VETERANS GUIDE

2017 - 2018

June 14, 2018

VETERANS GUIDE 2017-2018

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Nicolet Area Technical College

5364 College Drive, PO Box 518
Rhinelander, WI 54501
Phone: 715.365.4413

2017-2018 District Board of Trustees

Kimberly Baltus, Employer Member
John Johnson III, Additional Member
Bob Egan, Employer Member
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Linda Skallerud, Employee Member
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Executive Leadership Team

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Chief Information Officer, Greg Miljevich
Executive Director, Sandy Kinney
Director Human Resources, Dan Groleau

Office of Financial Aid

Director Jill Price
Financial Aid Tech. Assistant Karen Latal
Financial Aid Advisor Patrick Burns

Office of the Registrar

Registrar Leanne Vigue-Miranda

Academic Success Centers
SPRING 2018 (January 17 – May 17, 2018)
No Classes: Feb. 14, Mar. 26-30, Apr. 19, 2018
Contact Academic Success 715-365-4455 for Additional Information

LOCATION	SCHEDULE	TIME
CARTER		
We Care Learning Center	Monday	1:30 PM – 5:30 PM
612 Hwy 32 S		
Staff: Amy Vickers		
CRANDON		
Associated Bank, Lower Level	Tuesday	9:00 AM – 2:00 PM
210 South Lake Avenue	Thursday	9:00 AM – 2:00 PM
Staff: Sue Dervetski		
EAGLE RIVER		
Walter E. Olson Memorial Library	Monday	9:00 AM – 1:00 PM
203 N Main Street	Wednesday	9:00 AM – 1:00 PM
Staff: Sue Dervetski		
FOREST COUNTY POTAWATOMI COMMUNITY		
Cultural Center, Library, Museum	Monday	9:30 AM – 12:30 PM
8130 Mish Ko Swen Drive	Wednesday	9:30 AM – 12:30 PM
Staff: Amy Vickers		
LAC DU FLAMBEAU		
Lac du Flambeau Community Ed. Center	Monday	9:00 AM – 3:00 PM
Nicolet Classroom	Wednesday	9:00 AM – 3:00 PM
562 Peace Pipe Road		
Staff: Julie Hagstrom		
MINOCQUA/WOODRUFF		
Lakeside Plaza, Suite 2B	Monday	8:00 AM – 4:00 PM
103 Elm Street	Wednesday	8:00 AM – 4:00 PM
Staff: Ginny Leith, Cathy Schmit		
RHINELANDER		
Nicolet College	Monday	9:00 AM – 6:00 PM
Lakeside Center, Second Floor 207	Tuesday	9:00 AM – 6:00 PM
Staff: Marcy Cordova, Sue Dervetski,	Wednesday	9:00 AM – 6:00 PM
Jan Dobizl, Jon Koch, Kate Larch,	Thursday	9:00 AM – 6:00 PM
Kim Schey-Scuglik	Friday	10:00 AM – 2:00 PM
TOMAHAWK		
Kinship of Tomahawk	Tuesday	10:00 AM – 2:00 PM
27 East Wisconsin Avenue	Thursday	10:00 AM – 2:00 PM
Staff: Cathy Schmit		

STAFF DIRECTORY

FirstName	LastName	Ext	Office	Email	Position
Rachelle	Ashley	4580	RC207B	rashley@nicoletcollege.edu	Grants Compliance/Res Dev Mngr
Bethyn	Baldauf	4548	LC202D	bbaldauf@nicoletcollege.edu	Programmer/Analyst
Bryan	Baldauf	4571	LC202C	baldauf@nicoletcollege.edu	Systems Administrator
Dana	Baumgartner	4453	BC1016	dbaumgartner@nicoletcollege.edu	EMS & Fire Servs Specialist
Mary Ann	Bickler	4512	RC1031	mbickler@nicoletcollege.edu	LTE Adm Asst Exe Director
Scott	Biscobing	4611	TC102B	sbiscobi@nicoletcollege.edu	Information Technology Instruc
Sandy	Bishop	4564	FC109	sbishop@nicoletcollege.edu	Dean Wrkfc & Economic Dvlpmt
Ethan	Blue	4457	TC102A	eblue@nicoletcollege.edu	Information Technology Instruc
Anne	Bonack	4415	RC104	abonack@nicoletcollege.edu	Ex Assistant - President
Jenny	Bonardelli	4669	FAC104A	jbonardelli@nicoletcollege.edu	Engineering Services Coord
Steve	Boogren	4521	WC300-23	sboogren@nicoletcollege.edu	Electromechanical Tech Instrct
Renee	Bradley	4530	RC218	rbradle1@nicoletcollege.edu	Payroll Manager
Ben	Bramm	4682	LC202E	bbramm@nicoletcollege.edu	Technology Support Specialist
Katie	Brooks	4692	FC105	kebrooks@nicoletcollege.edu	LTE CE Administrative Asst
Regis	Brost	4640	TC102C	rbrost@nicoletcollege.edu	Information Technology Instruc
Barbara	Buckel	4648	TC208-3	bbuckel@nicoletcollege.edu	Graphic Design Instructor
Patrick	Burns	4904	RC220	pburns@nicoletcollege.edu	Financial Aid Advisor
Natalie	Clark	4912	RC225	nclark@nicoletcollege.edu	Academic Advisor
Nancy	Cloutier	4433	WC30010	ncloutier@nicoletcollege.edu	LTE Nursing Instructor
Marcy	Cordova	4922	LC212	mcordova@nicoletcollege.edu	Academic Success Instructor
Nora	Craven	4576	LC305	ncraven@nicoletcollege.edu	Manager of Library Services
Susan	Crazy Thunder	4434	LC224	scrazythunder@nicoletcollege.edu	Diversity/Tribal Outreach Crdr
Vicky	Cummings	4473	WC202	vcummings@nicoletcollege.edu	Adm Asst - Health Occup
Candy	Dailey	4539	WC300-6	csdailey@nicoletcollege.edu	Dean of Health Occupations
Tracy	Dailey	4627	RC300-3	tdailey@nicoletcollege.edu	Tutoring Services Coordinator
Shannon	Dantoin	4414	LC202E	sdantoin@nicoletcollege.edu	Manager IT User Services
Denice	Darges	4501	RC230	ddarges@nicoletcollege.edu	Assistant to Registrar
Glenn	Davis	4658	FAC103A	gdavis@nicoletcollege.edu	Maintenance Mechanic
Craig	Deer	4643	BC1019	cdeer@nicoletcollege.edu	Welding Instructor
Joel	DeNamur	4653	TC212-7	jdenamur@nicoletcollege.edu	Interim Dean - Business
Elizabeth	Devore	4619	RC300-4	edevore@nicoletcollege.edu	English Instructor
Cindy	Domaika	4430	LC233	cdomaika@nicoletcollege.edu	Mngr Open/Instructional Resour
Nicole	Dorion	4509	RC103	ndorion@nicoletcollege.edu	Web & Content Specialist

Roger	Dorsey	4631	RC300-14	rdorsey@nicoletcollege.edu	Biology Instructor
Ken	Duesing	4525	WC300-1	kduesing@nicoletcollege.edu	Automotive Technology Instrctr
Robert	Dumovich	4519	WC300-21	rdumovich@nicoletcollege.edu	Industrial Mechanical Instruct
Jonathan	Edwardson	4432	BC1019	jedwardson@nicoletcollege.edu	LTE Welding Instructor
Paul	Ehlers	4667	RC300-23	pehlers@nicoletcollege.edu	Geography Instructor
Teresa	Ellis	4435	NC118	tdellis@nicoletcollege.edu	HR Employment Professional
Mark	England	4647	BC101-5	mengland@nicoletcollege.edu	Safety/Health Outreach Spclst
Jodi	Engleman	4694	FC101C	jfox@nicoletcollege.edu	Continuing Ed Specialist
Kate	Ferrel	4416	RC209A	kferrel@nicoletcollege.edu	Executive VP Academic/St Affrs
Nicole	Flannery	4532	RC226	nflannery@nicoletcollege.edu	Academic Advisor
Thomas	Fox	4424	TC212-8	tfox@nicoletcollege.edu	LTE Business Instructor
Patty	Francoeur	4438	TC212-9	pfrancoeur@nicoletcollege.edu	Adm Assist Trade & Industry
Linden	Fraser	4636	WC300-28	lefraser@nicoletcollege.edu	Nursing Instructor
Amy	Gatton	4602	WC300-9	gatton@nicoletcollege.edu	Nursing Assistant Instructor
Connie	Gensler	4630	WC300-8	cgensler@nicoletcollege.edu	Nursing Program Coordinator
Tim	Gerdmann	4535	BC101-4	tgerdmann@nicoletcollege.edu	Criminal Justice Srvcs Spclst
Jason	Goeldner	4534	BC101C	jgoeldner@nicoletcollege.edu	Associate Dean/Public Safety
Daniel	Groleau	4449	NC122	dgroleau@nicoletcollege.edu	Director of Human Resources
Sarah	Gruber	4565	RC219	sgruber@nicoletcollege.edu	Dual Credit Coordinator
Jolene	Guenthner	4617		jguenthner@nicoletcollege.edu	LTE Medical Assist. Instructor
Joseph	Haferman	4470	RC221	jhaferman@nicoletcollege.edu	Career Coach
Kelly	Haverkampf	4917	RC212	khaverkampf@nicoletcollege.edu	Director of IE & Staff Develop
Judy	Heikkinen	4413	RC208	jheikkinen@nicoletcollege.edu	Executive Assistant - CFO
Melissa	Heller	4593	FC101B	mheller@nicoletcollege.edu	Economic Development Spt Spcls
Amy	Holewinski	4472	RC203	aholewinski@nicoletcollege.edu	Admissions Specialist
Chris	Holewinski	4455	LC232	cholewinski@nicoletcollege.edu	Adm Asst Academic Success
David	Holt	4618	RC300-6	dholt@nicoletcollege.edu	Sociology Instructor
Kathie	Hubatch-Babcock	4638	WC300-11	hubatch@nicoletcollege.edu	Nursing Instructor
Tina	Jarocki	4693	RC300	tjarocki@nicoletcollege.edu	Liberal Arts/Business Spt Spcl
Julie	Johnson	4496	WC300-22	jjohnson@nicoletcollege.edu	Nursing Instructor
Terri	Johnson	4909	WC300-21	tjohnson@nicoletcollege.edu	Nursing Instructor
Gina	Kallio	4541	RC217	gkallio@nicoletcollege.edu	Accounting Assistant
Dave	Karoliussen	4485	FAC103A	dkaroliussen@nicoletcollege.edu	Receiving and Inventory Clerk

Ocie	Kilgus	4540	RC300-25	okilgus@nicoletcollege.edu	Spanish Instructor
Sandy	Kinney	4689	RC103A	skinney@nicoletcollege.edu	Executive Dir. Communications
Peggy	Klein	4606	LC300	pklein@nicoletcollege.edu	LTE Info & Access Srvs Spclst
Christopher	Kolasa	4642	WC300-5	ckolasa@nicoletcollege.edu	Automotive Technology Instrctr
Chuck	Komp	4537	NC128	ckomp@nicoletcollege.edu	Mng Drct/Strategic Initiatives
Chuck	Kopp	4456	BC101-7	ckopp@nicoletcollege.edu	LTE Business Development Coord
Greg	Koscik	4654	RC300-9	gkoscik@nicoletcollege.edu	Math Instructor
Warren	Krause	4508	BC1019	wkrause@nicoletcollege.edu	Welding Instructor
Kari	Krueger	4936	WC300-18	kkrueger@nicoletcollege.edu	Nursing Instructor
Jim	Kuderski	4504	LC202C	kuderski@nicoletcollege.edu	Network Administrator
Jeff	Labs	4406	TC212A	jlabs@nicoletcollege.edu	Dean Trd&Industry/Apprenticesh
Jennifer	Labs	4469	WC310-10	j_labs@nicoletcollege.edu	Nursing Instructor
Lisa	Landphier	4450	NC120	llandphi@nicoletcollege.edu	HR Benefits & Compensation Adm
Kate	Larch	4612	LC211	klarch@nicoletcollege.edu	Academic Success Instructor
Chad	Lashua	4417	RC224	clashua@nicoletcollege.edu	Procurement/Enterprise Serv Mg
Karen	Latal	4423	RC217	klatal@nicoletcollege.edu	Financial Aid Tech Assistant
Joyce	Leavitt	4401	LC202D	jleavitt@nicoletcollege.edu	Programmer/Analyst
Casey	Lehmann	4487	RC217	clehmann@nicoletcollege.edu	Financial Aid Tech Assistant
Travis	Ling	4605	RC300-27	tling@nicoletcollege.edu	Physiology Instructor
Sondra	Llanos	4573	RC1032	sllanos@nicoletcollege.edu	Project Manager
Tekia	Longstreet	4538	WC300-7	tlongstreet@nicoletcollege.edu	AODA Instructor
Brandon	Luedtke	4524	RC300-15	bluedtke@nicoletcollege.edu	History Instructor
Daniel	Luzinski	4583	NC123	dluzinski@nicoletcollege.edu	LTE System Administrator
Tracey	MacQuarrie	4933	TC212-2	tmacquarrie@nicoletcollege.edu	Adm Prof/Office Tech Instructo
Ellen	Mathein	4915	TC212-4	emathein@nicoletcollege.edu	Business Management Instructor
Kaye	Mathwich	4560	RC234	kmathwich@nicoletcollege.edu	Accommodations Specialist
Vicki	Mendham	4452	NC203A	vmendham@nicoletcollege.edu	Culinary Arts Instructor
Penny	Mertz Kuckkahn	4526	LC302	kuckkahn@nicoletcollege.edu	Director InstrucEffect/FlexLrn
Scott	Messner	4503	LC202D	smessner@nicoletcollege.edu	Application Developer
Sarah	Mikkelson	4623	RC203	smikkelson@nicoletcollege.edu	Student Services Coordinator
Greg	Miljevich	4486	LC202A	gmiljevich@nicoletcollege.edu	Chief Information Officer
Dawn	Millard	4657	RC217B	dmillard@nicoletcollege.edu	Payroll/HR Assistant
Gami	Miller	4624	RC203	gmiller@nicoletcollege.edu	Student Services Coordinator

Leanne	Miranda	4586	RC229	lviguemiranda@nicoletcollege.edu	Registrar
Mark	Nebgen	4628	RC300-1	mnebgen@nicoletcollege.edu	Chemistry Instructor
Richard	Nelson	4415	RC104A	nelson@nicoletcollege.edu	President
Vicki	Nelson	4641	BC101	vnelson@nicoletcollege.edu	Public Safety Admin Assistant
Michelle	Novotny-Sedelis	4562	WC300-12	msedelis@nicoletcollege.edu	Nursing Instructor
James	Nuttall	4476	LC116	jnuttall@nicoletcollege.edu	Theater Director
Edward	O'Casey	4405	RC300-25	eocasey@nicoletcollege.edu	English Instructor
Nate	Ostrenga	4690	LC202E	nostrenga@nicoletcollege.edu	Systems Integration Developer
Aaron	Panke	4926	LC202B	apanke@nicoletcollege.edu	Instruc Designer/Technologist
Katie	Parizek	4554	RC217	kparizek@nicoletcollege.edu	Std Rec,Grants,Fncl Accountant
Swapna	Patel	4652	TC212-6	spatel@nicoletcollege.edu	Accounting Instructor
Kris	Peeters	4416	RC209	kpeeters@nicoletcollege.edu	Exec Asst Academic/St Affairs
Sue	Perry	4490	WC300-20	sperry@nicoletcollege.edu	Nursing Instructor
David	Phillips	4927	TC212-5	daphillips@nicoletcollege.edu	Business Mgmt/Mrktg Instructor
Joe	Placek	4910	WC300-13	jplacek@nicoletcollege.edu	Nursing Instructor
Jamie	Pomasl	4572	RC103	jpomasl@nicoletcollege.edu	Graphic Designer
Jill	Price	4461	RC222	jmrjenovich@nicoletcollege.edu	Director of Financial Aid
Tom	Raykovich	4900	RC201A	traykovich@nicoletcollege.edu	Assessment & Transitions Cnslr
Robert	Rhoads	4527	RC228	rrhoads@nicoletcollege.edu	Academic Advisor
Diana	Rickert	4585	NC106	drickert@nicoletcollege.edu	Early Childhood Ed Instructor
Justin	Rigney	4914	TC212-3	jrigney@nicoletcollege.edu	LTE Architectural Tech. Instrc
Todd	Riopel	4660	FAC103A	triopel@nicoletcollege.edu	Maintenance Worker
Bob	Robinson	4599	FAC103A	rrobinson@nicoletcollege.edu	Maintenance Worker
Teresa	Rose	4625	RC300-17	trose@nicoletcollege.edu	Trnsfr/Int Stds Abroad Coord
Terry	Rutlin	4681	RC1036	trutlin@nicoletcollege.edu	Communication Specialist
Lisa	Sage	4533	FC101A	lsage@nicoletcollege.edu	Administravie Asst - WFED
Hakim	Salaam	4903	LC123	hsalaam@nicoletcollege.edu	Retail & Events Manager
Suzanne	Sandmann	4613	TC115-1	ssandmann@nicoletcollege.edu	Barber/Cosmetology Instructor
Heather	Schallock	4518	RC216	hschallock@nicoletcollege.edu	Executive Director - Foundation
Kim	Schey-Scuglik	4929	LC210	kschey@nicoletcollege.edu	Academic Success Instructor
Phil	Schmidt	4511	BC101-4	pschmidt@nicoletcollege.edu	Criminal Justice Instr/Coord
Lynn	Schnoor	4684	LC202C	lschnoor@nicoletcollege.edu	Systems Administrator
Matthew	Schur	4615	RC207C	mschur@nicoletcollege.edu	Director/Risk,Compliance,Secur

Laura	Sells	4607	RC300-5	lsells@nicoletcollege.edu	Communications Instructor
Vicki	Severson	4634	NC123	vseverso@nicoletcollege.edu	LTE ECE Instructor
Dennis	Squires	4683	LC202C	dsquires@nicoletcollege.edu	Systems Administrator
Marie	Stott	4462	TC212-2	mstott@nicoletcollege.edu	Barber/Cosmetology Instructor
Emily	Stuckenbruck	4481	RC301	estuckenbruck@nicoletcollege.edu	Dean Liberal Arts & Business
Denise	Terzinski	4409	LC202B	dterzinski@nicoletcollege.edu	LMS Specialist
Shane	Teter	4620	RC300-25	steter@nicoletcollege.edu	Communications Instructor
Kristi	Thoreson	4621	RC300-8	kthoreson@nicoletcollege.edu	Psychology Instructor
Sara	Tienhaara	4566	LC223	stienhaara@nicoletcollege.edu	Student Engmnt/Career DevCoach
Ricky	Treder	4459	FAC103A	rtreder@nicoletcollege.edu	Maintenance Worker
Kathleen	Tromp	4691	LC232	ktromp@nicoletcollege.edu	Resource Management Specialist
Michael	Umlor	4656	RC300-12	mumlor@nicoletcollege.edu	Physics Instructor
John	Van De Loo	4553	RC208A	vandeloo@nicoletcollege.edu	Chief Financial Officer
Toni	Van Doren	4425	FC101D	tvandoren@nicoletcollege.edu	WF Dvlpmt/Career Pthwys Coord
Christin	Van Kauwenberg	4907	RC232	cvankauwenberg@nicoletcollege.edu	Director of Student Success
Lori	Vance	4448	RC201	lvance@nicoletcollege.edu	Adm Asst/Assessment Specialist
Peter	Vanney	4484	FAC102	pvanney@nicoletcollege.edu	Director of Facilities
Pete	Vieaux	4659	FAC103A	pvieaux@nicoletcollege.edu	Maintenance Worker
Angeline	Von Neupert	4464	RC220	avonneupert@nicoletcollege.edu	Career Coach
Erika	Warning	4902	RC233	ewarning@nicoletcollege.edu	Director of Enrollment
Dwight	Webb	4543	RC227	dwebb@nicoletcollege.edu	Academic Advisor
Christine	Wilberding	4488		cjwilberding@nicoletcollege.edu	Financial Aid Assistant - P/T
Nathan	Wilson	4506	TC208-2	nwilson@nicoletcollege.edu	Fine Arts Instructor
Laura	Wind-Norton	4578	RC300-10	lwindnorton@nicoletcollege.edu	Interim Dean - Liberal Arts
Erin	Wozniak	588-4495	PCDC	ewozniak@nicoletcollege.edu	Dental Hygiene Instructor
Di	Wu	4940	LC202A	dwu@nicoletcollege.edu	Instructional Dsgnr-Curr/Assmt
Mike	Yentzer	4661	FAC103A	myentzer@nicoletcollege.edu	Electrician
Lisa	Young	4463	LC213	lyoung3@nicoletcollege.edu	Director Adult Basic Ed/Tutor
Gary	Zarda	4426	RC300-18	gzarda@nicoletcollege.edu	English Instructor

Department Directory

Department	Phone	
Academic Success	4455	Fax-4444
Admission	4451	Fax-4901
Art Gallery	4556	
Assessment Center	4448	Fax-4542
Auto Lab	4499	
Birchwoods Center	Fax-4668	
Blackboard	4478	
Bookstore	4443	Fax-4939
Box Office	4646	
Business Division	4438	Fax-4559
Business Office	4458	Fax-4445
Bytes Café	4973	
Certification	4416	
Communications, College, and Community Initiative	4512	Fax-4931
Community Representatives	4431	
Cosmetology	4475	
Disability Support Services	4448	
Diversity and Inclusion	4434	
Financial Aid & Workstudy	4423	Fax-4918
Health Occupations	4473	
Help Desk	4478	Fax-4404
Human Resources	4450	Fax-4460
Institutional Effectiveness	4548	
Internship	4565	
Lakeland Outreach Center	4544 356-6753 800-585-9304	Fax-356-1856
Learning in Retirement	4491	
Library	4479	Fax-4404
Lost & Found	4493	
PCDC	588-4494	Fax-588-2484
Public Safety	4600	

Receiving Department	4485	
Red Oak Center 1st floor		Fax-4412
Red Oak Center 2nd floor		Fax-4411
Red Oak Center 3rd floor		Fax-4662
Special Needs	4448	
Student Life	4566	
Tamarack Center		Fax-4559
Theatre	4476	
Theatre Lighting Director	4561	
Top of the Hill	4466	
Trade & Industry	4432	
Tutor Computing Lab TC203	1054	
Tutor Program	4627	
Tutor Writing Lab LC215	4672	
Welcome Center	4493	Fax-4901
Welding Lab	4508	
White Pine Center		Fax-4603
Workforce & Economic Development	4905	Fax-4596

ENTRANCE REQUIREMENTS FOR ADMISSION TO NICOLET COLLEGE

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 policy for admission to the College for all prospective students who meet institutional requirements. Applicants who apply for admissions to technical programs and the University Transfer and Liberal Arts Program are served as directed by Wisconsin Technical College System policies and procedures.

Applications for admission are treated on a first-come, first-served basis, provided all admissions requirements are met. Individuals who hold a high school diploma, a high school equivalency diploma, or a GED certificate are eligible to enroll in post-secondary programs consistent with their ability levels.

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, or in-person registration options during the open registration period.

Declared (Program) Admissions

Because of the varied background in educational preparation of our students and because 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. To facilitate this match, applicants for admission to designated programs will undergo assessment prior to being accepted into a program. Although admission to particular programs may require specific prerequisites, such as test score minimums, Nicolet will work with students to assist them in developing prerequisite skills. 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.

Declared (Program) Admissions Process

1. Submit Application, Fee, Transcripts

   Anyone who wishes to be admitted and graduate from a technical certificate, diploma or degree 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.

The $30 application fee must be paid online with a credit or debit card.

A limited number of application fee waivers are available for qualified applicants and should only be requested if payment of the fee would present a substantial financial hardship to the application. Fee waivers will be granted at the discretion of Nicolet College Admissions. Fee waiver request forms are available at the Welcome Center.

Students are encouraged to apply for admission early as some programs fill quickly and may have waiting lists. There is no application deadline. High school seniors may apply after September 1 of their senior year.

Students must also ask to have official copies of their high school and any post-secondary educational work, if applicable, submitted to Admissions. Transcripts faxed directly from the high schools or colleges are accepted as official transcripts. Current high school students should have transcripts sent when they first apply and then final transcripts sent again after graduation. Students who have completed an ACT test within the last five years should submit those test scores along with their official transcripts.

2. Complete Course Placement Assessment

Most students will need to take an entrance test to determine academic readiness for course placement. Students who submit recent ACT scores or provide postsecondary transcripts indicating successful completion of at least 12 credits may be exempt from assessment (see Assessment Exemptions).

Students required to test will take Accuplacer or Tailwind, depending upon program of interest. Both of these tests are computer based and measure academic skill levels in reading, writing, and math. There is a $20.00 fee for the Accuplacer assessment. The charge for Tailwind is $10.00 per section. The Accounting and Medical Assistant programs also require a short keyboarding test which is free of charge.

Placement testing is available at the Assessment Center located on the 2nd floor of the Red Oak Center (adjacent to the Welcome Center) on Tuesdays and Wednesdays from 8 am to 2:30 pm and Fridays from 8 am to 1 pm. Appointments for admissions assessments can be made online.

Students who require accommodated testing should contact Disability Support Services to meet with an accommodation specialist prior to the assessment.

Please note that test scores have no bearing on college acceptance/admittance. These scores are used along with other data sources such as high school or college transcripts to help accurately determine course placement.

3. 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. Students who need additional academic remediation prior to enrolling in program classes may be deferred from their program temporarily and asked to meet with staff to determine a plan for further basic skill attainment. All new students will also be notified of when to attend New Student Orientation just prior to the start of each semester.

4. Academic Advising/Registration

All Nicolet students are assigned an academic advisor based on their program of study. Advisors 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, military transcript, and anything else regarding a student's academic readiness, course requirements, and success plans. All new Nicolet students must meet with an advisor in order to complete an Individual Learning Plan and to register for their first semester classes. Continuing students should also meet with their advisor each semester prior to registration to ensure they are on track for graduation or completion of educational goals. Advisors see students by appointment and also communicate with them by phone and email. Following advising, students may register online or change their schedule online during the open registration period. Tuition and fees are not due until the fee deadline, which is approximately two to three weeks prior to the start of the semester.

Tuition due dates for 2017-2018:
Summer 2017 tuition due May 24, 2017
Fall 2017 tuition due August 16, 2017
Spring 2018 tuition due January 8, 2018

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 the Accommodations Specialist prior to assessment.

Technology and Information Literacy Expectation

Technology and information literacy is essential to student success. Students register for courses, manage accounts, and access transcripts through "MyNicolet" on the College's website. Nicolet College courses require students to complete assignments and exams using word-processing software, to communicate with instructors and other

students via email, to access materials through the Internet and subscription databases, and to access course materials using the Blackboard Learning Management System. Computer application courses, technology orientations, and information literacy learning opportunities are available to help students develop skills.

Basic technology and information literacy skills include:

- Using College information systems including the “MyNicolet” student portal and the Blackboard Learning Management System
- Using computing devices and related equipment, the keyboard, and other input devices
- Navigating an operating system
- Performing basic file management techniques
- Managing personal data
- Creating documents using word-processing software
- Using basic email functions
- Using the Internet
- Performing online searches of library catalogs and other research databases

New Student Orientation

New Student Orientation sessions are scheduled prior to the start of the semester. New students can register for a session with their academic advisor. During this event, students receive information about academic policies and procedures, campus services, online services, Nicolet email accounts, student activities, and clubs.

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, they 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 the Fall Semester only. Students may still enter Nicolet College in other semesters, 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

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 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. Contact Admissions for more information about international student admissions.

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. 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 Semester, or they are enrolled through Youth Options. 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 Youth Options or Course Options, 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 program. Students may be 15 years of age to enroll in the Nursing Assistant program, 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; and
- are a Wisconsin resident.

Students ages 16-18, unless they are a high school graduate, may not enroll in Adult Basic Education or an 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.

Students under Age of 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 Semester. 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 Semester or after “normal” high school hours and 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 a personal program of study 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: nicoletcollege.edu/future-student/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 which requires that course. Students do not pay tuition to receive these credits.

Course Options

Course Options provide a means for Wisconsin students to take courses offered by other Wisconsin school districts, including charter schools, various institutions of higher education, and approved nonprofit organizations at no cost to the student. Course Options allows a student enrolled in a public school district to take up to two courses at the same time through the program.

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.

Youth Options

Youth options 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 Youth Options.

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 Youth Options. To enroll in Youth Options, 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 Youth Options will fit into the student's high school schedule. Forms must be submitted to the high school by March 1 for the Fall Semester and October 1 for the Spring Semester in order to participate.

The high school will notify Nicolet College of those interested in participating in Youth Options. Students may be required to take admissions related assessments or submit ACT scores to verify basic academic competencies. If Nicolet approves the Youth Options request, the student will enroll in courses and attend New Student Day prior to the start of the Nicolet semester. Some students attend Nicolet full-time under Youth Options, 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 Youth Options. Courses taken by students during the Nicolet Summer Semester cannot be part of the Youth Options. For more information about Youth Options, contact the Dual Credit Coordinator.

ENROLLMENT SERVICES

Credit Limits

Students may enroll in up to 18 credits during the Fall or Spring Semester, and 12 credits for Summer Semester. Enrollment in more than the maximum number of credits requires approval from the Vice President of Teaching, Learning, and Student Success.

Anyone enrolled for 12 or more semester credit hours is considered a full-time student. Anyone enrolled for fewer than 12 credit hours during a semester is considered a part-time student. Most career programs are structured with 16-18 credits per semester to complete the degree in a one- or two-year time frame.

Registration Procedures

Current program students who are continuing their program of study are given priority to enroll in courses. They 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 must register through their academic advisor. New students are notified 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 must have 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. Date of Record is defined as 14 calendar days into the normal 16-week semester with day one being the first day of each semester. Date of Record for the Summer Semester is defined as seven calendar days from the first day of the Summer Semester.

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 semester, students who are approved for priority registration will be provided with the date and time on which they are eligible to register for courses.

Alternate Delivery

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

Accelerated Learning (ACCELERATE)
Accelerated learning incorporates hands-on experiences with positive reinforcement of the natural learning abilities of every individual. These courses are geared toward working adults who apply knowledge acquired in the course to their work setting. As a result, class time is reduced.

Field (FIELD)
Students complete the learning experiences of the course in an off-campus setting, often in a clinical setting (such as a hospital, long-term healthcare facility, or medical office) or at a local employer (for internship experiences). The instructor may directly supervise the course learning experiences, or may periodically supervise and evaluate the learning experiences.

Flex Lab In Class (FLEXCLASS)
A blend of face-to-face instruction and flexible lab. Courses are offered in a traditional classroom setting with an instructor present. Students complete lab activities in the skills lab on a flexible schedule during any of the published open lab hours. Instructors are available in the skills lab during published hours to assist students.

Flex Lab Online (FLEXONLINE)
Students complete coursework in a virtual classroom over the Internet. Students complete lab activities online, or in the skills lab on a flexible schedule during any of the published open lab hours. Instructors are available in the skills lab during published hours to assist students.

Hybrid (HYBRID)
Hybrid courses are a blend of face-to-face and online instruction. In a hybrid course, a portion of the learning is online. As a result, the amount of classroom seat-time is reduced. Students enrolled in a hybrid course for the first time need to participate in an online student orientation. Students who do not have high speed Internet access may use computers at Nicolet's campuses, local libraries, Internet cafés, etc. Daily login and access to your Nicolet College email is recommended for most courses; check the course syllabus for specific information.

Hybrid/ITV (HYBRIDITV)
Hybrid/ITV courses are a blend of face-to-face and online instruction. The face-to-face instruction is conducted through live video and audio links (see ITV) to connect students at remote sites with instructors. In a hybrid course, a portion of the learning is online. As a result, the amount of ITV classroom seat-time is reduced. Students enrolled in a hybrid/ITV course for the first time need to participate in an online student orientation. Students who do not have high speed internet access may use computers at Nicolet's campuses, local libraries, Internet cafés, etc. Daily login and access to your Nicolet College email is recommended for most courses; check the course syllabus for specific information.
Individually Arranged (IA)

Individually arranged courses allow students to complete the majority of coursework using independent study. Students are expected to meet with the instructor on a regular basis.
Interactive Television (ITV)

Interactive television courses connect students in different locations with instructors through live video and audio links. Students can see and hear each other, and the instructor, at all sites. Instructors often incorporate an online component for distribution of course materials, for testing, etc. Interactive television classes are often videotaped as approved by the instructor. Students will be informed when video taping takes place. Technical problems at a receive-site which interfere with transmission, and weather or receive-site conflicts are examples that might warrant videotaping.
Online (ONLINE)

Students complete coursework in a virtual classroom over the Internet. Students interact with the instructor and other students, complete assignments, and take exams via Nicolet's online learning system. Online students have the support of a classroom community, just not in a traditional classroom.

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.

PROGRESS STANDARDS

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 A	Quality Points 4.00
Grade A-	Quality Points 3.67
Grade B+	Quality Points 3.33
Grade B	Quality Points 3.00
Grade B-	Quality Points 2.67
Grade C+	Quality Points 2.33
Grade C	Quality Points 2.00
Grade C-	Quality Points 1.67
Grade D+	Quality Points 1.33
Grade D	Quality Points 1.00
Grade D-	Quality Points. 67
Grade F	Quality Points 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 courses.

CALCULATION OF GRADE POINT AVERAGE (GPA)

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

1) self-assessment of progress by students;
2) advising and counseling;
3) recognition of excellence in academic work;
4) eligibility for programs sponsored by various external agencies such as colleges and universities to which students transfer;
5) various scholarships; and
6) 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 ÷ 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.

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.

Good Standing

A student achieving a term 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, or other staff member/support service.

Academic Probation

A student will be placed on Academic Probation when the current term GPA is less than 2.0 at the end of a term of enrollment. Students placed on academic probation will receive written notification acknowledging academic probationary status, and will have an academic hold placed on their record. The student will be required to meet with their academic advisor or staff member to develop an Academic Improvement Contract.

A student will be reinstated to good standing if the student completes the requirements of the Academic Improvement Contract and achieves a term grade point average of 2.0 or better at the end of their probationary term.

ACADEMIC STANDING

Academic Suspension

A student will be suspended from Nicolet College when the term GPA is less than 2.0 for the second consecutive term of enrollment. A student placed on academic suspension will be notified in writing, and an academic hold will be placed on the student's records. If the student is pre-registered for any upcoming classes, the enrollment for the classes will be canceled, and the student will be removed from any program or course waitlists, if applicable.

If a student placed on academic suspension wishes to re-enroll in classes at Nicolet College, the student must appeal according to the College Re-admission Procedure. Based on the review of that appeal, the Associate Registrar will determine the action to be taken. Students who have been suspended and have an appeal that has been approved are reinstated on academic probation for the next term of enrollment.

College Re-Admission Procedure

All students academically suspended from Nicolet College may appeal to be reinstated. To appeal the student must complete the following requirements:

- Appeal form, which includes an explanation of the specific circumstance(s) that prevented the student from meeting the College's academic standards. The form must also include an explanation of how the student has addressed the issue(s) to ensure future academic success.
- Learning and Study Strategies Inventory (LASSI).
- Meeting with the Associate Registrar.

After the appeal requirements have been completed, appeal cases will be reviewed by the Associate Registrar in conjunction with appropriate Nicolet staff. Students will be notified of the status of their appeal in writing. All decisions are final.

Students who successfully appeal their academic suspension are obligated to meet with their academic advisor to develop an Academic Improvement Contract. If requirements of the contract have not been met, then the student will be re-placed on academic suspension.

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 4:00 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. (Summer Term does not count as a 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. Once given, the incomplete grade cannot be changed to a withdrawal grade. The instructor will file a change of grade upon completion of work specified in the Incomplete Contract.

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.

Student Records

All educational records/transcripts of Nicolet students are maintained and housed by the Registrar. 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.

Transcripts

Students who would like their official traditional transcript to be sent to another institution, agency, or individual must submit an electronic request through Parchment. Information on requesting an official transcript can be found on Nicolet's website. 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 from the Registrar's Office.

Class 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.

Student Records

All educational records/transcripts of Nicolet students are maintained and housed by the Registrar. 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.

Credit for Prior Learning

Credit for Prior Learning 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 Credit for Prior Learning 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.

Veterans can request a copy of their military transcript by accessing the Joint Services Transcript (JST) website at https://jst.doded.mil/official.html%20.

Students are encouraged to discuss their previous education and experiences with their Academic Advisor. The Advisor can provide more information regarding Credit for Prior Learning.

ADMINISTRATIVE POLICY 2.04 CREDIT FOR PRIOR LEARNING

Adopted January 2005, Revised November 2017

Nicolet College recognizes that prior to enrolling, a student may have acquired some of the skills, knowledge, and competencies included in programs offered by the College. The College will make every effort to ensure students receive appropriate credit for prior learning. At Nicolet, the Transfer of Credit process evaluates credits earned through formal education from an accredited post-secondary institution. The Advanced Standing process lets students seek credit for coursework completed in high school; completion of apprentice-related instruction and Youth Apprenticeships; demonstration of subject-area competency through national examinations or local challenge examinations; military education or experience; and experiential learning, including but not limited to previous work experience, business and industry training, community service, or other life experiences.

Students interested in exploring credit for prior learning should contact Academic Advising or refer to the Nicolet College website for more information.

Transfer of Credit

Nicolet College staff conduct a credit evaluation when students request to transfer credits from a nationally or regionally accredited institution of higher education to a certificate, diploma, or degree program at Nicolet College. The following conditions and stipulations must be met:

Students must apply for admission and have official transcripts sent directly to Admissions at Nicolet College.

Nicolet will grant transfer credit only for courses that apply to the student's certificate, diploma, or degree program at Nicolet College.

Transfer credits are not used in determining the student's grade point average at Nicolet College.

Only postsecondary credits earned at a nationally or regionally accredited institution of higher education and awarded a minimum 2.0 grade point on a 4.0 scale qualify for transfer.

Credits are accepted for transfer when course content is confirmed to be comparable.

Time limits shall not restrict the awarding of credit for prior learning unless Nicolet College has documented a specific programmatic reason for time limits.

For a student transferring from one Wisconsin Technical College System (WTCS) institution to Nicolet College, credit awarded for courses meeting a general education

requirement at one WTCS institution will be honored as fulfilling the same general education requirement at Nicolet College.

A student who has earned a postsecondary or professional degree from a nationally or regionally accredited institution of higher education will be granted credits towards fulfilling WTCS associate degree general education core requirements.

Students who meet the required general education credits may need to complete some additional general education core courses based on documented program- specific general education requirements.

Military education credits will be accepted for transfer in conformity with the recommendations of the American Council on Education.

International credits may qualify for credit for prior learning if the international credits are deemed comparable to credits offered by Nicolet College. Students seeking credit for international coursework must provide an official evaluation of academic credentials which has been completed by an approved organization/association.

The Registrar, in conjunction with the appropriate Academic Advisor and program faculty, will conduct the transfer credit evaluation. Transfer credits do not count toward the minimum number of credits students must earn at Nicolet College (refer to the Maximum Amount of Credit for Prior Learning section of this policy).

Advanced Standing with Credit

Advanced Standing with credit may be granted when it is determined that an individual's skills and knowledge are equivalent to the competencies in one or more courses in a certificate, diploma, or degree program. Recognition of Advanced Standing is an effort 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.

A student must be admitted to a certificate, diploma, or degree program at Nicolet College before Advanced Standing will be awarded. Advanced Standing can be awarded only for required program courses or elective courses that apply toward the student's designated program of study.

Credits earned through this process do not count toward the minimum number of credits students must earn at Nicolet College (refer to the Maximum Amount of Credit for Prior Learning section of this policy).

Guidelines for the following Advanced Standing options can be obtained from an Academic Advisor or found on Nicolet's website: military training and experience, national examinations, high school coursework, registered apprenticeships, local challenge examinations, and portfolio assessments.

Maximum Amount of Credit for Prior Learning

Each candidate for a certificate, diploma, or degree must earn a minimum of 25% of the required technical studies, occupational specific, or liberal arts credits through Nicolet College coursework. These established minimums cannot be met through credit for prior learning.

Fees

There is no fee for evaluating and granting transfer credits, credit for high school articulated coursework, credit for apprenticeships, credit for military training and experience, and credit for national examinations.

Fees do apply for written challenge exams, skill demonstration or performance assessments, and portfolio assessments. Current fees are listed on the Nicolet College website. Fees must be paid prior to the assessment, and are non-refundable regardless of the outcome of the assessment.

If a student is already enrolled in a course, the Advanced Standing evaluation must be completed during the first 14 calendar days of a standard term, the first 7 calendar days of a standard summer term, or the first 15% of the course hours for courses shorter than a full term. If credit is granted, the student will be withdrawn from the course with a 100% refund of the course tuition and fees. Students receiving financial aid should consult with financial aid personnel before beginning the Advanced Standing process, since reducing the number of enrolled credits may have financial aid implications.

Communication with Students

Evaluation of credits earned from a post-secondary institution will be conducted for all students presenting official transcripts from a post-secondary institution when they meet with their academic advisor.

Specific information on the process for applying for Advanced Standing and applicable fees will be available on the Nicolet College website, at the Welcome Center, and from the student's academic advisor or program faculty. Academic advisors will encourage students to request credit for prior learning when reviewing their educational goals and achievements, and will assist them with the process.

Communication with Faculty and Staff

Faculty will be aware of credit for prior learning procedures, and will assist students in applying for Advanced Standing, when appropriate.

Changes in Policy

Any changes in the existing policy will go into effect with the start of a future

semester. This will provide adequate time to communicate policy revisions and allow students to complete Advance Standing processes initiated prior to the changes going into effect.

Equitable Treatment

Nicolet faculty and staff will take the following steps to ensure equitable treatment of students requesting credit for prior learning:

1. All program students presenting an official transcript from another accredited post-secondary institution will receive a transfer of credit evaluation.

2. There will be widespread availability of policies and procedures for obtaining credit for prior learning as described under the Communication with Students section of this policy.

3. The procedure for initiating and completing the request for Advanced Standing will be streamlined and clear.

4. Faculty, Academic Advisors, and the Registrar will be readily available to assist students with the process, and to perform the evaluation of transfer and/or Advanced Standing.

5. The appropriate Dean will validate the credit award for Advanced Standing.

6. The Registrar will validate the level and number of credits being awarded.

Appeal Process

Students who believe this policy is improper or unfair, or who wish to contest the application of this policy, should follow the Complaint and Grievance Procedure for Nicolet Students, in AP 1.06 Student Standards of Conduct.

ADMINISTRATIVE POLICY: AP 1.06 STUDENT CODE OF CONDUCT AND GRIEVANCE PROCEDURES

Adopted August 2012, Revised Dec. 2017

Jurisdiction over Student Conduct

Students at Nicolet College are annually provided access to and, upon request, given a copy of the Student Code of Conduct. Students are responsible for reading and agreeing to abide by the provisions of the Student Code of Conduct and the authority of the student conduct process. The Student Code of Conduct and the student conduct process apply to the conduct of individual students and College-affiliated student organizations. Said conduct will be measured against the preponderance of the evidence standard to determine if a violation of the Student Code of Conduct has occurred.

Because the Student Code of Conduct is based on shared values, it establishes a set of expectations for the Nicolet College student, no matter where or when their conduct may take place (e.g. Study Abroad). Therefore, the Student Code of Conduct will apply to behaviors that take place on campus, at College-sponsored events, and may also apply off-campus, when the College determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include:

A. Incidents that constitute a criminal offense as defined by Wisconsin State law. This includes first time and repeat violations of any local, state, or federal law.
B. Incidents where it appears the student may present a danger or threat to the health or safety of his/her self or others.
C. Incidents that significantly infringe upon the rights, property of self or others, or significantly breach the peace and/or causes social disruption.
D. Any situation that is harmful to the educational interests of the College.

The Student Code of Conduct may be applied to conduct that takes place during the time a person is enrolled as a student, including all College breaks and between semesters. Further, the Student Code of Conduct applies to guests of community members; hosts may be held accountable for the misconduct of their guests. Visitors to and guests of Nicolet College are also protected by the Student Code of Conduct and may initiate grievances for violations of the Student Code of Conduct committed by members of the Nicolet College community against them.

Nicolet College may also extend its jurisdiction to misconduct that occurs prior to, but is not reported until after, the graduation of the offending student.

Any such misconduct will not subject the violator to normal conduct proceedings but will subject them to special proceedings for the revocation of a degree.

Explanation of Policies and Definitions

This Student Code of Conduct (Code) and College policies are provided to give students general notice of conduct expectations. This Code and College policies should be read broadly and are not intended to define misconduct in comprehensive terms.

Inherent Authority

Communications from the College to the students, and students are expected to respond without delay to requests, directions, and directives from College officials acting in the performance of their duties. Sanctions for failure to comply may be implemented where necessary to secure cooperation.

Complaints / Reporting / Confidentiality

Any person may file a conduct complaint/report with Nicolet College, orally or in writing about a student, student group, and/or organization suspected of violating this Code or College policy. Person making such complaints will normally be expected to appear for a hearing as the Complainant. The College may stand in lieu of the reporting party as the Complainant at the election of the reporting party, who may still need to share information as a witness.

A. **Filing of complaints:** Any member of the College community, including guests and visitors, may file a complaint against a student alleging a violation of the Student Code of Conduct. At the request of any guest, visitor, student, faculty, or staff member, or acting independently, the College may file a complaint against any student according to the standards established by the Student Code of Conduct alleging a violation of the Code.

B. **Reports can be made in two different ways:**

1. **Confidential:** This report is used solely for tracking statistics and information about the incident. No formal action will be taken against the suspect, and the complainants name will remain anonymous. Cases in which multiple reports are filed regarding a certain individual, the College may move forward as the “Complainant” with or without a cooperating witness.

2. **Non-Confidential:** This is a full report that will be used by the College to investigate the complaint that has been filed and, if appropriate, pursue charges.

C. **Consolidation:** Where more than one student is accused of violations arising out of a single occurrence or out of connected multiple occurrences, a single hearing may be held for all the students accused. Students may request that their complaint be consolidated with others or separated from others. The College will make determinations regarding consolidation; however, the separation of one or more complaints from a group of complaints will not be considered to affect the remaining complaints in the group.

D. **Confidentiality:** Cases involving discrimination and especially sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Dissemination of information relating to the case should be limited to individuals who have a legitimate need to know or who have information relevant to the investigation in order that the privacy of all individuals involved is safeguarded to the extent practicable under the circumstances.

Every effort should be made to protect members of the College community so that they may report incidents, especially incidents involving acts of discrimination and sexual harassment, without fear of reprisal or retaliatory action. Confidentiality will be respected insofar as it does not interfere with the College's obligation to investigate allegations of misconduct and to take corrective action where appropriate. The College will honor the right to report instances where a student has been harmed or is incapacitated. College employees and students are obligated to comply with requests to provide statements during an investigation.

Applicability of Code/Focus of Investigation

A. This Code does not apply to any admission decision or any decisions made by the College for academic reasons. The College prohibits all forms of academic dishonesty, but such violations are under the jurisdiction of the Vice President of Academic Affairs.
B. The focus of the investigation in student conduct proceedings is to determine whether students accused of violating this Code or College policy are "responsible" or "not responsible" as alleged and to assign any applicable sanctions. Deviations from prescribed procedures (including time deadlines) will not invalidate a decision or proceeding unless significant prejudice to a student or the College would result.
C. Should a student withdraw from the College with a pending conduct complaint, it is the typical practice of the College to pursue investigation and resolution of the campus complaint, regardless of the fact that the student has withdrawn. If the student is found responsible for violation of the Student Code of Conduct, a hold will be placed on the student, restricting the ability of the student to re-enroll until all sanctions have been satisfied.

Violations of Law

Allegations of violations of federal, state, and local laws are incorporated as offenses under the Student Code of Conduct. Any offence for which the College has jurisdiction, the College conduct process will usually go forward notwithstanding any criminal charges that may arise from the same incident. College proceedings will not be subject to challenge because criminal charges involving the same incident have been dismissed or reduced.

When a student is accused, arrested, charged, or indicted for a crime committed off-campus, the College may elect to take action for violations of the Student Code of Conduct, which incorporates violation of local, state, or federal laws as code infractions.

When criminal charges are pending for any felony and/or misdemeanor, the College may be delayed or prevented from conducting its own investigation and from moving forward with a conduct hearing. In such cases, the College may choose to delay its hearing until it can conduct an internal investigation or obtain from law enforcement sufficient information upon which to proceed. In cases that fall within the protections of Title IX as sex or gender discrimination, delays can be granted but for no longer than 10-14 days to allow for law enforcement evidence gathering. The College process cannot be delayed beyond the above timeframe unless all parties agree because the evidence gathering phase by law enforcement extends beyond the timeframe identified above.

Nicolet College may pursue enforcement of its own rules whether or not legal proceedings are underway or in prospect and may use information from law enforcement agencies, news agencies, and the court to assist in determining whether College rules have been violated.

Conduct Expectations

The Nicolet College community is committed to fostering a campus environment that is conducive to academic success, a meaningful campus life, and thoughtful study and dialogue. A community exists based on shared philosophies and respectful interaction. Student members of the community are expected to uphold and abide by certain policies, rules, and standards of conduct that form the basis of the Student Code of Conduct. When students of the community fail to demonstrate these standards, campus conduct proceedings are used to assert and uphold the Student Code of Conduct.

Abuse of College Technology: Misuse of College computing facilities, equipment, network, passwords, accounts, or information. Students who connect their personal computers (or other technologies) to the campus network will be held responsible for any violation of this policy that originates from that device. Examples of misuse include:

A. Access, use, inspection, or modification of data or functions that are neither allotted nor authorized as a part of the user's account nor specified as public domain information;
B. Access, use, inspection, or modification of data that refer to computer utilization, computer access authorization, or security;
C. Abuse or improper use of hardware;
D. Installing or executing unauthorized or unlicensed software on any College owned or operated computer resource;
E. Causing disrupting noise, displaying abusive behavior toward other users, or creating other disturbances in any campus computing area;
F. Sending, displaying, printing, or storing obscene, pornographic, fraudulent, harassing, threatening, racist, or discriminatory images, files, or messages through the College's network;
G. Access and/or use of another user's account and the data contained in that account;
H. Theft, destruction, or removal of data or College-owned computer resources;
I. Unauthorized copying, installation, and/or distributing electronic media by any means;
J. Physical or electronic interference with other computer systems users;
K. Dissemination or distribution of a user account password to any other person;
L. Use of computing facilities to interfere with the work of another student, faculty member, College official, or the normal operations of the College computing system;
M. Any other practice or user activity that constitutes irresponsible behavior, promotes illegal activities, results in the misuse of computer resources, or jeopardized the operation of computer or network systems.

Academic Misconduct: Academic misconduct includes, but is not limited to, an act in which a student seeks to claim credit for the work or efforts of another without authorization or citation. Uses unauthorized materials or fabricated data in any academic exercise. Forges falsifies academic documents or records. Intentionally impedes or damages the academic work of others. Cheats on examinations, including the unauthorized use of materials or aids, or use of unauthorized additional time. Violates course rules as contained in the course syllabus or other information provided to the student. Violates program policies and/or regulations established by a program and made available to students.

Aiding and Abetting: Action or inaction by someone in complicity with an offender, which encourages or fails to discourage a known and obvious violation of College policy or local, state, or federal law.

Alcohol Use/Abuse: Use, possession, or distribution of alcoholic beverages, except as expressly permitted by law and the College's Alcohol Policy. This includes the consumption by those under the age of 21, providing alcohol to those under the age of 21, possession of a common source container (empty or full) and/or participating in "drinking games" that aid in the mass consumption of alcohol, driving under the influence, and public intoxication by persons of any age.

Animals/Pets: Unauthorized possession of unapproved pets, creatures, or animals within College owned or operated buildings or at College sponsored activities.

Destruction of Property: Intentional reckless, negligent, and/or unauthorized destruction or damage to College property or to the property of another.

Disorderly Conduct: Conduct which motivates and/or is intended to provoke lawless action while on campus or at functions sponsored by or participated in by the College. Conduct which is disorderly, indecent, or lewd while on campus or at functions sponsored by or participated in by the College. Failure to comply with the directions of a College official, law enforcement officers, and emergency personnel during the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

Disruption of College Operations: Obstruction of teaching, research, administration, safety and security, College activities, or other authorized activities which occur on campus (e.g. conferences, guest speakers, and meetings). Failure to comply with the directions of a College official.

Drug Use/Abuse: Under the influence and/or use, possession, in the presence of, or distribution of narcotic, other controlled substances, or the use of general products as intoxicants, as well as drug paraphernalia. Abuse and/or misuse of prescription or over-the-counter medication; allowing someone else to abuse and/or misuse your prescriptions, including "distribution" by allowing someone else access to your prescription, whether or not they have a prescription for the medication themselves.

Fire Safety: Violation of state, local, or campus fire policies, failure to evacuate a College-owned or -managed building during a fire alarm, tampering, improper use, misuse, or abuse of College fire safety equipment, unwarranted dispatch of "first responder" and/or fire emergency services, tampering with or improperly engaging a fire alarm in a College building, intentionally, recklessly and/or negligently causing a fire which damages College or personal property or which causes injury to any member of the community, intentionally causing or ignoring any condition which creates a substantial fire and/or safety risk upon college properties.

Furnishing False Information: Knowingly furnishing or possessing false, falsified, or forged information such as falsification or misuse of documents, accounts, records, identification, verbal, written, or otherwise communicated statements or financial implements. Misuse or unauthorized use of College or College-affiliated organizational names, images, and logos.

Incident of Bias: Discriminatory harassment, intimidation, and bias-related incidents.

Obstruction of Freedom of Movement: Obstruction of freedom of movement by community members of visitors.

Published Policies: Violations of other published College rules or policies not represented in this Code.

Sexual Misconduct: Including sexual harassment, sexual assault, non-consensual sexual contact, sexual exploitation, and rape.

Stalking: Defined as intentionally or knowingly engaging in a course of conduct directed at or concerning a specific person that would cause a reasonable person to suffer serious inconvenience or emotional distress, to fear bodily injury or to fear bodily injury to a close relation, to fear death or to fear death of a close relation, to fear damage or destruction to or tampering with property, or to fear injury to or the death of an animal owned by or in the possession and control of that specific person.

Student Conduct Process Violation: Failure to attend meetings scheduled for student conduct administration purposes. Falsification, distortion, or misrepresentation of information. Failure to provide, destroying, or hiding information during an investigation. Discouraging an individual's proper participation in or use of the student conduct system. Harassment (verbal or physical) and/or intimidation of a member of a student conduct body prior to, during, and/or after a student conduct proceeding. Failure to comply with the sanction(s) imposed by the student conduct system. Influencing or attempting to influence another person to commit an abuse of the student conduct system. Knowingly or negligently violating the terms of any student conduct sanction imposed in accordance with this Code. Retaliation against any witness or reporting individuals. Failing to respect the rights of privacy of any member of the College community (e.g. student conduct hearings and records, and other protected student records)

Theft: Knowingly taking possession of stolen property. Intentional theft or unauthorized taking of College property or the property of another.

Tobacco Use: The use of tobacco and/or the use of products designed to simulate the

use of tobacco, excluding those products that have not been designated as an approved tobacco cessation product by a recognized governing body or organization possessing the authority to approve said products for cessation purposes.

Unauthorized Access: Unauthorized possession, duplication, or use of means of access (keys, I.D. cards, permits, etc.) to any College building or service. Misuse of access privileges to College premises or unauthorized entry to or use of buildings or grounds.

Violation of Law: Actions which violate local, state, or federal laws.

Violence: Threatening or causing physical harm, actions determined to be of a retaliatory nature, extreme verbal abuse, hazing, or other conduct which threatens or endangers the health or safety of any person.

Weapons Violation: Unlawful possession of firearms, explosives, other weapons, or dangerous chemicals on campus.

Possible Sanctions

One or more of the following sanctions may be imposed for violations of this code or College policy:

A. **Degree Revocation:** Students who are expelled post-graduation are subject to having their degree revoked. They lose the right to claim graduation from Nicolet College or to hold themselves out as graduates. Notations will be indicated on their transcript accordingly. Students who are suspended post-graduation are subject to having their diploma and/or degree withheld until the suspension is complete. These proceedings will only be convened if the offense alleged would have subjected the violator to suspension or expulsion if reported prior to graduation.

B. **Expulsion:** Permanent separation of the student from the College. A notation will appear on the student's transcript. Expelled students may also be barred from the College premises and College sponsored events.

C. **Suspension:** Separation of the student from the College for a specific time. A notation of suspension will appear on the student's transcript. Formal reapplication to the College also may be required following completion of the suspension period. The meeting of certain requirements may also accompany the suspension, and any readmission can be conditioned on the satisfactory completion and proof of completion of those requirements.

D. Conduct Probation: Conduct probation is a final and formal warning status issued by the College to the student. Further violations of the Code resulting in a finding of "responsible" will result in suspension or expulsion unless mitigating circumstances or information is identified. Additional restrictions or conditions also may be imposed.

E. Conduct Reprimand: The student is warned that further misconduct may result in more severe sanctions. The reprimand will indicate that continuation or repetition of specific conduct may be grounds for other sanctions.

Financial Restitution: The student is required to make payment to the College and/or to other persons, groups, or organizations for damage incurred as a result of a violation of this Code or College policies. Damages will include not only direct costs of items involved but also indirect costs of College personnel involved.

F. Other Sanctions: Other sanctions may be imposed instead of or in addition to those specified in this Code. Additional or other sanctions include, but are not limited to:

1. Loss of privileges, consistent with the offense committed such as:
    a. On-campus dining privileges;
    b. Restrictions from representing the College or participating in any extracurricular activity;
    c. On-campus site restriction (e.g. class only).
2. The assignment of projects;
3. Orders of limited or no contact;
4. Imposition of fines, which will not exceed $500 for each violation;
5. Confiscation for a specified time of the property or materials used in a violation, or are in violation of College policy;
6. Recommended sanctions for alcohol, drugs, and/or substance violations may include but are not limited to:
    a. Warning, reprimand, etc.
    b. Substance counseling, referral, etc.
    c. Parent/Guardian notification
    d. $100 fine
    e. Educational program or project
    f. Probation (as listed above)
    g. Suspension (as listed above)
    h. Expulsion (as listed above)
7. Statements of Understanding: are signed (or mediated) statements that

students will abide by all College rules, and policies or specific practices, with the understanding that violation of any rule, regulation, or agreement will result in further sanctions;

8. Referral to Transitions Counseling, or other outside agency for assessment.

Certain violations of this Code or College policies may result in suspension or expulsion unless specific and significant mitigating factors are present. This can include first time and/or repeated violations. The presence or involvement of alcohol or drugs will not constitute a mitigating factor. The following list of examples is not meant to be comprehensive.

A. Incidents of violence, sexual misconduct, and sexual harassment.
B. Incidents involving drug possession, under the influence and/or use, distribution or sale; including misuse of legal prescription drugs.
C. Incidents of reckless endangerment, misuse of emergency equipment, or any type of smoking or fire resulting from abuse or negligence.
D. Incidents of harm brought to oneself or others (including instances when a student knew or should have known such harm might exist or result). This includes instances of hazing, drug involvement, alcohol abuse, driving under the influence, and reckless driving even when the student thought it was a prank.
E. Incidents involving theft, stealing, or false statements or reports.
F. Repeat offenses.
G. Failing to comply with officials in the performance of their official duties.
H. Acts that constitute a violation of local, state, or federal laws.

Interim Suspension

The College may suspend a student for an interim period pending conduct proceedings or medical, psychiatric, or psychological evaluation. Such interim suspension becomes effective immediately whenever there is information that the continued presence of a student on College premises or at College sponsored activities poses a substantial threat to self or others, or to the stability and continuity of normal College operations. There may also be circumstances in which it is necessary to invoke an interim suspension in furtherance of an ongoing investigation into a conduct code violation and/or a violation of state law.

A student suspended on an interim basis will be given the opportunity to appear before the administrator within three business days from the effective date of the interim suspension. An informal conference will be held on the following issues only:

A. The reliability of the information concerning the student's conduct, including the matter of their identity.
B. The question as to whether the conduct and surrounding circumstances

reasonably indicate that the continued presence of the student on College premises or at College sponsored activities poses a substantial threat to himself, herself, others, or to the stability and continuance of College functions. In any complaints covered by Title IX (sexual misconduct, sexual harassment, stalking, etc.), the complainant will be given the opportunity to address the appropriateness of interim suspension as well.

C. Respondent(s) who fail to appear at this informal conference are in violation of the Student Code of Conduct for failure to comply with the instructions of a College official and will be subject to disciplinary sanctions.

Gender and Sex-Based Misconduct

Introduction

Members of the College community, guests and visitors have the right to be free from all forms of gender and sex-based discrimination, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the College community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Nicolet College believes in a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administrator's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

Overview of Expectations With Respect To Physical Sexual Misconduct

The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don't. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Silence--without actions demonstrating permission--cannot be assumed to show consent.

Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone is pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober

sex is less likely to raise such questions. When alcohol or other drugs are being used, a person will be considered unable to give valid consent if they cannot fully understand the details of a sexual interaction (who, what, when, where, why, or how) because they lack the capacity to reasonably understand the situation. Individuals who consent to sex must be able to understand what they are doing. Under this policy, "No" always means "No," and "Yes" may not always mean "Yes." Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a "No".

Sexual Misconduct Offenses Include, But Are Not Limited To:

A. Sexual Harassment
B. Non-Consensual Sexual Contact (or attempts to commit same)
C. Non-Consensual Sexual Intercourse (or attempts to commit same)
D. Sexual Exploitation

A. **Sexual Harassment**

Sexual Harassment is:

1. unwelcome, gender-based verbal or physical conduct that is,
2. sufficiently severe, persistent or pervasive that it,
3. unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational program and/or activities, and is
4. based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

B. **Non-Consensual Sexual Contact**

Non-Consensual Sexual Contact is:

1. any intentional sexual touching,
2. however slight,
3. with any object,
4. by a man or a woman upon a man or a woman,
5. that is without consent and/or by force.

    a. Sexual contact includes:
    Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

C. **Non-Consensual Sexual Intercourse**

Non-Consensual Sexual Intercourse is:

1. any sexual intercourse
2. however slight,
3. with any object,
4. by a man or woman upon a man or a woman,
5. that is without consent and/or by force.

    a. Intercourse includes:
    Vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

D. **Sexual Exploitation**

Occurs when a student takes non-consensual or abusive sexual advantage of another for their advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

1. Invasion of sexual privacy;
2. Prostituting another student;
3. Non-consensual video or audio-taping of sexual activity;
4. Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
5. Engaging in voyeurism;
6. Knowingly transmitting an STI or HIV to another student;
7. Exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
8. Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

Additional Applicable Definitions:

A. Consent: Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

1. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
2. Previous relationships or prior consent cannot imply consent to future sexual acts.

B. Force: Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent ("Have sex with me or I'll hit you. Okay, don't hit me, I'll do what you want.").

1. Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

   NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

2. In order to give effective consent, one must be of legal age.

3. Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.

   a. Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction).

      (1) This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this

policy.

b. Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.
c. The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy.

Sanction Statement

A. Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*
B. Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.*
C. Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*

*The Student Code of Conduct Body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

Other Misconduct Offenses (Will Fall under Title IX When Sex or Gender-Based)

A. Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
B. Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
C. Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
D. Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity;
E. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).

F. Violence between those in an intimate relationship to each other;
G. Stalking, defined as repetitive and/or menacing pursuit, following**,** harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

Victim's Bill Of Rights

In accordance with VAWA Pub. Law 113-4 and the Higher Education Act of 1965 as amended 20 USC 1092 (The Jeanne Clery Act) Nicolet College has adopted the following Victim's Bill of Rights.

All Nicolet College community members have the right to:

A. Make a report to local law enforcement and/or state police; have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously.
B. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution.
C. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
D. Be treated with dignity and to receive from the institution courteous, fair, and respectful health care and counseling services, where available.
E. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations.
F. Describe the incident to as few institution representatives as practicable and not be required description of the incident.
G. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution.
H. Have access to at least one level of appeal of a determination.
I. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process, including during all meetings and hearings related to such process.
J. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

Administrative Hearing Procedure

A. Complaints of a violation of College policy and the Student Code of Conduct may be referred to an Administrative Hearing.

B. Conduct Officers will hear each case and measure an individual's level of responsibility via the preponderance of the evidence. This preponderance is based on the more convincing evidence and its probable truth or accuracy, and not the amount of evidence.
C. The Conduct Officers for an Administrative Hearing will be the Director of Student Success, Director of Risk, Compliance, and Security, or an assigned appropriate designee.
D. A Respondent may bring written statements and information, as well as material witnesses. Failure to appear at the assigned time without reasonable notice will result in the matter being heard without the benefit of the Respondent's testimony.
E. Students subject to an Administrative Hearing are afforded the following procedural protection:
    1. Notification of the alleged misconduct and day and time of the scheduled hearing will be given to the accused at least three days prior to the hearing.
    2. A Respondent will be given the opportunity to accept responsibility for violation(s). If they do not accept responsibility, the student(s) will then have the opportunity to respond to any information or jurisdiction pertaining to the complaint. The Conduct Officers will determine if it is more likely than not that the information indicates a violation. If the student(s) accepts responsibility or is deemed responsible, appropriate sanctions will be administered.
    3. The Respondent will have an opportunity to present their information to the Conduct Officer and to respond to information against them. Information may consist of written statements, records, and/or verbal testimony.
    4. Hearings will be closed to the public except for the accused, witnesses, and the accused's advisor of choice.
    5. Within five (5) days after the Conduct Officer hears the complaint, the accused will receive a letter summarizing the Conduct Officer's decision.

Appeal Procedures

The findings and/or sanctions imposed by a Conduct Officer post-investigation can be appealed by any party only according to the grounds described below.

All sanctions imposed by the original hearing body will be in effect during the appeal. A request may be made for special consideration in urgent circumstances, but the presumptive stance of the College is that the sanctions will stand. Graduation, study abroad, internships/externships, etc. do not in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in reinstatement to the College or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.

Individuals must petition the Director of Risk, Compliance, and Security within five (5) business days[1] of receiving the written decision for a review of the decision or the sanctions imposed. Any party who files an appeal must do so in writing. The Director of Risk, Compliance, and Security will share the appeal with the other party when appropriate (e.g., if the accused student appeals, the appeal is shared with the complainant, who may also wish to file a response), and then the Director of Risk, Compliance, and Security will draft a response memorandum (also shared with all parties). All appeals and responses are then forwarded to an Appeals Officer for initial review to determine if the appeal meets the limited grounds and is timely. An Appeals Officer may be a Conduct Officer who has not been previously associated with the case, the Vice President for Student Affairs, or the Vice President of Academic Affairs. The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final. If the appeal has standing, the documentation is forwarded for consideration. The party requesting appeal must show error, as the original finding and sanction are presumed to have been decided reasonably and appropriately. The only grounds for appeal are as follows:

A. A procedural [or substantive] error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.);
B. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
C. The sanctions imposed are substantially disproportionate to the severity of the violation.

If it is determined that new evidence should be considered, the complaint will be returned to the original hearing body to reconsider in light of the new evidence only. The reconsideration of the hearing body is not appealable.

If it is determined that a material procedural [or substantive] error occurred, the complaint may return to the original hearing body with instructions to reconvene to remedy the error. Cases where the procedural or substantive error cannot be cured by the original hearing officers (as in cases of bias), a new hearing on the complaint will be scheduled. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed once, on the four applicable grounds for appeals.

1 "Day" or "business day" means normal operating hours, Monday through Friday, excluding recognized national holidays and days where the College is officially closed. In cases where additional time is needed in the investigation of a complaint, students will be notified accordingly. The College reserves the right to make changes and amendments to this policy and procedure as needed, with appropriate notice to the community.

If it is determined that the sanctions imposed are disproportionate to the severity of the violation the Appeals Officer will return the complaint to the Conduct Officer, which may then increase, decrease, or otherwise modify the sanctions. This decision is final.

The procedures governing the hearing of appeals include the following:

A. All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
B. Every opportunity to return the appeal to the original hearing body for reconsideration (remand) should be pursued;
C. Appeals are not intended to be a full rehearing of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the grounds for appeal;
D. This is not an opportunity for Appeals Officers to substitute their judgment for that of the original hearing body merely because they disagree with its finding and/or sanctions. Appeals decisions are to be deferential to the original hearing body making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so;
E. Sanctions imposed are implemented immediately unless a Conduct Officer stays their implementation in extraordinary circumstances, pending the outcome of the appeal.

The Appeals Officer will render a written decision on the appeal to all parties within seven (7) business days from hearing of the appeal. An Appeals Officer's decision to deny an appeal request is final.

Appeals Concerning Matters of Sexual Misconduct

Either party may submit a written request for an appeal to the Director of Student Success. In the request, the party must identify the specific grounds upon which the appeal is based and must provide all of the detail the appealing party wants considered in support of the appeal. The Director of Student Success will convene an appeal within five (5) business days of receiving the appeal request.

Where an appeal is requested by the Respondent, the Complainant will be provided with a copy of the Respondent's appeal and invited to respond. Where an appeal is requested by the Complainant, the Respondent will be provided with a copy of the Complainant's appeal and invited to respond. However, in either case, the Appeals Officer will review the appeal statement to determine whether the information contained therein is relevant and material to the determination of the appeal and, in general, the Appeals Officer may redact information that is irrelevant, more prejudicial to a party or witness than probative, an unwarranted invasion of an individual's privacy, or

immaterial. The Appeals Officer may also redact statements of personal opinions rather than direct observations or reasonable inferences from the facts, and statements as to general reputation for any character trait, including honesty.

Within seven (7) days of an appeal being filed, the Appeals Officer will schedule a meeting for consideration and disposition of the appeal. The Appeals Officer will be given access to the investigation materials that were made available to the initial Conduct Officer. In considering the appeal, the Appeals Officer may request additional information. Normally, the parties will not appear before the Appeals Officer, though they may be summoned at the discretion of the Appeals Officer.

The Appeals Officer may:

A. Uphold the original decision;
B. Remand the matter back to the original hearing body. The Appeals Officer may (but is not required to) take this action when there is a procedural irregularity that could be corrected in a review of the presentation of previously unavailable relevant information that could significantly impact the result of the original hearing body's determination;
C. Remand the matter to the original Conduct Officer with a recommendation that the penalty be modified, together with an explanation of why the original penalty is deemed inappropriate; or
D. Remand the matter to an ad hoc review panel composed of authorized individuals not previously involved in the matter. This will be done only in extraordinary cases when, in the consideration opinion of the Appeals Officer, the matter would be best addressed by a newly-constituted body.

Any determination made following a remand of a matter is subject to the Appeals Officer utilizing this same process. In that case, the Appeals Officer may then issue a final determination on the matter.

If there is a conflict of interest, a new Conduct Officer will be appointed as the Appeals Officer. The assigned Appeals Officer concerned of a conflict of interest will provide the Director of Student Success with written notice of their decision, including grounds for the decision, within no fewer than 48 hours of the schedule appeal.

A record of the appeal will consist of the letter of appeal; any written statements from the parties, and the written decision that acceptable grounds for any appeal were not asserted (if that is the case), and the outcome of the appeal. This record will be appended to the written record of the original decision and will be kept with it as part of the case file maintained by the Director of Risk, Compliance, and Security. Decisions of the Appeals Officers are final.

Access to Information and Records

A. All information pertaining to investigations and hearing proceedings may be shared only with College employees who have a legitimate educational interest in the information.
B. Students who wish to review and examine their files in the Student Conduct Office may do so in accordance with the Family Educational Rights and Privacy Act of 1974, as amended. Students must submit a request at least 24 hours in advance.
C. Any student who harms him/herself or others, resulting in a medical or emergency, should expect that their parents or whoever is listed on the College's emergency notification form may be contacted without permission from the students.
D. Complainants(s) of any crime of violence will be given written simultaneous notice of the outcome and any sanctions resulting from the complaint they filed.
E. Parental Notification: The College believes that parental involvement can be vital to student success. Therefore, Nicolet College may speak to parents or guardians to discuss impending or completed conduct actions, to the extent permitted by law:

    1. Notification may be made to parents of any student who is a dependent, regardless of age.
    2. Notification may be made to the parents/guardians of students who have violated polices that are "crimes of violence".
    3. Notification may be made to parents/guardians of students who are under age 21 when those students have committed violations of the College's Alcohol and Drug Policies.
    4. Notification may be made to parents/guardians whenever their student faces an emergency health and/or safety risk.

Definitions

A. **"Conduct Hearing"** means a procedure for resolving complaints conducted by an appointed Nicolet College Conduct Officer.

B. **"Code"** means the Nicolet College Student Code of Conduct.

C. **"Distribution"** means sharing, the sale, exchanging, gifting, or giving.

D. **"Organization"** means a number of persons who are associated with each other and have complied with College requirements for registration as an organization.

E. **"Group"** means a number of persons who are associated with each other and who have not complied with College requirements for registration as an organization.

F. **"College"** means Nicolet College.

G. **“Recklessness and/or Negligence”** means conduct which one should reasonably be expected to know could create a substantial risk or harm to persons or property or would be likely to interfere with normal College operations.

H. **“Preponderance of the Evidence”** The federally mandated standard of evidence used to determine whether a violation of the Code has been committed. Under the preponderance of the evidence standard, a violation will be determined to have occurred if, based upon the evidence presented, College authorities conclude that it is more likely than not that the violation was committed. The “Preponderance of the Evidence” standard may also be noted or referred to as “More Likely than Not”.

I. **“Hearsay Information”** is information of a statement other than information stated by a material witness while testifying at the hearing and that is offered to support either the complainant or respondent’s case.

J. **“Student”** means any person who is currently enrolled and actively engaged in a post-secondary credit course, adult apprenticeship, and/or adult basic education with Nicolet College.

K. **“Accused Student”** means any student formally accused of violating any policy of the College.

L. **“College Premises”** means buildings or grounds owned, leased, operated, controlled, or directly supervised by the College.

M. **“College Policies”** means:
   1. Any and all rules and policies set forth by Nicolet College, or any publication regularly distributed to students.
   2. Policies, rules, and values regulating student conduct published by Nicolet College.

N. **“Sexual Activity”** means:
   1. Intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts or object, or making another touch you or themselves with or on any of these body parts or object; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.
   2. Intercourse, meaning vaginal or anal penetration, however slight, by a penis, object, tongue or finger, or oral copulation (mouth to genital contact or genital to mouth contact).

O. **“Hazing”** means any method of initiation into a student organization/group or any pastime or amusement which threatens, intimidates, causes, or is likely to cause

bodily, physical, or emotional harm or injury to any student, employee, or guest of the College as part of a new member process, initiation affiliation or similar activities with respect to the group/organization, regardless of the physical cooperation with or submission to the activities by the victim. Hazing does not refer to customary athletic events or similar contests of competitions.

P. **"Weapon"** means any object or substance designed or used to inflict a wound, cause injury, or incapacitate, including but not limited to firearms and ammunition, bows and arrows, BB/pellet/air soft guns, paint guns, or any device capable of projecting an object that is capable of causing serious physical injury or death, knives with blades exceeding 2.5 inches in length.

Q. **"College Official"** means any employee of the College to whom authority has been delegated by an authorized individual.

R. **"Vice President"** means the Vice President for Student Affairs or Vice President of Academic Affairs.

S. **"Administrator"** means the Administrator responsible for Student Conduct (also referred to as the Conduct Officer).

T. **"President"** means the President of Nicolet College.

U. **"Designee"** means an administrator assigned by authorized personnel with the granting authority who is responsible for a student conduct matter.

V. **"Presiding Officer"** means the Presiding Officer of Conduct Hearing.

W. **"College Student Conduct System"** refers to the system outlined in this Student Code of Conduct.

X. **"Advisor"** means an individual who offers moral support to the student. Within the Conduct Hearing process, both the Complainant and the Respondent are entitled at any meeting or other proceeding which is a part of the investigation and at which the Complainant or the Respondent are present to be accompanied by an Advisor of their choice – including an attorney at law. Such Advisor may be present but may not participate in the meeting or proceeding in any other manner and may not serve as an advocate or spokesperson.

Y. **"Procedural Opportunity"** means the accused student(s) will have notice of an alleged violation at or before an informal, non-adversarial meeting with the Administrator or designee to respond to any matters pertaining to the complaint filed against them.

IN THE ENFORCEMENT OF THIS CODE, THE COLLEGE'S STUDENT CONDUCT SYSTEM FUNCTIONS IN AN ADMINISTRATIVE MANNER. THE COLLEGE'S ADMINISTRATIVE PROCESS PROMOTES FUNDAMENTAL FAIRNESS BUT DOES NOT FOLLOW THE TRADITIONAL COMMON LAW ADVERSARIAL METHOD OF A COURT OF LAW, NOR SHOULD THE COLLEGE'S STUDENT JUDICIAL PROCESS BE CONSIDERED AN EXTENSION OF A COURT OF LAW.

Complaint and Grievance Procedure for Nicolet College Students

Under Board of Trustees Policy BP 4.03, students have the right, using the Complaint and Grievance Procedure for Nicolet College Students, to:

A. Appeal sanctions imposed for behavioral or academic misconduct;
B. Contest a policy or practice of the College or College staff that is considered improper or unfair, or;
C. 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 days when the College is closed are excluded.

Step 1- Complaint Procedure

A student must take the following steps to try to resolve the complaint prior to filing a formal grievance:

Form online at:
(https://publicdocs.maxient.com/reportingform.php?NicoletCollege&layout_id=2)

1. If a student has not been able to informally resolve an issue with the appropriate College employee, the student must initiate this complaint procedure within ten (10) days of the action causing the complaint. The College employee will make a decision and respond to the student within two (2) days of the student initiating the complaint procedure. The College employee will also inform the student of the appeal process.
2. If resolution is not achieved at the College employee level, the student should appeal to the employee's immediate supervisor or designee to resolve the complaint. The appeal must be initiated within five (5) days of the employee's decision and the supervisor must respond within two (2) days of the student initiating the appeal.
3. If resolution is not achieved at the supervisory level, the next level of appeal is with the supervisor's Vice President or designee. The appeal must be initiated within five (5) days of the supervisor's decision. The Vice President or designee must respond with a written determination to the student within two (2) days of the

student initiating the Vice President or designee appeal. The Vice President or designee will also inform the student of the steps in the grievance process.

4. If the student disagrees with the decision, the student may file a written grievance.

Step 2- Grievance Procedure

1. If the student is unable to resolve a complaint using the complaint procedure described above, the grievance must be filed in writing with the Director of Human Resources or designee within ten (10) days from the date of the Vice President's or designee's written determination. Written grievances may be filed in person, by U.S. mail, or through email. The student may withdraw the grievance at any point during the grievance procedure.
2. In accordance with Federal requirements, 34 CFR Ch. VI 602.16 (a)(1)(ix), Human Resources 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.
3. Human Resources will send acknowledgement confirming the receipt of the grievance form to the student. Human Resources will notify the person(s) against whom the grievance has been filed (hereafter referred to as the employee). The employee will also receive a copy of the grievance.
4. A Grievance Committee will be appointed by Human Resources at the time of the grievance filing.
5. A Vice President or designee not involved previously in the process, or their designee, will serve as the investigating officer in the grievance.
6. The investigating officer will:

    a. Meet with the student and the employee separately.
    b. Examine documentation and interview witnesses.
    c. Consult with the employee's supervisor.
    d. Prepare a written investigative report within five (5) days of the grievance filing.
    e. Copies of the investigative report will be forwarded to the Grievance Committee, the student, the employee, and the appropriate administrator(s).

7. The Grievance Committee will review the grievance and the findings of the investigating officer and determine whether or not the facts warrant a hearing.

    The Committee's decision will be limited to one of the following statements:

    a. Based on the evidence presented, we determine a hearing is warranted; or
    b. Based on the evidence presented, we determine a hearing is not warranted.

Within two (2) days of receiving the investigative report, the Grievance Committee's written decision will be sent to Human Resources who will notify the grievant and the involved individuals of the decision.

8. If the Grievance Committee's decision is that no hearing is to be held, the student may submit a written appeal to the President within two (2) days from the date of the Grievance Committee's decision. The appeal must specify why the student feels a hearing is warranted. The President will respond in writing within five (5) days. The President may uphold the decision of the Grievance Committee, and at that point no further appeals within the College will be considered. Or, the President may instruct the Committee to go forward with the grievance hearing process.

9. If a hearing is held (in person or by distance technology), the hearing will be held within five (5) days of the decision by the Grievance Committee or the President.

   The hearing will be conducted following these guidelines:
   a. The Grievance Committee will select a chair. The chair of the Grievance Committee will establish a date for the hearing. A notice establishing the date, time, and place of the hearing will be provided to all involved parties.
   b. The student and the employee and any others the Grievance Committee deems necessary must appear for the proceedings unless they can verify to the Grievance Committee that their absence is unavoidable.
   c. The student and the employee will be permitted to have a third party of their choosing to act as advisor and counsel.
   d. The hearing will be closed to all except those persons directly involved in the case as determined by the Grievance Committee. Statements, testimony, and all other evidence given at the hearing will be confidential and will not be released to anyone and may be used by the Grievance Committee only for the purpose of making decision(s) related to the grievance.
   e. The Grievance Committee will file the final determination with the President, the Vice President, the student, and the employee after the conclusion of the hearing. The determination of the Grievance Committee is final.

10. If a student believes there has been misinterpretation or misapplication of the policy or procedure, an appeal may be made to the Nicolet College Board of Trustees Chair for procedural review. The appeal must be in writing, specify in detail what aspect of the grievance procedure or process is being appealed, and be submitted to the Office of the President within ten (10) days of receipt of the determination by the Grievance Committee. The written appeal will be forwarded to the Board Chair who will determine if review by the Board of Trustees is warranted. If warranted, the

Board of Trustees review will be limited to determining whether the appeal process was properly followed by College staff.

All required meetings may take place in-person or via distance technology. Written materials may be submitted and shared as paper copies or electronically.

Students must work through the Step 1 - Complaint Procedure before moving to Step 2 - Grievance Procedure.

Timeline Requirements

If the College fails to give a written answer at Steps 1 or 2 within the designated timeframe, 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 complaint. 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, they 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:

A. Complaints that allege violations of Wisconsin consumer protection laws, including but not limited to false advertising;
B. Complaints that allege violations of Wisconsin laws related to the licensure of postsecondary institutions; or
C. 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:
http://www.wtcsystem.edu/wtcsexternal/cmspages/getdocumentfile.aspx?nodeguid=58628a9f-1b88-419c-9b4f-7277417ccb76

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.

Higher Learning Commission (HLC) Complaint Process

Students, faculty, staff and members of the public may submit a complaint about an HLC-accredited institution directly to the Higher Learning Commission (HLC). The complaint process is designed to identify substantive problems with an institution's ability to meet the Criteria for Accreditation. To file a complaint with HLC, or for questions concerning HLC's Complaint Process, interested parties are encouraged to visit http://www.hlcommission.org/Student-Resources/complaints.html.
HLC's process for reviewing and responding to a complaint is as follows:

1. HLC will acknowledge a compliant within 30 working days of receipt.
2. A compliant will be forwarded to an intuition for a response only if HLC determines the complaint represents substantive problems with the institution's ability to meet the Criteria.
3. The intuition has 30 days to respond to the complaint.
4. HLC may take up to another 30 days to review an intuitional response to a complaint.
5. HLC will notify the complainant whether the matter has been closed or if additional actions will be required.

STATE AUTHORIZATION RECIPROCITY AGREEMENT (SARA) GRIEVANCES

The State Authorization Reciprocity Agreement (SARA) allows institutions to provide online distance learning to students who reside in other states without having to obtain the state's authorization. Institutions must abide by the SARA Terms and Conditions and obtain approval each year to remain a part of SARA. Part of SARA's requirements include

the creation of a complaint process in accordance with Wis. Stats. Ch. 39.85, et al. This state law provides that any current or former student who is enrolled in an online distance education program with an institution that has been approved to offer distance education programs pursuant to the State Authorization Reciprocity Agreement (SARA) may file a complaint against the institution. This complaint process shall only apply to the distance education activity of the institution which is conducted across state lines. No other complaints shall be considered by the Distance Learning Authorization Board **(DLAB)**. However, other resolution options may be available to the complainant as noted below. For purposes of this process, a complaint shall be defined as a formal assertion in writing that the terms of this agreement, or of laws, standards or regulations incorporated by the State Authorization Reciprocity Agreements Policies and Standards (SARA Policies and Standards) are being violated by a person, institution, state, agency or other organization or entity operating under the terms of SARA. If you believe you have a complaint or dispute that fits under the terms of SARA, please complete the online form and submit it within the time frames provided. There are also FAQs to assist you in answering any questions you may have about the **DLAB Complaint Process.**

The DLAB has jurisdiction to consider only complaints or disputes that include the following criteria and factors:

A. The institution participates in the State Authorization Reciprocity Agreement through the approval of the State of Wisconsin Distance Learning Authorization Board (DLAB) to offer distance education programs out of state; and

B. The complainant has exhausted all internal complaint or grievance options available at the institution and no acceptable outcome was reached; and

C. The complaint relates to an issue, dispute or incident involving the distance education program being offered by the institution which occurred within two (2) calendar years from the date of the alleged violation(s); and

D. One or more of the allegations relate to the complaint:

    1. The institution's distance education program does not meet the state authorization requirements in Section 3 (Institutions and Participation) of the SARA Policy and Standards; or
    2. The institution violated Section 4 (Consumer Protection) of the SARA Policy and Standards; or
    3. The institution's distance education program does not meet any other standards established by the institution's accrediting agency or SARA.

The DLAB has no statutory or lawful authority or responsibility to respond to complaints related to course grades, academic sanctions or discipline/conduct matters in regard to any institution within the State of Wisconsin.

FINANCES

Tuition and Fees – 2017-2018

Associate and Technical Degree Courses (except Welding)

Program Fee:	$132.20 per credit
Student Activity Fee	$6.60 per credit
Online courses:	An additional $10.00 per credit fee
Material Fee:	Varies depending upon the course

Technical Degree Competency Programs – Welding (Nicolet My Way)

Tuition is to be paid prior to the student's entry date.

Program Fee:	$33.05 per 0.25 credit
Student Activity Fee:	$1.65 per 0.25 credit
Material Fee:	$4.50 per competency

University- Liberal Arts Courses

Program Fee:	$178.80 per credit
Student Activity Fee:	$6.60 per credit
Online Courses:	An additional $10.00 per credit fee
Material Fee:	Varies depending upon the course

Out-of-State Tuition

Associate and Technical Degree Courses

Program Fee:	$198.30 per credit
Program Fee (online courses)	$132.20 per credit
Student Activity Fee:	$6.60 per credit
Online Courses:	An additional $10.00 per credit fee
Material Fee:	Varies depending upon the course

University-Liberal Arts Courses

Program Fee:	$268.20 per credit
Program Fee (online courses)	$178.80 per credit
Student Activity Fee:	$6.60 per credit
Online Courses:	An additional $10.00 per credit fee
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.

Fee Payment

Tuition is to be paid in full by the published deadline for all payments except the Welding program where payment is required prior to the student's entry date. Payment plans are available through MyNicolet. Tuition is due at the time of registration if the student registers after the tuition deadline. If a student fails to pay tuition in full by the indicated deadline date, he/she will be dropped from all courses. 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.

*Fees are subject to change per the State Board office

Tuition and Fee Due Dates

Summer 2017 Tuition Due	May 24, 2017
Fall 2017 Tuition Due	August 16, 2017
Spring 2018 Tuition Due	January 8, 2018

Adding and Dropping Courses

Changes in your schedule are made at the Welcome Center.

Program students should make course changes through their academic advisor.

Students receiving financial aid should consult with financial aid personnel before requesting to officially drop courses. Non-attendance in a course(s) for which a student is officially enrolled does not constitute an official drop. The specific drop/add periods are indicated in each Schedule of Classes.

Before the Semester 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 Semester 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. Students may drop a course during the first fourteen calendar days of a 16-week semester or a proportionate time for shorter courses without a grade appearing on their transcript. Drop forms can be obtained in the Welcome Center.

After the Date of Record

Students may drop a course before 75% percent of the course is completed. A grade of "W" (withdrawn) will appear on the student's transcript if the course is dropped after the fourteenth calendar day of 16-week semester or a proportionate time for shorter courses. Drop forms can be obtained in the Welcome Center.

Refund Policy

1. A student shall receive a refund of 100% of program fees, material fees, and out-of-state tuition for a course if application for refund is made by the student prior to the first scheduled meeting of the course and if the student does not add another course.

2. A student who drops one or more courses and, prior to the issuance of a refund for the dropped course(s), adds one or more courses, shall have the program fees, material fees, and tuition for the dropped course(s) applied to the tuition and fee charges of the added course(s), subject to the following:

   a. Where the fees for an added course or courses exceed applicable fees for the dropped course or courses, students will be assessed the additional amount.

b. Where the fees for a dropped course(s) exceed applicable fees for an added course(s), students will receive a refund pursuant to paragraph 3.

3. Except as provided in paragraphs a and b, refunds shall be issued as follows:

a. Eighty percent (80%) of program fees, materials fees, and out-of-state tuition if application for refund is made before or at the time 10% of the course's total potential hours of instruction have been completed.

b. Sixty percent (60%) of program fees, materials fees, and out-of-state tuition if application for refund is made after 10% but before less than 20% of the course's total potential hours of instruction have been completed.

4. No refund shall be granted if application is made after 20% of the course's total potential hours of instruction have been completed.

The official date of the drop for refund purposes is the day on which the student initiates the refund request in writing. The drop form can be obtained from, and returned to, the Welcome Center.

Information concerning Financial Aid Title IV Refund, and withdrawing from courses with no passing grades can be found by visiting the Financial Aid Policies page on the Nicolet website.

VETERANS ASSISTANCE

Veterans who have earned eligibility for educational benefits through active military, selective reserve or National Guard may receive federal and/or state veteran benefits. Spouses and dependents of veterans who have become totally disabled, are Missing in Action (MIA), or have died as a result of their military service may also qualify for federal and state Veteran Educational benefits.

Federal Veterans Benefits include:

Montgomery GI Bill®
Post 911 GI Bill®
Reserve Educational Assistance Program (REAP)
Post-Vietnam Era Veterans' Education Assistance Program (VEAP)
Survivors and Dependents Assistance and Disabled Veterans Training
Marine Gunnery Sergeant John David Fry Scholarship (Fry Scholarship)
Harry W. Colmery Veterans Education Assistance Act (Forever GI Bill®)

Federal Veteran Benefits – Websites

Federal GI Bill®
http://www.gibill.va.gov/

Enrollment Verification for Federal GI Bill® (WAVE)
https://www.gibill.va.gov/wave

New GI Bill® Frequently Asked Questions (FAQs)
https://benefits.va.gov/gibill/

Post 9/11 GI Bill® Step-by-Step Instructions Guide
https://www.benefits.va.gov/gibill/get_started.asp

Chapter 33 Transferability Process for Dependent or Spouse
https://www.vets.gov/education/apply/#modal%20

Marine Gunnery SGT John David Fry Scholarship (Fry Scholarship)
https://www.benefits.va.gov/GIBILL/Fry_scholarship.asp

Military Withdrawal and/or Re-entry Policy
http://www.nicoletcollege.edu/pdfs/admin_policies/AP%202.05%20Student%20Active%20Military%20Duty.pdf

State Veterans Benefits include:

The Wisconsin GI Bill
VetED Reimbursement Grant

Veterans and their families who would like more information on Veterans Affairs educational programs can contact their County Service office. Veterans and families who qualify for Federal Veterans benefits can apply for their benefit at www.benefits.gov.

Veterans and their families who are receiving educational benefits are encouraged to apply for financial aid at fafsa.gov. Many veterans can receive further educational assistance in the form of tutoring, counseling, and VA Work Study programs through the US Veterans Administration.

If a student is receiving veterans' educational benefits, it is their responsibility to notify the Financial Aid Office of their VA eligibility, course enrollment, changes in their course enrollment, or withdrawal from school.

State Veterans Benefits – Websites

Wisconsin Department of Veterans Affairs
https://dva.wi.gov/Pages/home.aspx

Wisconsin GI Bill® Brochure / Application Process
https://dva.wi.gov/Documents/newsMediaDocuments/WDVA%20Toolkit/Brochures/WDVA_B0105_Wisconsin_Tuition_Programs_WI_GI_Bill.pdf
Wisconsin GI Bill
https://dva.wi.gov/Pages/educationEmployment/Wisconsin-GI-Bill.aspx

Wisconsin Veterans Education Online Application
https://dva.wi.gov/Pages/newsMedia/WDVAToolKit.aspx

National Guard Application
http://dma.wi.gov/DMA/hr/forms/2012_tuition_grant_application.pdf

National Guard Tuition Assistance
https://www.nationalguard.com/education?cid=amrgfloodlighttagsanddisplayads_66_amrgads_web

Forever GI Bill – Harry W. Colmery Veterans Educational Assistance Act
https://benefits.va.gov/gibill/forevergibill.asp

Veterans Seeking Employment / Training Services
https://dwd.wisconsin.gov/veterans/

County - Website

List of County Veterans Service Officers
http://wicvso.org/locate-your-cvso/

ACCOUNTING

Associate of Applied Science

Overview

Prepares students for positions that work with accounting systems, analyze business records, prepare financial reports, prepare basic tax returns, process payroll, and supervise bookkeepers.

Is Accounting for you?

- ✓ Prefer structured situations
- ✓ Good at calculating and budgeting
- ✓ Work with details and data
- ✓ Lead people and make decisions
- ✓ Organized and efficient

Career Opportunities

- Accountant
- Accounting Specialist
- Accounts Payable Clerk
- Accounts Receivable Clerk

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-101-112	Payroll Accounting	3
10-101-151	Accounting Principles 1	2
10-101-152	Accounting Principles 2	2
10-102-106	Business Orientation	1
10-103-115	MS Word Beginning	1
10-103-126	MS Excel Beginning	1
10-801-195	Written Communication	3
10-804-134	Mathematical Reasoning	3
		16
Semester 2		
10-101-113	Income Tax Preparation 1	4
10-101-154	Accounting Principles 3	4
10-101-165	Computerized Accounting	2
10-102-120	Business Law	3
10-103-127	MS Excel Intermediate	1
10-801-196	Oral Interpersonal Communication	3
		17
Semester 3		
10-101-114	Income Tax Preparation 2	3
10-101-158	Cost Accounting	3
10-101-162	Intermediate Accounting 1	3
10-801-197	Technical Reporting	3
10-890-103	Professional Career Management	1
		13
Semester 4		
10-101-166	Intermediate Accounting 2	3
10-101-170	Accounting Information Systems	3
10-101-185	Accounting Spreadsheet Application	2
10-809-195	Economics	3
10-809-199	Psychology of Human Relations	3
		14

Total Credits: 60

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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ACCOUNTING ASSISTANT

Technical Diploma

Overview

Prepares students to perform 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. It serves as a solid foundation for further study in the accounting field.

Is Accounting Assistant for you?

- ✓ Prefer structured situations
- ✓ Good at calculating and budgeting
- ✓ Work with details and data
- ✓ Lead people and make decisions
- ✓ Organized and efficient

Career Opportunities

- Accounting Assistant
- Accounting Clerk
- Payroll Specialist
- Billing Clerk
- Auditing Clerk

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-101-112	Payroll Accounting	3
10-101-151	Accounting Principles 1	2
10-101-152	Accounting Principles 2	2
10-103-115	MS Word Beginning	1
10-103-126	MS Excel Beginning	1
10-801-195	Written Communication	3
10-804-134	Mathematical Reasoning	3
		15
Semester 2		
10-101-113	Income Tax Preparation 1	4
10-101-154	Accounting Principles 3	4
10-101-165	Computerized Accounting	2
10-102-120	Business Law	3
10-103-127	MS Excel Intermediate	1
10-801-196	Oral Interpersonal Communication	3
		17

Total Credits: 32

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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ADMINISTRATIVE PROFESSIONAL

Associate of Applied Science

Overview

Focuses on office production skills, management practices, communications skills, and general knowledge related to business operations. Students acquire advanced computer skills in word processing, spreadsheets, databases, presentations, desktop publishing, and web development.

Is Administrative Professional for you?

- ✓ Work with details and data
- ✓ Good at organizing, budgeting, and calculating
- ✓ Solve problems by observing and analyzing data
- ✓ Logical, creative, and precise

Career Opportunities

- Administrative Assistant
- Secretary
- Office Manager
- Desktop Publishing Specialist

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Additional Program Requirements

- Keyboarding

Sample Curriculum

Semester 1		
10-102-106	Business Orientation	1
10-103-119	Desktop Publishing	2
10-106-112	Customer Service for Business	1
10-106-113	Electronic Communications	1
10-106-114	Records Management	1
10-106-116	Document Processing	3
10-106-130	Integrated Computer Applications Beg	4
10-801-195	Written Communication	3
		16
Semester 2		
10-106-126	Editing Business Applications	3
10-106-131	Integrated Computer Applications Int	4
10-106-170	Administrative Procedures	3
10-801-196	Oral Interpersonal Communication	3
10-890-103	Professional Career Management	1
		14
Semester 3		
10-103-118	MS Word Advanced	1
10-106-127	Meeting and Event Planning	3
10-107-162	Microcomputer Support	2
10-801-197	Technical Reporting	3
10-804-123	Math with Business Applications	3
10-809-195	Economics	3
		15
Semester 4		
10-101-101	Office Accounting	2
10-106-133	Business Office Technologies	2
10-106-190	Administrative Assistant Internship	3
10-809-197	Contemporary Amer Society	3
10-809-199	Psychology of Human Relations	3
		13

Total Credits: 58

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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ADVANCED EMERGENCY MEDICAL TECHNICIAN

Technical Diploma

Overview

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. .

Is Advanced Emergency Medical Technician for you?

- ✓ Relate to others in a helpful and practical way
- ✓ Follow procedures and learn regulations/rules
- ✓ Enjoy physical activity and excitement
- ✓ Instruct, empathize, counsel, and lead
- ✓ Ethical with a strong sense of community and leadership

Career Opportunities

- Ambulance Services
- Hospitals
- Clinics
- Fire Departments
- Industry

Additional Program Requirements

- Current Wisconsin licensure as an Emergency Medical Technician
- Current Basic Life Support for Healthcare Providers recognition
- Attend required orientation
- Contact the Public Safety Department at 715.365.4600 for registration information

Sample Curriculum

Semester 1

30-531-304	Advanced EMT	4
		4

Total Credits: 4

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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ALCOHOL AND OTHER DRUG ABUSE

Associate of Applied Science

Overview

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

Is Alcohol and Other Drug Abuse for you?

- ✓ Like working with people
- ✓ Prefer structured situations
- ✓ Follow procedures and regulations
- ✓ Instruct, empathize, counsel, and lead
- ✓ Practical and a good problem solver

Sample Curriculum

Semester 1		
10-520-100	Introduction to Counseling	3
10-550-110	Understanding Addiction	3
10-801-195	Written Communication	3
10-806-186	Intro to Biochemistry	4
10-809-198	Intro to Psychology	3
		16
Semester 2		
10-520-105	Boundaries and Ethics	3
10-520-106	Methods in Social Casework	3
10-520-107	Group Counseling Methods	3
10-550-115	Family Systems and AODA	2
10-550-116	Psychopharmacology	3
10-809-159	Abnormal Psychology	3
		17
Semester 3		
10-520-110	Advanced Counseling Theory	3
10-520-111	Behavior Assessment	3
10-550-120	Intro to AODA Profession	1
10-550-121	Addictive Disorders	3
10-550-125	AODA Preceptorship I	3
10-801-196	Oral Interpersonal Communication	3
		16
Semester 4		
10-550-122	AODA Across the Lifespan	3
10-550-126	AODA Preceptorship II	3
10-809-172	Introduction to Diversity Studies	3
10-809-188	Developmental Psychology	3
		12

Total Credits: 61

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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ARCHITECTURAL TECHNOLOGY

Associate of Applied Science

Overview

Focuses on the principles of residential design with an emphasis on sustainable building practices in both new and renovated structures. Students gain experience with various design software, structural detailing, and Building Information Modeling (BIM).

Is Architectural Technology for you?

- ✓ Enjoy working with machines and tools
- ✓ Prefer technical and physical tasks
- ✓ Like working outdoors
- ✓ Practical and a good problem solver
- ✓ Independent thinker, logical, creative, and precise

Career Opportunities

- Computer-aided Design (CAD) Technician
- Architectural Technician
- BIM Specialist
- Architectural Drafter/Designer
- Structural Designer/Engineer

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-614-100	Architectural Principles	4
10-614-104	Intro to AutoDesk Inventor	3
10-614-105	Intro to AutoCAD	3
10-614-115	Construction Blueprint Reading	3
10-801-195	Written Communication	3
		16
Semester 2		
10-442-112	Print Reading for Manufacturing	4
10-614-110	Intro to 3D Architecture	3
10-614-113	Engineering Principles	4
10-614-114	Intro to Solidworks	3
10-804-134	Mathematical Reasoning	3
		17
Semester 3		
10-614-111	Architecture Revit Advanced	2
10-614-112	Building Materials	2
10-614-120	Architecture Residential	4
10-614-121	Structural Residential	2
10-806-139	Survey of Physics	3
10-809-166	Intro to Ethics Theory and Application	3
		16
Semester 4		
10-614-136	Construction Estimating	2
10-614-190	Architectural Capstone	4
10-801-196	Oral Interpersonal Communication	3
10-809-199	Psychology of Human Relations	3
		12

Total Credits: 61

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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ASSOCIATE OF ARTS DEGREE

Students who complete an Associate of Arts degree often have the benefit of a degree-to-degree transfer, where universities grant junior status and automatically waive specific lower division requirements, such as general education requirements, regardless of individual courses taken at Nicolet. The Associate of Arts degree provides a greater concentration on social sciences and humanities. For students who do not intend to pursue a baccalaureate degree, the Associate of Arts degree signifies achievement of diverse skills and knowledge that is valued in today's work environments.

Program Outcomes

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

Possible Majors

- Anthropology
- Architecture
- Business (management, marketing, human resources, accounting, finance, economics)
- Communication (English, journalism, mass media)
- Education (early childhood, elementary, secondary, physical education)
- Engineering
- Fine Arts (art, music, theatre)
- Graphic Design
- Health (dentistry, medicine, optometry, chiropractic, physical therapy, veterinary, pharmacy)
- History
- Information Technologies
- International Studies
- Literature
- Mathematics
- Physical Education
- Political Science
- Public Relations
- Sciences (biology, chemistry, physics)
- Social Sciences (psychology, sociology, social work, geography, geology, political science, history)

Considering a Bachelor's Degree?

Nicolet College has agreements with the following colleges and universities:

- Bellevue University
- Concordia University
- Franklin University
- Lakeland College
- Northland College
- Ottawa University
- Rasmussen College
- Silver Lake College
- University of Phoenix
- UW Eau Claire
- UW Green Bay
- UW LaCrosse
- UW Madison
- UW Milwaukee
- UW Oshkosh
- UW Parkside
- UW Platteville
- UW River Falls
- UW Stevens Point
- UW Stout
- UW Superior
- UW Whitewater
- Viterbo University

English *COMM* **6 credits**
20-801-219 English Composition I
20-801-223 English Composition 2

Speech *COMM* **3 credits**
20-810-201 Fundamentals of Speech

Humanities *HU* **15 credits**
Must include three credits in literature and three credits in at least one other discipline: art, world language, history, journalism, literature, music, philosophy, theatre/film.

Mathematics & Natural Science **11+ credits**
Mathematics *MATH* 3-4 credits
Intermediate Algebra or higher
Natural Science *SCI* 7-8 credits
Must include one lab science chosen from biology, chemistry, geography (selected courses), geology, and physics.

Social Science *SOCSCI* **15 credits**
Must include courses in at least three disciplines: anthropology, economics, geography, history, political science, psychology, sociology.

Health/Wellness *PHYED* **2 credits**

Diversity & Ethnic Studies **3 credits**
Courses that meet this requirement may also count toward degree requirements in Science, Humanities, or Social Science.
These credits are not in addition to the 64 credits required for the degree.

World Language *HU* **4 credits**
Not in addition to 64 credits required for degree.
May be met with one year high school or one semester in a college course.
College level courses may also count toward Humanities requirements.

Electives **12 credits**
Any University Transfer course beyond minimum requirements.
One credit of Health/Wellness maximum.

Maximum 12 credits from 2-year occupational/applied associate degree programs may be used. See advisor for details.

A cumulative GPA of 2.0 is required for graduation.

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ASSOCIATE OF SCIENCE DEGREE

Students who complete an Associate of Science degree often have the benefit of a degree-to-degree transfer, where universities grant junior status and automatically waive specific lower division requirements, such as general education requirements, regardless of individual courses taken at Nicolet. The Associate of Science degree provides a greater concentration on social sciences and humanities. For students who do not intend to pursue a baccalaureate degree, the Associate of Science degree signifies achievement of diverse skills and knowledge that is valued in today's work environments.

Program Outcomes

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

Possible Majors

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

Considering a Bachelor's Degree?

Nicolet College has agreements with the following colleges and universities:

- Bellevue University
- Concordia University
- Franklin University
- Lakeland College
- Northland College
- Ottawa University
- Rasmussen College
- Silver Lake College
- University of Phoenix
- UW Eau Claire
- UW Green Bay
- UW LaCrosse
- UW Madison
- UW Milwaukee
- UW Oshkosh
- UW Parkside
- UW Platteville
- UW River Falls
- UW Stevens Point
- UW Stout
- UW Superior
- UW Whitewater
- Viterbo University

English *COMM* **6 credits**
20-801-219 English Composition I
20-801-223 English Composition 2

Speech *COMM* **3 credits**
20-810-201 Fundamentals of Speech

Humanities *HU* **9 credits**
Courses in at least two disciplines: art, world language, history, journalism, literature, music, philosophy, theatre/film.

Mathematics & Natural Science **20-25 credits**
Mathematics *MATH*
20-804-224 Algebra for Calculus or higher required (excluding Statistics)
Natural Science *SCI*
Must include two lab sciences from: biology, chemistry, geography (selected courses), geology, physics.

Social Science *SOCSCI* **9 credits**
Must include courses in at least two disciplines: anthropology, economics, geography (selected courses), history, political science, psychology, sociology.

Health/Wellness *PHYED* **2 credits**

Diversity & Ethnic Studies **3 credits**
Courses that meet this requirement may also count toward degree requirements in Science, Humanities, or Social Science.
These credits are not in addition to the 64 credits required for the degree.

World Language *HU* **4 credits**
Not in addition to 64 credits required for degree.
May be met with one year high school or one semester in a college course.
College level courses may also count toward Humanities requirements.

Electives **12-15 credits**
Any University Transfer course beyond minimum requirements.
One credit of Health/Wellness maximum.

Maximum 12 credits from 2-year occupational/applied associate degree programs may be used. See advisor for details.

A cumulative GPA of 2.0 is required for graduation.

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ASSOCIATE OF SCIENCE DEGREE: NATURAL RESOURCES

The Associate of Science degree with Natural Resources Emphasis prepares students to work in the environmental science, natural resources, or earth sciences fields. Students completing this degree and planning to transfer to UW Stevens Point are eligible to attend the Treehaven summer camp before transferring and will enter any of the College of Natural Resources bachelor's degree programs with junior standing.

Program Outcomes

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

Possible Majors

Fisheries and Water Resources
- Fisheries
- Hydrology
- Water Resources

Forestry
- Forest Administration and Utilization
- Urban Forestry
- Forest Management
- Forest Recreation
- Forest Ecosystem Restoration and Management

Human Dimensions of Natural Resource Management
- Environmental Education and Interpretation
- Land Use Planning
- Youth Programming and Camp Management
- Natural Resources Social and Policy Sciences
- Environmental Law Enforcement
- Wildland Fire Science

Paper Science and Engineering

Soil and Waste Resources
- Soil Science
- Soil and Land Management
- Waste Management

Wildlife Ecology
- Research and Management
- Information and Education

English *COMM* **6 credits**
20-801-219 English Composition I
20-801-223 English Composition 2

Speech *COMM* **3 credits**
20-810-201 Fundamentals of Speech

Humanities *HU* **9 credits**
Required:
20-809-226 Environmental Ethics
20-803-258 World History to 1500
or 20-803-259 World History Since 1500

Mathematics & Natural Science **24 credits**
Mathematics *MATH*
20-804-224 Algebra for Calculus or higher required (excluding Statistics)
Natural Science *SCI* 7-8 credits
20-806-210 General Ecology
20-806-211 Intro to Soil & Water Resources
20-806-232 Intro Forestry, Fisheries, & Wildlife
20-806-215 Environmental Science
Plus 5 credits from:
20-806-209 General Botany
20-806-213 General Zoology
20-806-245 College Chemistry I
20-806-249 College Chemistry II

Social Science *SOCSCI* **9 credits**
Required:
20-809-287 Principles of Macroeconomics
or 20-809-291 Principles of Microeconomics
20-809-271 Intro to Sociology

Health/Wellness *PHYED* **2 credits**

Diversity & Ethnic Studies **3 credits**
Courses that meet this requirement may also count toward degree requirements in Science, Humanities, or Social Science.
These credits are not in addition to the 64 credits required for the degree.

World Language *HU* **4 credits**
Not in addition to 64 credits required for degree.
May be met with one year high school or one semester in a college course.
College level courses may also count toward Humanities requirements.

Electives **11 credits**
Any University Transfer course beyond minimum requirements.
One credit of Health/Wellness maximum.

Maximum 12 credits from 2-year occupational/applied associate degree programs may be used. See advisor for details.

A cumulative GPA of 2.0 is required for graduation.

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AUTOMOTIVE SERVICE TECHNICIAN

Technical Diploma

Overview

This program is designed to provide students with skills necessary for entry-level automotive industry positions. Students will learn basic automotive maintenance, repair, and diagnostics. Automotive technicians 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. This technical diploma is the first step in the Automotive Career Pathway.

Is Automotive Service Technician for you?

- ✓ Enjoy working with machines and tools
- ✓ Prefer technical and physical tasks
- ✓ Solve problems by doing
- ✓ Learn through observation
- ✓ Logical, independent, cautious, and precise

Career Opportunities

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

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-442-195	Welding for Automotive	1
10-602-103	Engine Repair 1	2
10-602-104	Brake Systems	3
10-602-105	Introduction to Hybrid Autos	2
10-602-107	Auto Service Fundamentals	2
10-602-125	Electrical and Electronic Systems 1	2
10-890-100	College Success	1
31-804-302	Applied Technical Mathematics	2
		15
Semester 2		
10-602-123	Engine Repair 2	3
10-602-124	Steering and Suspension Systems	3
10-602-127	Electrical and Electronic Systems 2	3
10-602-196	Climate Control Systems	3
10-890-102	Interpersonal Workplace Fundamentals	2
		14

Total Credits: 29

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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AUTOMOTIVE TECHNICIAN

Technical Diploma

Overview

Provides students with skills necessary to enter into or advance in many automotive industry positions. Students will 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 well qualified for all eight areas of the ASE Certified Master Technician.

Is Automotive Technician for you?

- ✓ Enjoy working with machines and tools
- ✓ Prefer technical and physical tasks
- ✓ Solve problems by doing
- ✓ Learn through observation
- ✓ Logical, independent, cautious, and precise

Career Opportunities

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

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-442-195	Welding for Automotive	1
10-602-103	Engine Repair 1	2
10-602-104	Brake Systems	3
10-602-105	Introduction to Hybrid Autos	2
10-602-107	Auto Service Fundamentals	2
10-602-125	Electrical and Electronic Systems 1	2
10-890-100	College Success	1
31-804-302	Applied Technical Mathematics	2
		15
Semester 2		
10-602-123	Engine Repair 2	3
10-602-124	Steering and Suspension Systems	3
10-602-127	Electrical and Electronic Systems 2	3
10-602-196	Climate Control Systems	3
10-890-102	Interpersonal Workplace Fundamentals	2
		14
Semester 3		
10-602-128	Electrical and Electronic Systems 3	3
10-602-149	Manual Drive Train and Axles	4
10-602-197	Engine Performance 1	3
31-801-304	Applied Communications Writing	2
		12
Semester 4		
10-602-109	Auto Transmission Transaxle	4
10-602-195	Advanced Chassis Systems	2
10-602-198	Engine Performance 2	4
10-602-199	Capstone for Automotive	2
31-801-305	Applied Communication Listening Speaking	2
		14

Total Credits: 55

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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AUTOMOTIVE TECHNOLOGY

Associate of Applied Science

Overview

In addition to classroom and hands-on lab experience in the operation and repair of all key automotive systems and hybrid technology, this program expands the mathematics, physical science, communications, and psychology areas of study. This degree can be advantageous when considering a management position in an automotive career. Courses are designed to prepare students for successful certification testing by the National Institute for Automotive Service Excellence (ASE).

This program is subject to Gainful Employment disclosure: Visit nicoletcollege.edu/academics/gainfulemployment

Is Automotive Technology for you?

- ✓ Enjoy working with machines and tools
- ✓ Prefer technical and physical tasks
- ✓ Solve problems by doing
- ✓ Learn through observation
- ✓ Logical, independent, cautious, and precise

Career Opportunities

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

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Accreditation

National Automotive Technician Education Foundation (NATEF)
101 Blue Seal Drive, S.E. Suite 101 Leesburg, VA 20175
703-669-6650 703-669-6125 fax
www.natef.org

Sample Curriculum

Semester 1		
10-442-195	Welding for Automotive	1
10-602-103	Engine Repair 1	2
10-602-104	Brake Systems	3
10-602-105	Introduction to Hybrid Autos	2
10-602-107	Auto Service Fundamentals	2
10-602-125	Electrical and Electronic Systems 1	2
10-801-195	Written Communication	3
		15
Semester 2		
10-602-123	Engine Repair 2	3
10-602-124	Steering and Suspension Systems	3
10-602-127	Electrical and Electronic Systems 2	3
10-602-196	Climate Control Systems	3
10-804-134	Mathematical Reasoning	3
		15
Semester 3		
10-602-128	Electrical and Electronic Systems 3	3
10-602-149	Manual Drive Train and Axles	4
10-602-197	Engine Performance 1	3
10-806-139	Survey of Physics	3
10-809-199	Psychology of Human Relations	3
		16
Semester 4		
10-602-109	Auto Transmission Transaxle	4
10-602-195	Advanced Chassis Systems	2
10-602-198	Engine Performance 2	4
10-602-199	Capstone for Automotive	2
10-801-196	Oral Interpersonal Communication	3
10-809-166	Intro to Ethics Theory and Application	3
		18

Total Credits: 64

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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BAKING
Certificate

Overview

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

Is Baking for you?

- ✓ Like working with people
- ✓ Influence and direct others
- ✓ Enjoy physical activity, visual arts, and design
- ✓ Social, independent thinker, and persuasive
- ✓ Assertive and enthusiastic

Sample Curriculum

Semester 1

10-316-121	Sanitation and Safety Fundamentals	2
10-316-125	Food Theory	3
10-316-126	Food Production Principles	3
10-316-152	Professional Baking	3
10-316-153	Advanced Baking	3
		14

Total Credits: 14

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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BARBER / COSMETOLOGY INSTRUCTOR

Certificate

Overview

Prepares the student to take the State of Wisconsin examination to become a licensed Barber or Cosmetology Instructor. Students will acquire the knowledge, both practical and theoretical, along with the skills necessary to teach new students entering the Barber and Cosmetology professions.

Is Barber / Cosmetology Instructor for you?

- ✓ Like working with people
- ✓ Instruct, empathize, counsel, and lead
- ✓ Prefer structured situations with some physical activity
- ✓ Follow procedures and regulations
- ✓ Practical and a good problem solver

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1

10-502-186	Instructional Planning and Design	2
10-502-187	Teaching Methods	2
10-502-188	Educational Evaluation	2
31-502-308	Cosmetology Instructor Orientation	2
		8

Total Credits: 8

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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BOOKKEEPER
Technical Diploma

Overview

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. With this credential, learners can advance their skills to better meet the needs of small businesses to perform routine accounting tasks and reduce costs for accounting services.

Is Bookkeeper for you?

- ✓ Prefer structured situations
- ✓ Good at calculating and budgeting
- ✓ Work with details and data
- ✓ Lead people and make decisions
- ✓ Organized and efficient

Career Opportunities

- Bookkeeper
- Bookkeeper Trainee
- Data Entry Specialist
- Accounting Clerk

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1

10-101-112	Payroll Accounting	3
10-101-151	Accounting Principles 1	2
10-101-165	Computerized Accounting	2
		7

Total Credits: 7

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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BUSINESS MANAGEMENT

Associate of Applied Science

Overview

Prepares students for management positions which link staff and executives by implementing policies and work rules, facilitating communication and work flow, and supervising staff.

Is Business Management for you?

- ✓ Work with details and data
- ✓ Good at organizing, budgeting, and calculating
- ✓ Solve problems by observing and analyzing data
- ✓ Logical, creative, and precise

Career Opportunities

- Department Manager
- Supervisor
- Program Manager
- Office Manager
- Entrepreneur
- Business Owner
- Human Resources Specialist

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-102-106	Business Orientation	1
10-102-130	Principles of Management	3
10-102-152	Business Marketing	3
10-103-115	MS Word Beginning	1
10-103-126	MS Excel Beginning	1
10-103-169	MS Publisher Beginning	1
10-801-196	Oral Interpersonal Communication	3
10-804-134	Mathematical Reasoning	3
		16
Semester 2		
10-101-140	Survey of Accounting	3
10-102-115	Human Resource Management	3
10-102-120	Business Law	3
10-103-127	MS Excel Intermediate	1
10-801-195	Written Communication	3
10-809-195	Economics	3
		16
Semester 3		
10-102-107	Managing for Quality	3
10-104-130	Social Media and Digital Content Mktg	3
10-104-131	Digital Marketing Strategies and Skills	3
10-196-130	Leadership Development	3
10-801-197	Technical Reporting	3
10-890-103	Professional Career Management	1
		16
Semester 4		
10-102-145	Business Finance and Budgeting	3
10-102-163	Entrepreneurship	3
10-102-190	Business Management Internship Capstone	2
10-102-191	Service Learning for Business	1
10-104-141	Digitial Advertising Promo and Ecommerce	3
10-809-199	Psychology of Human Relations	3
		15

Total Credits: 63

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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CATERING
Certificate

Overview

Building on the fundamentals of kitchen operations stressed in the Culinary Career Essentials certificate, this adds coursework in on- and off-premise catering operations.

Is Catering for you?

- ✓ Like working with people
- ✓ Influence and direct others
- ✓ Enjoy physical activity, visual arts, and design
- ✓ Social, independent thinker, and persuasive
- ✓ Assertive and enthusiastic

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-316-121	Sanitation and Safety Fundamentals	2
10-316-125	Food Theory	3
10-316-126	Food Production Principles	3
		8
Semester 2		
10-316-111	Garde Manger	2
		2
Semester 3		
10-316-150	Catering	3
		3

Total Credits: 13

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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COMPUTER SUPPORT SPECIALIST

Associate of Applied Science

Overview

Learn to install, modify, and repair computer hardware and software, provide technical support for hardware and software systems, and use automated diagnostic programs.

Is Computer Support Specialist for you?

- ✓ Enjoy technology, ideas, data, and details
- ✓ Excel at math and science
- ✓ Solve problems by organizing and analyzing data
- ✓ Logical, efficient, creative, and precise
- ✓ Instruct, advise, and work independently

Career Opportunities

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

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-102-106	Business Orientation	1
10-103-115	MS Word Beginning	1
10-103-126	MS Excel Beginning	1
10-103-149	MS Visio	1
10-107-127	IT Careers	1
10-150-114	Networking 1	3
10-154-177	Web Programming Fundamentals	3
10-801-195	Written Communication	3
10-804-123	Math with Business Applications	3
		17
Semester 2		
10-152-115	Database Fundamentals	3
10-152-120	Introduction to Programming	3
10-154-140	PC Maintenance and Troubleshooting	3
10-154-165	Project Management	3
10-801-196	Oral Interpersonal Communication	3
10-809-199	Psychology of Human Relations	3
		18
Semester 3		
10-150-130	Networking 2	3
10-150-147	Emerging Network Technologies	3
10-154-155	Microcomputer Operating Systems	3
10-154-170	Help Desk Fundamentals	3
10-801-197	Technical Reporting	3
		15
Semester 4		
10-107-128	Introduction to Security	3
10-150-166	Wireless Technologies	3
10-150-180	Server Operating Systems	3
10-809-195	Economics	3
10-890-103	Professional Career Management	1
		13

Total Credits: 63

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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COSMETOLOGY
Technical Diploma

Overview

Develop skills in basic cosmetology services. Students train using a scientific approach to hair sculpting, texture, color, design, facials, makeup, and manicures/pedicures. Graduates are eligible to take the Wisconsin Cosmetology Practical and Theory examinations.

This program is subject to Gainful Employment disclosure: Visit nicoletcollege.edu/academics/gainfulemployment

Is Cosmetology for you?

- ✓ Like working with people
- ✓ Instruct, empathize, counsel, and lead
- ✓ Prefer structured situations with some physical activity
- ✓ Follow procedures and regulations
- ✓ Practical and a good problem solver

Career Opportunities

- Barber
- Cosmetologist
- Hairstylist
- Nail Technician
- Aesthetician
- Facialist
- Skin Care Specialist
- Spa Technician

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
31-502-304	Cosmetology Introduction	1
31-502-306	Basic Cut and Style	2
31-502-307	Basic Texture and Color	4
31-502-310	Mens Cut and Shave	2
31-502-316	Nail Care	1
31-502-320	Salon Science	2
31-502-321	Advanced and Cut Style	2
31-502-329	Advanced Texture and Color	4
		18
Semester 2		
31-502-317	Skin Care	3
31-502-318	Salon Services 2	4
31-502-369	Cosmetology Industry	1
31-502-378	Salon Services 1	4
31-801-305	Applied Communication Listening Speaking	2
		14
Semester 3		
31-502-330	Salon Services 3	4
31-502-335	State Board Preparation	3
		7

Total Credits: 39

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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CRIMINAL JUSTICE STUDIES

Associate of Applied Science

Overview

Prepares students for a law enforcement career with training in physical and behavioral sciences, criminal investigation, traffic law, patrol procedures, and scientific crime laboratory procedures. The degree prepares students for Department of Justice Certification.

Is Criminal Justice Studies for you?

- ✓ Relate to others in a helpful and practical way
- ✓ Follow procedures and learn regulations/rules
- ✓ Enjoy physical activity and excitement
- ✓ Instruct, empathize, counsel, and lead
- ✓ Ethical with a strong sense of community and leadership

Career Opportunities

- Municipal, County, State, or Federal Law Enforcement
- Private Security
- Private Investigator
- Corrections
- Code Enforcement Officer
- Police Telecommunicator/Dispatcher
- Loss Control/Prevention Manager
- Government Security Agent
- Conservation Warden/DNR or Park Ranger
- Military Enforcement Officer

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-504-104	Criminal Justice Program Orientation	1
10-504-140	Computer Utilization for CriminalJustice	3
10-504-907	Community Policing Strategies	3
10-801-195	Written Communication	3
10-801-196	Oral Interpersonal Communication	3
		13
Semester 2		
10-504-100	Introduction to Corrections	3
10-504-109	Courts and Jurisdiction	3
10-504-920	Corrections Security Procedures	3
10-804-107	College Mathematics	3
		12
Semester 3		
10-504-700	Introduction to Criminal Justice	3
10-504-701	Basic Patrol Response	3
10-504-703	Basic Investigations	3
10-809-199	Psychology of Human Relations	3
		12
Semester 4		
10-504-707	Intermediate Investigations	3
10-504-710	Advanced Investigations	3
10-809-166	Intro to Ethics Theory and Application	3
10-809-172	Introduction to Diversity Studies	3
		12
Semester 5		
10-504-702	Basic Tactics	3
10-504-705	Advanced Tactics	4
10-504-706	Emergency Vehicle Response	2
10-504-708	Physical Fitness	1
		10
Semester 6		
10-504-150	CJ Practical Applications	1
10-504-704	Intermediate Patrol Response	3
10-504-709	Traffic Response	3
		7

Total Credits: 66

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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CRIMINAL JUSTICE CORRECTIONAL OFFICER

Associate of Applied Science

Overview

The Criminal Justice Correctional Officer associate's degree prepares students 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.

This program is also 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.

Students will complete the 160 hour Basic Jail Officer Academy in their first year of the program.

Is Criminal Justice Correctional Officer for you?

- ✓ Relate to others in a helpful and practical way
- ✓ Follow procedures and learn regulations/rules
- ✓ Enjoy physical activity and excitement
- ✓ Instruct, empathize, counsel, and lead
- ✓ Ethical with a strong sense of community and leadership

Career Opportunities

- Law Enforcement

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-504-104	Criminal Justice Program Orientation	1
10-504-140	Computer Utilization for CriminalJustice	3
10-504-907	Community Policing Strategies	3
10-801-195	Written Communication	3
10-801-196	Oral Interpersonal Communication	3
10-809-199	Psychology of Human Relations	3
		16
Semester 2		
10-504-100	Introduction to Corrections	3
10-504-920	Corrections Security Procedures	3
10-504-921	Corrections Emergency Procedures	3
10-804-107	College Mathematics	3
10-809-166	Intro to Ethics Theory and Application	3
10-809-172	Introduction to Diversity Studies	3
		18
Semester 3		
10-504-133	Delinquency and Deviant Behavior	3
10-504-145	Rules of Evidence	2
10-504-700	Introduction to Criminal Justice	3
10-504-701	Basic Patrol Response	3
10-504-703	Basic Investigations	3
10-504-902	Criminal Law	3
		17
Semester 4		
10-102-160	Supervisory Management	3
10-103-107	MS Office Fundamentals	2
10-504-129	Interviewing Techniques	3
10-504-707	Intermediate Investigations	3
10-504-710	Advanced Investigations	3
		14

Total Credits: 65

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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CULINARY ARTS

Associate of Applied Science

Overview

Building on basic food production and service, the program develops advanced culinary techniques and skills in menu planning, purchasing, cost control, and supervision through a combination of lecture, demonstration, and extensive hands-on experience.

Is Culinary Arts for you?

- ✓ Like working with people
- ✓ Influence and direct others
- ✓ Enjoy physical activity, visual arts, and design
- ✓ Social, independent thinker, and persuasive
- ✓ Assertive and enthusiastic

Career Opportunities

- Chef
- Head Cook
- First-Line Supervisors of Food Preparation and Serving Workers
- Executive Chef
- Restaurant Manager

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-316-115	Culinary Math	2
10-316-121	Sanitation and Safety Fundamentals	2
10-316-125	Food Theory	3
10-316-126	Food Production Principles	3
10-801-195	Written Communication	3
		13
Semester 2		
10-316-111	Garde Manger	2
10-316-130	Nutrition	2
10-316-140	Food Practicum I	3
10-316-141	Food Practicum II	3
10-801-196	Oral Interpersonal Communication	3
10-809-166	Intro to Ethics Theory and Application	3
		16
Semester 3		
10-316-150	Catering	3
10-316-151	Advanced Professional Cooking	3
10-316-152	Professional Baking	3
10-316-155	Menu Planning	2
10-316-160	Food Purchasing	2
10-809-199	Psychology of Human Relations	3
		16
Semester 4		
10-316-170	Restaurant Practicum I	3
10-316-171	Restaurant Practicum II	3
10-316-175	Food Service Cost Control	2
10-316-180	Food Service Supervision	3
10-804-123	Math with Business Applications	3
10-809-195	Economics	3
		17

Total Credits: 62

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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CULINARY ASSISTANT

Technical Diploma

Overview

Provides basic theory and techniques of food production and service for entry-level employment. Courses can be applied to the Culinary Arts associate degree.

This program is subject to Gainful Employment disclosure: Visit nicoletcollege.edu/academics/gainfulemployment

Is Culinary Assistant for you?

- ✓ Like working with people
- ✓ Influence and direct others
- ✓ Enjoy physical activity, visual arts, and design
- ✓ Social, independent thinker, and persuasive
- ✓ Assertive and enthusiastic

Career Opportunities

- Combined Food Preparation and Serving Worker
- School Cafeteria Cook
- Food Service
- Food Preparation
- Institution and Cafeteria Cook
- Baker
- Pastry Chef

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-316-115	Culinary Math	2
10-316-121	Sanitation and Safety Fundamentals	2
10-316-125	Food Theory	3
10-316-126	Food Production Principles	3
10-801-195	Written Communication	3
		13
Semester 2		
10-316-111	Garde Manger	2
10-316-130	Nutrition	2
10-316-140	Food Practicum I	3
10-316-141	Food Practicum II	3
10-801-196	Oral Interpersonal Communication	3
		13

Total Credits: 26

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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CULINARY CAREER ESSENTIALS

Certificate

Overview

Provides the foundation for entry-level food service jobs and serves as the core for other certificates in the Culinary Arts program.

Is Culinary Career Essentials for you?

- ✓ Like working with people
- ✓ Influence and direct others
- ✓ Enjoy physical activity, visual arts, and design
- ✓ Social, independent thinker, and persuasive
- ✓ Assertive and enthusiastic

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1

10-316-121	Sanitation and Safety Fundamentals	2
10-316-125	Food Theory	3
10-316-126	Food Production Principles	3
		8

Total Credits: 8

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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CULINARY MANAGEMENT

Associate of Applied Science

Overview

The Culinary Management program prepares individuals to plan, supervise, and manage food and beverage operations, restaurant facilities, and catering services. It will include 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.

Is Culinary Management for you?

- ✓ Like working with people
- ✓ Influence and direct others
- ✓ Enjoy physical activity, visual arts, and design
- ✓ Social, independent thinker, and persuasive
- ✓ Assertive and enthusiastic

Career Opportunities

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

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-316-115	Culinary Math	2
10-316-121	Sanitation and Safety Fundamentals	2
10-316-125	Food Theory	3
10-316-126	Food Production Principles	3
10-801-195	Written Communication	3
		13
Semester 2		
10-316-111	Garde Manger	2
10-316-130	Nutrition	2
10-316-140	Food Practicum I	3
10-316-141	Food Practicum II	3
10-801-196	Oral Interpersonal Communication	3
10-809-166	Intro to Ethics Theory and Application	3
		16
Semester 3		
10-102-152	Business Marketing	3
10-316-155	Menu Planning	2
10-316-160	Food Purchasing	2
10-317-120	Beverage Management	2
10-809-199	Psychology of Human Relations	3
		12
Semester 4		
10-101-101	Office Accounting	2
10-102-120	Business Law	3
10-102-163	Entrepreneurship	3
10-316-175	Food Service Cost Control	2
10-316-180	Food Service Supervision	3
10-317-121	Dining Room Management	2
10-804-123	Math with Business Applications	3
		18

Total Credits: 59

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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DRAFTING DESIGN TECHNICIAN

Technical Diploma

Overview

The design drafting profession affects everything done, every day, by every individual. Without a plan or visual graphic, nothing can be manufactured, built, made, or sold. The CAD graduate works on many levels in the engineering, architectural, and manufacturing world. Graduates qualify for career opportunities with engineering and architectural firms, machinery manufacturers, architectural and structural manufacturers, and construction companies. On the drafting level, they create working drawings from rough sketches or layouts that have been prepared by engineers, architects, and designers. The designer/drafter must be able to visualize forms and shapes from blueprints and sketches, understand and apply theoretical principles and technical knowledge, concentrate on details, and use independent judgment in planning work and solving problems. Computers are the tools of their trade. They are competent on the latest versions of CAD and modeling software.

Is Drafting Design Technician for you?

- ✓ Enjoy working with machines and tools
- ✓ Prefer technical and physical tasks
- ✓ Like working outdoors
- ✓ Practical and a good problem solver
- ✓ Independent thinker, logical, creative, and precise

Career Opportunities

- Computer-aided Design (CAD) Technician
- Architectural Technician
- BIM Specialist
- Architectural Drafter/Designer
- Structural Designer/Engineer

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-614-100	Architectural Principles	4
10-614-104	Intro to AutoDesk Inventor	3
10-614-105	Intro to AutoCAD	3
10-614-115	Construction Blueprint Reading	3
10-801-195	Written Communication	3
		16
Semester 2		
10-442-112	Print Reading for Manufacturing	4
10-614-110	Intro to 3D Architecture	3
10-614-113	Engineering Principles	4
10-614-114	Intro to Solidworks	3
10-804-134	Mathematical Reasoning	3
		17

Total Credits: 33

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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EARLY CHILDHOOD EDUCATION

Associate of Applied Science

Overview

Gain an understanding of physical, social, emotional, and cognitive development of young children and acquire skills in planning and implementing programs that promote that development. Graduates may work in a variety of early childhood education settings.

Is Early Childhood Education for you?

- ✓ Like working with people
- ✓ Instruct, empathize, counsel, and lead
- ✓ Prefer structured situations with some physical activity
- ✓ Follow procedures and regulations
- ✓ Practical and a good problem solver

Career Opportunities

- Early Childhood Education Teacher
- Early Childhood Education Administrator

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-307-148	ECE Foundations of Early Childhood Ed	3
10-307-151	ECE Infant and Toddler Development	3
10-307-166	ECE Curriculum Planning	3
10-307-167	ECE Health Safety and Nutrition	3
10-801-196	Oral Interpersonal Communication	3
10-809-197	Contemporary Amer Society	3
		18
Semester 2		
10-307-174	ECE Practicum 1	3
10-307-178	ECE Art Music and Language Arts	3
10-307-179	ECE Child Development	3
10-307-188	ECE Guiding Child Behavior	3
10-307-195	ECE Family and Community Relationships	3
10-801-195	Written Communication	3
		18
Semester 3		
10-307-187	ECE Children with Differing Abilities	3
10-307-192	ECE Practicum 2	3
10-307-194	ECE Math Science and Soc St	3
10-801-197	Technical Reporting	3
10-809-172	Introduction to Diversity Studies	3
10-809-188	Developmental Psychology	3
		18
Semester 4		
10-307-197	ECE Practicum 3	3
10-307-198	ECE Administering an ECE Program	3
10-307-199	ECE Practicum 4	3
10-804-123	Math with Business Applications	3
		12

Total Credits: 66

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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ELECTRICAL AND INSTRUMENTATION

Electrical and Instrumentation Technicians install, service, troubleshoot; and perform preventive and predictive maintenance functions on equipment. This includes plant lighting equipment and receptacle circuits, motors, starters, motor control centers, programmable controllers, control panels, electrical control systems and transformers. They may also service high voltage electrical systems, and ensure that work is in accordance with relevant codes. They repair, test, adjust, calibrate or install electronic equipment, such as industrial controls, transmitters, and antennas.

Terms

- 5 to 6 year training program
- 9,392 hours on-the-job training
- 1,008 hours paid related instruction
- Additional related instruction is required

Eligibility

- Applicants must be at least 18 years of age
- High school diploma or equivalent
- Physically able to perform trade
- To enroll in this program, you must be employed and registered with the Wisconsin Bureau of Apprenticeship Standards

The Department of Workforce Development - Bureau of Apprenticeship and Standards (BAS) governs apprenticeship programs, deriving its authority from Chapter 106 of the Wisconsin Statutes. This law determines all requirements of students, employers, and apprenticeship training programs. Registration assures that the employer has a qualified employee and that the apprentice receives a thorough grounding in the knowledge and skills required in his/her selected field. BAS's supervision assures that training meets the standards of the trade.

Sample Curriculum	Credits
50-413-750 DC Electricity for Industrial Electricians	2
50-413-751 AC Electricity for Industrial Electricians	2
50-413-773 Safety & Print Reading for Industrial Electricians	.5
50-413-760 Industrial Electrician Transformers	1
50-413-761 Industrial Electrician Motors and Generators	1
50-413-752 Codes for Industrial Electricians 1: Introduction to the NEC	.5
50-413-753 Codes for Industrial Electricians 2: OCPD & Electrical Device Installations	.5
50-413-756 Codes for Industrial Electricians 5: Article 300, Cords/Cables, & Hazardous Installations	.5
50-413-762 Industrial Electrician Motor Controls 1	1
50-413-763 Industrial Electrician Motor Controls 2	1
50-413-764 Industrial Electrician Motor Controls 3	1
50-413-754 Codes for Industrial Electricians 3: Article 250 Part A	.5
50-413-755 Codes for Industrial Electricians 4: Article 250 Part B	.5
50-413-765 Power Systems & Variable Speed Drives for Industrial Electricians	2
50-413-766 Fluid Power Systems for Industrial Electricians - Pneumatics	.5
50-413-767 Fluid Power Systems for Industrial Electricians - Hydraulics	.5
50-413-772 Green Awareness for the E&I Trades	1
50-413-757 Codes for Industrial Electricians 6: Conductors, Raceways and Data/Communication Cables	.5
50-413-768 Industrial Electrician Solid State Electronics	2
50-413-769 Industrial Electrician Programmable Logic Controllers 1	1
50-413-770 Industrial Electrician Programmable Logic Controllers 2	1
50-413-771 Industrial Electrician Programmable Logic Controllers 3	1
50-413-758 Codes for Industrial Electricians 7: Motors and Generators	.5
50-413-759 Codes for Industrial Electricians 8: Transformers	.5
50-414-721 Intro to Instrumentation & Measurement for Industrial Electricians	2
50-414-723 Motor Controls for Industrial Electricians	2
50-414-722 Process Control for Industrial Electricians	2

Total Credits: 28.5

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ELECTROMECHANICAL TECHNOLOGY

Associate of Applied Science

Overview

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.

Is Electromechanical Technology for you?

- ✓ Enjoy working with machines and tools
- ✓ Prefer technical and physical tasks
- ✓ Solve problems by doing
- ✓ Learn through observation
- ✓ Practical and analytical

Career Opportunities

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

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-103-115	MS Word Beginning	1
10-103-126	MS Excel Beginning	1
10-449-100	Industrial Safety Fundamentals	2
10-462-126	Industrial Electronic Concepts	3
10-620-105	Hydraulics and Pneumatics for Electromec	2
10-620-115	PLC Systems I	3
10-801-195	Written Communication	3
10-809-166	Intro to Ethics Theory and Application	3
		18
Semester 2		
10-462-110	Mechanical Concepts 1	2
10-620-107	Electronic Devices and Digital Concepts	3
10-620-122	Industrial Motor Control	3
10-620-130	PLC Systems II	2
10-804-134	Mathematical Reasoning	3
10-809-199	Psychology of Human Relations	3
		16
Semester 3		
10-150-110	Networking Fundamentals	3
10-442-166	Fund of Welding Machine Tool Operations	2
10-620-135	Industrial Robotics Systems	3
10-620-141	PLC Systems III	3
10-620-145	Motion Control Applications	3
10-806-139	Survey of Physics	3
		17
Semester 4		
10-462-160	Industrial Fluid Process Control Systems	3
10-620-150	SCADA Concepts	2
10-620-155	Automated Processes	2
10-620-165	EM System Interfacing	2
10-620-175	Electromechanical Capstone	2
10-801-196	Oral Interpersonal Communication	3
		14

Total Credits: 65

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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EMERGENCY MEDICAL TECHNICIAN

Technical Diploma

Overview

Prepares students to handle emergency medical situations with ambulance service. Graduates are eligible to take the Wisconsin Emergency Medical Technician Licensure Exam.

Is Emergency Medical Technician for you?

- ✓ Relate to others in a helpful and practical way
- ✓ Follow procedures and learn regulations/rules
- ✓ Enjoy physical activity and excitement
- ✓ Instruct, empathize, counsel, and lead
- ✓ Ethical with a strong sense of community and leadership

Career Opportunities

- Ambulance Services
- Hospitals
- Fire Departments
- Industry

Additional Program Requirements

- Current Basic Life Support for Healthcare Providers recognition
- Attend required orientation
- Contact the Public Safety Department at 715.365.4600 for registration information

Sample Curriculum

Semester 1

30-531-301	Emergency Medical Technician	5
		5

Total Credits: 5

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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FOOD SERVICE MANAGEMENT

Certificate

Overview

Prepares students for management positions in a hospitality setting. This involves completion of four core courses and passing the National Restaurant Association Educational Foundation course and exam.

Is Food Service Management for you?

- ✓ Like working with people
- ✓ Influence and direct others
- ✓ Enjoy physical activity, visual arts, and design
- ✓ Social, independent thinker, and persuasive
- ✓ Assertive and enthusiastic

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1

10-316-121	Sanitation and Safety Fundamentals	2
10-316-175	Food Service Cost Control	2
10-316-180	Food Service Supervision	3
		7

Total Credits: 7

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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INDUSTRIAL ELECTRONICS TECHNICIAN

Technical Diploma

Overview

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.

Is Industrial Electronics Technician for you?

- ✓ Enjoy working with machines and tools
- ✓ Prefer technical and physical tasks
- ✓ Solve problems by doing
- ✓ Learn through observation
- ✓ Practical and analytical

Career Opportunities

- Electrical or Electronic Maintenance Technician
- Field Service Technician

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-103-115	MS Word Beginning	1
10-103-126	MS Excel Beginning	1
10-449-100	Industrial Safety Fundamentals	2
10-462-126	Industrial Electronic Concepts	3
10-620-105	Hydraulics and Pneumatics for Electromec	2
10-620-115	PLC Systems I	3
10-801-195	Written Communication	3
		15
Semester 2		
10-462-110	Mechanical Concepts 1	2
10-620-107	Electronic Devices and Digital Concepts	3
10-620-122	Industrial Motor Control	3
10-620-130	PLC Systems II	2
10-804-134	Mathematical Reasoning	3
		13

Total Credits: 28

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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INDUSTRIAL MAINTENANCE MECHANIC

Technical Diploma

Overview

Develops proficiency in equipment installation, maintenance, and repair of automated systems in modern manufacturing environments. Students develop skills in hands-on troubleshooting and maintenance in hydraulics, pneumatics, electric motors, control systems, and mechanical drives. Credits earned in this program can be applied to the two-year Industrial Mechanical Technician associate degree.

This program is subject to Gainful Employment disclosure: Visit nicoletcollege.edu/academics/gainfulemployment

Is Industrial Maintenance Mechanic for you?

- ✓ Enjoy working with machines and tools
- ✓ Prefer technical and physical tasks
- ✓ Solve problems by doing
- ✓ Learn through observation
- ✓ Practical and analytical

Career Opportunities

- Machinery Maintenance Workers
- Maintenance Mechanic
- Industrial Machinery Mechanic
- Master Mechanic

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-103-115	MS Word Beginning	1
10-103-126	MS Excel Beginning	1
10-449-100	Industrial Safety Fundamentals	2
10-462-120	Basic Hydraulics for Industrial Mechanic	3
10-462-125	Basic Pneumatics for Industrial Mechanic	3
10-462-126	Industrial Electronic Concepts	3
10-801-195	Written Communication	3
		16
Semester 2		
10-462-110	Mechanical Concepts 1	2
10-462-111	Mechanical Concepts 2	2
10-462-140	Pneumatic Operations for Industrial Mech	2
10-462-142	Hydraulic Operations for Industrial Mech	2
10-462-154	Mechanical Print Reading and Schematics	1
10-620-122	Industrial Motor Control	3
10-804-134	Mathematical Reasoning	3
		15

Total Credits: 31

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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INDUSTRIAL MECHANICAL TECHNICIAN

Associate of Applied Science

Overview

Acquire the advanced skills needed to install, maintain, troubleshoot, and repair machinery and equipment in an industrial environment. 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.

Is Industrial Mechanical Technician for you?

- ✓ Enjoy working with machines and tools
- ✓ Prefer technical and physical tasks
- ✓ Solve problems by doing
- ✓ Learn through observation
- ✓ Practical and analytical

Career Opportunities

- Mechanical Drafter
- CAD Designer
- Industrial Engineering Technician
- Project Engineer
- Mechanical Engineering Technician
- Equipment Engineer

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-103-115	MS Word Beginning	1
10-103-126	MS Excel Beginning	1
10-449-100	Industrial Safety Fundamentals	2
10-462-120	Basic Hydraulics for Industrial Mechanic	3
10-462-125	Basic Pneumatics for Industrial Mechanic	3
10-462-126	Industrial Electronic Concepts	3
10-801-195	Written Communication	3
		16
Semester 2		
10-462-110	Mechanical Concepts 1	2
10-462-111	Mechanical Concepts 2	2
10-462-140	Pneumatic Operations for Industrial Mech	2
10-462-142	Hydraulic Operations for Industrial Mech	2
10-462-154	Mechanical Print Reading and Schematics	1
10-620-122	Industrial Motor Control	3
10-804-134	Mathematical Reasoning	3
		15
Semester 3		
10-462-146	Pump Systems	3
10-462-150	Piping Systems	2
10-462-152	Troubleshooting PLC Systems	3
10-806-139	Survey of Physics	3
10-809-166	Intro to Ethics Theory and Application	3
10-809-199	Psychology of Human Relations	3
		17
Semester 4		
10-442-166	Fund of Welding Machine Tool Operations	2
10-462-160	Industrial Fluid Process Control Systems	3
10-462-164	Preventative and Periodic Maintenance	2
10-462-190	Industrial Maintenance Capstone	2
10-801-196	Oral Interpersonal Communication	3
		12

Total Credits: 60

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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INFANT TODDLER
Certificate

Overview

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.*

*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.

Is Infant Toddler for you?

- ✓ Like working with people
- ✓ Instruct, empathize, counsel, and lead
- ✓ Prefer structured situations with some physical activity
- ✓ Follow procedures and regulations
- ✓ Practical and a good problem solver

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-307-151	ECE Infant and Toddler Development	3
		3
Semester 2		
10-307-171	Infant and Toddler Group Care	3
10-307-174	ECE Practicum 1	3
10-307-195	ECE Family and Community Relationships	3
		9

Total Credits: 12

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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IT - NETWORK TECHNICIAN

Technical Diploma

Overview

Provides student the skills necessary to support Local and Wide Area Networks. Students will be able to manage, configure, and troubleshoot common network infrastructure issues, including network switching, IP routing, IP services, and network device security. Students will acquire a solid foundation in IP addressing. This diploma will prepare the student for the Cisco Certified Entry Network Technician (CCENT) exam.

Is IT - Network Technician for you?

- ✓ Enjoy technology, ideas, data, and details
- ✓ Excel at math and science
- ✓ Solve problems by organizing and analyzing data
- ✓ Logical, efficient, creative, and precise
- ✓ Instruct, advise, and work independently

Career Opportunities

- Computer Network Support Specialist
- Network Technician

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-150-114	Networking 1	3
10-801-195	Written Communication	3
		6
Semester 2		
10-107-128	Introduction to Security	3
10-150-130	Networking 2	3
		6

Total Credits: 12

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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IT - USER SUPPORT TECHNICIAN

Technical Diploma

Overview

Provides students the skills necessary to support computer users and their computers. Students will 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.

Is IT - User Support Technician for you?

- ✓ Enjoy technology, ideas, data, and details
- ✓ Excel at math and science
- ✓ Solve problems by organizing and analyzing data
- ✓ Logical, efficient, creative, and precise
- ✓ Instruct, advise, and work independently

Career Opportunities

- Computer User Support Specialist
- Service Desk

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-150-114	Networking 1	3
10-154-140	PC Maintenance and Troubleshooting	3
		6
Semester 2		
10-154-155	Microcomputer Operating Systems	3
10-154-170	Help Desk Fundamentals	3
10-801-196	Oral Interpersonal Communication	3
		9

Total Credits: 15

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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IT - VIRTUALIZATION

Technical Diploma

Overview

Provides students the skills necessary to support a virtualized data center. The student will be able to manage, configure and troubleshoot common virtualization issues, and install virtual servers, workstations, and applications to support the IT data center. This diploma will prepare the student for the VMware Certified Associate - Data Center Virtualization (VCA-DCV) exam.

Is IT - Virtualization for you?

- ✓ Enjoy technology, ideas, data, and details
- ✓ Excel at math and science
- ✓ Solve problems by organizing and analyzing data
- ✓ Logical, efficient, creative, and precise
- ✓ Instruct, advise, and work independently

Career Opportunities

- Computer Network Administrator
- Network Specialist

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-150-114	Networking 1	3
		3
Semester 2		
10-150-147	Emerging Network Technologies	3
10-150-180	Server Operating Systems	3
		6

Total Credits: 9

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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KITCHEN ASSISTANT

Certificate

Overview

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

Is Kitchen Assistant for you?

- ✓ Like working with people
- ✓ Influence and direct others
- ✓ Enjoy physical activity, visual arts, and design
- ✓ Social, independent thinker, and persuasive
- ✓ Assertive and enthusiastic

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-316-121	Sanitation and Safety Fundamentals	2
10-316-125	Food Theory	3
10-316-126	Food Production Principles	3
		8
Semester 2		
10-316-140	Food Practicum I	3
10-316-141	Food Practicum II	3
		6

Total Credits: 14

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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KITCHEN MANAGEMENT

Certificate

Overview

Building on the basics of Culinary Career Essentials, this certificate focuses on teaching managerial food service skills.

Is Kitchen Management for you?

- ✓ Like working with people
- ✓ Influence and direct others
- ✓ Enjoy physical activity, visual arts, and design
- ✓ Social, independent thinker, and persuasive
- ✓ Assertive and enthusiastic

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-316-121	Sanitation and Safety Fundamentals	2
10-316-125	Food Theory	3
10-316-126	Food Production Principles	3
		8
Semester 3		
10-316-155	Menu Planning	2
10-316-160	Food Purchasing	2
		4
Semester 4		
10-316-175	Food Service Cost Control	2
10-316-180	Food Service Supervision	3
		5

Total Credits: 17

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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LAW ENFORCEMENT RECRUIT

Technical Diploma

Overview

Designed to provide students seeking the Department of Justice (DOJ) college certification track with advanced tactical and technical skills necessary to become certifiable as law enforcement officers per Wisconsin DOJ standards. This certificate is necessary for students who are enrolled in the DOJ college certification track course of study. This will be the final piece that students will need to achieve Wisconsin DOJ certification track.

Is Law Enforcement Recruit for you?

- ✓ Relate to others in a helpful and practical way
- ✓ Follow procedures and learn regulations/rules
- ✓ Enjoy physical activity and excitement
- ✓ Instruct, empathize, counsel, and lead
- ✓ Ethical with a strong sense of community and leadership

Sample Curriculum

Semester 1		
10-504-700	Introduction to Criminal Justice	3
10-504-701	Basic Patrol Response	3
10-504-702	Basic Tactics	3
10-504-703	Basic Investigations	3
10-504-705	Advanced Tactics	4
10-504-706	Emergency Vehicle Response	2
10-504-708	Physical Fitness	1
		19
Semester 2		
10-504-150	CJ Practical Applications	1
10-504-704	Intermediate Patrol Response	3
10-504-707	Intermediate Investigations	3
10-504-709	Traffic Response	3
10-504-710	Advanced Investigations	3
		13

Total Credits: 32

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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MECHANICAL MAINTENANCE

Technical Diploma

Overview

Learn the basic skills needed to install, maintain, and operate hydraulic, pneumatic, and electronic automated equipment used in manufacturing industries. Upon completion of the certificate, students will be eligible for entry-level positions in manufacturing as production workers or maintenance technicians.

Is Mechanical Maintenance for you?

- ✓ Enjoy working with machines and tools
- ✓ Prefer technical and physical tasks
- ✓ Solve problems by doing
- ✓ Learn through observation
- ✓ Practical and analytical

Sample Curriculum

Semester 1

10-103-115	MS Word Beginning	1
10-103-126	MS Excel Beginning	1
10-449-100	Industrial Safety Fundamentals	2
10-462-120	Basic Hydraulics for Industrial Mechanic	3
10-462-125	Basic Pneumatics for Industrial Mechanic	3
10-462-126	Industrial Electronic Concepts	3
		13

Total Credits: 13

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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MEDICAL ASSISTANT

Technical Diploma

Overview

Assist licensed healthcare professionals with administrative duties, patient procedures, and elementary lab routines in ambulatory health care settings.

This program is subject to Gainful Employment disclosure:
Visit nicoletcollege.edu/academics/gainfulemployment

Is Medical Assistant for you?

- ✓ Like working with people
- ✓ Prefer structured situations
- ✓ Follow procedures and regulations
- ✓ Instruct, empathize, counsel, and lead
- ✓ Practical and a good problem solver

Career Opportunities

- Medical/Surgical Office Assistant
- Phlebotomist
- Laboratory Assistant
- Optometric Assistant
- Podiatric Assistant
- Pharmacy Assistant
- Chiropractor Assistant

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Additional Program Requirements

- Submit proof of Health Care Provider level CPR
- Submit proof of non-reactive TB Skin Test
- Submit proof of all required blood titers
- Complete health history form
- Caregiver Background Check
- Keyboarding

Accreditation

Commission on Accreditation of Allied Health Education Programs (CAAHEP),
upon recommendation of the Medical Assisting Education Review Board (MAERB)
of the American Association of Medical Assistants Endowment (AAMAE).
MAERB: 35 E. Wacker Dr, STE 1970 Chicago, IL 60601 . 312-553-9355
CAAHEP: 25400 U.S. Highway 19 North, Suite 158 Clearwater, FL 33763 . 727-210-2350

Sample Curriculum

Semester 1		
10-501-101	Medical Terminology	3
10-501-104	Culture of Healthcare	2
10-501-107	Digital Literacy for Healthcare	2
31-509-301	Medical Asst Admin Procedures	2
31-509-302	Human Body in Health and Disease	3
31-509-303	Medical Asst Lab Procedures 1	2
31-509-304	Medical Asst Clin Procedures 1	4
		18
Semester 2		
31-501-308	Pharmacology for Allied Health	2
31-509-305	Med Asst Lab Procedures 2	2
31-509-306	Med Asst Clin Procedures 2	3
31-509-307	Medical Office Insurance and Finance	2
31-509-309	Medical Law Ethics and Professionalism	2
31-509-310	Medical Assistant Practicum	3
		14

Total Credits: 32

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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NATIVE AMERICAN TRIBAL MANAGEMENT

Technical Diploma

Overview

Develops the skills of people who work or plan to work in a First Nation environment. In addition to fundamental management skills, managers must understand how a native nation's legal, political, and cultural contexts shape their work. This diploma is designed to incorporate these understandings.

Is Native American Tribal Management for you?

- ✓ Work with details and data
- ✓ Good at organizing, budgeting, and calculating
- ✓ Solve problems by observing and analyzing data
- ✓ Logical, creative, and precise

Career Opportunities

- First-Level Supervisor
- Office Manager
- Gaming Manager
- Lodging Manager

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-102-140	Fundamentals of Tribal Management	3
10-102-142	Tribal Supervisory Management	3
		6
Semester 2		
10-102-141	Advanced Tribal Management	3
		3

Total Credits: 9

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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NURSING

Associate of Applied Science

Overview

Assess, plan, implement, and evaluate patient care as a member of a health care team. At the completion of the first year of the program, students have the option of submitting an application to the State Board of Nursing to take the examination for licensure as a Practical Nurse. Program graduates are eligible to take the Registered Nurse licensing examination.

Is Nursing for you?

- ✓ Like working with people
- ✓ Prefer structured situations
- ✓ Follow procedures and regulations
- ✓ Instruct, empathize, counsel, and lead
- ✓ Practical and a good problem solver

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Additional Program Requirements

- Accuplacer Test (scores within required guidelines)
- Completion of HESI A2 exam during petition process
- Complete General Anatomy and Physiology (grade B- or better)
- Two semesters of high school chemistry (grade C or better) or a post-secondary chemistry course
- Nursing Assistant course completion
- Acceptable caregiver background check
- Current CPR certification
- Evidence of professional liability insurance (optional)
- Specified health requirements prior to starting clinical (annually)

Accreditation

Accrediting Commission for Education in Nursing (ACEN)
3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326
404-975-5000 . 404-975-5020 fax
http://acenursing.org/

Sample Curriculum

Semester 1		
10-543-101	Nursing Fundamentals	2
10-543-102	Nursing Skills	3
10-543-103	Nursing Pharmacology	2
10-543-104	Nsg Intro Clinical Practice	2
10-801-195	Written Communication	3
10-806-177	General Anatomy and Physiology	4
10-809-188	Developmental Psychology	3
		19
Semester 2		
10-543-105	Nursing Health Alterations	3
10-543-106	Nursing Health Promotion	3
10-543-107	Nsg Clinical Care Across Lifespan	2
10-543-108	Nsg Intro Clinical Care Mgt	2
10-801-196	Oral Interpersonal Communication	3
10-806-179	Advanced Anatomy and Physiology	4
		17
Semester 3		
10-543-109	Nsg Complex Health Alterat 1	3
10-543-110	Nsg Mental Health Community Con	2
10-543-111	Nsg Intermediate Clinical Practice	3
10-543-112	Nursing Advanced Skills	1
10-806-197	Microbiology	4
10-809-199	Psychology of Human Relations	3
		16
Semester 4		
10-543-113	Nsg Complex Health Alterations 2	3
10-543-114	Nsg Management Professional Concepts	2
10-543-115	Nsg Advanced Clinical Practice	3
10-543-116	Nursing Clinical Transition	2
10-809-172	Introduction to Diversity Studies	3
		13

Total Credits: 65

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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NURSING ASSISTANT

Technical Diploma

Overview

Learn to assist in the care of patients under the supervision of the nursing staff. Responsibilities include bathing, dressing, toileting, assisting with feeding, taking vital signs, ambulating, lifting and moving clients, and performing other select duties.

Is Nursing Assistant for you?

- ✓ Like working with people
- ✓ Prefer structured situations
- ✓ Follow procedures and regulations
- ✓ Instruct, empathize, counsel, and lead
- ✓ Practical and a good problem solver

Additional Program Requirements

- Contact the Welcome Center at 715.365.4493 to schedule an appointment with an Academic Advisor to set-up a background check ($10).

Accreditation

Nursing Assistant to Wisconsin Department of Health Services
Division of Quality Assurance Office of Caregiver Quality
P.O. Box 2969 Room 450, Madison, WI 53701
608-261-8328 . 608-264-6340 fax

Sample Curriculum

Semester 1

30-543-300	Nursing Assistant	3
		3

Total Credits: 3

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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OFFICE ASSISTANT

Technical Diploma

Overview

Covers basic business procedures and essential software skills including word processing, spreadsheets, databases, desktop publishing, and presentations. Students develop oral and Written Communication to work as successful team members in a business environment. All the entry-level skills obtained in the Office Assistant program may be applied toward the two-year Administrative Professional associate degree.

This program is subject to Gainful Employment disclosure: Visit nicoletcollege.edu/academics/gainfulemployment

Is Office Assistant for you?

- ✓ Work with details and data
- ✓ Good at organizing, budgeting, and calculating
- ✓ Solve problems by observing and analyzing data
- ✓ Logical, creative, and precise

Career Opportunities

- Office Assistant
- Receptionist
- Secretary
- Administrative Support
- Office Clerk

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Additional Program Requirements

- Keyboarding

Sample Curriculum

Semester 1		
10-102-106	Business Orientation	1
10-103-119	Desktop Publishing	2
10-106-112	Customer Service for Business	1
10-106-113	Electronic Communications	1
10-106-114	Records Management	1
10-106-116	Document Processing	3
10-106-130	Integrated Computer Applications Beg	4
10-801-195	Written Communication	3
		16
Semester 2		
10-106-126	Editing Business Applications	3
10-106-131	Integrated Computer Applications Int	4
10-106-170	Administrative Procedures	3
10-801-196	Oral Interpersonal Communication	3
10-890-103	Professional Career Management	1
		14

Total Credits: 30

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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PHARMACY TECHNICIAN

Technical Diploma

Overview

Trains individuals for careers in hospital and community pharmacies. The pharmacy technician provides assistance to the pharmacist in technical tasks involving the packaging, distribution, compounding, labeling, and recording of drugs.

The Pharmacy Technician program is a shared program with Lakeshore Technical College. Call 800.443.2129 for further information about this program.

Is Pharmacy Technician for you?

- ✓ Like working with people
- ✓ Prefer structured situations
- ✓ Follow procedures and regulations
- ✓ Instruct, empathize, counsel, and lead
- ✓ Practical and a good problem solver

Career Opportunities

- Pharmacy Technician in Community Pharmacies
- Nursing Home Pharmacies
- Home IVS
- Hospital Pharmacies

Additional Program Requirements

- Submit application to LTC and the required $30 fee
- Submit official high school, GED/HSED, and college transcripts
- Submit acceptable background check and fee to LTC
- Complete phone interview with LTC program advisor
- Submit Health/TB/Tetanus form
- Submit Functional Abilities Statement of Understanding form
- Meet Accuplacer or ACT scores
- Completed signature page of Pharmacy Technician Program Handbook

Sample Curriculum

Semester 1		
10-501-101	Medical Terminology	3
10-510-102	Health Insurance and Reimbursement	3
10-536-110	Pharmaceutical Calculations	3
10-536-113	Pharmacy Business Applications	3
10-536-115	Pharmacy Law	2
10-536-120	Fundamentals of Reading Prescriptions	1
10-536-122	Pharmacology	3
		18
Semester 2		
10-536-125	Pharmacy Drug Distribution Systems	2
10-536-126	Pharmacy Parenteral Admixtures	3
10-536-139	Pharmacy Community Clinical	3
10-536-141	Pharmacy Computer Lab	2
10-536-143	Pharmacy Hospital Clinical	2
10-801-196	Oral Interpersonal Communication	3
10-809-199	Psychology of Human Relations	3
		18

Total Credits: 36

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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PHLEBOTOMY TECHNICIAN

Technical Diploma

Overview

Prepares individuals, under the supervision of physicians and other health care professionals, to draw blood samples from patients using a variety of intrusive procedures. Includes instruction in basic vascular anatomy and physiology, blood physiology, skin puncture techniques, venipuncture, venous specimen collection and handling, safety and sanitation procedures, and applicable standards and regulations. This program provides an occupational pathway to medical assistant.

Is Phlebotomy Technician for you?

- ✓ Like working with people
- ✓ Prefer structured situations
- ✓ Follow procedures and regulations
- ✓ Instruct, empathize, counsel, and lead
- ✓ Practical and a good problem solver

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Additional Program Requirements

- Submit proof of Health Care Provider level CPR
- Submit completed background information disclosure
- Submit and pass Wisconsin Criminal background check (including DHFS forms)
- Submit proof of non-reactive TB Skin Test
- Submit proof of all required blood titers
- Complete health history form

Sample Curriculum

Semester 1		
10-501-101	Medical Terminology	3
10-501-104	Culture of Healthcare	2
30-513-310	Phlebotomy 1	3
31-509-302	Human Body in Health and Disease	3
		11
Semester 2		
10-501-107	Digital Literacy for Healthcare	2
30-513-320	Phlebotomy 2	3
30-513-321	EKG Basics	2
30-513-322	Phlebotomy Preceptorship	3
31-509-309	Medical Law Ethics and Professionalism	2
		12

Total Credits: 23

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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PIPEFITTING
Apprenticeship

A pipefitter will lay out, cut and bend pipes. The pipefitter also installs, tests, maintains and repairs high- or low-pressure piping systems. The person must know how to cut, heat and bend metal. Pipefitters need a thorough knowledge of pipe characteristics, particularly as to their use with high or low pressure and chemicals. Pipefitters must know the principles of hydraulics and be skilled with many types of equipment.

- Apprenticeship is a combination of on-the-job training and related classroom instruction.
- An apprentice enters a contract to learn a skilled craft or trade in exchange for paid services to an employer in the field.
- The apprentice works with a journeyman (skilled craftsman) for two to five years depending on the trade where the skilled craftsman passes on knowledge to the apprentice.
- Each apprentice is required to take designated related instruction throughout their apprenticeship. Instruction is usually provided through the technical college. Typically, apprentices attend day school for eight hours every other week (72-hours per semester) and receive a normal hourly salary while attending class during the day.
- Many apprenticeship trades also require night school.
- Apprenticeships are a partnership between the employer who offers on-the-job training, the apprentice who agrees to work for the employer, the technical college or training group, and the State of Wisconsin, Department of Workforce Development, Bureau of Apprenticeship and Standards.

Requirements

- Complete Nicolet College application.
- Submit official copies of high school transcripts or GED/HSED and college transcripts to the admissions office.
- Must have an apprenticeship contract from the Department of Workforce Development, Bureau of Apprenticeship and Standards.

Sample Curriculum	Credits
50-435-709 Orientation to the Trade and Safety	0.5
50-435-710 Blueprint Reading	0.5
50-435-711 Trade Math	1
50-435-712 Related Science	0.5
50-435-713 Blueprint Reading 2	2
50-435-714 Process Piping	1.5
50-435-715 Steam Systems	2
50-435-716 Blueprint Reading 3	0.5
50-435-717 Chemical Handling and Hazardous Materials	0.5
50-435-718 Refrigeration and Air Conditioning	0.5
50-435-719 Hot Water Heating Systems	0.75
50-435-720 Process Piping 2	1
50-435-721 Rigging Safety	1
50-435-722 Blueprint Reading 4	0.5
50-435-723 Hydraulics	1.5
50-435-724 Valves, Packings, and Gaskets	0.25
50-435-725 Welding and Brazing	1
50-435-726 Pneumatics for Orientation to the Trade and Safety	1

Total Credits: 16.5

The Department of Workforce Development - Bureau of Apprenticeship and Standards (BAS) governs apprenticeship programs, deriving its authority from Chapter 106 of the Wisconsin Statutes. This law determines all requirements of students, employers, and apprenticeship training programs. Registration assures that the employer has a qualified employee and that the apprentice receives a thorough grounding in the knowledge and skills required in his/her selected field. BAS's supervision assures that training meets the standards of the trade.

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PLUMBING
Apprenticeship

Plumbing apprentices learn to install and repair pipes for water, gas, sewage, and drainage systems, and to install and repair sanitary facilities. They learn how to test their 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.

- Apprenticeship is a combination of on-the-job training and related classroom instruction.
- An apprentice enters a contract to learn a skilled craft or trade in exchange for paid services to an employer in the field.
- The apprentice works with a journeyman (skilled craftsman) for two to five years depending on the trade where the skilled craftsman passes on knowledge to the apprentice.
- Each apprentice is required to take designated related instruction throughout their apprenticeship. Instruction is usually provided through the technical college. Typically, apprentices attend day school for eight hours every other week (72-hours per semester) and receive a normal hourly salary while attending class during the day.
- Many apprenticeship trades also require night school.
- Apprenticeships are a partnership between the employer who offers on-the-job training, the apprentice who agrees to work for the employer, the technical college or training group, and the State of Wisconsin, Department of Workforce Development, Bureau of Apprenticeship and Standards.

Terms

- 5-year training program
- 8,000 hours of on-the-job training
- 576 hours of paid related classroom instruction
- 260 hours of non-paid related instruction (First Aid, Welding, OHSA, Modules, Blueprint Reading, Transition to Trainer, etc.)

Eligibility

- High school diploma or GED/HSED
- Passing score on Accuplacer or other required tests
- Physical capability of performing the trade
- Valid driver's license or reliable transportation
- Applicants must meet the application and testing requirements of the field they are interested in entering. These rules and policies may vary depending on the requirements of the specific occupation.
- Applicants must be employed prior to starting an apprenticeship. If you do not have an employer, you can still start the application process and go before the committee to receive a Letter of Introduction, which can be taken to potential employers to designate that you are a qualified apprenticeship candidate.

Availability

- Depending on the current needs of business and industry, the availability of apprenticeship programs may vary. Please check with the Dean of Trade and Industry to see if courses are being offered in any given year.

Sample Curriculum

		Credits
50-427-751	Sanitary Drains 1	2
50-427-752	Vents and Venting Systems	2
50-427-753	Waster Distribution 1	2
50-427-754	Waster Distribution 2	2
50-427-755	Sanitary Drains 2	2
50-427-756	Private Onsite Wastewater Treatment Systems (POWTS)	2
50-427-757	Green Plumbing Applications	2
50-427-758	Plumbing Advanced Topics / TSA	2

Total Credits: 16

The Department of Workforce Development - Bureau of Apprenticeship and Standards (BAS) governs apprenticeship programs, deriving its authority from Chapter 106 of the Wisconsin Statutes. This law determines all requirements of students, employers, and apprenticeship training programs. Registration assures that the employer has a qualified employee and that the apprentice receives a thorough grounding in the knowledge and skills required in his/her selected field. BAS's supervision assures that training meets the standards of the trade.

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PRESCHOOL
Technical Diploma

Overview

Students will develop the competency to identify and implement quality aspects of positive preschool environments and programs.

Upon completion, and with some additional coursework, individuals are eligible to submit a portfolio to The Registry: Wisconsin's Recognition System for the Child Care and Education Profession and apply for the related Wisconsin Professional Credential awarded by that agency. Some credits may apply toward the Nicolet College Early Childhood Education associate degree.

This program is subject to Gainful Employment disclosure:
Visit nicoletcollege.edu/academics/gainfulemployment

Is Preschool for you?

- ✓ Like working with people
- ✓ Instruct, empathize, counsel, and lead
- ✓ Prefer structured situations with some physical activity
- ✓ Follow procedures and regulations
- ✓ Practical and a good problem solver

Career Opportunities

- Preschool Teacher

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-307-148	ECE Foundations of Early Childhood Ed	3
10-307-166	ECE Curriculum Planning	3
10-307-167	ECE Health Safety and Nutrition	3
		9
Semester 2		
10-307-174	ECE Practicum 1	3
10-307-178	ECE Art Music and Language Arts	3
10-307-179	ECE Child Development	3
10-307-188	ECE Guiding Child Behavior	3
		12
Semester 3		
10-307-192	ECE Practicum 2	3
		3

Total Credits: 24

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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PROFESSIONAL DEVELOPMENT

Certificate

Overview

Sample Curriculum

Semester 1

47-102-405	Manage Time and Overcome Procrastination	0.60
47-102-405	Comm and Personality Styles in Workplace	0.60
47-102-405	Diversity Embracing Change	0.60
47-102-405	Emotional Intelligence in the Workplace	0.60
47-102-406	Motivation and Team Building	0.60
47-102-406	Dealing with Negativity	0.60
47-196-441	Principles and Qualities of Leadership	0.40
47-890-413	Listen Effectively Communicate Clearly	0.50
47-890-414	Demonstrate Integrity	0.50
47-890-426	Exhibiting a Professional Image	0.25
		5

Total Credits: 5

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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RADIOGRAPHY

Associate of Applied Science

Overview

Radiographers produce medical images for diagnosis of disease. Duties include positioning patients to obtain proper projection, aligning source (usually x-radiation), making exposure factor selections, processing the image, storing, and retrieving images. Radiographers must be able to work under pressure in emergency situations.

Radiography is a shared program with Lakeshore Technical College (LTC) and there is limited program application period. The entire program can be taken at Nicolet. Nicolet provides required general education and science courses, while LTC provides the core program courses via ITV. Lab based instruction and clinicals will be provided at local healthcare facilities. Admissions procedures, deadlines and program availability are subject to change. Please contact an academic advisor for the latest information. An initial consult appointment with an academic advisor is required.

Is Radiography for you?

- ✓ Like working with people
- ✓ Prefer structured situations
- ✓ Follow procedures and regulations
- ✓ Instruct, empathize, counsel, and lead
- ✓ Practical and a good problem solver

Career Opportunities

- Radiography Technician

Additional Program Requirements

- Submit application to LTC and the required $30 fee
- Submit official high school, GED/HSED, and college transcripts
- Submit acceptable background check and fee to LTC
- Successful completion of Chemistry and Math requirement (high school or college)
- Successful completion of Medical Terminology class
- Complete 8 hour clinical observation
- Complete phone interview with LTC program advisor
- Submit Health/TB/Tetanus form
- Submit Functional Abilities Statement of Understanding form
- Meet Accuplacer or ACT scores
- Upon completing the above requirements, students are placed on a Wait List. Once on the Wait List, admission priority is then given to those who have also completed General Anatomy and Physiology with grade of “C” or better and by the number of general education courses completed for the program.

Sample Curriculum

Semester 1		
10-526-149	Radiographic Procedures 1	5
10-526-158	Introduction to Radiography	3
10-526-159	Radiographic Imaging 1	3
10-526-168	Radiography Clinical Practice 1	2
		13
Semester 2		
10-526-192	Radiographic Clinical Practice 2	3
10-804-107	College Mathematics	3
		6
Semester 3		
10-526-170	Radiographic Imaging 2	3
10-526-191	Radiographic Procedures 2	5
10-526-193	Radiographic Clinical Practice 3	3
10-801-196	Oral Interpersonal Communication	3
		14
Semester 4		
10-526-194	Imaging Equipment Operation	3
10-526-196	Modalities	3
10-526-199	Radiographic Clinical Practice 4	3
10-809-172	Introduction to Diversity Studies	3
10-809-198	Intro to Psychology	3
		15
Semester 5		
10-526-190	Radiographic Clinical Practice 5	2
10-801-195	Written Communication	3
		5
Semester 6		
10-526-174	ARRT Certification Seminar	2
10-526-189	Radiographic Pathology	1
10-526-195	Radiographic Quality Analysis	2
10-526-197	Radiation Protection and Biology	3
10-526-198	Radiography Clinical Practice 6	2
10-809-196	Intro to Sociology	3
		13

Total Credits: 66

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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RECEPTIONIST
Technical Diploma

Overview

Prepares students for employment in entry-level office positions. Basic computer skills, essential business processes, and communication skills are emphasized. Students have the opportunity to advance from the Receptionist certificate to the Office Assistant diploma to the Administrative Professional degree. More advanced skills and marketable credentials will be obtained at each level.

Is Receptionist for you?

- ✓ Work with details and data
- ✓ Good at organizing, budgeting, and calculating
- ✓ Solve problems by observing and analyzing data
- ✓ Logical, creative, and precise

Career Opportunities

- Receptionist
- Office Clerk
- Information Clerk
- Order Clerk
- Desk Clerk

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1

10-102-106	Business Orientation	1
10-106-112	Customer Service for Business	1
10-106-113	Electronic Communications	1
10-106-114	Records Management	1
10-106-116	Document Processing	3
10-106-130	Integrated Computer Applications Beg	4
10-801-195	Written Communication	3
		14

Total Credits: 14

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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SALES AND MARKETING

Technical Diploma

Overview

Provides an essential skill-set for entry into sales, marketing, and business careers. Customer service representatives interact with customers to provide information in response to inquiries about products and services and to handle and resolve complaints. Retail salespersons sell merchandise, such as furniture, motor vehicles, appliances, or apparel to consumers.

Is Sales and Marketing for you?

- ✓ Work well with people, details, and data
- ✓ Influence and direct others
- ✓ Enjoy physical activity, visual arts, and design
- ✓ Social, independent thinker, and persuasive
- ✓ Assertive and enthusiastic

Career Opportunities

- Salesperson
- Customer Service Representative
- Sales Representative
- Teller

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-102-152	Business Marketing	3
10-809-199	Psychology of Human Relations	3
		6
Semester 2		
10-104-120	Principles of Selling	3
10-104-135	Promotion	3
		6

Total Credits: 12

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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SOFTWARE DEVELOPMENT SPECIALIST

Technical Diploma

Overview

Gain the knowledge necessary for entry level employment as a business programmer. Learn to gather user requirements, develop software applications, and develop technical documentation.

Is Software Development Specialist for you?

- ✓ Enjoy technology, ideas, data, and details
- ✓ Excel at math and science
- ✓ Solve problems by organizing and analyzing data
- ✓ Logical, efficient, creative, and precise
- ✓ Instruct, advise, and work independently

Career Opportunities

- Programmer
- Software Developer

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-152-115	Database Fundamentals	3
10-152-120	Introduction to Programming	3
10-801-196	Oral Interpersonal Communication	3
		9
Semester 2		
10-152-146	Programming 2	3
10-152-160	Programming 3	3
		6

Total Credits: 15

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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SUPERVISION
Technical Diploma

Overview

Serves new and emerging supervisors in the first level of management. First-line supervisors in these occupations directly supervise and coordinate activities of workers in an establishment or department. Duties may include management functions, such as purchasing, budgeting, accounting, and personnel work, in addition to supervisory duties. The diploma also provides the skill set required by incumbent workers in a service or manufacturing occupation seeking first-line supervision positions.

Is Supervision for you?

- ✓ Work with details and data
- ✓ Good at organizing, budgeting, and calculating
- ✓ Solve problems by observing and analyzing data
- ✓ Logical, creative, and precise

Career Opportunities

- First-Level Supervisor
- Office Manager
- Lodging Manager

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-102-130	Principles of Management	3
10-196-130	Leadership Development	3
		6
Semester 2		
10-102-115	Human Resource Management	3
10-801-195	Written Communication	3
		6

Total Credits: 12

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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WEB DEVELOPMENT SPECIALIST

Technical Diploma

Overview

Gain the knowledge necessary for entry level employment as a web developer. Learn to gather user requirements, develop interactive websites, and integrate database technologies.

Is Web Development Specialist for you?

- ✓ Enjoy technology, ideas, data, and details
- ✓ Excel at math and science
- ✓ Solve problems by organizing and analyzing data
- ✓ Logical, efficient, creative, and precise
- ✓ Instruct, advise, and work independently

Career Opportunities

- Web Developer
- Web Designer
- Web Programmer
- Programmer

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-152-115	Database Fundamentals	3
10-152-120	Introduction to Programming	3
10-154-177	Web Programming Fundamentals	3
		9
Semester 2		
10-152-125	Database Design and Implementation	4
10-152-183	Interactive Web Programming	3
10-801-195	Written Communication	3
		10

Total Credits: 19

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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WEB SOFTWARE DEVELOPER

Associate of Applied Science

Overview

Prepare for jobs where computer systems and the Internet are integral parts of an organization's infrastructure. Students build a strong foundation in database management and Internet browser-based applications.

Is Web Software Developer for you?

- ✓ Enjoy technology, ideas, data, and details
- ✓ Excel at math and science
- ✓ Solve problems by organizing and analyzing data
- ✓ Logical, efficient, creative, and precise
- ✓ Instruct, advise, and work independently

Career Opportunities

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

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-102-106	Business Orientation	1
10-103-115	MS Word Beginning	1
10-103-126	MS Excel Beginning	1
10-103-149	MS Visio	1
10-107-127	IT Careers	1
10-150-114	Networking 1	3
10-154-177	Web Programming Fundamentals	3
10-801-195	Written Communication	3
10-804-123	Math with Business Applications	3
		17
Semester 2		
10-152-115	Database Fundamentals	3
10-152-120	Introduction to Programming	3
10-154-140	PC Maintenance and Troubleshooting	3
10-154-165	Project Management	3
10-801-196	Oral Interpersonal Communication	3
		15
Semester 3		
10-152-146	Programming 2	3
10-152-160	Programming 3	3
10-801-197	Technical Reporting	3
10-809-199	Psychology of Human Relations	3
10-890-103	Professional Career Management	1
		13
Semester 4		
10-152-125	Database Design and Implementation	4
10-152-140	Emerging Software Technology	3
10-152-155	e Portfolio Administration	3
10-152-183	Interactive Web Programming	3
10-809-195	Economics	3
		16

Total Credits: 61

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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WELDING
Technical Diploma

Overview

Provides job-entry skills required in fabrication, construction, maintenance, apprenticeship, and other metal working industries. Students will develop competency in welding, brazing, and cutting processes.

This program is subject to Gainful Employment disclosure: Visit nicoletcollege.edu/academics/gainfulemployment

Is Welding for you?

- ✓ Enjoy working with machines and tools
- ✓ Prefer technical and physical tasks
- ✓ Solve problems by doing
- ✓ Learn through observation
- ✓ Practical and analytical

Career Opportunities

- Structural Metal Fabricators and Fitters
- Welder

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1		
10-442-112	Print Reading for Manufacturing	4
10-442-158	Shielded Metal Arc Welding	2
10-442-159	Gas Metal Arc Welding	3
10-442-163	Weld Inspection and Testing	1
10-442-172	Safety in Manufacturing	1
10-442-173	Thermal Cutting	1
10-442-174	Advanced Gas Metal Arc Welding	3
31-804-302	Applied Technical Mathematics	2
		17
Semester 2		
10-442-113	Welding Fabrication Techniques	2
10-442-141	Robotics and Automated Welding	2
10-442-160	Flux Cored Arc Weld	4
10-442-161	Gas Tungsten Arc Welding on Carbon Steel	3
10-442-162	GTAW on Aluminum and Stainless Steel	2
10-442-165	Welding Metallurgy	2
10-442-180	Solidworks for Welding	1
10-890-102	Interpersonal Workplace Fundamentals	2
		18

Total Credits: 35

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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WELDING/MAINTENANCE AND FABRICATION

Technical Diploma

Overview

Build a foundation of welding fabrication basics. Completion of this program prepares students to enter the workforce in light fabrication and manufacturing industries. Credits earned in this program can be applied to the one-year Welding Technician technical diploma.

Is Welding/Maintenance and Fabrication for you?

- ✓ Enjoy working with machines and tools
- ✓ Prefer technical and physical tasks
- ✓ Solve problems by doing
- ✓ Learn through observation
- ✓ Practical and analytical

Career Opportunities

- Welder
- Cutter
- Solderer
- Brazer
- Machine Setter
- Operator and Tender

Admission Requirements

- Complete application either online or on paper
- Submit application with $30 non-refundable application fee
- Submit your transcripts (high school or GED/HSED and college)
- Complete any necessary assessments
- Complete the online College Readiness Survey
- Meet with an Academic Advisor to register for courses

Sample Curriculum

Semester 1

10-442-112	Print Reading for Manufacturing	4
10-442-158	Shielded Metal Arc Welding	2
10-442-159	Gas Metal Arc Welding	3
10-442-163	Weld Inspection and Testing	1
10-442-172	Safety in Manufacturing	1
10-442-173	Thermal Cutting	1
10-442-174	Advanced Gas Metal Arc Welding	3
31-804-302	Applied Technical Mathematics	2
		17

Total Credits: 17

Talk with an Academic Advisor about the sample curriculum. Together, you will determine if credits you've already earned satisfy any requirements, discuss possible alternative courses, and choose the best classes if you're thinking of transferring.

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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.

10-101-112-00 Payroll Accounting
Teaches accounting procedures dealing with payroll, laws, and government requirements, including completion and filing of periodic reports. Lab, Lecture. Credits: 3. Prerequisite(s): 10-101-151-00 Accounting Principles 1 (C or better) (concurrent enrollment is 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(s): 10-101-113-00 Income Tax Preparation 1 (C or better).

10-101-135-00 QuickBooks Applications
Students will apply QuickBooks to common Accounting situations. Students will also perform some financial analysis. Completion of QuickBooks Basics (10-103-155) and QuickBooks Applications (10-101-135) is equivalent to Computerized Accounting (10-101-165). Lab, Lecture. Credits: 1. Prerequisite(s): 10-103-155-00 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. Completing this course helps prepare students to take and pass the Intuit QuickBooks Certified User Exam. Lab, Lecture. Credits: 3.

10-101-151-00 Accounting Principles 1
Develops an understanding of the fundamental principles of accounting with applications to service and merchandising enterprises. Lecture. Credits: 2.

10-101-152-00 Accounting Principles 2
Extends students' understanding of accounting principles, including applications to inventory, accounting systems, manufacturing, plant assets, and payroll. Lecture. Credits: 2. Prerequisite(s): 10-101-151-00 Accounting Principles 1 (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(s): 10-101-152-00 Accounting Principles 2 (C or better).

10-101-158-00 Cost Accounting
Develops basics 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(s): 10-101-152-00 Accounting Principles 2 (C or better).

10-101-162-00 Intermediate Accounting 1
Presents advanced accounting principles and applications including financial statements, receivables, cash, inventory, plant assets, and intangible assets. Lecture. Credits: 3. Prerequisite(s): 10-101-154-00 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. Completing this course helps prepare students to take and pass the Intuit QuickBooks Certified User Exam. Lab, Lecture. Credits: 2.

10-101-166-00 Intermediate Accounting 2
Prepares the learner to account for revenue, debt and equity financing, leases, deferred income taxes, changes in estimates or principle, error, retirement plans, investments in securities, and to report earnings per share. Lecture. Credits: 3. Prerequisite(s): 10-101-162-00 Intermediate Accounting 1 (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, create a database to organize informational needs for managing a business, design a plan for internal control of a business, and develop an information system for a business. Lecture. Credits: 3. Prerequisite(s): 10-101-112-00 Payroll Accounting (C or better) and 10-101-154-00 Accounting Principles 3 (C or better) and 10-101-165-00 Computerized Accounting (C or better) and 10-103-115-00 MS Word Beginning (C or better).

10-101-175-00 Government Accounting
Studies generally accepted accounting principles as applied to government and non-profit entities, including fund accounting procedures, budgets, and definitions. Lecture. Credits: 3. Prerequisite(s): 10-101-151-00 Accounting Principles 1 (C or better) and 10-101-152-00 Accounting Principles 2 (C or better).

10-101-185-00 Accounting Spreadsheet Application
Prepares the learner to use formatting for financial reports, design macros for financial reporting, 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. Prerequisite(s): 10-101-152-00 Accounting Principles 2 (C or better) and 10-103-128-00 MS Excel Advanced (C or better) and 10-101-112-00 Payroll Accounting (C or better) and 10-103-115-00 MS Word Beginning (C or better).

10-101-195-00 Accounting Internship
Provides opportunities to apply classroom learning to actual work in an employer-supervised environment. Occupational. Credits: 3.

Alcohol & Other Drug Abuse (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.

10-520-105-00 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(s): 10-520-100-00 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 twleve 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(s): 10-520-100-00 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(s): 10-520-100-00 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(s): 10-520-107-00 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(s): 10-520-100-00 Introduction to Counseling (C or better).

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(s): 10-550-110-00 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(s): 10-550-110-00 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. Prerequisite(s): 10-520-100-00 Introduction to Counseling (C or better) and 10-520-106-00 Methods in Social Casework (C or better) and 10-520-105-00 Boundaries and Ethics (C or better). Corequisite(s): 10-550-125-00 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 it's affects 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(s): 10-809-159-00 Abnormal Psychology (C or better) and 10-520-105-00 Boundaries and Ethics (C or better) and 10-550-116-00 Psychopharmacology (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(s): 10-550-125-00 AODA Preceptorship I (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. Prerequisite(s): 10-550-110-00 Understanding Addiction (C or better) and 10-520-105-00 Boundaries and Ethics (C or better) and 10-520-106-00 Methods in Social Casework (C or better). Corequisite(s): 10-550-120-00 Intro to AODA Profession.

10-550-126-00 AODA Preceptorship II
This course provides additional preceptorship opportunties 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(s): 10-550-125-00 AODA Preceptorship I (C or better).

Architectural Technology (614)

10-480-105-00 Building MEP Systems
Correlates the relationship between a building and its mechanical, electrical, and plumbing systems. Codes, space requirements and specifications will be related to the building. MEP plans and necessary calculations will be prepared for a building. Lab, Lecture. Credits: 3. Prerequisite(s): 10-614-120-00 Architecture Residential (C or better) and 10-614-111-00 Architecture Revit Advanced (C or better).

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(s): 10-614-105-00 Intro to AutoCAD.

10-614-103-00 Intro to Architecture
Introductory level course designed to expose students to the field of architecture. Students will explore the various styles of architecture and its rich history. Components of residential design along with industry terminology will be examined, as well as introducing the Wisconsin Safety and Professional Services single-family dwelling building code. Students will also investigate the concept of sustainable design. Lecture. Credits: 1.

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(s): 10-614-100-00 Architectural Principles.

10-614-110-00 Intro to 3D Architecture
Introduction to the parametric design software Autodesk Revit used for building information modeling. Basic design and documentation tools will be employed. A simple building design will be modeled that matches given specifications. Lab, Lecture. Credits: 3.

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(s): 10-614-110-00 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.

10-614-113-00 Engineering Principles
This is a basic engineering drawing course. It is designed to give the student the necessary skills to draw a mechanical part. Sketching, orthographic projection, auxiliary views, sectional views, and pictorial representation will be covered. Students will also be introduced to the techniques, standards and methods used to place dimensions onto a production drawing. Drafting shortcuts such as tabulated drawings, multiple detail drawings on a single sheet, and assembly drawings will be covered as well. The student will also apply the drawing revision process. Lab, Lecture. Credits: 4. Prerequisite(s): 10-614-104-00 Intro to AutoDesk Inventor (C or better) and 10-614-105-00 Intro to AutoCAD (C or better).

10-614-114-00 Intro to Solidworks
This course is designed to give students hands-on experience using SolidWorks three-dimensional Parametric CAD software. SolidWorks is a mechanical design software that takes advantage of the familiar Microsoft Windows graphical user interface. The students will use the software to create three-dimensional solid parts and assemblies. The students will also create orthographic projections from the solid geometry. Lab, Lecture. Credits: 3.

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. Prerequisite(s): 10-614-105-00 Intro to AutoCAD (C or better) and 10-614-100-00 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(s): 10-614-105-00 Intro to AutoCAD (C or better).

10-614-125-00 Site Design
Introduces the student to the basic design issues of the urban environment. Explore building massing and site analysis as they relate to the urban context. Learn about vehicular and pedestrian circulation, zoning analysis, contour manipulation, and basic plant material selections. Places a strong emphasis on in-class presentations utilizing multimedia digital technology. Lab, Lecture. Credits: 3.

10-614-126-00 Architectural Building Science
Develops the introductory knowledge and understanding of fundamental concepts of applied statics and strength of materials as related to architectural design and building construction, including force analysis; relationships of stress, strain, and deformation; resultants and equilibrium of coplanar force systems; and analysis of trusses and frames. Lecture. Credits: 2.

10-614-127-00 Job Orientation
Occupational information prepares students to seek employment. Includes personal data sheets, job interviews, portfolio design, and letters of introduction and recommendation. Former graduates are invited to discuss needs of students before employment. Representatives of labor, management, business, and the professions are invited to discuss points of interest toward becoming an employee. Lecture. Credits: 1.

10-614-130-00 Intro to Sustainable Building
Summarizes the history, technology, and science underlying sustainable building practices. The human factor and the economics of sustainability will be discussed. Alternative energy including wind, solar, photovoltaic, geothermal, and fuel cells will be researched. Lecture. Credits: 1.

10-614-131-00 Sustainable Residential Building
Investigates basic sustainable design theory. The energy concepts of an extrinsically loaded house, natural building materials, and alternative technologies will be explored. Green building principles will be employed to design a home. Lecture. Credits: 1. Prerequisite(s): 10-614-130-00 Intro to Sustainable Building (C or better).

10-614-135-00 Building MEP Systems
Correlates the relationship between a building and its mechanical, electrical, and plumbing systems. Codes, space requirements and specifications will be related to the building. MEP plans and necessary calculations will be prepared for a building. Lab, Lecture. Credits: 3. Prerequisite(s): 10-614-120-00 Architecture Residential (C or better) and 10-614-111-00 Architecture Revit Advanced (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(s): 10-614-115-00 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(s): 10-614-110-00 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.

20-815-213-00 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
Covers principles of light, depth, exposure, printing, developing negatives, and printing black and white 35mm film. Lab. Credits: 3.

20-815-265-00 Intermediate Ceramics
Investigates advanced technique, conceptual development, and contemporary issues of art. Lab. Credits: 3. Prerequisite(s): 20-815-221-00 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(s): 10-602-107-00 Auto Service Fundamentals (C or better).

10-602-103-00 Engine Repair 1
Focuses on developing the skills needed to diagnose, service, and repair internal combustion engines. Emphasis is placed on in-vehicle repairs, including engine cooling and lubrication systems. Lab, Lecture. Credits: 2. Prerequisite(s): 10-602-107-00 Auto Service Fundamentals (C or better) (concurrent enrollment is allowed).

10-602-104-00 Brake Systems
Focuses on developing the skills needed to diagnose, service, and repair vehicle braking systems with an introduction to ABS. Lab, Lecture. Credits: 3. Prerequisite(s): 10-602-107-00 Auto Service Fundamentals (C or better) (concurrent enrollment is allowed).

10-602-105-00 Introduction to Hybrid Autos
Intended for both the entry level and experienced technician, introduces basic hybrid vehicle safety and maintenance. Upon completion, learners will be able to identify a hybrid vehicle, locate and identify the major components of a hybrid vehicle, and locate, identify, and remove the safety disconnect following manufacturer and industry standards. Lab, Lecture. Credits: 2. Prerequisite(s): 10-602-107-00 Auto Service Fundamentals (C or better) (concurrent enrollment is allowed).

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(s): 10-602-127-00 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(s): 10-602-103-00 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(s): 10-602-107-00 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(s): 10-602-107-00 Auto Service Fundamentals (C or better) (concurrent enrollment is 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(s): 10-602-125-00 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(s): 10-602-127-00 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(s): 10-602-127-00 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. Prerequisite(s): 10-602-104-00 Brake Systems (C or better) and 10-602-127-00 Electrical and Electronic Systems 2 (C or better) and 10-602-124-00 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(s): 10-602-125-00 Electrical and Electronic Systems 1 (C or better).

10-602-197-00 Engine Performance 1
Focuses on developing the skills needed to diagnose, service, and repair powertrain control and ignition systems. Emphasis is placed on diagnostic procedures and the problem-solving techniques associated with automotive engine performance and drivability. Lab, Lecture. Credits: 3. Prerequisite(s): 10-602-127-00 Electrical and Electronic Systems 2 (C or better) and 10-602-103-00 Engine Repair 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(s): 10-602-197-00 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.

32-404-311-00 Automotive Service Orientation
Orients students to the automotive service industry. In a group setting, students will learn using collaborative methods to research service information attainment, vehicle design, and operation. Students will prepare to independently perform engine, vehicle chassis, and drive train inspections and maintenance. Lab, Lecture. Credits: 3.

32-404-312-00 Engine Systems Repair I
Studies the theory of automotive internal combustion engine and the integrated and supporting systems of engine operation. Emphasis will be upon engine systems principles of operation, design, and construction as foundation for the maintenance, diagnosis, and repair of automotive engines. Lab, Lecture. Credits: 2.

32-404-323-00 Automotive Steering and Suspension I
Students will develop, apply, and evaluate service principles relating to steering and suspension systems. Students will also develop basic skills in steering problems related to the service of various steering and suspension systems, including springs and shock absorbers, struts, steering sections, power steering units, steering linkage, pre-alignment inspection, and wheel balance. Lab, Lecture. Credits: 3. Prerequisite(s): 32-404-311-00 Automotive Service Orientation (C or better) and 32-404-329-00 Chassis Electrical I (C or better).

32-404-324-00 Automotive Brake Systems I
A study of design, construction, operation, and service of vehicle braking systems. Emphasis is placed on disc and drum applications, power brake units, the machining of brake drum and rotors, hydraulic systems and components, along with the maintenance and repair of the parking brake system. Lab, Lecture. Credits: 3. Prerequisite(s): 32-404-311-00 Automotive Service Orientation (C or better) (concurrent enrollment is allowed).

32-404-328-00 Engine Performance I
Develops the basic technical skills required to function as an engine control systems technician. Ignition, fuel delivery, emission, and computer control systems, principles of operation, and repair for late model vehicles will be studied. Lab, Lecture. Credits: 4. Prerequisite(s): 32-404-311-00 Automotive Service Orientation (C or better) and 32-404-329-00 Chassis Electrical I (C or better).

32-404-329-00 Chassis Electrical I
Students will develop, apply, and evaluate service principles relating to starting, cranking, charging, and several basic chassis electrical accessory systems. Students will also apply DC electrical circuit fundamentals to the related diagnosis, testing, and service procedures. Lab, Lecture. Credits: 4. Prerequisite(s): 32-404-311-00 Automotive Service Orientation (C or better) (concurrent enrollment is allowed).

32-404-332-00 Auto Engine Systems II
Prepares the student with the basic systems knowledge to service gasoline engine internal components and systems, including head reconditioning, block overhaul, and major unit removal and installation. Lab, Lecture. Credits: 3.

32-404-335-00 Automotive Automatic Transmissions
Studies vehicle automatic transmission and transaxle theory of operation, maintenance, component and system diagnosis, and service and repair. Emphasis will be placed upon the basic theory of operation and diagnosis of the automatic transmission and transaxle and its related components, repair and replacement procedures, and the integration of computer-based systems. Lab, Lecture. Credits: 4. Prerequisite(s): 32-404-311-00 Automotive Service Orientation (C or better) and 32-404-349-00 Chassis Electrical II (C or better).

32-404-336-00 Manual Drivetrains
Prepares students to maintain, diagnose, service, and repair manual drive trains on automobiles and light trucks. Systems studied are components of front wheel, rear wheel, four-wheel and all-wheel drive automobiles, and light trucks. Lab, Lecture. Credits: 4.

32-404-337-00 Automotive Heating and Air Conditioning
Develops basic skills required to inspect, discharge, evacuate and charge, air conditioning systems while employing recovery and recycling and charging equipment in accordance with all state of Wisconsin and federal regulations, specifically applying mobile refrigerant systems. Lab, Lecture. Credits: 3. Prerequisite(s): 32-404-311-00 Automotive Service Orientation (C or better) and 32-404-329-00 Chassis Electrical I (C or better).

32-404-344-00 Steering Suspension and Brakes II
Enables the learner to develop the advanced knowledge, skills, and abilities to diagnose, service, and repair power steering systems, power boost brake systems, ABS systems, and to conduct four-wheel alignment. Lab, Lecture. Credits: 3. Prerequisite(s): 32-404-311-00 Automotive Service Orientation (C or better) and 32-404-329-00 Chassis Electrical I (C or better) and 32-404-323-00 Automotive Steering and Suspension I (C or better) (concurrent enrollment is allowed).

32-404-348-00 Engine Performance II
Prepares the student to diagnose and repair gasoline engine performance, fuel control, ignition, emission, and integrated drive train systems. The student will apply advanced diagnostic and repair concepts to drivability-related symptoms. Lab, Lecture. Credits: 5. Prerequisite(s): 32-404-328-00 Engine Performance I (C or better).

32-404-349-00 Chassis Electrical II
Develops abilities to diagnose, service, and repair chassis electrical systems as found on automobiles and light trucks. Special focus will be upon complex or modularized circuitry, such as instrumentation, those with IC integrated accessory systems, multiplexing, circuits with varied loads and switching, and those integrated with multiple systems. Lab, Lecture. Credits: 3. Prerequisite(s): 32-404-311-00 Automotive Service Orientation (C or better) and 32-404-329-00 Chassis Electrical I (C or better).

32-404-350-00 Intro Hybrid Auto Safety and Maintenance
Intended for both entry level and experienced technicians, introduces the learner to basic hybrid vehicle safety and maintenance. Upon completion, the learner will be able to identify a hybrid vehicle, locate and identify the major components of a hybrid vehicle, and be able to locate, identify, and remove the safety disconnect following manufacturer and industry standards. Lab, Lecture. Credits: 2.

32-404-351-00 Hybrid Vehicle Diagnostics
Learn to diagnosis hybrid vehicle systems, including testing various hybrid battery design and functions, testing and examining high voltage charging systems of hybrid vehicles, analyzing various propulsion system designs, and testing individual phases of the high voltage motors contained within different vehicles. Participants will diagnose and compare electronic stability control and traction control systems of hybrid vehicles in relation to the propulsion system. Safety will be emphasized throughout the laboratory components. Lab, Lecture. Credits: 2. Prerequisite(s): 32-404-350-00 Intro Hybrid Auto Safety and Maintenance (C or better).

32-404-391-00 Automotive Workplace Capstone
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.

Building Trades - Carpentry (475)

31-475-302-00 Carpentry II
A continuation of Carpentry I. Topics include wall and roof systems, exterior wall components, soffit construction, insulation techniques, and applied building codes. Students evaluate the impact of wall and roof systems materials, designs, and construction methods upon energy efficiency. Theory and practice are applied on-site through the construction of a residential structure. Lab, Lecture. Credits: 5. Prerequisite(s): 31-475-301-00 Carpentry I (C or better).

31-475-303-00 Construction Safety
Students apply approved construction site safety and health procedures, the use of personal protection gear, and the safe use of hand and power tools. Students are required to purchase a prescribed set of carpentry tools with an approximate value of $800. Lab. Credits: 1.

31-475-304-00 Carpentry III
A continuation of Carpentry II. Topics include insulation, ventilation, building envelope sealing, rafter framing, trusses, special beams, and stairs. Student frame-in windows, doors, archways, bookcases, and apply other finishing considerations. Students evaluate the impact of window, door, roofing system design, and materials upon energy efficiency and environmentally sound practices. Lab, Lecture. Credits: 5. Prerequisite(s): 31-475-303-00 Construction Safety (C or better).

31-475-305-00 Carpentry IV
A continuation of Carpentry III. Students finish the interior of a building project, hanging windows and doors, building cabinets, hanging and taping drywall, cutting and applying trim, and installing stairs and banisters. Students evaluate the impact of structural venting, sealing, and insulating upon efficiency, indoor air quality, and long-range sustainability. Lab, Lecture. Credits: 5. Prerequisite(s): 31-475-304-00 Carpentry III (C or better).

31-475-308-00 Carpentry Blueprint Reading
Students interpret blueprints for trade information, drawing 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.

31-475-310-00 Construction Estimating
Students specify materials, labor, and costs associated with a construction project, considering weather, availability of materials, special tools, and equipment that will be necessary. Students evaluate the economic impact of materials selection and disposal upon a structure's energy efficiency. Students coordinate work with other trades to maximize efficiency. Lab, Lecture. Credits: 2.

Business (102)

10-102-106-00 Business Orientation
Introduces students to the topics of business and allows them to experience the expectations and rigor of the program. Students also participate in self-assessments to provide feedback and self-awareness of the relationship between interest and aptitude for the program. 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.

10-102-110-00 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.

10-102-115-00 Human Resource Management
Examines overall functions of human resource management. Teaches specific skills in forecasting, recruitment, selection, appraisal, job design, compensation and benefits management, training, labor relations, employee rights, and Equal Employment Opportunity laws. Lecture. Credits: 3.

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.

10-102-130-00 Principles of Management
Examines the overall functions of management and organizational structure and dynamics. This class will provide lessons in specific skills in cross-cultural competence, planning, quality initiatives, project management, human resource management, leadership, teamwork, and decision making. Lecture. Credits: 3.

10-102-140-00 Fundamentals of Tribal Management
Covers leadership, motivation, organizational dynamics, personnel, and budgeting within a Native American community and sovereign government context. Includes federal Indian law and policy, community and economic development, and culturally specific management practices. Lecture. Credits: 3.

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 related to Federal Indian policy and traditional practices. Systems or functions examined include constitutions, courts, and economic development, and may include enrollment, community development, natural resources, cultural preservation, education, protective services, and health and human services. Students pursue an area of special interest. Lecture. Credits: 3. Prerequisite(s): 10-102-140-00 Fundamentals of Tribal Management (C or better).

10-102-142-00 Tribal Supervisory Management
Develops an understanding of management theories and practical techniques for first-line supervisors. Teaches personal, interpersonal, technical, and administrative skills required of successful supervisors. Applies general supervision issues to a Native American tribal environment. Lecture. Credits: 3.

10-102-143-00 Managing Non Profit Organizations
Covers the day-to-day development and management of nonprofit organizations. Includes NPO status and structure, financial resource development, public relations, risk management, program planning and evaluation, board development, volunteer management, and financial management. Lecture. Credits: 3.

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 Business 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.

10-102-163-00 Small Business Management
Students apply the key elements of successful entrepreneurship to business scenarios, exercises, case studies, self-assessment, and other assignments to reinforce and apply the knowledge and skills required to plan a new business. The major assignments are focused on creating a start-up business plan. Lecture. Credits: 3.

10-102-190-00 Business Management Internship Capstone
Internship applies previously learned knowledge and skills in a real-work setting. Capstone provides students opportunity to expand management-specific expertise through additional study, research or other experience. Serves as culminating course for the Business Management program. Occupational. Credits: 3.

10-102-190-01 Business Management Internship Capstone
Applies previously learned skills in a real-work setting. Serves as a culminating course for the Business Management program. Occupational. Credits: 2.

10-102-191-00 Service Learning for Business
A credit-bearing, education experience in which students plan and participate in an organized service activity that meets identified community needs and then reflect on the service activity in such a way as to gain a broader appreciation of the discipline and an enhanced sense of civic responsibility. Lecture. Credits: 1. Prerequisite(s): 10-102-130-00 Principles of Management (C or better) and 10-102-152-00 Business Marketing (C or better).

Carpentry (410)

31-475-301-00 Carpentry I
An introduction to residential construction practices. Fundamentals of planning, layout, foundations, and rough framing are taught in theory and through the construction of a residential structure. An emphasis is placed upon sustainable building practices. Building codes are covered and applied in practice on the building site. Lab, Lecture. Credits: 5. Prerequisite(s): 31-475-303-00 Construction Safety (C or better).

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 - Capstone
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 Aided Design (606)

10-606-119-00 CAD Introduction
Teaches students how to create, store/retrieve, and produce a hardcopy of a computer-aided design two-dimensional drawing using AutoCAD software. Lab, Lecture. Credits: 2.

10-606-120-00 CAD Level I
Provides further knowledge of AutoCAD's two-dimensional drawing/editing features and some of its three-dimensional features. Lab, Lecture. Credits: 2. Prerequisite(s): 10-606-119-00 CAD Introduction (C or better) (concurrent enrollment is allowed).

Computer Software (103)

10-103-101-00 Computer Literacy Microsoft Windows
A beginning level course for individuals who have little or no computer experience. The student will learn how to perform basic computer operations that will include creating, saving, and managing files and folders in a Windows environment, as well as gain knowledge of web browser basics. Lecture. Credits: 1.

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
Provides practice in using basic word processing functions and features of MS Word. Lab, Lecture. Credits: 1.

10-103-117-00 MS Word Intermediate
Provides practice in using additional features of MS Word including tables, charts, form letters, mailing labels, and newsletters. Lab, Lecture. Credits: 1. Prerequisite(s): 10-103-115-00 MS Word Beginning (C or better).

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(s): 10-103-117-00 MS Word Intermediate (C or better) or 10-106-131-00 Integrated Computer Applications Int (C or better).

10-103-119-00 Desktop Publishing
Covers design and production of professional quality documents that combine text, graphics, and illustrations. Lab, Lecture. Credits: 2.

10-103-126-00 MS Excel Beginning
Develops skills in using basic spreadsheet functions of MS Excel for business users. Lab, Lecture. Credits: 1.

10-103-127-00 MS Excel Intermediate
Develops skills in using additional spreadsheet features including multiple worksheets, 3-D references, macro basics, charts, and databases. Lab, Lecture. Credits: 1. Prerequisite(s): 10-103-126-00 MS Excel Beginning (C or better) (concurrent enrollment is 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(s): 10-103-127-00 MS Excel Intermediate (C or better) (concurrent enrollment is 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(s): 10-103-135-00 MS Access Beginning (C or better).

10-103-137-00 MS Access Advanced
Develops skills using advanced features of MS Access that include working with advanced report and form techniques, and administering a database system. Lab, Lecture. Credits: 1. Prerequisite(s): 10-103-136-00 MS Access Intermediate (C or better).

10-103-141-00 MS Powerpoint Beginning
Develops skills in using basic graphics, layout, and slide show features to produce professional-looking presentations. 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(s): 10-103-141-00 MS Powerpoint Beginning (C or better).

10-103-143-00 MS Powerpoint Advanced
Develops skills using advanced features of MS PowerPoint that include working with multimedia and animated shapes. Lab, Lecture. Credits: 1. Prerequisite(s): 10-103-142-00 MS Powerpoint Intermediate (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
Covers basic features of QuickBooks. Topics will include an introduction to QuickBooks, reports, basic journal entries, recording cash receipts/ disbursements, sales, deposits, basic payroll, and bank reconciliations. Students planning to complete Survey of Accounting, Office Accounting, or Computerized Accounting should not enroll in QuickBooks Basics. Lab, Lecture. Credits: 1.

10-103-165-00 Web Page Development
Introduces and enhance skills in web page development using Dreamweaver. Topics include the basic of creating, modifying, and managing multimedia-rich web pages. Lab, Lecture. Credits: 2.

10-103-169-00 MS Publisher Beginning
Enables students to design and produce professional-quality MS Publisher documents that combine text, graphics, and illustrations suitable for print and digital media publication. Students learn basic MS Publisher functions, design principles, and applicable copyright law. Lab, Lecture. Credits: 1.

Cosmetology (502)

10-502-186-00 Instructional Planning and Design
Prepares educators to employ the performance-based instructional design process. Participants designate performance expectations, design learning plans, develop assessment tasks, and produce a syllabus. Participants may choose to apply the process to classroom, lab, onsite industrial, online, or other distance learning environments. [This course meets WTCS Certification Requirement #50 - Course/ Curriculum Construction.] Lecture. Credits: 2.

10-502-187-00 Teaching Methods
Prepares educators to create a learning environment that supports learners and results in the achievement of designated learning outcomes. Emphasizes teaching and learning techniques that promote active learning, support learners with a variety of learning preferences and needs, and generate continuous improvement in teaching and learning. [This course meets WTCS Certification Requirement #52-Teaching Methods] Lecture. Credits: 2.

10-502-188-00 Educational Evaluation
Prepares educators to design and implement the performance assessment component of a course. Places emphasis on the development of criterion-referenced performance assessment strategies, the application of varied assessment formats, and the use of assessment as a tool for improving teaching and learning. Participants will design performance assessment strategies for a course or other learning experience, create varied assessment tools, and summarize their assessment philosophy. [This course meets WTCS Certification Requirement #54 - Educational Evaluation] Lecture. Credits: 2.

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.

31-502-305-00 Cosmetology Professional Development
Provides an overview of the profession, an introduction to basic requirements of the program, and the use of informational resources on Nicolet Campus. 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.

31-502-308-00 Cosmetology Instructor Orientation
Students will be observing instructors in the classroom, lab, and clinic settings. Students will prepare lesson plans for theory and practical lessons, teach lessons under the supervision of licensed instructors, and learn the practical skills of supervising students in a clinical setting. Explores the goals of the instructor program and reviews the curriculum. Students will utilize the Wisconsin Department of Safety and Professional Services for instructor policies and procedures, discussing safety and first aid. Students will discuss student advising, recording keeping, and the interpersonal skills necessary for success in the Barber or Cosmetology profession. Lab, Lecture. Credits: 2.

31-502-309-00 Hair Sculpting 2 and Hair Styling
Builds on Hair Sculpting to perform full-service haircuts and styles. Create designs using a variety of forms and techniques. Each design will include all the aspects of full-services from greeting, consultation, delivery, and completion. Trends in haircutting and styling will be covered. Lecture. Credits: 2.

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.

31-502-311-00 Hair and Scalp Care
Teaches students to recognize how to care for the hair and scalp by doing an evaluation of the hair composition, structure, and condition of the scalp for the purpose of product selection. Proper drape, shampoo, and scalp massage are performed along with infection control and salon safety. Lab, Lecture. Credits: 2.

31-502-312-00 Basic Hair Sculpting
Covers a scientific approach to hair sculpting (cutting) through the use of art forms, analysis of design component, and knowledge of face profiles. Including practical concepts of sculpting (cutting) techniques that include a solid form, increased layer, graduation, and a uniform layer are performed using a variety of tools. Lab, Lecture. Credits: 2.

31-502-313-00 Chemical Services 2
Students build on permanent waving techniques, color techniques, perform chemical relaxing, and soft curl reformation. Students will incorporate consultation and analysis skills to choose the best product and techniques to meet the needs of the clients. Lecture. Credits: 2. Prerequisite(s): 31-502-309-00 Hair Sculpting 2 and Hair Styling (C or better) (concurrent enrollment is allowed) and 31-502-310-00 Mens Cut and Shave (C or better) (concurrent enrollment is allowed) and 31-502-378-00 Salon Services 1 (C or better) (concurrent enrollment is allowed).

31-502-314-00 Chemical Services 1
Students perform chemical services using permanent waving and hair coloring techniques. Students wrap and process hair to permanently curl into different curl and design textures. Students identify the chemicals used in permanent waving and hair coloring services. Students practice client consultations and all safety and sanitation procedures. 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 superfl uous 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(s): 31-502-378-00 Salon Services 1 (C or better) (concurrent enrollment is allowed).

31-502-319-00 Chemical Services 3
Problem-solving aspects of color correction and challenges in chemical texturizing and hair color services. Observe and research trends and techniques in chemical services within a salon setting. Create a marketable look using theoretical knowledge, application techniques in chemical texturizing, and hair color. Lecture. Credits: 2. Prerequisite(s): 31-502-371-00 Salon Insight (C or better) (concurrent enrollment is allowed) and 31-502-317-00 Skin Care (C or better) (concurrent enrollment is allowed) and 31-502-368-00 Salon Services 4 (C or better) (concurrent enrollment is 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(s): 31-502-306-00 Basic Cut and Style (C or better) (concurrent enrollment is 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(s): 31-502-307-00 Basic Texture and Color (C or better) (concurrent enrollment is 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. Prerequisite(s): 31-502-318-00 Salon Services 2 (C or better) and 31-502-317-00 Skin Care (C or better).

31-502-331-00 Salon Services 6
Integrated the theory, practice, and reflection of coursework by providing services to guests in school. Services will be offered on the student meeting minimum competence requirements. Clinical. Credits: 3. Prerequisite(s): 31-502-348-00 Salon Services 5 (C or better) (concurrent enrollment is allowed) and 31-502-319-00 Chemical Services 3 (C or better) (concurrent enrollment is allowed).

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.

31-502-346-00 Hairstyling 2
Study the composition and construction of a variety of wigs and hairpieces to make effective choices for salon guests. Employ design principles of balance, contrast, repetition, and asymmetry to create long hair designs for weddings, prom, and formal evenings. Lab, Lecture. Credits: 2. Prerequisite(s): 31-502-305-00 Cosmetology Professional Development (C or better) (concurrent enrollment is allowed) and 31-502-312-00 Basic Hair Sculpting (C or better) (concurrent enrollment is allowed) and 31-502-314-00 Chemical Services 1 (C or better) (concurrent enrollment is allowed) and 31-502-311-00 Hair and Scalp Care (C or better) (concurrent enrollment is allowed).

31-502-348-00 Salon Services 5
Students continue developing speed and proficiency in all areas of the advanced salon services-chemical services, cutting, barbering techniques, color, nail technology, and skin care with increased attention to individual client needs. Working together as a team and in cooperation with other students, students will be assessed on professional attitude, ethics, and conduct. Clinical. Credits: 3. Prerequisite(s): 31-502-371-00 Salon Insight (C or better) (concurrent enrollment is allowed) and 31-502-317-00 Skin Care (C or better) (concurrent enrollment is allowed) and 31-502-368-00 Salon Services 4 (C or better) (concurrent enrollment is allowed).

31-502-358-00 Product Knowledge
Provides students the opportunity to learn methods of product presentation and ways to educate the client about professional products. Students study the connection between retailing client retention, effective product consultation, and increased earning potential. Lecture. Credits: 1. Prerequisite(s): 31-502-305-00 Cosmetology Professional Development (C or better) (concurrent enrollment is allowed) and 31-502-312-00 Basic Hair Sculpting (C or better) (concurrent enrollment is allowed) and 31-502-314-00 Chemical Services 1 (C or better) (concurrent enrollment is allowed) and 31-502-311-00 Hair and Scalp Care (C or better) (concurrent enrollment is allowed).

31-502-368-00 Salon Services 4
Under the direct supervision of an instructor, students will provide services to clients in school salon. A full menu of services will be provided. Clinical. Credits: 2. Prerequisite(s): 31-502-358-00 Product Knowledge (C or better) (concurrent enrollment is allowed) and 31-502-346-00 Hairstyling 2 (C or better) (concurrent enrollment is allowed) and 31-502-330-00 Salon Services 3 (C or better) (concurrent enrollment is allowed) and 31-502-316-00 Nail Care (C or better) (concurrent enrollment is allowed).

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.

31-502-370-00 Salon Fundamentals
Prepares students for salon work by spending time with salon mentors learning salon safety, salon sanitation, customer communication, and procedures used when performing salon services. Aspects of successful salon ownership and management will be studied. Clinical, Lecture. Credits: 1.

31-502-371-00 Salon Insight
Introduces students to the beauty industry, how to job search, and professional relationships. Develop a portfolio, including resume, cover letter, and other pictures to use when seeking employment. Mock interviews will help with the transformation. Clinical, Lecture. Credits: 1. Prerequisite(s): 31-502-358-00 Product Knowledge (C or better) (concurrent enrollment is allowed) and 31-502-346-00 Hairstyling 2 (C or better) (concurrent enrollment is allowed) and 31-502-330-00 Salon Services 3 (C or better) (concurrent enrollment is allowed) and 31-502-316-00 Nail Care (C or better) (concurrent enrollment is allowed).

31-502-372-00 Salon Ecology
Introduces students to salon safety and sanitation. Presents three main concepts: microbiology, infection control, and first aid safety. Students can study ecology in the classroom and the salon. Clinical, Lecture. Credits: 1. Prerequisite(s): 31-502-309-00 Hair Sculpting 2 and Hair Styling (C or better) (concurrent enrollment is allowed) and 31-502-310-00 Mens Cut and Shave (C or better) (concurrent enrollment is allowed) and 31-502-378-00 Salon Services 1 (C or better) (concurrent enrollment is allowed).

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(s): 31-502-329-00 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 Blackboard. The course will help students increase critical and creative thinking skills and better prepare them for program and overall college success. Lecture. Credits: 1.

10-504-109-00 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.

10-504-129-00 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. 10-504-145-00 Rules of Evidence (C or better)

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.

10-504-145-00 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, Lecture. Credits: 1. Prerequisite(s): 10-504-708-00 Physical Fitness (C or better).

10-504-195-00 Criminal Justice Practicum
Involves a hands-on experience, which focuses on a specific area of the criminal justice system. This is primarily a field study course. The non-classroom learning environment will assist the student in developing self-directed learning skills. Also enables the students to increase their knowledge and their understanding of the complexities of the criminal justice system. In addition to gaining experience, the students will develop relationships with practitioners who can help them set their future career goals and possibly assist them in procuring future employment. Occupational. Credits: 3.

10-504-195-01 Criminal Justice Practicum
UNIT A Occupational. Credits: 1.

10-504-195-02 Criminal Justice Practicum
UNIT B Occupational. Credits: 1.

10-504-195-03 Criminal Justice Practicum
UNIT C Occupational. Credits: 1.

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(s): 10-504-701-00 Basic Patrol Response,10-504-902-00 Criminal Law.

10-504-700-01 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: 2.

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. Corequisite(s): 10-504-700-00 Introduction to Criminal Justice,10-504-703-00 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(s): 10-

504-705-00 Advanced Tactics.

10-504-702-01 Basic Tactics A
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 and Officer Wellness. Student learning will occur through lecture, on-campus lab activities, and the Department of Justice 720 Academy Integration Exercises Lab. Lab, Lecture. Credits: 2.

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(s): 10-504-701-00 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(s): 10-504-701-00 Basic Patrol Response (C or better). Corequisite(s): 10-504-709-00 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. Corequisite(s): 10-504-702-00 Basic Tactics,10-504-706-00 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. Corequisite(s): 10-504-705-00 Advanced Tactics,10-504-708-00 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, Domestics, and Report Writing. Student learning will occur through lecture and the Department of Justice 720 Academy Integration Exercises. Lab, Lecture. Credits: 3. Prerequisite(s): 10-504-703-00 Basic Investigations (C or better). Corequisite(s): 10-504-710-00 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(s): 10-504-706-00 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(s): 10-504-702-00 Basic Tactics (C or better). Corequisite(s): 10-504-704-00 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(s): 10-504-707-00 Intermediate Investigations.

10-504-900-00 Intro to Criminal Justice
Offers a broad overview of the criminal justice system with emphasis on law enforcement and related agencies. The American criminal justice system and its components are thoroughly examined. Particular emphasis is placed on the professional development as well as scientific achievements and technological developments of law enforcement. Lecture. Credits: 3. Prerequisite(s): 10-504-104-00 Criminal Justice Program Orientation (C or better).

10-504-901-00 Constitutional Law
Involves a detailed study of the legal aspects of arrest, search and seizure law. Emphasis is placed on the procedure of law and the accompanied process. Constitutional principles for procedure and constitutional safeguards outlined in the Bill of Rights as well as the balance of individual rights and freedoms against the rights of the state are explored in depth. Lecture. Credits: 3. Prerequisite(s): 10-504-900-00 Intro to Criminal Justice (C or better).

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. Corequisite(s): 10-504-700-00 Introduction to Criminal Justice.

10-504-903-00 Professional Communications
In order to ethically discharge their duties criminal justice professionals must community on a daily basis with a wide variety of people. This course is designed to prepare the law enforcement officer to communicate with the public in a professional manner, often time under extraordinary circumstances and conditions. Whether in patrol, corrections, dispatch, or the private sector, communications is a major part of the job. Because it is such a major part of the job, it is imperative to set communication skills in the context of the criminal justice professional. Lecture. Credits: 3. Prerequisite(s): 10-504-900-00 Intro to Criminal Justice (C or better).

10-504-904-00 Juvenile Law
Studies the juvenile justice system and how "juveniles" are legally defined. Parallels between juvenile and adult systems are also presented because certain types of offenders may be processed by either system. 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(s): 10-801-195-00 Written Communication (C or better) or 20-801-219-00 English Composition I (C or better).

10-504-906-00 Criminal Investigation Theory
Focuses on the investigative process. The intent of the course is to convey an understanding of the responsibilities of the first officer responding to crime scene. An overview of the investigative process includes crime scene processing, identification and processing of evidence. Lab includes hands-on fingerprinting and latent fingerprint processing as well as crime scene analysis/ investigation. Lecture. Credits: 3. 10-504-145-00 Rules of Evidence (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.

10-504-908-00 Traffic Theory
Provides an introduction of patrol procedures for law enforcement with emphasis on enforcement of traffic laws , investigation of traffic-related offenses

and traffic accidents , and procedures and practices of patrolling the community will be discussed. Students will participate in patrolling with a police vehicle. Course includes an on-scene accident investigation. 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. 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.

10-504-926-00 Tactical Skills
Students learn advanced tactical skills related to use of force situations. Students will learn material covered in DOJ topics Defense and Arrest Tactics, Use of Force Concepts, Firearms, Deadly Force Decision Making, Tactical Response, and Hazardous Materials. Lab, Lecture. Credits: 4.

10-504-927-00 Patrol Procedure Skills
Students will be introduced to advanced strategies dealing with patrol procedures and the skills necessary to be successful as a patrol officer. Students will cover the DOJ topics Emergency Vehicle Operation, Vehicle Contacts, and OMVWI/ SFST. Lab, Lecture. Credits: 5. Prerequisite(s): 10-504-900-00 Intro to Criminal Justice (C or better).

Culinary (316,317,109)

10-316-111-00 Garde Manger
Methods and techniques of preparing and presenting food specialties created in the garde manager department are practiced. Hors d'oeuvres, salads, garnishing, food displays, charcuterie, and culinary competition units are included. Lab, Lecture. Credits: 2.

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.

10-316-125-00 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. Prerequisite(s): 10-316-125-00 Food Theory (C or better) (concurrent enrollment is allowed) and 10-316-121-00 Sanitation and Safety Fundamentals (C or better) (concurrent enrollment is 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. Prerequisite(s): 10-316-121-00 Sanitation and Safety Fundamentals (C or better) and 10-316-125-00 Food Theory (C or better) and 10-316-126-00 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(s): 10-316-140-00 Food Practicum I (C or better) (concurrent enrollment is 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(s): 10-316-140-00 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(s): 10-316-140-00 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(s): 10-316-126-00 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(s): 10-316-152-00 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. Prerequisite(s): 10-316-121-00 Sanitation and Safety Fundamentals (C or better) and 10-316-125-00 Food Theory (C or better) and 10-316-126-00 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. Prerequisite(s): 10-316-115-00 Culinary Math (C or better) and 10-316-125-00 Food Theory (C or better) and 10-316-126-00 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. Prerequisite(s): 10-316-141-00 Food Practicum II (C or better) and 10-316-150-00 Catering (C or better) and 10-316-151-00 Advanced Professional Cooking (C or better) and 10-316-152-00 Professional Baking (C or better) and 10-316-155-00 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(s): 10-316-170-00 Restaurant Practicum I (C or better) (concurrent enrollment is 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(s): 10-316-115-00 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.

10-316-190-00 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. Prerequisite(s): 10-103-115-00 MS Word Beginning (C or better) and 10-316-115-00 Culinary Math (C or better) and 10-316-121-00 Sanitation and Safety Fundamentals (C or better) and 10-316-125-00 Food Theory (C or better) and 10-316-126-00 Food Production Principles (C or better) and 10-801-195-00 Written Communication (C or better) and 10-809-197-00 Contemporary Amer Society (C or better) and 10-316-111-00 Garde Manger (C or better) and 10-316-130-00 Nutrition (C or better) and 10-316-140-00 Food Practicum I (C or better) and 10-316-141-00 Food Practicum II (C or better) and 10-801-196-00 Oral Interpersonal Communication (C or better) and (10-809-166-00 Intro to Ethics Theory and Application (C or better) or 20-809-225-00 Ethics (C or better)).

10-316-190-01 Culinary Internship
Placement in selected restaurant establishments to gain experience in work situations. Introductory work plans will be constructed to include multiple aspects of the food service industry. Occupational. Credits: 1.

10-316-190-02 Culinary Internship
Continuation of placement in selected restaurant establishments to gain experience in work situations. Advanced work plans will be constructed to include multiple aspects of the food service industry. Occupational. Credits: 1.

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(s): 10-316-141-00 Food Practicum II (C or better).

Dental (508)

10-508-101-00 Dental Health Safety
Prepares dental auxiliary students to respond proactively to dental emergencies, control infection, prevent disease, adhere to OSHA standards, and safely manage hazardous materials. Students also take patient vital signs and collect patient medical/ dental histories. Prerequisite: Students must be currently recognized/ certified in basic life support procedures for a healthcare provider, including cardiopulmonary resuscitation prior to enrollment in this course. Lab. Credits: 1.

10-508-102-00 Oral Anatomy Embry Histology
Prepares dental hygienist students to apply detailed knowledge about oral anatomy to planning, implementation, assessment, and evaluation of patient care. Students identify distinguishing characteristics of normal and abnormal dental, head, and neck anatomy and its relationship to tooth development, eruption and health. Lab, Lecture. Credits: 4.

10-508-103-00 Dental Radiography
Prepares dental auxiliary students to operate x-ray units and expose bitewing, periapical, extra oral, and occlusal radiographs. Emphasis is placed on protection against x-ray hazards. Students also process, mount, and evaluate radiographs for diagnostic value. In this course students demonstrate competency on a mannequin. In addition, students expose bitewing radiographs on a peer, role-play patient. Students gain further experience in exposing radiographs on patients in the clinical portion of their program. This course also provides the background in radiographic theory required for students to make informed decisions and adjustments. Clinical, Lecture. Credits: 2. Prerequisite(s): 10-508-101-00 Dental Health Safety (C or better) (concurrent enrollment is allowed) and 10-508-102-00 Oral Anatomy Embry Histology (C or better) (concurrent enrollment is allowed).

10-508-105-00 Dental Hygiene Process 1
Introduces dental hygiene students to the basic technical/ clinical skills required of practicing Dental Hygienists including use of basic dental equipment, examination of patients, and procedures within the dental unit. Under the direct supervision of an instructor, students integrate hands-on skills with entry-level critical thinking and problem-solving skills. The course also reinforces the application of Dental Health Safety skills. Clinical, Lecture. Credits: 4. Prerequisite(s): 10-508-101-00 Dental Health Safety (C or better) (concurrent enrollment is allowed) and 10-508-102-00 Oral Anatomy Embry Histology (C or better) (concurrent enrollment is allowed).

10-508-106-00 Dental Hygiene Process 2
Introduces the application of fluoride and desensitizing agents, whole mouth assessments, comprehensive periodontal examinations, application of sealants, and patient classification. Students also begin performing removal of supragingival stain, dental plaque, calcified accretions, and deposits. In addition, students gain further experience in exposing radiographs on patients. Reinforces the application of Dental Health Safety skills. Clinical, Lecture. Credits: 4. Prerequisite(s): 10-508-102-00 Oral Anatomy Embry Histology (C or better) and 10-508-103-00 Dental Radiography (C or better) and 10-508-109-00 Cariology (C or better) (concurrent enrollment is allowed).

10-508-107-00 Dental Hygiene Ethics Professionalism
Helps student dental hygienists develop and apply high professional and ethical standards. Students apply the laws that govern the practice of dental hygiene to their work with patients, other members of a dental team, and the community. Emphasis is placed on maintaining confidentiality and obtaining informed consent. Students enhance their ability to present a professional appearance. Lecture. Credits: 1. Prerequisite(s): 10-508-117-00 Dental Hygiene Process 4 (C or better) (concurrent enrollment is allowed).

10-508-108-00 Periodontology
Prepares student dental hygienists to assess the periodontal health of patients, plan prevention and treatment of periodontal disease, and to evaluate the effectiveness of periodontal treatment plans. Emphasis is placed on the recognition of the signs and causes of periodontal disease and on selection of treatment modalities that minimize risk and restore periodontal health. Lab, Lecture. Credits: 3. Prerequisite(s): 10-806-197-00 Microbiology (C or better) and 10-508-102-00 Oral Anatomy Embry Histology (C or better) and 10-508-103-00 Dental Radiography (C or better) and 10-508-106-00 Dental Hygiene Process 2 (C or better) (concurrent enrollment is allowed).

10-508-109-00 Cariology
Focuses on the characteristics and contributing factors of dental decay. Dental Hygiene students help patients minimize caries risk by developing treatment plans, communication methods to patients, and evaluating treatment results. Lecture. Credits: 1. Prerequisite(s): 10-806-197-00 Microbiology (C or better) and 10-508-106-00 Dental Hygiene Process 2 (C or better) (concurrent enrollment is allowed).

10-508-110-00 Nutrition and Dental Health
Prepares student dental hygienists to counsel patients about diet and its impact on oral health. Students learn to distinguish between balanced and unbalanced diets and to construct diets that meet the needs of patients with compromised dental/ oral health. Students also learn to counsel patients about the effect of eating disorders on dental health. Lecture. Credits: 2. Prerequisite(s): 10-508-109-00 Cariology (C or better) (concurrent enrollment is allowed).

10-508-111-00 General and Oral Pathology
Prepares the student dental hygienist to determine when to consult, treat, or refer clients with various disease, infection or physiological conditions. Students learn to recognize the signs, causes, and implications of common pathological conditions including inflammatory responses, immune disorders, genetic disorders, developmental disorders of tissues and cysts, oral tissue trauma, and neoplasm of the oral cavity. Lecture. Credits: 3. Prerequisite(s): 10-508-103-00 Dental Radiography (C or better) and 10-508-102-00 Oral Anatomy Embry Histology (C or better).

10-508-112-00 Dental Hygiene Process 3
Builds on and expands the technical/ clinical skills student dental hygienists developed in Dental Hygiene Process 2. In consultation with the instructor, students apply independent problem-solving skills in the course of providing comprehensive care for calculus case 1, 2, and 3 patients and peri-case type 0, I, II, and III patients. Dental Hygiene Process 3 introduces root detoxification using hand and ultra-sonic instruments, manipulation of files, use of oral irrigators, selection of dental implace prophylaxis treatment options, and administration of chemotherapeutic agents. Students also adapt care plans in order to accommodate patients with special needs. Clinical, Lecture. Credits: 5. Prerequisite(s): 10-508-106-00 Dental Hygiene Process 2 (C or better) and 10-508-108-00 Periodontology (C or better) and 10-508-109-00 Cariology (C or better).

10-508-113-00 Dental Materials
Prepares dental auxiliary students to handle and prepare dental materials such as liners, bases, cements, amalgam, resin restorative materials, gypsum products, and impression materials. Students also learn to take alginate impressions on mannequins and clean removable appliances. Lab, Lecture. Credits: 2. Prerequisite(s): 10-508-101-00 Dental Health Safety (C or better) and 10-508-102-00 Oral Anatomy Embry Histology (C or better).

10-508-114-00 Dental Pharmacology
Prepares student dental hygienists to select safe and effective patient pre-medication, local anesthetic, chemo-therapeutic and anti-microbial agents within the scope of dental hygiene practice. Students will also learn to recognize potential pharmacological contraindications for specific patients and to take measures to avoid negative impact or alert other members of the dental team to possible negative impact. Lecture. Credits: 2. Prerequisite(s): 10-806-197-00 Microbiology (C or better) and 10-508-112-00 Dental Hygiene Process 3 (C or better) (concurrent enrollment is allowed).

10-508-115-00 Community Dental Health
Prepares the Dental Hygiene student to play a proactive role in improving the dental health of community members of all ages. Students perform and interpret dental health research to determine community dental health needs. They also participate in the development, implementation, and evaluation of a community dental health program. Lecture. Credits: 2. Prerequisite(s): 10-508-101-00 Dental Health Safety (C or better) and 10-508-112-00 Dental Hygiene Process 3 (C or better) (concurrent enrollment is allowed).

10-508-116-00 Dental Pain Management
Prepares the student dental hygienist to work within the scope of a dental hygiene practice to manage pain for dental patients. Students learn to prevent and manage common emergencies related to administration of local anesthesia, prepare the armamentarium, and administer local anesthesia. This course also addresses the recommendation of alternative pain control measures. Lab. Credits: 1. Prerequisite(s): 10-508-102-00 Oral Anatomy Embry Histology (C or better) and 10-508-112-00 Dental Hygiene Process 3 (C or better) (concurrent enrollment is allowed) and 10-508-114-00 Dental Pharmacology (C or better) (concurrent enrollment is allowed).

10-508-117-00 Dental Hygiene Process 4
Builds on and expands the technical/ clinical skills student dental hygienists developed in Dental Hygiene Process 3. With feedback from the instructor, students manage all aspects of cases in the course of providing comprehensive care for calculus case type 0, 1, 2, and 3 patients and for perio case type 0, I, II, and III patients. Emphasizes maximization of clinical efficiency and effectiveness. Prepares student dental hygienists to demonstrate their clinical skills in a formal examination situation. Clinical. Credits: 4. Prerequisite(s): 10-508-107-00 Dental Hygiene Ethics Professionalism (C or better) (concurrent enrollment is allowed) and 10-508-110-00 Nutrition and Dental Health (C or better) and 10-508-111-00 General and Oral Pathology (C or better) and 10-508-112-00 Dental Hygiene Process 3 (C or better) and 10-508-113-00 Dental Materials (C or better) and 10-508-114-00 Dental Pharmacology (C or better) and 10-508-115-00 Community Dental Health (C or better) and 10-508-118-00 Dental Anxiety and Pain Management (C or better).

10-508-118-00 Dental Anxiety and Pain Management
This course prepares the student dental hygienist to work within the scope of dental hygiene practice to manage anxiety and pain for dental patients. Students learn to prepare and administer local anesthesia and nitrous oxide safely. The course also addresses the recommendation of alternative pain control measures. Lab, Lecture. Credits: 2. Prerequisite(s): 10-508-102-00 Oral Anatomy Embry Histology (C or better) and 10-508-106-00 Dental Hygiene Process 2 (C or better).

10-508-120-00 Dental Office Management
Prepares dental auxiliary students to manage telephones, appointments, recall systems, and inventory. Students also develop the skills need to process accounts receivable and payable, collections, and third party reimbursements. Students use dental software programs. Lecture. Credits: 2.

10-508-150-00 Dental Hygiene Transition into Practice
Prepares students to transition from the educational dental hygiene setting to the career of dental hygiene. Students will prepare for various licensure examinations, prepare a resume, visit practice settings, critically evaluate dental hygiene publications, and apply quality assurance and management principles to the practice of dental hygiene. Lecture. Credits: 1. Prerequisite(s): 10-508-117-00 Dental Hygiene Process 4 (C or better) (concurrent enrollment is allowed).

10-508-155-00 Dental Hygiene National Board Review
An elective course which is not offered on campus, but through an online resource. The company makes the course available for all students who register for up to one year, and offers additional one-on-one support for any student who is unsuccessful on the National Boards. The review involves 18 different Dental Hygiene topics (such as test taking strategies), plus a Comprehensive Exam section. At the end of most topics there is a test section to review and reinforce the most important sections of each topic. The Comprehensive Exam is to be used by the students after completing the other review topics to check on the level of their preparedness for the exam. Access and/ or tutoring are also available on an individual basis if a student needs to use the Review after their classes' year of access has expired. Lecture. Credits: 1. Prerequisite(s): 10-508-117-00 Dental Hygiene Process 4 (C or better).

10-508-160-00 Success Strategies for Dental Hygienists
Provides students with the tools needed for success in the vital, practical and realistic methods of critical thinking skills for dental hygienists. Decision making, problem solving, analysis of ideas, troubleshooting, creativity, setting goals and objectives are highlights of the course. Lab. Credits: 1.

10-508-304-00 Dental and General Anatomy
Prepares dental assistant students to apply fundamentals of general and dental anatomy to informed decision-making and to professional communication with colleagues and patients. Lab. Credits: 2.

31-508-302-00 Dental Chairside
Prepares dental assistant students to chart oral cavity structures, dental pathology, and restorations and to assist a dentist with basic dental procedures including examinations, pair control, amalgam restoration, and cosmetic restoration. Students will also develop the ability to educate patients about preventative dentistry, brushing and flossing techniques, and dental procedures, using lay terminology. Throughout the course, students will apply decoding strategies to the correct use and interpretation of dental terminology. Lab, Lecture. Credits: 5. Prerequisite(s): 10-508-101-00 Dental Health Safety (C or better) (concurrent enrollment is allowed) and 10-508-304-00 Dental and General Anatomy (C or better) (concurrent enrollment is allowed) and 10-508-113-00 Dental Materials (C or better) (concurrent enrollment is allowed) or 10-508-113-00 Dental Materials (C or better) (concurrent enrollment is allowed).

31-508-304-00 Dental and General Anatomy
Prepares dental assistant students to apply fundamentals of general and dental anatomy to informed decision-making and to professional communication with colleagues and patients. Lecture. Credits: 2.

31-508-306-00 Dental Assistant Clinical
Students apply skills developed in Dental and General Anatomy, Dental Health Safety, Dental Chairside, Dental Materials, Dental Radiography, and Professionalism in a clinical setting with patients. Emphasizes integration of core abilities and basic occupational skills. They will be able to collect diagnostic and treatment data, manage infection and hazard control, perform clinical supportive treatments (four handed dentistry, maintain instruments, etc.), take diagnostic radiographs, perform dental laboratory procedures, provide patient oral health instruction, assist in managing medical emergencies, model professional behaviors, ethics, and appearance. Lecture, Occupational. Credits: 3. Prerequisite(s): 10-508-101-00 Dental Health Safety (C or better) (concurrent

enrollment is allowed) and 31-508-302-00 Dental Chairside (C or better) (concurrent enrollment is allowed) and 31-508-304-00 Dental and General Anatomy (C or better) (concurrent enrollment is allowed) and 10-508-103-00 Dental Radiography (C or better) (concurrent enrollment is allowed) and 10-508-113-00 Dental Materials (C or better) (concurrent enrollment is allowed) and 31-508-307-00 Dental Assistant Professional (C or better) (concurrent enrollment is allowed).

31-508-307-00 Dental Assistant Professional
Prepares dental assistant students for professional success in a dental practice or another dental health care environment. Students develop professional appearance and image. More importantly, they learn to work within ethical guidelines and legal frameworks. In preparation for entering the workforce, dental assistants customize or develop their portfolios and lay out an ongoing professional development plan. Lecture. Credits: 1.

31-508-308-00 Dental Chairside Advanced
Prepares Dental Assistant students to adapt chairside skills to assist with dental specialties as they are performed in general practice. Focuses on pediatric dentistry, orthodontics, oral maxillofacial surgery, endodontics, periodontic, and prosthodontics. Students will also develop the ability to assist with sealants, perform coronal polishing, and apply topical fluoride and topical anesthetics. Lab, Lecture. Credits: 5. Prerequisite(s): 31-508-302-00 Dental Chairside (C or better) (concurrent enrollment is allowed) and 31-508-309-00 Dental Laboratory Procedures (C or better) (concurrent enrollment is allowed).

31-508-309-00 Dental Laboratory Procedures
Prepares Dental Assistant students to produce alginate impressions and fabricate diagnostic models, oral appliances, temporary restorations, and custom trays. Students also polish oral appliances. Lab, Lecture. Credits: 4. Prerequisite(s): 10-508-113-00 Dental Materials (C or better) and 31-508-304-00 Dental and General Anatomy (C or better)) (concurrent enrollment is allowed) and 31-508-304-00 Dental and General Anatomy (C or better) (concurrent enrollment is allowed) 10-508-304-00 Dental and General Anatomy (C or better)) (concurrent enrollment is allowed) and 31-508-308-00 Dental Chairside Advanced (C or better).

31-508-310-00 Dental Radiography Advanced
Prepares dental auxiliary students to operate x-ray units and expose bitewing, periapical, extra oral, and occlusal radiographs. Emphasis is placed on protection against x-ray hazards. Students also process, mount, and evaluate radiographs for diagnostic value. Students demonstrate competency on a manikin. In addition, students expose bitewing radiographs on a peer/ role-play patient. Lecture. Credits: 1. Prerequisite(s): 10-508-113-00 Dental Materials (C or better) and 31-508-308-00 Dental Chairside Advanced (C or better) (concurrent enrollment is allowed) and 31-508-308-00 Dental Chairside Advanced (C or better) (concurrent enrollment is allowed).

31-508-311-00 Dental Assistant Clinical Advanced
Dental Assistant students apply skills developed in Dental Chairside Advanced, Dental Lab Procedures, Dental Radiography-Advanced, and Dental Office Procedures in a clinical setting with patients. Emphasizes integration of core abilities and basic and advanced occupational skills. Occupational. Credits: 2. Prerequisite(s): 31-508-306-00 Dental Assistant Clinical (C or better) and 31-508-308-00 Dental Chairside Advanced (C or better) (concurrent enrollment is allowed) and 31-508-309-00 Dental Laboratory Procedures (C or better) (concurrent enrollment is allowed) and 31-508-310-00 Dental Radiography Advanced (C or better) (concurrent enrollment is allowed) and 10-508-120-00 Dental Office Management (C or better) (concurrent enrollment is allowed).

Early Childhood Education (307)

10-307-148-00 ECE Foundations of Early Childhood Ed
Introduces the student to the early childhood profession. Students will integrate strategies that support diversity and anti-bias perspectives, investigate the history of early childhood education, summarize types of early childhood education settings, identify the components of a quality early childhood education program, summarize responsibilities of early childhood education professionals, and explore early childhood curriculum models. Lecture. Credits: 3.

10-307-151-00 ECE Infant and Toddler Development
Students will study infant and toddler development as it applies to an early childhood education settings. Students will integrate strategies that support diversity and anti-bias perspectives, analyze development of infants and toddlers (conception to three years), correlate prenatal conditions with development, summarize child development theories, analyze the role of heredity and the environment, examine research-based models, and examine culturally and developmentally appropriate environments for infants and toddlers. Lecture. Credits: 3.

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
Examines the topics of health, safety, and nutrition within the context of the early childhood educational setting. Integrates strategies that support diversity and anti-bias perspectives; follow governmental regulations and professional standards as they apply to health, safety, and nutrition; provide a safe early childhood program; provide a healthy early childhood program; provide a nutritionally, sound early childhood program; adhere to child abuse and neglect mandates; apply Sudden Infant Death Syndrome (SIDS) risk reduction strategies; incorporate health, safety, and nutrition concepts into the children's curriculum. Lecture. Credits: 3.

10-307-171-00 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(s): 10-307-151-00 ECE Infant and Toddler Development (C or better).

10-307-174-00 ECE Practicum 1
Students will learn about and apply the course competencies in an actual childcare setting. Students will document children's behavior, explore the standards for quality early childhood education, explore strategies that support diversity and anti-bias perspectives, implement activities developed by the co-op teacher/ instructor, demonstrate professional behaviors, practice caregiving routines as curriculum, practice positive interpersonal skills with children and adults, analyze the guiding principles and the five developmental domains related to the WI Early Learning Standards, integrate the WI Early Learning Standards into the program's teaching cycle (ongoing assessment, planning and curriculum goals, and implementation), and evaluate learning and assessment activities using the early learning standards for each individual child. Independent Study Hours, Lecture. Credits: 3. Prerequisite(s): 10-307-151-00 ECE Infant and Toddler Development (C or better) and 10-307-167-00 ECE Health Safety and Nutrition (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(s): 10-307-166-00 ECE Curriculum Planning (C or better).

10-307-179-00 ECE Child Development
Examines child development within the context of the early childhood education setting. Students will analyze social, cultural, and economic influences on child development; summarize child development theories; analyze development of children age three through age eight, summarize the methods and designs of child development research; and analyze the role of heredity and environment. Lecture. Credits: 3.

10-307-180-00 Preschool Capstone
The capstone is the last course all students take prior to completing the Preschool Credential. Covers and revisits some important themes from the prior five courses. Students will synthesize the information and demonstrate mastery through the completion of a portfolio. Clinical. Credits: 3. Prerequisite(s): 10-307-178-00 ECE Art Music and Language Arts (C or better) and 10-307-188-00 ECE

Guiding Child Behavior (C or better) and 10-307-148-00 ECE Foundations of Early Childhood Ed (C or better) and 10-307-167-00 ECE Health Safety and Nutrition (C or better) and 10-307-179-00 ECE Child Development (C or better).

10-307-181-00 Infant Toddler Capstone
The capstone is the last course all students take prior to completing the Infant Toddler Credential. Covers and revisits some important themes from the prior five courses. The student will synthesize the information and demonstrate mastery through the completion of a portfolio. Clinical. Credits: 3. Prerequisite(s): 10-307-151-00 ECE Infant and Toddler Development (C or better) and 10-307-171-00 Infant and Toddler Group Care (C or better) and 10-307-195-00 ECE Family and Community Relationships (C or better).

10-307-187-00 ECE Children with Differing Abilities
Focuses on the child with differing abilities in an early childhood setting. Students will integrate strategies that support diversity and anti-bias perspectives; provide inclusive programs for young children; apply legal and ethical requirements including, but not limited to ADA and IDEA; differentiate between typical and exceptional development; analyze the differing abilities of children with physical, cognitive, health/ medical, communication, and/ or behavioral/ emotional disorders; work collaboratively with community and professional resources; utilize an individual education plan (IEP/ IFSP) for children with developmental differences; adapt curriculum to meet the needs of children with developmental differences; and cultivate partnerships with families who have children with developmental differences. Lecture. Credits: 3.

10-307-188-00 ECE Guiding Child Behavior
Examines positive strategies to guide children's behavior in the early childhood education setting. Students will integrate strategies that support diversity and anti-bias perspectives, summarize early childhood guidance principles, analyze factors that affect the behavior of children, practice positive guidance strategies, develop guidance strategies to meet individual needs, and create a guidance philosophy. Lecture. Credits: 3.

10-307-192-00 ECE Practicum 2
Students will learn to identify children's growth and development, maintain the standards for quality early childhood education, practice strategies that support diversity and anti-bias perspectives, implement student teacher-developed activity plans, identify the elements of a developmentally appropriate environment, implement positive guidance strategies, demonstrate professional behaviors, utilize care giving routines as curriculum, and utilize positive interpersonal skills with children and adults. Independent Study Hours, Lecture. Credits: 3. Prerequisite(s): 10-307-174-00 ECE Practicum 1 (C or better) and 10-307-178-00 ECE Art Music and Language Arts (C or better) and 10-307-188-00 ECE Guiding Child Behavior (C or better).

10-307-194-00 ECE Math, Science, & Social Studies
Focuses on beginning-level curriculum development in the specific content areas of math, science and social studies. Students will integrate 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, create developmentally appropriate science activities, create developmentally appropriate math activities, and create developmentally appropriate social studies activities. Lecture. Credits: 3. Prerequisite(s): 10-307-166-00 ECE Curriculum Planning (C or better).

10-307-195-00 ECE Family and Community Relationships
Examines the role of relationships with family and community in early childhood education. Students will implement strategies that support diversity and anti-bias perspectives when working with families and community; analyze contemporary family patterns, trends, and relationships; utilize effective communication strategies; establish on-going relationships with families; advocate for children and families; and work collaboratively with community resources. Lecture. Credits: 3.

10-307-197-00 ECE Practicum 3
Learn about and apply the ability to assess children's growth and development, implement the standards for quality and early childhood education, integrate strategies that support diversity and anti-bias perspectives, build meaningful curriculum, provide a developmentally appropriate environment, facilitate positive guidance strategies, evaluate one's own professional behaviors and practices, lead care giving routines as curriculum, utilize positive interpersonal skills with children, and utilize positive interpersonal skills with adults. Independent Study Hours, Lecture. Credits: 3. Prerequisite(s): 10-307-192-00 ECE Practicum 2 (C or better) and 10-307-194-00 ECE Math Science and Soc St (C or better). Corequisite(s): 10-307-199-00 ECE Practicum 4.

10-307-198-00 ECE Administering an ECE Program
Focuses on the administration of an early childhood education program. Students learn to integrate strategies that support diversity and anti-bias perspectives, analyze the components of an ECE facility, design an ECE program, analyze the aspects of personnel supervision, outline financial components of an ECE program, apply laws and regulations related to an ECE facility, and advocate for the early childhood profession. Lecture. Credits: 3.

10-307-199-00 ECE Practicum 4
Learn about and apply the ability to analyze children's growth and development based on assessment integrate strategies that support diversity and anti-bias perspectives, promote professional behaviors and practices, implement meaningful curriculum, create respectful reciprocal relationships, evaluate early childhood education programs for quality, and explore professional options in early childhood education. Independent Study Hours, Lecture. Credits: 3. Corequisite(s): 10-307-197-00 ECE Practicum 3.

Economics (809)

10-809-195-00 Economics
This course is designed to give an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic system, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues. 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.

Electrician (413, 414)

50-413-531-00 ABC 1 Construction Electrician
Provides related instruction for construction electrician apprentices. Lecture. Credits: 2.

50-413-750-00 DC Electricity for Industrial Electricians
This course introduces the fundamental concepts of and computations related to DC electricity. Emphasis is placed on circuit analysis and the problem solving skills necessary for the maintenance of modern industrial electric systems. Competencies related to metering and safe use of measuring devices are included. Lab. Credits: 2.

50-413-751-00 AC Electricity for Industrial Electricians
This course is designed to introduce the industrial electrical apprentice to the basic concepts of alternating current. Emphasis is placed on circuit analysis and

the problem solving skills necessary for the maintenance of modern industrial electric systems. Lab. Credits: 2.

50-413-752-00 Codes for Industrial Electricians 1: Introduction to the NEC
This course introduces the apprentice to the layout and purpose of the National Electric Code. It also strives to teach the apprentice proper methodology to research a code question and correctly interpret what they are reading. Various examples in the textbook and activity sheets help guide the apprentice through this process. Apprentices will research the structure of the National Electric Code and define the requirements of the code that are common to all electrical installations. In addition, apprentices will examine the installation requirements for fire pumps, emergency systems and fire alarms. This is the first course module of 8 dealing with electrical codes applicable to the trade. Lab. Credits: 0.50.

50-413-753-00 Codes for Industrial Electricians 2: OCPD and Electrical Device Installations
In this module of Codes for Industrial Electricians, apprentices will learn how to plan for the installation of overcurrent protection devices and how to select the proper boxes, cabinets and conduits for industrial electrical installations as called for in the NEC and other electrical codes. This is the second of 8 course modules on the NEC. Lab. Credits: 0.50.

50-413-754-00 Codes for Industrial Electricians 3: Article 250 Part A
Course three of 8 examines the application of grounding to industrial electrical situations as required by the NEC and other electrical codes. Lab. Credits: 0.50.

50-413-755-00 Codes for Industrial Electricians 4 Article 250 Part B
Course four of 8 on the NEC continues to examine Article 250 and grounding applications for industrial electrical installations. Apprentices will complete their review of this portion of the NEC and examine additional related electrical codes in effect across Wisconsin. Lab. Credits: 0.50.

50-413-756-00 Codes for Industrial Electricians 5: Article 300, Cords/ Cables, and Hazardous Installations
Course five of 8 examines article 300 of the NEC and wiring methods for industrial electrical applications. In addition, apprentices will determine sizing requirements for cords and cables for installations common to industrial facilities. Finally, the course will identify code requirements for equipment installations in hazardous locations. Lab. Credits: 0.50.

50-413-757-00 Codes for Industrial Electricians 6: Conductors, Raceways and Data/ Communication Cables
Course six of 8 covers the selection of proper conductors and raceways for industrial electrical installations as required by the NEC and other electrical codes. In addition, course competencies will include examining the installation requirements for data and communication cables. Lab. Credits: 0.50.

50-413-758-00 Codes for Industrial Electricians 7: Motors and Generators
Course seven of 8 reviews the code requirements for the selection of electrical components for typical industrial electrical motor installations. Course module includes sizing of controls, conductors, switches, branches, and more. Lab. Credits: 0.50.

50-413-759-00 Codes for Industrial Electricians 8: Transformers
Course eight of 8 reviews the electrical code requirements which provide for the protection of various industrial transformer installations. Course competencies include developing plans, sizing equipment and components, safety, and references to applicable sections of the NEC. Lab. Credits: 0.50.

50-413-760-00 Industrial Electrician Transformers
This course is designed to introduce the Industrial Electrician Apprentice to the basic concepts of single and three-phase transformers. The course will cover transformer theory, turns, current and voltage ratios as well as proper connections and use of various transformers. Lab. Credits: 1.

50-413-761-00 Industrial Electrician Motors and Generators
This is the first course of 3 courses for industrial electrician apprentices to explore motor controls. This course introduces concepts, terminology, and safety. In addition, this is designed to give the Industrial Electrician Apprentice the knowledge required by industry to maintain electric motors and generators. This course material will cover DC motors and generators, single-phase and three-phase motors, as well as alternators. Lab. Credits: 1.

50-413-762-00 Industrial Electrician Motor Controls 1
This course will lead you through the fundamentals of electric motor control. 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. 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. Credits: 1.

50-413-763-00 Industrial Electrician Motor Controls 2
This is the second course of 3 and examines motor controls applicable to the industrial electrician trade. Lab. Credits: 1.

50-413-764-00 Industrial Electrician Motor Controls 3
This is the third of three courses examining motor controls applicable to the industrial electrician trade. Applications and assessment activities are intended in this course. Lab. Credits: 1.

50-413-765-00 Power Systems & Variable Speed Drives for Industrial Electricians
This course provides the opportunity for students to learn about power systems and variable speed drives (VSD's). Topics include electricity, electronics, power transmissions, motor operations, AC and DC motor drives, servo and stepper drives, peripherals and communication. Apprentices will also explore closed loop control, feedback devices, and drive maintenance and the troubleshooting of VSD's. Course includes lab/ shop and classroom lecture-lab hours. Lab. Credits: 2.

50-413-766-00 Fluid Power Systems for Industrial Electricians - Pneumatics
This is a pneumatics course customized for industrial electrician apprentices who deal with fluid power systems. This course will relate the basics of pneumatic theory and pneumatic components. Safety and the interrelationship between pneumatic power with electrical control is emphasized. Lab. Credits: 0.50.

50-413-767-00 Fluid Power Systems for Industrial Electricians - Hydraulics
The hydraulics course is customized for Industrial Electricians and relates the basics of hydraulic theory and hydraulic components. Safety and the interrelationship between hydraulic power with electrical control is emphasized. Lab. Credits: 0.50.

50-413-768-00 Industrial Electrician Solid State Electronics
This course provides the apprentice with the skills and knowledge for troubleshooting basic solid-state devices and circuits. The construction, identification, and operating characteristics of solid-state devices are investigated. The apprentice builds test circuits, gathers and analyzes data, and follows safety procedures. Methods for locating defective components are applied. The replacement of printed circuit board components is performed. Also examined is the effect of temperature on the operation of solid-state devices. Lab. Credits: 2.

50-413-769-00 Industrial Electrician Programmable Logic Controllers 1
This course is designed to teach the fundamentals of programmable logic controller and its programming software. The first course of 3 will introduce terminology, concepts, print reading and safety. Lab. Credits: 1.

50-413-770-00 Industrial Electrician Programmable Logic Controllers 2
This is the second of 3 courses for industrial electrician apprentices. Lab. Credits: 1.

50-413-771-00 Industrial Electrician Programmable Logic Controllers 3
This is the third course of 3 for industrial electrician apprentices. PLC applications and assessment projects are planned. Lab. Credits: 1.

50-413-772-00 Green Awareness for the E&I Trades
Green Awareness for the E&I Trades examines new and emerging technologies influenced by green trends which are impacting work processes today and in the future. The course introduces apprentices to green related knowledge and skills. Green topics covered in this course include energy efficiency; energy conservation; changes in state, national and local codes; lighting alternatives; alternative energy generation; energy efficient motors, drives, controllers and equipment; eliminating toxic materials and reducing wastes; and specific 'green' applications for the various trades involved under the E&I trades. Lab, Lecture. Credits: 1.

50-413-773-00 Safety & Print Reading for Industrial Electricians
This course will acquaint the apprentice with the interpretation of "Prints" (blueprints) and other engineering and manufacturing documentation. The primary focus of the course will be on the basics of prints and how they are used to convey information to technicians. Application of electrical prints from industrial settings will be studied. Lab. Credits: 0.50.

50-414-721-00 Intro to Instrumentation and Measurement for E&I
Apprentices will learn to describe and explain the make-up of an automatic control loop, the function of each of the control loop elements and the terms used to describe the loop performance and characteristics and perform mathematical functions associated with offset math and apply the concepts tom common signaling systems use used in process control systems. Course will examine the principles, methods and devices used to measure flows, temperatures, pressures, levels, and densities in various industrial process applications. Course will explore common methods and types of equipment used to measure chemical components of a material or stream. This course was formerly the MOD-11 unit in related instruction. Lab. Credits: 2.

50-414-722-00 Process Control for E&I
Apprentices will learn to describe and explain the make-up of an automatic control loop, the function of each of the control loop elements and the terms used to describe the loop performance and characteristics and to perform mathematical functions associated with offset math and apply the concepts to common signaling systems use used in process control systems. Course examines the various methods of transmitting sensor signals and lists the advantages/ disadvantages of each type of system. The principles associated with various types of control valves and accessories used as final control elements within a process are applied to common work processes. Apprentices will learn to explain the purpose of the process controller and the characteristics of a properly tuned process control loop; and the basic theory of Distributed Control Systems and describe the physical make-up and design considerations of the DCS systems. This course was formerly the MOD-12 unit for related instruction. Lab. Credits: 2.

50-414-723-00 Motor Controls for E&I Trades
Course explores the basic operation and applications for solid-state devices in motor control installations, the construction and operation of the various types of electromagnetic and solid-state relays, and the principles of operation and applications for photoelectric and proximity control devices. Apprentices will learn to describe the various mechanical and electronic methods used in accelerating and decelerating AC and DC motors and explain the construction and theory of operation of electronic DC and AC motors drives and controllers. Course covers the construction and operation of the various sensors and telemetry devices employed in electronic control of motors. Apprentices will learn how to gather information, select test equipment, and implement the proper techniques in troubleshooting an electrical motor control circuit. This course was formerly the MOD-13 unit in related instruction. Lab. Credits: 2.

Electromechanical Technology (620)

10-620-100-00 Basic Electronics
DC and AC circuit analysis from an electromechanical perspective. Topics covered include Ohm's Law, Watt's Law, series and parallel circuits, transformers and relays. Emphasis will be placed on troubleshooting and measurement of circuit parameters. Lab, Lecture. Credits: 3.

10-620-105-00 Hydraulics and Pneumatics for Electromech
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.

10-620-107-00 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(s): 10-462-126-00 Industrial Electronic Concepts (C or better).

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.

10-620-115-00 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.

10-620-121-00 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(s): 10-462-126-00 Industrial Electronic Concepts (C or better).

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(s): 10-620-115-00 PLC Systems I (C or better).

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.

10-620-140-00 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(s): 10-620-130-00 PLC Systems II (C or better).

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.

10-620-150-00 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.

10-620-155-00 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(s): 10-620-135-00 Industrial Robotics Systems (C or better).

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. Prerequisite(s): 10-620-105-00 Hydraulics and Pneumatics for Electromec (C or better) and 10-620-110-00 Mechanical Concepts for Electromech (C or better).

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. Prerequisite(s): 10-620-130-00 PLC Systems II (C or better) and 10-620-135-00 Industrial Robotics Systems (C or better).

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. Prerequisite(s): 10-620-121-00 Industrial Electronics II (C or better) and 10-620-130-00 PLC Systems II (C or better).

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.

Electronics (660)

31-660-311-00 Introduction to Electricity
A basic introduction to electricity. Brief electrical theory, the quantities of voltage, current, resistance, and power will be discussed. Ohm's Law, series circuits, and multimeter usage are covered. Operation of the electronics open-lab and an introduction to electrical safety will also be included. Lab, Lecture. Credits: 1. Prerequisite(s): 32-660-301-00 Electronic Calculations 1 (C or better) (concurrent enrollment is allowed).

31-660-312-00 DC Circuits
Concentrates on the DC characteristics of circuits and electrical components. Coverage will include parallel and series-parallel circuits, batteries, electromagnetism, inductors/ coils, and capacitors. Lab, Lecture. Credits: 1. Prerequisite(s): 31-660-311-00 Introduction to Electricity (C or better) (concurrent enrollment is allowed).

31-660-313-00 Introduction to Alternating Current
Covers the generation of alternating current and voltage. Properties of an AC waveform such as period, frequency, peak, RMS, average and peak-to-peak are included. Three-phase voltage will also be introduced. Laboratory activities using the oscilloscope/ scopemeter are performed to verify theory. Lab, Lecture. Credits: 1. Prerequisite(s): 31-660-312-00 DC Circuits (C or better) and 32-660-302-00 Electronic Calculations 2 (C or better) (concurrent enrollment is allowed).

31-660-314-00 AC Circuits
Covers the AC characteristics of inductors, transformers, and capacitors. Reactive properties and series and parallel RC, RL and RLC circuits are discussed with emphasis on operation with minimal calculations. Topics include reactance, phase angle, and fundamental AC power concepts such as power triangle and power factor. Lab, Lecture. Credits: 1. Prerequisite(s): 31-660-313-00 Introduction to Alternating Current (C or better) (concurrent enrollment is allowed).

31-660-321-00 Industrial Electronic Devices 1
Provides an introduction to semiconductor principles and operation. Diode types, characteristics, and operation are presented. Methods for testing and troubleshooting are investigated. Diode applications are presented with emphasis on rectification and DC power supplies. Zener diodes and packaged linear regulators are studied and applied. Lab, Lecture. Credits: 1. Prerequisite(s): 31-660-314-00 AC Circuits (C or better).

31-660-322-00 Industrial Electronic Devices 2
The transistor is applied as a switch and basic biasing is presented. Basic power field effect transistor function is introduced. Power control components are studied including the SCR, Triac, solid-state relays and insulted-gate bipolar transistors. Pulse width modulation is introduced, along with application to DC motor speed control. Testing and troubleshooting are also included. Lab, Lecture. Credits: 1. Prerequisite(s): 31-660-321-00 Industrial Electronic Devices 1 (C or better).

31-660-341-00 Intro Power Systems and Circuit Protection
The operation and make-up of single- and three-phase power distribution systems found in commercial and industrial installations are investigated. Common three phase wye and delta systems are emphasized. Methods of circuit protection using fuses and circuit breakers are introduced. Instruments are applied for testing and troubleshooting. Lab, Lecture. Credits: 1. Prerequisite(s): 31-660-314-00 AC Circuits (C or better).

31-660-351-00 DC Generators and Motors
Basic DC generator and motor concepts, emphasizing practical characteristics and construction are presented. Machine ratings, operating characteristics, measurement, and testing are utilized to support the theory. Emphasis is placed on shunt and permanent magnet motors. Motor maintenance is introduced. Lab, Lecture. Credits: 1. Prerequisite(s): 31-660-314-00 AC Circuits (C or better) (concurrent enrollment is allowed).

31-660-352-00 AC Motors
Basic single- and three-phase motor concepts, emphasizing practical characteristics and construction, are presented. Machine ratings, operating characteristics, measurement, and testing are utilized to support the theory. Emphasis is placed on three-phase motors and their application. Basic three-phase starting and control systems are introduced, along with ladder logic. Lab, Lecture. Credits: 1.

31-660-353-00 AC Motor Controls
Methods of controlling AC motors beyond simple on/ off control are explored. These included reduced voltage starting methods, electronic soft starting and speed control using adjustable frequency drives. Basic theory, set-up and troubleshooting are supported through hands-on activities with actual industrial equipment. Lab, Lecture. Credits: 1. Prerequisite(s): 31-660-361-00 Industrial Control Devices (C or better).

31-660-361-00 Industrial Control Devices
Control elements found in industrial systems are investigated. These include switching elements, optical and proximity sensors, control relays, and timers. The function and application of these devices are studied, with emphasis on troubleshooting, testing, and use of control diagrams. Lab, Lecture. Credits: 1. Prerequisite(s): 31-660-352-00 AC Motors (C or better).

31-660-371-00 Industrial Maintenance Practices
Common practices in industrial maintenance will be explored, including practices for industrial wiring systems, lighting, motors, controls, and mechanical components. Safe working practices are also included in this course. Lab, Lecture. Credits: 1. Prerequisite(s): 31-660-353-00 AC Motor Controls (C or better).

32-660-301-00 Electronic Calculations 1
The first in a series of three courses designed to prepare students for basic electronics coursework. Starts with a review of basic math operations and covers the topics of fractions, decimal conversions, exponents, signed numbers, metric notation, square roots, evaluation of three variable expressions, graphing, unit conversions, efficiency, and percent error. Lab, Lecture. Credits: 1.

32-660-302-00 Electronic Calculations 2
The second in a series of three courses. Continues to increase the student's ability to solve algebraic expressions relating to electronics. Additional topics include sine wave analysis, introduction to right angle trigonometry, and the evaluation of trigonometric functions. Lab, Lecture. Credits: 1. Prerequisite(s): 32-660-301-00 Electronic Calculations 1 (C or better).

Emergency Medical Services (531)

30-531-301-00 Emergency Medical Technician
Covers all emergency medical techniques currently considered to be within the responsibilities of the EMT who is providing emergency care with an ambulance service. Meets the standards established for certification by the state of Wisconsin and the National Registry of Emergency Medical Technicians. Lab,

Lecture. Credits: 5.

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(s): 30-531-301-00 Emergency Medical Technician (C or better).

30-531-305-00 EMR to EMT Transition Course
This course will teach the emergency medical responder (EMR) the necessary material to transition to the emergency medical technician (EMT) level. Students must have current Wisconsin EMR certification with advanced skills and current AHA Healthcare Provider level CPR or equivalent to register. Lab, Lecture. Credits: 3.

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(s): 10-801-195-00 Written Communication (C or better) or 20-801-219-00 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(s): 20-801-219-00 English Composition I (C or better) or 10-801-195-00 Written Communication (B 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. Lecture. Credits: 3. Prerequisite(s): 20-801-219-00 English Composition I (C- or better) or 10-801-195-00 Written Communication (B or better).

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(s): 20-801-227-00 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 Report Proposal and Grant Writing
Introduction to the theory and practice of preparing and analyzing reports and proposals intended for businesses, governmental agencies, and/ or private and corporate foundations. Individual assignments and group projects include text documents and oral presentations. Lecture. Credits: 3. Prerequisite(s): 10-801-197-00 Technical Reporting (D- or better) or 20-801-223-00 English Composition II (D- or better).

20-801-235-00 British Lit19th Century to Present
Examines fiction, poetry, and drama from the Romantic Revival to the Contemporary period. 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.

20-801-248-00 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 tests 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.

20-801-248-07 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.

20-801-255-00 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(s): 20-810-201-00 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.

Equipment Operations (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.

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. 77-854-780-00 Principles of College Math (C or better) or UW Math Placement Basic Math score >= 250 or Accuplacer Algebra score >= 24 or Tailwind Math Math Fund score >= 16

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 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 Getting Hired
Students develop an individualized, results-oriented job search strategy and research less well-known employment sources to access the "hidden job market." Emphasis is on creating personalized career search documents that get noticed, interviewing effectively in a variety of situations, and projecting a professional image during both the job search and the first days and weeks on the new job. Lecture. Credits: 1.

20-890-205-00 Service Learning
Integrates local or global service with academic study, providing students with an opportunity to serve communities, apply knowledge gained in the classroom, enhance their critical thinking skills, and become informed, active, responsible, and ethical citizens. Topics and requirements vary each semester. Lecture, Occupational. Credits: 3.

20-890-205-01 Service Learning Guatemala
Integrates community service in Guatemala with academic study. In addition to Spanish language immersion, students experience and gain insight into the social, political, economic, cultural, geographic, and educational aspects of Guatemala. Student service work may be in varying areas of children's education including literacy, ESL, art, music, environmental science, health, and nutrition. Students serve the communities, apply knowledge gained in the classroom, enhance their critical thinking skills, and become informed, active, responsible, and ethical global citizens. Lecture, Occupational. Credits: 3.

Geographic Info Systems (178)

10-178-100-00 Global Positioning Systems
Gives students knowledge of the Global Positioning System (GPS) with both conceptual and hands-on applications. GIS software and real-world applications will also be introduced. Lab, Lecture. Credits: 2.

10-178-110-00 Remote Sensing
Explores the fundamental concepts and applications of remote sensing. Various hands-on remote sensing analysis techniques will be covered during laboratory sessions , including image interpretation and classification for local and regional areas. Laboratory emphasis will be placed on practical applications of remote sensing techniques and technologies. Lab, Lecture. Credits: 3.

10-178-113-00 Computer Cartography
Focuses on basic cartographic and visualization concepts and techniques to effectively convey spatial information to a reader or audience. Students will apply standard statistical techniques for analyzing data and then develop effective map displays of that characterize the most salient spatial results from that statistical analysis. Students will design basic cartographic products such as choropleth maps, contour maps, dot maps, and proportional symbol maps using GIS and they will participate in - in-class map critique sessions. They will explore advanced visualization techniques such as integrating data, text, and graphics, developing web maps, and animating maps to show temporal change. Lab, Lecture. Credits: 2.

10-178-115-00 Data Acquisitions in GIS
Learn about and engage in the acquisition, conversion, and creation of digital data. Equipment used will include but not be limited to digitizers, scanners, utilization of remote sensing data, and a Global Positioning System (GPS). Lab, Lecture. Credits: 3. Prerequisite(s): 10-806-160-00 Geographic Information Systems (C or better).

10-178-120-00 Programming in ArcGIS
Learn and apply basic-oriented programming skills applicable to ESRI's ArcGIS software package. Web-based programming and simple web interfaces will be explored. Upon completion of this course, students will have amassed sample

code for future use as well as acquired the skills to customize GIS applications. Lab, Lecture. Credits: 3.

10-178-125-00 Visualization in GIS
Continue to examine and apply 3-D GIS technology. Students will use ArcGIS software along with the 3-D Analyst extension. Additionally, students will utilize a GeoWall for 3-D visualization. Lab, Lecture. Credits: 3. Prerequisite(s): 10-152-120-00 Introduction to Programming (C or better) (concurrent enrollment is allowed).

10-178-130-00 Analysis of Spatial Data
Leads students through the analytical capabilities of GIS. Course begins with the more elementary, but useful techniques involving locating and describing features, then proceeds to more advanced techniques based on higher-level spatial objects. Lab exercises utilize the Spatial Analyst Extension of ArcGIS to perform analysis of raster datasets. Lab, Lecture. Credits: 3. Prerequisite(s): 10-804-189-00 Introductory Statistics (C or better) and 10-178-115-00 Data Acquisitions in GIS (C or better) (concurrent enrollment is allowed).

10-178-135-00 Practical Applications in GIS
Gives students either a real-world project using GIS in conjunction with a public/ private agency or a project suitable in the student's field of interest. The instructor must approve all independent project before the student begins working on it. Lab, Lecture. Credits: 3. Prerequisite(s): 10-178-115-00 Data Acquisitions in GIS (C or better).

10-178-190-00 Internship Cooperative Education in GIS
A field/ office/ lab experience in the GIS area. Course is designed to provide contact involving a variety of responsibilities and skills related in the GIS field. Students who meet the criteria for an internship are matched with available options. Special interest and requirements of the skills of the internship position are taken into consideration. Occupational. Credits: 2.

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 (201)

10-107-185-00 Web Page Fundamentals
Introduces graphic design students to web page principles beginning with building simple web pages using graphics and continuing on to build web pages with greater layout control by using table design and forms. In addition, they will have introductory experience using HTML and Cascading Style Sheets (CSS) as an important component of dynamic HTML pages and hands-on experience using in-line, embedded, and external style sheets to create dynamic pages that allow for more control over the attributes of a web page. Lab. Credits: 3.

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(s): 10-201-109-00 Design (C or better) or 20-815-209-00 Design (C or better) (concurrent enrollment is 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. Prerequisite(s): 10-201-175-00 Computer Graphics (C or better) and 10-201-181-00 Graphic Design (C or better) and (10-201-109-00 Design (C or better) or 20-815-209-00 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(s): 10-201-140-00 Basic Photography (C or better) or 20-815-240-00 Basic Photography (C or better).

10-201-165-00 Compositing and Visual Effects
Students learn basics of motion graphic design and post-production processes in a digital video workflow environment. Emphasis on creating independent animated pieces which visually communicate a message and creating effects and post-production corrections/ modifications consistent with provided conceptual direction in a collaborative environment. Topics include color correction, basics and principles of motion graphic design and effects software, typography for screen, video compositing and image correcting, rotoscoping, basics and principles of visual effects, basics and principles of graphic animation (news and television graphics, lower thirds, animated logos, etc.), and compression and delivery for various media. Lab. Credits: 3. Prerequisite(s): 10-201-184-00 Introduction to Digital Media (C or better) (concurrent enrollment is allowed).

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. Prerequisite(s): (10-201-101-00 Art Appreciation (C or better) or 20-815-201-00 Art Appreciation (C or better)) and (10-201-113-00 Painting (C or better) or 20-815-213-00 Painting (C or better) or 20-815-215-00 Watercolor (C or better)) and (10-201-140-00 Basic Photography (C or better) or 20-815-240-00

Basic Photography (C or better)) and (10-201-110-00 Life Drawing (C or better) or 20-815-210-00 Life Drawing (C or better)) and 10-201-160-00 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. Prerequisite(s): 10-201-175-00 Computer Graphics (C or better) and 10-201-181-00 Graphic Design (C or better) (concurrent enrollment is allowed) and (10-201-109-00 Design (C or better) or 20-815-209-00 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. Prerequisite(s): 10-201-181-00 Graphic Design (C or better) and 10-201-175-00 Computer Graphics (C or better) and (10-201-109-00 Design (C or better) or 20-815-209-00 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(s): 10-201-176-00 Advanced Computer Graphics (C or better) (concurrent enrollment is 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(s): 10-201-176-00 Advanced Computer Graphics (C or better) (concurrent enrollment is allowed).

Heavy Equipment Operator (447)

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 - Field Experience Level I
In this course, the student will learn about the pre-operational checks and operator maintenance tasksfor 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(s): 50-447-510-00 Heavy Equip Operator Classrm Level I (C or better) (concurrent enrollment is 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(s): 50-447-511-00 Heavy Equip Operator Field Exp Level I (C or better).

50-447-513-00 Heavy Equipment Operator - Field Experience 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(s): 50-447-512-00 Heavy Equip Operator Classrm Level II (C or better) (concurrent enrollment is 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(s): 50-447-513-00 Heavy Equip Operator Field Exp Level II (C or better).

50-447-515-00 Heavy Equipment Operator - Field Experience Level III
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 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(s): 50-447-514-00 Heavy Equip Operator Classrm Level III (C or better) (concurrent enrollment is allowed).

History (803)

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.

Industrial Equip Mechanic (462)

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(s): 10-462-110-00 Mechanical Concepts 1 (C or better) (concurrent enrollment is allowed).

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.

10-462-125-00 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.

10-462-130-00 Industrial PC Applications
Helps students develop skills in working with PC's to connect to PLC's, update drivers, install software, backup and restore files for PLC systems. Produce basic documents for preventive maintenance, share documents, use remote access and web based tools and locate resources using internet tools. Lecture. Credits: 2.

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(s): 10-462-125-00 Basic Pneumatics for Industrial Mechanic (C or better).

10-462-142-00 Hydraulic Operations for Industrial Mech
Provides the application of basic hydraulic principles into typical industrial circuits, and helps develop skills in understanding hydraulic components and their interaction to each other in demonstration circuits. Lab, Lecture. Credits: 2. Prerequisite(s): 10-462-120-00 Basic Hydraulics for Industrial Mechanic (C or better).

10-462-144-00 Mechanical Concepts
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 the industrial mechanic. Lab, Lecture. Credits: 4.

10-462-146-00 Pump Systems
Designed to give the student understanding and experience with various types of industrial pumps and drive mechanisms. Basic understanding of centrifugal pumps, theory of operation, installation, maintenance and troubleshooting of pumps and their systems. Students will work with Laser Alignment, and advanced linear slides, brakes and clutches. Lab, Lecture. Credits: 3. Prerequisite(s): 10-462-110-00 Mechanical Concepts 1 (C or better) (concurrent enrollment is allowed).

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.

10-462-152-00 Troubleshooting PLC Systems
Designed to use the basic and advanced electrical and electronic control devices in control simulated and actual automated industrial machines. Motor starters, PLC operations, air logic controllers, and electro pneumatic components will be investigated. Lab, Lecture. Credits: 3. Prerequisite(s): 10-462-126-00 Industrial Electronic Concepts (C or better).

10-462-154-00 Mechanical Print Reading and Schematics
Allows the student to learn the symbols used in the maintenance industry and to put those symbols into circuits and diagrams. A unit is also given on blueprint reading consisting of basic symbols and reading the dimensions from various blueprints. Lecture. Credits: 1.

10-462-156-00 Repair Automated Manufacturing Equipment
Designed to give the student understanding and experience with various types of automated equipment, including lock out tag out procedures, set up operation, troubleshooting, and repair of machinery and its components. Lab, Lecture. Credits: 4. Prerequisite(s): 10-462-126-00 Industrial Electronic Concepts (C or better).

10-462-160-00 Industrial Fluid Process Control Systems
Provides a hands-on approach to the study of fluid handling systems in industry. A wide variety of system components, including pumps, piping, flow control devices, flow measuring devices, level control, and related industrial instrumentation will be studied. Lab, Lecture. Credits: 3. Prerequisite(s): 10-620-121-00 Industrial Electronics II (C or better).

10-462-162-00 Advanced Machine Troubleshooting and Repair
Designed to give the student understanding and experience in machine troubleshooting. Methods of analyzing equipment failure will be investigated. Techniques for machine repair will be performed with the integration of each of four major disciplines in machine operation. Independent Study Hours, Lecture. Credits: 2. Prerequisite(s): 10-462-152-00 Troubleshooting PLC Systems (C or better) and 10-462-156-00 Repair Automated Manufacturing Equipment (C or better) and 10-462-144-00 Mechanical Concepts (C or better).

10-462-164-00 Preventative and Periodic Maintenance
Designed to give the student the opportunity to research the items to be inspected in a preventive maintenance program. Students develop preventive maintenance schedules and perform actual inspections of mechanical, fluid power, and electrical systems. Lecture. Credits: 2.

10-462-190-00 Industrial Maintenance Capstone
Offers industrial maintenance students the opportunity to incorporate content from the first three semesters while focusing on personal interests within the field of industrial maintenance. 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 Industrial Mechanical Technician. Lab. Credits: 2. Prerequisite(s): 10-462-156-00 Repair Automated Manufacturing Equipment (C or better) and 10-462-111-00 Mechanical Concepts 2 (C or better) and 10-462-152-00 Troubleshooting PLC Systems (C or better).

10-462-191-00 Electromech Capstone
Offers electromechanical technology students the opportunity to incorporate content from the first three semesters while focusing on personal interests within the field of industrial electronics. 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.

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.

Information Technology (107,150,152,154)

10-107-127-00 IT Careers
Students research career possibilities in the IT field career and the paths and skills necessary to obtain those positions. 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(s): 10-150-110-00 Networking Fundamentals (C or better) and 10-154-140-00 PC Maintenance and Troubleshooting (C or better).

10-107-190-00 Information Technology Internship
Provides a structured practical work experience in which students apply the skills and concepts of information technology under the supervision of an affiliated business and a coordinating instructor. Occupational. Credits: 3.

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.

10-150-130-00 Networking 2
This course identifies LAN equipment used in business today. The student will gain an understanding of routers and switches, their function, and how to configure the Internetworking Operating System (IOS) on both Routers and Switches for LAN communications. Students will configure and setup various LAN hardware to implement a workable local area network to include routing protocols, subnetting, variable length subnetting, Layer 2 switching and VLANS. Lab, Lecture. Credits: 3. Prerequisite(s): 10-150-110-00 Networking Fundamentals (C or better).

10-150-141-00 Networking 3
Students will explore advanced network configurations, including security features on both switches and routers, Network address translation, and access control lists. This course also explores advanced routing protocols and troubleshooting of the network configurations. The student will gain an understanding IPv6 and explore Wide Area Networks and their place in the enterprise network environment. Lab, Lecture. Credits: 3. Prerequisite(s): 10-150-130-00 Networking 2 (C or better).

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(s): 10-150-110-00 Networking Fundamentals (C or better).

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 Server Operating Systems
Teaches basic network design, implementation, and management using Windows 2003 Server. Students install networking operating system software for servers. They establish file sharing, print sharing, log-in security, user profiles, create directory structure, implement disaster recovery strategies, configure web services, implement group policies, investigate security controls, and manage and monitor the system for performance. Lab, Lecture. Credits: 3. Prerequisite(s): 10-150-110-00 Networking Fundamentals (C or better).

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.

10-152-125-00 Database Design and Implementation
Students learn to develop webpages that access and manipulate databases that they have created. Lab, Lecture. Credits: 4. Prerequisite(s): 10-152-115-00 Database 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. Prerequisite(s): 10-152-115-00 Database Fundamentals (C or better) and 10-152-120-00 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(s): 10-152-115-00 Database Fundamentals (C or better) and 10-152-120-00 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. Prerequisite(s): 10-152-115-00 Database Fundamentals (C or better) (concurrent enrollment is allowed) and 10-152-120-00 Introduction to Programming (C or better) (concurrent enrollment is 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(s): 10-152-115-00 Database Fundamentals (C or better) (concurrent enrollment is allowed) and 10-152-120-00 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. Prerequisite(s): 10-152-146-00 Programming 2 (C or better) (concurrent enrollment is allowed) and 10-152-183-00 Interactive Web Programming (C or better) (concurrent enrollment is allowed).

10-152-156-00 Simulation and Game Programming
Students learn about object oriented programming techniques using simulation software. Lab, Lecture. Credits: 3. Prerequisite(s): 10-152-120-00 Introduction to Programming (C or better).

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(s): 10-152-146-00 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. Prerequisite(s): 10-152-115-00 Database Fundamentals (C or better) and 10-152-120-00 Introduction to Programming (C or better).

10-154-140-00 PC Maintenance and Troubleshooting
Students will maintain and troubleshoot PC hardware and peripherals, as well as configure and upgrade PC components and modules. Students will also learn to maintain and troubleshoot PC operating systems. Lab, Lecture. Credits: 3.

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. Prerequisite(s): 10-150-110-00 Networking Fundamentals (C or better) and 10-154-140-00 PC Maintenance and Troubleshooting (C or better).

10-154-165-00 Project Management
The student will learn the tools and techniques of project management. The student will become familiar with the five process groups of project management and will gain experience in applying the nine knowledge areas of project management. Lab, Lecture. Credits: 3.

10-154-170-00 Help Desk Fundamentals
Students will gain knowledge and experience in applying the techniques used in problem troubleshooting, end-user support, and customer service. Students will also become familiar with and apply the tools used in user supply and help desk operations. Lab, Lecture. Credits: 3. Prerequisite(s): 10-150-110-00 Networking Fundamentals (C or better) and 10-154-140-00 PC Maintenance and Troubleshooting (C or better).

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.

Laboratory Assistant (513)

10-513-110-00 Basic Lab Skills
Explores health career options and the fundamentals principles and procedures performed in the clinical laboratory. Students will utilize medical terminology and basic laboratory equipment. Students will follow required safety and infection control procedures and perform simple laboratory test. Lab. Credits: 1. Prerequisite(s): 10-501-104-00 Culture of Healthcare (C or better) (concurrent enrollment is allowed) and 31-509-302-00 Human Body in Health and Disease (C or better) (concurrent enrollment is allowed). Corequisite(s): 10-513-111-00 Phlebotomy.

10-513-111-00 Phlebotomy
Provides opportunities for learners to perform routine venipuncture, routine capillary puncture, and special collection procedures. Lab, Lecture. Credits: 2. Corequisite(s): 10-513-110-00 Basic Lab Skills.

10-513-147-00 Phlebotomy Preceptorship
Provides opportunities for learners to gain experience performing venipunctures, capillary punctures, special collection procedures, waived laboratory testing, and to transport and process laboratory specimens at a clinical site. Occupational. Credits: 2. Prerequisite(s): 10-513-111-00 Phlebotomy (C or better) (concurrent enrollment is allowed) and 10-513-110-00 Basic Lab Skills (C or better) (concurrent enrollment is allowed).

Land Surveying (607)

10-607-101-00 Surveying Drafting I
Presents methods of drafting and calculating techniques relating to land, engineering, and construction surveying. Preparation of maps, traverse, and area calculations are presented. Lab, Lecture. Credits: 3. Prerequisite(s): 10-607-104-00 Surveying I (C or better) (concurrent enrollment is allowed) and 10-804-115-00 College Technical Math 1 (C or better) (concurrent enrollment is allowed).

10-607-102-00 Surveying Drafting II
Continues Surveying Drafting I. Students learn additional drafting, calculating, and mapping techniques. Calculation of horizontal curves, vertical curves, and volumes are also presented. Lab, Lecture. Credits: 3. Prerequisite(s): 10-607-101-00 Surveying Drafting I (C or better) and 10-607-105-00 Surveying II (C or better) (concurrent enrollment is allowed) and 10-804-116-00 College Technical Math 2 (C or better) (concurrent enrollment is allowed).

10-607-103-00 Legal Elements of Land Surveying
Presents legal principles and concepts relating to land and land location. Also presents professional land surveying practices and methods. Lab, Lecture. Credits: 3. Prerequisite(s): 10-607-105-00 Surveying II (C or better).

10-607-104-00 Surveying I
Covers the fundamental principles of plane surveying. Topics include an introduction to surveying, theory of measurement and errors, field notes, linear measurements, transit and theodolite operations, traversing, and the compass. Lab, Lecture. Credits: 3. Prerequisite(s): 10-607-101-00 Surveying Drafting I (C or better) (concurrent enrollment is allowed).

10-607-105-00 Surveying II
Continues Surveying I, with additional plane surveying concepts and techniques. Topics include traversing and traverse calculations, leveling stadia, topographic surveying, and mapping. Lab, Lecture. Credits: 3. Prerequisite(s): 10-607-104-00 Surveying I (C or better).

10-607-106-00 Surveying III
Principles of advanced surveying are presented. Topics include total station operation, coordinating geometry applications, astronomical observations, state plane coordinates, and computer applications for surveying calculations. Lab, Lecture. Credits: 3. Prerequisite(s): 10-607-105-00 Surveying II (C or better) and 10-607-102-00 Surveying Drafting II (C or better).

10-607-107-00 Land Subdivision Drawing
Covers legal requirements for land subdivision planning and design. Topics include state and county land division regulations, soil testing for on-site waste disposal systems, preparation of maps of survey, certified surveys, and an introduction to computer-aided drafting for land surveying. Lab, Lecture. Credits: 3. Prerequisite(s): 10-607-105-00 Surveying II (C or better).

10-607-108-00 Advanced Land Subdivision Drawing
Continues Land Subdivision Drawing I, with emphasis on the design and preparation of a state approved plat. Also includes an introduction of geographic information systems. Lab, Lecture. Credits: 3. Prerequisite(s): 10-607-107-00 Land Subdivision Drawing (C or better).

10-607-109-00 Route Location
Covers methods of surveying for highway transportation systems including reconnaissance, preliminary survey, and highway design including curves, and construction stakeout. Students learn and practice required field procedures. Lab, Lecture. Credits: 3. Prerequisite(s): 10-607-105-00 Surveying II (C or better) and 10-607-102-00 Surveying Drafting II (C or better) and 10-607-107-00 Land Subdivision Drawing (C or better) (concurrent enrollment is allowed).

10-607-110-00 Boundary Location
Covers principles and practices of land boundary retracement surveys and field practice in retracing boundary locations. Lab, Lecture. Credits: 3. Prerequisite(s): 10-607-106-00 Surveying III (C or better) and 10-607-107-00 Land Subdivision Drawing (C or better) and 10-607-103-00 Legal Elements of Land Surveying (C or better) (concurrent enrollment is allowed).

10-607-112-00 Surveying IV
Designed to introduce students to the basics of remote sensing, GPS, various map projections, and how to work between them. Introduces students to the latest technology they will encounter in the work place. Lab, Lecture. Credits: 3. Prerequisite(s): 10-607-106-00 Surveying III (C or better) and 10-607-107-00 Land Subdivision Drawing (C or better).

Marketing (104)

10-104-111-00 Marketing Principles
Introduces modern marketing. Students study the role of marketing in business and society and will be introduced to marketing planning. Students will learn the difference between total and target markets as well as how to apply the marketing mix of pricing, promotion, product, and physical distribution to a marketing strategy. Lecture. Credits: 3.

10-104-112-00 Marketing Management
Examines the market place, including retailing, wholesaling, selling, pricing, promotion, distribution, and product development. The student applies marketing planning to a business and determines a marketing strategy, including marketing costs. Lecture. Credits: 3. Prerequisite(s): 10-104-111-00 Marketing Principles (C or better).

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.

10-104-135-00 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.

10-104-145-00 Marketing Research
Explores the methods of collecting data through marketing research and analyzing data gathered. Includes problem definition, planning, secondary and primary data, survey design, and data collection and interpretation. Lecture. Credits: 3. Prerequisite(s): 10-103-126-00 MS Excel Beginning (C or better) (concurrent enrollment is allowed).

10-104-175-00 Marketing Internship Capstone
Applies previously learned skills in a real (or simulated) work environment. Serves as a culminating course for marketing. Occupational. 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. Accuplacer Algebra score >= 35 or ACT Math score >= 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(s): 10-804-115-00 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. Accuplacer Algebra score >= 35 or ACT Math score >= 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(s): 77-854-780-00 Principles of College Math (C or better) or Accuplacer Algebra score >= 35 or UW Math Placement Basic Math score >= 250 or ACT Math score >= 18 or Tailwind Math Math Fund score >= 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. Prerequisite(s): 10-834-110-00 Elem Algebra with Apps (C or better) or 10-804-107-00 College Mathematics (C or better) or 10-804-134-00 Mathematical Reasoning (C or better) or Accuplacer Arithmetic score >= 107 or (UW Math Placement Basic Math score >= 365 and UW Math Placement Algebra score >= 300) or Tailwind Math Math Fund score >= 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. Prerequisite(s): 10-834-110-00 Elem Algebra with Apps (C or better) or 10-804-134-00 Mathematical Reasoning (C or better) or (UW Math Placement Basic Math score >= 365 and UW Math Placement Algebra score >= 300) or ACT Math score >= 20 or Tailwind Math Math Fund score >= 40.

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. Prerequisite(s): 20-804-220-00 Intermediate Algebra (C or better) or 20-804-250-00 Quantitative Reasoning (C or better) or (UW Math Placement Basic Math score >= 365 and UW Math Placement Algebra score >= 416) or Tailwind Math Adv Alg score >= 47.

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. 10-804-134-00 Mathematical Reasoning (C or better) or 10-834-110-00 Elem Algebra with Apps (C or better) or (UW Math Placement Basic Math score >= 365 and UW Math Placement Algebra score >= 300) or Tailwind Math Math Fund score >= 42

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. Prerequisite(s): 20-804-220-00 Intermediate Algebra (C or better) or 20-804-250-00 Quantitative Reasoning (C or better) or (UW Math Placement Basic Math score >= 365 and UW Math Placement Algebra score >= 475) or Tailwind Math Adv Alg score >= 48.

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. Prerequisite(s): 10-834-110-00 Elem Algebra with Apps (C or better) or 10-804-134-00 Mathematical Reasoning (C or better) or (UW Math Placement Basic Math score >= 365 and UW Math Placement Algebra score >= 300) or Tailwind Math Math Fund score >= 42.

20-804-236-00 Calculus and Analytic Geometry I
Covers limits and continuity of functions, the derivative, and its applications. Lecture. Credits: 5. Prerequisite(s): (20-804-224-00 Algebra for Calculus (C or better) and 20-804-228-00 Plane Trigonometry (C or better)) or (UW Math Placement Basic Math score >= 440 and UW Math Placement Algebra score >= 550) or (Tailwind Math Adv Alg score >= 54 and Tailwind Math Trig score >= 55).

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. 10-804-134-00 Mathematical Reasoning (C or better) or 10-834-110-00 Elem Algebra with Apps (C or better) or (UW Math Placement Basic Math score >= 365 and UW Math Placement Algebra score >= 300) or Tailwind Math Math Fund score >= 42

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(s): 20-804-236-00 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(s): 20-804-240-00 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. Prerequisite(s): 10-804-134-00 Mathematical Reasoning (C or better) or 10-834-110-00 Elem Algebra with Apps (C or better) or (UW Math Placement Basic Math score >= 365 and UW Math Placement Algebra score >= 300) or Tailwind Math Math Fund score >= 40.

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(s): 20-804-240-00 Calculus and Analytic Geometry II (C or better).

20-804-290-02 Topics in Advanced Calculus
Designed for students who can work independently, studying higher-level mathematical principles in the field of calculus. Students will learn to interpret three-dimensional coordinates, general level curves and level surfaces, compute limits of multivariate functions, compute partial derivatives of multivariate functions, and evaluate double and triple integrals. Lecture. Credits: 1.

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. Accuplacer Arithmetic score >= 61 or TABE Math Comp score >= 10 or ACT Math score >= 17

Medical Assistant (509)

10-509-108-00 Law and Ethics for Health Occupations
Examines the increasingly complex ethical and legal issues found in health care today. Students will learn to apply these issues to the client, employer, and self. The study of value systems, ethical codes of conduct, legal issues, confidentiality, global health care issues, and end of life decisions will be discussed. Lecture. Credits: 2.

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(s): 31-509-302-00 Human Body in Health and Disease (C or better) or 10-806-177-00 General Anatomy and Physiology (C or better).

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(s): 10-501-101-00 Medical Terminology (C or better) (concurrent enrollment is 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. 31-509-302-00 Human Body in Health and Disease (C or better) (concurrent enrollment is 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(s): 31-509-303-00 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. Prerequisite(s): 31-509-304-00 Medical Asst Clin Procedures 1 (C or better) and 31-509-303-00 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. 10-501-107-00 Digital Literacy for Healthcare (C or better) and 31-509-301-00 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. Occupational. Credits: 3. Prerequisite(s): (10-501-104-00 Culture of Healthcare (C or better) or 10-801-195-00 Written Communication (C or better)) and 31-509-305-00 Med Asst Lab Procedures 2 (C or better) (concurrent enrollment is allowed) and 31-509-306-00 Med Asst Clin Procedures 2 (C or better) (concurrent enrollment is allowed) and 31-509-307-00 Medical Office Insurance and Finance (C or better) (concurrent enrollment is allowed) and 31-509-309-00 Medical Law Ethics and Professionalism (C or better) (concurrent enrollment is 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.

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.

20-805-209-00 Music Theory II
Studies of texture in music, voice leading, harmonic progression, the dominant and leading-tone seventh chords, non-dominant seventh chords, modulation, secondary dominants, and two and three-part form. Lecture. Credits: 3. Prerequisite(s): 20-805-205-00 Music Theory I (D- or better).

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.

20-805-285-01 Concert Choir
A choral ensemble of mixed voices, both men and women, open to those who enjoy singing. Provides an opportunity to participate in learning and performing choral music. Will include performances at several major campus concerts. The choir will also perform within the Rhinelander community. Repertoire will be of a high-quality, and is chosen to represent a wide range of historical periods and styles. Lab. Credits: 1.

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. Prerequisite(s): 10-543-104-00 Nsg Intro Clinical Practice (C or better).

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. Prerequisite(s): 10-543-104-00 Nsg Intro Clinical Practice (C or better).

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. Prerequisite(s): 10-543-104-00 Nsg Intro Clinical Practice (C or better).

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. Prerequisite(s): 10-543-104-00 Nsg Intro Clinical Practice (C or better).

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. Prerequisite(s): 10-543-107-00 Nsg Clinical Care Across Lifespan (C or better) and 10-543-108-00 Nsg Intro Clinical Care Mgt (C or better).

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. Prerequisite(s): 10-543-107-00 Nsg Clinical Care Across Lifespan (C or better) and 10-543-108-00 Nsg Intro Clinical Care Mgt (C or better).

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. Prerequisite(s): 10-543-112-00 Nursing Advanced Skills (C or better) (concurrent enrollment is allowed).

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. Prerequisite(s): 10-543-107-00 Nsg Clinical Care Across Lifespan (C or better) and 10-543-108-00 Nsg Intro Clinical Care Mgt (C or better).

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. Prerequisite(s): 10-543-111-00 Nsg Intermediate Clinical Practice (C or better).

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. Prerequisite(s): 10-543-111-00 Nsg Intermediate Clinical Practice (C or better).

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. Prerequisite(s): 10-543-111-00 Nsg Intermediate Clinical Practice (C or better).

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. Prerequisite(s): 10-543-115-00 Nsg Advanced Clinical Practice (C or better) (concurrent enrollment is allowed).

10-543-126-00 LPN to RN Bridge
Provides a transitional experience for the LPN seeking an ADN. Clinical, Lab, Lecture. Credits: 3.

10-543-127-00 Transcultural Nursing
Focuses on providing culturally competent nursing care to a multicultural population. Theoretical models and assessment skills are used to examine the diversity of cultural beliefs, values, and practices that impact the health of individuals in society. Emphasis will be placed on general guidelines for providing culturally competent care. Lecture. Credits: 2. Prerequisite(s): 10-543-101-00 Nursing Fundamentals (C or better) (concurrent enrollment is allowed) and 10-543-102-00 Nursing Skills (C or better) (concurrent enrollment is allowed).

10-543-150-00 A Preview of Professional Nursing
Explores the career of nursing as it examines the knowledge, skills, and abilities to be successful in the program and profession. Assists students with information and resources to prepare for completion of the required courses of an ADN. Overview of the nursing theories and roles of the RN. Applies college-success skills to the nursing courses. Lecture. Credits: 2.

Nursing Assistant (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.

30-543-300-00 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.

31-543-325-00 Personal Care Worker
This course emphasizes aspects of providing personal and supportive/ rehabilitative in-home and facility based health care including client's rights, communication, rehabilitation, positioning and transfer skills, infection control, and safety. This is a 72 hour in person course combining lecture with laboratory practice of learned skills. All skill competencies will be assessed under the guidance of a registered nurse. Lab, Lecture. Credits: 2.

Office Technology (106)

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. Lecture. Credits: 1.

10-106-116-00 Document Processing
Enhances keyboarding skills and develops basic document formatting techniques. Lab, Lecture. Credits: 3.

10-106-125-00 Workplace Communications
Develops basic business skills of telephone, voice mail, e-mail, calendaring, and filing. Lab, Lecture. Credits: 2.

10-106-126-00 Editing Business Applications
Covers proofreading and editing of business documents. Transcription and composition will be used to process business documents. Lab, 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(s): 10-106-130-00 Integrated Computer Applications Beg (C or better).

10-106-132-00 Integrated Computer Applications Advanced
Covers the creation and administration of interactive, fully-integrated software application processes (word processing, spreadsheet, database, and presentations) for individual and group use. Lab, Lecture. Credits: 4. Prerequisite(s): 10-106-131-00 Integrated Computer Applications Int (C or better).

10-106-133-00 Business Office Technologies
This course will introduce students to current and emerging technologies and applications used by office professionals. Students will research current and emerging technologies such as smart phones, scanners, fax, copy machines, social networking tools, conferencing tools, Cloud-based applications, collaboration tools, survey tools, PDF document options, and technology security. Lecture. Credits: 2.

10-106-151-00 Career Management I
Teaches students to identify work environment preferences, develop a personal profile for career success, and begin a support system network for employment. Lecture. Credits: 1.

10-106-152-00 Career Management II
Teaches students to develop job search techniques and create a professional image. Emphasis will be on preparation of a resume, a letter of application, and interviewing techniques. Lecture. Credits: 1.

10-106-170-00 Administrative Procedures
Develops professional skills and attitudes for today's global business environment. Develops office skills in telecommunications, mail processing, travel arrangements and conferences, public relations, and ergonomics. Lab, Lecture. Credits: 3. Prerequisite(s): 10-106-116-00 Document Processing (C or better) and 10-106-130-00 Integrated Computer Applications Beg (C or better).

10-106-175-00 Project Management
Students will learn the tools and techniques of project management. The student will become familiar with the five process groups of project management and will gain experience in applying the nine knowledge areas of project management. Lecture. Credits: 3.

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(s): 10-106-170-00 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.

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: 2.

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)

50-435-540-00 Green Awareness
Green Awareness for the MMMP Trades examines how green projects and sustainable manufacturing initiatives relate to energy efficiency, energy consumption, waste reduction, and changing work processes for the MMMP related trades. Priorities related to cost awareness, energy efficiency, predictive and preventative maintenance, new materials, bearing maintenance, and precision laser alignment are included in this course. Lab, Lecture. Credits: 2.

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. Prerequisite(s): 50-427-751-00 Sanitary Drains 1 (C or better) and 50-427-752-00 Vents and Venting Systems (C or better) and 50-427-753-00 Water Distribution 1 (C or better) and 50-427-754-00 Water Distribution 2 (C or better) and 50-427-755-00 Sanitary Drains 2 (C or better) and 50-427-756-00 Private Onsite Wastewater Treatment Sys (C or better) and 50-427-757-00 Green Plumbing

Applications (C or better).

PreparatoryCourses (851,854,856,858)

77-854-780-00 Principles of College Math
Prepares the new or returning student to succeed in college math courses. Emphasizes eliminating math anxiety; computing whole numbers, fractions, decimals, and percent; solving word problems; and introducing basic algebra and geometry problems. Lecture. Credits: 2. Accuplacer Arithmetic score >= 34 or TABE Math Comp score >= 7 or Tailwind Math Math Fund score >= 15

77-856-780-00 Principles of College Science
Prepares the new or returning student to succeed in college science courses. Emphasizes metric-English conversions; chemistry topics; cell structure and function; and introduction to human body tissues, organs, and systems. Lecture. Credits: 2.

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(s): 10-809-198-00 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(s): 20-809-251-00 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(s): 20-809-251-00 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.

31-809-350-00 Customer Relations
Focuses on building good working relationships within the professional environment. Case studies and role playing will give students preparation for customer relations work. Lecture. Credits: 1.

Renewable Energy-Foundations (480)

10-480-100-00 Alternative Energy Overview
Investigate the need for renewable energy systems and emerging careers in renewable energy. Students will examine the basic design, cost, and other considerations associated with photovoltaic, wind, and biogas electrical generation systems. In addition, students will evaluate the basic design, costs, truths and myths associated with solar thermal, geothermal, and biomass heating and cooling systems. Students will also explore the production and use of alternative transportation fuels. Lecture. Credits: 2.

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(s): 10-804-107-00 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.

10-806-139-01 Survey of Physics Lab

One credit enhancement for Survey of Physics to cover all competencies of General Physics 1. This course focuses on rotational kinematics. Lab. Credits: 1.

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.

10-806-160-00 Geographic Information Systems
Includes application of map layers and attribute tables, mapping basics, map design, chloropleth maps, pin (point) maps, hyperlinks, data sources, entry, editing, metadata, GIS outputs (print layouts, custom templates, reports, graphs), geodatabases, importing spatial and attribute data, map projections, vector spatial data formats, and data export. Lecture. Credits: 3.

10-806-161-00 Introduction to Geospatial Technologies
Introduces several geospatial technologies - Google Earth, GIS, air photo interpretation, with an emphasis on hands-on application of theoretical concepts concerning spatial interaction. Lecture. Credits: 3.

10-806-165-00 Physical Geography Landforms
Introduction to landforms: their origin, classification, and distribution on the earth's surface. Lab, Lecture. Credits: 4.

10-806-172-00 Basic Nutritional Science
An introduction into the science of nutrition. Basic concepts related to digestion and metabolism are presented. The significance of carbohydrates, lipids, proteins, and vitamins to the human organism are discussed. The relationship of proper nutrition to selected pathological conditions throughout the human lifecycle is presented. The concept of sustainability and environmentally conscious food production are introduced. Lecture. Credits: 3.

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.

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(s): 10-806-177-00 General Anatomy and Physiology (B- 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(s): 10-806-177-00 General Anatomy and Physiology (B- 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.

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: 4.

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.

20-806-207-00 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, chloropleth 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.

20-806-230-00 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 Historical Geology
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.

20-806-234-00 Introduction to Environmental Study and Education
Lecture and discussion sections of the course explore an overview of K-12 environmental education content and methods: the natural, social, and economic factors that influence the quality of our environment; ecological relationships and principles; the compounding factors of population growth, pollution, resource allocation and depletion, conservation, technology, and urban/ rural planning; along with potential solutions to environmental issues through education, public participation, and thoughtful lifestyle changes. This course fulfills the WI teacher certification environmental education requirement for pre-service teachers. Clinical, Lecture. Credits: 4.

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(s): 20-804-220-00 Intermediate Algebra (C or better) or 20-804-250-00 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(s): 20-806-245-00 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(s): 20-804-220-00 Intermediate Algebra (D- or better) or 20-804-250-00 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(s): 20-806-276-00 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(s): 20-804-236-00 Calculus and Analytic Geometry I (D- or better) (concurrent enrollment is 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(s): 20-806-286-00 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.

31-806-355-00 Biology for Cosmetology
Students study basic structures and functions of the human body relevant to the barbering/ cosmetology profession. Studies contamination spread of disease, and precautions to take to protect the clients and practitioners. Lecture. Credits: 1.

31-806-369-00 Basic Physical Science
Studies fundamental physical concepts and systems of measurement involving mechanics, electricity magnetism, heat, light, and sound. Students will apply these concepts to their related fields of study. Lecture. Credits: 2. Prerequisite(s): 31-804-302-00 Applied Technical Mathematics (C or better).

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.

10-809-108-00 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.

10-809-112-00 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 communities to promote and implement sustainability. 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.

20-809-271-00 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 Valuing Diversity
Examines the sociology of minorities, race, social class, age, gender, and sexual orientation, with emphasis on common elements among individuals and groups of people. 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.

20-809-277-00 Pluralism for Educators
Analyze and evaluate education in U.S., policy of equal educational opportunity, and impact of class, gender, race, and language differences on teaching and learning. Involves lectures, discussions and presentations for pre-service teacher education students on topics mandated for initial certification programs in Wisconsin. (Wis Admin Rule PI 34.15). Clinical, 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(s): 20-809-271-00 Introductory Sociology (C or better).

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.

Surgical Tech (512)

31-512-327-00 ST Introduction
Provides the foundational knowledge of disinfection, sterilization, infection control, and asepsis. Legal and ethical issues encountered in the healthcare environment are explored. Simulated laboratory practice enables the learner to develop beginning technical skills. Lab. Credits: 2. 10-806-177-00 General Anatomy and Physiology (C or better) and 10-801-196-00 Oral Interpersonal Communication (C or better)

31-512-328-00 ST Fundamentals 1
Includes the basic clinical skills needed by the Surgical Technologist in the scrub role. Learners develop skills in identifying basic instrumentation, supplies, drains, catheters, dressings, and sponges. Includes practice experience in creating a sterile field, draping, passing instruments and supplies, performing counts, and preparing supplies. Lab. Credits: 2. 10-501-101-00 Medical Terminology (C or better) and 10-801-196-00 Oral Interpersonal Communication (C or better) and 10-806-177-00 General Anatomy and Physiology (C or better)

31-512-329-00 ST Fundamentals 2
Builds upon, and reinforces, the role of the Surgical Technologist as a member of the operating room team. Discusses care of the patient before, during, and after surgery with emphasis on surgical wounds, wound closure materials, and vital signs. Lab. Credits: 1. Prerequisite(s): 31-512-327-00 ST Introduction (C or better) and 31-512-328-00 ST Fundamentals 1 (C or better).

31-512-330-00 ST Clinical 1
Apply basic surgical theories, principles, and procedural techniques in the operating room. Students begin to function as team members under the guidance of the instructor and authorized clinical personnel. Clinical. Credits: 3. Prerequisite(s): 31-512-327-00 ST Introduction (C or better) and 31-512-327-00 ST Introduction (C or better).

31-512-332-00 ST Clinical 2
Further experience in a clinical setting allows the students to continue to improve technical skills while accepting more responsibilities during surgical procedures. Clinical. Credits: 4. Prerequisite(s): 31-512-330-00 ST Clinical 1 (C or better).

31-512-334-00 ST Clinical 3
Enhances the student's technical experience and employee skills. Serves as a transition between student and employee. Application of advanced skills for the entry-level Surgical Technologist in the clinical setting. Clinical. Credits: 4. Prerequisite(s): 31-512-332-00 ST Clinical 2 (C or better).

Theatre (810)

20-810-204-00 Motion Picture 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.

20-810-299-00 Theatre Practicum Special Project
Involves participation in two areas of a theatre production. Lecture. Credits: 3.

Welding (442)

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(s): 10-442-172-00 Safety in Manufacturing (C or better) (concurrent enrollment is allowed).

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(s): 10-442-172-00 Safety in Manufacturing (C or better) (concurrent enrollment is allowed).

10-442-158-00 Shielded Metal Arc Welding
Develops skill in shielded metal arc welding. Learners use titania, low hydrogen and cellulose "stick" electrodes to complete fillet and groove welds in all positions. Learners complete a 3G bend test conducted per AWS D1.1 - Structural Steel Code. Lab, Lecture. Credits: 2. Prerequisite(s): 10-442-172-00 Safety in Manufacturing (C or better) (concurrent enrollment is allowed).

10-442-159-00 Gas Metal Arc Welding
Develops skill in gas metal arc welding. Learners use the "mig" process in all positions on steel, stainless steel and aluminum. 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(s): 10-442-172-00 Safety in Manufacturing (C or better) (concurrent enrollment is allowed).

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(s): 10-442-172-00 Safety in Manufacturing (C or better) (concurrent enrollment is 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(s): 10-442-172-00 Safety in Manufacturing (C or better) (concurrent enrollment is 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(s): 10-442-172-00 Safety in Manufacturing (C or better) (concurrent enrollment is 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.

10-442-165-00 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: 2.

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.

10-442-172-00 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.

10-442-172-C0 Forklift Certification
This course is designed for personnel who will work with powered industrial trucks (PIT) (i.e. forklift) used to carry, push, pull, lift, stack, or tier materials. It will better familiarize the worker with the potential health and safety concerns associated with powered industrial trucks. The content in this course is designed to comply with the intent of the applicable regulatory requirements. Lab. Credits: 0.25.

10-442-172-C0 OSHA 10 Certification
This course covers construction safety, health principles and OSHA policies, procedures, and construction industry standards. Special emphasis is placed on the most hazardous areas using OSHA standards as a guide. This course is taught by an OSHA authorized instructor. Participants who successfully complete the course will receive a card from OSHA certifying completion of the course. Lab. Credits: 0.25.

10-442-172-C0 Workplace Safety
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. Lab. Credits: 0.50.

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(s): 10-442-172-00 Safety in Manufacturing (C or better) (concurrent enrollment is 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. Prerequisite(s): 10-442-172-00 Safety in Manufacturing (C or better) (concurrent enrollment is allowed) and 10-442-159-00 Gas Metal Arc Welding (C or better) (concurrent enrollment is 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.

31-421-320-00 Basic Blueprint Reading Welding
Designed to develop skills and knowledge required to enable the student to interpret and use welding and related prints. Topics include: title blocks, alphabet of lines, orthographic projection, sketching techniques, auxiliary views, section views, review of welding symbols, general dimension and tolerancing, and weldments. Lecture. Credits: 4.

31-442-300-00 Safety in Welding
Designed to inform students on safety procedures and safety equipment used in industry. Familiarizes students with welding equipment, band saws, shears, drill presses, punches, grinders, oxy fuel equipment, and an array of hand tools. Lecture. Credits: 1.

31-442-307-00 Metallurgy Fundamentals for Welding
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. Lab, Lecture. Credits: 2.

31-442-312-00 Destructive and Nondestructive Testing
Designed to familiarize students with various weldment testing methods used in the industry. Methods will follow American Welding Society standards and procedures that are used in today's industry. Students will identify welding defects and explore how to eliminate them. Lecture. Credits: 1.

31-442-321-00 Shielded Metal Arc Welding
Designed to familiarize students with the different electrodes used in SMAW and also develop welding skills. Students will perform SMAW welds to AWS D1.1 standards. Students will be welding in all positions while using many different thicknesses of material. Lab, Lecture. Credits: 2. Prerequisite(s): 31-442-323-00 Gas Metal Arc Welding Short Circuit (C or better) (concurrent enrollment is allowed) and 31-442-322-00 Oxyfuel and Arc Cutting Processes (C or better) (concurrent enrollment is allowed).

31-442-322-00 Oxy-fuel and Arc Cutting Processes
Provides the student with the basic skills in manual and machine oxy-fuel cutting, oxy-fuel welding, oxy-fuel brazing, oxy-fuel soldering, repair/ maintenance practices, and small fabrication techniques. Emphasis will be placed on types of weldments and quality of weldment. Lab, Lecture. Credits: 2. Prerequisite(s): 31-442-323-00 Gas Metal Arc Welding Short Circuit (C or better) (concurrent enrollment is allowed) and 31-442-321-00 Shielded Metal Arc Welding (C or better) (concurrent enrollment is allowed).

31-442-323-00 Gas Metal Arc Welding Short Circuit
Designed to develop students with basic welding skills in GMAW short circuit and spray transfer processes. Students will familiarize themselves with safety procedures, welding equipment, and welding procedures for these processes. Lab, Lecture. Credits: 5. Prerequisite(s): 31-442-321-00 Shielded Metal Arc Welding (C or better) (concurrent enrollment is allowed) and 31-442-322-00

Oxyfuel and Arc Cutting Processes (C or better) (concurrent enrollment is allowed).

31-442-324-00 Flux Cored Arc Welding
Designed to develop welding knowledge and skills in the flux cored arc welding process. Student will perform weldments to AWS D1.1 standards. Students will be welding in all positions with different thicknesses of steel. Lab, Lecture. Credits: 3.

31-442-326-00 Gas Tungsten Arc Welding
Explores a very common welding process used in industry. Students will weld with mild steel, stainless steel, and aluminum, and be required to weld in all positions with these materials. Weldments must meet AWS D1.1 Code. Lab, Lecture. Credits: 5. Prerequisite(s): 31-442-324-00 Flux Cored Arc Welding (C or better) (concurrent enrollment is allowed).

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(s): 20-802-217-00 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(s): 20-802-221-00 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(s): 20-802-230-00 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(s): 20-802-231-00 Spanish IV (C or better).

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.

ACADEMIC SUCCESS

A broad range of classes and services are available to help students turn their educational goals into reality.

- College preparation classes help bring students up to speed academically so they can be successful in college-level classes.
- Building skills in reading, writing, and math so students can be successful in the workplace.
- Helping students attain their GED or HSED.
- Helping students learn to speak the English language.
- All Academic Success classes and services listed above are provided free of charge.

Academic Success also provides courses that are aimed at better preparing students for success in their college courses. These courses are eligible for financial aid which can cover tuition. Contact the Academic Success Center representative and ask about the Prepared Learner classes.

Academic Support for Program Students

- Students enrolled in credit courses can work individually with Academic Success instructors to strengthen their academic skills while they concurrently pursue career training.
- Students may begin receiving instruction at any time prior to the last three weeks of the semester.
- For more information, contact the Academic Success Center.

Free Tutoring

Drop in at a free tutoring center to receive one-to-one help from professional tutors in math, writing, and computing.

Please refer to the Tutor Center Schedule below for tutoring center dates and times.

Nicolet Tutors Online During Open Lab Hours

Nicolet writing tutors are now available during lab hours to help with papers, within 48 business hours, M-TH from 9 am - 4 pm. Email your assignment, paper, name, ID #, and questions to: wtutor@nicoletcollege.edu. Visit Black Board for more information.

Free Online Tutoring (NetTutor)

Free online tutoring is available from NetTutor through your Blackboard account. Receive online assistance with your homework and studying from professional tutors.

To Access NetTutor

1. Login to Blackboard (LMS)
2. Click on Tutoring Services link in the MyCourse Module
3. Click on the NetTutor or Tutoring Centers link in the course menu

Peer/Group Tutoring

Team up with either peer or group tutors for free assistance with your courses. Together, determine time, location, and length of your tutoring sessions.

Become a Peer Tutor

- Student tutors receive payment for providing tutoring services
- Student tutors are offered tutor training opportunities
- To apply to become a peer tutor, contact the Peer Tutoring Program
- Complete the Tutor Employment Application

  If you are unable to access documents here, please contact the Office of Compliance at mschur@nicoletcollege.edu or 715-365-4615.

The Assessment Center will help you and your academic advisor choose the courses that are just right for you, making the most productive use of your time, money, and abilities.

- Schedule and pay for your assessment or view other available assessments at this URL: https://www2.registerblast.com/nicolet/Exam/List

Please Note: Nicolet College no longer administers the UW Placement exams on an individual basis. Please contact the UW System for Regional testing dates.

ASSESSMENTS

Accuplacer

The Nicolet College Assessment Center gives numerous assessments. Most incoming program students taking six or more credits will take the Accuplacer. Subjects covered include reading, English and math. This test is not timed. For more information about Accuplacer and a study app, go to: https://accuplacer.collegeboard.org/students.

There is a $20 testing fee to take Accuplacer if you are enrolling in classes at Nicolet College. Accuplacer for all other Colleges has a $25 testing fee.
To schedule and pay for Accuplacer go to:
https://www2.registerblast.com/nicolet/Exam/List

Tailwind Mathematics, English, and Foreign Language Tests

This test is for students enrolling at Nicolet College only.

Students entering Nicolet's University Transfer Liberal Arts Program must take the Tailwind Mathematics and English placement tests. The Tailwind Foreign Language test is optional. Areas covered in the Tailwind Mathematics placement test are Math Fundamentals, Advanced Algebra, and Trigonometry. The test takes approximately 90 minutes. Topics covered on the Tailwind English test are Reading Comprehension, and Writing Mechanics. The English test also takes approximately 90 minutes. For sample Tailwind questions, go to: http://tailwindtesting.com/exams.html.

Please be aware that there is a charge of $10 per section taken.

To schedule and pay for the Tailwind Placement test go to: https://www2.registerblast.com/nicolet/Exam/List

Tests for Adult Basic Education (TABE)

This test assesses the skills of incoming students who scored below certain levels on the Accuplacer. Subjects covered include math, reading and English. It's common for students who have not been in a classroom in a while to take this test to identify which areas they may need brush-up or prep classes to get them ready for college classes. There is no charge for the TABE test.

To schedule the TABE test go to:
https://www2.registerblast.com/nicolet/Exam/List

Credit for Prior Learning

Many students take advantage of earning credit for prior learning, also known as advanced standing, by taking standardized tests. The two most popular are College Level Educational Placement (CLEP) and Defense Activity for Non-Traditional Education Support (DSST). Numerous tests are offered under the categories of English, literature, foreign languages, history, social science, natural/physical science, mathematics, applied technology and business.

For more information, to register, and pay for a CLEP or DSST test, go to these websites. CLEP: clep.collegeboard.org and DSST: getcollegecredit.com. There is a $10 proctoring fee per test.

To schedule a CLEP or DSST test at the Nicolet College Assessment Center go to: https://www2.registerblast.com/nicolet/Exam/List

Please note that you must register and pay for these tests through the above websites **before** you can schedule them.

- ACT Test
  Nicolet offers the ACT Test on the six national testing dates each year. This test is required by many colleges and universities across the country to assess academic skills in English, math, reading, and science. Visit act.org for the testing schedule and registration information.

- Test Proctoring
  Students may find a need to visit the Assessment Center for classroom assigned testing, credit for prior learning testing, make up testing, and proctoring for other technical colleges or universities. For Nicolet students, scheduling this service is typically done through their instructor. Students from other colleges wishing to assess this service need to call the Assessment Center for scheduling details 715-365-4448.

  Test proctoring is provided at no charge to Nicolet students and any student taking a Wisconsin Technical College related course. For non-WTCS students there is a $20 proctor fee for the first test taken per semester, per course. The proctor fee drops to $5 per test for each additional test taken during the same semester.

- Licensing and Certification Testing
  The Assessment Center provides an array of licensing and certification exams for education and business/industry. Examples of these exams include: Pearson VUE, Pan, Castle, Prometric, ASE, Comira, EMPCO, evolve, and Kryterion. Payment and scheduling of these exams is done through their websites.

- GED Testing
  GED testing is done through the Assessment Center. Before taking a GED examination, students must meet certain criteria and be registered in the GED Portal: MyGED.com. It's important to note that all scheduling and payment of GED testing is done through MyGED.com. For any questions regarding the GED process or for information on how to get started, call the Academic Success Center at 715-365-4455.

  In January 2014, the General Education Development (GED) Testing Service implemented a new version of the GED to help deliver a consistent testing experience nationwide and improve passing rates. The new GED tests on four areas: Reasoning through Language Arts, Mathematical Reasoning, Social Studies, and Science. Changes included:
    - Computer-based delivery only
    - Same-day scoring
    - Offers two score levels:

1. GED Passing Score: at or higher than the minimum needed to demonstrate high school equivalency-level skills and abilities; and
2. GED Passing Score with Honors: at or higher than the minimum needed to demonstrate career- and college-readiness (CCR).

- Increased test fee

Note: With the expiration of the previous GED in December 2013, any outstanding test scores or fees also expired.

DISABILITY SUPPORT SERVICES (DSS)

A Comfortable Place for Students with Disabilities

We help students blend what they know about themselves with appropriate accommodations to reduce barriers to learning. We try to "level the playing field" so all students have an equal opportunity for a successful education. The college has a long history of serving students with a wide variety of disabilities, working to ensure each student has the reasonable accommodations and services they need to enjoy academic success.

The Disability Support Services (DSS) program provides academic support and accommodations to students with documented disabilities. DSS services are designed to help students succeed at Nicolet. The most successful students are the ones who recognize their own support needs and ask for assistance prior to starting the semester. DSS staff recommends students schedule a consultation on services and procedures. During the consultation, students and staff will have the opportunity to ask questions, review previous records, and go over accommodations that may be necessary.

Our staff in the Disabilities Support program brings years of experience and considerable skill to the table. Students will find that we work hand-in-hand with instructors and other staff across campus to make sure reasonable and appropriate accommodations are made for all persons with disabilities. The Accommodations Specialist offers assistance to students who are blind or visually impaired, cognitively delayed, intellectually disabled, deaf or hard of hearing, emotionally disabled, learning disabled, autism spectrum disorder, orthopedically impaired and/or have communication disorders or other health impairments.

Stop By for a Talk

Aren't sure if you have a disability or even how a disability is defined? Stop by and we'll talk. We have a broad base of knowledge and resources to handle just about any question or situation faced by students with disabilities. Even if you don't have a disability, we'd be happy to answer your questions. It's important to note that all conversations are strictly confidential.

Disability Support Services program and accommodations include, but are not limited to, the following:

- Adaptive Equipment
- Alternative Testing Procedures
- Disability Parking Permit
- Large Print Materials

- Note-taking Assistance
- Personal Guidance and Support
- Sign Language Interpreters
- Software and Hardware Technology
- Textbooks Available in Audio Format
- Transition from High School

Staff can also provide information on the following:

- Career planning
- Campus tours
- Academic advising
- Student counseling
- Job placement assistance
- Transition to college
- Financial Aid
- Admissions application assistance
- Other community services

Utilization 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.

Web Accessibility

Nicolet College recognizes the importance of ensuring that our website is accessible to those with disabilities.

We are continually seeking solutions that will bring all areas of the site up to the same level of overall web accessibility and are committed to making the Nicolet College website accessible to all users and to meeting the standards set forth by the World Wide Web Consortium (W3C). Maintaining an accessible website is an on-going process and we are continually working to offer a user-friendly experience. If you have any problems using this website please email webmaster@nicoletcollege.edu.

Contact Information

Eligibility for Disability Support Services
The Accommodations Specialist in Disability Support Service is the main contact point for students. The Accommodations Specialist will work with the student to:

- Review records and documentation
- Review total needs

- Arrange accommodations
- Develop an individualized plan

Documentation

Students are responsible for providing current documentation of their disability and the need for accommodations. This documentation must identify the disability for which the accommodations are requested, and substantiate that the need for accommodations is related to the disability.

If you suspect you have a disability but are not sure, the Accommodations Specialist will work with you to coordinate testing for a disability with a professional psychologist.

Confidentiality

Federal and state laws protect individuals with disabilities from the release of personal information without their consent. In order for Disability Support Services to either receive documentation of a disability or to share information regarding a disability, a confidentiality-release form must be signed by the student.

This release statement is only good for one year, and is kept in the student's locked file. Student records, including documentation, will be kept for five years from when the student becomes inactive.

Student Rights and Responsibilities
The framework of our partnership for your success.

Students must be willing to recognize their disability and then utilize the reasonable accommodations they need. This may mean adjusting attitudes and goals, or learning new ways to get organized. Using Disability Support Services is one important way to help create success.

The Accommodations Specialist will notify faculty members that a student is eligible for accommodations. However, it is the student's responsibility to inform the faculty member of their intention to utilize specific accommodations and at what specific times they wish to receive them. The accommodations notification process is conducted in this manner to respect students intentions of exercising or forgoing accommodations, yet notifying faculty of the right to receive an accommodation if a student requests.

Students with disabilities are responsible for notifying the college of their disabilities if they wish to have accommodations provided. Neither Nicolet nor Disability Support Services requires students with disabilities to register with them. Accommodation requests must be made with Disability Support Services, and specific documentation must be provided verifying the disability.

After the student has registered with Disability Support Services, and if specific accommodations are requested, Disability Support Services will contact faculty members before or at the beginning of the semester to inform them of the student's particular needs. Students need to act in a timely manner to permit instructors time to plan for the accommodations requested.

Students with disabilities must maintain the same academic standards and maintain the same appropriate behavior as students without disabilities.

Grievance and Appeal Process

If a current or prospective student disagrees with a decision regarding some aspect of their disabilities request, they may appeal the decision to the Director of Human Resources or designee within 30 calendar days using the following procedure: The appeal must be in writing, stating the reason for the disagreement. This written appeal should be submitted to: Director of Human Resources Nicolet College PO Box 518 Rhinelander, WI 54501. For more information, call the Human Resources Office at 715.365.4450.

Tips for Adults with Learning Disabilities

Adults with learning disabilities achieve the greatest success in college when they are knowledgeable about their disability and are aware of their personal academic strengths and weaknesses.

For many, the diagnosis of a learning disability does not come until people are in their 20’s and 30’s. By this time, their academic needs and goals have changed since when they were younger. It is common for adult students to have additional responsibilities that are typically related to their jobs and families. Their educational goals may be somewhat different from those of other students. Motivation for adult learners often is focused on career enhancement needs, as well as on self-development and growth.

While the diagnosis of a learning disability in an adult brings about many changes in his or her life, it is important to keep in mind that such a diagnosis need not keep someone from pursuing higher education. With support and information, many adults are able to be successful in college and achieve their goals.

It is interesting to note that, increasingly, people with learning disabilities are enrolling in two-year and four-year colleges and universities. Since 1985, among first-time, full-time freshmen who reported having any disability, the percentage of those with learning disabilities doubled from 15 percent to 32 percent.

Currently, nearly one-third of all freshmen with disabilities report having learning disabilities. Anyone with a learning disability who is considering going to college should be encouraged to pursue this goal without letting age become a barrier.

THE CENTER FOR DIVERSITY AND INCLUSION

Celebrating Culture

Celebrate the many cultures of the Northwoods and get the support you need to succeed.

At the Center for Diversity and Inclusion, we celebrate Nicolet's significance as a small college that promotes cultural diversity in our rural community.

See what the Center has to offer you as a student, faculty or staff member, or Northwoods neighbor. We provide a community for students to explore their own and other cultures and sponsor activities geared to their college success. The Center increases the understanding of the links between regional and world cultures and history. Learning about similar cultures and their struggles can lead to self-empowerment and help us to make connections to success at Nicolet and in the world beyond.

A Place to Connect

The people in the Center are resources for students, faculty, and the community to gain knowledge and support while at Nicolet. We support diversity through:

Culturally-specific pre-college introduction activities

Grade, middle, and high school teachers and staff can work with Nicolet's Center for Diversity and Inclusion to plan activities that introduce students to careers, certifications, and two and four-year college degrees. For instance, the Center has worked with the Nicolet Health Occupations and Protective Services programs and outside organizations such as the Area Health Education Center and the Great Lakes Inter-Tribal Council to provide college and career-bound preparation to students. Other services available to K-12 teachers, tribal education directors and prospective students include:

- College and career preparation workshops for high school students
- College-introduction workshops and tours
- Speakers on various multicultural and diversity subjects

College Success Services

The Center provides direct-service links to other offices to support the success of students from other cultures while they attend Nicolet. The Center**:**

- Provides study assistance including tutoring
- Links you to other student services such as disability and veterans' services
- Works with instructors, advisors and staff
- Monitors your needs and success at Nicolet
- Assists with job search activities

Financial Assistance

The Center is a clearinghouse for culturally-specific financial assistance information including:

- Culturally-specific scholarships and financial aid
- Culturally-specific funding resources
- Individualized referrals to funding sources

In addition, the Center houses these resources:

- Culturally-specific newspapers periodicals from around the state and the Nations
- A collection of hard-copies of books and pamphlets related to cultural history
- Links to the Multicultural student organization
- Links to outside community organizations and individuals

Partnering and Outreach

The Center staff provide outreach programming to the Mole Lake, Potawatomi, and Lac du Flambeau communities. Nicolet also holds classes on-site at Mole Lake, Potawatomi, and Lac du Flambeau. The Center works with outside organizations, the state and federal government, tribal colleges, tribal education departments, governments and enterprises, to educate and train tribal employees.

The Center collaborates with tribal, inter-tribal, state and national economic and community development organizations to ensure that Nicolet College and all of its students play a part in building a successful future for our multicultural communities and the Northwoods region.

Contact Information

Center for Diversity and Inclusion
Hours: Monday thru Friday: 8:00 AM to 4:30 PM
Nicolet College, Lakeside Center – Room 110
P: 715.365.4434 or 800.544.3039 ext. 4434
Email: multiculturalcenter@nicoletcollege.edu

Academic Calendar - 2017-2018

Summer 2017

Activity	Date
Classes Start	Monday, June 5, 2017
No Classes	Monday and Tuesday, July 3-4, 2017
Classes End	Tuesday, August 1, 2017

Fall 2017

Activity	Date
Classes Start	Monday, August 28, 2017
Conference Day	Faculty: Wednesday and Thursday, August 23 and 24, 2017 All-Staff: Tuesday, October 3, 2017
No Classes	Monday, September 4, 2017 Tuesday, October 3, 2017 Wednesday, Thursday and Friday, November 22-24, 2017
Classes End	Friday, December 22, 2017
Graduation	Saturday, December 16, 2017

Spring 2018

Activity	
Classes Start	Wednesday, January 17, 2018
Conference Day	Faculty: Monday, January 15, 2018 All-Staff: Wednesday, February 14, 2018
No Classes	Wednesday, February 14, 2018 Monday-Friday, March 26-30, 2018 (Spring Break) Thursday, April 19, 2018 (Technical Competitions)
Classes End	Thursday, May 17, 2018
Graduation	Saturday, May 19, 2018

VETERANS PLACEMENT ASSISTANCE

Nicolet College provides Career Development Services for all our students. These services include guidance on resumes, cover letters, references, interviewing, and job seeking skills as well as classroom presentations. Workshops are offered in many of these areas to help students be well prepared for their careers during and after their time at Nicolet.

Stop by to see our Student Engagement and Career Development Coach in the Lakeside Center room 223, call at 715-365-4566, or email stienhaara@nicoletcollege.edu to make an appointment.

Sara Tienhara
Student Engagement and Career Development Coach

Basic Resume Information

Nicolet College Career Services

A resume is an opportunity to summarize qualifications including work history and education and let the employer know exactly what you are applying for. It is a marketing tool. A well-thought out and developed resume will land you the interview. Here are some tips to help you get started.

- Target the resume for each position. Use key words listed on the job description or from the company website. Rewrite and update your resume as needed.
- Do not to use a resume template. Start with a Word document and use an easy to read font such as Times New Roman or Calibri in an 11 or 12 font size for the main sections.
- List accomplishments; not just duties.
- Use high quality paper for the resume, cover letter, and reference sheet.
- Ask someone else to proofread as well. You may also ask Career Center staff to review your resume with you.
- Avoid the use of jargon military terms; people outside the military will not understand them. Find ways to include that experience that will make sense to hiring professionals.

Resume Content

Heading: Include name, address, zip code, area code, phone number, and email address.

Summary of Skills or Profile: Use bullet points or a short paragraph to showcase how your skill set matches the position. You want to grab the employer's attention.

Education: Include school, location, date attended, degree(s) attained, or projected graduation date. Grade point average may be included if 3.2 or above.

Work Experience: In reverse order, list your employers, location, job title, dates of employment, and description of responsibilities. You can consider two sections - one for Work Experience and one for Military Experience. However you choose, don't under sell yourself.

Special Skills or Achievements: List awards received, Dean's list, foreign languages, etc.

Activities: List pertinent organizations, clubs, student council, professional groups, volunteering, etc.

References: Do not include "References available upon request" at the end of your resume. References should be typed on a separate sheet and given to employers when requested.

Depending on career field, certifications and computer skills may be additional categories.

NICOLET COLLEGE

5364 College Drive, Rhinelander, WI 54501-0518
715.365.4451 or 800.544.3039 ext 4451

nicoletcollege.edu

Sign up today for Wisconsin TechConnect!

Dear Nicolet Student,

Congratulations and welcome to Nicolet College!

Please know that if you are looking for employment opportunities, Wisconsin TechConnect can help. Wisconsin TechConnect is a free online service that connects employers and technical college students from throughout the state.

Register and upload your resume today by going to www.wisconsintechconnect.com and selecting the Get Started link.

For assistance or more information, please contact me at 715.365.4566 or stienhaara@nicoletcollege.edu.

Good luck with your job search!

Sara Tienhaara
Student Engagement and Career Development Coach
Lakeside Center 223
715-365-4566
stienhaara@nicoletcollege.edu

Tips on Interviewing

Nicolet College Career Services

Be Prepared – First Impressions Can Make or Break the Interview

- Practice for the interview
- Research the company/organization and be knowledgeable about what they do and their products/services and mission
- Don't just be on time – arrive 10 to 15 minutes early
- Project a neat and professional appearance
    - Clothes should be clean, pressed, and appropriate for the job you are applying
- Bring a list of job-related questions to ask
- Use your military experience when asked questions needing examples.

Make the Most of Your Interview

Shake hands firmly with the interviewer(s)
Relax, don't forget to breathe, make eye contact, and smile
Sit up straight and don't fidget
Listen carefully to each question and ask for clarification if necessary
Answer questions clearly and completely
Never answer a question with just a yes or no – elaborate, but do not ramble
Show energy and confidence in your answers and demeanor
Don't forget to ask appropriate questions about the position
In closing, tell them you are very interested in the job and thank them for their time
Send a thank you note immediately after the interview

Do This

- Plan what to wear ahead of time
- Practice answering questions
- Be confident in your abilities
- Be prepared to explain how you can benefit the
- company
- Dress appropriately, but comfortably
- Shake hands firmly
- Relax, listen, and smile
- Ask questions

Don't Do This

- Dress inappropriately
- Forget to practice ahead of time
- Chew gum
- Answer questions vaguely, incompletely, or go on and on and on
- Look everywhere but at the interviewer
- Bad mouth a former employer
- Smell like smoke or wear heavy perfume or cologne
- Ask the pay or benefit schedule

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ASSESSMENT OF OUTCOME OR RESULTS

(NOT APPLICABLE)