair and Impartial Policing, Interrogations, Testifying in Court, Crimes III and Physical Evidence. Lab, Lecture. Credits: 1.

#### 30-504-503-00 Overview of Criminal Justice

Through classroom lecture and WI Department of Justice 720 Academy integration exercises, students will learn and apply skills addressed in the following WI Department of Justice 720 Academy Phase I curriculum framework topics: Academy Orientation, Fundamentals of Criminal Justice, Ethics, Cultural Competency, Agency Policy, and Professional Communication. Lab, Lecture. Credits: 1.

#### 30-504-504-00 Principles of Emergency Vehicle Response

Through classroom lecture, and on-campus lab, and WI Department of Justice 720 Academy integration exercises students will learn and apply skills addressed in the following Department of Justice 720 Academy Phase II topics: Emergency Vehicle Operation and Control (EVOC) and Vehicle Contacts II. Lab, Lecture. Credits: 2.

#### 30-504-505-00 Sensitive Crimes

Through classroom lecture, and on-campus lab and WI Department of Justice 720 Academy integration exercises, students will learn and apply skills addressed in the following Department of Justice 720 Academy curriculum framework Phase III topics: Domestic, Juvenile Law, Victims, Sexual Assault, and Child Maltreatment. The DOJ Phase III Written Examination will be administered in this course. Lab, Lecture. Credits: 2.

#### 30-504-506-00 Overview of Investigations

Through classroom lecture, on-campus lab, and WI Department of Justice 720 Academy integration exercises students will learn and apply skills addressed in the following Department of Justice 720 Academy curriculum framework Phase I topics: Constitutional Law I, Crimes I, Interviews, and Report Writing. The DOJ Phase I Written Examination will be administered in this course. Lab, Lecture. Credits: 2.

#### 30-504-507-00 Application of Traffic Response

Through classroom lecture, and on-campus lab and WI Department of Justice integration exercises, students will learn and apply skills addressed in the following Phase III topics from the WI Department of Justice 720 Academy curriculum framework: Traffic Law Enforcement - Core and Radar, Traffic Crash Investigations & Incident Management, Operating a Motor Vehicle While Intoxicated (OMVWI), Standardized Field Sobriety Tests (SFST), Hazardous Materials and Weapons of Mass Destruction (WMD), Incident Command Systems and NIMS, and Report Writing. Lab, Lecture. Credits: 3.

#### 30-504-508-00 Principles of Investigations

Through classroom lecture, and on-campus lab, and WI Department of Justice 720 Academy integration exercises students will learn and apply skills addressed in the following Phase II topics of the WI Department of Justice 720 Academy curriculum framework: Constitutional Law II, Physical Evidence Collections, and Crisis Management. The Phase II Written Exam will be given in this course. Lab, Lecture. Credits: 1.

#### 30-504-509-00 Principle of Tactics

Through classroom lecture and on-campus lab and integration exercises, students will learn and apply skills addressed in the following Phase II topics from the Department of Justice 720 Academy curriculum frameworks including: Professional Communication Skills II, DAAT, Firearms II, Tactical Response, and a Tactical Emergency Casualty Care. Lab, Lecture. Credits: 5.

#### 30-504-510-00 Overview of Tactics

Through classroom lecture, and on-campus lab and WI Department of Justice 720 Academy integration exercises, students will learn and apply skills addressed in the following Department of Justice 720 Academy curriculum framework Phase I topics: Fundamentals of Firearms, Vehicle Contacts I, Officer Wellness, and DAAT. Lab, Lecture. Credits: 1.

#### 30-504-511-00 Scenario Assessment

Refine previously learned skills and abilities by applying them to various case studies and simulated situations.

This course is designed to address from the following blocks of instruction from the Basic Law Enforcement Training 720 Hour Curriculum:

Application: Scenario Evaluation 40 hours Lab. Credits: 1.

#### 30-504-512-00 Physical Fitness 1 and 2

This course incorporates phases 1 and 2 of the 720 Law Enforcement Academy physical fitness program. Lab. Credits: 1.

### **Culinary (316,317,109)**

#### 10-316-111-00 Garde Manger

Methods and techniques of preparing and presenting food specialties created in the garde manger department are practiced. Hors d'oeuvres, salads, garnishing, food displays, charcuterie, and culinary competition units are included. Lab, Lecture. Credits: 2.

#### 10-316-112-00 Garde Manger Basics

Methods and techniques of preparing and presenting food specialties created in the garde manger department are practiced. Hors d'oeuvres, salads, garnishing, food displays, charcuterie, and culinary competition units are included. Lab, Lecture. Credits: 3.

#### 10-316-115-00 Culinary Math

Application of math procedures used by preparation, service, and management personnel in food service operations. Students solve problems in recipe sizing, costing and conversion, measurements, and equivalents, controlling costs, forms, and reports. Lecture. Credits: 2.

#### 10-316-121-00 Sanitation and Safety Fundamentals

Applies sanitary, safety, and legal principles to practices in the food service industry. Successful completion of the course enables students to take a national sanitation certification examination. Lecture. Credits: 2.

#### 10-316-122-00 Sanitation and Safety Basics

Learn basic principles of sanitation and safety in order to maintain a safe and healthy food service environment. The course presents

laws and regulations related to safety, fire, and sanitation and how to adhere to them in the food service operation. Successful completion of the course enables students to take a national sanitation certification examination. Lecture. Credits: 1.

#### 10-316-125-00 Food Theory

Food science principles applied to professional culinary food preparation. Units include professional kitchen operation, recipe terminology, and cooking techniques for various food categories. Lecture. Credits: 3.

#### 10-316-126-00 Food Production Principles

Provides practical experience applying food science principles in food preparation, analysis, and evaluation of preparation techniques. Lab. Credits: 3. Prerequisites: 1031612500 Food Theory (C or better) (concurrent enrollment allowed) and 1031612100 Sanitation and Safety Fundamentals (C or better) (concurrent enrollment allowed).

#### 10-316-130-00 Nutrition

Basic nutritional principles are applied to responsible food preparation in the food service industry. Recipe analysis, modification, and menu planning for clientele are discussed. Lecture. Credits: 2.

#### 10-316-140-00 Food Practicum I

Cafeteria style restaurant service applying principles, methods, and practices of professional food production. Students rotate weekly to kitchen and dining room stations. Lab. Credits: 3. Prerequisites: 1031612100 Sanitation and Safety Fundamentals (C or better) and 1031612500 Food Theory (C or better) and 1031612600 Food Production Principles (C or better).

#### 10-316-141-00 Food Practicum II

A la carte restaurant service applying principles, methods, and practices of professional food production. Students rotate weekly to kitchen and dining room stations. Lab. Credits: 3. Prerequisite: 1031614000 Food Practicum I (C or better) (concurrent enrollment allowed).

#### 10-316-150-00 Catering

Explores set-up and operation principles for on- and off-premise catering, deli and take-out food, and buffet and banquet management. International cuisines are investigated. Lab, Lecture. Credits: 3. Prerequisite: 1031614000 Food Practicum I (C or better).

#### 10-316-151-00 Advanced Professional Cooking

Develops advanced culinary skills necessary for success in quality food service operations. Classical terminology, philosophies, and techniques are refined for the modern kitchen. Lab, Lecture. Credits: 3. Prerequisite: 1031614000 Food Practicum I (C or better).

#### 10-316-152-00 Professional Baking

Introduces modern bakeshop principles used to produce quick and yeast breads, restaurant style desserts, and pastries. Products are evaluated for practicality, flavor, presentation, and correct techniques. Lab, Lecture. Credits: 3. Prerequisite: 1031612600 Food Production Principles (C or better).

#### 10-316-153-00 Advanced Baking

Application and refinement of basic baking knowledge and techniques gained in Professional Baking. Units include rolled-in dough, specialty breads, European-style desserts, petit fours, and decorative work. Lab, Lecture. Credits: 3. Prerequisite: 1031615200 Professional Baking (C or better).

#### 10-316-155-00 Menu Planning

Develops skill in planning creative, well-designed, and informative menus for use in the food service industry. Includes planning, design elements, layout, and copy writing. Lecture. Credits: 2. Prerequisites: 1031612100 Sanitation and Safety Fundamentals (C or better) and 1031612500 Food Theory (C or better) and 1031612600 Food Production Principles (C or better).

#### 10-316-160-00 Food Purchasing

Examines standards and specifications of food purchasing with emphasis on quality, grading, optimal price, and ordering requirements. Situational problems develop skills for work situations. Lecture. Credits: 2. Prerequisites: 1031611500 Culinary Math (C or better) and 1031612500 Food Theory (C or better) and 1031612600 Food Production Principles (C or better).

#### 10-316-170-00 Restaurant Practicum I

Refines techniques used in restaurant food production. Students plan menus, develop food purchasing requisitions, design work assignments, and operate the on-campus restaurant. Lab. Credits: 3. Prerequisites: 1031614100 Food Practicum II (C or better) and 1031615000 Catering (C or better) and 1031615100 Advanced Professional Cooking (C or better) and 1031615200 Professional Baking (C or better) and 1031615500 Menu Planning (C or better).

#### 10-316-171-00 Restaurant Practicum II

Refines techniques used in restaurant food production. Students plan menus, develop food purchasing requisitions, design work assignments, and operate the on-campus restaurant for a la carte service. Lab. Credits: 3. Prerequisite: 1031617000 Restaurant Practicum I (C or better) (concurrent enrollment allowed).

#### 10-316-175-00 Food Service Cost Control

Analysis of the factors affecting food and beverage cost control. Purchasing, receiving, preparation, storage, and inventory practices are examined. Lecture. Credits: 2. Prerequisite: 1031611500 Culinary Math (C or better).

#### 10-316-180-00 Food Service Supervision

Introduction to food service management. Fundamentals of leadership, communication techniques, employee motivation, recruitment, hiring, training employees, and problem solving/decision making processes are covered. Lecture. Credits: 3.

#### 10-316-181-00 Food Service Management

Introduction to food service management. Fundamentals of leadership, communication techniques, employee motivation, recruitment, hiring, training employees, and problem solving/decision making processes are covered. Lecture. Credits: 2.

#### 10-316-190-00 Culinary Internship

Placement in selected restaurant establishments to gain experience in work situations. Work plans will be constructed to include multiple aspects of the food service industry. Occupational. Credits: 2. Prerequisites: 1010311500 MS Word Beginning (C or better) and 1031611500 Culinary Math (C or better) and 1031612100 Sanitation and Safety Fundamentals (C or better) and 1031612500 Food Theory (C or better) and 1031612600 Food Production Principles (C or better) and 1080119500 Written Communication (C or better) and 1080919700 Contemporary Amer Society (C or better) and 1031611100 Garde Manger (C or better) and 1031613000 Nutrition (C or better) and 1031614000 Food Practicum I (C or better) and 1031614100 Food Practicum II (C or better) and 1080119600 Oral Interpersonal Communication (C or better) and (1080916600 Intro to Ethics Theory and Application (C or better) or 2080922500 Ethics (C or better)).

#### 10-317-120-00 Beverage Management

Introduces the management, responsible service, and sales of beverages. The areas of planning, equipping, staffing, product knowledge and purchasing, inventory management, marketing, and legal regulations are included. The Responsible Beverage Server portion fulfills Wisconsin Statutes which requires new applicants/bartenders/operators to complete training before a license is issued. Lecture. Credits: 2.

#### 10-317-121-00 Dining Room Management

This course emphasizes the service aspect of a hospitality business to create an exceptional customer experience. Examines how the dining room manager is responsible for maintaining standards of service, training of dining room staff, and motivating and monitoring staff to ensure customers' expectations are being exceeded. The course covers general rules of various service types, how to handle reservations, functions and procedures for dining room staff, and using current point-of-sale technology. Also included are sales techniques for service personnel including menu knowledge and suggestive selling. Lab, Lecture. Credits: 2. Prerequisite: 1031614100 Food Practicum II (C or better).

### Early Childhood Education (307)

#### 10-307-108-00 ECE Early Language and Literacy

This 3-credit course explores strategies to encourage the development of early language and literacy knowledge and skill building?in children birth to 8 years of age. Lecture. Credits: 3.

#### 10-307-110-00 ECE Soc S Art and Music

This 3-credit course will focus on beginning level curriculum development in the specific integrated content areas of social studies, art, music, & movement (SSAMM). Lecture. Credits: 3.

#### 10-307-112-00 ECE STEM

This 3-credit course will focus on beginning level curriculum development in the specific integrated content areas of science, technology, engineering and mathematics. Lecture. Credits: 3. Prerequisite: 1030711000 ECE Soc S Art and Music (C or better).

#### 10-307-115-00 Infant Toddler Capstone

This course integrates the theory, practice, and reflection of courses 1-3 and requires demonstration of best practices. May substitute for Practicum 2 on some campuses. Independent Study Hours, Lecture. Credits: 3. Prerequisites: 1030715100 ECE Infant and Toddler Development (C or better) and 1030716900 Infant and Toddler Group Care (C or better) and 1030719500 ECE Family and Community Relationships (C or better).

#### 10-307-135-00 Family Child Care Capstone

Demonstrate the integration and application of specific concepts and skills of family child care including mixed-age curriculum, quality standards, professional development, community resources, health and wellness practices, family partnerships, and financial management. This capstone experience reflects the learner's knowledge of family child care through the development of a major project. Lecture. Credits: 3. Prerequisites: (1030730100 Introduction to Family Child Care (C or better) and 1030730200 Family Child Care Responsive Planning (C or better)).

#### 10-307-148-00 ECE Foundations of Early Childhood Ed

This 3-credit course introduces the early childhood profession through a historical overview of the field. The course will explore program trends, quality indicators, and developmentally appropriate practices for children birth to age 8. Lecture. Credits: 3.

#### 10-307-151-00 ECE Infant and Toddler Development

This 3-credit course explores infant and toddler development as it applies to an early childhood education setting. This course focuses on children's conception through thirty-six months. This course includes training for Wisconsin Breastfeeding Friendly Child Care certification. Lecture. Credits: 3.

#### 10-307-160-00 ECE Field Experience 1

In this 3-credit introductory field experience course, you will be introduced to the foundations of early childhood education under guided supervision of a mentor teacher in an early childhood setting, working with children birth through age 8. This course meets the requirements for the Wisconsin Model Early Learning Standards 18-hour training. Independent Study Hours, Lecture. Credits: 3. Prerequisite: 1030716700 ECE Health Safety and Nutrition (C or better).

#### 10-307-166-00 ECE Curriculum Planning

Examines the components of curriculum planning in early childhood education. Integrates strategies that support diversity and anti-bias perspectives, examine the critical role of play, establish a developmentally appropriate environment, examine care giving routines as curriculum, develop activity plans that promote child development and learning, develop unit plans that promote child development and learning, and analyze early childhood curriculum models. Lecture. Credits: 3.

#### 10-307-167-00 ECE Health Safety and Nutrition

This 3-credit course examines the topics of health, safety, and nutrition within the context of the early childhood educational setting. This course includes training for Abusive Head Trauma, SIDS, and Mandated Reporter certifications. Lecture. Credits: 3.

#### 10-307-169-00 Infant and Toddler Group Care

Focuses on caring for infants and toddlers in group settings, both center-based and family child care. Material will cover program quality, philosophy, structure, environments, health and safety, developmentally appropriate practice, and inclusion/diversity issues. Lecture. Credits: 3. Prerequisite: 1030715100 ECE Infant and Toddler Development (C or better).

#### 10-307-170-00 ECE Field Experience 2

In this 3-credit intermediate field experience course, you will assist the mentor teacher in carrying out classroom routines and implementing developmentally appropriate learning experiences that promote child development and learning through play. Lecture, Occupational. Credits: 3. Prerequisites: 1030718800 ECE Guiding Child Behavior (C or better) and 1030716000 ECE Field Experience 1 (C or better).

#### 10-307-178-00 ECE Art Music and Language Arts

Focuses on beginning-level curriculum development in the specific content areas of arts, music, and language arts. Explores integration strategies that support diversity and anti-bias perspectives; examine the critical role of play; establish a developmentally appropriate environment; develop activity plans that promote child development and learning; analyze care giving routines as curriculum; create developmentally appropriate language, literature, and literacy activities; create developmentally appropriate art activities; and create developmentally appropriate music and movement activities. Lecture. Credits: 3. Prerequisite: 1030716600 ECE Curriculum Planning (C or better).

#### 10-307-179-00 ECE Child Development

Description The 3-credit course examines child development within the context of the early childhood education setting. This course

focuses on children ages 3 -8 years. Lecture. Credits: 3.

#### 10-307-187-00 ECE Children with Differing Abilities

This 3-credit course focuses on the child with differing abilities in an inclusive early childhood education setting while examining strategies for cultivating partnerships with families and community supports. Lecture. Credits: 3.

#### 10-307-188-00 ECE Guiding Child Behavior

This 3-credit course examines positive strategies to guide children's behavior in the early childhood education setting. This course meets the requirements of the Wisconsin Pyramid Model training. Lecture. Credits: 3.

#### 10-307-190-00 ECE Field Experience 3

In this 3-credit advanced field experience course, you will support young children's development through observation, assessment, and implementation of developmentally appropriate teaching strategies. Independent Study Hours, Lecture, Occupational. Credits: 3. Prerequisite: 1030717000 ECE Field Experience 2 (C or better). Corequisite: 1030721000 ECE Field Experience 4.

#### 10-307-195-00 ECE Family and Community Relationships

This 3-credit course will examine the role of relationships with family and community in early childhood education. In this course, students will complete the Strengthening Families Training. Lecture. Credits: 3.

#### 10-307-201-00 Autism Spectrum Disorder Overview

This course will provide an overview of Autism Spectrum Disorder including: common characteristics, terminology, etiology, diagnostic criteria, treatments, as well as environmental interventions and supports. Lecture. Credits: 3.

#### 10-307-202-00 Autism Strategies Techniques and Tools

This course will provide knowledge about common tools and strategies to support people with Autism Spectrum Disorders in a variety of environments. Participants will develop the skills needed to design materials and interventions such as: social stories, picture communication, behavioral techniques, and implementing common instructional strategies. Lecture. Credits: 3.

#### 10-307-203-00 Autism Navigating Life Transitions

This course will cover how and when to make referrals to agencies as well as what state and local services are available for individuals with Autism Spectrum Disorder. Participants will gain knowledge of transitional issues and challenges at all stages of life (birth-3, early childhood, school-age, post-secondary/vocational, etc.). Lecture. Credits: 3.

#### 10-307-204-00 Supervision/Administration ECE Programs

This course represents an overview of the roles and responsibilities of administrators of various early care and education programs and the groups with whom they have role relationships with an emphasis on quality. Lecture. Credits: 3.

#### 10-307-210-00 ECE Field Experience 4

In this final 3-credit pre-professional field experience course, you will demonstrate a comprehensive understanding of children and families as you practice the lead teacher role to design, implement, and evaluate a connected unit of learning experiences. Independent Study Hours, Lecture, Occupational. Credits: 3. Prerequisite: 1030717000 ECE Field Experience 2 (C or better). Corequisite: 1030719000 ECE Field Experience 3.

#### 10-307-301-00 Introduction to Family Child Care

Introduces family child care topics such as quality standards, health and wellness, child development, curriculum planning, guiding children's behavior, program wellness, and provider health and wellness. This course fulfills requirements for Department of Children and Families entry-level courses Fundamentals of Family Child Care and Introduction to the Child Care Profession. Lecture. Credits: 3.

10-307-302-00 Family Child Care Responsive Planning  
Focuses on creating responsive family child care programming with an emphasis on building relationships and curriculum. Introduces important topics such as quality standards for relationships, intentional relationships, diversity and anti-bias perspectives, family partnerships, mixed age curriculum, learning environment indoor and outdoor. Lecture. Credits: 3.

10-307-303-00 FCC Financial Management and Planning  
Focuses on managing finances of a family child care with an emphasis on principles and practices for budget planning, budget preparation, and fiscal management. Introduces important topics such as quality standards for financial management and planning, business management, financial planning, record keeping, business budgets, marketing and financial management tools and systems. Lecture. Credits: 3. Prerequisites: (1030730100 Introduction to Family Child Care (C or better) and 1030730200 Family Child Care Responsive Planning (C or better)).

#### **Economics (809)**

10-809-195-00 Economics  
With a focus on contemporary issues, this introductory course covers cost-benefit analysis, economics systems of the world, globalization, supply and demand, market structures, the labor market, economic growth, unemployment, inflation, business cycles, money, and government economic policy. The course strives to help students improve their individual and household decision-making, understand business decision-making, comprehend the current national and international economic issues and policies, and critically evaluate government response to economic concerns. Lecture. Credits: 3.

20-809-287-00 Principles of Macroeconomics  
This beginning course focuses on the economy as a whole and how it affects individuals and businesses. With an emphasis on contemporary issues, the course covers the essentials of the market system, alternative economic systems, macroeconomic indicators including GDP, employment, and inflation, business cycles, the money and banking system, fiscal and monetary policy, international trade, and the economic issues of developing nations. The goal of the course is to help students understand current national and international economic issues and the impacts of government economic policies both within our own nation and abroad. Lecture. Credits: 3.

20-809-288-00 Topics in Economics  
Pursues advanced or specialized economics topics in a traditionally structured, independent study, or service-learning format. Depending on the structure, requirements and credit value, topics are developed in advance by the instructor or by the student in consultation with the instructor. Lecture. Credits: 3.

20-809-291-00 Principles of Microeconomics  
This beginning course analyzes individual and business decision making as well as government policy effects on businesses and individuals. The course covers supply, demand, elasticity, consumer behavior, business costs of production, market structures, labor and other resource markets, and international trade effects on

businesses and individuals. The goal of the course is to help students improve individual decision-making, understand the behavior of consumers, the basics of business decision-making, and the impact of government intervention in the market. Lecture. Credits: 3.

#### **Educational Services (522)**

10-522-103-00 Introduction to Educational Practices  
Students analyze preK-12 education in the United States, determine roles and responsibilities of school personnel, and explore current trends and best practices. Students identify how students learn and the foundations of lesson planning. Students analyze Assessment strategies, classroom management, and techniques for supporting learners. Lecture. Credits: 3.

#### **Electromechanical Technology (620)**

10-620-102-00 Hydraulic and Pneumatic Operation  
Students will learn basic hydraulic and pneumatic fundamentals with associated symbology. Lab, Lecture. Credits: 1.

10-620-105-00 Hydraulics and Pneumatics for Electromechanical  
Overview of basic components, applications, and circuitry involved in hydraulics and pneumatics systems. Lecture and lab experiences involving pumps, valves, cylinders, fluids, and conditioners; basic theory and circuitry. Lab, Lecture. Credits: 2.

10-620-106-00 Ladder Logic Elements and Control Logic  
Students will learn the basics of sequencing and devices used in hydraulics and pneumatics machines. Lab, Lecture. Credits: 1.

10-620-107-00 Electronic Devices and Digital Concepts  
Electronic circuits and digital electronics from an electromechanical perspective. Topics covered include electronic switching devices, operational amplifiers, D-A and A-D conversions and basic digital circuits and systems. Emphasis will be placed on installation considerations, compatibility with other devices and troubleshooting. Lab, Lecture. Credits: 3. Prerequisite: 1046212600 Industrial Electronic Concepts (C or better).

10-620-109-00 Analyze Directional Control Valves  
Students will utilize the DCV's to control sequencing, timing and pressure control in hydraulic and pneumatic systems. Lab, Lecture. Credits: 1.

10-620-110-00 Mechanical Concepts for Electromech  
This course is designed to give the student a basic understanding of the mechanical concepts that are found on industrial equipment, specifically mechanical drive systems. Lab, Lecture. Credits: 2.

10-620-112-00 PLC Fundamentals and Basic Instructions  
Student will learn the components of the plc and beginning level programming. Lab, Lecture. Credits: 1.

10-620-115-00 PLC Systems I  
Principles of programmable logic controllers (PLCs) including programming the PLCs, creating basic ladder logic circuits containing basic logic functions, timers, counters, and sequencers. Emphasis is on basic PLC functions to assist one in servicing and troubleshooting PLC controlled equipment. Lab, Lecture. Credits: 3.

10-620-116-00 Analyze the Use of Oscilloscopes  
Students will learn the use of the oscilloscope to test electronic circuits beginning with common power supply systems. Lab, Lecture. Credits: 1.

10-620-118-00 Analyze Sensing Devices and Op Amps  
Students will learn the operation and troubleshooting of inductive, capacitive, optical and hall effect sensors. Lab, Lecture. Credits: 1.

10-620-120-00 Analyze SSRs and Switching Circuits  
Students will learn about and troubleshoot solid state relays and switching circuits commonly used. Lab, Lecture. Credits: 1.

10-620-121-00 Industrial Electronics II  
In-depth concepts of industrial control and power circuits. Forward and reversing motor starters, contractors and frequency drives. 3-phase AC motors, single-phase, split-phase AC motors, and DC motors, motor starters and motor controls. Mounting and wiring of control systems for easy maintenance. Design, wire, and document control and power circuits to solve application problems. Lab, Lecture. Credits: 2. Prerequisite: 1046212600 Industrial Electronic Concepts (C or better).

10-620-122-00 Industrial Motor Control  
This course will lead you through the fundamentals of electric motor control and power circuits. You will learn to recognize and draw the basic symbols, the language of motor control, and how to apply these symbols, into current industrial format. Forward and reversing motor starters, contractors and frequency drives. 3-phase AC motors, single-phase, split-phase AC motors, and DC motors, motor starters and motor controls. Mounting and wiring of control systems for easy maintenance. You will also learn to draw and read ladder and wiring diagrams. You will be introduced to the logic used in motor control and be required to apply this logic in order to correctly interpret, design, and wire control circuits. Lab, Lecture. Credits: 3. Prerequisite: 1046212600 Industrial Electronic Concepts (C or better).

10-620-123-00 Three Phase Electric Motor Control  
Students will learn about safety, 3 phase power transformation and manual control of three phase motor control systems. Lab, Lecture. Credits: 1.

10-620-125-00 Investigate Troubleshooting Methods  
Students will learn about the types and methods of troubleshooting for 3 phase motor control systems. Lab, Lecture. Credits: 1.

10-620-127-00 Troubleshooting Common Motor Circuits  
Students will examine the function and troubleshooting of reversing, automatic and timer controlled industrial motor control systems. Lab, Lecture. Credits: 1.

10-620-129-00 PLC Timers Counters and Program Controls  
Students will learn the operation and the use of timer, counter, MCR and first scan program instructions Lab, Lecture. Credits: 1.

10-620-130-00 PLC Systems II  
Design and add documentation to ladder logic programs to solve application problems. PLC applications examples as used in industry will be programmed on real industry equipment utilizing a wide variety of various sensors, photoelectric, proximity, motor drives, and control devices creating working automated systems. Lab, Lecture. Credits: 2. Prerequisite: 1062011500 PLC Systems I (C or better).

10-620-133-00 PLC Sequencing and Data Function Blocks  
Students will learn the operation of event sequencing, addition, subtraction, multiplication and division function blocks. Lab, Lecture. Credits: 1.

10-620-135-00 Industrial Robotics Systems

Terminology, concepts, and components of robots, robot-type machines, and automation. Emphasis will be on interfacing automated machinery. Lab, Lecture. Credits: 3.

10-620-137-00 Basic Robot Assemblies and Operations  
Students will learn about robot history, terminology, the components of a robot system, and design of their motion. Lab, Lecture. Credits: 1.

10-620-139-00 Robot Programming and Instructions  
Students will learn beginning level operation, teach pendant and program storage methods. Lab, Lecture. Credits: 1.

10-620-140-00 Sensors  
This course investigates theory, application, and troubleshooting of various sensor technologies including wiring and testing of sensor configurations. This course covers non-contact sensing fundamentals and interfacing. Lab, Lecture. Credits: 2.

10-620-141-00 PLC Systems III  
Determine the operation of PLC circuits using ladder diagrams, wiring diagrams, input/output schematics, and data sheets then develop a variety of specific techniques for diagnosing malfunctions in circuits containing PLC's. Lab, Lecture. Credits: 3. Prerequisite: 1062013000 PLC Systems II (C or better).

10-620-143-00 Analyze Robot Frames and Branching  
Students will learn advanced methods of robot programming including frames, program editing, position registers and program branching. Lab, Lecture. Credits: 1.

10-620-145-00 Motion Control Applications  
This course explains the fundamentals of stepper motors including; testing, operation, drivers, indexers, and computer control of motion for use in applications to control X Y motion such as lathes, and X Y Z motion such as control of milling machines. This course will also cover fundamentals of servo control including; testing motors, optical encoders, servo drivers, and computer control of motion for use in applications to control X Y motion such as lathes, and X Y Z motion such as control milling machines. Lab, Lecture. Credits: 3.

10-620-147-00 HMI Screen Development and Editing  
Students will learn to develop a Human Machine Interface (HMI) screen and edit features of an existing HMI program. Lab, Lecture. Credits: 1.

10-620-149-00 Investigate PLC Troubleshooting  
Students will learn the basics of troubleshooting the components of a PLC. Lab, Lecture. Credits: 1.

10-620-150-00 SCADA Concepts  
SCADA stands for Supervisory Control And Data Acquisition. This course will focus on industrial applications of acquiring data from PLC based equipment using industrial and ethernet networks. Display of data will use industrial display terminals such as the Allen-Bradley Panel View and Microsoft Excel spreadsheet using DDE technology. Additional applications utilizing ASCII text strings and HyperTerminal will be investigated. Lab, Lecture. Credits: 2.

10-620-152-00 Analyze PLC Analog Inputs  
Students will learn to integrate and troubleshoot a varied input signal to a PLC. Lab, Lecture. Credits: 1.

10-620-154-00 Analyze PLC Analog Outputs  
Students will learn to integrate and troubleshoot a varied output signal from a PLC. Lab, Lecture. Credits: 1.

#### 10-620-155-00 Automated Processes

This course is designed to give the student understanding and experience with various types of automated equipment, including proper lock-out, tag-out, and troubleshooting motors and motor drives. Learning activities include occupational or project experience demonstrating functionality, troubleshooting, and repair. Lab, Lecture. Credits: 2. Prerequisite: 1062013500 Industrial Robotics Systems (C or better).

#### 10-620-158-00 Analyze PLC Variable Output Applications

Students will learn common variable output circuits and the troubleshooting techniques associated with them. Lab, Lecture. Credits: 1.

#### 10-620-160-00 Industrial Fluid Control Systems

Course provides a "hands-on" approach to the study of fluid handling systems. A wide variety of system components including pumps, piping, seals and packing, flow control devices, flow measuring devices and pressure vessels will be studied. Practice of installation, alignment, servicing and trouble shooting of process systems. Lab, Lecture. Credits: 2. Prerequisites: 1062010500 Hydraulics and Pneumatics for Electromec (C or better) and 1062011000 Mechanical Concepts for Electromech (C or better).

#### 10-620-163-00 Analyze Automated System

Students will learn about the common components of automated machines. Lab, Lecture. Credits: 1.

#### 10-620-165-00 EM System Interfacing

Hands-on interfacing of PLC's, operator interfaces, sensors, and various automated equipment to create a work cell level of automation. Students gain experience in programming, wiring, and configuration. Learn the troubleshooting and programming of a more complex process. Lab, Lecture. Credits: 2. Prerequisites: 1062013000 PLC Systems II (C or better) and 1062013500 Industrial Robotics Systems (C or better).

#### 10-620-167-00 Integrate Automated Systems

Students will integrate the common components of an automated machine. Lab, Lecture. Credits: 1.

#### 10-620-169-00 Motor Control Starting and Braking

Students will learn and troubleshoot circuits associated with starting and stopping industrial motor control systems. Lab, Lecture. Credits: 1.

#### 10-620-170-00 Instrumentation

Students will learn how to measure the properties of temperature, pressure, flow, and level. Tuning PID loops and troubleshooting instrumentation systems. Transducers and control systems will be taught from a systems approach. Full-size industrial standard components and systems are used. Lab, Lecture. Credits: 2. Prerequisites: 1062012100 Industrial Electronics II (C or better) and 1062013000 PLC Systems II (C or better).

#### 10-620-172-00 Analyze Motor Control Speed and Torque

Students will learn and troubleshoot circuits associated with the control and torque of industrial motor control systems. Lab, Lecture. Credits: 1.

#### 10-620-175-00 Electromechanical Capstone

Offers electromechanical technology students the opportunity to incorporate content from the first three semesters while focusing on personal interests within the field of electromechanics. Students will begin projects as preliminary proposals, further refine them through

the design phase, and then develop them into a final project. This course culminates assessment of program outcomes for the Electromechanical Technology program. Lab. Credits: 2.

#### 10-620-176-00 Analyze Motion Control Software

Students will learn about and navigate motion control software. Lab, Lecture. Credits: 1.

#### 10-620-178-00 Configure Motion Control Systems

Students will learn how to set-up, configure and deploy a motion control project. Lab, Lecture. Credits: 1.

#### 10-620-180-00 Design Motion Control Projects

Students will learn about and design motion control projects to control position, velocity and current. Lab, Lecture. Credits: 1.

### Emergency Medical Services

#### 30-531-301-00 Emergency Medical Responder and Emergency Medical Technician Part 1

This course provides foundational knowledge for Emergency Medical Technician (EMT) candidates, and all requirements for Emergency Medical Responder (EMR) candidates. Topics include: basic anatomy and physiology, patient assessment, traumatic injury management, airway management, cardiac management and basic medical care. Upon successful completion, candidates will be eligible to participate in the National Registry of EMT's Emergency Medical Responder exams required for Wisconsin EMR certification. Lab, Lecture. Credits: 2.

#### 30-531-302-00 Emergency Medical Technician Part 2

This course will further build upon the base knowledge of the EMR and EMT Part 1 course. Topics include: expanded anatomy, physiology, and pathophysiology, disease processes, more complex patient assessment and critical thinking skills, in addition to additional skills allowed by the Wisconsin Department of Health Services/EMS Section Scope of Practice for EMT's. Lab, Lecture. Credits: 3. Prerequisite: 3053130100 EMR and EMT Part 1 (C or better) (concurrent enrollment allowed).

#### 30-531-304-00 Advanced EMT

Expands the role and skills of the EMT. Skills involved in obtaining intravenous access, intraosseous access, medication administration, and fluid therapy will be included. Lab, Lecture, Occupational. Credits: 4. Prerequisite: 3053130100 EMR and EMT Part 1 (C or better).

### English (801)

#### 10-801-195-00 Written Communication

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents. Lecture. Credits: 3.

#### 10-801-196-00 Oral Interpersonal Communication

Focuses upon developing speaking, verbal and nonverbal communications, and listening skills through individual presentations, groups activities, and other projects. Lecture. Credits: 3.

#### 10-801-197-00 Technical Reporting

Teaches preparation and presentation of written, oral, and multi-media technical reports. Lecture. Credits: 3. Prerequisite: 1080119500 Written Communication (C or better) or 2080121900

English Composition I (C or better).

#### 20-801-219-00 English Composition I

Develops expository writing and critical thinking skills, including clarity, concision, concreteness, and completeness of expression, supported by reasoning, organization, and language conventions. Lecture. Credits: 3.

#### 20-801-223-00 English Composition II

Advances composition skills, emphasizing well-reasoned argumentative research papers. Lecture. Credits: 3. Prerequisite: 2080121900 English Composition I (D- or better) or 1080119500 Written Communication (D- or better).

#### 20-801-227-00 Creative Writing

Introduces the writing process as a creative framework for individual expression, emphasizing idea generation, language development, and effective revision as applied to poetry and prose. Students write and critique their own literary efforts while exploring their own writing personas.

\*Can be taken as a humanities course or an elective. Creative Writing can also be used as a replacement for Composition I, with a program placement test score of 100+, for those seeking to fulfill associate of art or science English requirements. See a success coach with any questions. Lecture. Credits: 3.

**20-801-227-01 Creative Writing: Comics and the Graphic Novel**  
Creative Writing Comics and the Graphic Novel is a workshop-oriented course designed to guide students through the early stages of writing a comic series or graphic novel. Students will learn to create engaging, active characters; develop coherent narrative(s) around those characters; write a detailed, scene-by-scene story outline; and begin the process of scripting and storyboarding through such comics formats as page breaks, bleeds, and panel descriptions. Though this course requires no artistic ability, it is beneficial to artists as well as writers. Lecture. Credits: 3.

#### 20-801-228-00 Advanced Creative Writing

Focuses on concentrated application of expressive language and structure to the development of poetry, fiction, or non-fiction manuscripts. Lecture. Credits: 3. Prerequisite: 2080122700 Creative Writing (D- or better).

#### 20-801-231-00 British Lit Middle Ages thru 18th Cent

Examines early English literature through the 18th century Classical Period, including development of the novel. Lecture. Credits: 3.

#### 20-801-233-00 Children's Literature

Introduces the forms, functions, and merits of literature for children. Students will read and evaluate both classic and contemporary texts for a variety of age levels. Readings, lecture, class discussion, and projects will also explore historical and cultural contexts for, and influences upon, children's literature. Lecture. Credits: 3.

#### 20-801-234-00 Grant Writing and Community Funding

This course is designed for mastering phases of the grant writing and funding process, a prized employability skillset. Students develop a clear and concise mock grant application by identifying needs/problems to address, putting ideas into appropriate language, and using persuasive writing. Searching grant markets for potential funders, relationship cultivation, and building a grant budget will also be highlighted. Group discussion and peer feedback will enhance student learning on the grant process and its way of helping others in modern workplaces and service causes. \*Can replace Composition I, with a placement test score of 100+,

within associate of art or science English requirements. Lecture. Credits: 3.

#### 20-801-235-00 British Lit 19th Century to Present

Examines fiction, poetry, and drama from the Romantic Revival to the Contemporary period. Lecture. Credits: 3.

#### 20-801-236-00 British Literature

Examines fiction, essays, poetry, and drama ranging from the Middle Ages through the 20th Century. Lecture. Credits: 3.

#### 20-801-238-00 American Literature

American Literature explores the depth and breadth of America's literary traditions. Content may feature both traditional and contemporary literary genres, address topics closely tied to American identity, survey historical movements in literature, and feature major authors of American literature. Lecture. Credits: 3.

#### 20-801-239-00 American Literature 1865 to Present

Examines development of national writings from 1865 to the present as they reflect social changes and influential trends that contributed to American culture. Lecture. Credits: 3.

#### 20-801-243-00 American Literature Colonial to 1865

Examines writings of the Colonial through the Civil War periods, including Native American traditions. Lecture. Credits: 3.

#### 20-801-247-00 Contemporary World Literature

A study of contemporary world literature of the 20th century. You will read texts whose authors have been considered marginalized writers. Lecture. Credits: 3.

#### 20-801-248-00 Topics in Literature

Students gain awareness of, and appreciation for, major themes, movements, and writers through an in-depth study of specific literary works as they relate to the special topic. Topics, which vary from semester to semester, may include such areas as environmental, non-fiction, gothic, world, science fiction and fantasy, women's, mystery, and detective literature. Lecture. Credits: 3.

#### 20-801-248-01 Environmental Literature

Focuses on the aesthetic, spiritual, commercial, cultural, and historical lenses through which humans understand nature. Students may expect to read and respond to works from regional and travel writers, past and present. Lecture. Credits: 3.

#### 20-801-248-02 Gothic Literature

Discover the horrible, the grotesque, the taboo, the supernatural, and the simply creepy in British and American gothic literature from the 19th century to the present. This course examines the characteristics of the gothic tradition in novels, short fiction, and corresponding film interpretations. We will explore representations of gender, violence, family, politics, nature, and sexuality in these texts and speculate about their enduring and evolutionary qualities. Lecture. Credits: 3.

#### 20-801-248-03 The Graphic Novel

Students discriminate significant works in the graphic novel genre and explore how the mediums of image and word combine to create beautiful and compelling works of fiction, memoir, and criticism. Students read and analyze complex texts dealing with historical, biographical, and supernatural events with characters both realistic and fantastic. Major authors include Scott McCloud, Alan Moore, Marjane Satrapi, and Art Spiegelman. Lecture. Credits: 3.



#### 20-801-248-04 Creative Nonfiction

Explores the boundary between truth and invention in memoir, travel, nature, crime, adventure, and other categories of fact-based literary writing, and examines both literary technique and the surge in popularity of such writing among contemporary readers. Lecture. Credits: 3.

#### 20-801-248-05 Native American Literature

Covers readings in the contemporary American Indian genres of poetry, fiction, and creative non-fiction. Students will examine historical and contemporary themes, and analyze the oral tradition as it shapes contemporary Native American literature. Lecture. Credits: 3.

#### 20-801-248-06 Science Fiction Literature

Provides a survey of science fiction literature, including its history, subgenres, and critical theories for examining the genre. Lecture. Credits: 3.

#### 20-801-249-00 Sports Literature

Sports Literature explores literary themes through a variety of classic and contemporary works of mixed genres, from songs to novels to plays. These themes do not exclusively reside within the world of sport, but, in some instances, might be best illustrated by it. Analysis of these themes will also be aided by course discussion of cultures that shaped what authors had to say by way of their art. Lecture. Credits: 3.

#### 20-801-255-00 Introduction to Literature

Presents the major literary genres of poetry, fiction, non-fiction, and drama, and their distinct characteristics. Students will be introduced to principal literary themes, relevant critical approaches, and various literary traditions and cultures. This course enhances appreciation of literature and prepares students for further literary study. Lecture. Credits: 3.

#### 20-810-215-00 Argumentation and Debate

This course centers on the study and practice of argumentation. Students will examine theories of argumentation and advocacy, test these concepts using a current model of academic debate (e.g. World Universities, Lincoln-Douglass, National Debate Tournament), and assess the ethical implications of current policies and methods of persuasion being practiced at the local, national, and international levels. This course will serve to fulfill a Humanities requirement. Lecture. Credits: 3. Prerequisite: 2081020100 Fundamentals of Speech (D- or better).

#### 31-801-304-00 Applied Communications Writing

Focuses on writing skills related to employment. Students write and edit letters, resumes, memos, and brief reports. Lecture. Credits: 2.

#### 31-801-305-00 Applied Communication Listening Speaking

Emphasizes effective listening and speaking skills required for job performance and satisfaction. Those skills include interviewing for a job, communicating in the work place, and securing a job promotion. Lecture. Credits: 2.

#### Forestry Equipment

##### 30-462-301-00 Workshop Fundamentals

Students will explore and perform forestry equipment maintenance. Lab, Lecture. Credits: 1.

##### 30-462-302-00 Forestry Equipment Welding and Cutting

Students will explore and perform basic welding and cutting techniques on forestry equipment. Lab, Lecture. Credits: 1.

##### 30-462-303-00 Forestry Equipment Electronics

Students will summarize electrical principles and perform electrical maintenance on forestry equipment including CAN Bus technology. Lab, Lecture. Credits: 1.

##### 30-462-304-00 Forestry Equipment Hydraulics

Students will explore and perform hydraulic maintenance on forestry equipment. Lab, Lecture. Credits: 1.

#### General College: Comm Skills (831)

##### 10-831-103-00 Intro to College Writing

Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. Lecture. Credits: 3.

#### General College: Mathematics (834)

##### 10-834-110-00 Elem Algebra with Apps

Offers traditional algebra topics with applications. Learners develop algebraic problem solving techniques needed for technical problem solving and for more advanced algebraic studies. Topics include linear equations, exponents, polynomials, rational expressions, roots, and radicals. Successful completion of this course prepares learners to succeed in technical mathematics courses. Lab, Lecture. Credits: 3. Prerequisites: UW Math Placement Basic Math Skills score  $\geq 250$  or 7785478000 Principles of College Math (C or better) or Accuplacer Algebra score  $\geq 24$  or (Tailwind Math College Math Fund score  $\geq 15$  and Tailwind Math Essential Math Skill score  $\geq 42$ ).

#### General College: Reading (835,838)

##### 10-838-105-00 Intro Reading and Study Skills

Provides learners with opportunities to develop study skills and expand reading skills, including comprehension, fluency, and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources. Lecture. Credits: 3.

#### General College: Natural Science (836)

##### 10-836-133-00 Prep for Basic Chemistry

Introduces basic principles of chemistry including the properties of matter, atomic structure, and the classification of chemical reactions. Students learn to characterize solutions, acids, and bases, and differentiate between elements and compounds. Lecture. Credits: 2.

#### General Studies (825,890)

##### 10-890-100-00 College Success

Teaches college-level study techniques, personal management/organizational strategies, and communication skills including time management, learning styles, textbook management, note-taking, library resources, critical thinking, test preparation, test-taking, health/wellness, and diversity issues. Lecture. Credits: 1.

##### 10-890-102-00 Interpersonal Workplace Fundamentals

Interpersonal workplace fundamentals, also known as soft skills, are the skills which help foster relationships with other people and directly link to your approach on work and life. The Interpersonal Workplace Fundamentals class will cover essential abilities such as attitude, integrity, reliability, teamwork, personality, positivity, critical thinking, dependability, punctuality, and communication. These skill areas, when mastered, will greatly increase workplace efficiency. The goal of the Interpersonal Workplace Fundamentals class will be to create awareness, understanding, and mastery of these soft skills, especially as they relate to the workplace. Lecture. Credits: 2.

#### 10-890-103-00 Professional Career Management

This course will cover identification of individual interests and the occupations they align with, finding employment, creating a resume and cover letter, participating in an interview, and best practices for maintaining professional employment. Lecture. Credits: 1.

#### 20-890-101-00 Foundations of University Learning

This course introduces the culture of collegiate academics and prepares students to succeed in the University Transfer/Liberal Arts program. Coursework develops critical thinking skills and educational self-awareness foundational to university-level studies. Lecture. Credits: 1.

#### 20-890-290-00 Internship in Liberal Arts and Sciences

Internships offer entry-level exposure to a professional field. This course enables students with outside internships to earn academic credit in the University Transfer Liberal Arts Program. Students will apply knowledge derived from their academic studies to the workplace and professional development. The course complements the internship experience by providing an academic framework for learning and self-reflection as well as major and career exploration. Internships are completed under the guidance of a faculty mentor with the cooperation of an on-site supervisor. Note: student must have secured an external internship that requires a minimum of 72 hours and submit an internship contract before enrolling in the course.

Lecture, Occupational. Credits: 2. Prerequisite: . Permission Required.

#### 31-890-104-00 Professional Skills for Success

This course provides the opportunity to develop the knowledge, skills, and understanding of what it takes to become a professional employee. This course will focus on the development the interpersonal skills of emotional intelligence, communication, teamwork, negotiation, conflict resolution, problem solving, and decision making in a professional setting. Lecture. Credits: 1.

#### 31-890-107-00 Ethics for the Workplace

This course offers the opportunity to develop your ability to recognize and make ethical decisions in the workplace. The focus will be on the recognition and development of values. Expansion of ethical values will focus on demonstrating respect through dignity, diversity, and equality while enhancing guiding actions with the principles of confidentiality, honesty, and transparency in business and in conduct towards others. Lecture. Credits: 1.

### Geography (809)

#### 20-809-210-00 Topics in Geography

Addresses one or more patterns reflecting peoples' use of the earth. Examples of topics include geography of the United States, geography of national parks, and geography of water resources. Specific topics are indicated in the schedule of classes. Lecture. Credits: 3.

#### 20-809-212-00 Wisconsin

Examines physical and cultural patterns based on the development of physiographic regions. Emphasizes resources, agriculture, climate, economic, and urban development. Lecture. Credits: 3.

#### 20-809-215-00 World Regional Geography

Introduces to regional geography of the world. Emphasizes relationships with, and uses of, the physical and economic world. Lecture. Credits: 3.

#### 20-809-216-00 Human Cultural Geography

Introduces students to tools which geographers use to observe,

describe, and analyze the world in which we live, with special emphasis on cultures, people, environments, regions, and their interactions. Emphasis is on using Geographic Information Systems (GIS) in a social science setting. Lecture. Credits: 3.

### Graphic Design (107,201)

#### 10-107-186-00 Basic Web Page Design

Builds on concepts of web page design developed in Web Page Fundamentals. Students will learn design skills as they relate to HTML page construction, site maps with links, and visual aspects and issues of a web page. Lab. Credits: 3. Prerequisite: 1020110900 Design (C or better) or 2081520900 Design (C or better) (concurrent enrollment allowed).

#### 10-201-101-00 Art Appreciation

Explores the purpose of art as it relates to history, our society, and the issues of visual perception. Lecture. Credits: 3.

#### 10-201-105-00 Drawing

Provides a foundation in a variety of drawing techniques and concepts through the use of figure, still life, landscape, and compositional exercises. Lab. Credits: 3.

#### 10-201-109-00 Design

Explores the foundation studio organizational and perceptual qualities of design as they relate to a 2-dimensional surface. This course stresses design as a foundation and as visual problem solving. Lab. Credits: 3.

#### 10-201-110-00 Life Drawing

Studies of the principles, methods, and image variations of life drawing. The course explores the figure both traditionally and as a contemporary form. Variations of the figure will be addressed, from expression to graphic design. Lab. Credits: 3.

#### 10-201-113-00 Painting

Explores the principles, methods, and image variations of painting. Lab. Credits: 3.

#### 10-201-140-00 Basic Photography

Examines the principles of light, depth, exposure, printing, developing negatives, and printing black and white 35 mm film. Lab. Credits: 3.

#### 10-201-150-00 Intermediate Design

Builds on concepts introduced in the Design and Graphic Design classes. Learning is focused intensively on the formal elements of art as they are organized by the principles of design within the two and three-dimensional space. Course work is based on the exploration of conceptual and technical issues relevant to the project specification and target audience. Lab. Credits: 3. Prerequisites: 1020117500 Computer Graphics (C or better) and 1020118100 Graphic Design (C or better) and (1020110900 Design (C or better) or 2081520900 Design (C or better)).

#### 10-201-160-00 Digital Video

Hands-on, studio course in which students learn the basic tools of digital storytelling, using the digital video camera, and digital editing workflow from pre-shoot planning to final output. Focuses on foundational principles in camera and editing basics common to most digital video cameras and non-linear editing suites. Students independently shoot and produce their own creative work. Topics include high definition digital camera operation, monitor calibration, camera-to-editor acquisition and workflow, tape and tapeless workflow, chromakeying, studio and location shooting, basic digital sound acquisition and editing, lighting basics, editing basics,

principles and software, and compression and delivery for various media. Lab. Credits: 3. Prerequisite: 1020114000 Basic Photography (C or better) or 2081524000 Basic Photography (C or better).

#### 10-201-170-00 Graphic Design Portfolio

Covers compiling and evaluating portfolio content in graphic design. Presentation skills are mastered and visual portfolio is completed in this class. Lab. Credits: 3. Prerequisites: (1020110100 Art Appreciation (C or better) or 2081520100 Art Appreciation (C or better)) and (1020111300 Painting (C or better) or 2081521300 Painting (C or better) or 2081521500 Watercolor (C or better)) and (1020114000 Basic Photography (C or better) or 2081524000 Basic Photography (C or better)) and (1020111000 Life Drawing (C or better) or 2081521000 Life Drawing (C or better)) and 1020116000 Digital Video (C or better).

#### 10-201-175-00 Computer Graphics

Explores the computer's graphic capabilities in presenting images and investigating visual ideas. Lab. Credits: 3.

#### 10-201-176-00 Advanced Computer Graphics

Explores advanced applications of leading graphics software packages on the Macintosh platform; introduces pre-press work. Lab. Credits: 3. Prerequisites: 1020117500 Computer Graphics (C or better) and 1020118100 Graphic Design (C or better) (concurrent enrollment allowed) and (1020110900 Design (C or better) or 2081520900 Design (C or better)).

#### 10-201-181-00 Graphic Design

Examines the structure of words and images in graphic design. Covers basic principles of typographic design. Lab. Credits: 3.

#### 10-201-183-00 Typography

Introduction to the art of visual communication-through the most basic element of communication-the word. Explore the enhancement of communication by the employment of typographic skills. Placing emphasis on the historical development of type styles, the expressive potential of type, the application of typographic principles and the organization of information. Utilizes Adobe Illustrator, InDesign, Photoshop and Acrobat. Lab. Credits: 3. Prerequisites: 1020118100 Graphic Design (C or better) and 1020117500 Computer Graphics (C or better) and (1020110900 Design (C or better) or 2081520900 Design (C or better)).

#### 10-201-184-00 Introduction to Digital Media

Investigates advanced design techniques and conceptual development in digital and time based media. Covers the issues of advanced interactivity and the consideration of time and narrative as design elements in digital media. Work is performed in both web and video media. Lab. Credits: 3. Prerequisite: 1020117600 Advanced Computer Graphics (C or better) (concurrent enrollment allowed).

#### 10-201-185-00 Interactive Multimedia

Takes the student through the basic of two-dimensional animation and interactivity for the web. Students will become familiar with, and complete projects with software such as Macromedia Flash, Dreamweaver, and Image Ready. Theory and practice will include scripting, design concepts, site organization, file optimization, and working with both film and sound clips. Lab. Credits: 3. Prerequisite: 1020117600 Advanced Computer Graphics (C or better) (concurrent enrollment allowed).

### Heavy Equipment Operator (447)

#### 30-447-301-00 Basic Heavy Equipment Operator

HEO training is an introduction to basic heavy equipment operation

providing students with the technical and interpersonal skills necessary for success as an entry-level heavy equipment operator. Participants will learn the essential skills needed to safely operate heavy equipment as well as how to perform basic equipment maintenance, adjustments and repairs. As part of the focus on safety, participants will learn about environmental standards and construction site fundamentals such as grades and soil properties. Lecture. Credits: 2.

#### 50-447-510-00 Heavy Equipment Operator - Classroom Level I

This course introduces students to the basic terminology and equipment used in the heavy equipment trade. This course also introduces the student to working around heavy equipment in a safe and responsible manner. The student will learn how to use personal protective equipment, set up barricades and barriers, and use flags and paddles to control traffic. This course also covers trenching and excavation safety precautions. The student will learn what to expect from an apprenticeship program in heavy equipment and what makes a good operator. Lecture. Credits: 2.

#### 50-447-511-00 Heavy Equipment Operator Hands On Training Level I

In this course, the student will learn about the pre-operational checks and operator maintenance tasks for heavy equipment. The student will learn basic startup procedures and will be introduced to basic operation of various heavy equipment machines. This course will provide students with an opportunity for hands-on machine operation time on primarily level ground. Students will learn the basic concepts and procedures related to the use of heavy equipment by performing earthmoving work. Students will identify and select the most appropriate types of equipment for a given task and then operate the heavy equipment to perform the work. Lab. Credits: 2. Prerequisite: 5044751000 Heavy Equip Operator Classroom Level I (C or better) (concurrent enrollment allowed).

#### 50-447-512-00 Heavy Equipment Operator - Classroom Level II

This course introduces students to the primary components of a rough-terrain forklift, on-road dump trucks, and skid steers along with prestart inspections, preventive maintenance, and the proper operating procedures. It also provides training on the formulas and calculations used to determine the amounts of soil and other material to be removed from or added to a job-site excavation, focusing on volume and weight calculations. The course also covers the work involved in preparing a site for excavation and construction, along with introducing students to the various types of soils, their properties, and how these properties affect the heavy equipment operator. Lecture. Credits: 2. Prerequisite: 5044751100 Heavy Equip Operator Hands On Level I (C or better).

#### 50-447-513-00 Heavy Equipment Operator - Hands On Training Level II

In this course, the student will continue to learn about the pre-operational checks and operator maintenance tasks for heavy equipment. The student will continue to advance learning startup procedures and will be performing basic operation of various heavy equipment machines. This course will provide students with an opportunity for hands-on machine operation time on both level ground and introduce them to inclined ground. Students will learn general concepts and procedures related to the use of heavy equipment by performing earthmoving work. Students will identify and select the most appropriate types of equipment for a given task and then operate the heavy equipment to perform the work. Lab. Credits: 2. Prerequisite: 5044751200 Heavy Equip Operator Classroom Level II (C or better) (concurrent enrollment allowed).

#### 50-447-514-00 Heavy Equipment Operator - Classroom Level III

This course introduces students to common types of equipment and instruments used for finish grading, materials and methods used to stabilize soils and control soil erosion, and finishing and grading methods used for various applications. Students will be able to identify and describe the common uses, types, components, instruments, and controls of backhoes, off-road dump trucks, dozers, wheel loaders, compaction equipment, and excavators. Lecture. Credits: 2. Prerequisite: 5044751300 Heavy Equip Oper Hands On Train Lev II (C or better).

#### 50-447-515-00 Heavy Equipment Operator - Hands On Training Level III

In this course, the student will continue to advance in startup procedures and will be performing more advanced operation of various heavy equipment machines. This course will provide students with an opportunity for hands-on machine operation time on both level and advance inclined ground excavation techniques. Students will learn higher level concepts and procedures related to the use of heavy equipment by performing earthmoving work. Students will identify and select the most appropriate types of equipment for a given task and then operate the heavy equipment to perform the work. Lab. Credits: 2. Prerequisite: 5044751400 Heavy Equip Operator Classrm Level III (C or better) (concurrent enrollment allowed).

### History (803)

#### 20-803-205-00 Our Story - Indigenous History

To honor and preserve the history of sovereign Indigenous nations, this course engages the past on the premise that we were active agents shaping our story before and after Europeans entered it. This class will examine the diverse and complex cultural, economic, political, and spiritual systems of Indigenous peoples, the dynamics of Indigenous-European encounters, the changing relationship between sovereign Indigenous nations and the United States, and the (re)construction of Indigenous identity. Engagement with Indigenous and Western epistemologies will allow us to analyze them both as valid forms of conferring historical knowledge as well as to seek new ways of telling our story. Lecture. Credits: 3.

#### 20-803-215-00 History of American People to 1877

Surveys U.S. political, social, and economic development from the pre-colonial era to the post-Civil War period. Emphasizes reading, writing, and discussion. Lecture. Credits: 3.

#### 20-803-219-00 History of American People From 1877

Surveys U.S. political, social, and economic development from the post-Civil War era to the present. Emphasizes reading, writing, and discussion. Lecture. Credits: 3.

#### 20-803-227-00 American Government

Emphasizes the relationships between structure, behavior, and political process in the development and functioning of the U.S. political system. Addresses political theory, political philosophy, the U.S. Constitution, federalism, elections, federal powers, interest groups, parties, mass media, congress, judiciary, the presidency, the bureaucracy, civil rights, and freedoms in American political cultures. Overviews local and state institutions and foreign policy. Lecture. Credits: 3.

#### 20-803-240-00 History of Ethnic America

Surveys the contributions and experiences of various ethnic and racial groups from the pre-colonial era to the present. Emphasizes reading, writing, and discussion. Lecture. Credits: 3.

#### 20-803-256-00 Modern Asian History

Examines the societies, cultures, and emergence of the Pacific

Asian nations from the 19th century to the 1990s. Lecture. Credits: 3.

#### 20-803-258-00 World History to 1500

Surveys the diversity of the human experience by examining the development and contributions of various civilizations. Emphasizes reading, writing, and discussion. Lecture. Credits: 3.

#### 20-803-259-00 World History since 1500

Surveys the development of the human community by examining the development, contributions, and interactions of various civilizations. Emphasizes reading, writing, and discussion. Lecture. Credits: 3.

#### 20-803-260-00 Topics in History

Pursues advanced or specialized history topics in a traditionally structured, independent study, or service-learning format. Depending on the structure, requirements and topics are developed in advance by the instructor or by the student in consultation with the instructor. Lecture. Credits: 3.

#### 20-803-260-01 Intro to Political Theory

Examines various western political theories through the analysis and comparison of their central ideas, concepts, and values. Develops each student's historical, theoretical, and functional understanding of political thought in the United States. Lecture. Credits: 3.

### Human Services & Substance Use (520,550)

#### 10-520-100-00 Introduction to Counseling

This course provides an overview of counseling and introduces the fundamental principles of counseling. Students will explore techniques used to assist in establishing a therapeutic relationship and learn basic theory-based counseling strategies. Students will also begin to develop self-awareness regarding transference issues and self-awareness, and establishing professional boundaries with clients. Lecture. Credits: 3.

#### 10-520-101-00 Introduction to Human Services

Coursework introduces the typical roles and duties of human services workers. Students assess their own motivations, attitudes, and interests. In addition to the regular classroom hours students will complete an interview with a Human Services worker. Students must complete or have on file current, valid Background Information Disclosure (BID) and Caregiver Background Check (annual Wisconsin and Minnesota) forms, as part of this course. Lecture. Credits: 3.

#### 10-520-105-00 Boundaries and Ethics

This course will examine topics related to ethics and boundaries specific to the field of substance abuse. Students will review and examine the ethical code of substance abuse professionals. Learners will be able to incorporate these ethical standards into a thinking cycle to promote positive solution focused decision-making skills. These skills are evaluated through performance assessment tasks such as analyzing case study scenarios, personal reflection assignments, and in-depth classroom participation. Lecture. Credits: 3. Prerequisite: 1052010000 Introduction to Counseling (C or better).

#### 10-520-106-00 Methods in Social Casework

This course will prepare the learner for implementing case management techniques used in substance abuse treatment. It will incorporate the twelve core functions of a substance abuse professional and demonstrate how these core functions are implemented in practice. Learners will have the ability to complete the intake process, a bio-psychosocial assessment as well as create individual and client centered treatment plans, coordinate care by

making appropriate referrals based on AODA and Mental Health guidelines, and follow up with those referrals. Lecture. Credits: 3. Prerequisite: 1052010000 Introduction to Counseling (C or better).

#### 10-520-107-00 Group Counseling Methods

This course addresses varying ethical and professional boundary issues that may arise during group counseling. It also identifies the varying stages of a group process and techniques used in the group process. Students will apply group counseling techniques to specific target populations. Lecture. Credits: 3. Prerequisite: 1052010000 Introduction to Counseling (C or better).

#### 10-520-110-00 Advanced Counseling Theory

In this course, students will investigate the strengths and limitations in the current trends of counseling theory. Students will also examine the history of each theory and demonstrate an understanding of the theories. Analysis of cases studies and the application of counseling theory is included. Lab, Lecture. Credits: 3. Prerequisite: 1052010700 Group Counseling Methods (C or better).

#### 10-520-111-00 Behavior Assessment

In this course, students will examine signs and symptoms specific to mental health diagnoses across the lifespan as defined in the Diagnostic and Statistical Manual of Mental Disorders (DSM). Students will also explore and differentiate diagnostic techniques and behavioral examination instruments. The course will identify historical trends specific to mental health and evaluate these trends from the perspective of nature vs. nurture. Students will assess boundaries and ethical issues commonly found in behavior assessment. Lecture. Credits: 3. Prerequisite: 1052010000 Introduction to Counseling (C or better).

#### 10-520-143-00 Crisis Intervention Strategies

This course provides strategies for handling crisis situations in the field of Human Services. Student will identify varying theories to assist in the intervention of handling a crisis situation and be required to apply a theory in order to demonstrate competency. Students will evaluate signs and symptoms specific to a myriad of different crisis situations. Students will identify ethical issues resulting in dealing with crisis and apply professional's ethics to the scenario. Learners will be able to incorporate these ethical standards into a thinking cycle to promote positive solution focused decision-making skills to assist in deescalating a crisis situation. Students will also be introduced to a multicultural perspective when dealing with individuals in crisis. Lecture. Credits: 3.

#### 10-520-150-00 Special Populations

Students will examine theories and modalities frequently used in the field of case management. Students will learn the foundation of practice by exploring Evidence Based Practices such as Person Centered Planning and Recovery Oriented Care. This course will also focus on the special needs of different populations and how to encourage change. Systemic barriers with different populations will be identified along with a solution focused approach to care. Lecture. Credits: 3.

#### 10-550-110-00 Understanding Addiction

This course provides information based on the history, changing trends, and concepts of chemical dependence. It also assists in examining the various types of addictions within current culture(s). Attention will be focused on the impact of society on these trends and depicts the biology of psychoactive drugs. The course will also illustrate the etiology of addiction from the varying perspectives. Lecture. Credits: 3.

#### 10-550-115-00 Family Systems and AODA

This course examines the role of the family with regard to addiction. Additionally, the course introduces family systems theory and provides an overall foundation for understanding the dynamics of family interaction from an AODA perspective. Students will evaluate ethical and boundary issues which are common when working in substance abuse. Lecture. Credits: 2. Prerequisite: 1055011000 Understanding Addiction (C or better).

#### 10-550-116-00 Psychopharmacology

This course introduces basic psychopharmacology concepts and provides an overview of human biology and its functions when introduced to medications. Students will examine current trends of medication utilized in the treatment of common mental health disorders to include current trends when treating individuals with substance abuse issues. Lecture. Credits: 3. Prerequisite: 1055011000 Understanding Addiction (C or better).

#### 10-550-120-00 Introduction to the AODA Profession

This course introduces characteristics specific to the substance abuse counseling profession. Students will identify and determine personal strategies regarding self-determination and identify how they may implement professional strategies in person-centered treatment. Students will examine the eight practice dimensions used to effectively treat substance use disorders. Students will also evaluate legal and ethical issues surrounding substance abuse counseling, apply reflective practitioner methods, and utilize clinical supervision. Information will be provided regarding Wisconsin licensing for substance abuse counseling. Lecture. Credits: 1. Prerequisites: 1052010000 Introduction to Counseling (C or better) and 1052010600 Methods in Social Casework (C or better) and 1052010500 Boundaries and Ethics (C or better). Corequisite: 1055012500 AODA Preceptorship I.

#### 10-550-121-00 Assessment, Diagnosis, and Treatment of Addictive Disorders

This course focuses on addiction and its physical and psychological effects on the individual, as well as its effects on the family and society. Students will identify interventions that may be beneficial regarding treatment of addiction, and will assess community resources that may assist with this type of treatment. Students will also review signs and symptoms specific to addictive disorders based on the DSM. Students will assess boundaries and ethical issues commonly found in assessment, diagnosis and treatment of addictive disorders. Lecture. Credits: 3. Prerequisite: 1052010500 Boundaries and Ethics (C or better).

#### 10-550-122-00 AODA Across the Lifespan

This course introduces and assists students to evaluate problematic issues found in development across the lifespan. Development areas range from birth to death and includes topics such as sexuality, sexual behaviors, child maltreatment, and AODA/substance abuse issues. This course is designed to encourage understanding of healthy development in humans and provide a foundation of therapeutic interventions and knowledge of development across the lifespan. Students will assess ethical and boundary issues that are common when working in a helping profession. Lecture. Credits: 3. Prerequisite: 1055021100 Clinical Experience 1 (C or better).

#### 10-550-125-00 AODA Preceptorship I

This course provides the opportunity for students to integrate and apply the knowledge and skills from previous AODA classes into the treatment setting. Students will examine personal and professional qualities related to AODA issues, identify areas of improvement in the professional atmosphere, examine legal and ethical issues

surrounding substance abuse, practice the eight domains of a substance abuse counselor, and utilize clinical supervision. Information on obtaining licensure will be provided. Lecture, Occupational. Credits: 3. Prerequisites: 1055011000 Understanding Addiction (C or better) and 1052010500 Boundaries and Ethics (C or better) and 1052010600 Methods in Social Casework (C or better). Corequisite: 1055012000 Intro to AODA Profession.

#### 10-550-126-00 AODA Preceptorship II

This course provides additional preceptorship opportunities for students in the AODA program. It provides integration and application of knowledge and skills from previous classes of AODA in a treatment setting. Students will examine personal and professional qualities related to AODA issues, identify areas of improvement in the professional atmosphere, examine legal and ethical issues surrounding substance abuse, practice the eight domains of a substance abuse counselor, and utilize clinical supervision. Lecture, Occupational. Credits: 3. Prerequisite: 1055012500 AODA Preceptorship I (C or better).

#### 10-550-200-00 Intro to Substance Use Disorder Profession

Explore characteristics that are incorporated into substance use counseling and practice. Determine personal values, beliefs, strengths and weaknesses. Analyze the eight practice dimensions used to effectively treat substance use disorders: Clinical Evaluation; Treatment Planning; Referral; Service Coordination; Counseling; Patient, Family and Community Education; Documentation; and Professional and Ethical Responsibilities. Evaluate legal and ethical issues surrounding substance use counseling. Evaluate Information about Wisconsin licensing for substance use counseling. Lecture. Credits: 3. Prerequisites: 1055020600 Introduction to Interview and Counsel (C or better) and 1055020200 Foundations of Case Management (C or better) and 1055021000 Boundaries Ethics for Helping Profession (C or better). Corequisite: 1055021100 Clinical Experience 1.

#### 10-550-201-00 Understanding Substance Use

Explore the bio-psych social dynamics of substance use. Examine treatment approaches, models, and screening criteria. Examine substances of abuse, history of SUDs, and their impact on the individual and society. Lecture. Credits: 3.

#### 10-550-202-00 Foundations of Case Management

Introduction to case management techniques and processes. Incorporates intake assessment techniques, service planning techniques, referral processes, coordination of care, and discharge processes determined by a multidisciplinary team approach. Includes client self-determination and autonomy. Incorporates clinical documentation requirements and processes. Lecture. Credits: 3. Prerequisite: 1055020600 Introduction to Interview and Counsel (C or better).

#### 10-550-203-00 Overview of Mental Health Disorders

Provides an overview to the history, diagnosis, treatment strategies, legal and ethical considerations, and documentation of mental health conditions. Focus is on understanding the mental health conditions that co-occur with substance use disorders. Lecture. Credits: 3. Prerequisite: 1055020600 Introduction to Interview and Counsel (C or better).

#### 10-550-204-00 Group Facilitation

An introduction to theory and practice of group dynamics and processes. Includes ethical considerations, effective group leadership, and stages of group development. Also includes demonstration of group facilitation skills, clinical documentation, co-facilitation strategies, reflective practitioner techniques, and group

formation. Lecture. Credits: 3. Prerequisite: 1055020600 Introduction to Interview and Counsel (C or better).

#### 10-550-205-00 Counseling Theory

Summarize the history of, and explore the primary concepts within, the major approaches to counseling. Explore the empirical foundations of each theory. Examine application of theories to counseling. Review specific techniques of each theoretical approach. Examine the role of the counselor within each theoretical approach. Explore the role of the counselor, the scope of practice, and the ethical implications in counseling. Lecture. Credits: 3.

#### 10-550-206-00 Introduction Interviewing and Counseling Skills

Description Analyze foundational skills in the counseling relationship. Analyze the stages of the helping processes and the roles professionals play in the processes. Analyze the importance of establishing therapeutic relationships. Apply basic counseling techniques. Apply interviewing and counseling skills through mock counseling sessions and personal experience reflections. Examine issues of boundaries and ethics. Lecture. Credits: 3.

#### 10-550-207-00 Psychopharmacology

Overview of psychopharmacology including drug categorization history, drug categorization, and drug classification. Includes analysis of neurophysiology of the brain and endocrine system, effects of substances on the body, analysis of delivery systems, and analysis of medical aspects of SUDs. Also includes etiology of addiction, psychopharmacological aspects of withdrawal management, analysis of medications used to treat SUDs and mental health disorders, and SUD medical impacts on the body. Lecture. Credits: 3. Prerequisite: 1055020100 Understanding Substance Use (C or better).

#### 10-550-208-00 SUDC Assessment, Diagnosis and Treatment

Explore the core components of substance use disorder treatment. Apply the core practice dimensions of Substance Use Disorder Counseling. Evaluate process for SUD clients for the purpose of developing treatment plans and documenting the treatment process. Lecture. Credits: 3. Prerequisite: 1055021000 Boundaries Ethics for Helping Profession (C or better).

#### 10-550-209-00 Family Systems

Provides a broad understanding of family systems theory and practice relevant to the human services field. Focus is on evaluating the communication and interaction patterns and applying interventions and strategies. Lecture. Credits: 3. Prerequisite: 1055020100 Understanding Substance Use (C or better).

#### 10-550-210-00 Boundaries and Ethics for the Helping Profession

Evaluate the ethical codes of the helping professions. Examine professional boundaries related to the helping professions. Incorporate ethical standards into decision making processes. Examine ethical considerations related to professional standards for the helping professions. Examine ethical considerations related to state and federal regulations for the helping professions. Examine the ethical considerations related to professional self-care. Lecture. Credits: 3. Prerequisite: 1055020600 Introduction to Interview and Counsel (C or better).

#### 10-550-211-00 Clinical Experience 1

Immersive experience with an agency including supervised practice in the 12 core functions. Integrates the knowledge, theory, skills, and professional behaviors learned in the two previous semesters of coursework. Emphasis on gaining first-hand knowledge and refine previously acquired skills to gain a greater understanding of self and the helping professions. Lecture, Occupational. Credits:

3. Prerequisites: 1055020100 Understanding Substance Use (C or better) and 1055020600 Introduction to Interview and Counsel (C or better) and 1055020200 Foundations of Case Management (C or better) and 1055021000 Boundaries Ethics for Helping Profession (C or better). Corequisite: 1055020000 Intro to Substance Use Disorder Profess.

#### 10-550-212-00 Clinical Experience 2

Immersion experience with an agency including supervised practice in the 12 core functions. Integrates the knowledge, theory, skills, and professional behaviors learned in previous courses and refined in Clinical I immersion experience. Emphasis on applying previously acquired knowledge and skills and gaining a greater understanding of self and the helping professions through first-hand experience. Lecture, Occupational. Credits: 3. Prerequisite: 1055021100 Clinical Experience 1 (C or better).

### **Industrial Equip Mechanic (462)**

#### 10-462-103-00 Hydraulic Components and Schematics

Students will learn how to operate the Basic Hydraulic Trainer and draw the schematic symbols in a circuit. Lab, Lecture. Credits: 1.

#### 10-462-105-00 Fixed Displacement Pumps

Students will learn about Pascal's law and the relationship between pressure, force and area. Lab, Lecture. Credits: 1.

#### 10-462-107-00 Hydraulic Pressure Valves

Students will identify different hydraulic valves and use them in an application. Lab, Lecture. Credits: 1.

#### 10-462-109-00 Analyze Basic Pneumatic Trainer

Students will learn how to operate the Basic Pneumatic Trainer. Lab, Lecture. Credits: 1.

#### 10-462-110-00 Mechanical Concepts 1

This course is designed to give the student a basic understanding of the mechanical concepts that are found on industrial equipment. Since all industrial machinery is equipped with some type of mechanical drive, a firm understanding of these drives is necessary for both the industrial mechanical technician and the electro-mechanical technician. Lab, Lecture. Credits: 2.

#### 10-462-111-00 Mechanical Concepts 2

This course is designed to further the understanding the industrial mechanical technician student has about the mechanical concepts found on industrial equipment. Since all industrial machinery is equipped with some type of mechanical drive, a definite understanding of these drives is necessary for the industrial mechanic. Lab, Lecture. Credits: 2. Prerequisite: 1046211000 Mechanical Concepts 1 (C or better) (concurrent enrollment allowed).

#### 10-462-112-00 Analyze Pressure Regulator and Actuator

Students will understand how air compression will affect an actuator. Lab, Lecture. Credits: 1.

#### 10-462-115-00 Basic Electrical Circuits

Students will learn how to measure voltage, current and resistance in an electrical circuit. Lab, Lecture. Credits: 1.

#### 10-462-117-00 Inductance and Capacitance

Students will learn how to define and calculate inductance and capacitance in an electrical circuit. Lab, Lecture. Credits: 1.

#### 10-462-119-00 Analyze Transformers

Students will learn how to size a transformer and how to identify the

step up and step down transformers. Lab. Credits: 1.

#### 10-462-120-00 Basic Hydraulics for Industrial Mechanic

Exposes the student to the theories and basic components of hydraulics. Basic component construction and operation is explored. The theory of function is supplemented by hands on disassembly and assembly of actual industrial components. Lab, Lecture. Credits: 3.

#### 10-462-121-00 Mechanical Drive Systems

Students will learn how to install a drive and properly align a shaft. Lab, Lecture. Credits: 1.

#### 10-462-124-00 Belt and Chain Drives

Students will learn how to properly install and adjust drive components. Lab, Lecture. Credits: 1.

#### 10-462-125-00 Basic Pneumatics for Industrial Mechanic

Exposes the student to the theories and basic components of pneumatics. Basic component construction and operation is explored. The theory of function is supplemented by hands on disassembly and assembly of actual industrial components. Lab, Lecture. Credits: 3.

#### 10-462-126-00 Industrial Electronic Concepts

Introduces the student to basics of electricity needs by the industrial mechanic. Included are basic electrical theory, operation and use of the Volt-Ohm meter, AC and DC electric motors, motor controls and wiring, and applications as needed to install, operate, and control industrial machines. Lab, Lecture. Credits: 3.

#### 10-462-127-00 Lubrication and Sealing Shafts

Students will learn about proper lubricants and seals for an application. Lab, Lecture. Credits: 1.

#### 10-462-129-00 Common Bearings in Advanced Gear Drives

Students will learn about several bearing styles and common use in a gear drive application. Lab, Lecture. Credits: 1.

#### 10-462-132-00 Pneumatic Valves and Air Logic

Students will be able to identify common air valves and understand how air logic is used. Lab, Lecture. Credits: 1.

#### 10-462-135-00 Filtration and Servicing Components

Students will understand air filtration and component lubrication in an air circuit. Lab, Lecture. Credits: 1.

#### 10-462-137-00 Hydraulic Valves in Actuator

Students will learn how to identify various DCV's and use them in an application on the trainer. Lab, Lecture. Credits: 1.

#### 10-462-139-00 Hydraulic Check Valve Applications

Students will learn the schematic symbols of a check valve and their application. Lab, Lecture. Credits: 1.

#### 10-462-140-00 Pneumatic Operations for Industrial Mech

Provides the application of basic pneumatic principles into typical industrial circuits. The student will experience exercises with basic pneumatic components and simple air systems and how they are applied in circuits. Vacuum components and air logic systems will be included. Lab, Lecture. Credits: 2. Prerequisite: 1046212500 Basic Pneumatics for Industrial Mechanic (C or better).

#### 10-462-141-00 Accumulators Used in Hydraulics

Students will learn how to charge an accumulator and use them in an application.

Lab, Lecture. Credits: 1.

10-462-143-00 Mechanical Print Reading and Schematics

Students will learn drawing symbols and understand how to interpret drawing dimensions. Lecture. Credits: 1.

10-462-150-00 Piping Systems

Designed to give the student understanding and experience on how to select size, identify, and install a variety of piping fittings, and valves used in air, water, and other process systems. Lab, Lecture. Credits: 2.

10-462-170-00 Pump Safety Installation and Operation

Students will learn how to safely start a pump and proper pump installation. Lab, Lecture. Credits: 1.

10-462-172-00 Cavitation and Pseudo Cavitation

Students will learn about cavitation and simulate on the pump trainer. Lab, Lecture. Credits: 1.

10-462-174-00 Pump Suction

Students will learn how fluid enters a pump safely. Lab, Lecture. Credits: 1.

10-462-176-00 Piping Components and Schematics

Students will learn about various piping materials and components. Lab, Lecture. Credits: 1.

10-462-178-00 Piping Configurations Using a Drawing

Students will construct piping material and components into a circuit using a drawing. Lab, Lecture. Credits: 1.

10-462-180-00 Design and PLC Program

Students will learn about the main components of a PLC and how to write a program. Lab, Lecture. Credits: 1.

10-462-182-00 PLC Troubleshooting Processes

Students will learn how to troubleshoot a faulty PLC program. Lab, Lecture. Credits: 1.

10-462-184-00 Evaluate Analog Inputs and Outputs

Students will learn how to identify a PLC input/output and how their application. Lab, Lecture. Credits: 1.

10-462-186-00 Tag System Used in Process Control

Students will learn how to identify circuit tags on the trainer as well as on a diagram. Lab, Lecture. Credits: 1.

10-462-188-00 Loop Controller and Control Elements

Students will learn how to install PID parameters. Lab, Lecture. Credits: 1.

10-462-192-00 Sensors to Measure Liquid Level

Students will change parameters in a program to maintain fluid levels. Lab, Lecture. Credits: 1.

10-462-194-00 Validate Functions of PM

Students will learn how to follow a PM checklist and understand the importance of using proper safety protocol. Lecture. Credits: 1.

10-462-196-00 Create a PM Checklist and Schedule

Students will learn how to create a PM checklist and develop a maintenance interval for an industrial machine. Lecture. Credits: 1.

10-462-198-00 Industrial Maintenance Capstone

Common core competency project Lab, Lecture. Credits: 3.

31-462-110-00 Basic Hydraulic Components and Theory

Students will analyze hydraulic components used in a basic hydraulic system. Students will learn component identification using symbols and schematics. Using the schematics, students will connect hydraulic circuits on a trainer to analyze data and to understand the principles of oil flow and pressure. Lab, Lecture. Credits: 3.

31-462-120-00 Relay Logic used in Hydraulics

Students will analyze the use of electricity to control a hydraulic system. Students will learn relay component identification using ladder logic. Using the ladder logic and relay logic, students will connect circuits on a trainer to operate a circuit. Lab, Lecture. Credits: 1.

31-462-301-00 Industrial Mechanical Capstone

Students will work on a final project to demonstrate a culmination of competencies learned throughout the program. Lab, Lecture. Credits: 1.

#### **Industrial Safety (449)**

10-449-100-00 Industrial Safety Fundamentals

Introduces general safety for a manufacturing environment while raising the awareness of the worker to the hazards around them, and how to best protect themselves while working safely. Students will earn an OSHA 30 card and confined space certificate upon completion. Lecture. Credits: 2.

#### **Info Tech (107,150,152,154, 157)**

10-107-100-00 Google Information Technology Fundamentals

In this course, student will become familiar with Personal computers, from the hardware to the operating system that controls them and how to maintain and upgrade them to customer service skills needed in an entry level IT position. They will also explore the fundamentals of computer networking, how to setup, maintain and troubleshoot a network. Lab, Lecture. Credits: 3.

10-107-101-00 Google System Administration, IT Infrastructure services and IT Security

This course will teach you how to support an entire computer system for a multi-user environment to include managing and configuring servers and tools used to manage computers, user information, and user productivity and how to manage and maintain the data used by users to include backup and recovery operations. This course also will cover a wide variety of IT Security concepts, tools and best practices. It will introduce you to encryption, the three A's of security, authentication, authorization, and accounting. It will also look at network security solutions, firewalls, and Wi-Fi security solutions. Lab, Lecture. Credits: 2.

10-107-115-00 Digital Literacy with Cyber Security

This course will cover identifying and differentiating between major computer components, Microsoft Windows operating system and application operations, computing environment issue troubleshooting, making connections between office network devices, file management, and basic cybersecurity threats and best practices. Lab, Lecture. Credits: 1.

10-107-127-00 IT Careers

This course explores potential occupations learners can pursue in IT and the requisite knowledge and skills generally required for each. Lecture. Credits: 1.



#### 10-107-128-00 Introduction to Security

Gives the student an introduction to computer security. It focuses on what security is, and why it is important in business today. The student will investigate different aspects of security from email security to denial of service attacks on a system. The student will gain practical skills necessary to protect against such attacks. Lab, Lecture. Credits: 3. Prerequisite: 1015011400 Cisco Networking 1 (C or better).

#### 10-150-110-00 Networking Fundamentals

Gives the student a basic understanding of a network. The student will gain an understanding of basic networking terminology, and OSI model, network cabling practices, TCP/IP addressing, and subnet masking. The student will investigate communication on a LAN environment. Lab, Lecture. Credits: 3.

#### 10-150-111-00 Network Standards and Practices

Students will learn how end user devices and local network devices communicate with each other and the global internet. Lab, Lecture. Credits: 1.

#### 10-150-113-00 Network Topology and Devices

Students will learn the various network topologies and how the network devices connect in those topologies as well as they will explore wireless technologies and how they are used. Lab, Lecture. Credits: 1.

#### 10-150-114-00 Cisco Networking 1

This course explores enterprise networking protocols, numbering systems, media access control, Ethernet, ARP and ND communication, IPv4 and IPv6 addressing, and security on routers and switches. This course is the first of three aligned with the Cisco CCNA (200-301) certification exam. Lab, Lecture. Credits: 3.

#### 10-150-116-00 Configure Network Devices

Students will learn how to configure various network devices, apply security concepts to protect the network, and troubleshoot common issues with the network. Lab, Lecture. Credits: 1.

#### 10-150-120-00 Virtualization Basics and Initial Configuration

This course will introduce Virtualization in the infrastructure; including how to initially setup and configure a virtualized environment. Lab, Lecture. Credits: 1. Prerequisite: 1015011400 Cisco Networking 1 (C or better).

#### 10-150-124-00 Virtualization Machine Setup and Troubleshooting

This course will explore how to create, configure, and troubleshoot virtual machines. Lab, Lecture. Credits: 1. Prerequisite: 1015011400 Cisco Networking 1 (C or better).

#### 10-150-128-00 Virtualization Environment Management

This course will explore how to manage, monitor, and maintain a virtual infrastructure. Lab, Lecture. Credits: 1. Prerequisite: 1015011400 Cisco Networking 1 (C or better).

#### 10-150-130-00 Cisco Networking 2

This course explores enterprise networking security, Layer 2 switching, VLAN and trunking implementation, STP redundancy, EtherChannel, DHCPv4, IPv6 dynamic addressing, WLAN connectivity, router forwarding, and static route configuration. This course is the second of three aligned with the Cisco CCNA (200-301) certification exam. Lab, Lecture. Credits: 3.

#### 10-150-145-00 Cisco Networking 3

This course explores enterprise networking security, OSPF and OSPFv2, ACLs, NAT services, WAN access technologies, VPNs, QoS,

management, scalability, virtualization, and automation. This course is the third of three aligned with the Cisco CCNA (200-301) certification exam. Lab, Lecture. Credits: 3.

#### 10-150-147-00 Emerging Network Technologies

Provides learners with, and insight into, the new and emerging technologies that use the network infrastructure to include protocols and virtualization by using the latest tools and techniques. Lab, Lecture. Credits: 3. Prerequisite: 1015011400 Cisco Networking 1 (C or better).

#### 10-150-150-00 Windows Client

This course explores enterprise client operating system installation, configuration, performance, access, management, and protection. This course is aligned with the Microsoft 365 Certified: Endpoint Administrator Associate certification exams. Lab, Lecture. Credits: 3.

#### 10-150-166-00 Wireless Technologies

Concepts of wireless communications and the role of wireless technologies in the workplace. Students will learn the various standards and theory, and will configure wireless equipment. Students will explore Virtual Private Networks (VPN), understand their function and role in remote communications, and learn to configure and maintain VPN communications. Lab, Lecture. Credits: 3.

#### 10-150-180-00 Windows Server

This course explores enterprise server operating system installation, configuration, access, networking, management, and availability. This course is aligned with the Microsoft 70-740: Installation, Storage, and Compute with Windows Server 2016 certification exam. Lab, Lecture. Credits: 3.

#### 10-150-181-00 Server Operating System Installation and Setup

This course will explore server installation and setup of operating system, networking, storage, and virtualization. Lab, Lecture. Credits: 1.

#### 10-150-184-00 Server Access Setup and Policies

This course will explore user access setup and configuration of permissions and group policies. Lab, Lecture. Credits: 1.

#### 10-150-188-00 Server Management and Services

This course will investigate that various services that the server OS can offer and how to manage and maintain the server OS. Lab, Lecture. Credits: 1.

#### 10-151-100-00 IT Security Basics

In this course, you will explore basic IT security and the threats and countermeasures that can be used to protect the infrastructure. Lab, Lecture. Credits: 1.

#### 10-151-105-00 Digital Literacy with Cyber Security

This course will cover identifying and differentiating between major computer components, Microsoft Windows operating system and application operations, computing environment issue troubleshooting, making connections between office network devices, file management, and basic cybersecurity threats and best practices. Lab, Lecture. Credits: 1.

#### 10-151-110-00 IT Security Monitoring

In this course, you will identify and use tools to monitor activity on the network to ensure a secure work environment. Lab, Lecture. Credits: 1.

#### 10-151-120-00 IT Security Management

In this course, you will explore the how to manage and maintain a secure IT Infrastructure. Lab, Lecture. Credits: 1.

#### 10-151-130-00 Cybersecurity Operations

This course will focus on the endpoint threat analysis and computer forensics. It will also teach a student how to analyze a network intrusion, analysis of the data and events, and proper response and handling of a security incident on the network. This course will prepare the student for the Implementing Cisco Cybersecurity Operations (SECOPS) exam. Lab, Lecture. Credits: 3. Prerequisite: 1015114000 IT Security (C or better).

#### 10-151-135-00 Implement Network Security

This course will focus on security principles and technologies. The student will describe network security concepts, secure routers and switches to secure the infrastructure, implement authentication and accounting services, and implement firewall services to secure the network infrastructure. This course will prepare the student for the CCNA Security Exam (IINS). Lab, Lecture. Credits: 3. Prerequisite: 1015114000 IT Security (C or better).

#### 10-151-140-00 IT Security

This course explores the threats, attacks, and vulnerabilities to an organization's devices, applications, and infrastructure throughout the enterprise. Tools, techniques, and technologies will further the exploration that help assess, secure, and monitor organizational assets as well as respond, investigate, and recover from incidents. This course is aligned with the CompTIA Security+ certification exam. Lab, Lecture. Credits: 3.

#### 10-152-115-00 Database Fundamentals

Students learn the fundamental concepts and applications of relational database tables using a hands-on approach. Topics include database architectures, data structures, planning, creation, inquiry, updating, input and output forms (reporting), and importation of data from an outside source for use in databases. Lab, Lecture. Credits: 3.

#### 10-152-120-00 Introduction to Programming

Introduces the learner to programming concepts using structured logic and basic concepts related to computer programming and program development. Programs will be developed using sequential, selection, and looping control structures, functions, arithmetic calculations. Lab, Lecture. Credits: 3.

#### 10-152-121-00 Blockchain Basics

This course explores blockchain technology basics including the fundamentals of how blockchains work and the implications the technology has on society. Lecture. Credits: 1.

#### 10-152-125-00 Database Design and Implementation

Students learn to develop webpages that access and manipulate databases that they have created. Lab, Lecture. Credits: 4. Prerequisites: 1015211500 Database Fundamentals (C or better) and 1015212000 Introduction to Programming (C or better) and 1015417700 Web Programming Fundamentals (C or better).

#### 10-152-131-00 Mobile Applications Development 1

Introduces the student to C# programming concepts and statements using object-oriented programming techniques for deployment on both PCs and mobile platforms such as smart phones and tablet PCs. Lab, Lecture. Credits: 3. Prerequisites: 1015211500 Database Fundamentals (C or better) and 1015212000 Introduction to Programming (C or better).

#### 10-152-140-00 Emerging Software Technology

Combines the emerging development technologies and environments, such as virtual reality and simulation, for students to gain exposure to and experience with them. Lab, Lecture. Credits: 3. Prerequisite: 1015212000 Introduction to Programming (C or better).

#### 10-152-145-00 Mobile Applications Development 2

Teaches JAVA programming language. Programs are developed using object oriented design and database records for deployment on PCs and mobile platforms such as an Android tablet and smart phone. Lab, Lecture. Credits: 3. Prerequisites: 1015211500 Database Fundamentals (C or better) (concurrent enrollment allowed) and 1015212000 Introduction to Programming (C or better) (concurrent enrollment allowed).

#### 10-152-146-00 Programming 2

Further develops concepts introduced in Introduction to Programming and explores more advanced topics such as methods, classes and arrays. Lab, Lecture. Credits: 3. Prerequisite: 1015212000 Introduction to Programming (C or better).

#### 10-152-155-00 e Portfolio Administration

Students will design and create an e-portfolio. This portfolio will contain information about personal achievements in the field of Information Technology as well as sample offerings of the work completed as part of their coursework while attending Nicolet College. The e-portfolio will take the form of a personal/professional website that will be implemented on a web server for review. Lab, Lecture. Credits: 3. Prerequisites: 1015218300 Interactive Web Programming (C or better) (concurrent enrollment allowed) and 1015216000 Programming 3 (C or better) (concurrent enrollment allowed) and 1015212500 Database Design and Implementation (C or better) (concurrent enrollment allowed).

#### 10-152-160-00 Programming 3

Further develops concepts introduced in Programming 2 and explores more advanced topics such as Graphical User Interfaces and databases. Lab, Lecture. Credits: 3. Prerequisite: 1015214600 Programming 2 (C or better).

#### 10-152-183-00 Interactive Web Programming

Students learn to create interactive webpages that respond to user input. Lab, Lecture. Credits: 3. Prerequisites: 1015212000 Introduction to Programming (C or better) and 1015417700 Web Programming Fundamentals (C or better).

#### 10-152-200-00 Decentralized Finance (Defi)

This course explores blockchain technology basics including the fundamentals of how blockchains work and the implications the technology has on society. Lab, Lecture. Credits: 3. Prerequisites: 1015212100 Blockchain Basics (C or better) and 1015417700 Web Programming Fundamentals (C or better) and 1015212000 Introduction to Programming (C or better) and 1015214600 Programming 2 (C or better).

#### 10-152-210-00 Smart Contracts

This course covers the tools and development of smart contracts that run on the blockchain. Lab, Lecture. Credits: 3. Prerequisites: 1015212100 Blockchain Basics (C or better) and 1015417700 Web Programming Fundamentals (C or better) and 1015212000 Introduction to Programming (C or better) and 1015214600 Programming 2 (C or better).

#### 10-152-220-00 Non-Fungible Tokens (NFTs)

This course covers the tools and development of non-fungible tokens (NFTs) and how they can be used on the blockchain. Lab,

Lecture. Credits: 3. Prerequisites: 1015212100 Blockchain Basics (C or better) and 1015417700 Web Programming Fundamentals (C or better) and 1015212000 Introduction to Programming (C or better) and 1015214600 Programming 2 (C or better).

#### 10-152-230-00 Smart Contracts 2

This course continues the exploration of smart contract technology from the smart contracts 1 course and covers additional strategies, techniques, and practices for writing and deploying smart contracts on the blockchain. Lab, Lecture. Credits: 3. Prerequisite: 1015221000 Smart Contracts (C or better).

#### 10-154-110-00 IT Basic Skills

This course explores online Internet fundamentals, computer basics, and common MS Office application features. Lab, Lecture. Credits: 1.

#### 10-154-115-00 Office Applications

This course explores Microsoft Word, Excel, and Outlook to an intermediate level. This course is aligned with the Microsoft Office Specialist: Associate (Office 2019) certification, which includes MO-100: Microsoft Word, MO-200: Microsoft Excel, and MO-400: Microsoft Outlook (Office 2019) certification exams. Lab, Lecture. Credits: 2.

#### 10-154-140-00 A+ Computer Essentials

This course explores computer hardware, operating systems, software, networking, troubleshooting, virtualization, and security concepts. This course is aligned with the CompTIA A+ Core 1 (220-1101) and Core 2 (220-1102) certification exams. Lab, Lecture. Credits: 3.

#### 10-154-141-00 Computer Software Essentials

This course will explore the Operating system on a computer. It will look at installation, configuration, management, and diagnosing and troubleshooting issues with the operating system. It will teach toward A+ certification. Lab, Lecture. Credits: 1.

#### 10-154-143-00 Computer Hardware Essentials

Computer Hardware Essentials will explore the various hardware components and peripherals that make up a computer. It will explore the function of those hardware components and how to diagnose and troubleshoot issues with those components. This course teaches toward A+ certification. Lab, Lecture. Credits: 2.

#### 10-154-155-00 Microcomputer Operating Systems

Students will learn the desktop operating systems most commonly used in business. Students will manage the secure the system resources through the operating system. Peer-to-peer and simple client-server networks will be implemented. The student will also learn to install and manage various peripheral devices with the operating systems. Lab, Lecture. Credits: 3. Prerequisites: 1015011400 Cisco Networking 1 (C or better) and 1015414000 A Plus Computer Essentials (C or better).

#### 10-154-165-00 Project Management

This course explores project management principles and practices, including project initiation, project team roles and responsibilities, the Work Breakdown Structure (WBS), project schedule creation, resource planning and management, project budget and risk plan definition, project communications, change request processing and procurement documents, and project tools and documentation. This course is aligned with the CompTIA Project+ certification exam. Lab, Lecture. Credits: 3.

#### 10-154-170-00 Help Desk Fundamentals

This course explores IT service management within the ITIL framework, including customer service, end-user support, troubleshooting, helpdesk applications, and the creation and delivery of IT training to others. Lab, Lecture. Credits: 3.

#### 10-154-177-00 Web Programming Fundamentals

Introduces the learner to the principles of web page development. In this course the students will learn to develop static web pages that contain text, images, and videos. Students will also link multiple web pages to produce a complete website. Lab, Lecture. Credits: 3.

#### 10-154-220-00 Desktop Operating Systems Install and Deployment: Desktop Installation and Deployment

This course will explore the installation process and configurations needed to install an operating system. In addition, will explore deployment options. Lab, Lecture. Credits: 1. Prerequisite: 1015011400 Cisco Networking 1 (C or better).

#### 10-154-225-00 Desktop Management

This course will look at the different configurations needed to manage users, applications, and tasks associated with the desktop operating system. Lab, Lecture. Credits: 1. Prerequisite: 1015011400 Cisco Networking 1 (C or better).

#### 10-154-230-00 Desktop Monitoring and Maintenance

This Course will explore the various tools used to monitor and maintain the desktop to ensure security and optimal performance. Lab, Lecture. Credits: 1. Prerequisite: 1015011400 Cisco Networking 1 (C or better).

#### 10-154-250-00 IT Security Basics

In this course, you will explore basic IT security and the threats and countermeasures that can be used to protect the infrastructure. Lab, Lecture. Credits: 1. Prerequisite: 1015011400 Cisco Networking 1 (C or better).

#### 10-154-255-00 IT Security Monitoring

In this course, you will identify and use tools to monitor activity on the network to ensure a secure work environment. Lab, Lecture. Credits: 1. Prerequisite: 1015011400 Cisco Networking 1 (C or better).

#### 10-154-260-00 IT Security Management

In this course, you will explore the how to manage and maintain a secure IT Infrastructure. Lab, Lecture. Credits: 1. Prerequisite: 1015011400 Cisco Networking 1 (C or better).

#### 10-154-270-00 Server Operating System Installation and Setup: Server Installation and Setup

This course will explore server installation and setup of operating system, networking, storage, and virtualization. Lab, Lecture. Credits: 1. Prerequisite: 1015011400 Cisco Networking 1 (C or better).

#### 10-154-275-00 Server Access Setup and Policies

This course will explore user access setup and configuration of permissions and group policies. Lab, Lecture. Credits: 1. Prerequisite: 1015011400 Cisco Networking 1 (C or better).

#### 10-154-280-00 Server Management and Services

This course will investigate that various services that the server OS can offer and how to manage and maintain the server OS. Lab, Lecture. Credits: 1. Prerequisite: 1015011400 Cisco Networking 1 (C or better).

#### 10-157-110-00 VMware Data Center Virtualization

This course explores installation, configuration, management, monitoring, and maintenance of a virtualized computing

environment in the enterprise. This course is aligned with the VMware Certified Professional - Data Center Virtualization (VCP-DCV) certification exam. Lab, Lecture. Credits: 3.

#### Laboratory Assistant (513)

##### 30-513-310-00 Phlebotomy 1

Phlebotomy 1 introduces the learner to basic laboratory skills including infection control, OSHA regulations, ergonomics, laboratory safety and specimen collection. The learner will also be introduced to venipuncture. Lab, Lecture. Credits: 3.

##### 30-513-320-00 Phlebotomy 2

Phlebotomy 2 continues information learned in Phlebotomy 1. New skills will be learned including venipuncture, capillary puncture, heel sticks and arterial punctures. Lab, Lecture. Credits: 3. Prerequisite: 3051331000 Phlebotomy 1 (C or better).

##### 30-513-321-00 EKG Basics

EKG Basics prepares the learner in electrocardiography. The learner will learn electrode placement, procedure for obtaining EKG, troubleshooting the EKG machine. Also included is Basic First Aid. Lab, Lecture. Credits: 2.

##### 30-513-322-00 Phlebotomy Preceptorship

Phlebotomy Preceptorship provides clinical experience for the student to participate in daily work in a laboratory. The student will perform venipuncture, capillary puncture, and arterial blood draws. The student will also return to the classroom for added theory. Lecture, Occupational. Credits: 3. Prerequisites: (3051331000 Phlebotomy 1 (C or better) and 3051332000 Phlebotomy 2 (C or better) (concurrent enrollment allowed) and 3051332100 EKG Basics (C or better) (concurrent enrollment allowed) and 3150930900 Medical Law Ethics and Professionalism (C or better) (concurrent enrollment allowed) and 1050110700 Digital Literacy for Healthcare (C or better) (concurrent enrollment allowed)).

##### 30-513-325-00 Phlebotomy Practicum

Phlebotomy Practicum (1 credit) is 72 hours gaining experience as a Phlebotomist in a clinical lab or hospital lab. The student will perform venipuncture under the supervision of an approved preceptor. The student will also adhere to infection control and safe practices, perform specimen collection, process specimens, comply with legal regulations and model professional behaviors. Occupational. Credits: 1. Prerequisite: 3051331000 Phlebotomy 1 (C or better).

#### Leadership Development (196,625)

##### 10-196-130-00 Leadership I

Leadership I introduces students to the difference between managers and leaders and discusses leadership best practices. Students will conduct a self-assessment of their leadership style so they may leverage strengths and put together a plan to address opportunities. Students discover the basic tenets of an effective workplace and a leader's role in implementing them. Lecture. Credits: 3.

##### 10-196-155-00 Leadership 2

Leadership II provides practical tips and practice in leading others including managing change, driving team performance, resolving conflict and developing employees. Case studies afford the student opportunities to practice these leadership skills. Lecture. Credits: 3.

#### Marketing (104)

##### 10-104-120-00 Principles of Selling

Develops an understanding of the relationship between salesperson

and customers. Students prepare and deliver a sales presentation that demonstrates the proper techniques of determining customer needs and presenting solutions to those needs. Lecture. Credits: 3.

##### 10-104-130-00 Social Media and Digital Content Marketing

This course provides an overview of major social platforms like Facebook, Instagram, Twitter, LinkedIn, Pinterest, YouTube, and TikTok. A student gains hands-on experience in creating various types of content for social media and email campaigns. Students will learn how to use the social media management platform Hootsuite, schedule posts, create a content calendar, write a creative brief, produce a video, and set up an email campaign with a contacts database using Mailchimp. Upon completion of the coursework, students can test for a certification from Hootsuite. Lecture. Credits: 3.

##### 10-104-131-00 Digital Marketing Fundamentals

To succeed in today's marketplace, a business needs to employ basic digital marketing specialties such as target marketing, keyword research and Search Engine Optimization (SEO) techniques. In this class the student learns by doing; the course teaches how to use digital marketing software tools and market analysis on an existing or a future business to get the best search engine results. The student formulates a digital marketing plan for increasing Internet traffic without using paid advertising. Topics include: How to use the Google Business Profile Manager to improve appearance on the search results page and Google Maps. The student will also learn how to get listed for free in online business directories. This is the introductory course for earning a Digital Marketing Certificate. Lecture. Credits: 3.

##### 10-104-135-00 Promotion

Studies the concept of integrated marketing communications. Students design and create promotional materials in the areas of advertising, direct and interactive marketing, personal selling, sales promotion, and public relations. Students will have the opportunity to prepare and deliver an integrated marketing communications plan for a product on service of their choice. Lecture. Credits: 3.

##### 10-104-140-00 Internet Marketing

Allows the student to utilize the internet and other digital media as a marketing tool for today's increasingly competitive and dynamic marketplace. This hands-on course helps define the role the internet plays in the growth, survival, and success of today's and tomorrow's businesses. The learner will use a variety of internet marketing tools and social media practices. Lecture. Credits: 3.

##### 10-104-141-00 Digital Advertising and Analytics

Digital Advertising enables your business to appear online at the very moment someone is looking for products or services like yours. This class will provide an in-depth view of the Google Advertising Platform, YouTube Ads, and Facebook Advertising. In this course, the student gets practice designing Google Display Ads for a Paid Search Campaign using Google's Keyword Planner and Ad Manager tools to craft effective ad copy that targets an audience based on their interests and geographic location. The student also gets hands on experience using Google Analytics to evaluate and report on Key Performance Indicators (KPI) for a website so that results can be optimized. Also covered is an overview of Ecommerce Platforms and Online Marketplaces. Students should take Digital Marketing Fundamentals prior to this course. Lecture. Credits: 3.

#### Mathematics (804)

##### 10-804-107-00 College Mathematics

Designed to review and develop fundamental concepts of mathematics pertinent to the areas of arithmetic and algebra,

geometry and trigonometry, probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurement within and between U.S. and metric systems, applying the Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data. Recommended: pre-algebra or appropriate placement scores. Lab, Lecture. Credits: 3. Prerequisite: Accuplacer Algebra score  $\geq 35$  or ACT Mathematics score  $\geq 18$ .

#### 10-804-115-00 College Technical Math 1

Topics include solving linear, quadratic, and rational equations; graphing; formula rearrangement; solving systems of equations; percent; proportions; measurement systems; computational geometry; right and oblique triangle trigonometry; trigonometric functions on the unit circle; and operations on polynomials. Emphasis will be on the application of skills to technical problems. Lecture. Credits: 5.

#### 10-804-116-00 College Technical Math 2

Topics include vectors, trigonometric functions and their graphs, identities, exponential and logarithmic functions and equations, radical equations, equations with rational exponents, dimension of a circle, velocity, sine and cosine graphs, complex number in polar and rectangular form, trigonometric equations, conic sections, and analysis of statistical data. Emphasis will be on the application of skills to technical problems. Lecture. Credits: 4. Prerequisite: 1080411500 College Technical Math 1 (D- or better).

#### 10-804-123-00 Math with Business Applications

Covers real numbers, basic operations, linear equations, proportions with one variable, percent, simple interest, compound interest, annuity, applying math concepts to the purchasing/buying/selling processes, and basic statistics with business and consumer applications. Lecture. Credits: 3. Prerequisite: Accuplacer Algebra score  $\geq 35$  or ACT Mathematics score  $\geq 18$ .

#### 10-804-134-00 Mathematical Reasoning

An activity based approach is used to explore numerical relationships, graphs, proportional relationships, algebraic reasoning, and problem solving using linear, exponential and other mathematical models. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. This course is not designed for Science, Technology, Engineering, or Math (STEM) students and/or others who require calculus. Lecture. Credits: 3. Prerequisite: 7785478000 Principles of College Math (C or better) or Accuplacer Algebra score  $\geq 35$  or UW Math Placement Basic Math Skills score  $\geq 250$  or ACT Mathematics score  $\geq 18$  or Tailwind Math College Math Fund score  $\geq 16$ .

#### 10-804-189-00 Introductory Statistics

Learn to display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. Students use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Lecture. Credits: 3. Prerequisites: 1083411000 Elem Algebra with Apps (C or better)

or 1080410700 College Mathematics (C or better) or 1080413400 Mathematical Reasoning (C or better) or Accuplacer Arithmetic score  $\geq 107$  or (UW Math Placement Basic Math Skills score  $\geq 365$  and UW Math Placement Algebra score  $\geq 300$ ) or Tailwind Math College Math Fund score  $\geq 42$ .

#### 20-804-220-00 Intermediate Algebra

Studies the construction and resulting properties of the real number system. Students simplify and factor algebraic expressions using fundamental laws and order of operations; solve first and second degree equations and inequalities in one variable, systems of equations, and exponential and logarithmic equations; graph first degree and second degree equations and inequalities in two variables; and solve equations involving rational expressions, fractional exponents and radicals. Lecture. Credits: 4. Prerequisites: 1083411000 Elem Algebra with Apps (C or better) or (UW Math Placement Basic Math Skills score  $\geq 365$  and UW Math Placement Algebra score  $\geq 300$ ) or 1080413400 Mathematical Reasoning (C or better) or ACT Mathematics score  $\geq 20$  or Tailwind Math College Math Fund score  $\geq 47$ .

#### 20-804-224-00 Algebra for Calculus

Covers properties of the real number system, algebraic expressions, equations and inequalities, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, analytic geometry, matrices, determinants, and systems of linear equations, sequences and series. Lecture. Credits: 4. Prerequisites: 2080422000 Intermediate Algebra (C or better) or (UW Math Placement Basic Math Skills score  $\geq 365$  and UW Math Placement Algebra score  $\geq 416$ ) or 2080425000 Quantitative Reasoning (C or better) or (Tailwind Math Advanced Algebra score  $\geq 51$  and Tailwind Math Trig Analytic Geomet score  $\geq 56$ ).

#### 20-804-227-00 Elementary Math Education I

Covers mathematics content necessary for prospective early childhood and elementary teachers. Topics include foundational and historical concepts from arithmetic and algebra. Lecture. Credits: 4. Prerequisites: (UW Math Placement Basic Math Skills score  $\geq 365$  and UW Math Placement Algebra score  $\geq 300$ ) or 1080413400 Mathematical Reasoning (C or better) or 1083411000 Elem Algebra with Apps (C or better) or Tailwind Math College Math Fund score  $\geq 47$ .

#### 20-804-228-00 Plane Trigonometry

Covers trigonometric functions and their inverse functions, graphing trigonometric functions, trigonometric identities, solving triangles, solving equations and inequalities, complex numbers in trigonometric form, and polar curves. Lecture. Credits: 3. Prerequisites: 2080422000 Intermediate Algebra (C or better) or (UW Math Placement Basic Math Skills score  $\geq 365$  and UW Math Placement Algebra score  $\geq 475$ ) or 2080425000 Quantitative Reasoning (C or better) or (Tailwind Math Advanced Algebra score  $\geq 58$  and Tailwind Math Trig Analytic Geomet score  $\geq 15$ ).

#### 20-804-230-00 Statistics

Studies statistical techniques for the systematic collection, presentation, analysis and interpretation of data. Studies statistical inference, including confidence intervals, Types I and II errors, hypothesis testing. Also includes descriptive statistics, basic probability theory, the Central Limit Theorem, distributions, linear regression, and correlation. May require use of a graphing calculator or computer software. Lecture. Credits: 3. Prerequisites: 1083411000 Elem Algebra with Apps (C or better) or (UW Math Placement Basic Math Skills score  $\geq 365$  and UW Math Placement Algebra score  $\geq 300$ ) or 1080413400 Mathematical Reasoning (C or better) or Tailwind Math College Math Fund score  $\geq 47$ .

#### 20-804-236-00 Calculus and Analytic Geometry I

Covers limits and continuity of functions, the derivative, and its applications. Lecture. Credits: 5. Prerequisites: (2080422400 Algebra for Calculus (C or better) and 2080422800 Plane Trigonometry (C or better)) or (UW Math Placement Basic Math Skills score  $\geq 440$  and UW Math Placement Algebra score  $\geq 550$ ) or (Tailwind Math Advanced Algebra score  $\geq 58$  and Tailwind Math Trigonometry score  $\geq 57$ ).

#### 20-804-237-00 Elementary Math Education II

Includes concepts of proportionality, statistics and probability, plane geometry, the geometry of solids, and measurement. Lecture. Credits: 4. Prerequisites: (UW Math Placement Basic Math Skills score  $\geq 365$  and UW Math Placement Algebra score  $\geq 300$ ) or 1080413400 Mathematical Reasoning (C or better) or 1083411000 Elem Algebra with Apps (C or better) or Tailwind Math College Math Fund score  $\geq 47$ .

#### 20-804-240-00 Calculus and Analytic Geometry II

Covers transcendental functions, methods of integration, indeterminate forms, improper integrals, Taylor's formula, infinite series, topics from analytic geometry, plane curves, and polar coordinates. Lecture. Credits: 5. Prerequisite: 2080423600 Calculus and Analytic Geometry I (C or better).

#### 20-804-241-00 Calculus and Analytic Geometry III

Topics covered include differentiation of vectors, space curves and curvature, functions of more than one variable, level curves and level surfaces, limits and continuity, partial derivatives, total differential, tangent planes, the gradient operator, the directional derivative, multivariable forms of the chain rule, locating maxima, minima, saddle points, the method of Lagrange multipliers, multiple integrals in rectangular, polar, cylindrical and spherical coordinates, transformations of multiple integrals and the Jacobian, surface area, applications of multiple integrals to geometry and mechanics, line integrals in two and three dimensions, vector fields, circulation and flux in two dimensions, and Green's Theorem. Lecture. Credits: 5. Prerequisite: 2080424000 Calculus and Analytic Geometry II (C or better).

#### 20-804-250-00 Quantitative Reasoning

Intended to develop analytic reasoning and the ability to solve quantitative problems. Topics to be covered include construction and interpretation of graphs, functional relationships and mathematical modeling, descriptive statistics, basic probability, geometry, and spatial visualizations. This is a suitable final mathematics course for students who do not intend to take Calculus. Lecture. Credits: 4. Prerequisites: 1080413400 Mathematical Reasoning (C or better) or (UW Math Placement Basic Math Skills score  $\geq 365$  and UW Math Placement Algebra score  $\geq 300$ ) or 1083411000 Elem Algebra with Apps (C or better) or Tailwind Math College Math Fund score  $\geq 47$ .

#### 20-804-290-00 Topics in Mathematics

Pursues advanced or specialized mathematics topics in a traditionally structured, independent study, or service learning format. Depending on the structure, requirements and topics are developed in advance by the instructor or by the student in consultation with the instructor. Lecture. Credits: 3.

#### 20-804-290-01 Differential Equations Linear Algebra

Differential equations are the fundamental tools that modern science and engineering use to model physical reality. Linear algebra is a part of mathematics concerned with the structure inherent in mathematical systems. Students will see that solutions of

certain differential equations in fact form a vector space, and techniques from linear algebra will allow us to solve systems of linear differential equations. Topics covered will include first order differential equations, differential models, linear systems and matrices including solving systems of equations by Gaussian elimination, matrix operations, determinants, vector spaces, higher order linear differential equations, exponential methods with matrices, and nonlinear systems. Lecture. Credits: 3. Prerequisite: 2080424000 Calculus and Analytic Geometry II (C or better).

#### 31-804-101-00 Math Skills

Develops skills in using mathematics principles, essential to the technical service and production workplace, through applied learning contexts. Content includes whole numbers, fractions, percent, graphs, and fundamentals of algebra. Lecture. Credits: 1. Corequisite: 1044210300 Print Reading.

#### 31-804-102-00 Geometry Skills

Develops skills in using mathematics principles, essential to the technical service and production workplace, through applied learning contexts. Content includes geometry and trigonometry, and tools and techniques for precision measurement. Lecture. Credits: 1. Corequisite: 1044210300 Print Reading.

#### 31-804-302-00 Applied Technical Mathematics

Develops skills in using mathematics principles, essential to the technical service and production workplace, through applied learning contexts. Content includes whole numbers, fractions, percent, graphs, fundamentals of algebra, geometry and trigonometry, and tools and techniques for precision measurement. Lecture. Credits: 2. Prerequisite: Accuplacer Arithmetic score  $\geq 61$  or TABE Math Composite score  $\geq 10$  or ACT Mathematics score  $\geq 17$ .

### Medical Assistant (501,509)

#### 31-501-101-00 Medical Terminology

Focuses on the component parts of medical terms: prefixes, suffixes and word roots. You will practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology. Lecture. Credits: 3.

#### 31-501-308-00 Pharmacology for Allied Health

Introduces students to classifying medications into correct drug categories and applying basic pharmacology principles. Students apply basic pharmacodynamics to identifying common medications, medication preparation, and administration of medications used by the major body systems. Lecture. Credits: 2. Prerequisite: 3150930200 Human Body in Health and Disease (C or better) or 1080617700 General Anatomy and Physiology (C or better).

#### 31-509-108-00 Pharmacology for Allied Health

Introduces students to classifying medications into correct drug categories and applying basic pharmacology principles. Students apply basic pharmacodynamics to identifying common medications, medication preparation, and administration of medications used by the major body systems. Prerequisite: 3150930200 Human Body in Health and Disease (C or better) or 1080617700 General Anatomy and Physiology (C or better). Lecture. Credits: 2.

#### 31-509-301-00 Medical Asst Admin Procedures

Introduces Medical Assistant students to office management and business administration in the medical office. Students learn to schedule appointments, perform filing, record keeping, telephone and reception duties, communicate effectively with patients and other medical office staff, and keep an inventory of supplies.

Students apply introductory medical coding skills and managed care terminology. Lab, Lecture. Credits: 2.

**31-509-302-00 Human Body in Health and Disease**  
Introduces students to basic anatomy and physiology of the human body. Focuses on wellness and disease prevention. Students identify diseases that are frequently first diagnosed and treated in the medical office setting. Students learn to recognize the causes, signs, and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis, and prevention of common diseases. Lecture. Credits: 3. Prerequisite: 1050110100 Medical Terminology (C or better) (concurrent enrollment allowed).

**31-509-303-00 Medical Asst Lab Procedures 1**  
Introduces Medical Assistant students to laboratory procedures commonly performed in a medical office setting. Students perform routine laboratory procedures commonly performed in the ambulatory care setting under the supervision of a physician. Students follow laboratory safety requirements and federal regulations while performing specimen collection and processing, microbiology, and urinalysis testing. Lab, Lecture. Credits: 2.

**31-509-304-00 Medical Asst Clin Procedures 1**  
Introduces Medical Assistant students to the clinical procedures performed in the medical office setting. Students perform basic examining room skills, including screening, vital signs, patient history, minor surgery, and patient preparation for routine and specialty exams in the ambulatory care setting. Lab, Lecture. Credits: 4. Prerequisite: 3150930200 Human Body in Health and Disease (C or better) (concurrent enrollment allowed).

**31-509-305-00 Med Asst Lab Procedures 2**  
Prepares students to perform laboratory procedures commonly performed in the ambulatory care setting under the supervision of a physician. Students perform phlebotomy, immunology, hematology, and chemistry laboratory procedures. Lab, Lecture. Credits: 2. Prerequisite: 3150930300 Medical Asst Lab Procedures 1 (C or better).

**31-509-306-00 Med Asst Clin Procedures 2**  
Prepares Medical Assistant students to perform patient care skills in the medical office setting. Students perform clinical procedures including administering medications, assisting with minor surgery, performing an electrocardiogram, assisting with respiratory testing, educating patients/community, and maintaining clinical equipment in an ambulatory care setting. Lab, Lecture. Credits: 3. Prerequisites: 3150930400 Medical Asst Clin Procedures 1 (C or better) and 3150930300 Medical Asst Lab Procedures 1 (C or better).

**31-509-307-00 Medical Office Insurance and Finance**  
Introduces Medical Assistant students to health insurance and finance in the medical office. Students perform bookkeeping procedures, apply managed care guidelines, and complete insurance claim forms. Students use medical coding and managed care terminology to perform insurance-related duties. Lab, Lecture. Credits: 2. Prerequisites: 1050110700 Digital Literacy for Healthcare (C or better) and 3150930100 Medical Asst Admin Procedures (C or better).

**31-509-309-00 Medical Law Ethics and Professionalism**  
Prepares students to display professionalism and perform within ethical and legal boundaries in the health care setting. Students maintain confidentiality, examine legal aspects of the medical records, perform risk management procedures, and examine legal and bioethical issues. Lecture. Credits: 2.

**31-509-310-00 Medical Assistant Practicum**  
Requires Medical Assistant students to integrate and apply knowledge and skills from all previous Medical Assistant courses in actual patient care settings. Learners perform administrative, clinical, and laboratory duties under the supervision of trained mentors to effectively transition to the role of a medical assistant. 200 hours of clinical practicum is required. Occupational. Credits: 3. Prerequisites: (1050110400 Culture of Healthcare (C or better) or 1080119500 Written Communication (C or better)) and 3150930500 Med Asst Lab Procedures 2 (C or better) (concurrent enrollment allowed) and 3150930600 Med Asst Clin Procedures 2 (C or better) (concurrent enrollment allowed) and 3150930700 Medical Office Insurance and Finance (C or better) (concurrent enrollment allowed) and 3150930900 Medical Law Ethics and Professionalism (C or better) (concurrent enrollment allowed).

### **Medical Terminology (501)**

**10-501-101-00 Medical Terminology**  
Focuses on the component parts of medical terms: prefixes, suffixes and word roots. You will practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology. Lecture. Credits: 3.

**10-501-104-00 Culture of Healthcare**  
Designed as an introduction to customer service for learners interested in working in various healthcare settings. The learner investigates healthcare systems, safety standards, and the workforce. The learner examines professionalism, interpersonal and written communication skills, and confidentiality as they relate to customer service in healthcare. Lecture. Credits: 2.

**10-501-107-00 Digital Literacy for Healthcare**  
Intro to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems and the application of computers in the workplace. Emphasizes the use of common software packages, operating systems, file management, word processing, spreadsheet, database, internet, and electronic mail. Lab, Lecture. Credits: 2.

### **Metal Fabrication (457)**

**10-457-148-00 Metal Cutting**  
Students will develop knowledge of metal cutting saws, shears, plasma, and water jet cutting systems and forming processes. Safety and maintenance is emphasized as students practice cutting techniques on projects. Lab, Lecture. Credits: 2. Prerequisite: 1044217200 Safety in Manufacturing (C or better).

**10-457-150-00 Metal Forming**  
Students will develop the concepts of design and building of simple to intermediate jigs and assembly fixtures. Students will use various software applications and metal fabrication equipment to build jig and fixtures for projects used in the class. Lab, Lecture. Credits: 2. Prerequisite: 1044217200 Safety in Manufacturing (C or better).

**10-457-160-00 Design and Layout**  
This course provides the opportunity for the learner to develop the knowledge, skills, process, and understanding of basic line and angle construction along with flat pattern development for radial line, parallel line, and triangulation. Students will also be able to design a project and use basic layout procedures. Lab, Lecture. Credits: 1. Prerequisite: 1044217200 Safety in Manufacturing (C or better).

#### 10-457-170-00 Intro to Assembly

This course provides the opportunity for the learner to develop advanced blueprint reading skills to read and interpret moderate to advanced blueprints and shop drawings most frequently encountered in industry. Includes multi-view prints, arrangement of views, dimensions and notes, sections, shop sketching, welding symbols, and various welding prints used in the fabrication industry. Lab, Lecture. Credits: 2. Prerequisite: 1044217200 Safety in Manufacturing (C or better).

#### 10-457-180-00 Advanced Assembly

Students will translate the competencies established in Design and Layout to the use of forming equipment. Students will create assemblies from industrial drawings conforming to industry standards. Emphasis will be placed on safe operation procedures, the selection of tooling, and calculations required to accurately complete an assembly. Lab, Lecture. Credits: 3. Prerequisite: 1044217200 Safety in Manufacturing (C or better).

#### 10-457-190-00 Fabrication Inspection

Students will build upon the competencies established in the Intro to Assembly course. Students will create advanced assemblies from industrial drawings conforming to industry standards. Emphasis will expand upon operational safety, tooling types and selection, multiple types and combinations of bending, as well as assembly techniques. Lab, Lecture. Credits: 2. Prerequisite: 1044217200 Safety in Manufacturing (C or better).

#### 10-457-192-00 Fabrication

Students will incorporate measurement of weld defects and assessment of fabrication quality conformance to common welding and assembly codes. Learners conduct etch tests, bend tests and break tests on welds. The process of procedure, welder qualification, and quality control in the fabrication industry is examined. Lab, Lecture. Credits: 3. Prerequisite: 1044217200 Safety in Manufacturing (C or better).

### Music (805)

#### 20-805-201-00 Music Appreciation

State of the art sound and viewing system will bring to life music of the past and the present. See and hear music from around the world as well as music from the Middle Ages, Renaissance, Baroque, Classical, Romantic, 20th century, and music of today that reflects our more modern society. Music is connected with history, religion, art, architecture, politics and society. Students will learn to identify voices and instruments, and the significance of instrumentation, scoring and arranging. Listen to melody, rhythm, harmony and grouping of sounds to identify periods of music history and their composers. Lecture. Credits: 3.

#### 20-805-205-00 Music Theory I

Entry level music class. Students learn to read music by understanding music notation, music symbols, and vocabulary. Each student will have a keyboard to apply music reading skills. Early childhood education students will also learn how to integrate music into educational and play activities. Lecture. Credits: 3.

#### 20-805-280-00 Topics in Music

Pursues advanced or specialized music topics in a traditionally structured, independent study, or service-learning format. Depending on the structure, requirements and topics are developed in advance by the instructor or by the student in consultation with the instructor. Lecture. Credits: 3.

#### 20-805-280-01 Music in Film

Follows the development music and sound in film, from the

beginning of the silent-movie era to the great film composers of the twentieth century and today. Students will explore the role and expression of music in film, learn about the fundamental elements of film music and composers, as well as develop a vocabulary for describing and assessment film music. Includes classroom discussion, evaluation of different compositional styles, and learning to listen critically to film score while viewing movies. No prior knowledge of music or film history is necessary. Lecture. Credits: 3.

#### 20-805-285-00 Applied Topics in Music

Pursues advanced or specialized applied music topics. Requirements and topics are developed in advance by the instructor. Lab. Credits: 3.

### Nursing (510,543)

#### 10-543-101-00 Nursing Fundamentals

Focuses on basic nursing concepts that the beginning nurse will need to provide care to diverse patient populations across the lifespan. Current and historical issues impacting nursing will be explored within the scope of nursing practice. The nursing process will be introduced as a framework for organizing the care of patients within alterations in cognition, elimination, comfort, grief/loss, mobility, integument, and fluid/electrolyte balance. Lecture. Credits: 2.

#### 10-543-102-00 Nursing Skills

Focuses on development of clinical skills and physical assessment across the lifespan. Includes mathematic calculations and conversions related to clinical skills, blood pressure assessment, aseptic technique, wound care, oxygen administration, tracheotomy care, suctioning, management of enteral tubes, basic medication administration, glucose testing, enemas, ostomy care, and catheterization. In addition, includes techniques related to obtaining a health history and basic physical assessment skills using a body systems approach. Lab. Credits: 3.

#### 10-543-103-00 Nursing Pharmacology

Introduces the principles of pharmacology, including drug classifications and their effects on the body. Emphasis is on the use of the components of the nursing process when administering medications. Lecture. Credits: 2.

#### 10-543-104-00 Nsg Intro Clinical Practice

Introductory clinical course emphasizes basic nursing skills and application of the nursing process in meeting the needs of diverse clients across the lifespan. Emphasis is placed on performing basic nursing skills, the formation of nurse-client relationships, communication, data collection, documentation, and medication administration. Clinical. Credits: 2.

#### 10-543-105-00 Nursing Health Alterations

Elaborates upon the basic concepts of health and illness as presented in Nursing Fundamentals. Applies theories of nursing in the care of clients through the lifespan, utilizing problem solving and critical thinking. Provides an opportunity to study conditions affecting different body systems and apply therapeutic nursing interventions. Also introduces the concepts of leadership, team building, and scope of practice. Lecture. Credits: 3.

#### 10-543-106-00 Nursing Health Promotion

Focuses on topics related to health promotion for individuals and families throughout the lifespan. We will cover nursing care of the developing family, which includes reproductive issues, pregnancy, labor and delivery, postpartum, the newborn, and the child. Recognizing the spectrum of healthy families, we will discern patterns associated with adaptive and maladaptive behaviors



applying mental health principles. An emphasis is placed on teaching and supporting healthy lifestyle choices for individuals of all ages. Nutrition, exercise, stress management, empowerment, and risk reduction practices are highlighted. Study of the family will cover dynamics, functions, discipline styles, and stages of development. Lecture. Credits: 3.

10-543-107-00 Nsg Clinical Care Across Lifespan  
Clinical experience which applies nursing concepts and therapeutic interventions to clients across the lifespan. It also provides an introduction to concepts of teaching and learning. Extending care to include the family is emphasized. Clinical. Credits: 2.

10-543-108-00 Nsg Intro Clinical Care Mgt  
Applies nursing concepts and therapeutic nursing interventions to groups of clients across the lifespan. Provides an introduction to leadership, management, and team building. Clinical. Credits: 2.

10-543-109-00 Nsg Complex Health Alterations 1  
Prepares the learner to expand knowledge from previous courses in caring for clients across the lifespan with alterations in musculoskeletal, cardiovascular, respiratory, endocrine, and hematologic systems as well as clients with fluid/electrolyte and acid base imbalance, and alterations in comfort. Lecture. Credits: 3.

10-543-110-00 Nsg Mental Health Community Con  
Covers topics related to the delivery of community and mental health care. Specific health needs of individuals, families, and groups will be addressed across the lifespan. Attention will be given to diverse and at-risk populations. Mental health concepts will concentrate on adaptive/maladaptive behaviors and specific mental health disorders. Community resources are examined in relation to specific types of support offered to racial, ethnic, and economically diverse individuals and groups. Lecture. Credits: 2.

10-543-111-00 Nsg Intermediate Clinical Practice  
Intermediate level clinical course develops the RN role when working with clients with complex health care needs. Focuses on developing skills needed for managing multiple clients across the lifespan and priorities. Using the nursing process, students gain experience in adapting nursing practice to meet the needs of clients with diverse needs and backgrounds. Clinical. Credits: 3.

10-543-112-00 Nursing Advanced Skills  
Focuses on the development of advanced clinical skills across the lifespan. Includes advanced IV skills, blood product administration, chest tube systems, basic EKG interpretation, and nasogastric/feeding tube insertion. Lab. Credits: 1.

10-543-113-00 Nsg Complex Health Alterations 2  
Prepares the learner to expand knowledge and skills from previous courses in caring for clients across the lifespan with alterations in the immune, neuro-sensory, musculoskeletal, gastrointestinal, hepatobiliary, renal/urinary, and reproductive systems. The learner will also focus on management of care for clients with high-risk prenatal conditions, high-risk newborns, and the ill child. Synthesis and application of previously learned concepts will be evident in the management on clients with critical/life threatening situations. Lecture. Credits: 3.

10-543-114-00 Nsg Management Professional Concepts  
Covers nursing management and professional issues related to the role of the RN. Emphasis is placed on preparing for the RN practice. Lecture. Credits: 2.

10-543-115-00 Nsg Advanced Clinical Practice

Requires the student to integrate concepts from all previous courses in the management of groups of clients facing complex health alterations. Students will have the opportunity to further develop critical thinking skills using the nursing process in making clinical decisions. Continuity of care through interdisciplinary collaboration is emphasized. Clinical. Credits: 3.

10-543-116-00 Nursing Clinical Transition  
Clinical experience which integrates all knowledge learned in the previous courses in transitioning to the role of the graduate nurse. Promotes relatively independent clinical decisions, delegation, and working collaboratively with others to achieve client and organizational outcomes. Continued professional development is fostered. Clinical. Credits: 2.

#### **Nursing Assistant (510,543)**

30-510-305-00 Medication Assistant  
Consists of 68 hours of classroom and lab followed by 40 hours of clinical training in the long term care environment. Designed for certified nursing assistants that are currently active on the State of Wisconsin Nurse Aide Registry, and who are currently working in long term care. Upon successful completion, participants will have their name placed on the Wisconsin Nurse Aide Registry. Clinical, Lecture. Credits: 3.

30-543-200-00 Nursing Assistant Limited Term  
The nursing assistant is a vital member of the health care team. The nursing assistant carries out assigned duties under the direction of the professional nurse. Responsibilities include bathing, dressing, toileting, assisting with feeding, taking vital signs, ambulating, lifting and moving clients, and performing other selected nursing procedures. The instructional program for the Nursing Assistant diploma consists of lecture with laboratory practice and supervised clinical experience in local health care facilities. This program is approved by the Wisconsin Department of Health as a nurse aide training program. Clinical, Lab, Lecture. Credits: 2.

30-543-300-00 Nursing Assistant  
Provides theory, laboratory practice, and clinical experience for employment as an entry level nursing assistant in a health care facility. Approved by the Wisconsin Department of Health and Family Services. Clinical, Lab, Lecture. Credits: 3.

#### **Office Technology (106,107)**

10-106-112-00 Customer Service for Business  
This course is intended to teach learners to identify internal/external customers, develop verbal, nonverbal, and listening communication skills, develop problem-solving techniques, and ways of adding value to a customer interaction. Students will develop the ability to lead and expand the customer service process, learn techniques for dealing with unhappy customers, and build skills for analyzing and prioritizing customer needs. Students will learn to use the telephone effectively and efficiently in the world of work, telephone etiquette, messaging, and voice mail. Lecture. Credits: 1.

10-106-113-00 Electronic Communications  
Learners will identify the importance of using electronic communication tools to help organize and manage communications, contacts, schedules, calendars, tasks, and perform basic customizations of the electronic communication software. Ethical and appropriate use electronic communication is included. Software such as MS Outlook may be explored. Students will apply these techniques with hands on activities. Lecture. Credits: 1.

10-106-114-00 Records Management

This course explores the comprehensive field of records management by applying basic principles and procedures for storing and retrieving information and maintaining an efficient manual and/or computerized filing system using the simplified filing rules developed by the Association of Records Managers and Administrators, Inc. (ARMA). The following methods of storing records are studied: alphabetic, subject, numeric, and geographic. Basic terminology of records management is taught throughout the course. Records retention, disaster planning, control measurements, information security, and disposition are discussed. Lab, Lecture. Credits: 2.

#### 10-106-116-00 Document Processing

This course will cover basic and advanced document formatting techniques in administrative and specialized occupational areas while enhancing keyboarding speed and accuracy. Lab, Lecture. Credits: 3.

#### 10-106-126-00 Editing Business Applications

This course will cover proofreading, editing, transcription and composition skills from the Business English standard to create and process business documents. Lecture. Credits: 3.

#### 10-106-127-00 Meeting and Event Planning

This course focuses on preparing the learner to effectively plan a successful meeting or event. Topics include project management and coordination techniques, conducting the planning activities, managing the finances, facilitating on-site needs, arranging travel and transportation needs, preparing agendas and minutes, and conducting follow-up activities while communicating effectively with all stakeholders. Lecture. Credits: 3.

#### 10-106-130-00 Integrated Computer Applications Beg

Uses word processing, spreadsheet, database, and presentation software to create and integrate basic application documents for professional and personal use. Lab, Lecture. Credits: 4.

#### 10-106-131-00 Integrated Computer Applications Intermediate

Integrates software applications (word processing, spreadsheet, database, and presentations) to enhance and customize documents. The course includes creation of basic interactive components. Lab, Lecture. Credits: 4. Prerequisite: 1010613000 Integrated Computer Applications Beg (C or better).

#### 10-106-133-00 Business Office Technologies

This course will cover operation of popular physical and virtual technologies used in a business office including products and applications used for telephony, office application suites, meetings, and surveys. Lecture. Credits: 1.

#### 10-106-140-00 Meeting Planning

This course will cover how to plan for and successfully execute a business meeting through the use of agendas, rules of conduct, and minutes. Lecture. Credits: 1.

#### 10-106-142-00 Event Planning

This course will cover how to plan for and successfully execute a variety of business events. Lecture. Credits: 1.

#### 10-106-144-00 Travel Planning

This course will cover how to plan for domestic and international travel and successfully execute a business trip. Lecture. Credits: 1.

#### 10-106-170-00 Administrative Procedures

This course will cover the characteristics and personal qualities that are important for administrative professionals by performing office-

related tasks and demonstrating an understanding of the skills, equipment, tools, and techniques used by administrative professionals. Lecture. Credits: 3. Prerequisites: 1010611600 Document Processing (C or better) and 1010613000 Integrated Computer Applications Beg (C or better).

#### 10-106-171-00 Administrative Procedures Basics

This course will introduce and review basic administrative concepts such as professionalism, ethics, communications, teamwork, customer service, financial documents and leadership. Lecture. Credits: 2.

#### 10-106-172-00 Administrative Procedures Advanced

Designed as a capstone course to demonstrate competencies and provide students with a complete portfolio to obtain employment. Student will create event and travel planning portfolios and both digital and print media concepts for business correspondence. Lecture. Credits: 2.

#### 10-106-190-00 Administrative Assistant Internship

Applies previously learned administrative assistant skills in a real work setting. This is a culminating course for the Administrative Assistant program. Occupational. Credits: 3. Prerequisite: 1010617000 Administrative Procedures (C or better).

#### 10-107-162-00 Microcomputer Support

Provides the technical skills necessary to install and configure computer hardware components. The students will also learn to troubleshoot basic computer hardware problems and correct them. The students learn to use manuals and software for troubleshooting and upgrading hardware, and the internet for software driver upgrades and technical support. Students learn to install and upgrade operating systems and various application software. Lab, Lecture. Credits: 2.

### Philosophy (809)

#### 10-809-166-00 Intro to Ethics Theory and Application

Provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives will be used to analyze and compare relevant issues. Students will critically evaluate individual, social and/or professional standards of behavior, and apply a systematic decision-making process to these situations. Lecture. Credits: 3.

#### 10-809-260-00 Introduction To Philosophy

Introduces fields of philosophy, philosophical reasoning, and the history of philosophy. Developed the ability to think, speak, argue, and write critically about complex and general issues. Topics vary and may include cross-cultural philosophies, epistemology, metaphysics, ethics, logic and critical reasoning, as well as clarification about the roles and philosophy, religion, and science. Lecture. Credits: 3.

#### 20-809-217-00 Intro to Philosophy

Introduces fields of philosophy, philosophical reasoning, and the history of philosophy. Developed the ability to think, speak, argue, and write critically about complex and general issues. Topics vary and may include cross-cultural philosophies, epistemology, metaphysics, ethics, logic and critical reasoning, as well as clarification about the roles and philosophy, religion, and science. Lecture. Credits: 3.

#### 20-809-220-00 Topics in Philosophy

Pursues advanced or specialized philosophy topics in a traditionally structured, independent study, or service-learning format. Depending on the structure, requirements and topics are developed

in advance by the instructor or by the student in consultation with the instructor. Lecture. Credits: 3.

#### 20-809-220-03 Philosophy of Religion

This course surveys several problems of Western theology and examines them from a variety of philosophical perspectives. Major topics include arguments pertaining to God's existence and nature, the relationship between faith and reason, and problem of evil. Class readings will focus on classical formulations and solutions to these traditional problems. Because philosophy is not merely an intellectual exercise, students will be encouraged to contribute their own voices and experiences to these ongoing matters of faith, reason, and religion. Lecture. Credits: 3.

#### 20-809-220-04 Problems in Communication Technology and Digital Media

This course will explore the ethical, practical, and social impact of problems raised by new communication technology and digital media, focusing specifically on intellectual property. Lecture. Credits: 3.

#### 20-809-225-00 Ethics

Examines concepts of obligation, morality, human rights, and the good life. Competing ethical theories will be explored along with contemporary and historical moral problems. Lecture. Credits: 3.

#### 20-809-226-00 Environmental Ethics

An introduction to environmental ethics for students who have had little or no exposure to the philosophical issues surrounding the problems of nature. Some of the problems to be discussed are: endangered species, energy and pollution, wilderness, environmental justice, world hunger, immigration and overpopulation, animal rights, and corporate obligations regarding the natural environment. Covers both theoretical approaches and practical applications, and provides a detailed history and background of the roots and development of our present ecological situation. Lecture. Credits: 3.

### Physical Education (807)

#### 20-807-201-00 Fitness for Life

Examines the relationship of physical fitness and activity to healthy lifestyles and wellness. Students plan and implement a personal fitness and nutrition program. Lecture. Credits: 1.

#### 20-807-201-01 Physical Fitness for Life

Examines the relationship of physical fitness and activity to healthy lifestyles and wellness. Students will access current level of fitness, then plan and implement a personal fitness program. Lecture. Credits: 1.

#### 20-807-201-02 Stress Management Fitness For Life

The course explores the nature of stress, determinant causes, the physiological and psychological reactions to stress and will introduce and implement physiological, cognitive and behavioral stress management techniques. Lecture. Credits: 1.

#### 20-807-201-03 Nutrition for Optimal Health Fit for Life

Examines the nutrient requirements of healthy individuals, nutrient categories and food sources as well as their characteristics in relation to physiological functions, metabolism, and disease prevention. Lecture. Credits: 1.

#### 20-807-202-00 Nutrition for Optimal Health Fit for Life

Examines the nutrient requirements of healthy individuals, nutrient categories and food sources as well as their characteristics in relation to physiological functions, metabolism, and disease

prevention. Lecture. Credits: 1.

#### 20-807-203-00 Stress Management Fitness For Life

The course explores the nature of stress, determinant causes, the physiological and psychological reactions to stress and will introduce and implement physiological, cognitive and behavioral stress management techniques. Lecture. Credits: 1.

#### 20-807-204-00 Physical Fitness for Life

Examines the relationship of physical fitness and activity to healthy lifestyles and wellness. Students will access current level of fitness, then plan and implement a personal fitness program. Lecture. Credits: 1.

#### 20-807-205-00 Topics in Health and Physical Education

Depending on the structure, requirements and topics are developed in advance by the instructor or by the student in consultation with the instructor. Lab, Lecture. Credits: 2.

#### 20-807-205-02 Self Defense for Women

Students learn practical and readily usable self-defense techniques. Students apply situational awareness, determine options, and implement a self-defense strategy. Strategies include avoidance, assertiveness, verbal skills, safety practices, and physical techniques. Physical techniques include strikes to target points, blocks, ground defense, escape moves, key chains or other everyday objects as weapons, and defense in specific locations such as cars and stairwells. Students learn viable options for all ages and levels of physical activity. Through repetition, students develop greater body awareness, preparedness, and physical condition. Students practice realistic scenarios and explore issues of societal violence such as sexual assault and domestic violence. Course sections are offered for women or men only. Lab, Lecture. Credits: 2.

#### 20-807-213-00 First Aid and CPR

Learn principles and practices of first aid, cardiopulmonary resuscitation and automated external defibrillator use. Students apply first aid, CPR, and AED applications to home, work, recreation, and remote settings. Completers received American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers certification and the AHA First Aid Certificate. Lecture. Credits: 2.

#### 20-807-221-00 Canoeing

Acquaints students with the basic knowledge and skills necessary to enjoy and actively participate in the lifetime sport of canoeing. Includes lake and river canoeing. Lab. Credits: 1.

#### 20-807-235-00 Principles of Strength Training

Enables students to develop and participate in an appropriate resistance exercise program using free weights, weight machines, and floor exercise. Lab, Lecture. Credits: 2.

### Pipefitting (435)

#### 50-435-709-00 Orientation to the Trade and Safety for Industrial Pipefitters

Course competencies examine safe work practices involved in pipe fitting trades and various industrial settings. Rigging safety, PPE, confined space entry, fall protection, heavy equipment operation, chemical safety and MSDS, boiler safety, and lockout tag-out will be examined. Fall protection, and safe work practices for overhead work, and ladders are covered. OSHA and other safety standards will be reviewed. The course wraps up with an introduction to the trade where apprentices will examine job duties and tasks which have been identified for the industrial pipefitting apprenticeship. Lecture. Credits: 0.50.

50-435-710-00 Blueprint Reading 1 for Industrial Pipefitter Apprentices

Course competencies include an introduction to industrial blueprints; building freehand sketching skills; drawing symbols, lines, and pipe fittings; and interpreting technical information found on blueprints. Apprentices will learn how prints support work processes performed by the pipefitting trade. Lecture. Credits: 0.50.

50-435-711-00 Trade Math for Industrial Pipefitter Apprentices

Course competencies include building apprentice skills working with fractions, decimals, measurement and ratios commonly used by the trade. Measurement, tolerances and interpreting trade related information will help apply math concepts to industrial work processes. Basic algebra, geometry and trigonometry will be applied to industrial pipefitting tasks. Lecture. Credits: 1.

50-435-712-00 Related Science for Industrial Pipefitter Apprentices

Course competencies include the science of matter; properties of solids, liquids and gases; work, energy and power; temperature and heat effects; change of state; heat engines; and force balance and gravity. A field trip to observe related science applications in a plant is included. Related science concepts included in this course will be reinforced and applied later in related instruction. Lecture. Credits: 2.

50-435-713-00 Blueprint Reading 2 for Industrial Pipefitter Apprentices

Course competencies include pipe and pipe fitting blueprint symbols and other technical information found on pipe prints. Apprentices will examine isometric and multi-view drawings; dimensions; and process pipe drawings symbols. Drawing and sketching skills will be further developed. Lecture. Credits: 0.50.

50-435-714-00 Process Piping 1 for Industrial Pipefitter Apprentices

Course competencies include examining the metallurgical properties of various piping materials, applying piping materials to process pipe installations, fabricating piping offsets, calculating values needed to solve pipe layout and fabrication problems associated with pipe welding layouts, comparing clamps and aligning devices employed by the trade, and fabricating miters, tees, saddles, laterals, and elbows. Lecture. Credits: 1.

50-435-715-00 Steam Systems for Industrial Pipefitter Apprentices

Course competencies include steam trapping, boiler accessories, boiler valves, steam heating, steam systems, and high pressure steam. Course includes a field trip to examine steam systems applied to an industrial setting. Lecture. Credits: 2.

50-435-716-00 Blueprint Reading 3 for Industrial Pipefitter Apprentices

Course competencies include identifying piping isometrics and dimensions found on flow diagrams, elevation drawings, section views, and process piping plans. Apprentices will further develop skills in sketching and drawing as well as interpreting information from flow diagrams, pipe drawings, and related industrial prints. Apprentices will learn to use prints and diagrams to interpret information about given runs of pipe. Lecture. Credits: 0.50.

50-435-717-00 Chemical Handling and Hazardous Materials for Industrial Pipefitter Apprentices

Course competencies include safety in handling chemicals, chlorine, caustic soda and other hazardous materials. MSDS information and related procedures will be applied to industrial situations. Lecture. Credits: 0.50.

50-435-718-00 Refrigeration and Air Conditioning for Industrial Pipefitter Apprentices

Course competencies include refrigeration systems, applications of mechanical refrigeration, refrigeration components, and troubleshooting systems. Lecture. Credits: 0.50.

50-435-719-00 Hot Water Heating Systems for Industrial Pipefitter Apprentices

Course examines hot water heating systems and boilers found in industrial plants. Course competencies include hot water heating equipment and components, boiler operations and safety, insulation, heat loss, and maintenance. Lecture. Credits: 0.75.

50-435-720-00 Process Piping 2 for Industrial Pipefitter Apprentices

Course competencies include rolling offsets, parallel offsets, layout of pipe intersections, and fabricating and cutting uneven rolling offsets. Course includes a field trip to observe the application of related concepts. Lecture. Credits: 1.

50-435-721-00 Rigging Safety for Industrial Pipefitter Apprentices

Apprentices will compare types of rigging equipment and their uses; determine safe loads, rig and crib loads, and move a load with cranes and hoists. This course is intended for related instruction in the industrial pipefitter apprenticeship. Course competencies examine safe rigging equipment, hardware, equipment, tools, procedures, and safe work practices applicable to industrial settings. Rigging for cranes, forklifts and other industrial power equipment, and hand devices are included. Lecture. Credits: 1.

50-435-722-00 Blueprint Reading 4 for Industrial Pipefitter Apprentices

Course competencies include interpreting information from isometric drawings and spool drawings. Apprentices will learn how to develop material lists from both types of drawings and build skills working with industrial blueprints. Lecture. Credits: 0.50.

50-435-723-00 Hydraulics for Industrial Pipefitter Apprentices

Gain knowledge of the uses and applications of hydraulics required in the trade. Hydraulic systems, devices and components will be examined. Job duties and tasks related to safety, inspection, testing, maintenance and repair will be included. Course competencies examine hydraulic fluids, safety, hydraulic equipment and components, controls, troubleshooting, repair, and preventative maintenance. Lecture. Credits: 1.

50-435-724-00 Welding and Brazing for Industrial Pipefitter Apprentices

Course compares common welding processes and develops apprentice skills related to welding, cutting, heating and using oxy-gas. Welding with arc, MIG and TIG will be explored. Common cutting and joining techniques will be compared. Industrial brazing techniques will be demonstrated. Joint preparation, using hand and power tools, and working with low-temp and high-temp solders are examined. Welding safety and PPE requirements will be reinforced. Lecture. Credits: 1.

50-435-725-00 Valves Packings and Gaskets for Industrial Pipefitter Apprentices

Course includes an examination of the various types of valves and their applications in industrial plant processes. Apprentices will also compare gasket types, materials and their applications. Valve packings will be compared and procedures for repacking valves examined. Apprentices will build skills installing and repairing valves. Lecture. Credits: 0.25.

50-435-726-00 Pneumatics for Industrial Pipefitter Apprentices

Gain knowledge of the uses and applications of pneumatics required in the trade. Pneumatic systems, devices and components

will be examined. Job duties and tasks related to safety, inspection, testing, maintenance and repair will be included. Lecture. Credits: 1.

### **Plumbing (427)**

#### **50-427-569-00 Plumbing Repair**

Designed to provide apprentices with the academic and hands-on experience needed to perform plumbing service and repair tasks. Emphasis is placed on the safe and responsible use of tools and equipment. Topics include clogged drains, garbage disposers, water treatment equipment, water closets, urinals, flush valves, cold weather plumbing problems, water systems, and pumps and facets. Lecture. Credits: 1.

#### **50-427-751-00 Sanitary Drains 1**

Plumbing related instruction of sanitary drain systems. Course includes a review of codes and trade practices related to sanitary drains, drainage systems, components, and applications. Lecture. Credits: 2.

#### **50-427-752-00 Vents and Venting Systems**

Designed to provide the apprentice with the skills to identify and design sanitary vent piping in a plumbing system in accordance with the Wisconsin Plumbing Code. Focuses on theory, work experience, and the application of plumbing code principles through discussions, drawing exercises, work sheets, and evaluations. Lecture. Credits: 2.

#### **50-427-753-00 Water Distribution 1**

Provides the apprentice with the skills to identify, design, install, and service various applications for water supply systems listed in plumbing codes. Apprentices will use the code language and tables to in various plumbing systems in accordance with the Wisconsin Plumbing Code. Topics will include commercial to single-family and private well pump systems. Focuses on theory, work experience, and the application of plumbing code principles through discussions, drawing exercises, work sheets, and evaluations. Lecture. Credits: 2.

#### **50-427-754-00 Water Distribution 2**

Provides the apprentice with the skills to identify, design, install, and service cross connection controls, water treatment equipment and multi-purpose piping systems in various plumbing systems in accordance with the Wisconsin Plumbing Code. Focuses on theory, work experience, and the application of plumbing code principles through discussions, drawing exercises, work sheets, and evaluations. Lecture. Credits: 2.

#### **50-427-755-00 Sanitary Drains 2**

Provides the apprentice with the skills to identify, design, install, and service various applications for storm water, clear water, and drainage systems. Apprentices will use the code language and tables to in various plumbing systems in accordance with the Wisconsin Plumbing Code. The course focuses on theory, work experience, and the application of plumbing code principles through discussions, drawing exercises, work sheets, and evaluations. Lecture. Credits: 2.

#### **50-427-756-00 Private Onsite Wastewater Treatment Sys**

Provides the apprentice with the skills to identify, design, install, and service various applications for private on-site wastewater treatment systems that are listed in plumbing codes or individual component manuals. Apprentices will use the code language and tables to in various plumbing systems in accordance with the Wisconsin Plumbing Code. Other topics will include pretreatment, soil evaluation, site planning, and new technologies. Focuses on theory, work experience, and the application of plumbing code principles

through discussions, drawing exercises, work sheets, and evaluations. Lecture. Credits: 2.

#### **50-427-757-00 Green Plumbing Applications**

Provides Plumbing apprentices with an introduction to green applications and prepares students to take certification exams: Union Programs: UA Green Awareness Certification (geared toward journey workers, not apprenticeship) WTCS Programs: Green Plumbers USA Certification Program Learning materials from both certificate programs have been incorporated. Lecture. Credits: 2.

#### **50-427-758-00 Plumbing Advanced Topics TSA**

Provides the apprentice with the opportunity to select and complete an applied plumbing project in collaboration with the instructor. Projects will apply the skills required to identify, design, install, and service various plumbing applications that are listed in plumbing codes. Apprentices will use the code language and tables to in various plumbing systems in accordance with the Wisconsin Plumbing Code. The course builds upon the theory, work experience, and the application of plumbing code principles addressed in previous coursework to support completing an applied hands-on project. Lecture. Credits: 2.

### **Political Science (809)**

#### **20-809-235-00 Our Sovereignty - Indigenous Governance**

To acknowledge and promote indigenous sovereignty, this course will apply a critical lens and cultural perspectives while analyzing the sovereignty, inherent rights, and the effects decision making has had on indigenous governance and communities. Students will examine and reflect on topics including treaties, intergovernmental relationships, trust responsibility, economic development and diversity, and environmental systems to nurture indigenous leadership, strengthen self-determination and self-governance. Lecture. Credits: 3.

### **Psychology (809)**

#### **10-809-159-00 Abnormal Psychology**

This course in Abnormal Psychology surveys the essential features, possible causes, and assessment and treatment of the various types of abnormal behavior from the viewpoint of the major theoretical perspectives in the field of abnormal psychology. Students will be introduced to the diagnosis system of the Diagnostic and Statistical Manual of Mental Disorders (DSM-IV). In addition, the history of the psychology of abnormality will be traced. Cultural and social perspectives in understanding and responding to abnormal behavior will be explored as well as current topics and issues within abnormal psychology. Lecture. Credits: 3. Prerequisite: 1080919800 Intro to Psychology (C or better).

#### **10-809-188-00 Developmental Psychology**

Study of human development throughout the lifespan. Explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills will enable students to gain an increased knowledge and understanding of themselves and others. Lecture. Credits: 3.

#### **10-809-198-00 Introduction to Psychology**

This introductory course in psychology is a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. Lecture.

Credits: 3.

**10-809-199-00 Psychology of Human Relations**

Focuses on improving personal and job-related relationships through understanding and applying sound psychological principles. Topics include self-concept, motivation, emotions, stress management, conflict resolution, and human relation processes. Lecture. Credits: 3.

**20-809-232-00 Abnormal Psychology**

Introduces students to the essential features and etiology of various psychological disorders. Students are also introduced to contemporary methods of assessment and treatment using the diagnostic system of the DSM-ITV-TR, and to ways of thinking critically about the diagnosis of psychological disorders from both historical and contemporary perspectives, including socio-cultural considerations of mental illness. Lecture. Credits: 3. Prerequisite: 2080925100 Introduction to Psychology (C or better).

**20-809-250-00 Living with Death**

Offers a personal and practical introduction to death awareness founded on the premise that living is incomplete without a full and realistic appraisal of our own dying and of the deaths of those for whom we care. Lecture. Credits: 3.

**20-809-251-00 Introduction to Psychology**

Surveys the methods, principles, and theories of psychology as they are applied to understanding, predicting, and modifying human behavior. Essential theoretical perspectives, including cognitive, humanistic, socio-cultural, psychodynamic, learning, and biological/evolutionary inform an understanding of key topics in psychology, among which may include the brain and behavior, development, emotion, memory, motivation, personality, psychological disorders, sensation and perception, thinking, and intelligence. Upon completion, students will be well prepared for more advanced study in the field of contemporary psychology. Lecture. Credits: 3.

**20-809-252-00 Developmental Psychology**

Study of human development throughout the lifespan. Explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills will enable students to gain an increased knowledge and understanding of themselves and others. Lecture. Credits: 3.

**20-809-254-00 Educational Psychology**

Explores the psychological theories of development and learning related to education and teaching. Covers the unique diversity of students that we teach as well as exceptionalities. Students examine learning theory and instructional practice as well as issues of motivation and classroom management. Classroom planning and assessment methods and techniques are evaluated. Lecture. Credits: 3. Prerequisite: 2080925100 Introduction to Psychology (D- or better).

**20-809-255-00 Child Psychology**

Covers human development and behavior from conception through adolescence, with emphasis on both theories and applications in parenting and other adult-child settings. General Psychology is advised. Lecture. Credits: 3.

**20-809-265-00 Topics in Psychology**

Pursues advanced or specialized psychology topics in a traditionally structured, independent study, or service-learning format.

Depending on the structure, requirements and topics are developed in advance by the instructor or by the student in consultation with the instructor. Lecture. Credits: 3.

**Science (806)**

**10-806-112-00 Principles of Sustainability**

Prepares the student to develop sustainable literacy, analyze the interconnections among the physical and biological sciences and environmental systems, summarize the effects of sustainability on health and well-being, analyze connections among social, economic, and environmental systems, employ energy conservation strategies to reduce the use of fossil fuels, investigate alternative energy options, evaluate options to current waste disposal and recycling in the U.S., and analyze approaches used by your community to promote and implement sustainability. Lecture. Credits: 3.

**10-806-137-00 Comprehensive Tech Physics**

The areas of mechanics, heat, electricity, magnetism, and optics are covered through lecture, demonstration, and laboratory work. Empirical relationships are emphasized, incorporating mathematical prerequisites. Lab, Lecture. Credits: 4. Prerequisite: 1080410700 College Mathematics (D- or better).

**10-806-139-00 Survey of Physics**

Emphasizes understanding basic physics concepts through laboratory investigation and applications. Topics include kinematics, dynamics, work, energy, power, temperature, heat, waves, electricity, magnetism, electromagnetic waves, optics, and atomic and nuclear physics. Lab, Lecture. Credits: 3.

**10-806-154-00 General Physics 1**

Studies basic concepts of physics and how they directly affect the lives of students. Students will analyze motion, forces causing motion, related energies, heat, and sound. Lab, Lecture. Credits: 4.

**10-806-177-00 General Anatomy and Physiology**

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision-making and professional communication with colleagues and patients. Lab, Lecture. Credits: 4. Prerequisite: 1083613300 Prep for Basic Chemistry (C or better) or 2080624000 Survey of Chemistry (C or better).

**10-806-179-00 Advanced Anatomy and Physiology**

Second semester in a two-semester sequence in which normal human anatomy and physiology are studied using a body systems approach with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Experimentation within a science lab will include analysis of cellular metabolism, the individual components of body systems such as the nervous, neuro-muscular, cardiovascular, and urinary. Continued examination of homeostatic mechanisms and their relationship to fluid, electrolyte, acid-base balance, and blood. Integration of genetics to human reproduction and development are also included. Lab, Lecture. Credits: 4. Prerequisite: 1080617700 General Anatomy and Physiology (C or better).

**10-806-186-00 Intro to Biochemistry**

Provides students with the skills and knowledge of organic and biological chemistry necessary for application with nursing and other

allied health careers. Emphasis is placed on recognizing the structure, physical properties, and chemical reactions of organic molecules, body fluids, and acids. Additional emphasis is placed on biological functions and their relationships to enzymes, proteins, lipids, carbohydrates, and DNA. Lab, Lecture. Credits: 4.

#### 10-806-197-00 Microbiology

Examines microbial structure, metabolism, genetics, growth, and the relationship between humans and microorganisms. Addresses disease production, epidemiology, host defense mechanisms, and the medical impact of microbes. Examines the role and microbes in the environment, industry, and biotechnology. Lab, Lecture. Credits: 4. Prerequisite: 1080617700 General Anatomy and Physiology (C or better).

#### 10-806-197-01 Microbiology Lab

Provides students with the lab learning experience related to the Microbiology lecture course. Lab, Lecture. Credits: 4.

#### 10-806-198-00 Human Biology

This is an introductory course that emphasizes the structure of the human body and the functional interrelationships of the body's systems. Consideration is given to the human body and disease, human genetics, human ecology, and the role that humans play in the environment. The course consists of 3 hours of lecture and 2 hours of lab per week. Note: This course does not meet requirements for or substitute for General Anatomy and Physiology. Lab, Lecture. Credits: 4.

#### 20-806-201-00 Principles of Biology

Introduces the biological principles common to plants and animals. Emphasizes preparing for subsequent biology courses and understanding the health, ecological, and environmental issues facing our society. Lab, Lecture. Credits: 3.

#### 20-806-205-00 Topics in Biology

Pursues advanced or specialized applied biology topics. Requirements and topics are developed in advance by the instructor. Lecture. Credits: 3.

#### 20-806-206-00 Introduction to Physical Geography

An introduction to the spatial and temporal patterns, processes, origins, and relationships of Earth's systems (atmosphere, biosphere, hydrosphere, and lithosphere). This course will utilize geographic tools and a scientific approach to explore how Earth's systems function, as well as how humans interact with these systems. Lab, Lecture. Credits: 5.

#### 20-806-207-00 Physical Geography Landforms

Introduces landforms: their origin, classification, and distribution on the earth's surface. Field trip required. Lab, Lecture. Credits: 4.

#### 20-806-208-00 Physical Geography Weather and Climate

Studies the elements of weather, weather forecasting, and distribution of the earth's surface. Lab, Lecture. Credits: 4.

#### 20-806-209-00 General Botany

Survey of plant science, covering morphology, life cycles, taxonomy, ecology, physiology of bacteria, algae, fungi, and non-flowering and flowering plants. Previous college biology course or equivalent recommended. Lab, Lecture. Credits: 5.

#### 20-806-210-00 General Ecology

Covers organism/environment interrelationships, including human impacts and changes. Discusses evolution, ecological processes, species interactions, communities, and local ecosystems. Designed

for those interested in natural resources. Lab, Lecture. Credits: 4.

#### 20-806-211-00 Introduction to Soil and Water Resources

Integrated concepts of soil and water resources at the landscape level. Physical, chemical, and biological interactions relating to watershed processes and response to land use and management. Lab, Lecture. Credits: 4.

#### 20-806-212-00 Geographic Information Systems

Includes working with map layers and attribute tables, mapping basics, map design, choropleth maps, pin (point) maps, hyperlinks, data sources, entry, editing, metadata, GIS outputs (print layouts, custom templates, report, graphs), geodatabases, importing spatial and attribute data, map projections, vector spatial data formats, and export data. Additional topics include photos and satellite images, digitizing new features, spatially adjusting vector data, table manipulation, geocoding, basics of spatial analysis, vector and raster data analysis, spatial data processing, terrain models, spatial analysis, optimal routing and location, and site selection. Special project development analysis: Capstone Project. Explores the creation of a model of a problem, gathering data, use spatial analysis tools to edit and manipulate data, solving the problem, and creating a layout of the solution with a map, chart, and table. Lecture. Credits: 3.

#### 20-806-213-00 General Zoology

Survey of animal science, covering structure, function, life histories, ecology, and classification of major invertebrate and vertebrate groups. Lab, Lecture. Credits: 5.

#### 20-806-215-00 Environmental Science

Develops an understanding of environmental concerns and current issues including water resources, total land use, air pollution, biocides, energy use, population, pollution, and health. Examines, ecological, economic, historical, and philosophic views of issues. Lecture. Credits: 3.

#### 20-806-220-00 Human Biology

This is an introductory course designed for students who want a laboratory science, but are not majoring in biology. It emphasizes the structure of the human body and the functional interrelationships of the body's systems. Consideration is also given to human genetics, human evolution, ecology, and the role that humans play in the environment. Lab, Lecture. Credits: 5.

#### 20-806-230-00 Physical Geology

Introduces the student to the composition and structure of the earth, the processes and systems that produce earth's features, and provides a better understanding of why the earth's features are constantly changing. Provides a hands-on examination of topographic and geologic maps, earth processes, and identification of rocks and minerals. Lab, Lecture. Credits: 4.

#### 20-806-231-00 Earth History

Examines earth history through three main themes: plate tectonics, organic evolution, and geologic time. Students will come to understand that the dynamic history of the earth, and the complex interaction between the evolution of life and the evolution of the earth. Students develop a new understanding of the fantastic interactions that have resulted in earth's current state. Students will learn the principles of historical geology and how these principles are applied to unraveling earth's biologic and geologic history. Lab, Lecture. Credits: 4.

#### 20-806-232-00 Intro to Forestry Fisheries and Wildlife

Integrates principles of managing forests, fisheries, and wildlife.

Focus will be on maintaining ecosystem integrity while meeting human needs for goods and services. Lab, Lecture. Credits: 4.

#### 20-806-233-00 Hazards and Disasters

This course will examine interactions between humans and the environment brought on by hazards and disasters: what causes hazards and disasters, how human and environmental systems are affected, and methods of mitigating impacts or adapting to them. Topics covered will include both natural hazards and disasters (e.g. severe and extreme weather, earthquakes, volcanoes, fire) and anthropogenic forms (e.g. climate change, water/land issues, pollution, human overpopulation dynamics). Lecture. Credits: 3.

#### 20-806-235-00 Topics in Geology

Pursues advanced or specialized geology topics in a traditionally structured, independent study, or service-learning format. Depending on the structure, Requirements and topics are developed in advance by the instructor or by the student in consultation with the instructor. Lecture. Credits: 3.

#### 20-806-240-00 Survey of Chemistry

Introduces aspects of chemistry that are important for the life sciences, including the study of biochemical processes using atomic theories, structure-reactivity relationships, and thermodynamics. Lecture. Credits: 3.

#### 20-806-241-00 Introductory Chemistry

Deals with the composition, characteristics, and changes of atoms and molecules. A laboratory based course, designed specifically for liberal arts students. Lab, Lecture. Credits: 5.

#### 20-806-245-00 College Chemistry I

First semester of a two-semester sequence in general college chemistry which includes the topics of measurement, chemical nomenclature, chemical reactions and stoichiometry, atomic structure, gas laws, thermochemistry, chemical bonding, and solution chemistry. Laboratory work assists in understanding chemical concepts and developing problem-solving skills. Lab, Lecture. Credits: 5. Prerequisite: 2080422000 Intermediate Algebra (C or better) or 2080425000 Quantitative Reasoning (C or better).

#### 20-806-249-00 College Chemistry II

A continuation of 20-806-245. This course includes applications of principles to and mathematical treatment of the topics of kinetics, equilibrium, thermodynamics, electrochemistry, coordination compounds, nuclear chemistry, organic structures, and nomenclature. Lab, Lecture. Credits: 5. Prerequisite: 2080624500 College Chemistry I (D- or better).

#### 20-806-276-00 College Physics I

First semester course of a one-year introductory algebra-based college physics sequence. Appropriate for students wishing to pursue a program of study in the liberal arts, general education, life sciences, or pre-professional programs. Develops a conceptual understanding of the basics of physics and provides practical hands-on laboratory experiences to broaden the understanding of physics and the scientific method. Covers the properties of motion, force, energy, momentum, rotation, fluids, heat, and sound. Stresses developing good problem-solving strategies. Lab, Lecture. Credits: 4. Prerequisite: 2080422000 Intermediate Algebra (D- or better) or 2080425000 Quantitative Reasoning (C or better).

#### 20-806-280-00 College Physics II

Second semester course of a one-year introductory algebra-based college physics sequence. Appropriate for students wishing to pursue a program of study in the liberal arts, general education, life

sciences, or pre-professional programs. Continues to develop the student's problem solving skills and conceptual understanding of physics through lecture, demonstrations, and practical hands-on laboratory experiences. Topics studied include electricity, magnetism, geometric and physical optics, and the basics of modern physics. Lab, Lecture. Credits: 4. Prerequisite: 2080627600 College Physics I (D- or better).

#### 20-806-286-00 College Physics I Calculus Based

First semester course of a one-year introductory calculus-based college physics sequence. Intended for students wishing to pursue a program of study in the natural sciences or engineering fields. Students will develop a conceptual understanding of physics, as they explore the theoretical and experimental treatment of mechanics, material properties, fluids, heat, sound, and wave motion. Critical thinking and sound problem solving skills are stressed. Lab, Lecture. Credits: 5. Prerequisite: 2080423600 Calculus and Analytic Geometry I (D- or better) (concurrent enrollment allowed).

#### 20-806-286-01 College Physics I Calculus Based LAB

The lab portion of College Physics I-Calculus Based. Lab, Lecture. Credits: 5.

#### 20-806-287-00 College Physics II Calculus Based

Second semester course of a one-year introductory calculus-based college physics sequence. Intended for students wishing to pursue a program of study in the natural sciences or engineering fields. Topics covered include electricity, magnetism, electro-magnetic waves, optics, and an introduction to modern physics. Completion of the sequence provides a background for more advanced work in these fields. Lab, Lecture. Credits: 5. Prerequisite: 2080628600 College Physics I Calculus Based (D- or better).

#### 20-806-287-01 College Physics II Calculus Based LAB

Lab portion of College Physics II-Calculus Based. Lab, Lecture. Credits: 5.

### Small Business (145)

#### 10-145-163-00 Entrepreneurship

Students apply the key elements of successful entrepreneurship to business scenarios. Students create a business plan for a new business. Lecture. Credits: 3.

#### 10-145-163-01 Tribal Entrepreneurship

Tribal Entrepreneurship students apply the key elements of successful entrepreneurship to business scenarios. Students create a business plan for a new business. Lecture. Credits: 3.

#### 10-145-170-00 Small Business Mentorship

Mentorships engage entrepreneurial students one-on-one with a small business owner to learn the process of entrepreneurship and experience small business ownership. This supervised mentorship exposes students to real-world small business situations related to their passion, and helps them develop the knowledge and confidence to be a successful future small business owner. Occupational. Credits: 2.

### Sociology (809)

#### 10-809-103-00 Think Critically and Creatively

Provides instruction in the realistic and practical methods of thinking which are in high demand in all occupations today. Decision-making, problem-solving, persuasion, creativity, and setting goals and objectives are considered in depth as the student applies specific thinking strategies in a wide variety of situations. Lecture. Credits: 3.



#### 10-809-172-00 Introduction to Diversity Studies

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored. Lecture. Credits: 3.

#### 10-809-196-00 Intro to Sociology

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multiculturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues. Lecture. Credits: 3.

#### 10-809-197-00 Contemporary American Society

Explores the American social and political institutions affecting the individual as a citizen, worker, and participant in various social groups. Topics studied will be flexible and responsive to contemporary issues. Lecture. Credits: 3.

#### 20-809-222-00 Our Ways - Indigenous Culture

To honor and preserve the culture of the sovereign Indigenous nations, this course will explore the foundation and evolution of culture, heritage, and identity of Indigenous peoples. Students will evaluate the roots of Indigenous cultures and how they have changed over time in response to historic eras, and relationships with other tribes, communities, and state/federal governments. Students will assess the ties of Indigenous people to the land, how land has influenced culture, and how those ties have changed over time. This course will examine past, contemporary, and future issues that have, are, and will influence the past, present, and future condition of Indigenous cultures. Lecture. Credits: 3.

#### 20-809-271-00 Introductory Sociology

Studies of human society, including the individual, culture, society, social inequality, social institutions, and social change in the modern world. Lecture. Credits: 3.

#### 20-809-272-00 Diversity Studies

In depth topic-based curriculum examines the changing demographic and socio-cultural context of the United States, as a country embedded in an international system. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored through the umbrella of concepts of power and privilege. Lecture. Credits: 3.

#### 20-809-275-00 Marriage and Family

Examines marriage and family relationships in current American society: preparation for marriage, potential problem areas, family planning, divorce, and reconstituted family roles. Lecture. Credits: 3.

#### 20-809-278-00 Topics in Sociology

Pursues advanced or specialized sociology topics in a traditionally structured, independent study or service-learning format. Depending on the structure, requirements and topics are developed in advance by the instructor or by the student in consultation with the instructor. Lecture. Credits: 3.

#### 20-809-279-00 Social Problems

Surveys the major social problems confronting America today, including deviant behavior, inequality, and global social problems. Lecture. Credits: 3. Prerequisite: 2080927100 Introductory Sociology

(C or better).

#### 20-809-283-00 Cultural Anthropology

Introduction to the field of Cultural Anthropology; Examines the characteristics of human cultural groups and the differences and relationships between them using ethnographic methods. Lecture. Credits: 3.

#### Speech (810)

##### 20-810-201-00 Fundamentals of Speech

Examines theory and process of communication, the role of speech in self-development, the art of persuasion, topic selection, the use of research-based evidence, and audience analysis. Includes organizing speech content, speech delivery, and critique via presentation of informative and persuasive speeches and development of effective extemporaneous speaking style. Students gain self-confidence, proficiency, and poise. Lecture. Credits: 3.

#### Theatre (810)

##### 20-810-204-00 Film Appreciation

Provides an overview of the historical development, emerging styles, basic components, and social importance of the motion picture as an art form. Lecture. Credits: 3.

##### 20-810-213-00 Fundamentals of Acting

Studies basic principles and techniques of acting, including analysis, scene rehearsal, and voice/body exercises. Lecture. Credits: 3.

##### 20-810-225-00 Topics in Speech Theatre

Pursues advanced or specialized speech or theatre topics in a traditionally structured, independent study, or service-learning format. Depending on the structure, requirements and topics are developed in advance by the instructor or by the student in consultation with the instructor. Lecture. Credits: 3.

#### Welding (421,442)

##### 10-442-103-00 Print Reading

Students will develop print interpretation skills needed in metal fabrication. Learners study orthographic projection, dimensioning, and bill of materials. Learners apply concepts in hands-on activities, practicing basic layout skills and safe operation of saws, shears and drills. Lab, Lecture. Credits: 3. Corequisites: 3180410100 Math Skills, 3180410200 Geometry Skills.

##### 10-442-112-00 Print Reading for Manufacturing

Develops print interpretation skills needed in metal fabrication. Learners study orthographic projection, dimensioning, welding symbols and bill of materials. Learners apply concepts in hands-on activities, practicing basic layout skills and safe operation of saws, shears and drills. Lab, Lecture. Credits: 4.

##### 10-442-113-00 Welding Fabrication Techniques

Expands on skills developed in Weld Print Reading. Learners study groove and projection welding symbols, geometric tolerances, and international prints. Learners apply concepts through individual and group fabrication activities. Lab, Lecture. Credits: 2. Prerequisite: 1044217200 Safety in Manufacturing (C or better) (concurrent enrollment allowed).

##### 10-442-120-00 GTAW on Carbon Steel

Develops skills in gas tungsten arc welding. Learners weld carbon steel sheet and plate in the flat, horizontal, and vertical positions. Lab, Lecture. Credits: 2. Prerequisite: 1044217200 Safety in

Manufacturing (C or better) (concurrent enrollment allowed).

#### 10-442-123-00 GTAW on Stainless Steel

Develops skills in gas tungsten arc welding. Learners weld stainless steel sheet and plate in the flat, horizontal, and vertical positions.

Lab, Lecture. Credits: 1. Prerequisite: 1044217200 Safety in Manufacturing (C or better) (concurrent enrollment allowed).

#### 10-442-126-00 GTAW on Aluminum

Develop skills in gas tungsten arc welding on aluminum. Learners use the "tig" process in flat, horizontal, and vertical positions on aluminum. Required welds include fillet and groove welds with gas tungsten arc welding. Weld quality is assessed per AWS standards.

Lab, Lecture. Credits: 1. Prerequisite: 1044217200 Safety in Manufacturing (C or better) (concurrent enrollment allowed).

#### 10-442-130-00 Introduction to Machine Operations

Introduces students to basic machine operations. The students will also work with basic machine tools used in manufacturing and maintenance to develop skills using the lathe, drill press, band saw, and grinders. Lab. Credits: 2. Prerequisite: 1044217200 Safety in Manufacturing (C or better).

#### 10-442-140-00 Intro to Welding Techniques

Students will explore and perform basic welding techniques. Lab, Lecture. Credits: 1.

#### 10-442-141-00 Robotics and Automated Welding Applications

Students will practice fundamental concepts of CNC programming by participating in group projects with a welding robot, waterjet cutter, cnc press break and programing the automated saw. Students will gain a manufacturing concept as they follow an assembly through each phase of production, ultimately producing a final product which meets blueprint specifications. Lab, Lecture. Credits: 2. Prerequisite: 1044217200 Safety in Manufacturing (C or better) (concurrent enrollment allowed).

#### 10-442-150-00 Gas Metal Arc Welding on Stainless Steel

Builds on skills developed in Gas Metal Arc Welding on stainless steel. Learners use the "mig" process in the flat, horizontal and vertical positions on steel, stainless steel and aluminum. Required welds include fillet and groove welds with spray and pulsed spray transfer. Lab, Lecture. Credits: 1. Prerequisite: 1044217200 Safety in Manufacturing (C or better).

#### 10-442-153-00 GMAW on Aluminum

Develop skills in gas metal arc pulse welding on aluminum. Learners use the "mig" process in flat, horizontal, and vertical positions on aluminum. Required welds include fillet and groove welds with pulsed spray transfer. Weld quality is assessed per AWS standards. Lab, Lecture. Credits: 1. Prerequisite: 1044217200 Safety in Manufacturing (C or better).

#### 10-442-157-00 Thermal Cutting

Develops skill in thermal cutting and gouging processes. Learners practice manual and machine oxy-fuel cutting, plasma cutting and gouging and air carbon arc gouging. Lab, Lecture. Credits: 2. Prerequisite: 1044217200 Safety in Manufacturing (C or better).

#### 10-442-158-00 Shielded Metal Arc Welding on Carbon Steel

Develop skills in shielded metal arc welding. Learners use 6010 and 7018 "stick" electrodes to complete fillet and groove welds in all positions. Weld quality is assessed per AWS D1.1 Structural Steel Code. Lab, Lecture. Credits: 2. Prerequisite: 1044217200 Safety in Manufacturing (C or better).

#### 10-442-159-00 Gas Metal Arc Welding on Carbon Steel

Develop skills in gas metal arc welding. Learners use the "mig" process in all positions on carbon steel. Required welds include fillet and groove welds with short circuit, spray and pulsed spray transfer. Weld quality is assessed per AWS D1.1 Structural Steel Code. Lab, Lecture. Credits: 3. Prerequisite: 1044217200 Safety in Manufacturing (C or better).

#### 10-442-160-00 Flux Cored Arc Weld

Develops skill in flux cored arc welding. Learners make fillet and groove welds in all positions on steel. Weld quality is assessed per AWS D1.1 - Structural Steel Code. Required work also includes basic welds with the SAW process and backgouging with the air arc process. Lab, Lecture. Credits: 4. Prerequisite: 1044217200 Safety in Manufacturing (C or better) (concurrent enrollment allowed).

#### 10-442-161-00 Gas Tungsten Arc Welding on Carbon Steel

Develops skills in gas tungsten arc welding. Learners weld carbon steel sheet and plate in the flat, horizontal, and vertical positions. Lab, Lecture. Credits: 3. Prerequisite: 1044217200 Safety in Manufacturing (C or better) (concurrent enrollment allowed).

#### 10-442-162-00 Gas Tungsten Arc Welding on Aluminum and Stainless Steel

Develops skills in gas tungsten arc welding. Learners weld aluminum and stainless steel sheet and plate in the flat, horizontal, and vertical positions. Lab, Lecture. Credits: 2. Prerequisite: 1044217200 Safety in Manufacturing (C or better) (concurrent enrollment allowed).

#### 10-442-163-00 Weld Inspection and Testing

Emphasizes measurement of weld defects and assessment of weld quality conformance to common welding codes. Learners conduct etch tests, bend tests and break tests on welds. The process of procedure and welder qualification is explored through group activities. Lab, Lecture. Credits: 1.

#### 10-442-166-00 Fund of Welding Machine Tool Operations

Introduces students to basic shielded metal arc welding, oxy-fuel arc cutting, and pipe welding operations. The students will also work with basic machine tools used in manufacturing and maintenance to develop skills using the lathe, drill press, band saw, and grinders. Lab. Credits: 2.

#### 10-442-167-00 Intro to Fabrication

Expands on skills developed in Weld Print Reading. Learners study groove and projection welding symbols, geometric tolerances, and international prints. Learners apply concepts through individual and group fabrication activities. Lab. Credits: 1. Prerequisite: 1044217200 Safety in Manufacturing (C or better).

#### 10-442-169-00 Flux Core Arc Welding on Carbon Steel

Develops skill in flux cored arc welding. Learners make fillet and groove welds in all positions on steel. Weld quality is assessed per AWS D1.1 - Structural Steel Code. Required work also includes basic welds with the SAW process and backgouging with the air arc process. Lab, Lecture. Credits: 3. Prerequisite: 1044217200 Safety in Manufacturing (C or better).

#### 10-442-172-00 Safety in Manufacturing

Prepares learners for safe operation of work site equipment. Procedures regarding welding machines, band saws, shears, drill presses, punches, grinders, oxy fuel equipment and an array of hand tools are practiced. Crane and forklift operation are introduced. Lab. Credits: 1. Corequisite: 3144215600 Welding Metallurgy.

#### 10-442-173-00 Thermal Cutting

Develops skill in thermal cutting and gouging processes. Learners practice manual and machine oxy-fuel cutting, plasma cutting and gouging and air carbon arc gouging. Lab, Lecture. Credits:

1.Prerequisite: 1044217200 Safety in Manufacturing (C or better) (concurrent enrollment allowed).

#### 10-442-174-00 Advanced Gas Metal Arc Welding

Builds on skills developed in Gas Metal Arc Welding. Learners use the “mig” process in the flat, horizontal and vertical positions on steel, stainless steel and aluminum. Required welds include fillet and groove welds with spray and pulsed spray transfer. Lab, Lecture. Credits: 3.Prerequisites: 1044217200 Safety in Manufacturing (C or better) (concurrent enrollment allowed) and 1044215900 Gas Metal Arc Welding on Carbon Steel (C or better) (concurrent enrollment allowed).

#### 10-442-195-00 Welding for Automotive

This course introduces welding and cutting procedures used to repair and maintain automobiles. Emphasis will be placed on gas metal arc welding, shielded metal arc welding, oxyacetylene torch cutting processes welding techniques through a variety of different procedures. Lab, Lecture. Credits: 1.

#### 31-442-101-00 Weld Symbols

Students will develop print interpretation skills needed in metal fabrication. Learners study prints containing section views, detail views, and weld symbols. Learners apply concepts in hands-on activities, print interpretation skills, calculating dimensions, identifying and interpreting weld symbols. Lecture. Credits: 1.

#### 31-442-105-00 Welding Fundamentals

Welding Fundamentals is designed to introduce students to basic techniques in a wide variety of welding and cutting processes. Learners will assess welds for quality as they make fillet and groove welds in all position on steel while experiencing a range of welding processes including Gas Metal Arc Welding, Shielded Metal Arc Welding, and Flux Core Arc Welding, as well as cutting processes such as OFC and PAC. Lab, Lecture. Credits: 3.

#### 31-442-156-00 Welding Metallurgy

Designed to educate students on metallurgy fundamentals. Explores the production of both ferrous and nonferrous metals. Students will experience rockwell testing procedures, heat-treating applications, determining stresses or strengths, and many other procedures to determine material properties. Lecture. Credits: 1.Corequisite: 1044217200 Safety in Manufacturing.

### World Language (802)

#### 20-802-217-00 Spanish I

Designed for students with no previous training in the language. Emphasizes development of basic communicative skills through practice in listening, speaking, reading and writing. Stresses vocabulary and grammar to enhance students' ability to speak and write in Spanish. Study of customs and values provides an increased awareness of the Spanish-speaking cultures. On completion, students are able to participate in uncomplicated conversations on everyday topics. Lecture. Credits: 4.

#### 20-802-221-00 Spanish II

Enhances student ability to learn to read, write, understand, and speak Spanish. Lecture. Credits: 4.Prerequisite: 2080221700 Spanish I (C or better).

#### 20-802-230-00 Spanish III

Enhances complex communicative skills developed during previous

semesters of study. Emphasis is placed on speaking and writing in extended contexts, focusing on presentational and interpersonal communication. Everyday situations, including eating out, travel and vacations, provide students an opportunity to expand their survival skills in Hispanic cultures. Language and critical thinking skills are expanded and deepened through reading, writing and speaking about health care, the environment, job interviews/ resumes and relationships. Readings of cultural and literacy significance, as well as a unit on art history, provide vehicles for discussions, presentation, and composition. Lecture. Credits: 4.Prerequisite: 2080222100 Spanish II (C or better).

#### 20-802-231-00 Spanish IV

Reviews and expands upon key grammatical structures needed to community effectively in Spanish. Focuses on expanding vocabulary, increasing grammatical accuracy, and achieving paragraph-length discourse. Using the target language, students read and discuss culturally centered texts, review and broaden grammatical knowledge, complete oral and written exercises, write compositions, and make formal class presentations. Lecture. Credits: 4.Prerequisite: 2080223000 Spanish III (C or better).

#### 20-802-235-00 Spanish V Writing and Grammar

Focuses on developing accuracy in written communication skills. Building on their experience in Spanish IV, students study Spanish grammar at greater breadth and depth than was required in previous courses, with the ultimate objective of improving their ability to read and write accurately in Spanish. Students read and analyze literary excerpts as the basis for active class discussion, presentation, and composition. Lecture. Credits: 3.Prerequisite: 2080223100 Spanish IV (C or better).

#### 20-802-240-00 Indigenous Language

To honor and preserve the language of Indigenous nations, this course centers language and storytelling in Indigenous culture, identity, and community. Students will learn vocabulary, phrases, conversation, and writing in the identified language, as well as examine its history and status, and similarities and differences among Indigenous languages.

The specific language will be identified when the course is scheduled. This course is designed for students with no previous training in Indigenous Languages.

Lecture. Credits: 4.

#### 20-802-250-00 Topics in World Language

Designed for students with no previous training in language. Emphasizes development of basic communicative skills through practice in listening, speaking, reading, and writing. Stresses vocabulary and grammar to enhance students' ability to speak and write in the target language. Study of customs and values provides an increased awareness of target culture. On completion, students are able to participate in uncomplicated conversations on everyday topics. Lecture. Credits: 4.

#### 20-802-250-01 Native American Language

Designed for students with no previous training in the Native American languages. Emphasizes development of basic communication skills in a Native American language through practice in listening, speaking, reading, and writing, as appropriate to the culture. Stresses vocabulary and grammar, as appropriate to the culture, to enhance students' ability to speak and write in the target language. Study of customs and values provides an increased awareness of the Native American culture. On completion, students are able to participate in uncomplicated conversations on everyday topics. Lecture. Credits: 4.





5364 College Drive, Rhinelander, WI 54501-0518  
715.365.4493 or 800.544.3039 ext 4493  
TTY: 800.947.3529 or 711  
admissions@nicoletcollege.edu

**[nicoletcollege.edu](http://nicoletcollege.edu)**

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VP of Finance and Administration  
Nicolet Area Technical College  
PO Box 518, Rhinelander, WI 54501-0518  
Telephone: 715.365.4553 TTY: 800.947.3529 or 711