

Nicolet Catalog



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PROFILE OF THE COLLEGE

About Nicolet College

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

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

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

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

Mission, Vision, and Goals

Mission

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

Strategic Vision 2020

- Mission and Integrity
- Preparing for the Future
- Student Learning, Effective Teaching and Student Success
- Acquisition, Discover and the Application of Knowledge and Skills in the 21st Century
- Engagement, Service and Public Trust

Institutional Goals

- Increase enrollment through targeted opportunities
- Develop College-wide retention plan
- Be the higher education provider of choice in the District.
- Evaluate new program opportunities
- Create an ideal campus culture.
- Be indispensable to our community

Preparing for the Future

- Nicolet College prepares for a future which is shaped by multiple societal and economic trends. Appropriate data and feedback loops are available and used throughout the College.
- Nicolet College works to strengthen its resource base for quality education and workforce development into the future.
- Nicolet College evaluates and assesses processes, providing reliable evidence of institutional effectiveness for continuous improvement and accountability.
- Our learning-centered College aligns all levels of planning to ensure our capacity to fulfill our mission.

Student Learning, Effective Teaching, and Student Success

- We align clearly stated student learning outcomes at the institutional, program, and course levels with effective direct and indirect assessments.
- Nicolet College values and supports effective teaching.
- Nicolet College promotes an effective learning environment.
- Nicolet College provides resources to support student learning, effective teaching, and student success.

Acquisition, Discovery, and the Application of Knowledge and Skill in the 21st Century

- As a learning-centered College, Nicolet demonstrates through the actions of its Board, administrators, students, faculty, and staff that it values lifelong learning and the acquisition of our 21st Century Core Abilities.
 - a) Nicolet College demonstrates that acquisition of a breadth of knowledge and skills and the exercise of intellectual inquiry and creativity are integral to our education and workforce development programs for the 21st Century.
 - b) Nicolet College assesses the usefulness of its curricula to students who will live and work in a global, diverse, and technological society.
 - c) Nicolet College provides support services to ensure that students, faculty, and staff can acquire, discover and apply knowledge, core abilities, and skills responsibly and creatively.

Engagement, Service, and Public Trust

- Nicolet College learns from the constituencies it serves and forms PK-16 collaborations to enhance capacity to serve their needs and expectations.
- As a public institution of higher education, Nicolet College commits to engaging and collaborating with our communities in fulfilling our civic mission in our American democracy.
- Nicolet College provides value and enrichment through the educational and other services we deliver to the communities and businesses of the Northwood's district and our state.
- Nicolet College exercises fiscal responsibility throughout College operations and serves as a thoughtful and trusted steward of public resources.

Values

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

- We value our communities and we strive to enrich them by being responsive to their needs through partnerships.

Nicolet 2020 Core Abilities

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

Apply Mathematic, Scientific, Artistic, and Technological Concepts:

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

Build Community:

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

Communicate Effectively:

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

Embrace Lifelong Learning:

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

Live Ethically:

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

Think Critically and Creatively:

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

Assessment and Continuous Improvement

At Nicolet College, assessment is an ongoing process that allows the College to continuously monitor and improve student learning and success. To this end, the College engages in the assessment of student learning with respect to core abilities, program outcomes, and course competencies. In addition, the College seeks to continuously improve the quality of all services by systematically reviewing the impact of each service and whether or not it is achieving the desired objectives.

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

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

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

Accreditation

Nicolet Area Technical College is fully accredited by the Higher Learning Commission (HLC), one of six regional accrediting bodies in the United States. College accreditation includes approval to offer distance education courses and programs. The next reaffirmation of accreditation is scheduled for the 2024-2025 academic year. The commission can be reached at: The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604. Phone: 800.621.7440.

Guaranteed Retraining Policy

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

- The graduate is unable to secure employment in the field for which he or she was trained, provided the graduate has actively pursued (and not refused) employment in the field and has actively sought job placement assistance. The graduate must apply for the exemption within six months of graduation. OR
- Within 90 days after initial employment, the graduate's employer certifies to the District Board that the graduate lacks entry-level job skills and specifies in writing the specific areas of deficiency.

Nicolet District Board of Trustees

- Robert Egan - Employer Member, Board Secretary, Owner - Eagle River Tire
- Scott Foster – School District Administrator Member, Northland Pines School District Administrator
- Rubie Gauthier – Employer Member, Co-Owner – Sitecast
- Dianne Lazear – Additional Member, Board Treasurer, Retired Faculty Member of Nicolet College
- Robert Martini - Additional Member, Board Vice Chair, Retired Wisconsin Department of Natural Resources
- Sharon Nielsen - Employee Member, Board Chair, Self-employed - Attorney at Law
- Linda Skallerud - Employee Member
- David Solin - Elected Official Member, Langlade County Board

- Ryan Zietlow - Additional Member, CEO – YMCA of the Northwoods

School Officials and Administrators

Bethyn Baldauf, Programmer/Analyst
 Bryan Baldauf, Systems Administrator
 Shannon Beth, Manager IT User Services
 Sandy Bishop, Executive Director Economic/Community Development
 Alyssa Borski, Success Coach
 Renee Bradley, Payroll Manager
 Katie Brooks, Conference/Event Services Coordinator
 Patrick Burns, Financial Aid Manager
 Nora Craven, Manager of Library Services
 Susan Crazy-Thunder, Diversity/Tribal Outreach Coordinator
 Candy Dailey, Dean of Health Occupations
 Cindy Domaika, Manager Open/Instructional Resource
 Teresa Ellis, HR Employment Professional
 Mark England, Safety/Health Outreach Specialist
 Jodi Engleman, Continuing Ed Specialist
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 Nicole Flannery, Academic Advisor/Accommodation Specialist
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 Connie Gensler, Nursing Program Director
 Tim Gerdmann, Criminal Justice Services Specialist
 Jason Goeldner, Associate Dean/Public Safety
 Daniel Groleau, Director of Human Resources
 Sarah Gruber, Dual Credit Coordinator
 Kelly Haverkamp, Director of IE & Staff Development
 Al Javoroski, Dean of Business
 Chuck Kopp, Business Development Coordinator
 Jim Kuderski, Information Security Analyst
 Jeff Labs, Dean Trade & Industry/Apprenticeship
 Lisa Landphier, HR Benefits & Compensation Adm
 Chad Lashua, Procurement/Financial Services Adm
 Joyce Leavitt, Programmer/Analyst
 Casey Lehmann, Financial Aid Technical Assistant/School Certifying Officer
 Ray Lemke, EMS & Fire Service Specialist
 Sondra Llanos, Marketing Manager
 Daniel Luzinski, LTE System Administrator
 Ashley Maki, Academic Advisor/Accommodation Specialist
 Penny Mertz-Kuckkahn, Director Instructional Effectiveness/Flex Learn
 Scott Messner, Application Developer
 Greg Miljevich, Chief Information Officer
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 Peter Vanney, Director of Facilities
 Steve Wallace, Teaching & Learning Assessment Architect
 Erika Warning, Dean of Enrollment
 Dwight Webb, Academic Advisor
 Anne Wiedmaier, Executive Assistant - President
 Christine Wilberding, Financial Aid Assistant
 Laura Wind-Norton, Dean UTLA
 Di Wu, Instructional Designer-Curriculum/Assessment
 Lisa Young, Director Adult Basic Ed/Tutor

Caution: The course offerings, requirements and policies of Nicolet College are under continual examination and revision. This catalog is not a contract; it merely presents the offerings, requirements and policies in effect at the time of publication and in no way guarantees that the offerings, requirements and policies will not change. For the most up-to-date version of this catalog, go to nicoletcollege.edu.

Academic Calendar

Fall 2019	Spring 2020	Summer 2020
September 4 – Fall Classes Begin	January 1, 2020 – College Closed	April 27-May 8, 2020 – Interim Session
November 27 – No Classes	January 8, 2020 – Spring Classes Begin	May 8, 2020 – Summer Classes Begin
November 28-29 – College Closed, No Classes	February 12 – All Staff Conference Day - No Classes	May 25, 2020 – College Closed, No Classes
December 20 – Last Day of Fall Classes	March 5 & 6 – No Classes	July 3, 2020 – College Closed, No Classes
December 24, 25 & 31 – College Closed	April 24, 2020 – Last Day of Spring Classes	August 24, 2020 – Last Day of Summer Classes

ENROLLMENT SERVICES

Admissions

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

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

Undeclared (Non-program) Admissions

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

Declared (Program) Admissions

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

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

Technical Certificate Admissions Process

Anyone who wishes to be admitted and graduate from a technical certificate must complete an application for admission in order to be admitted to the College or a specific program. Although paper applications are available, the College recommends that all prospective students complete an online admissions application to receive optimum processing. A link to the Nicolet online admissions application can be found at nicoletcollege.edu. Students are encouraged to apply for admission early.

Students applying only for a technical certificate only need to complete an application for admission. If a student wishes to continue towards a technical diploma or associate degree upon completion of a certificate will be required to complete the technical diploma or associate degree admissions process. Note: technical certificate programs are not Title IV financial aid eligible.

Technical Diploma or Associate Degree Admissions Process

1. **Submit Application and Transcripts.** Anyone who wishes to be admitted and graduate from a 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. A link to the Nicolet online admissions application can be found at nicoletcollege.edu. Students are encouraged to apply for admission early. There is no application deadline. High school seniors may apply after September 1 of their senior year. Students must also ask to have official copies of their high school and any post-secondary educational work, if applicable, submitted to Admissions.

To be official, transcripts must be sent directly from the institution to Nicolet College Admissions. Visit your high school's website for more information to request your high school transcripts. To request your GED/HSED, go to ged.com. 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. Students that do not have a high school diploma or GED/HSED are encouraged to consider earning their GED/HSED.

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

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

2. **Complete Admissions Assessment.** Most students will need to take admissions related assessments in order to determine academic readiness for course placement. Some Nicolet programs may require additional assessment such as the Tailwind or computer keyboarding. Test scores, however, are not the only predictor of college success and low scores will not prevent students from being admitted to the College. Low test scores, however, may suggest additional preparatory courses are needed in some academic areas.

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

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

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.
4. **Academic Advising/Registration.** All Nicolet students are assigned an academic advisor or success coach based on their program of study. Advisors and success coaches are available to assist students at any time during their educational experience at the College. They can provide information about course selection, interpretation of test scores, program requirements, transfer of credits, transcript evaluation, credit for prior learning, and anything else regarding a student's academic readiness, course requirements, and success plans. All new Nicolet students must

meet with an advisor or coach in order to complete their learning plan and to register for their first term classes. Continuing students should also meet with their advisor or coach each term prior to registration to ensure they are on track for graduation or completion of educational goals. Advisors and coaches 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.

Accommodations for Students with Disabilities

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

Program Waiting Lists

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

Application Timelines for High School Students

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. More information about international admissions can be found at <https://www.nicoletcollege.edu/admissions/become-student/international-students>.

Minimum Age for Enrollment

Written permission from a parent or guardian is required for any student under the age of 18 to enroll in credit or non-credit courses. Students ages 16-18 and who are still enrolled in high school, may enroll in Nicolet College credit and non-credit courses providing those courses meet after the regular high school day is over, are part of Nicolet's Summer term, or they are enrolled through Start College Now. The student must meet the course/program requirements or prerequisites. If the high school student wishes to enroll in a course during the regular high school day, but is not enrolled in Start College Now, 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
- are a Wisconsin resident

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

Students under Age 16

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

Dual Credit

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

Articulated Credit

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

Advanced Standing for HS Students

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.

Transcripted Credit

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

Start College Now

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

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

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

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

Registration

Credit Limits

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

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

Registration Procedures

Registration details are published each term at nicoletcollege.edu. 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 should register through their academic advisor. New students are notified by letter of the procedures for arranging advising/ registration appointments or attending registration sessions. Non-program students may use mail-in, phone-in, or online registration options as outlined in the course schedules and register only during the late registration period.

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

Priority Registration

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

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

Nicolet College will accept the following items as verification documentation:

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

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

Tuition and Fees

Associate and Technical Degree Courses (except Welding, IT, Accounting, Administrative Professional)

Program Fee: \$136.50 per credit

Student Activity Fee: \$6.83 per credit

Online Courses: an additional \$10 per credit fee

Material Fee: vary depending upon the course

Technical Degree Competency Programs - (Welding, IT, Accounting, Administrative Professional)

Program Fee: \$34.13 per 0.25 credit

Student Activity Fee: \$1.71 per 0.25 credit

Material Fee: vary depending upon the course

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

University-Liberal Arts Courses

Program Fee: \$184.60 per credit

Student Activity Fee: \$6.83 per credit

Online Courses: an additional \$10 per credit fee

Material Fee: vary depending upon the course

Out-of-State Tuition*

Associate and Technical Degree Courses

Program Fee: \$204.75 per credit

Online Courses: \$136.50 per credit

Student Activity Fee: \$6.83 per credit

Online Courses: an additional \$10 per credit fee

Material Fee: vary depending upon the course

Out-of-State Tuition*

University-Liberal Arts Courses

Program Fee: \$276.90 per credit

Online Courses: \$184.60 per credit

Student Activity Fee: \$6.83 per credit

Online Courses: an additional \$10 per credit fee

Material Fee: vary depending upon the course

*Out-of-state students who are considered needy and worthy may be eligible for in-state tuition rates. Special approval through the Nicolet Board of Trustees is required for these requests. Please contact your advisor or the Registrar's office for more information on this process.

Additional Fees

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

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

Tuition Due Dates

- Fall 2019 Tuition Due – Aug. 28
- Spring 2020 Tuition Due – Jan. 2

- Summer 2020 Tuition Due – April 29

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. 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.

Alternate Delivery – Current Local Types and Definitions

Courses available via alternate delivery are identified in the term class schedules. The course outcomes and content are equivalent to those of traditional classroom courses. 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.
- Blended (BLENDED) -These courses are a combination of face-to-face and online instruction. In a blended course, the majority of the instruction is conducted in the classroom, and less than 50% of the course instruction is in a virtual classroom over the internet. As a result, the amount of classroom seat-time is reduced.
- Blended/Computer Conferencing (BLENDCONF) -Instruction is a blend of online instruction, and computer conferencing (via web conferencing software) during the regularly scheduled class time. The majority of the instruction is conducted during the regularly scheduled class time, and less than 50% of the course instruction is in a virtual classroom over the internet.
- Blended/ITV (BLENDITV) -These 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. A majority of the instruction is conducted via ITV, and less than 50% of the course instruction is in a virtual classroom over the internet. As a result, the amount of classroom seat-time is reduced.
- Clinical (CLINICAL) -Instruction is conducted in a healthcare facility, clinic, hospital, private healthcare office, or other similar setting under the direct supervision of a qualified instructor. Clinicals are typically completed with a group of students supervised by the clinical instructor.
- Computer Conferencing (COMPCONF) -Instruction is delivered through the internet via web conferencing software during the regularly scheduled class time. Students will need regular access to high speed internet and a webcam for these courses.
- Field (FIELD) -Students complete the learning experiences of the course in an off-campus setting 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 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 Online (FLEXONLINE) -Students complete coursework in a virtual classroom over the internet. Students may complete course activities online, or in the classroom during any of the published hours. Instructors are available in the classroom during published hours to assist students.
- Hybrid (HYBRID) -Hybrid courses are a blend of face-to-face and online instruction. In a hybrid course, at least 50% of the course instruction is in a virtual classroom over the internet. As a result, the amount of classroom seat-time is reduced.
- Hybrid/Computer Conferencing (HYBRDCONF) -Instruction is a blend of online instruction, and computer conferencing (via web conferencing software) during the regularly scheduled class time. At least 50% of the course instruction is in a virtual classroom over the internet, and as a result, the amount of scheduled class time is reduced.
- Hybrid/ITV (HYBRIDITV) - These 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. At least 50% of the course instruction is online. As a result, the amount of ITV classroom seat-time is reduced.
- 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 videotaping 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 100% of the 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.
- Competency-Based Education (CBE) - Competency-Based Education is part of Nicolet MyWay. Courses are a blend of online instruction and flexible lab time. Students complete lab activities and/or performance assessments on a flexible schedule during any of the published open lab hours. Instructors are available to assist students online, as well as in the skills lab during published hours. Students who do not have Internet access may use computers at Nicolet's campuses. Please Note: Many Nicolet credit courses are web-enhanced which means that some class activities may be web-based. Students have access to the Internet through the Nicolet library and campus computer labs.

Class Cancellation

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

Adding, Dropping, and Withdrawing from Courses

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

Students may withdraw from a course prior to 75% of the course duration. All course withdrawals must be submitted on a withdrawal form. The course withdrawal form must be received in the Welcome Center by 4:00 p.m. on or before

the course withdrawal deadline. A grade of “W” will appear on the transcript. Failure to submit a withdrawal form by the deadline will result in a final grade as determined by the grading policy of the course.

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

Refunds/Withdrawals

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

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

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

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

After the Term Begins- Students are expected to attend the first day of each course. Written permission from the instructor may be required to enroll in a course after it begins; this depends on the length of the course, the frequency of the course, and the mode of presentation.

Competency Based Education - Refund/Withdrawal

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

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

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

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

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

Withdrawal from College

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

Federal Financial Aid

School Code: 008919

The Financial Aid Office provides information and assists students seeking financial aid. Although the major responsibility for financing a college education resides with the student, Nicolet College is able to assist many students in meeting their educational expenses. Assistance may be in the form of grants, scholarships, loans, employment, or a combination of these. Many of the financial aid programs are based upon financial need and student enrollment, determined at Date of Record (DOR) which is 14 calendar days after the beginning of the term. No changes to awards will be made for additional credits added after the DOR.

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

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

Free Application for Federal Student Aid (FAFSA)

Students can apply for federal aid by completing and submitting the Free Application for Federal Student Aid (FAFSA) online. By completing the FAFSA, you are applying for all types of aid which include: federal and state grants, student loans, and work study. Students need to apply each academic year. Effective October 1st, students can apply for the next academic year. Students will need to complete the FAFSA using prior year tax returns, so there is no more waiting for your current year taxes to be completed before filling out your FAFSA.

Financial Aid Process

1. **Get organized.** To complete the FAFSA, you will need information from the prior year federal tax return. Gather your income information from the prior year including federal tax returns; W-2s from each job worked; unemployment, child support (received and paid); non-taxed income, etc. Asset information is as of the date the FAFSA is filed. If you are a dependent student (under the age of 24, single, no dependents, not a veteran) you will also need your parents' federal tax returns, W-2s, income, and asset information.
2. **Apply for a Federal Student Aid ID (FSA ID).** A FSA ID is necessary to sign the FAFSA. For dependent students, a parent will also need to apply for a FSA ID. FSA IDs should not be shared and should be kept in a secure place as it will be used throughout the student's entire education and beyond. Apply at <https://fsaid.ed.gov/npas/index.htm> or while filing the FAFSA. The FSA ID replaced the FSA PIN.
3. **Start a new FAFSA.** Go to fafsa.ed.gov and click on "Start Here." A FSA ID is required. If you filled out a FAFSA for the previous year some information will already be completed. This feature can save time but students must correct answers for any questions where the information has changed. Complete every question. Use zeros instead of leaving a question blank. When available use the IRS Data Retrieval Tool (DRT) for ease of filing. A "Help and Hints" box displays information for each question to help complete the question. Nicolet's school code (008919) must be entered on the application. We suggest that you keep a copy of the FAFSA application for your records.
4. **Submit your FAFSA.** Electronically sign the FAFSA application with your FSA ID. Parents will also need to sign if the student is considered dependent. Submit the application by selecting "SUBMIT My FAFSA Now." You should then see a page confirming that your application has been received. Print or save the confirmation for your records.
5. **Review the Student Aid Report (SAR).** You will receive the SAR electronically to the email address you provided when you completed the FAFSA. Review the SAR carefully and verify the information is correct. If you see incorrect information, make corrections on your FAFSA at fafsa.ed.gov. Keep the SAR for your records. A corrected SAR will be issued when changes are made. The Nicolet College Financial Aid Office will receive your SAR information electronically from the US Department of Education.

Financial Aid Qualifications

In order to receive financial aid, you must meet the following requirements:

- Apply and be accepted into a program that qualifies for financial aid.
- File the FAFSA for the appropriate school year. The FAFSA is available on October 1st each year. This covers fall, spring, and summer terms for that academic year.
- Enroll in classes that are required for your program.
- Enroll in at least six credits to qualify for a federal direct loan.
- Be a US Citizen, a National, or permanent resident of the United States.
- Not be in default on any educational loan and/or owe any repayment of funds to Nicolet College or any previously attended educational institution.
- Be in compliance with Selective Service.
- Maintain satisfactory academic progress as defined by the Nicolet College's Financial Aid Satisfactory Academic Progress Policy.

What happens if a student is selected for verification?

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

What happens once a student qualifies for aid?

If you qualify for financial aid, a financial aid award will be offered. When the award is made available, a notification will be sent to your Nicolet College email. Please keep your address current with the Financial Aid Office for other correspondence. The notification contains instructions on how to access the MyNicolet portal; how to view, accept, reduce, or decline the financial aid awards; and how to complete entrance counseling, a master promissory note, and additional loan counseling (called Financial Awareness Counseling) for the federal direct loans. If accepting a direct loan for the first time, you must visit studentloans.gov to complete both entrance counseling and a master promissory note before the loan can be processed. Students who have received any federal student loans in the past, are taking out new loans, and whose social security number (SSN) ends in an even number, will be required to complete the additional loan counseling titled "Financial Awareness Counseling" (FAC). If either of these steps is not completed, the loan(s) will be rescinded. You can also apply for federal work study opportunities through the Financial Aid Office.

When will students receive financial aid awards?

Disbursement is the process of having financial aid {federal grants and student loans (Title IV funds) and state grants} pay for Nicolet College charges. The financial aid grant refund checks will be mailed each term on Fridays beginning the third week of classes. A financial aid refund check is the difference between a student's grants and loans minus any tuition, books, or other charges on the student's account.

Student loans will be disbursed in two increments:

First-time borrower:

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

Returning borrower:

- First disbursement will occur during the third week of classes
- Second disbursement will be after the midpoint of the term

Will financial aid pay for books?

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

What about the student tuition bill?

The FAFSA must be completed annually and all paperwork submitted at least 30 days prior to your term start to guarantee that financial aid will be processed by the tuition due date. If the FAFSA is filed after these dates, we cannot guarantee that the award will be processed in time and you may be required to pay your tuition bill at the Nicolet College Business Office, online, or arrange for a payment plan. Please contact the Financial Aid Office regarding summer

term financial aid. If your financial aid covers all of your tuition and any book charges, the process for paying off your student account balance is automatic. If financial aid does not cover the cost of tuition, you must pay the balance on your account by the tuition due date. Payment plans can be arranged through a student's MyNicolet account. Contact the Nicolet College Business Office at 715-365-4458 with any questions.

What is the new Financial Awareness Counseling about?

Nicolet College was 1 of 51 institutions in the United States selected by the Department of Education (DOE) to participate in an experimental program for additional loan counseling. If you have received any federal student loans in the past, are taking out new loans, and your social security number (SSN) ends in an even number (0,2,4,6,8), you will be part of the "Treatment Group" and will be required to complete the additional loan counseling titled "Financial Awareness Counseling" (FAC). If your SSN ends in an odd number (1, 3, 5, 7, 9), you will be part of the "Control Group" and are not required to complete the FAC but may do so for your own personal value. The link to the FAC is <https://studentloans.gov/myDirectLoan/counselingInstructions.action?counselingType=fa>.

Regardless of the group that you are placed into, information regarding your student aid and academic data will be reported to the DOE. **Students in the "Treatment Group" must complete FAC prior to any direct student loans being available to apply towards your tuition, bookstore purchases, and being disbursed.**

Additional information about financial aid:

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

Grants

What are Grants?

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

Pell Grant

The Pell Grant is a federally-funded grant awarded to students with high financial need and may be combined with other forms of assistance in order to meet a student's need. Eligibility for the Pell Grant is determined by the Department of Education based on the Expected Family Contribution (EFC). It is only awarded to undergraduate students who have not earned a bachelor's or professional degree. Students are limited to six full years (12 terms/600%) of Pell Grant eligibility during their lifetime. This change affects all students regardless of when or where they received their Pell Grant. If a student attends full-time and receives all of the Pell Grant for the year, they will have used 100% of their Pell eligibility for the year. Pell amounts will be pro-rated based on part-time enrollment. Students who have already used 600% of their Pell Lifetime Eligibility Used (LEU) will no longer be eligible to receive a Pell Grant. Students with 500-600% LEU status may have limited Pell eligibility for the current year.

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Wisconsin State Programs

Talent Incentive Program (TIP) Grant

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

Wisconsin Grant

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

Indian Student Assistance Grant

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

Minority Undergraduate Retention Grant

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

Hearing and Visually Handicapped Student Grant

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

Student Loans

Student loans, unlike grants and work study, are borrowed money that must be repaid with interest. Before you take out a student loan consider carefully the amount that you will have to repay in the years after graduation. Financial aid

recipients are eligible for either a Direct Subsidized Loan, a Direct Unsubsidized Loan, or a combination of both loans. Students must be enrolled in a minimum of six credits to qualify.

Federal Direct Student Loans

Students must complete entrance counseling and a master promissory note before loans can be disbursed. Exit counseling is required when a student graduates or has a change of status during the school year.

Starting in 2017-2018, Nicolet College was 1 of 51 institutions in the United States selected by the Department of Education (DOE) to participate in an experimental program for additional loan counseling. If you have received any federal student loans in the past, are taking out new loans, and your social security number (SSN) ends in an even number (0,2,4,6,8), you will be part of the “Treatment Group” and will be required to complete the additional loan counseling titled “Financial Awareness Counseling” (FAC). If your SSN ends in an odd number (1,3,5,7,9), you will be part of the “Control Group” and are not required to complete the FAC but may do so for your own personal value. The link to the FAC is <https://studentloans.gov/myDirectLoan/counselingInstructions.action?counselingType=fa>.

Regardless of the group that you are placed into, information regarding your student aid and academic data will be reported to the DOE. **Students in the “Treatment Group” must complete FAC prior to any direct student loans being available to apply towards your tuition, bookstore purchases, and being disbursed.**

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

Federal Direct Subsidized Loans

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

- Approximately six months after graduation
- When attendance goes below half-time status
- When withdrawn from program

150% Limit on Subsidized Direct Student Loans

For first-time borrowers, on or after July 1, 2013, there is a limit on the maximum period of time (measured in academic years) that Direct Subsidized Loans can be received. This time limit does not apply to Direct Unsubsidized Loans or Direct PLUS Loans. If this limit applies, students may not receive Direct Subsidized Loans for more than 150% of the published length of their program. This is called “maximum eligibility period” and is based on the published length of the current program in which a student is enrolled. For example, if enrolled in a two-year associate degree program, the maximum period for which a student can receive Direct Subsidized Loans is three years (150% of two years = three years).

Because the maximum eligibility period is based on the length of your current program of study, the maximum eligibility period can change if you change to a program that has a different length. Also, if you receive Direct Subsidized Loans and change to another program, the Direct Subsidized Loans you received for the earlier program will generally count toward the new maximum eligibility period.

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

Federal Direct Unsubsidized Loans

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

- Approximately six months after graduation
- When attendance goes below half-time status
- When withdrawn from program

Loan Limits and Interest Rates

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

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

National Student Loan Data System: https://nslds.ed.gov/nslds/nslds_SA/

Loan Borrowing Requirements

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

Loan Entrance Counseling

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

Master Promissory Note (MPN)

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

Loan Exit Counseling

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

Parent Plus Loans

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

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

Wisconsin Nursing Student Loan Program

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

Alternative Loans

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

Disclosure

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

What data is found in the NSLDS?

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

Who can obtain student information in the NSLDS?

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

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

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

Federal Work Study

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

Scholarships

Academic Excellence Scholarship (AES)

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

Technical Excellence Scholarship (TES)

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

Veterans Educational Programs

The Nicolet College School Certifying Official (SCO), located in the Financial Aid Office, serves as a liaison between our military students and various federal, state, and local agencies. In order to certify Veterans' educational benefits, the SCO needs the following information/documentation:

- Completed Veterans Education Benefits-Certification Request Form before each term
- Benefit student is eligible for along with a copy of applicable documentation
- Veteran's DD-214
- Certificate of Eligibility
- Notice of Eligibility (NOBE) for National Guard Tuition Reimbursement
- Copy of Nicolet course schedule

Veteran's Educational Benefits - Federal

Federal VA educational benefits must be applied for through the US Department of Veterans Affairs (DVA). The quickest way to apply is online at <http://www.gibill.va.gov>. For additional support in applying for federal benefits, please contact the VA at 1-888-442-4551 or use the online support offered through their website. Once approved for benefits through the DVA, a Veteran must be enrolled in an approved associate degree or technical diploma program. Only classes within the Veteran's program are covered by the benefit.

Veterans have 10-15 years from their separation date to use their federal educational benefits. However, if the separation date is on or after January 1, 2013, and the Veteran is eligible for the Post 9/11 benefit, then lifetime access applies. Benefits are payable for 36-48 months while enrolled in school.

Veterans' Educational Benefits – State

There are a variety of State Veterans Affairs programs available. Determination of eligibility and obtaining of applications is done through the County Veterans Service Office <http://wicvso.org/locate-your-cvso/>.

Veterans' Affairs Reporting

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

Return of Title IV Federal Funds Policy (R2T4)

Federal Financial Aid Refunds - Return of Title IV Calculation

A student recipient of Federal Title IV funds (i.e., Federal Pell, SEOG, Direct or PLUS loans) who withdraws from the school before completing 60% of the term is subject to the Return of Title IV Calculation (R2T4) to determine the percentage of Title IV funds required to be returned to the federal government. The Return of Title IV calculation is a federally mandated formula to determine how much federal funding was "earned" up to the time of withdrawal. The Title IV funds that were disbursed in excess of the earned amount must be returned to the federal government by the school and/or you. If you received a refund from financial aid, which was to be used for education-related personal

expenses, you may be required to return a portion of those funds to the school. This portion represents funds that were intended to pay your education-related expenses through the end of the term. The amount to be returned to the school will be determined by your institutional costs, refunds you might have received for non-school expenses and the funds that must be returned to the government.

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

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

Any unearned Title IV aid must be returned to the federal government within 45 days of the date of the determination of your withdrawal. The Nicolet College Financial Aid Office will notify you with instructions on how to proceed if you are required to return funds to the government. Any funds returned after the Return of Title IV Aid calculation is completed and processed are then used to repay Nicolet College funds, state funds, other private sources, and the student, in proportion to the amount received from each non-federal source, as long as there was no unpaid balance at the time of withdrawal. All aid sources are repaid before any funds are returned to the student.

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

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

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

If the post-withdrawal disbursement includes loan funds, Nicolet College must get the student's permission before it can disburse the loan. Students may choose to decline some or all of the loan funds so that s/he does not incur additional debt. A notice will be sent out to the student, and the signed, original document must be returned to the school within 14 days.

Nicolet College may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. However, the school needs the student's permission to use the post-withdrawal grant disbursement for all other school charges. If the student does not give his/her permission, the student will be offered the funds. However, it may be in the student's best interest to allow the school to keep the funds to reduce the student's debt at the school.

It is also important to understand that accepting a post-withdrawal disbursement of student loan funds will increase a student's overall student loan debt that must be repaid under the terms of the Master Promissory Note. Additionally, accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student continue his/her education at a later time.

Official Withdrawal

The official withdrawal date is defined as the actual date Nicolet College receives the Course Withdrawal Form.

Unofficial Withdrawal

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

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

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

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

No Shows

If the student received federal financial aid and failed to attend all of their classes or start all of their competencies, they are considered a "no show" only for those classes/competencies they did not begin. "No shows" must repay in full any financial aid funds that were received for those classes/competencies.

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

Satisfactory Academic Progress (SAP) for Financial Aid Recipients

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

1. Grade Point Average (GPA) Requirement:

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

- For Nicolet My Way (Credit-Based Competency Based Education) mastery will indicate a student has completed the competency equivalent to a B (3.0) GPA or better letter grade and will be included in a GPA calculation.

2. Completion Rate Percentage Requirement:

- A student must successfully maintain a cumulative completion rate of 67% of all credits/competencies (C/C) attempted. C/C attempted are defined as the total C/C that you are enrolled in (including remedial, repeated courses, withdrawals, incompletes and transfer credits) even if you did not receive aid for them.
- Transfer credits are considered both attempted and completed for this calculation.

3. Maximum Time Frame Requirement:

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

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

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

Incompletes: A grade of "I" (Incomplete) may be changed to a passing grade within one term from the date of award of this grade if the student satisfactorily completes all the course requirements as set by the course instructor. Otherwise after this period the "I" will be changed to "F". Incompletes are included in credits attempted but not in credits completed. The grade is also not considered in calculating GPA. When the grade of "I" changes to a passing or failing grade, SAP is re-calculated.

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

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

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

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

Appeal Process: Appeals cannot be based on a need for aid or lack of knowledge of the warning status. An appeal must be based on an unusual situation or condition which prevented the student from being successful (i.e. illness, injury, etc.). Documentation may be required. Students who believe their circumstances merit reconsideration may appeal their suspension by submitting a Financial Aid Appeal Form (available at the Financial Aid Office or at

https://www.nicoletcollege.edu/sites/default/files/2018-10/2019appeals_form.pdf). The appeal requires students to explain why they failed to meet the SAP standards and what has changed that will allow them to meet these standards during the next term. Appeals are heard by the Financial Aid Advisory Committee (FAAC) on a regular basis. Students will be notified by mail of the appeal's decision and conditions they must meet regardless of the results of their appeal.

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

Adding and/or Changing a Program:

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

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

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

Disability Support Services Program

Nicolet College's Disability Support Services (DSS) program provides 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 term. DSS staff recommends students attend an orientation on services and procedures. During this orientation, students and staff will have the opportunity to ask questions, review previous records, and go over accommodations that may be necessary.

Disability Support Services program and accommodations include the following:

- Computer accessibility
- Guided study
- Taped texts/materials
- Note taking assistance
- Readers/writers
- Adaptive listening equipment
- Enlarged print materials
- Assessment
- Accommodations for entrance assessment

- Alternative assessment procedures
- Other reasonable accommodations as appropriate

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

POLICIES AND PROCEDURES

Attendance

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

Academic Standing

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

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

Credits

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

Grading

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

Grade Quality Points

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33

C	2.00
D+	1.33
D	1.00
D-	0.67
F	0.00

Other grades used at Nicolet include:

AS = Advanced Standing

AU = Audit

I = Incomplete

S = Satisfactory

T = Transfer Credit

U = Unsatisfactory

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

Grade Point Averages

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

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

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

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

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

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

20 total credits = 53.35 total quality points

53.35 quality points divided by 20 credits = 2.67 GPA

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

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

Repeating a Course

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

Incompletes

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

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

Auditing a Course

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

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

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

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

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

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

Course Substitution

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

Examinations

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

Nicolet My Way students may be responsible for the scheduling of their own exams and assessments. They should refer to the instructions in the competency syllabus for additional information.

Student in Nicolet My Way programs can attempt assessments up to three times. The instructor may institute a waiting period between attempts based on the results of the previous attempt and the assessment. After three unsuccessful attempts, the student will receive a grade of F for the competency and will have to re-enroll for that competency.

Credit for Prior Learning

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

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

Student Records

All educational records/transcripts of Nicolet students are maintained and housed by the Registrar for a minimum of three years. The Registrar can provide information on courses taken, credits completed, grades, transcripts, and degrees or certificates awarded. The office can also assist with: enrollment verification, loan deferrals, and "Good Student" insurance discount verifications. Any change of name, address, or other personal information must be reported to the Welcome Center or via a form in MyNicolet.

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

Transcripts

Students who would like copies of their official transcript to be sent to another institution, agency or individual must submit an electronic request through Parchment (www.parchment.com). 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.

Certificates, Degrees, Diplomas, and Graduation

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

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

Dean’s List

The Dean’s List is published each term. The list includes the names of all program students with a grade point average of 3.5 or higher for the term just concluded. “I” and “W” grades are not considered in the computation.

Phi Theta Kappa

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

Graduation Ceremony

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

Graduation with Academic Honors

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

Alcohol and Drug Use

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

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

Tobacco-Free Policy

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

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

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

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

Sacred Use of Tobacco

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

Tobacco Cessation Assistance and Resources

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

Enforcement of Tobacco-Free Campus Policy

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

Inclement Weather Campus Closing

Nicolet College remains open during inclement weather as long as it is reasonably possible to conduct work. However, safety in travel is paramount. The College recognizes individuals are the best judge of their own safety when deciding whether or not to travel during inclement weather.

In the event of weather or other events which would seriously impede the functioning of the College, the President or designee will determine whether the College will close, and will inform the College community of the closing.

Notification of Closure

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

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

Other Notifications:

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

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

STUDENT RIGHTS AND RESPONSIBILITIES

Student Standards of Conduct

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

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

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

The Care Team is concerned with the care, welfare, safety, and security of all College students, faculty, and staff, and is committed to providing an environment where individuals are free to work, learn, and teach, unencumbered and uninhibited by threats of intimidation and harm. See the Emergency Response Guide for a comprehensive overview of how the Care Team functions.

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

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

The Student Conduct Committee is a standing committee appointed annually by the Executive Dean of Economic Development and Security. The Committee membership includes one dean, one instructor, a counselor, and the Executive Dean of Security (who chairs the Committee). Alternates may be appointed to ensure the Committee members have no direct relationship to the issue, course, or program of study. The dean of the student's program will serve as an ad hoc member of the Committee.

The Grievance Committee is appointed by Human Resources when needed. The Committee membership includes one administrator, two instructors, and two support employees. If the grievant requests student representation, Human Resources will select one student to serve on the Committee.

Behavioral Misconduct

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

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

Sanctions for Behavioral Misconduct

The Student Conduct Committee, through the chair, may:

- Provide a documented oral reprimand;
- Provide a written reprimand;
- Remove students from College-controlled locations or activities;
- Dismiss a student from a continuing/community educational course;
- Dismiss a student from a credit course (Vice President or designee approval needed);
- Dismiss a student from the program (Vice President or designee approval needed);
- Dismiss a student from the College (Vice President or designee approval needed).

Academic Misconduct

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

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

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

- A documented oral reprimand;
- A written reprimand;
- Lowered grade for the assignment or assessment;
- Failure of the course;

- Dismissal from the program (Vice President or designee approval needed);
- Dismissal from the College (Vice President or designee approval needed).

All academic misconduct sanctions are kept on file in the office of the Vice President of Teaching, Learning, and Student Success.

Student Complaint and Grievance Procedure

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

- Appeal sanctions imposed for behavioral or academic misconduct;
- Contest a policy or practice of the College or College staff that is considered improper or unfair, or;
- 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:

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 US 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 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 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 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 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 Committee will select a chair. The chair of the 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 Committee deems necessary must appear for the proceedings unless they can verify to the 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 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 the 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, he or she may file a complaint with the Wisconsin Technical College System office.

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

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

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

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

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

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

Privacy of Records - Release of Written Information, FERPA

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

- Student name
- Enrollment Status and credit load
- Date of Birth
- Major Field of Study
- Classification and year
- Dates of Enrollment
- Expected Graduation Date
- Types of degrees/diplomas/certificates and date granted
- Academic Honors/awards received and date granted
- Photos/videos of students for use in the College press release, publications and web sites

- Nicolet College assigned student email addresses

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

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

Grievance Hearing

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

Disciplinary Hearing

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

Social Security Number

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

Graduate Follow-up Information

Under federally-mandated Student Right-To-Know legislation, Nicolet College makes available to all current and prospective students information on graduate statistics by program. These graduate statistics are available on the College's website or from the Director of Institutional Effectiveness and Staff Development 715-365-4917.

Anti-Harassment and Nondiscrimination

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

Nicolet Area Technical College seeks continuous compliance with the following laws: Title VI and VII of the 1964 Civil Rights Act as amended, Age Discrimination in Employment Act of 1975, the Americans with Disabilities Act of 1990, Equal Pay Act of 1963 as amended, Title IX of the 1972 Education Amendments, Section 504 of the 1973 Rehabilitation Act, Wisconsin Fair Employment Law, the 1976 Vocational Education Amendments, and the Office of Civil Rights Guidelines Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Career and Technical Education Programs (34 CFR, Part 100, Appendix B).

All educational programs and related support services and benefits will be administered in a manner which does not unlawfully discriminate.

In compliance with Federal and State law, Nicolet Area Technical College will not tolerate harassment by its employees or non-employees. Pursuant to Title VII of the 1964 Civil Rights Act as amended, the following forms of harassment are prohibited.

Nicolet Area Technical College prohibits harassment by supervisors, co-workers, and non-employees on the basis of sex, race, color, national origin, disability, sexual orientation, military status or any other protected status. The College also prohibits unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
2. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment (i.e., performance appraisals, compensation, advancement, or any other term or condition of employment or career development); or
3. Such conduct has the purpose or effect of creating an intimidating, or hostile, or offensive working environment.

Also included is the prohibition of the introduction of unwarranted and harmful emphasis on the sex of a student in a formal student/ institutional relationship, including but not limited to student/ faculty, student/counselor or student/administrator, the intent or effect of which is to create an intimidating, hostile, or offensive academic environment.

Examples of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:

- Unwanted or offensive comments, slurs, jokes, letters, poems, or email or voicemail messages regarding race, color, religion, sex, national origin, age, disability, or any other legally protected status.
- Foul or obscene language.
- Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies, or prowess.
- Questions about one's sex life or experiences.
- Repeated unwelcome sexual flirtations or repeated unwelcome requests for dates.
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons.
- Inappropriate touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, brushing against another's body, grabbing, groping, kissing, or fondling.
- Leering, staring, stalking.
- Sexual favors in return for employment rewards, or threats if sexual favors are not provided.
- Sexual assault.

Any employee who experiences any job-related harassment based on race, color, religion, sex, national origin, age, disability, or status in any group protected by state or local law, or believes that he or she has been treated in an unlawful, discriminatory manner should immediately report any such incident to the employee's supervisor or the Director of Human Resources. Employees filing discrimination or harassment complaints should follow the process in the Discrimination Complaint

Resolution Policy

The College treats all claims of harassment and discrimination seriously. All complaints will be investigated promptly and all actions taken to resolve such complaints shall be conducted as confidentially as possible. The College strictly prohibits any form of retaliation against any employee for filing a complaint or for assisting in a complaint investigation. Any employee who believes that he or she has been subjected to retaliation in violation of this policy should immediately report the retaliation to the Director of Human Resources.

Any employee who is found, after appropriate investigation, to have violated this policy will be subject to appropriate action, up to and including termination.

Discrimination Complaint Resolution (Policy BP 4.07)

Nicolet Area Technical College maintains fair and impartial relations with employees, applicants for employment, and students without regard to race, color, creed, national origin, religion, sex, disability, age, arrest record, conviction record, political affiliation, marital status, sexual orientation or any other protected status. Discrimination by supervisors, co-workers, or students on the basis of race, sex, national origin, disability or any other protected status is prohibited by the Board of Trustees. Affirmative Action efforts will be required for individuals with protected statuses, and persons with disabilities in educational programs and in job categories. Appropriate sanctions and preventive measures will be used to eliminate discrimination.

Nicolet Area Technical College seeks continuous compliance with the following EEO/AA laws and executive orders: Title VI and VII of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act, the Americans With Disabilities Act of 1990 as amended, the Civil Rights Act of 1991, the Carl D. Perkins Vocational and Technical Education Act, the Equal Pay Act of 1963 as amended, the Age Discrimination Acts of 1967, 1975, and 2010, the Civil Rights Restoration Act of 1987, the Wisconsin Fair Employment Law, other appropriate laws and executive orders and/or administrative directives and codes including the Office for Civil Rights Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap in Career Technical Education Programs (34 CFR, Part 100, Appendix B).

Equal opportunity as required in Chapter 38 of the Wisconsin Statutes and the Wisconsin Fair Employment Law under Sec. 111.31-111.395 Wis. Stats. is for all persons regardless of political affiliation, age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest or conviction record, service in the armed forces, genetic testing, and the use or non-use of lawful products off the employer's premises during non-working hours.

Discrimination is defined as disparate treatment in any service, program, course or facility of Nicolet Area Technical College based on any protected status. Employees and students of Nicolet Area Technical College wishing to file a complaint alleging any act of discrimination in violation of equal employment or education laws or policies shall do so directly with the Director of Human Resources (EEO/Affirmative Action Officer). For employment purposes, this policy covers all personnel transactions in job classification, placement, assignment, training, promotion, termination, salary, conditions of work, leave, and other employment policies.

Students are covered by this policy in all educational programs and activities, recruitment, admissions, financial aid, counseling, access to course offerings, instruction, athletics, facilities, and student employment.

Discrimination Complaint Procedure

Discrimination complaints must be filed in writing and include the following information:

Name

Contact information (address, phone, email) Date of the alleged incident

Persons involved in alleged discrimination Description of the alleged incident Witnesses to the alleged discrimination

Relief sought

Written discrimination complaints should be sent to:

Director of Human Resources

Nicolet College PO Box 518

Rhineland, WI 54501-0518

Phone: 715.365.4449

TTY: 800.947.3529 or 711

Fax: 715.365.4460

Email: hr@nicoletcollege.edu

If the discrimination complaint involves a member of the Human Resources Office the written complaint should be sent to a Vice President.

Retaliation against anyone filing a discrimination complaint under this policy is prohibited. While the most effective and timely remedies are available through this College process, the filing of a complaint under this policy does not preclude a person's right to seek remedies through avenues outside the institution.

The College encourages reporting of any discrimination complaint within 30 days to facilitate a prompt and thorough investigation of the facts and circumstances involved. Under Wisconsin Law, any staff member or student who believes he/she has been discriminated against or who alleges discrimination has occurred in violation of this policy may also file a complaint with the Equal Rights Division of the Wisconsin Department of Workforce Development within 300 days of the alleged violation.

Notification

Within five (5) working days after a discrimination complaint is filed, the Director of Human Resources will notify the President and the respondent that a complaint of discrimination has been filed, and of his/her intent to investigate the complaint.

Investigation and Decision

Within ten (10) days of receiving a discrimination complaint, the Director of Human Resources will investigate the allegations and issue a written notice of his/her findings to the parties involved.

If the complainant is not satisfied with the decision, he/she may appeal the decision to the appropriate Vice President or his/her designee within ten (10) days of that determination. The appeal must be in writing and specify in detail what findings, recommendations, or other aspects of the determination are being appealed.

Appeal to the Vice President

The Vice President or his/her designee will meet with the relevant parties and will issue a decision within ten (10) days of receiving the appeal. Copies of the decision will be sent to the parties involved and the Director of Human Resources. The decision of the Vice President is final, and there shall be no further appeal of the matter internally.

Consequences of Discrimination

Employees who discriminate against students or other employees will be subject to appropriate disciplinary action up to and including termination pursuant to relevant policies and/or appropriate collective bargaining agreements. Students who discriminate against other students will be subject to disciplinary action pursuant to student disciplinary processes.

Student Grievances Unrelated to Discrimination

As outlined in Policy BP 4.03 Student Complaints and Grievances, students have the right to contest a policy or practice of the College or College staff that is considered improper or unfair, or where there has been deviation from or misinterpretation or misapplication of a practice or policy unrelated to discrimination. The Complaint and Grievance Procedure for Nicolet College Students is outlined earlier in this chapter under Student Standards of Conduct and is also available to students in the Welcome Center, Human Resources Office, visiting Nicolet College.edu, or by calling 715-365-4450. Students should be aware of the timelines associated with the grievance procedure.

Hold for Indebtedness

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

Parking

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

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

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

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

Children on Campus

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

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

Accommodation of Student Religious Beliefs

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

The Vice President will be responsible for notifying all students, parents or guardians of minor students, and instructors of the existence of this policy. New students will be notified of this policy by information in the Nicolet College Catalog or nicoletcollege.edu

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

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

CAMPUS SECURITY

Emergency Reporting Procedures

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

Non-Emergency Contact Numbers

Care Team: 715-365-4932

Campus Security: 715-365-4420

Emergency Response Team (ERT): 715-365-4999

Facilities: 715-365-4419

Information Technologies Department: 715-365-4478

Minocqua Police Department: 715-356-3234

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

Welcome Center: 715-365-4493

The Care Team

The Care Team receives all reports of behavioral concerns. Any behaviors of concern, such as individuals who are depressed, making inappropriate comments or threats, or exhibiting disruptive behavior, should be reported to the Care Team. These reports can remain anonymous. The Care Team can be contacted by calling 715-365-4932 or by submitting a StarFish Alert.

Security and Access to Campus Facilities

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

officers have the authority to issue parking tickets, to issue College tobacco violation tickets, and to enforce College policy.

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

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

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

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

Crime Reporting Procedures

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

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

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

Emergency Crime Reporting Procedures

In the event of an emergency, call 911 immediately. An emergency situation can be defined as any event that may pose a significant threat to the life, safety, or health of students and/or employees. After contacting authorities, call or contact any College employee. Then, if the situation allows, call the Emergency Response Team (ERT) at 715-365-4999. Students should follow the directions of College staff and emergency services personnel during an emergency.

Crimes May Be Reported Anonymously

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

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

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

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

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

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

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

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

If, due to a disability, accommodations are needed to assist the student with filing a complaint, please contact: the Accommodations Specialist at 715-365-4560. Employees can receive assistance with filing a complaint by contacting Human Resources at 715-365-4450.

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

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

Daily Clery Crime Log

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

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

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

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

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

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

Disclosure of Student Disciplinary Proceedings for Violent Crimes or Sex Offenses

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

Timely Warning of Potential Threats

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

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

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

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

Emergency Response Guide and Evacuation Procedures

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

Crime Prevention and Security Procedures

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

The orientation includes the following information:

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

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

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

Recommended security procedures are located in the Emergency Response Guide.

Sexual Assault

Sexual assault is an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Consent is defined as “words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact.” Minors (under

the age of 18), persons suffering from mental illness or defect, and sleeping or unconscious persons are presumed unable to give consent. Failure to resist does not indicate consent. Ch. 940.225(4), Wis. Stats.

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

Sexual Assault Prevention

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

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

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

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

Sex Offender Information

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

Stalking Laws

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

Harassment

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

Possession, Use, and Sale of Alcohol and Illegal Drugs

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

Possession and Use of Weapons

The College is committed to providing a safe working and learning environment for all members of the College community including visitors. To that end, the College exercises its rights to prohibit the possession of weapons as allowed under Wisconsin State Law. Details of the policy regarding possession and use of weapons is outlined in Board Policy 5.02. The policy is available to students from the Human Resources Office or nicoletcollege.edu.

Annual Clery Crime Statistics

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

EDUCATIONAL OFFERINGS

ACCOUNTING

Associates of Applied Science

With accounting courses focused on project-based work, you'll gain valuable experience in the classroom that will add up to relevant job skills. Projects will emphasize the accounting cycle, bookkeeping, financial statement analysis, and personal and business tax returns. Plus, learn essential programs such as Microsoft Excel, Word, and QuickBooks accounting software.

OUTCOMES

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

CAREERS

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

CURRICULUM

1080919500 Economics	3.00
1080413400 Mathematical Reasoning	3.00
1080119600 Oral Interpersonal Communication	3.00
1080919900 Psychology of Human Relations	3.00
1080119700 Technical Reporting	3.00
1080119500 Written Communication	3.00
1010117000 Accounting Information Systems	3.00
1010115100 Accounting Principles 1	2.00
1010115200 Accounting Principles 2	3.00
1010115400 Accounting Principles 3	4.00
1010118500 Accounting Spreadsheet Application	2.00
1010210600 Business Orientation	1.00
1010312600 MS Excel Beginning	1.00
1010312700 MS Excel Intermediate	1.00
1010311500 MS Word Beginning	1.00
1010212000 Business Law	3.00
1010115800 Cost Accounting	3.00
1010111300 Income Tax Preparation 1	4.00
1010111400 Income Tax Preparation 2	3.00
1010116200 Intermediate Accounting 1	3.00
1010116600 Intermediate Accounting 2	2.00
1010111200 Payroll Accounting	3.00
1089010300 Professional Career Management	1.00
1010113500 QuickBooks Applications	1.00
1010315500 QuickBooks Basics	1.00

GRADUATION REQUIREMENTS

- Total Credits: 60.00
- 2.000 cumulative GPA

ACCOUNTING ASSISTANT

Technical Diploma 1 year

Prepare 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.

OUTCOMES

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

CAREERS

- Bookkeeper
- Accounting Clerk
- Payroll Clerk

CURRICULUM

1010115100 Accounting Principles 1	2.00
1010115200 Accounting Principles 2	3.00
1010115400 Accounting Principles 3	4.00
1010210600 Business Orientation	1.00
1010312600 MS Excel Beginning	1.00
1010312700 MS Excel Intermediate	1.00
1010311500 MS Word Beginning	1.00
1010212000 Business Law	3.00
1010111300 Income Tax Preparation 1	4.00
1010111200 Payroll Accounting	3.00
1010113500 QuickBooks Applications	1.00
1010315500 QuickBooks Basics	1.00
1080413400 Mathematical Reasoning	3.00
1080119600 Oral Interpersonal Communication	3.00
1080119500 Written Communication	3.00

GRADUATION REQUIREMENTS

- Total Credits: 34.00
- 2.000 cumulative GPA

ADMINISTRATIVE PROFESSIONAL

Associates of Applied Science

Gain valuable administrative training in the classroom to become proficient in the workplace and keep up-to-date by learning the latest business and office technology. The second year of the associate's degree allows more flexibility of scheduling so you can complete your education while employed. You'll develop a reference manual of key processes and a professional portfolio for potential employers.

ENTRANCE REQUIREMENTS

- Computer Literacy: Demonstrate basic computer operating technique

OUTCOMES

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

CAREERS

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

CURRICULUM

1080919500 Economics	3.00
1080412300 Math with Business Applications	3.00
1080119600 Oral Interpersonal Communication	3.00
1080919900 Psychology of Human Relations	3.00
1080119700 Technical Reporting	3.00
1080119500 Written Communication	3.00
1080919700 Contemporary Amer Society	3.00
1010619000 Administrative Assistant Internship	3.00
1010617000 Administrative Procedures	3.00
1010210600 Business Orientation	1.00
1010313500 MS Access Beginning	1.00
1010313600 MS Access Intermediate	1.00
1010312600 MS Excel Beginning	1.00
1010312700 MS Excel Intermediate	1.00
1010312500 MS Outlook	1.00
1010316900 MS Publisher Beginning	1.00
1010317000 MS Publisher Intermediate	1.00
1010314100 MS Pow erpoint Beginning	1.00
1010314200 MS Pow erpoint Intermediate	1.00
1010311800 MS Word Advanced	1.00
1010311500 MS Word Beginning	1.00
1010311700 MS Word Intermediate	1.00
1010613300 Business Office Technologies	2.00
1010212100 Customer Service	1.00
1010611600 Document Processing	3.00
1010612600 Editing Business Applications	3.00
1010110200 Introduction to Accounting	1.00
1010716200 Microcomputer Support	2.00
1010612700 Meeting and Event Planning	3.00
1089010300 Professional Career Management	1.00
1010315500 QuickBooks Basics	1.00
1010611400 Records Management	1.00
Electives	3.00

GRADUATION REQUIREMENTS

- Total Credits: 61.00
- 2.000 cumulative GPA
- Recommended Electives:
 - Business Law
 - Human Resource Management
 - Medical Terminology

ADVANCED EMERGENCY MEDICAL TECHNICIAN

Technical Diploma less than 1 year

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 WI.

CURRICULUM

3053130400 Advanced EMT

4.00

GRADUATION REQUIREMENTS

- Total Credits: 4.00
- 2.000 cumulative GPA

ALCOHOL AND OTHER DRUG ABUSE ASSOCIATE

Associates of Applied Science

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

ENTRANCE REQUIREMENTS

-Submit an acceptable Wisconsin Criminal/Caregiver Background check

OUTCOMES

- Clinically evaluate for substance use disorders and treatment needs
- Develop treatment plans
- Facilitate referral to meet needs
- Demonstrate service coordination skills
- Demonstrate counseling skills with individuals, groups and families
- Provide education relevant to substance use
- Maintain clinical records according to agency, federal and state guidelines
- Adhere to accepted culturally competent, ethical and behavioral conduct

CAREERS

- AODA Counselor
- AODA Counselor Aide
- Residential AODA Counselor
- Treatment Counselor
- Resident Manager

CURRICULUM

1080915900 Abnormal Psychology	3.00
1080119500 Written Communication	3.00
1080918800 Developmental Psychology	3.00
1080119600 Oral Interpersonal Communication	3.00
1080919800 Intro to Psychology	3.00
1080619800 Human Biology	4.00
1080917200 Introduction to Diversity Studies	3.00
1052010000 Introduction to Counseling	3.00
1052010500 Boundaries and Ethics	3.00
1052010600 Methods in Social Casework	3.00
1052010700 Group Counseling Methods	3.00
1052011000 Advanced Counseling Theory	3.00
1052011100 Behavior Assessment	3.00
1055011000 Understanding Addiction	3.00
1055011500 Family Systems and AODA	2.00
1055011600 Psychopharmacology	3.00
1055012000 Intro to AODA Profession	1.00
1055012100 Addictive Disorders	3.00
1055012200 AODA Across the Lifespan	3.00
1055012500 AODA Preceptorship I	3.00
1055012600 AODA Preceptorship II	3.00
Electives	3.00

GRADUATION REQUIREMENTS

- Total Credits: 64.00
- 2.000 cumulative GPA

AUTOMOTIVE SERVICE TECHNICIAN

Technical Diploma 1 year

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

OUTCOMES

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

CAREERS

- Automotive Service Technician

CURRICULUM

1044219500 Welding for Automotive	1.00
1060210300 Engine Repair 1	2.00
1060210400 Brake Systems	3.00
1060210500 Introduction to Hybrid Autos	2.00
1060210700 Auto Service Fundamentals	2.00
1060212300 Engine Repair 2	3.00
1060212400 Steering and Suspension Systems	3.00
1060212500 Electrical and Electronic Systems 1	2.00
1060212700 Electrical and Electronic Systems 2	3.00
1060219600 Climate Control Systems	3.00
1089010000 College Success	1.00
3180430200 Applied Technical Mathematics	2.00
1089010200 Interpersonal Workplace Fundamentals	2.00

GRADUATION REQUIREMENTS

- Total Credits: 29.00
- 2.000 cumulative GPA

AUTOMOTIVE TECHNICIAN

Technical Diploma 2 year

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

OUTCOMES

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

CAREERS

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

CURRICULUM

1044219500 Welding for Automotive	1.00
1060210300 Engine Repair 1	2.00
1060210400 Brake Systems	3.00
1060210500 Introduction to Hybrid Autos	2.00
1060210700 Auto Service Fundamentals	2.00
1060210900 Auto Transmission Transaxle	4.00
1060212300 Engine Repair 2	3.00
1060212400 Steering and Suspension Systems	3.00
1060212500 Electrical and Electronic Systems 1	2.00
1060212700 Electrical and Electronic Systems 2	3.00
1060212800 Electrical and Electronic Systems 3	3.00
1060214900 Manual Drive Train and Axles	4.00
1060219500 Advanced Chassis Systems	2.00
1060219600 Climate Control Systems	3.00
1060219700 Engine Performance 1	3.00
1060219800 Engine Performance 2	4.00
1060219900 Capstone for Automotive	2.00
1089010000 College Success	1.00
3180130400 Applied Communications Writing	2.00
3180130500 Applied Communication Listening Speaking	2.00
3180430200 Applied Technical Mathematics	2.00
1089010200 Interpersonal Workplace Fundamentals	2.00

GRADUATION REQUIREMENTS

- Total Credits: 55.00
- 2.000 cumulative GPA

AUTOMOTIVE TECHNOLOGY

Associates of Applied Science

Prepare to fill the growing need for highly professional, technically competent technicians in automotive dealerships and repair facilities. 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.

OUTCOMES

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

CAREERS

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

CURRICULUM

1080916600 Intro to Ethics Theory and Application	3.00
1080413400 Mathematical Reasoning	3.00
1080119600 Oral Interpersonal Communication	3.00
1080613900 Survey of Physics	3.00
1080919900 Psychology of Human Relations	3.00
1080119500 Written Communication	3.00
1044219500 Welding for Automotive	1.00
1060210300 Engine Repair 1	2.00
1060210400 Brake Systems	3.00
1060210500 Introduction to Hybrid Autos	2.00
1060210700 Auto Service Fundamentals	2.00
1060210900 Auto Transmission Transaxle	4.00
1060212300 Engine Repair 2	3.00
1060212400 Steering and Suspension Systems	3.00
1060212500 Electrical and Electronic Systems 1	2.00
1060212700 Electrical and Electronic Systems 2	3.00
1060212800 Electrical and Electronic Systems 3	3.00
1060214900 Manual Drive Train and Axles	4.00
1060219500 Advanced Chassis Systems	2.00
1060219600 Climate Control Systems	3.00
1060219700 Engine Performance 1	3.00
1060219800 Engine Performance 2	4.00
1060219900 Capstone for Automotive	2.00

GRADUATION REQUIREMENTS

- Total Credits: 64.00
- 2.000 cumulative GPA

BAKING

Technical Certificate

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

CAREERS

- Baker

CURRICULUM

1031612100 Sanitation and Safety Fundamentals	2.00
1031612500 Food Theory	3.00
1031612600 Food Production Principles	3.00
1031615200 Professional Baking	3.00
1031615300 Advanced Baking	3.00

GRADUATION REQUIREMENTS

- Total Credits: 14.00
- 2.000 cumulative GPA

BARBER COSMETOLOGY INSTRUCTOR

Technical Certificate

The Barber/Cosmetology Instructor Certificate prepares the student to take the State of Wisconsin examination to become a licensed Barbering or Cosmetology Instructor. To apply for the examination, students must successfully complete the 150 hours of required coursework, hold a current Wisconsin license in the Barbering or Cosmetology profession, and possess 2,000 hours of experience in the Barbering or Cosmetology field. Through the completion of this program, students will acquire the knowledge, both practical and theoretical, along with the skills necessary to teach new students entering the Barbering or Cosmetology professions.

OUTCOMES

- Facilitate learning in a classroom
- Administer different teaching techniques in a Barbering or Cosmetology course
- Apply effective listening and speaking skills
- Demonstrate knowledge of state regulations and laws regarding Barbering and Cosmetology
- Employ a variety of assessment strategies

CAREERS

- Barber Cosmetology Instructor

CURRICULUM

1050218600 Instructional Planning and Design	2.00
1050218700 Teaching Methods	2.00
1050218800 Educational Evaluation	2.00
3150230800 Cosmetology Instructor Orientation	2.00

GRADUATION REQUIREMENTS

- Total Credits: 8.00
- 2.000 cumulative GPA

BOOKKEEPER

Technical Diploma less than 1 year

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

OUTCOMES

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

CAREERS

- Bookkeeper
- Accounting clerk

CURRICULUM

1010115100 Accounting Principles 1	2.00
1010111200 Payroll Accounting	3.00
1010113500 QuickBooks Applications	1.00
1010315500 QuickBooks Basics	1.00

GRADUATION REQUIREMENTS

- Total Credits: 7.00
- 2.000 cumulative GPA

BUSINESS MANAGEMENT

Associates of Applied Science

Learn the skills and knowledge managers need to guide organizations in reaching goals by working with people and resources. The program propels students toward a career in business and assists people who are already in the workforce by providing additional training for career advancement. Students may focus on specific areas of business such as modern and digital marketing, Native American tribal management, or leadership while developing a strong foundation in general business practices.

OUTCOMES

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

CAREERS

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

CURRICULUM

1080919500 Economics	3.00
1080413400 Mathematical Reasoning	3.00
1080919900 Psychology of Human Relations	3.00
1080119700 Technical Reporting	3.00
1080119500 Written Communication	3.00
1010213000 Operations Management	3.00
1010214500 Business Finance and Budgeting	3.00
1010110200 Introduction to Accounting	1.00
1010210100 Introduction to Business	1.00
1010210600 Business Orientation	1.00
1010211500 Human Resource Management	3.00
1010212000 Business Law	3.00
1010212100 Customer Service	1.00
1010213100 Strategic Management	3.00
1010215200 Modern Marketing	3.00
1010219001 Business Management Internship Capstone	2.00
1010311500 MS Word Beginning	1.00
1010312600 MS Excel Beginning	1.00
1010312700 MS Excel Intermediate	1.00
1010314100 MS Powerpoint Beginning	1.00
1010315500 QuickBooks Basics	1.00
1010413100 Digital Marketing Strategies and Skills	3.00
1019615500 Leadership 2	3.00
1089010300 Professional Career Management	1.00
1014516300 Entrepreneurship	3.00
1019613000 Leadership I	3.00
1080119600 Oral Interpersonal Communication	3.00

GRADUATION REQUIREMENTS

- Total Credits: 60.00
- 2.000 cumulative GPA

CARPENTRY (CONSTRUCTION) APPRENTICESHIP

Apprenticeship Training

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

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

ENTRANCE REQUIREMENTS

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

OUTCOMES

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

CAREERS

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

CURRICULUM

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

GRADUATION REQUIREMENTS

- Total Credits: 15.00
- 2.000 cumulative GPA

CATERING

Technical Certificate

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

CAREERS

- Catering

CURRICULUM

1031611100 Garde Manger	2.00
1031612100 Sanitation and Safety Fundamentals	2.00
1031612500 Food Theory	3.00
1031612600 Food Production Principles	3.00
1031615000 Catering	3.00

GRADUATION REQUIREMENTS

- Total Credits: 13.00
- 2.000 cumulative GPA

CORRECTIONS SPECIALIST

Technical Diploma less than 1 year

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

OUTCOMES

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

CAREERS

- Corrections Officer
- Jailer
- Private Security
- Prison Guard

CURRICULUM

1050410000 Introduction to Corrections	3.00
1050410400 Criminal Justice Program Orientation	1.00
1050490700 Community Policing Strategies	3.00
1050492000 Corrections Security Procedures	3.00
1050492100 Corrections Emergency Procedures	3.00
1080119500 Written Communication	3.00

GRADUATION REQUIREMENTS

- Total Credits: 16.00
- 2.000 cumulative GPA

COSMETOLOGY

Technical Diploma 1 year

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

OUTCOMES

- Apply safety and sanitization procedures
- Adhere to the current Wisconsin administrative codes and statutes for cosmetology
- Demonstrate interpersonal skills for success
- Perform haircutting services
- Perform shampoo services
- Perform skin care services
- Perform texture services
- Perform hair color services
- Demonstrate hairstyling and finishing products
- Perform nail services
- Develop strategies to market products & services

CAREERS

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

CURRICULUM

3150230400 Cosmetology Introduction	1.00
3150230600 Basic Cut and Style	2.00
3150230700 Basic Texture and Color	4.00
3150231000 Mens Cut and Shave	2.00
3150231600 Nail Care	1.00
3150231700 Skin Care	3.00
3150231800 Salon Services 2	4.00
3150232000 Salon Science	2.00
3150232100 Advanced and Cut Style	2.00
3150232900 Advanced Texture and Color	4.00
3150233000 Salon Services 3	4.00
3150233500 State Board Preparation	3.00
3150236900 Cosmetology Industry	1.00
3150237800 Salon Services 1	4.00
3180130500 Applied Communication Listening Speaking	2.00

GRADUATION REQUIREMENTS

- Total Credits: 39.00
- 2.000 cumulative GPA
- 1,550 hours

CRIMINAL JUSTICE CORRECTIONAL OFFICER

Associates of Applied Science

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

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

OUTCOMES

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

CAREERS

- Correctional Officer

CURRICULUM

1080916600 Intro to Ethics Theory and Application	3.00
1080410700 College Mathematics	3.00
1080119600 Oral Interpersonal Communication	3.00
1080919900 Psychology of Human Relations	3.00
1080917200 Introduction to Diversity Studies	3.00
1080119500 Written Communication	3.00
1050492100 Corrections Emergency Procedures	3.00
1010311500 MS Word Beginning	1.00
1010312600 MS Excel Beginning	1.00
1019613000 Leadership I	3.00
1050410000 Introduction to Corrections	3.00
1050410400 Criminal Justice Program Orientation	1.00
1050412900 Interviewing Techniques	3.00
1050413300 Delinquency and Deviant Behavior	3.00
1050414000 Computer Utilization for Criminal Justice	3.00
1050414500 Rules of Evidence	2.00
1050470000 Introduction to Criminal Justice	3.00
1050470100 Basic Patrol Response	3.00
1050470300 Basic Investigations	3.00
1050470700 Intermediate Investigations	3.00
1050471000 Advanced Investigations	3.00
1050490200 Criminal Law	3.00
1050490700 Community Policing Strategies	3.00
1050492000 Corrections Security Procedures	3.00

GRADUATION REQUIREMENTS

- Total Credits: 65.00
- 2.000 cumulative GPA

CRIMINAL JUSTICE STUDIES

Associates of Applied Science

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

OUTCOMES

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

CAREERS

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

CURRICULUM

1080916600 Intro to Ethics Theory and Application	3.00
1080410700 College Mathematics	3.00
1080119600 Oral Interpersonal Communication	3.00
1080919900 Psychology of Human Relations	3.00
1080917200 Introduction to Diversity Studies	3.00
1080119500 Written Communication	3.00
1050410000 Introduction to Corrections	3.00
1050410400 Criminal Justice Program Orientation	1.00
1050414000 Computer Utilization for Criminal Justice	3.00
1050415000 CJ Practical Applications	1.00
1050470000 Introduction to Criminal Justice	3.00
1050470100 Basic Patrol Response	3.00
1050470200 Basic Tactics	3.00
1050470300 Basic Investigations	3.00
1050470400 Intermediate Patrol Response	3.00
1050470500 Advanced Tactics	4.00
1050470600 Emergency Vehicle Response	2.00
1050470700 Intermediate Investigations	3.00
1050470800 Physical Fitness	1.00
1050470900 Traffic Response	3.00
1050471000 Advanced Investigations	3.00
1050490700 Community Policing Strategies	3.00
1050492000 Corrections Security Procedures	3.00
1050492100 Corrections Emergency Procedures	3.00

GRADUATION REQUIREMENTS

- Total Credits: 66.00
- 2.000 cumulative GPA

CULINARY ARTS

Associates of Applied Science

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

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

OUTCOMES

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

CAREERS

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

CURRICULUM

1080919500 Economics	3.00
1080916600 Intro to Ethics Theory and Application	3.00
1080412300 Math with Business Applications	3.00
1080119600 Oral Interpersonal Communication	3.00
1080919900 Psychology of Human Relations	3.00
1080119500 Written Communication	3.00
1031611100 Garde Manger	2.00
1031611500 Culinary Math	2.00
1031612100 Sanitation and Safety Fundamentals	2.00
1031612500 Food Theory	3.00
1031612600 Food Production Principles	3.00
1031613000 Nutrition	2.00
1031614000 Food Practicum I	3.00
1031614100 Food Practicum II	3.00
1031615000 Catering	3.00
1031615100 Advanced Professional Cooking	3.00
1031615200 Professional Baking	3.00
1031615500 Menu Planning	2.00
1031616000 Food Purchasing	2.00
1031617000 Restaurant Practicum I	3.00
1031617100 Restaurant Practicum II	3.00
1031617500 Food Service Cost Control	2.00
1031618000 Food Service Supervision	3.00
Electives	4.00

GRADUATION REQUIREMENTS

- Total Credits: 66.00
- 2.000 cumulative GPA

CULINARY ASSISTANT

Technical Diploma 1 year

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

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

OUTCOMES

- Practice basic sanitary and safety procedures during food preparation, service, and clean-up
- Operate food service equipment
- Prepare large quantity recipes to industry standards
- Demonstrate good work habits and positive attitudes towards food service assignments
- Serve food in predetermined portions, in a neat and attractive manner

CAREERS

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

CURRICULUM

1031611100 Garde Manger	2.00
1031611500 Culinary Math	2.00
1031612100 Sanitation and Safety Fundamentals	2.00
1031612500 Food Theory	3.00
1031612600 Food Production Principles	3.00
1031613000 Nutrition	2.00
1031614000 Food Practicum I	3.00
1031614100 Food Practicum II	3.00
1080119600 Oral Interpersonal Communication	3.00
1080119500 Written Communication	3.00

GRADUATION REQUIREMENTS

- Total Credits: 26.00
- 2.000 cumulative GPA

CULINARY CAREER ESSENTIALS

Technical Certificate

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

CAREERS

- Entry-level Food Service

CURRICULUM

1031612100 Sanitation and Safety Fundamentals
1031612500 Food Theory
1031612600 Food Production Principles

GRADUATION REQUIREMENTS

- Total Credits: 8.00
- 2.000 cumulative GPA

2.00
3.00
3.00

CULINARY MANAGEMENT

Associates of Applied Science

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

OUTCOMES

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

CAREERS

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

CURRICULUM

1080916600 Intro to Ethics Theory and Application 3.00
1080412300 Math with Business Applications 3.00
1080119600 Oral Interpersonal Communication 3.00
1080919900 Psychology of Human Relations 3.00
1080119500 Written Communication 3.00
1010110200 Introduction to Accounting 1.00
1010212000 Business Law 3.00
1010215200 Modern Marketing 3.00
1010315500 QuickBooks Basics 1.00
1014516300 Entrepreneurship 3.00
1031611100 Garde Manger 2.00
1031611500 Culinary Math 2.00
1031612100 Sanitation and Safety Fundamentals 2.00
1031612500 Food Theory 3.00
1031612600 Food Production Principles 3.00
1031613000 Nutrition 2.00
1031614000 Food Practicum I 3.00
1031614100 Food Practicum II 3.00
1031615500 Menu Planning 2.00
1031616000 Food Purchasing 2.00
1031617500 Food Service Cost Control 2.00
1031618000 Food Service Supervision 3.00
1031712000 Beverage Management 2.00
1031712100 Dining Room Management 2.00
Electives 3.00

GRADUATION REQUIREMENTS

- Total Credits: 62.00
- 2.000 cumulative GPA

DIGITAL MARKETING

Technical Certificate

The Digital Marketing Certificate from Nicolet College will qualify a graduate for a marketing job at a small to mid-sized business or organization. Proficiency is acquired in market research and digital marketing plan development. Direct experience is gained by working with local businesses on actual projects such as keyword research, SEO (search engine optimization), designing websites and blogs, managing social media platforms, and developing email newsletter systems. Skills are acquired for creating digital content like video presentations, infomercials, social media posts and banner ads. Proficiency is acquired in digital advertising on several platforms like Facebook, YouTube, and Google. This certificate is ideal for entrepreneurs along with students majoring in business management, marketing, and computer programming.

OUTCOMES

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

CAREERS

- Digital Marketer
- Market Research Analyst
- Marketing Specialist

CURRICULUM

1010413000 Social Media and Digital Content Mktg	3.00
1010413100 Digital Marketing Strategies and Skills	3.00
1010414100 Digital Advertising Promo and Ecommerce	3.00

GRADUATION REQUIREMENTS

- Total Credits: 9.00
- 2.000 cumulative GPA

EARLY CHILDHOOD EDUCATION

Associates of Applied Science

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

OUTCOMES

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

CAREERS

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

CURRICULUM

1080413400 Mathematical Reasoning	3.00
1080119600 Oral Interpersonal Communication	3.00
1080918800 Developmental Psychology	3.00
1080917200 Introduction to Diversity Studies	3.00
1080119500 Written Communication	3.00
1030710800 ECE Early Language and Literacy	3.00
1030711000 ECE Soc S Art and Music	3.00
1030711200 ECE STEM	3.00
1030714800 ECE Foundations of Early Childhood Ed	3.00
1030715100 ECE Infant and Toddler Development	3.00
1030716700 ECE Health Safety and Nutrition	3.00
1030717400 ECE Introductory Practicum	3.00
1030717500 ECE Preschool Practicum	3.00
1030717700 ECE Intermediate Practicum	3.00
1030717900 ECE Child Development	3.00
1030718700 ECE Children with Differing Abilities	3.00
1030718800 ECE Guiding Child Behavior	3.00
1030719500 ECE Family and Community Relationships	3.00
1030719900 ECE Advanced Practicum	3.00
Electives	3.00

GRADUATION REQUIREMENTS

- Total Credits: 60.00
- 2.000 cumulative GPA

EARLY CHILDHOOD EDUCATION PRESCHOOL

Technical Diploma less than 1 year

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

OUTCOMES

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

CAREERS

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

CURRICULUM

1030710800 ECE Early Language and Literacy	3.00
1030711000 ECE Soc S Art and Music	3.00
1030714800 ECE Foundations of Early Childhood Ed	3.00
1030716700 ECE Health Safety and Nutrition	3.00
1030717400 ECE Introductory Practicum	3.00
1030717500 ECE Preschool Practicum	3.00
1030717900 ECE Child Development	3.00
1030718800 ECE Guiding Child Behavior	3.00

GRADUATION REQUIREMENTS

- Total Credits: 24.00
- 2.000 cumulative GPA

ELECTROMECHANICAL TECHNOLOGY

Associates of Applied Science

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

OUTCOMES

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

CAREERS

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

CURRICULUM

1080916600 Intro to Ethics Theory and Application	3.00
1080413400 Mathematical Reasoning	3.00
1080119600 Oral Interpersonal Communication	3.00
1080613900 Survey of Physics	3.00
1080919900 Psychology of Human Relations	3.00
1080119500 Written Communication	3.00
1010311500 MS Word Beginning	1.00
1010312600 MS Excel Beginning	1.00
1015011000 Networking Fundamentals	3.00
1044216600 Fund of Welding Machine Tool Operations	2.00
1044910000 Industrial Safety Fundamentals	2.00
1046211000 Mechanical Concepts 1	2.00
1046212600 Industrial Electronic Concepts	3.00
1046216000 Industrial Fluid Process Control Systems	3.00
1062010500 Hydraulics and Pneumatics for Electromec	2.00
1062010700 Electronic Devices and Digital Concepts	3.00
1062011500 PLC Systems I	3.00
1062012200 Industrial Motor Control	3.00
1062013000 PLC Systems II	2.00
1062013500 Industrial Robotics Systems	3.00
1062014100 PLC Systems III	3.00
1062014500 Motion Control Applications	3.00
1062015000 SCADA Concepts	2.00
1062015500 Automated Processes	2.00
1062016500 EM System Interfacing	2.00
1062017500 Electromechanical Capstone	2.00

GRADUATION REQUIREMENTS

- Total Credits: 65.00
- 2.000 cumulative GPA

EMERGENCY MEDICAL TECHNICIAN

Technical Diploma less than 1 year

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

OUTCOMES

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

CAREERS

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

CURRICULUM

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

GRADUATION REQUIREMENTS

- Total Credits: 5.00
- 2.000 cumulative GPA

EMT PARAMEDIC

Technical Diploma 1 year

Life can bring about unfortunate events of medical or traumatic emergency; a Paramedic is a highly trained and skilled medical professional ready to assist those in need. Paramedics integrate Advanced Life Support treatment measures into the challenging pre-hospital environment. The Technical Diploma EMT-Paramedic is an entry level educated Paramedic meeting the minimum national educational standards.

ENTRANCE REQUIREMENTS

- Submit application to LTC and the required \$30 fee
- Submit official High School or GED/HSED transcripts
- Submit official college transcripts, if applicable
- Submit background information disclosure and fee payment to LTC
- Review and print functional ability statement of understanding
- Complete health information form
- Complete District's Mutual Insurance forms

OUTCOMES

- Prepare for incident response and EMS operations.
- Integrate pathophysiological principles and assessment findings for a variety of patient encounters.
- Demonstrate paramedic skills associated with established standards and procedures for a variety of patient encounters.
- Communicate effectively with others.
- Demonstrate professional behavior.
- Meet state and national competency requirements for paramedic credentialing.

CAREERS

- Emergency Medical Technician - Paramedic (EMT-P)

CURRICULUM

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

GRADUATION REQUIREMENTS

- Total Credits: 5.00
- 2.000 cumulative GPA

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

Term 2

- 10-531-911 EMS Fundamentals (2 cr)
- 10-531-912 Paramedic Medical Principles (4 cr)
- 10-531-913 Advanced Patient Assessment Principles (3 cr)
- 10-531-914 Advanced Prehospital Pharmacology (3 cr)
- 10-531-915 Paramedic Respiratory Management (2 cr)
- 10-531-916 Paramedic Cardiology I (1 cr)
- 10-531-926 Paramedic HPS Lab 1 (1 cr)
- 10-531-930 Paramedic Clinical 1 (1 cr)

Term 3

- 10-531-932 Paramedic Cardiology 2 (3 cr)
- 10-531-918 Advanced Emergency Resuscitation (1 cr)
- 10-531-920 Paramedic Trauma (3 cr)
- 10-531-922 EMS Operations (1 cr)
- 10-531-927 Paramedic HPS Lab 2 (1 cr)
- 10-531-928 Paramedic Clinical 2 (2 cr)
- 10-531-919 Paramedic Medical Emergencies (4 cr)
- 10-531-921 Special Patient Populations (3 cr)
- 10-531-923 Paramedic Capstone (1 cr)
- 10-531-933 Paramedic HPS Lab 3 (1 cr)
- 10-531-929 Paramedic Field Clinical (2 cr)
- 10-531-931 Paramedic Internship (1 cr)

Total Program Credits: 44

Note: A grade of "C" or "P" or better is required to progress to the following sequential 531 course.

FAMILY CHILD CARE CERTIFICATE

Technical Certificate

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

OUTCOMES

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

CAREERS

- Family Child Care Provider

CURRICULUM

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

GRADUATION REQUIREMENTS

- Total Credits: 12.00
- 2.000 cumulative GPA

GAS METAL ARC WELDING

Technical Certificate

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

ENTRANCE REQUIREMENTS

Approved Safety Course or Training

OUTCOMES

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

CAREERS

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

CURRICULUM

10442112C01 Print Interpretation and Weld Symbols	1.00
10442159C01 GMAW on Carbon Steel	2.00
10442159C02 GMAW AWS Testing on Carbon Steel	1.00
10442173C01 Thermal Cutting	1.00
10442174C01 GMAW on Stainless Steel	1.00
10442174C02 GMAW AWS Testing on Stainless Steel	0.50
10442174C03 GMAW on Aluminum	1.00
10442174C04 GMAW AWS Testing on Aluminum	0.50

GRADUATION REQUIREMENTS

- Total Credits: 8.00
- 2.000 cumulative GPA

GREEN SCHOLAR

Technical Certificate

Minimize your environmental impact by living sustainably. As a Green Scholar, you will learn about and practice sustainability initiatives on campus, at home, and in your community by completing the EarthScore Booklet, a Service Learning Project, and 50 points of "green" action items. Make a difference and add the Green Scholar certification to your achievements.

REQUIREMENTS

- Completion of the EarthScore Booklet (available from the Nicolet College bookstore).
- Completion of a Green service learning project.
- Completion of 50 action points.
- Completion of at least one Green course.
- Exit Interview with Green Mentor.

ELIGIBLE GREEN, CREDIT COURSES:

(Note: This list may not be comprehensive. Non-credit options may be available as well.)

20-809-226 Environmental Ethics
20-801-24801 Environmental Literature
20-806-210 General Ecology
20-806-211 Intro to Soil and Water Resources
20-806-232 Intro to Forestry, Fisheries and Wildlife
20-806-215 Environmental Science
20-806-242 Environmental Chemistry
20-806-208 Physical Geography – Weather and Climate
10-809-110 Earthscore: Your Environmental Audit & Guide
10-614-130 Building Green Introduction
10-614-131 Building Green Residential
10-809-112 Principles of Sustainability
10-480-100 Alternative Energy Overview
32-404-351 Hybrid Vehicle Diagnostics
32-404-350 Intro to Hybrid Auto
20-806-230 Physical Geology

GRADUATION REQUIREMENTS

Grade of "C" or better in green, credit course(s) required; grade of "S" in green, non-credit course(s) required

HEAVY EQUIPMENT OPERATOR APPRENTICE

Apprenticeship Training

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

ENTRANCE REQUIREMENTS

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

CURRICULUM

5044751000 Heavy Equip Operator Classrm Level I	2.25
5044751100 Heavy Equip Operator Field Exp Level I	2.25
5044751200 Heavy Equip Operator Classrm Level II	2.25
5044751300 Heavy Equip Operator Field Exp Level II	2.25
5044751400 Heavy Equip Operator Classrm Level III	2.25
5044751500 Heavy Equip Operator Field Exp Level III	2.25

GRADUATION REQUIREMENTS

- Total Credits: 13.50
- 2.000 cumulative GPA

HUMAN SERVICES ASSOCIATE

Associates of Applied Science

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

ENTRANCE REQUIREMENTS

- Submit an acceptable Wisconsin Criminal/Caregiver Background check

OUTCOMES

- Model a commitment to cultural competence
- Uphold the ethical standards and values for human service professionals
- Demonstrate professionalism
- Utilize community resources
- Apply evidenced based practices
- Characterize the responsibility of a Human Services professional to the community

CAREERS

- Case worker
- Community outreach/support worker
- Income maintenance worker
- Human Services/Information and referral specialist
- Substance Abuse Counselor (with specialized field experience)
- Residential Manager
- Social Services Assistant
- Human Services Technician

CURRICULUM

1080119500 Written Communication	3.00
1080918800 Developmental Psychology	3.00
1080413400 Mathematical Reasoning	3.00
1080919800 Intro to Psychology	3.00
1080119700 Technical Reporting	3.00
1080917200 Introduction to Diversity Studies	3.00
1052010000 Introduction to Counseling	3.00
1052010100 Introduction to Human Services	3.00
1052010500 Boundaries and Ethics	3.00
1052010600 Methods in Social Casework	3.00
1052010700 Group Counseling Methods	3.00
1052011000 Advanced Counseling Theory	3.00
1052011100 Behavior Assessment	3.00
1052014300 Crisis Intervention Strategies	3.00
1052015000 Special Populations	3.00
1055011000 Understanding Addiction	3.00
1055011500 Family Systems and AODA	2.00
1055012000 Intro to AODA Profession	1.00
1055012100 Addictive Disorders	3.00
1055012200 AODA Across the Lifespan	3.00
1055012500 AODA Preceptorship I	3.00
1055012600 AODA Preceptorship II	3.00

GRADUATION REQUIREMENTS

- Total Credits: 63.00
- 2.000 cumulative GPA

INDIVIDUALIZED TECHNICAL STUDIES

Associates of Applied Science

With the growth of employment opportunities in small to medium-sized firms, employees are taking on multiple tasks and roles that cut across traditional occupational categories. The Individualized Technical Studies degree is a customized program for individuals currently working or planning to work in their desired field of study who have clearly defined career goals with specific job performance needs that cannot be met by the College's existing degree programs. Students employed in the field of their degree interest can create an associate degree customized to gain the competencies necessary for job opportunity available to them in the workplace. An occupational mentor from an appropriate business or industry assists in identifying the skills and competencies the student will need.

OUTCOMES

- Outcomes vary based on program design.

CURRICULUM

Communication (6 credits)

Social Science (3 credits)

Behavioral Science (12 credits)

Math or Natural Science (3 credits)

Additional General Education (6 credits)

Individualized Technical Studies (40 credits)

(Focused Discipline must have 20 credits.)

Electives (3-6 credits)

GRADUATION REQUIREMENTS

- Total Credits: 64.00-67.00
- 2.000 cumulative GPA

INDUSTRIAL ELECTRONICS TECHNICIAN

Technical Diploma 1 year

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

OUTCOMES

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

CAREERS

- Electrical or Electronic Maintenance Technician
- Field Service Technician

CURRICULUM

1010311500 MS Word Beginning	1.00
1010312600 MS Excel Beginning	1.00
1044910000 Industrial Safety Fundamentals	2.00
1046211000 Mechanical Concepts 1	2.00
1046212600 Industrial Electronic Concepts	3.00
1062010500 Hydraulics and Pneumatics for Electromec	2.00
1062010700 Electronic Devices and Digital Concepts	3.00
1062011500 PLC Systems I	3.00
1062012200 Industrial Motor Control	3.00
1062013000 PLC Systems II	2.00
1080413400 Mathematical Reasoning	3.00
1080119500 Written Communication	3.00

GRADUATION REQUIREMENTS

- Total Credits: 28.00
- 2.000 cumulative GPA

INDUSTRIAL MAINTENANCE MECHANIC

Technical Diploma 1 year

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

OUTCOMES

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

CAREERS

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

CURRICULUM

1010311500 MS Word Beginning	1.00
1010312600 MS Excel Beginning	1.00
1044910000 Industrial Safety Fundamentals	2.00
1046211000 Mechanical Concepts 1	2.00
1046211100 Mechanical Concepts 2	2.00
1046212000 Basic Hydraulics for Industrial Mechanic	3.00
1046212500 Basic Pneumatics for Industrial Mechanic	3.00
1046212600 Industrial Electronic Concepts	3.00
1046214000 Pneumatic Operations for Industrial Mech	2.00
1046214200 Hydraulic Operations for Industrial Mech	2.00
1046215400 Mechanical Print Reading and Schematics	1.00
1062012200 Industrial Motor Control	3.00
1080413400 Mathematical Reasoning	3.00
1080119500 Written Communication	3.00

GRADUATION REQUIREMENTS

- Total Credits: 31.00
- 2.000 cumulative GPA

INDUSTRIAL MECHANICAL TECHNICIAN

Associates of Applied Science

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

OUTCOMES

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

CAREERS

- Industrial Mechanical Technician

CURRICULUM

1080916600 Intro to Ethics Theory and Application	3.00
1080413400 Mathematical Reasoning	3.00
1080119600 Oral Interpersonal Communication	3.00
1080613900 Survey of Physics	3.00
1080919900 Psychology of Human Relations	3.00
1080119500 Written Communication	3.00
1010311500 MS Word Beginning	1.00
1010312600 MS Excel Beginning	1.00
1044216600 Fund of Welding Machine Tool Operations	2.00
1044910000 Industrial Safety Fundamentals	2.00
1046211000 Mechanical Concepts 1	2.00
1046211100 Mechanical Concepts 2	2.00
1046212000 Basic Hydraulics for Industrial Mechanic	3.00
1046212500 Basic Pneumatics for Industrial Mechanic	3.00
1046212600 Industrial Electronic Concepts	3.00
1046214000 Pneumatic Operations for Industrial Mech	2.00
1046214200 Hydraulic Operations for Industrial Mech	2.00
1046214600 Pump Systems	3.00
1046215000 Piping Systems	2.00
1046215200 Troubleshooting PLC Systems	3.00
1046215400 Mechanical Print Reading and Schematics	1.00
1046216000 Industrial Fluid Process Control Systems	3.00
1046216400 Preventative and Periodic Maintenance	2.00
1046219000 Industrial Maintenance Capstone	2.00
1062012200 Industrial Motor Control	3.00

GRADUATION REQUIREMENTS

- Total Credits: 60.00
- 2.000 cumulative GPA

INFANT TODDLER

Technical Certificate

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

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

OUTCOMES

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

CAREERS

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

CURRICULUM

1030715100 ECE Infant and Toddler Development	3.00
1030717100 Infant and Toddler Group Care	3.00
1030719500 ECE Family and Community Relationships	3.00
1030717400 ECE Introductory Practicum	3.00

GRADUATION REQUIREMENTS

- Total Credits: 12.00
- 2.000 cumulative GPA

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

IT NETWORK TECHNICIAN

Technical Diploma less than 1 year

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

OUTCOMES

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

CAREERS

- Information Technology Network Technician

CURRICULUM

1010712800 Introduction to Security	3.00
1015011400 Networking 1	3.00
1015013000 Networking 2	3.00
1080119500 Written Communication	3.00

GRADUATION REQUIREMENTS

- Total Credits: 12.00
- 2.000 cumulative GPA

IT SECURITY CERTIFICATE

Technical Certificate

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

Entrance Requirements:

Completion of the IT Computer Support Specialist or Web Software Developer Associate Degree or Instructor approval.

OUTCOMES

- Implement Cybersecurity Operations
- Implement a secure network infrastructure

CAREERS

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

CURRICULUM

1010712800 Introduction to Security	3.00
1015011400 Networking 1	3.00
1015013000 Networking 2	3.00
1015019000 Security 2	3.00
1015019100 Security 3	3.00

GRADUATION REQUIREMENTS

- Total Credits: 15.00
- 2.000 cumulative GPA

IT SOFTWARE DEVELOPMENT SPECIALIST

Technical Diploma less than 1 year

This diploma provides students the knowledge necessary to gain entry level employment as a business programmer. Students learn to gather user requirements, develop software applications, and develop technical documentation.

OUTCOMES

- Design Applications
- Utilize essential data technologies
- Develop basic applications

CAREERS

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

CURRICULUM

1015211500 Database Fundamentals	3.00
1015212000 Introduction to Programming	3.00
1015214600 Programming 2	3.00
1015216000 Programming 3	3.00
1080119600 Oral Interpersonal Communication	3.00

GRADUATION REQUIREMENTS

- Total Credits: 15.00
- 2.000 cumulative GPA

IT USER SUPPORT TECHNICIAN

Technical Diploma less than 1 year

This Technical Diploma is designed to give the student the skills necessary to support the computer users and their computers. Student will be able to manage, configure and troubleshoot common computer hardware and software issues, configure and troubleshoot network access, and develop customer service skills. This diploma will prepare the student for the CompTIA A+ certification, exams 220-801 and 220-802.

OUTCOMES

- Support and maintain desktop computer hardware
- Support and maintain desktop computer operating systems
- Manage desktop network access
- Demonstrate customer service skills

CAREERS

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

CURRICULUM

1015417000 Help Desk Fundamentals	3.00
1015415500 Microcomputer Operating Systems	3.00
1015011400 Networking 1	3.00
1015414000 PC Maintenance and Troubleshooting	3.00
1080119600 Oral Interpersonal Communication	3.00

GRADUATION REQUIREMENTS

- Total Credits: 15.00
- 2.000 cumulative GPA

IT VIRTUALIZATION

Technical Diploma less than 1 year

This Technical Diploma is designed to give the student the skills necessary to support a virtualized data center. The student will be able to manage, configure and troubleshoot common virtualization issues, installation of 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.

OUTCOMES

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

CAREERS

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

CURRICULUM

1015014700 Emerging Network Technologies	3.00
1015011400 Networking 1	3.00
1015018000 Server Operating Systems	3.00

GRADUATION REQUIREMENTS

- Total Credits: 9.00
- 2.000 cumulative GPA

IT WEB DEVELOPMENT SPECIALIST

Technical Diploma less than 1 year

This diploma provides students the knowledge necessary to gain entry level employment as a web developer. Students learn to gather user requirements, develop interactive websites, and integrate database technologies.

OUTCOMES

- Design web sites or applications
- Utilize essential data technologies
- Develop basic applications

CAREERS

- Web Developer
- Web Designer
- Web Programmer
- Programmer

CURRICULUM

1015212500 Database Design and Implementation	4.00
1015211500 Database Fundamentals	3.00
1015218300 Interactive Web Programming	3.00
1015212000 Introduction to Programming	3.00
1015417700 Web Programming Fundamentals	3.00
1080119500 Written Communication	3.00

GRADUATION REQUIREMENTS

- Total Credits: 19.00
- 2.000 cumulative GPA

IT-COMPUTER SUPPORT SPECIALIST

Associates of Applied Science

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

Computer support specialists troubleshoot computer problems and provide technical support for hardware and software systems. Using automated diagnostic programs, support specialists analyze computer problems and resolve difficulties. They may troubleshoot problems experienced by an organization's computer users and may install, modify, clean, and repair computer hardware and software. Computer support specialists may work within a company that uses computer systems or for a computer hardware or software vendor. Computer support specialists may also work for help-desk or support services firms, for which they provide computer support to clients on a contract basis.

OUTCOMES

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

CAREERS

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

CURRICULUM

1010210600 Business Orientation	1.00
1010312600 MS Excel Beginning	1.00
1010314900 MS Visio	1.00
1010311500 MS Word Beginning	1.00
1010712700 IT Careers	1.00
1015211500 Database Fundamentals	3.00
1015014700 Emerging Network Technologies	3.00
1015417000 Help Desk Fundamentals	3.00
1015212000 Introduction to Programming	3.00
1010712800 Introduction to Security	3.00
1015415500 Microcomputer Operating Systems	3.00
1015011400 Networking 1	3.00
1015013000 Networking 2	3.00
1015414000 PC Maintenance and Troubleshooting	3.00
1015416500 Project Management	3.00
1015018000 Server Operating Systems	3.00
1015417700 Web Programming Fundamentals	3.00
1015016600 Wireless Technologies	3.00
1089010300 Professional Career Management	1.00
1080919500 Economics	3.00
1080412300 Math with Business Applications	3.00
1080119600 Oral Interpersonal Communication	3.00
1080919900 Psychology of Human Relations	3.00
1080119700 Technical Reporting	3.00
1080119500 Written Communication	3.00

GRADUATION REQUIREMENTS

- Total Credits: 63.00
- 2.000 cumulative GPA

IT-WEB SOFTWARE DEVELOPER

Associates of Applied Science

Gain a solid foundation in software application design and programming. You'll learn how to design and write programs using various programming languages as well as basic computer hardware and networking principles.

OUTCOMES

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

CAREERS

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

CURRICULUM

1010210600 Business Orientation	1.00
1010312600 MS Excel Beginning	1.00
1010314900 MS Visio	1.00
1010311500 MS Word Beginning	1.00
1010712700 IT Careers	1.00
1015212500 Database Design and Implementation	4.00
1015211500 Database Fundamentals	3.00
1015214000 Emerging Software Technology	3.00
1015215500 e Portfolio Administration	3.00
1015218300 Interactive Web Programming	3.00
1015212000 Introduction to Programming	3.00
1015011400 Networking 1	3.00
1015414000 PC Maintenance and Troubleshooting	3.00
1015214600 Programming 2	3.00
1015216000 Programming 3	3.00
1015416500 Project Management	3.00
1015417700 Web Programming Fundamentals	3.00
1089010300 Professional Career Management	1.00
1080919500 Economics	3.00
1080412300 Math with Business Applications	3.00
1080119600 Oral Interpersonal Communication	3.00
1080919900 Psychology of Human Relations	3.00
1080119700 Technical Reporting	3.00
1080119500 Written Communication	3.00

GRADUATION REQUIREMENTS

- Total Credits: 61.00
- 2.000 cumulative GPA

KITCHEN ASSISTANT

Technical Certificate

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

CAREERS

- Entry-level Kitchen Positions

CURRICULUM

1031612100 Sanitation and Safety Fundamentals	2.00
1031612500 Food Theory	3.00
1031612600 Food Production Principles	3.00
1031614000 Food Practicum I	3.00
1031614100 Food Practicum II	3.00

GRADUATION REQUIREMENTS

- Total Credits: 14.00
- 2.000 cumulative GPA

KITCHEN MANAGEMENT

Technical Certificate

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

CAREERS

- Entry-level Kitchen Management

CURRICULUM

1031612100 Sanitation and Safety Fundamentals	2.00
1031612500 Food Theory	3.00
1031612600 Food Production Principles	3.00
1031615500 Menu Planning	2.00
1031616000 Food Purchasing	2.00
1031617500 Food Service Cost Control	2.00
1031618000 Food Service Supervision	3.00

GRADUATION REQUIREMENTS

- Total Credits: 17.00
- 2.000 cumulative GPA

LAW ENFORCEMENT RECRUIT

Technical Diploma 1 year

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

OUTCOMES

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

CAREERS

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

CURRICULUM

1050415000 CJ Practical Applications	1.00
1050470000 Introduction to Criminal Justice	3.00
1050470100 Basic Patrol Response	3.00
1050470200 Basic Tactics	3.00
1050470300 Basic Investigations	3.00
1050470400 Intermediate Patrol Response	3.00
1050470500 Advanced Tactics	4.00
1050470600 Emergency Vehicle Response	2.00
1050470700 Intermediate Investigations	3.00
1050470800 Physical Fitness	1.00
1050470900 Traffic Response	3.00
1050471000 Advanced Investigations	3.00

GRADUATION REQUIREMENTS

- Total Credits: 32.00
- 2.000 cumulative GPA

Students desiring certifiability as a Wisconsin Law Enforcement officer must complete this set of requirements. These students must meet the Wisconsin Department of Justice Law Enforcement Standards Board certification requirements. This program allows students to obtain certifiability as a law enforcement officer upon completion of the associate degree program. Please consult with the program advisor or academy director regarding Law Enforcement Standards Board requirements for this program.

LEADERSHIP ESSENTIALS

Technical Diploma less than 1 year

Teaches students to become effective leaders. Designed for employees who hold, or are seeking promotions to management positions.

OUTCOMES

- Plan and organize work activities
- Lead teams
- Communicate within the organization
- Oversee daily business operations

CAREERS

- Supervisor
- Manager

CURRICULUM

1010210600 Business Orientation	1.00
1010213000 Operations Management	3.00
1010211500 Human Resource Management	3.00
1019613000 Leadership I	3.00
1080119600 Oral Interpersonal Communication	3.00

GRADUATION REQUIREMENTS

- Total Credits: 13.00
- 2.000 cumulative GPA

LIBERAL ARTS - ASSOCIATE OF ARTS

Associate of Arts

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

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

OUTCOMES

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

CAREERS

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

CURRICULUM

English (6 credits)

Speech (3 credits)

Humanities (12 credits) Must include courses in at least two disciplines: art, history, journalism/writing, literature, music, philosophy, theatre/film, world language.

Social Science (12 credits) Must include courses in at least two disciplines: anthropology, economics, geography, history, political science, psychology, sociology.

Mathematics (3 credits) Int Alg, Stats, QR, Elem Math Ed or higher.

Natural Science (7 credits) One lab course required.

Health/Wellness/Physical Education (1 credit)

Diversity and Ethnic Studies (3 credits)

Courses that meet this requirement may also count toward Humanities or Social Science.

World Language (4 credits)

May also be met with one year high school, with a grade of "C" or better.

Electives (12-16 credits)*

Select any college transfer courses beyond the minimum requirements.

GRADUATION REQUIREMENTS

- Total Credits: 60.00
- 2.000 cumulative GPA

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

LIBERAL ARTS - ASSOCIATE OF SCIENCE

Associate of Science

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

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

OUTCOMES

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

CAREERS

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

CURRICULUM

English (6 credits)

Speech (3 credits)

Humanities (6 credits) Must include courses in at least two disciplines: art, history, journalism/writing, literature, music, philosophy, theatre/film, world language.

Social Science (6 credits) Must include courses in at least two disciplines: anthropology, economics, geography, history, political science, psychology, sociology.

Math and Natural Science (20 credits) Algebra I or Calculus (20-804-224) or higher required. Must include 2 lab sciences from at least two disciplines: biology, chemistry, geography, geology, physics.

Health/Wellness/Physical Education (1 credit)

Diversity and Ethnic Studies (3 credits)

Courses that meet this requirement may also count toward Humanities or Social Science.

World Language (4 credits)

May also be met with one year high school, with a grade of "C" or better.

Electives (14-18 credits)*

Select any college transfer courses beyond the minimum requirements.

GRADUATION REQUIREMENTS

- Total Credits: 60.00

- 2.000 cumulative GPA

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

MECHANICAL MAINTENANCE

Technical Diploma less than 1 year

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

CURRICULUM

1044910000 Industrial Safety Fundamentals	2.00
1046212000 Basic Hydraulics for Industrial Mechanic	3.00
1046212500 Basic Pneumatics for Industrial Mechanic	3.00
1046212600 Industrial Electronic Concepts	3.00
1010311500 MS Word Beginning	1.00
1010312600 MS Excel Beginning	1.00

GRADUATION REQUIREMENTS

- Total Credits: 13.00

- 2.000 cumulative GPA

MEDICAL ASSISTANT

Technical Diploma 1 year

Medical assistants work primarily in medical clinics, physician offices or ambulatory care clinics. The medical assistant is trained in all aspects of the medical office.

Responsibilities might include preparing the patient for physical examination, obtaining a health history, assisting the physician with the exam as well as assisting with minor surgery, performing routine tests independently, and disinfecting and sterilizing instruments. Some medical assistants manage the office, arrange and confirm appointments, register patients, keep treatment records, send bills, receive payments, file insurance forms, handle the mail, and keep inventory records.

ENTRANCE REQUIREMENTS

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

Upon Acceptance:

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

OUTCOMES

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

CAREERS

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

CURRICULUM

3150130800 Pharmacology for Allied Health	2.00
3150930100 Medical Asst Admin Procedures	2.00
3150930300 Medical Asst Lab Procedures 1	2.00
3150930400 Medical Asst Clin Procedures 1	4.00
3150930500 Med Asst Lab Procedures 2	2.00
3150930600 Med Asst Clin Procedures 2	3.00
3150930700 Medical Office Insurance and Finance	2.00
3150930900 Medical Law Ethics and Professionalism	2.00
3150931000 Medical Assistant Practicum	3.00
3150930200 Human Body in Health and Disease	3.00
1050110100 Medical Terminology	3.00
1050110700 Digital Literacy for Healthcare	2.00
1050110400 Culture of Healthcare	2.00

GRADUATION REQUIREMENTS

- Total Credits: 32.00
- 2.000 cumulative GPA
- Students must be admitted into the core program, and have academic advisor approval to enroll in Medical Asst Admin Procedures, Medical Asst Lab Procedures 1, and Medical Asst Clin Procedures 1.

MEDICATION ASSISTANT

Technical Diploma less than 1 year

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

OUTCOMES

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

CAREERS

- Medication Assistant
- Medication Aide
- Certified Nursing Assistant

CURRICULUM

3051030500 Medication Assistant

3.00

GRADUATION REQUIREMENTS

- Total Credits: 3.00
- 2.000 cumulative GPA

METAL FABRICATION

Technical Diploma 1 year

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

OUTCOMES

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

CAREERS

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

CURRICULUM

1045712000 Advanced Print Reading	2.00
1045714800 Metal Cutting and Forming	3.00
1045715000 Jig and Fixture Development	2.00
1045716000 Design and Layout	2.00
1045717000 Intro to Assembly	2.00
1045718000 Advanced Assembly	2.00
1045719000 Fabrication Inspect and Quality Control	2.00
1044217400 Advanced Gas Metal Arc Welding	3.00
1044215900 Gas Metal Arc Welding	3.00
1044216300 Weld Inspection and Testing	1.00
1044211200 Print Reading for Manufacturing	4.00
1044217200 Safety in Manufacturing	1.00
1044215800 Shielded Metal Arc Welding	2.00
1044217300 Thermal Cutting	1.00
3180430200 Applied Technical Mathematics	2.00

GRADUATION REQUIREMENTS

- Total Credits: 32.00
- 2.000 cumulative GPA

NATIVE AMERICAN TRIBAL MANAGEMENT

Technical Certificate

Develops the skills of people who work or plan to work in a First Nation environment including fundamental management skills, and how a Native nation's legal, political and cultural context impact an organization's work.

CURRICULUM

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

GRADUATION REQUIREMENTS

- Total Credits: 10.00
- 2.000 cumulative GPA

NURSING - ASSOCIATE DEGREE

Associates of Applied Science

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

ENTRANCE REQUIREMENTS

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

OUTCOMES

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

CAREERS

- Registered Nurse

CURRICULUM

1080119600 Oral Interpersonal Communication	3.00
1080919800 Intro to Psychology	3.00
1080617700 General Anatomy and Physiology	4.00
1080617900 Advanced Anatomy and Physiology	4.00
1080619700 Microbiology	4.00
1080918800 Developmental Psychology	3.00
1080917200 Introduction to Diversity Studies	3.00
1080119500 Written Communication	3.00
1054310100 Nursing Fundamentals	2.00
1054310200 Nursing Skills	3.00
1054310300 Nursing Pharmacology	2.00
1054310400 Nsg Intro Clinical Practice	2.00
1054310500 Nursing Health Alterations	3.00
1054310600 Nursing Health Promotion	3.00
1054310700 Nsg Clinical Care Across Lifespan	2.00
1054310800 Nsg Intro Clinical Care Mgt	2.00
1054310900 Nsg Complex Health Alterat 1	3.00
1054311000 Nsg Mental Health Community Con	2.00
1054311100 Nsg Intermediate Clinical Practice	3.00
1054311200 Nursing Advanced Skills	1.00
1054311300 Nsg Complex Health Alterations 2	3.00
1054311400 Nsg Management Professional Concepts	2.00
1054311500 Nsg Advanced Clinical Practice	3.00
1054311600 Nursing Clinical Transition	2.00

GRADUATION REQUIREMENTS

- Total Credits: 65.00
- 2.000 cumulative GPA

Other course substitutions are available for Intro to Diversity Studies.

NURSING ASSISTANT

Technical Diploma less than 1 year

The nursing assistant is a vital member of the health care team. The nursing assistant carries out assigned duties under the direction of the professional nurse. Responsibilities include bathing, dressing, toileting, assisting with feeding, taking vital signs, ambulating, lifting and moving clients, and performing other selected nursing procedures. The instructional program for the Nursing Assistant diploma consists of lecture with laboratory practice and supervised clinical experience in local health care facilities. This program is approved by the Wisconsin Department of Health as a nurse aide training program. The diploma is granted for successful completion of 120 hours of instruction.

OUTCOMES

- Communicate and interact effectively with clients, family, and co-workers.
- Maintain and protect client rights.
- Report information and record observations.
- Demonstrate the ethical and legal responsibilities of the NA/HHA.
- Assist with client rehabilitation and restorative care, promoting independence.
- Assist clients with long-term, disabling conditions including dementia.
- Provides safe care to a diverse population to meet the physical and psychological needs of the client.
- Works cooperatively in a team environment and employs critical thinking as conditions change.
- Eligible to take the Wisconsin Nurse Aide Competency Evaluation

CAREERS

- Nursing Assistant

CURRICULUM

3054330000 Nursing Assistant 3.00

GRADUATION REQUIREMENTS

- Total Credits: 3.00
- 2.000 cumulative GPA

OFFICE ASSISTANT

Technical Diploma 1 year

Learn basic business procedures and essential software skills including word processing, spreadsheets, databases, desktop publishing, and web development. Office assistants help with routine tasks necessary to keep offices functioning.

OUTCOMES

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

CAREERS

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

CURRICULUM

1010617000 Administrative Procedures	3.00
1010210600 Business Orientation	1.00
1010313500 MS Access Beginning	1.00
1010313600 MS Access Intermediate	1.00
1010312600 MS Excel Beginning	1.00
1010312700 MS Excel Intermediate	1.00
1010312500 MS Outlook	1.00
1010316900 MS Publisher Beginning	1.00
1010317000 MS Publisher Intermediate	1.00
1010314100 MS Powerpoint Beginning	1.00
1010314200 MS Powerpoint Intermediate	1.00
1010311500 MS Word Beginning	1.00
1010311700 MS Word Intermediate	1.00
1010212100 Customer Service	1.00
1010611600 Document Processing	3.00
1010612600 Editing Business Applications	3.00
1089010300 Professional Career Management	1.00
1010611400 Records Management	1.00
1080119600 Oral Interpersonal Communication	3.00
1080119500 Written Communication	3.00

GRADUATION REQUIREMENTS

- Total Credits: 30.00
- 2.000 cumulative GPA

PHARMACY SERVICES MANAGEMENT SHARED LTC

Associates of Applied Science

The Associate Degree in Pharmacy Services prepares individuals to advance their roles as Pharmacy Technicians or to transition into related roles in the work place. Pharmacy Technicians are able to provide a wide range of duties in the pharmacy, and will enhance their technical skills through additional knowledge in third party payment processing and related reimbursement issues, staff scheduling processes, customer service, and enhancing store sales. Marketing, management, and business operations are also introduced in this degree. The program culminates in a capstone course that provides the student with the opportunity to apply their education to a real-life situation through increasing store sales, creating efficient operations, improving management practices, or enhancing service to patients.

ENTRANCE REQUIREMENTS

- Complete an assessment for placement (Accuplacer or ACT)
- Apply to Lakeshore Technical College (LTC)
- Complete background check and \$16 processing fee.
- Complete health requirements.
- Complete Pharmacy Technician Program Handbook form.
- Complete Functional Abilities Statement of Understanding form.

OUTCOMES

- Perform all pharmacy technician functions.
- Incorporate into practice professional ethics, laws, regulations, and policies established by the licensing state and regulatory agencies (Pharmacy Examining Board, FDA, DEA).
- Pursue lifelong professional growth and development through self-directed learning, participation in professional organizations, and continuing education.
- Maintain an awareness of developments in the pharmacy and management fields as they relate to job responsibilities.
- Manage human resources and employee development.
- Resolve conflict and build teams.
- Implement a mission and goals.
- Demonstrate critical thinking and problem solving skills.

CAREERS

- Senior Pharmacy Technician
- Assistant Store Manager
- Trainers
- Pharmacy Technician Managers

CURRICULUM

1080919500 Economics	3.00
1080916600 Intro to Ethics Theory and Application	3.00
1080412300 Math with Business Applications	3.00
1080119600 Oral Interpersonal Communication	3.00
1080919800 Intro to Psychology	3.00
1080919600 Intro to Sociology	3.00
1080119500 Written Communication	3.00
1050110100 Medical Terminology	3.00

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

Term 1	
10501102 Health Insurance and Reimbursement 3	
10536110 Pharmaceutical Calculations 3	
10536113 Pharmacy Business Applications 3	
10536115 Pharmacy Law 2	
10536120 Fundamentals of Reading Prescriptions 1	
10536122 Pharmacology 3	
Term 2	
10536125 Pharmacy Drug Distribution Systems 2	
10536126 Pharmacy Parenteral Admixtures 3	
10536143 Pharmacy Hospital Clinical 2	
10536141 Pharmacy Computer Lab 2	
10536138 Pharmacy Community Clinical 2	
Term 3	
10104102 Principles of Marketing 3	
Term 4	
10182102 Service Operations Management 3 OR	
10102110 Introduction to Business (3 cr)	
10196191 Supervision 3	
10536150 Advanced Pharmacy Services Applications 3	
Total Program Credits: 62	

PHARMACY TECHNICIAN SHARED LTC

Technical Diploma 1 year

The Pharmacy Technician program trains individuals for the roles of supportive personnel for hospital and community pharmacies. The pharmacy technician provides assistance to the pharmacist in a variety of technical tasks involving the packaging, distribution, compounding, labeling, and recording of drugs. This program is presented using interactive television (ITV) to distance sites where the students will also have lab instruction and clinical experiences.

The Pharmacy Technician program is accredited by the American Society of Hospital Pharmacists (ASHP).

ENTRANCE REQUIREMENTS

- Official high school or GED/HSED transcripts
- Completed background check
- Interview with program advisor
- Health/TB/Tetanus form
- Functional Abilities Statement of Understanding form
- Completed signature page of Pharmacy Technician Program Handbook
- Accuplacer or ACT scores (lower scores require prep classes)

OUTCOMES

- Demonstrate personal/interpersonal knowledge and skills in the practice of pharmacy
- Demonstrate foundational professional knowledge and skills for the practice of pharmacy
- Prepare prescriptions/medication orders and pharmaceutical products for dispensing, distribution, and disposal.
- Compound sterile and nonsterile medications
- Follow established policies and procedures for procurement, billing, reimbursement and inventory management
- Utilize pharmacy technology and informatics
- Adhere to state and federal regulations governing the practice of pharmacy
- Apply the principles of quality assurance to the practice of pharmacy

CAREERS

- Pharmacy Technician
- Nursing Home Pharmacies
- Hospital Pharmacies

CURRICULUM

1050110100 Medical Terminology	3.00
1080119600 Oral Interpersonal Communication	3.00

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

Term 1	
10501102 Health Insurance and Reimbursement 3	
10536110 Pharmaceutical Calculations 3	
10536113 Pharmacy Business Applications 3	
10536115 Pharmacy Law 2	
10536120 Fundamentals of Reading Prescriptions 1	
10536122 Pharmacology 3	

Term 2	
10536125 Pharmacy Drug Distribution Systems 2	
10536126 Pharmacy Parenteral Admixtures 3	
10536143 Pharmacy Hospital Clinical 2	
10536141 Pharmacy Computer Lab 2	
10536138 Pharmacy Community Clinical 2 OR	
10536144 Pharmacy Community Clinical Internship 2	

Total Program Credits: 32

PHLEBOTOMY TECHNICIAN

Technical Diploma less than 1 year

Phlebotomy Technician 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 technical diploma (12 credits transfer).

OUTCOMES

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

CAREERS

- Phlebotomist

CURRICULUM

1050110100 Medical Terminology	3.00
3051331000 Phlebotomy 1	3.00
3051332000 Phlebotomy 2	3.00
3051332100 EKG Basics	2.00
3051332200 Phlebotomy Preceptorship	3.00
3150930900 Medical Law Ethics and Professionalism	2.00
3150930200 Human Body in Health and Disease	3.00
1050110700 Digital Literacy for Healthcare	2.00
1050110400 Culture of Healthcare	2.00

GRADUATION REQUIREMENTS

- Total Credits: 23.00
- 2.000 cumulative GPA

PIPEFITTING APPRENTICE

Apprenticeship Training

Learn how to lay out, cut and bend pipes, and also install, test, maintain and repair high- or low-pressure piping systems. You'll 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.

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

ENTRANCE REQUIREMENTS

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

CAREERS

- Pipefitter

CURRICULUM

5043570900 Orientation to the Trade and Safety	0.50
5043571000 Blueprint Reading 1	0.50
5043571100 Trade Math	1.00
5043571200 Related Science	2.00
5043571300 Blueprint Reading 2	0.50
5043571400 Process Piping 1	1.50
5043571500 Steam Systems	2.00
5043571600 Blueprint Reading 3	0.50
5043571700 Chem Handl Hazmat	0.50
5043571800 Refrigeration and Air Conditioning	0.50
5043571900 Hot Water Heating Systems	0.75
5043572000 Process Piping 2	1.00
5043572100 Rigging Safety	1.00
5043572200 Blueprint Reading 4	0.50
5043572300 Hydraulics	1.50
5043572400 Welding and Brazing	1.00
5043572500 Valves Packings and Gaskets	0.25
5043572600 Pneumatics	1.00

GRADUATION REQUIREMENTS

- Total Credits: 16.50
- 2.000 cumulative GPA

PLUMBING APPRENTICE

Apprenticeship Training

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

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

ENTRANCE REQUIREMENTS

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

OUTCOMES

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

CAREERS

- Journeyman Plumber

CURRICULUM

5042775100 Sanitary Drains 1	2.00
5042775200 Vents and Venting Systems	2.00
5042775300 Water Distribution 1	2.00
5042775400 Water Distribution 2	2.00
5042775500 Sanitary Drains 2	2.00
5042775600 Private Onsite Wastewater Treatment Sys	2.00
5042775700 Green Plumbing Applications	2.00
5042775800 Plumbing Advanced Topics TSA	2.00

GRADUATION REQUIREMENTS

- Total Credits: 16.00
- 2.000 cumulative GPA

PRACTICAL NURSING

Technical Diploma 1 year

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

ENTRANCE REQUIREMENTS

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

OUTCOMES

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

CAREERS

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

CURRICULUM

1054310100 Nursing Fundamentals	2.00
1054310200 Nursing Skills	3.00
1054310300 Nursing Pharmacology	2.00
1054310400 Nsg Intro Clinical Practice	2.00
1054310500 Nursing Health Alterations	3.00
1054310600 Nursing Health Promotion	3.00
1054310700 Nsg Clinical Care Across Lifespan	2.00
1054310800 Nsg Intro Clinical Care Mgt	2.00
1080119600 Oral Interpersonal Communication	3.00
1080918800 Developmental Psychology	3.00
1080617700 General Anatomy and Physiology	4.00
1080617900 Advanced Anatomy and Physiology	4.00
1080119500 Written Communication	3.00

GRADUATION REQUIREMENTS

- Total Credits: 36.00
- 2.000 cumulative GPA

PROFESSIONAL COMMUNICATION

Technical Certificate

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

OUTCOMES

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

CAREERS

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

CURRICULUM

1080119600 Oral Interpersonal Communication	3.00
1080119700 Technical Reporting	3.00
2080123400 Report Proposal and Grant Writing	3.00
1080119500 Written Communication	3.00

GRADUATION REQUIREMENTS

- Total Credits: 12.00
- 2.000 cumulative GPA

PROFESSIONAL DEVELOPMENT

Technical Certificate

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

ENTRANCE REQUIREMENTS

- Completion of Certificate of Professional Development registration form

OUTCOMES

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

CURRICULUM

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

GRADUATION REQUIREMENTS

- Complete selected courses from list above (see advisor for details)
- 2.000 cumulative GPA

Communication: complete one of the following activities:

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

Job Seeking: attend one of the following workshops:

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

Job Seeking: complete one of the following activities:

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

Leadership: complete one of the following activities:

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

Professionalism: complete one of the following activities:

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

- Career portfolio presentation

Activities listed are not exhaustive. The Certificate of Professional Development Committee will determine if a submitted activity meets the requirement. Please note that activities should be in addition to current course requirements.

RADIOGRAPHY SHARED LTC

Associates of Applied Science

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

ENTRANCE REQUIREMENTS

- Submit application to LTC and the required \$30 fee
- Submit official High School or GED/HSED transcripts
- Submit official college transcripts, if applicable
- Submit acceptable background check and fee payment to LTC
- Successful completion of Chemistry requirement (high school or college)
- Successful completion of Math requirement (high school algebra or college equivalent)
- Successful completion of Medical Terminology class
- Complete 4 hour clinical observation and an LTC Informational Session
- Complete phone interview with LTC program advisor
- Submit Health/TB/Tetanus Form
- Submit Functional Abilities Statement of Understanding Form
- Meet Accuplacer or ACT scores (ACT Math: 16+, ACT Reading: 16+, ACT Writing: 16+) (lower scores require prep classes)

OUTCOMES

- Students will successfully adapt to non-routine radiographic exams (critical thinking)
- Students evaluate non-diagnostic images
- Students will determine how to correct non-diagnostic images
- Student / graduate will communicate effectively in the clinical setting
- Student / graduate will communicate effectively with professional staff
- Student / graduate will use effective communication skills
- Student / graduate will possess knowledge in performing radiographic procedures
- Students/graduates will demonstrate competence in performing radiographic procedures
- Students will be able to retain knowledge of routine procedures
- Students/graduate will demonstrate radiation protection
- Students/graduates will demonstrate professionalism
- Students will demonstrate a high level of ethical practice
- Students will obtain any professional membership related to radiography
- Graduates will pass the ARRT exam
- Graduates will be employed
- Graduates will complete the program within a two year period
- Graduates will indicate overall satisfaction with the program
- Employers will indicate overall satisfaction with graduate performance

CAREERS

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

CURRICULUM

1080410700 College Mathematics	3.00
1080119600 Oral Interpersonal Communication	3.00
1080919800 Intro to Psychology	3.00
1080919600 Intro to Sociology	3.00
1080119500 Written Communication	3.00

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

Semester 1

10-526-158 Introduction to Radiography (3 cr) Prerequisite: 10-806-177
10-526-149 Radiographic Procedures 1 (5 cr)
10-526-159 Radiographic Imaging 1 (3 cr)
10-526-168 Radiography Clinical 1 (2 cr) Prerequisite: 30-543-300 or active on WI Nurse Aid Directory.
10-806-177. Co-requisites: 10-526-149, 10-526-158, 10-526-159

Semester 2

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

Semester 3

10-526-170 Radiographic Imaging 2 (3 cr) Prerequisite: 10-526-159
10-526-191 Radiographic Procedures 2 (5 cr) Prerequisite: 10-526-149
10-526-193 Radiographic Clinical 3 (3 cr) Prerequisite: 10-526-192

Semester 4

10-526-196 Modalities (3 cr) Prerequisite: 10-526-191
10-526-199 Radiographic Clinical 4 (3 cr) Prerequisite: 10-526-193
10-526-194 Imaging Equipment Operation (3 cr) Prerequisite: Co-requisite: 10-526-199

Semester 5

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

Semester 6

10-526-189 Radiographic Pathology (1 cr)
10-526-197 Radiation Protection and Biology (3 cr) Prerequisite: 10-526-194
10-526-198 Radiography Clinical 6 (2 cr) Prerequisite: 10-526-190
10-526-174 ARRT Certification Seminar (2 cr) Prerequisite: 10-526-190
10-526-195 Radiographic Quality Analysis (2 cr) Prerequisite: 10-526-194

Total Program Credits: 70 (including General Anatomy and Physiology 4 credits)

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

RECEPTIONIST

Technical Diploma less than 1 year

Prepare for entry-level office positions such as receptionist and clerk. Then, advance to the Office Assistant diploma and into the Administrative Professional associate's degree.

ENTRANCE REQUIREMENTS

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

OUTCOMES

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

CAREERS

- Receptionist
- Office Clerk

CURRICULUM

1010210600 Business Orientation	1.00
1010313500 MS Access Beginning	1.00
1010312600 MS Excel Beginning	1.00
1010312500 MS Outlook	1.00
1010314100 MS PowerPoint Beginning	1.00
1010311500 MS Word Beginning	1.00
1010212100 Customer Service	1.00
1010611600 Document Processing	3.00
1010611400 Records Management	1.00
1080119500 Written Communication	3.00

GRADUATION REQUIREMENTS

- Total Credits: 28.00
- 2.000 cumulative GPA

SHIELDED METAL ARC WELDING

Technical Certificate

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

ENTRANCE REQUIREMENTS

Approved Safety Course or Training

OUTCOMES

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

CAREERS

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

CURRICULUM

10442112C01 Print Interpretation and Weld Symbols	1.00
10442158C01 SMAW on Carbon Steel	1.50
10442158C02 SMAW AWS Testing on Carbon Steel	0.50
10442163C01 Weld Inspection and Testing	1.00
10442173C01 Thermal Cutting	1.00

GRADUATION REQUIREMENTS

- Total Credits: 5.00
- 2.000 cumulative GPA

TECHNICAL STUDIES JOURNEY WORKER

Associates of Applied Science

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

CURRICULUM

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

Communications 6 credits

Social Science 3 credits

Behavioral Science 3 credits

Math and/or Natural Science 3 credits

Additional Elective or General Education

OR Associate Degree Level Technical Studies - 6 credits

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

GRADUATION REQUIREMENTS

- Total Credits: 60.00
- 2.000 cumulative GPA

WELDING

Technical Diploma 1 year

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

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

OUTCOMES

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

CAREERS

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

CURRICULUM

1044216200 GTAW on Aluminum and Stainless Steel	2.00
1044216100 Gas Tungsten Arc Welding on Carbon Steel	3.00
1044217400 Advanced Gas Metal Arc Welding	3.00
1044211300 Welding Fabrication Techniques	2.00
1044216000 Flux Cored Arc Weld	4.00
1044215900 Gas Metal Arc Welding	3.00
1044216300 Weld Inspection and Testing	1.00
1044216500 Welding Metallurgy	2.00
1044211200 Print Reading for Manufacturing	4.00
1044214100 Robotics and Automated Welding	2.00
1044217200 Safety in Manufacturing	1.00
1044215800 Shielded Metal Arc Welding	2.00
1044218000 Solidworks for Welding	1.00
1044217300 Thermal Cutting	1.00
1089010200 Interpersonal Workplace Fundamentals	2.00
3180430200 Applied Technical Mathematics	2.00

GRADUATION REQUIREMENTS

- Total Credits: 35.00
- 2.000 cumulative GPA

WELDING/MAINTENANCE & FABRICATION

Technical Diploma less than 1 year

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

OUTCOMES

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

CAREERS

- Welder
- Cutter
- Solderer
- Brazer

CURRICULUM

1044217400 Advanced Gas Metal Arc Welding	3.00
1044215900 Gas Metal Arc Welding	3.00
1044216300 Weld Inspection and Testing	1.00
1044211200 Print Reading for Manufacturing	4.00
1044217200 Safety in Manufacturing	1.00
1044215800 Shielded Metal Arc Welding	2.00
1044217300 Thermal Cutting	1.00
3180430200 Applied Technical Mathematics	2.00

GRADUATION REQUIREMENTS

- Total Credits: 17.00
- 2.000 cumulative GPA

Workforce and Economic Development/Community Education

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

- Automotive Service and Repair
- Building and Construction Trades
- Computer Applications
- Early Childhood Education
- Emergency First Aid/CPR
- Food and Beverage Management
- Health Care
- Human Resources
- Industrial Safety/OSHA
- Insurance
- Law Enforcement
- Leadership and Supervision
- Manufacturing
- Sales, Marketing and Customer Service
- Small Business Management

Find out about upcoming classes by calling 715-365-4905 or visit us at nicoletcollege.edu.

Customized Training and Consulting Services

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

- Communication and Team Skills
- Computer Software Applications
- Customer Service
- Emergency Medical Services
- Human Resource Management
- Leadership Development
- Manufacturing and Industrial Technology
- Occupational Safety and Health
- Problem Solving and Decision Making
- Programs for Small Business
- Technical Training for Building and Construction Trades

Through partnerships with internationally renowned training organizations, Nicolet offers programs from Franklin Covey, Achieve Global, Vision Point, and others. And in conjunction with the industry experts from the UW-Stout Manufacturing Outreach Center, Nicolet provides technical expertise and hands-on business assistance to help small and mid-sized manufacturers improve productivity and profitability through the application of advanced manufacturing strategies.

To learn more about our specialized offerings or to schedule a complimentary training needs assessment for your business call 715-365-4905 or visit nicoletcollege.edu.

Resources for Starting a Business

If you have an entrepreneurial spirit, Nicolet College offers training and resources for those who have been thinking about starting a business but don't know where to begin. Free workshops are offered regularly to help individuals determine their entrepreneurial readiness and find out what's needed to turn their dreams into reality. Classes and one-on-one help are available through the Workforce and Economic Development Office. Call 715-365-4492 or visit us at nicoletcollege.edu to learn more.

Nicolet offers courses, workshops, and other life-enriching learning opportunities to meet the needs of lifelong learners. Examples of types of courses offered include;

- Arts and Crafts
- Computers
- Dance
- Food Preparation
- Health and Fitness
- Landscaping and Gardening
- Photography
- Sewing and Quilting

These courses and activities do not usually require formal educational prerequisites.

A schedule of community education courses and activities is distributed throughout the Nicolet District and is available on the college's website.

Outdoor Adventure Series

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

Information is available on the website or by calling 715-356-4544 or 800-585-9304.

Instructor-Led Online Classes

In partnership with ed2go®, Nicolet College offers non-credit instructor-facilitated online courses that are informative, fun, convenient, and highly interactive. Any of these courses can be completed entirely from your home or office and at any time of the day or night. Courses begin on the third Wednesday of every month, and run for six weeks. Check out the complete list of courses at ed2go.com/nicolet

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

Emergency Medical Services

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

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

Training

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

Selections include the following:

- Entry-level Firefighter, Parts A and B
- Certified Firefighter, 1 and 2

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

Law Enforcement

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

- AR15 Armorer
- ARIDE
- Breath Examiner Specialist
- Civil Process
- Colt Armorer
- Computer Crimes
- CPR/AED and First Aid
- Defense and Arrest Tactics (DAAT)
- Electronic Control Devices TASER
- Emergency Vehicle Operations Course (EVOC)
- Fire Extinguisher
- First Line Supervisor Training
- Glock Armorer
- Instructor Development Courses
- Jail Officer Recruit Training Academy (200 Hour)
- Law Enforcement Basic Training Academy(720 Hour)
- Leadership Training
- Legal Update
- Principles of Subject Control (POSC)
- Self-Contained Breathing Apparatus (SCBA) and Fit Testing
- Use of Force

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

Traffic Safety

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

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

Industrial Safety, MSHA and OSHA

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

Confined Space for Industry

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

General OSHA Compliance Safety Training

- Accident Prevention
- Bloodborne Pathogens
- Electrical Safety
- Lockout / Tagout
- NFPA 70 E Awareness
- Fall Protection
- Fire Extinguisher
- Forklift / Powered Industrial Truck
- Hazard Awareness
- Machinery and Machine Guarding
- Material Handling
- Occupational Health and Environmental Control
- Personal Protection Equipment (PPE)
- Respiratory Protection / Fit Testing
- Site Specific Training
- Walking and Working Surfaces

Hazardous Materials for Industry (Awareness to Technician)

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

Mine Safety and Health Administration (MSHA)

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

OSHA 10- and 30- hour General Industry/Construction

Other Services

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



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

Education Center, but serves as a host training organization for National Safety Education Center.

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

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

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

10-101-102-00 Introduction to Accounting

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

10-101-102-C00 Introduction to Accounting

Manually process daily and monthly financial transactions. Lecture. Credits: 1.

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): 1010115100 Accounting Principles 1 (C or better) (concurrent enrollment allowed).

10-101-112-C00 Payroll Accounting

Students will prepare and report payroll records Lab, Lecture. Credits: 3.

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.

10-101-113-C01 Income Tax Preparation 1A

Students will learn and utilize the tax formula determine the taxability of income items. Lecture. Credits: 1.

10-101-113-C02 Income Tax Preparation 1B

Students will accurately determine proper tax deductions and credits. Lecture. Credits: 1.

10-101-113-C03 Income Tax Preparation 1C

Students will prepare a federal and state tax return from client data. Lecture. Credits: 1.

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): 1010111300 Income Tax Preparation 1 (C or better).

10-101-114-C01 Income Tax Preparation 2A

Students will utilize resources to solve tax scenarios including doing research and presenting tax planning strategies. Lecture. Credits: 0.25.

10-101-114-C02 Income Tax Preparation 2B

Students will determine the impact of various tax issues on tax liability including depreciation, property transactions, AMT, and at-risk and passive transactions. Lecture. Credits: 1.

10-101-114-C03 Income Tax Preparation 2C

Students will examine business tax laws and prepare business tax returns. Lecture. Credits: 0.75.

10-101-114-C04 Income Tax Preparation 2D

Students will prepare gift, estate and trust tax returns. Lecture. Credits: 0.50.

10-101-135-00 QuickBooks Applications

Students will apply QuickBooks to common Accounting situations. Emphasis on payroll, budgets, reports, and processing of vendor and customer transactions from merchandising operations. Lab, Lecture. Credits: 1. Prerequisite(s): 1010315500 QuickBooks Basics (C or better).

10-101-135-C00 QuickBooks Applications

Perform advanced level accounting functions in QuickBooks: complex daily transactions, payroll, month end, reports and budgets Lab, Lecture. Credits: 1.

10-101-140-00 Survey of Accounting

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

10-101-151-00 Accounting Principles 1

Develops an understanding of the fundamental principles of accounting with an emphasis on the accounting cycle. Lecture. Credits: 2.

10-101-151-C00 Accounting Principles 1

Students will prepare financial statements using the generally accepted accounting principles for merchandising business. Lecture. Credits: 2.

10-101-152-00 Accounting Principles 2

Extends students' understanding of accounting principles, including applications to inventory, accounts receivable, cash, and fixed assets. Lecture. Credits: 3. Prerequisite(s): 1010115100 Accounting Principles 1 (C or better).

10-101-152-C01 Accounting Principles 2A

Students will explain accounting principles to account for inventories. Lecture. Credits: 1.

10-101-152-C02 Accounting Principles 2B

Students will apply accounting principles to analyze and account for and analyze receivables. Lecture. Credits: 0.75.

10-101-152-C03 Accounting Principles 2C

Students will apply accounting principles to account for and analyze cash. Lecture. Credits: 0.50.

10-101-152-C04 Accounting Principles 2D

Students will apply account principles to account for and analyze plant and intangible assets, including purchase, depreciation and disposal. Lecture. Credits: 0.75.

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): 1010115200 Accounting Principles 2 (C or better).

10-101-154-C01 Accounting Principles 3A
Students will prepare various accounting records for partnerships. Lecture. Credits: 0.75.

10-101-154-C02 Accounting Principles 3B
Students will apply account principles to account for equity financing. Lecture. Credits: 1.

10-101-154-C03 Accounting Principles 3C
Students will apply account principles to account for debt finance and time value of money. Lecture. Credits: 1.

10-101-154-C04 Accounting Principles 3D
Students will analyze financial statements and communicate results. Lecture. Credits: 0.75.

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): 1010115200 Accounting Principles 2 (C or better).

10-101-158-C01 Cost Accounting A
Students will account for all production costs using job order costing. Lecture. Credits: 1.

10-101-158-C02 Cost Accounting B
Students will account for all production costs using process costing. Lecture. Credits: 1.

10-101-158-C03 Cost Accounting C
Students will perform budgeting, standard costing and variance analysis and communicate results. Lecture. Credits: 0.50.

10-101-158-C04 Cost Accounting D
Students will analyze cost accounting information for decision making including cost, volume, profit analysis. Lecture. Credits: 0.50.

10-101-162-00 Intermediate Accounting 1
Presents advanced accounting principles and applications including financial statements, earnings per share, and accounting for investments. Lecture. Credits: 3. Prerequisite(s): 1010115400 Accounting Principles 3 (C or better).

10-101-162-C01 Intermediate Accounting 1A
Students will report and analyze business financial position on a balance sheet and apply the Financial Accounting Standards Board (FASB) conceptual framework. Lecture. Credits: 0.75.

10-101-162-C02 Intermediate Accounting 1B
Students will report and analyze business earnings in all aspects of the income statement. Lecture. Credits: 0.75.

10-101-162-C03 Intermediate Accounting 1C
Students will report and analyze business cash flow. Lecture. Credits: 0.75.

10-101-162-C04 Intermediate Accounting 1D
Students will journalize investments and security transactions. Lecture. Credits: 0.75.

10-101-165-00 Computerized Accounting

Covers many of the features of QuickBooks. Topics will include reports, basic journal entries, recording cash receipts/disbursements, sales, deposits, purchase orders/inventory, basic payroll, and bank reconciliations. Students will also perform some financial analysis. Lab, Lecture. Credits: 2.

10-101-166-00 Intermediate Accounting 2
Prepares the learner to account for revenue, leases, deferred income taxes, changes in estimates or principles, retirement plans, accounting for derivatives, and apply the FASB conceptual framework. Lecture. Credits: 2. Prerequisite(s): 1010116200 Intermediate Accounting 1 (C or better).

10-101-166-C00 Intermediate Accounting 2
Students will apply accounting principles to account for revenue, leases, deferred income tax, changes in estimates, derivatives, and retirement plans. Lecture. Credits: 2.

10-101-167-00 Intermediate Accounting 2
Prepares the learner to account for revenue, leases, deferred income taxes, changes in estimates or principles, retirement plans, accounting for derivatives, and apply the FASB conceptual framework. Lecture. Credits: 3. Prerequisite(s): 1010116200 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, and design a plan for internal control of a business. Lecture. Credits: 3. Prerequisite(s): 1010111200 Payroll Accounting (C or better) and 1010115400 Accounting Principles 3 (C or better) and 1010116500 Computerized Accounting (C or better) and 1010311500 MS Word Beginning (C or better).

10-101-170-C00 Accounting Information Systems
Students will examine and utilize business information systems including flow charts, internal controls, and process and form analysis. Lecture. Credits: 3.

10-101-185-00 Accounting Spreadsheet Application
Prepares the learner to use formatting for financial reports, use financial/accounting functions in spreadsheets, create charts for financial analysis, use Excel database functions to query financial information, utilize spreadsheet financial analysis tools, and maintain data integrity by using internal control features. Lab, Lecture. Credits: 2. Prerequisite(s): 1010115200 Accounting Principles 2 (C or better) and 1010111200 Payroll Accounting (C or better) and 1010311500 MS Word Beginning (C or better).

10-101-185-C01 Accounting Spreadsheet Application A
Students will use financial/accounting functions in spreadsheets to solve case studies. Lab, Lecture. Credits: 1.

10-101-185-C02 Accounting Spreadsheet Application B
Students will create spreadsheets and charts for financial analysis and budgeting to solve case studies. Lab, Lecture. Credits: 1.

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

Architectural Technology (480,614)

10-614-100-00 Architectural Principles
Establishes a background in graphic communication and the field of

architecture. Creation, interpretation, and effective use of construction documents and specifications will be examined. Basic architectural sketches and drawings will be prepared. Lab, Lecture. Credits: 4. Corequisite(s): 10-614-105-00 Intro to AutoCAD.

10-614-104-00 Intro to AutoDesk Inventor

This course is designed to educate the student in basic part and assembly modeling techniques. Students will learn 3D parametric modeling techniques and concepts using AutoDesk Inventor. Students will explore topics such as, the Autodesk Inventor interface, sketching tools, part modeling tools, assembly modeling tools, the Design Assistant, creation of drawing views, working drawings and creating bills of materials. Lab, Lecture. Credits: 3.

10-614-105-00 Intro to AutoCAD

Focuses on the design, development, and construction documentation features of AutoCAD Architecture: the basic tool that the majority of students will need in their work. AutoCAD Architecture focuses on conceptual design in the sense of massing studies and space planning, as well as several advanced features for greater control over the program. Lab, Lecture. Credits: 3. Corequisite(s): 10-614-100-00 Architectural Principles.

10-614-111-00 Architecture Revit Advanced

Expands the implementation of additional features found in the parametric design software Autodesk Revit. Advanced modeling and documentation tools will be explored. More complex building information models will be generated, edited, and documented. Lab, Lecture. Credits: 2. Prerequisite(s): 1061411000 Intro to 3D Architecture (C or better).

10-614-112-00 Building Materials

Learn to consider material properties, processes of manufacture, installation procedures, and performance. Construction methods, building systems, and products will be evaluated. Materials will be analyzed and classified based on the Construction Specifications Institute Master Format. Lecture. Credits: 2.

10-614-115-00 Construction Blueprint Reading

Students interpret blueprints for trade information, draw sketches to convey ideas, and utilize drawing software to prepare blueprints prior to building. Students appreciate the importance of accuracy and completeness as well as material selection. Students develop a set of residential building plans. Lab, Lecture. Credits: 3.

10-614-120-00 Architecture Residential

Residential house styles, building codes, and design components related to the site and structure. Conceptual designs of single family residences will be planned collaboratively. Construction drawings will be produced using Autodesk Revit and AutoCAD design software. Lab, Lecture. Credits: 4. Prerequisite(s): 1061410500 Intro to AutoCAD (C or better) and 1061410000 Architectural Principles (C or better).

10-614-121-00 Structural Residential

Highlights load distribution and coordination of structural components within residential buildings. Foundation systems, framing design, and applicable codes will be examined. Various methods will be utilized to select members for use in structural drawings. Lab, Lecture. Credits: 2. Prerequisite(s): 1061410500 Intro to AutoCAD (C or better).

10-614-136-00 Construction Estimating

Techniques for standard construction estimating procedures from takeoff to bid, covering the areas of excavation, concrete, wood, masonry, carpentry, alteration work, mechanical work, electrical

work, and general conditions. Topics introduced include preparation of typical estimated cost recording documents and techniques as well as preparation and presentation of formal bidding document. Lecture. Credits: 2. Prerequisite(s): 1061411500 Construction Blueprint Reading (C or better).

10-614-190-00 Architectural Capstone

Offers architectural students the opportunity to incorporate content from the first three semesters while focusing on personal interests within the field of architecture. Students will begin projects as preliminary building program proposals, further refine them through the design phase, and then develop them into construction documents. Lab, Lecture. Credits: 4. Prerequisite(s): 1061411000 Intro to 3D Architecture (C or better).

Art (815)

20-815-201-00 Art Appreciation

Explores the purpose of art as it relates to history, our society, and the issues of visual perception. Lecture. Credits: 3.

20-815-205-00 Drawing

Provides a foundation in a variety of drawing techniques and concepts through the use of figure, still life, landscape, and compositional exercises. Lab. Credits: 3.

20-815-209-00 Design

Explores the organizational and perceptual qualities of design as they relate to a two-dimensional surface. Stresses design as a foundation and as visual problem solving. Lab. Credits: 3.

20-815-210-00 Life Drawing

Studies the principles, methods, and image variations of life drawing. Explores the figure both traditionally and as a contemporary form. Variations of the figure will be addressed, from expression to graphic design. Lab. Credits: 3.

20-815-211-00 Three Dimensional Design

A foundation studio course exploring fundamental visual elements, issues, and principles of three-dimensional design for further study. Students will demonstrate an understanding of three dimensional design components: space, linear space, planes, and scale. Through creative application students will effectively use texture and material, conceptual variation, value, and light in compositions. Lab. Credits: 3.

20-815-213-00 Painting

Explores the principles, methods, and image variations of painting. Lab. Credits: 3.

20-815-215-00 Watercolor

Studies the principles, methods, and image variations of watercolor painting. Explores traditional and contemporary ideas, images, and techniques in watercolor. Lab. Credits: 3.

20-815-221-00 Ceramics

Explores variations in ceramic techniques and concepts through the use of thrown and hand-built forms. Lab. Credits: 3.

20-815-226-00 Survey of Western Art History I

History of art in ancient and medieval cultures, emphasizing historical, cultural, religious, economic, and political factors that influence the architecture, painting, and sculpture of Egypt, the ancient near East, Greece, Rome, Byzantium, and medieval western Europe. Lecture. Credits: 3.

20-815-227-00 Survey of Western Art History II

History of art from the 13th century to the present, emphasizing cultural, religious, economic and political factors that influence the architecture, painting, and sculpture of Europe and the United States. Lecture. Credits: 3.

20-815-230-00 Native American Art

A survey of Native American visual arts from historical to contemporary. Includes historical, cultural, and aesthetic overviews, a survey of traditional arts produced by tribes in each major geographic region, and a survey of contemporary Native American fine art. Lecture. Credits: 3.

20-815-240-00 Basic Photography

Explores basic digital photography. Develop skills to use a digital camera in manual mode, understand variables of exposure, composition, transferring, storing, and printing of digital images. Lab. Credits: 3.

20-815-265-00 Intermediate Ceramics

Investigates advanced technique, conceptual development, and contemporary issues of art. Lab. Credits: 3. Prerequisite(s): 2081522100 Ceramics (C or better).

Automotive Technology (404,602)

10-602-102-00 Electrical and Electronic Systems 1

Focuses on developing the skills needed to diagnose, service, and repair electrical and electronic systems. Learners apply Ohm's Law to basic electrical circuit diagnosis. Clinical, Lecture. Credits: 2. Prerequisite(s): 1060210700 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): 1060210700 Auto Service Fundamentals (C or better) (concurrent enrollment 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): 1060210700 Auto Service Fundamentals (C or better) (concurrent enrollment 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): 1060210700 Auto Service Fundamentals (C or better) (concurrent enrollment 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): 1060212700

Electrical and Electronic Systems 2 (C or better).

10-602-123-00 Engine Repair 2

Focuses on developing the skills needed to diagnose, service, and repair internal combustion engines. Emphasis is placed on out-of-vehicle engine repair, including overhaul procedures. Lab, Lecture. Credits: 3. Prerequisite(s): 1060210300 Engine Repair 1 (C or better).

10-602-124-00 Steering and Suspension Systems

Focuses on developing the skills needed to diagnose, service, and repair steering and suspension systems, including wheel alignment procedures. Lab, Lecture. Credits: 3. Prerequisite(s): 1060210700 Auto Service Fundamentals (C or better).

10-602-125-00 Electrical and Electronic Systems 1

Focuses on developing the skills needed to diagnose, service, and repair electrical and electronic systems. Learners apply Ohm's Law to basic electrical circuit diagnosis. Lab, Lecture. Credits: 2. Prerequisite(s): 1060210700 Auto Service Fundamentals (C or better) (concurrent enrollment allowed).

10-602-127-00 Electrical and Electronic Systems 2

Focuses on developing the skills needed to diagnose, service, and repair electrical and electronic systems, including batteries, starting, charging, and lighting systems, and computer control systems. Lab, Lecture. Credits: 3. Prerequisite(s): 1060212500 Electrical and Electronic Systems 1 (C or better).

10-602-128-00 Electrical and Electronic Systems 3

Focuses on developing the skills needed to diagnose, service, and repair electrical and electronic systems, including driver information, horn, wiper/washer, power accessories, cruise control, air bag, anti-theft, and radio systems. Lab. Credits: 3. Prerequisite(s): 1060212700 Electrical and Electronic Systems 2 (C or better).

10-602-149-00 Manual Drive Train and Axles

Focuses on developing the skills needed to diagnose, service, and repair clutches, manual transmissions/transaxle, differentials, four wheel drive/all-wheel drive, and drive axles. Lab, Lecture. Credits: 4. Prerequisite(s): 1060212700 Electrical and Electronic Systems 2 (C or better).

10-602-195-00 Advanced Chassis Systems

Focuses on developing the skills needed to diagnose, service, and repair antilock brakes, vehicle stability enhancement, and electronic steering and suspension systems. Lab, Lecture. Credits: 2. Prerequisite(s): 1060210400 Brake Systems (C or better) and 1060212700 Electrical and Electronic Systems 2 (C or better) and 1060212400 Steering and Suspension Systems (C or better).

10-602-196-00 Climate Control Systems

Focuses on developing the skills needed to diagnose, service, and repair climate control systems, including heating, cooling, and air distribution. Upon successful completion of the Mobile Refrigerant Handling unit (EPA Section 609 of the Clean Air Act of 1990), a certificate from the Mobile Air Conditioning Society will be issued. Lab, Lecture. Credits: 3. Prerequisite(s): 1060212500 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): 1060212700 Electrical and

Electronic Systems 2 (C or better) and 1060210300 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): 1060219700 Engine Performance 1 (C or better).

10-602-199-00 Capstone for Automotive

Provides an opportunity for students to demonstrate workplace employability and employment seeking skills in the classroom, at the automotive workplace, and to develop a continuing education plan that will advance their career goals. Lecture, Occupational. Credits: 2.

Basic Education (851,54,56,58,59,61,62)

76-851-795-C01 ABE CBE Integrated Writing

ABE-CBE Integrated Writing. This integrates Adult Basic Education writing concepts using a team teaching approach. It includes instruction from both an ABE instructor and a program instructor using a competency based model. Lecture. Credits: 2.

76-854-790-C01 ABE CBE Integrated Math

ABE-CBE Integrated Math. This integrates Adult Basic Education math concepts using a team teaching approach. It includes instruction from both an ABE instructor and a program instructor using a competency based model. Lecture. Credits: 2.

Business (102)

10-102-101-00 Introduction to Business

Introduction to Business is a high-level overview of the business world. Students will explore how the economy affects business, financial and securities markets and current trends in business. Students will discover different business careers and the skills necessary to gain entry to those careers. At the end of the course, students will formulate a career plan. Lecture. Credits: 1.

10-102-101-C00 Introduction to Business

What is business all about? This class defines the different sectors of business including financial and securities markets and current trends in business. Lecture. Credits: 1.

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.

10-102-106-C01 Business Orientation

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.

10-102-115-C01 Human Resource Management A

This class reviews the strategic importance of Human Resources in organizations of all sizes. Current Human Resources trends and challenges are reviewed. Lecture. Credits: 0.25.

10-102-115-C02 Human Resource Management B

This class will cover how to determine the type and number of employees needed to achieve company objectives, and how to develop job descriptions and competitive salary packages for those positions. Students will learn how to put together an effective recruiting plan, how to interview and select the best employees. Lecture. Credits: 1.

10-102-115-C03 Human Resource Management C

Hiring employees is the first step for effective organizations, however training and developing the employees is key to keeping them. This class will cover how to identify training needs and find the right type of training. It will also cover performance management and coaching. Lecture. Credits: 0.25.

10-102-115-C04 Human Resource Management D

Execute an effective performance management plan including current feedback. Lecture. Credits: 0.50.

10-102-115-C05 Human Resource Management E

This class will cover aspects of employment law and how to ensure that Human Resources programs, practices and policies align with laws and regulations. Lecture. Credits: 0.50.

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.

10-102-120-C01 Business Law A

The student will learn sources of business law and be exposed to jurisdiction and the adjudication process. Lecture. Credits: 0.50.

10-102-120-C02 Business Law B

In this class, students will learn torts and the process of proving negligence. Intellectual property law including trademarks and patents are also covered. Lecture. Credits: 0.50.

10-102-120-C03 Business Law C

Students will learn the basic requirements of contracts, how they

may be breached and the process of collecting damages in a breach. Lecture. Credits: 0.50.

10-102-120-C04 Business Law D

The UCC is introduced and the relationship between it and contract law covered. Students will learn obligations and remedies of both seller and buyer. Lecture. Credits: 0.50.

10-102-120-C05 Business Law E

This class covers typical forms businesses may assume such as sole proprietorship, partnership and corporation along with the advantages and disadvantages of each. Lecture. Credits: 0.50.

10-102-120-C06 Business Law F

This class will summarize the critical elements of real property, personal property and landlord and tenant relationships. Lecture. Credits: 0.50.

10-102-121-00 Customer Service

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.

10-102-121-C00 Customer Service

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.

10-102-130-00 Operations Management

Examine the role managers play in organizations including planning, controlling, leading and decision making. Students will learn and apply the key concepts that contribute to running an effective organization including quality improvement and project management. Students will explore the evolution and history of management and doing business in a global environment. Lecture. Credits: 3.

10-102-130-C01 Operations Management A

This class introduces the students to the critical roles managers play in organizations. Students will explore in a practical way, how managers plan, lead, organize and control. Lecture. Credits: 0.25.

10-102-130-C02 Operations Management B

Students will explore the origins of management and review major developments in business through the centuries. Many of these historic practices are still in play today. Lecture. Credits: 0.25.

10-102-130-C03 Operations Management C

This class will cover managing processes within organizations including planning, scheduling, technology, logistics and supply chain management and quality assurance. Managing discrete projects is also covered. Lecture. Credits: 2.

10-102-130-C04 Operations Management D

This class will review the characteristics, opportunities and challenges of the global business environment including how to identify and describe forces that affect global trade. Lecture. Credits: 0.50.

10-102-131-00 Strategic Management

Strategic management will cover the key concepts, tools and principles of strategy formation and competitive analysis. It will cover the managerial decisions and actions that affect the performance and survival of a business enterprise. Students will learn how to formulate vision and mission statements and conduct SWOT analyses. Ethics and social responsibility and the critical role they play in successful businesses are also covered. Lecture. Credits: 3.

10-102-131-C01 Strategic Management A

This course introduces the concept of strategic management through case analyses and considers the basic direction and goals of an organization including vision and mission statements. Students will learn the importance of applying strategy throughout the organization. Lecture. Credits: 1.

10-102-131-C02 Strategic Management B

Students will conduct environmental analyses of companies including assessing social, political, technological, economic and global factors to define strengths, weaknesses, opportunities and threats in organizations. Risk management is also addressed. Lecture. Credits: 1.

10-102-131-C03 Strategic Management C

Students will learn how to identify and promote opportunities of organizations to engage in corporate social responsibility activities and the importance and competitive advantage of doing so. Lecture. Credits: 0.25.

10-102-131-C04 Strategic Management D

This class will cover the importance of ethics and how to apply them in decision-making. Students will explore ethical dilemmas and determine how to deal with them. Lecture. Credits: 0.50.

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): 1010214000 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.

10-102-145-00 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.

10-102-145-C01 Business Finance and Budgeting A
Students will prepare and analyze financial statements
Lecture. Credits: 1.

10-102-145-C02 Business Finance and Budgeting B
Students will describe the importance of budgets
Lecture. Credits: 0.50.

10-102-145-C03 Business Finance and Budgeting C
Students will make decisions on break even points
Lecture. Credits: 0.50.

10-102-145-C04 Business Finance and Budgeting D
Students will analyze working capital and make decisions regarding analysis.
Lecture. Credits: 0.50.

10-102-145-C05 Business Finance and Budgeting E
Students will analyze personal finance decisions
Lecture. Credits: 0.50.

10-102-152-00 Modern Marketing
Designed to provide an overview of business marketing as an activity and process for creating, capturing, communicating, delivering, and exchanging offerings that have value for customers and stakeholders. This is developed through an understanding product, pricing, promotion, and distribution. Lecture. Credits: 3.

10-102-152-C01 Modern Marketing A
Students will explore marketing and its applications for business.
Lecture. Credits: 1.

10-102-152-C02 Modern Marketing B
Students will create a marketing plan for a business.
Lecture. Credits: 2.

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 Entrepreneurship
Students apply the key elements of successful entrepreneurship to business scenarios. Students create a business plan for a new business. Lecture. Credits: 3.

10-102-190-00 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): 1010213000 Operations Management (C or better) and 1010215200 Modern Marketing (C or better).

Carpentry (410,475)

50-410-541-00 Carpentry Apprenticeship 1
Apprentices will be introduced to safe working practices which include the identification, use, and maintenance of commonly used hand tools, portable and stationary power tools, personal protective equipment, and ladders and scaffolding. Course topics also include basic applied math, communication skills, along with an introduction to construction drawings and print reading. Safe material handling will also be examined in this course. Lecture. Credits: 2.

50-410-542-00 Carpentry Apprenticeship 2
Apprentices will continue to further examine construction drawings along with plan specifications. The use of transits and levels, along with an introduction to building layout will be discussed. Course topics will also include the various types of building materials, fasteners, and adhesives used in residential construction. Apprentices will learn trade practices involving residential floor systems, as well as code-related topics. Various floor framing components will be examined, along with floor system layout. Lecture. Credits: 2.

50-410-543-00 Carpentry Apprenticeship 3
Apprentices will learn about wall construction techniques used in residential construction. Various wall construction methods and components will be examined during this course. The course will also discuss and explore roof systems and framing requirements involved. Various roof styles, along with trusses, rafters, ceiling joist, intersecting valleys, eaves and rakes, and other cornice details will be examined. Application of print reading skills will be utilized, along with code-related topics. Lecture. Credits: 2.

50-410-544-00 Carpentry Apprenticeship 4
Apprentices will explore the various thermal and moisture protection materials and industry installation techniques. Insulation materials and residential waterproofing products will be identified and include discussion and best practices for job site installation. The course will also include examining and understanding building science in residential construction. The physics of air movement and interaction of people, residences, and the environment will be discussed, along with framing and air sealing details. Lecture. Credits: 2.

50-410-545-00 Carpentry Apprenticeship 5
Apprentices will explore exterior finishing systems in this course. Exterior finishing systems will include roofing, soffit and fascia, window and door installation, masonry, and exterior siding as well as other various exterior cladding systems used in residential construction. Exterior finish building materials will be examined, along with code-related topics. Lecture. Credits: 2.

50-410-546-00 Carpentry Apprenticeship 6

Apprentices will examine stair design, layout, and building. This course will provide an opportunity to identify stair components and the relationship of occupant safety based on codes and standards. Exterior deck construction will also be discussed, along with the various building materials used and industry installation techniques. Application of print reading skills will be utilized, along with code-related topics. Lecture. Credits: 2.

50-410-547-00 Carpentry Apprenticeship 7

Apprentices will examine interior finish systems. This course will cover drywall installation and finish techniques, interior door installation, window and door trim, crown molding, baseboard, and paneling installation. Acoustical ceiling basics will be explored, along with various interior flooring materials. Cabinetry and countertop installation will also be discussed. Lecture. Credits: 2.

50-410-548-00 Carpentry Apprenticeship 8

This course is intended as a final review and comprehensive assessment of the apprentices experience over the past instructional courses. This course will include a review of construction blueprint reading, applied math and communication skills, building codes, and any other topics covered throughout the program. A discussion of current or emerging industry trends will be included, as well as emerging industry equipment and technologies. Apprentices will also have the opportunity to participate in a capstone hands-on project or industry-related activities with other classmates. Lecture. Credits: 1.

Computer Software (103)

10-103-107-00 MS Office Fundamentals

Students are introduced to the basic functions of MS Word, MS Excel and MS PowerPoint in the business setting. Students will apply word processing features to create business documents, use spreadsheet functions for business applications, and develop skills in using graphics, layout, and slideshow features to produce professional-looking presentations. Lab, Lecture. Credits: 2.

10-103-115-00 MS Word Beginning

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

10-103-115-C01 MS Word Beginning

Students will apply word processing features to create business documents. 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): 1010311500 MS Word Beginning (C or better).

10-103-117-C00 MS Word Intermediate

Students will apply intermediate word processing functions to create business documents. Lab, Lecture. Credits: 1.

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): 1010311700 MS Word Intermediate (C or better) or 1010613100 Integrated Computer Applications Int (C or better).

10-103-118-C00 MS Word Advanced

Students will apply advanced word processing functions to enhance

business documents Lab, Lecture. Credits: 1.

10-103-119-00 Desktop Publishing

Covers design and production of professional quality documents that combine text, graphics, and illustrations. Lab, Lecture. Credits: 2.

10-103-125-00 MS Outlook

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. Students will apply these techniques with hands on activities. Lecture. Credits: 1.

10-103-125-C00 MS Outlook

Students 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. Lecture. Credits: 1.

10-103-126-00 MS Excel Beginning

Develops skills in using basic spreadsheet functions of MS Excel for business users. Lab, Lecture. Credits: 1.

10-103-126-C01 MS Excel Beginning

Students will apply spreadsheet functions to create business documents. 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): 1010312600 MS Excel Beginning (C or better).

10-103-127-C00 MS Excel Intermediate

Students will apply advanced spreadsheet functions to create business documents. Lab, Lecture. Credits: 1.

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): 1010312700 MS Excel Intermediate (C or better) (concurrent enrollment allowed).

10-103-135-00 MS Access Beginning

Develops skills in using basic features to design a database, manipulate and query records, and prepare reports and labels. Lab, Lecture. Credits: 1.

10-103-135-C00 MS Access Beginning

Students will apply database functions to create, query, and maintain a database. 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): 1010313500 MS Access Beginning (C or better).

10-103-136-C00 MS Access Intermediate

Students will apply advanced database functions to customize data formats in a database. Lab, Lecture. Credits: 1.

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.

10-103-141-C00 MS PowerPoint Beginning
Students will apply presentation functions to create business 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): 1010314100 MS Powerpoint Beginning (C or better).

10-103-142-C00 MS Powerpoint Intermediate
Students will apply advanced presentation functions to create business presentations. Lab, Lecture. Credits: 1.

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.

10-103-149-C01 MS Visio
In this course you will learn how to use MS Visio to create flowcharts, network diagrams, floor plans, organizational charts, and cross-functional flowcharts that are used in business today. Lab, Lecture. Credits: 1.

10-103-155-00 QuickBooks Basics
Covers basic features of QuickBooks. Topics will include an introduction to QuickBooks, company setup, basic journal entries, recording cash receipts/disbursements, sales, deposits, month end activities and bank reconciliations. Lab, Lecture. Credits: 1.

10-103-155-C00 QuickBooks Basics
Students will process routine accounting transactions for service industry including company setup. Lab, Lecture. Credits: 1.

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.

10-103-169-C00 MS Publishing Beginning
Students will apply design software functions to create professional quality documents that combine text, graphics, and illustrations. Lab, Lecture. Credits: 1.

10-103-170-00 MS Publisher Intermediate
MS Publisher Intermediate enables students to expand their MS Publisher skill set to include creating a document from scratch, using information sets, and Publisher tables. Students will also learn advanced formatting and merging publications with data. Lab, Lecture. Credits: 1. Prerequisite(s): 1010316900 MS Publisher Beginning (C or better).

10-103-170-C00 MS Publisher intermediate
Students will apply advanced design software functions to create professional quality documents that combine text, graphics, and illustrations. 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.

31-502-306-00 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.

31-502-310-00 Men's Cut and Shave

Students analyze hair growth patterns of the hairline, side burns, and facial hair for the male client. Students complete men's haircuts along with beard and mustache trims, face shaving and trimming of hair on the ears and brows. Lab, Lecture. Credits: 2.

31-502-316-00 Nail Care

Focuses on sanitation, tool safety, and proper procedures for manicure/pedicure services and the art and technology of nail contouring. Students learn to shape natural nails and the correct use of professional nail care products. Artificial nail enhancement techniques are practiced to show students increased earning when working in a salon. Lab, Lecture. Credits: 1.

31-502-317-00 Skin Care

Students will learn the different types of skin. Structure and functions of the skin will be studied and basic facial techniques applied. They will perform basic skin waxing techniques, removal of superfluous hair, makeup application, false eyelash application, and skin analysis. Lab, Lecture. Credits: 3.

31-502-318-00 Salon Services 2

Students develop speed and advanced proficiency in all areas of chemical services, hair cutting, barbering techniques, color, nail technology, and skin care with increased attention to individual client needs. Working together as a team and cooperation with other students is assessed along with professional attitude, ethics, and conduct. Clinical. Credits: 4. Prerequisite(s): 3150237800 Salon Services 1 (C or better) (concurrent enrollment allowed).

31-502-320-00 Salon Science

This course covers several general science topics integral to the field of cosmetology: bacteriology, infection control, salon ecology, introduction to electrology, the basics of electricity, chemistry, and anatomy and physiology. Lecture. Credits: 2.

31-502-321-00 Advanced Cut and Style

Builds on Hair Sculpting to perform full service haircuts and styles. Each design will include all the aspects of full services from greeting, consultation, delivery and completion. Trends in haircutting and styling will be covered. Composition and construction of a variety of wigs and hairpieces to make effective choices for salon guests. Students will employ design principles of balance, contrast, repetition and asymmetry to create long hair designs for wedding, prom and formal events. Lab, Lecture. Credits: 2. Prerequisite(s): 3150230600 Basic Cut and Style (C or better) (concurrent enrollment allowed).

31-502-329-00 Advanced Texture and Color

Students build on permanent waving techniques, color techniques, soft curl reformation and keratin treatments. Problem solve aspects of color correction and challenges in chemical texturing and hair color services. Observe and research trends and techniques in color and texture. Create a marketable look using theoretical knowledge, application techniques in chemical texturizing and hair color. Lab, Lecture. Credits: 4. Prerequisite(s): 3150230700 Basic Texture and Color (C or better) (concurrent enrollment allowed).

31-502-330-00 Salon Services 3

In this final salon services course the students are given a variety of

required services to complete that show they are competent in this service and can complete this task with additional speed and attention to detail. The student is graded on salon management skills using computerized appointment booking and attention to closing out the cash register to balance the day's receipts. Daily running of a competent salon including cleanliness, sanitation, safety, inventory, and retail control, and organization are stressed to prepare the student as a competent employee. Clinical. Credits: 4. Prerequisite(s): 3150231800 Salon Services 2 (C or better) and 3150231700 Skin Care (C or better).

31-502-335-00 State Board Preparation

Examines Wisconsin cosmetology state statutes and administrative code. The state statutes are studied in relation to the corresponding rules involved with each topic. Review all state board required procedures. Practical and written assessment of all state board subjects. Prepare and submit materials for state board exams. Lab, Lecture. Credits: 3.

31-502-369-00 Cosmetology Industry

Build business principles necessary to plan and operate a business establishment. Employer-employee relationships, basic recordkeeping and time management skills are taught. This course prepares students for the salon by spending time with salon mentors to evaluate future career plans. Lab, Lecture. Credits: 1.

31-502-378-00 Salon Services 1

This course promotes beginning level concentrated student development of skills by promoting student development of skills and proficiencies in delivering a wide range of client-related services. Emphasis is placed on client consultations, proper business practices, professional attitudes, and refining techniques that will ensure entry-level preparedness for the Wisconsin Licensing exam. Students complete this course by working in an on-campus beauty salon environment. Clinical. Credits: 4. Prerequisite(s): 3150232900 Advanced Texture and Color (C or better).

Criminal Justice (504)

10-504-100-00 Introduction to Corrections

This class will provide a foundation to students that will enter the corrections profession. The course will cover Ethics and Ethical Decision Making, Professional Communication Skills, Report Preparation, and Correctional Law. The course is aligned with the State of Wisconsin DOJ Jail Academy requirements. Lecture. Credits: 3.

10-504-104-00 Criminal Justice Program Orientation

Covers the following topics: program overview, related careers, college services and support services available, library resources, introduction to academic research techniques, and introduction to 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.

1050414500 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): 1050470800 Physical Fitness (C or better).

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.

10-504-701-00 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.

10-504-703-00 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): 1050470100 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, Domestic, and Report Writing. Student learning will occur through lecture and the Department of Justice 720 Academy Integration Exercises. Lab, Lecture. Credits: 3. Prerequisite(s): 1050470300 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): 1050470200 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.

10-504-902-00 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.

10-504-905-00 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): 1080119500 Written Communication (C or better) or 2080121900 English Composition I (C or better).

10-504-907-00 Community Policing Strategies

Deals with the sociological aspects of police-community interactions. The dynamics of a diverse society are explored in order to develop the necessary knowledge, skills, and attitudes that reflect understanding of the diversity within communities. Lecture. Credits: 3.

10-504-920-00 Corrections Security Procedures

Learners will demonstrate the steps involved in receiving and releasing inmates, maintaining security, and practicing the basic principles of supervision and behavior control. Topics include: admission, release, and search procedures; use of jail locking and surveillance equipment; principles of supervision; and inmate health management procedures. All procedures are consistent with the DOJ Jail Certifiability Standards. Covers DOJ topics introduction to POSC, admit and release inmates, inmate supervision and behavior control, supervision of special inmates/crisis intervention, maintenance of jail security, supervision of juveniles, and personal stress management. 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.

Culinary (316,317,109)

10-316-111-00 Garde Manger

Methods and techniques of preparing and presenting food specialties created in the garde manger department are practiced. Hors d'oeuvres, salads, garnishing, food displays, charcuterie, and culinary competition units are included. Lab, Lecture. Credits: 2.

10-316-115-00 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): 1031612500 Food Theory (C or better) (concurrent enrollment allowed) and 1031612100 Sanitation and Safety Fundamentals (C or better) (concurrent enrollment allowed).

10-316-130-00 Nutrition

Basic nutritional principles are applied to responsible food preparation in the food service industry. Recipe analysis, modification, and menu planning for clientele are discussed. Lecture. Credits: 2.

10-316-140-00 Food Practicum I

Cafeteria style restaurant service applying principles, methods, and practices of professional food production. Students rotate weekly to kitchen and dining room stations. Lab. Credits: 3. Prerequisite(s): 1031612100 Sanitation and Safety Fundamentals (C or better) and 1031612500 Food Theory (C or better) and 1031612600 Food Production Principles (C or better).

10-316-141-00 Food Practicum II

A la carte restaurant service applying principles, methods, and practices of professional food production. Students rotate weekly to kitchen and dining room stations. Lab. Credits: 3. Prerequisite(s): 1031614000 Food Practicum I (C or better) (concurrent enrollment allowed).

10-316-150-00 Catering

Explores set-up and operation principles for on- and off-premise catering, deli and take-out food, and buffet and banquet management. International cuisines are investigated. Lab, Lecture. Credits: 3. Prerequisite(s): 1031614000 Food Practicum I (C or better).

10-316-151-00 Advanced Professional Cooking

Develops advanced culinary skills necessary for success in quality food service operations. Classical terminology, philosophies, and techniques are refined for the modern kitchen. Lab, Lecture. Credits: 3. Prerequisite(s): 1031614000 Food Practicum I (C or better).

10-316-152-00 Professional Baking

Introduces modern bakeshop principles used to produce quick and yeast breads, restaurant style desserts, and pastries. Products are evaluated for practicality, flavor, presentation, and correct techniques. Lab, Lecture. Credits: 3. Prerequisite(s): 1031612600 Food Production Principles (C or better).

10-316-153-00 Advanced Baking

Application and refinement of basic baking knowledge and techniques gained in Professional Baking. Units include rolled-in dough, specialty breads, European-style desserts, petit fours, and

decorative work. Lab, Lecture. Credits: 3. Prerequisite(s): 1031615200 Professional Baking (C or better).

10-316-155-00 Menu Planning

Develops skill in planning creative, well-designed, and informative menus for use in the food service industry. Includes planning, design elements, layout, and copy writing. Lecture. Credits: 2. Prerequisite(s): 1031612100 Sanitation and Safety Fundamentals (C or better) and 1031612500 Food Theory (C or better) and 1031612600 Food Production Principles (C or better).

10-316-160-00 Food Purchasing

Examines standards and specifications of food purchasing with emphasis on quality, grading, optimal price, and ordering requirements. Situational problems develop skills for work situations. Lecture. Credits: 2. Prerequisite(s): 1031611500 Culinary Math (C or better) and 1031612500 Food Theory (C or better) and 1031612600 Food Production Principles (C or better).

10-316-170-00 Restaurant Practicum I

Refines techniques used in restaurant food production. Students plan menus, develop food purchasing requisitions, design work assignments, and operate the on-campus restaurant. Lab. Credits: 3. Prerequisite(s): 1031614100 Food Practicum II (C or better) and 1031615000 Catering (C or better) and 1031615100 Advanced Professional Cooking (C or better) and 1031615200 Professional Baking (C or better) and 1031615500 Menu Planning (C or better).

10-316-171-00 Restaurant Practicum II

Refines techniques used in restaurant food production. Students plan menus, develop food purchasing requisitions, design work assignments, and operate the on-campus restaurant for a la carte service. Lab. Credits: 3. Prerequisite(s): 1031617000 Restaurant Practicum I (C or better) (concurrent enrollment allowed).

10-316-175-00 Food Service Cost Control

Analysis of the factors affecting food and beverage cost control. Purchasing, receiving, preparation, storage, and inventory practices are examined. Lecture. Credits: 2. Prerequisite(s): 1031611500 Culinary Math (C or better).

10-316-180-00 Food Service Supervision

Introduction to food service management. Fundamentals of leadership, communication techniques, employee motivation, recruitment, hiring, training employees, and problem solving/decision making processes are covered. Lecture. Credits: 3.

10-316-190-00 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): 1010311500 MS Word Beginning (C or better) and 1031611500 Culinary Math (C or better) and 1031612100 Sanitation and Safety Fundamentals (C or better) and 1031612500 Food Theory (C or better) and 1031612600 Food Production Principles (C or better) and 1080119500 Written Communication (C or better) and 1080919700 Contemporary Amer Society (C or better) and 1031611100 Garde Manger (C or better) and 1031613000 Nutrition (C or better) and 10-316-140-00 Food Practicum I (C or better) and 1031614100 Food Practicum II (C or better) and 1080119600 Oral Interpersonal Communication (C or better) and (1080916600 Intro to Ethics Theory and Application (C or better) or 2080922500 Ethics (C or better)).

10-316-190-01 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): 1031614100 Food Practicum II (C or better).

Dental (508)

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): 1050811700 Dental Hygiene Process 4 (C or better) (concurrent enrollment allowed).

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): 1050810600 Dental Hygiene Process 2 (C or better) and 1050810800 Periodontology (C or better) and 1050810900 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): 1050810100 Dental Health Safety (C or better) and 1050810200 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): 1080619700 Microbiology (C or better) and 1050811200 Dental Hygiene Process 3 (C or better) (concurrent enrollment 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): 1050810100 Dental Health Safety (C or better) and 1050811200 Dental Hygiene Process 3 (C or better) (concurrent enrollment 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): 1050810700 Dental Hygiene Ethics Professionalism (C or better) (concurrent enrollment allowed) and 1050811000 Nutrition and Dental Health (C or better) and 1050811100 General and Oral Pathology (C or better) and 1050811200 Dental Hygiene Process 3 (C or better) and 1050811300 Dental Materials (C or better) and 1050811400 Dental Pharmacology (C or better) and 1050811500 Community Dental Health (C or better) and 1050811800 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): 1050810200 Oral Anatomy Embry Histology (C or better) and 1050810600 Dental Hygiene Process 2 (C or better).

Early Childhood Education (307)

10-307-108-00 ECE Early Language and Literacy

This course explores strategies to encourage the development of early language and literacy knowledge and skill building in children birth to 8 years of age. Learners will investigate the components of literacy including; literacy and a source of enjoyment, vocabulary and oral language, phonological awareness, knowledge of print, letters and words, comprehension and an understanding of books and other texts. Theories and philosophies regarding children's language and literacy development will be addressed. Dual language learning will be examined within the context of developmentally appropriate practices. Assessment tools for early language and literacy acquisition will be reviewed. Lecture. Credits: 3.

10-307-110-00 ECE Soc S Art and Music

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.

10-307-112-00 ECE STEM

This 3-credit course will focus on beginning level curriculum development in the specific integrated content areas of science, technology, engineering and mathematics. Lecture. Credits: 3.

10-307-135-00 Family Child Care Capstone

Demonstrate the integration and application of specific concepts and skills of family child care including mixed-age curriculum, quality standards, professional development, community resources, health and wellness practices, family partnerships, and financial management. This capstone experience reflects the learner's knowledge of family child care through the development of a major project. Lecture. Credits: 3. Prerequisite(s): (1030730100 Introduction to Family Child Care (C or better) and 1030730200 Family Child Care Responsive Planning (C or better)).

10-307-148-00 ECE Foundations of Early Childhood Ed

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): 1030715100 ECE Infant and Toddler Development (C or better).

10-307-174-00 ECE Introductory Practicum

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): 1030716700 ECE Health Safety and Nutrition (C or better).

10-307-175-00 ECE Preschool Practicum

This course will apply as the capstone course in The Registry Preschool Credential. You will be placed or working in an early childhood setting with 3-5 year old children and create a portfolio that prepares you for The Registry commission. In this course you will be implementing regulations and standards for quality early childhood education, applying knowledge of child development and positive guidance, utilizing observation and assessment techniques, and assessing developmentally appropriate environments for preschoolers. Independent Study Hours, Lecture. Credits: 3. Prerequisite(s): 1030717400 ECE Introductory Practicum (C or better) and 1030718800 ECE Guiding Child Behavior (C or better).

10-307-177-00 ECE Intermediate Practicum

In this 3-credit course you will be implementing regulations and standards for quality early childhood education, applying knowledge of child development and positive guidance, utilizing observation and assessment techniques, and assessing developmentally appropriate environments for children. Independent Study Hours, Lecture. Credits: 3. Prerequisite(s): 1030717500 ECE Preschool Practicum (C or better). Corequisite(s): 10-307-199-00 ECE Advanced Practicum.

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): 1030716600 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.

10-307-187-00 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): 1030717400 ECE Introductory Practicum (C or better) and 1030717800 ECE Art Music and Language Arts (C or better) and 1030718800 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): 1030716600 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): 1030719200 ECE Practicum 2 (C or better) and 1030719400 ECE Math Science and Soc St (C or better).

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 Advanced Practicum

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. Prerequisite(s): 1030717700 ECE Intermediate Practicum (C or better) (concurrent enrollment allowed). Corequisite(s): 10-307-177-00 ECE Intermediate Practicum.

10-307-301-00 Introduction to Family Child Care

Introduces family child care topics such as quality standards, health and wellness, child development, curriculum planning, guiding children's behavior, program wellness, and provider health and wellness. This course fulfills requirements for Department of Children and Families entry-level courses Fundamentals of Family Child Care and Introduction to the Child Care Profession. Lecture. Credits: 3.

10-307-302-00 Family Child Care Responsive Planning

Focuses on creating responsive family child care programming with an emphasis on building relationships and curriculum. Introduces important topics such as quality standards for relationships, intentional relationships, diversity and anti-bias perspectives, family partnerships, mixed age curriculum, learning environment indoor and outdoor. Lecture. Credits: 3.

10-307-303-00 FCC Financial Management and Planning

Focuses on managing finances of a family child care with an emphasis on principles and practices for budget planning, budget preparation, and fiscal management. Introduces important topics such as quality standards for financial management and planning, business management, financial planning, record keeping, business budgets, marketing and financial management tools and systems. Lecture. Credits: 3. Prerequisite(s): (1030730100 Introduction to Family Child Care (C or better) and 1030730200 Family Child Care Responsive Planning (C or better)).

Economics (809)

10-809-195-00 Economics

With a focus on contemporary issues, this introductory course covers cost-benefit analysis, economics systems of the world, globalization, supply and demand, market structures, the labor market, economic growth, unemployment, inflation, business cycles, money, and government economic policy. The course strives to help students improve their individual and household decision-making, understand business decision-making, comprehend the current national and international economic issues and policies, and critically evaluate government response to economic concerns. Lecture. Credits: 3.

10-809-195-C00 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.

10-809-195-C01 Economics A

Students develop skills to interpret market-oriented system factors of scarcity, opportunity costs, externalities, supply and demand, growth, price signals that influence national economic policy. Lecture. Credits: 1.

10-809-195-C02 Economics B

Students will develop skills to relate factor markets to production, compare alternative economics systems, assess the impact of globalizations, and assess the effects of economics on contemporary public issues. Lecture. Credits: 1.

10-809-195-C03 Economics C

Students will develop skills to relate factor markets to production, compare alternative economics systems, assess the impact of globalizations, and assess the effects of economics on contemporary public issues. Lecture. Credits: 0.50.

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.

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): 1046212600 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): 1046212600 Industrial Electronic Concepts (C or better).

10-620-122-00 Industrial Motor Control

This course will lead you through the fundamentals of electric motor control and power circuits. You will learn to recognize and draw the basic symbols, the language of motor control, and how to apply these symbols, into current industrial format. Forward and reversing motor starters, contractors and frequency drives. 3-phase AC motors, single-phase, split-phase AC motors, and DC motors, motor starters and motor controls. Mounting and wiring of control systems for easy maintenance. You will also learn to draw and read ladder and wiring diagrams. You will be introduced to the logic used in motor control and be required to apply this logic in order to correctly interpret, design, and wire control circuits. Lab, Lecture. Credits: 3. Prerequisite(s): 1046212600 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): 1062011500 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): 1062013000 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): 1062013500 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): 1062010500 Hydraulics and Pneumatics for Electromech (C or better) and 1062011000 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): 1062013000 PLC Systems II (C or better) and 1062013500 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): 1062012100 Industrial Electronics II (C or better) and 1062013000 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.

Emergency Medical Services

30-531-301-00 Emergency Medical Responder and Emergency Medical Technician Part 1

This course provides foundational knowledge for Emergency Medical Technician (EMT) candidates, and all requirements for Emergency Medical Responder (EMR) candidates. Topics include: basic anatomy and physiology, patient assessment, traumatic injury management, airway management, cardiac management and basic medical care. Upon successful completion, candidates will be eligible to participate in the National Registry of EMT's Emergency Medical Responder exams required for Wisconsin EMR certification. Lab, Lecture. Credits: 2.

30-531-302-00 Emergency Medical Technician Part 2

This course will further build upon the base knowledge of the EMR and EMT Part 1 course. Topics include: expanded anatomy, physiology, and pathophysiology, disease processes, more complex patient assessment and critical thinking skills, in addition to additional skills allowed by the Wisconsin Department of Health Services/EMS Section Scope of Practice for EMT's. Lab, Lecture. Credits: 3. Prerequisite(s): 3053130100 EMR and EMT Part 1 (C or better) (concurrent enrollment allowed).

30-531-304-00 Advanced EMT

Expands the role and skills of the EMT. Skills involved in obtaining intravenous access, intraosseous access, medication administration, and fluid therapy will be included. Lab, Lecture, Occupational. Credits: 4. Prerequisite(s): 3053130100 EMR and EMT Part 1 (C or better).

English (801)

10-801-195-00 Written Communication

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents. Lecture. Credits: 3.

10-801-195-C00 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.

10-801-195-C01 Written Communication A

This course documents progress through the formal writing process. Lecture. Credits: 1.

10-801-195-C02 Written Communication B

This course focuses on the elements of effective persuasive formal writing. Lecture. Credits: 1.

10-801-195-C03 Written Communication C

This course adds ethical and efficient research strategies to formal writing. Lecture. Credits: 1.

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.

10-801-196-C00 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.

10-801-196-C01 Oral Interpersonal Communication A

In this course students will prepare an informative speech to serve the needs of a specific audience and deliver it in a public speaking context. Lecture. Credits: 0.50.

10-801-196-C02 Oral Interpersonal Communication B

In this course students will demonstrate understanding of meaning-making interpersonal skills through analysis and/or application across personal and professional contexts. Lecture. Credits: 2.

10-801-197-00 Technical Reporting

Teaches preparation and presentation of written, oral, and multi-media technical reports. Lecture. Credits: 3. Prerequisite(s): 1080119500 Written Communication (C or better) or 2080121900 English Composition I (C or better).

10-801-197-C00 Technical Reporting

Teaches preparation and presentation of written, oral, and multi-media technical reports. Lecture. Credits: 3. Prerequisite(s): 10801195C00 Written Communication (C or better).

10-801-197-C01 Technical Reporting A

This course introduces the learner to technical documents that might be used in a variety of formal and informal business applications: focus on language and clarity. Lecture. Credits: 1. Prerequisite(s): 10801195C03 Written Communication C (B or better).

10-801-197-C02 Technical Reporting B

This course expands on the learner's knowledge of technical documents through the creation of reports suited for formal business applications. Lecture. Credits: 2. Prerequisite(s): 10801195C03

Written Communication C (B 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): 2080121900 English Composition I (D- or better) or 1080119500 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): 2080121900 English Composition I (C- or better) or 1080119500 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): 2080122700 Creative Writing (D- or better).

20-801-231-00 British Lit Middle Ages thru 18th Cent

Examines early English literature through the 18th century Classical Period, including development of the novel. Lecture. Credits: 3.

20-801-233-00 Children's Literature

Introduces the forms, functions, and merits of literature for children. Students will read and evaluate both classic and contemporary texts for a variety of age levels. Readings, lecture, class discussion, and projects will also explore historical and cultural contexts for, and influences upon, children's literature. Lecture. Credits: 3.

20-801-234-00 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): 1080119500 Written Communication (D- or better) or 2080121900 English Composition I (D- or better).

20-801-235-00 British Lit 19th Century to Present

Examines fiction, poetry, and drama from the Romantic Revival to the Contemporary period. Lecture. Credits: 3.

20-801-238-00 American Literature

American Literature explores the depth and breadth of America's

literary traditions. Content may feature both traditional and contemporary literary genres, address topics closely tied to American identity, survey historical movements in literature, and feature major authors of American literature. Lecture. Credits: 3.

20-801-239-00 American Literature 1865 to Present

Examines development of national writings from 1865 to the present as they reflect social changes and influential trends that contributed to American culture. Lecture. Credits: 3.

20-801-243-00 American Literature Colonial to 1865

Examines writings of the Colonial through the Civil War periods, including Native American traditions. Lecture. Credits: 3.

20-801-247-00 Contemporary World Literature

A study of contemporary world literature of the 20th century. You will read texts whose authors have been considered marginalized writers. Lecture. Credits: 3.

20-801-248-00 Topics in Literature

Students gain awareness of, and appreciation for, major themes, movements, and writers through an in-depth study of specific literary works as they relate to the special topic. Topics, which vary from semester to semester, may include such areas as environmental, non-fiction, gothic, world, science fiction and fantasy, women's, mystery, and detective literature. Lecture. Credits: 3.

20-801-248-01 Environmental Literature

Focuses on the aesthetic, spiritual, commercial, cultural, and historical lenses through which humans understand nature. Students may expect to read and respond to works from regional and travel writers, past and present. Lecture. Credits: 3.

20-801-248-02 Gothic Literature

Discover the horrible, the grotesque, the taboo, the supernatural, and the simply creepy in British and American gothic literature from the 19th century to the present. This course examines the characteristics of the gothic tradition in novels, short fiction, and corresponding film interpretations. We will explore representations of gender, violence, family, politics, nature, and sexuality in these texts and speculate about their enduring and evolutionary qualities. Lecture. Credits: 3.

20-801-248-03 The Graphic Novel

Students discriminate significant works in the graphic novel genre and explore how the mediums of image and word combine to create beautiful and compelling works of fiction, memoir, and criticism. Students read and analyze complex texts dealing with historical, biographical, and supernatural events with characters both realistic and fantastic. Major authors include Scott McCloud, Alan Moore, Marjane Satrapi, and Art Spiegelman. Lecture. Credits: 3.

20-801-248-04 Creative Nonfiction

Explores the boundary between truth and invention in memoir, travel, nature, crime, adventure, and other categories of fact-based literary writing, and examines both literary technique and the surge in popularity of such writing among contemporary readers. Lecture. Credits: 3.

20-801-248-05 Native American Literature

Covers readings in the contemporary American Indian genres of poetry, fiction, and creative non-fiction. Students will examine historical and contemporary themes, and analyze the oral tradition as it shapes contemporary Native American literature. Lecture. Credits: 3.

20-801-248-06 Science Fiction Literature

Provides a survey of science fiction literature, including its history, subgenres, and critical theories for examining the genre. Lecture. Credits: 3.

20-801-249-00 Sports Literature

Sports Literature explores literary themes through a variety of classic and contemporary works of mixed genres, from songs to novels to plays. These themes do not exclusively reside within the world of sport, but, in some instances, might be best illustrated by it. Analysis of these themes will also be aided by course discussion of cultures that shaped what authors had to say by way of their art. Lecture. Credits: 3.

20-801-255-00 Introduction to Literature

Presents the major literary genres of poetry, fiction, non-fiction, and drama, and their distinct characteristics. Students will be introduced to principal literary themes, relevant critical approaches, and various literary traditions and cultures. This course enhances appreciation of literature and prepares students for further literary study. Lecture. Credits: 3.

20-810-215-00 Argumentation and Debate

This course centers on the study and practice of argumentation. Students will examine theories of argumentation and advocacy, test these concepts using a current model of academic debate (e.g. World Universities, Lincoln-Douglass, National Debate Tournament), and assess the ethical implications of current policies and methods of persuasion being practiced at the local, national, and international levels. This course will serve to fulfill a Humanities requirement. Lecture. Credits: 3. Prerequisite(s): 2081020100 Fundamentals of Speech (D- or better).

31-801-304-00 Applied Communications Writing

Focuses on writing skills related to employment. Students write and edit letters, resumes, memos, and brief reports. Lecture. Credits: 2.

31-801-305-00 Applied Communication Listening Speaking

Emphasizes effective listening and speaking skills required for job performance and satisfaction. Those skills include interviewing for a job, communicating in the work place, and securing a job promotion. Lecture. Credits: 2.

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. 7785478000 Principles of College Math (C or better) or UW Math Placement Basic Math score \geq 250 or Accuplacer Algebra score \geq 24 or (Tailwind Math CMath Fund score \geq 15 and Tailwind Math Essen Math score \geq 42)

General College: Reading (835,838)

10-838-105-00 Intro Reading and Study Skills

Provides learners with opportunities to develop study skills and expand reading skills, including comprehension, fluency, and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources. Lecture. Credits: 3.

General College: Natural Science (836)

10-836-133-00 Prep for Basic Chemistry

Introduces basic principles of chemistry including the properties of matter, atomic structure, and the classification of chemical reactions. Students learn to characterize solutions, acids, and bases, and differentiate between elements and compounds. Lecture. Credits: 2.

General Studies (825,890)

10-890-100-00 College Success

Teaches college-level study techniques, personal management/organizational strategies, and communication skills including time management, learning styles, textbook management, note-taking, library resources, critical thinking, test preparation, test-taking, health/wellness, and diversity issues. Lecture. Credits: 1.

10-890-102-00 Interpersonal Workplace Fundamentals

Interpersonal workplace fundamentals, also known as soft skills, are the skills which help foster relationships with other people and directly link to your approach on work and life. The Interpersonal Workplace Fundamentals class will cover essential abilities such as attitude, integrity, reliability, teamwork, personality, positivity, critical thinking, dependability, punctuality, and communication. These skill areas, when mastered, will greatly increase workplace efficiency. The goal of the Interpersonal Workplace Fundamentals class will be to create awareness, understanding, and mastery of these soft skills, especially as they relate to the workplace. Lecture. Credits: 2.

10-890-102-C01 Workplace Interpersonal and Comm Skills

Students develop skills to manage interpersonal relationships in the workplace and improve workplace communication. Lecture. Credits: 1.

10-890-102-C02 Employability Skills and Career Awareness

This competency will cover essential abilities such as attitude, integrity, reliability, positivity, critical thinking, dependability, punctuality, and career planning. Lecture. Credits: 1.

10-890-103-00 Professional Career Management

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.

10-890-103-C01 Professional Career Management

Students will develop a job search strategy that is results oriented by accessing the "hidden" job market, 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 at a 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.

Geography (809)

20-809-210-00 Topics in Geography

Addresses one or more patterns reflecting peoples' use of the earth. Examples of topics include geography of the United States, geography of national parks, and geography of water resources. Specific topics are indicated in the schedule of classes. Lecture. Credits: 3.

20-809-212-00 Wisconsin

Examines physical and cultural patterns based on the development of physiographic regions. Emphasizes resources, agriculture, climate, economic, and urban development. Lecture. Credits: 3.

20-809-215-00 World Regional Geography

Introduces to regional geography of the world. Emphasizes relationships with, and uses of, the physical and economic world. Lecture. Credits: 3.

20-809-216-00 Human Cultural Geography

Introduces students to tools which geographers use to observe, describe, and analyze the world in which we live, with special emphasis on cultures, people, environments, regions, and their interactions. Emphasis is on using Geographic Information Systems (GIS) in a social science setting. Lecture. Credits: 3.

Graphic Design (107,201)

10-107-186-00 Basic Web Page Design

Builds on concepts of web page design developed in Web Page Fundamentals. Students will learn design skills as they relate to HTML page construction, site maps with links, and visual aspects and issues of a web page. Lab. Credits: 3. Prerequisite(s): 1020110900 Design (C or better) or 2081520900 Design (C or better) (concurrent enrollment allowed).

10-201-101-00 Art Appreciation

Explores the purpose of art as it relates to history, our society, and the issues of visual perception. Lecture. Credits: 3.

10-201-105-00 Drawing

Provides a foundation in a variety of drawing techniques and concepts through the use of figure, still life, landscape, and compositional exercises. Lab. Credits: 3.

10-201-109-00 Design

Explores the foundation studio organizational and perceptual qualities of design as they relate to a 2-dimensional surface. This course stresses design as a foundation and as visual problem solving. Lab. Credits: 3.

10-201-110-00 Life Drawing

Studies of the principles, methods, and image variations of life

drawing. The course explores the figure both traditionally and as a contemporary form. Variations of the figure will be addressed, from expression to graphic design. Lab. Credits: 3.

10-201-113-00 Painting

Explores the principles, methods, and image variations of painting. Lab. Credits: 3.

10-201-140-00 Basic Photography

Examines the principles of light, depth, exposure, printing, developing negatives, and printing black and white 35 mm film. Lab. Credits: 3.

10-201-150-00 Intermediate Design

Builds on concepts introduced in the Design and Graphic Design classes. Learning is focused intensively on the formal elements of art as they are organized by the principles of design within the two and three-dimensional space. Course work is based on the exploration of conceptual and technical issues relevant to the project specification and target audience. Lab. Credits: 3. Prerequisite(s): 1020117500 Computer Graphics (C or better) and 1020118100 Graphic Design (C or better) and (1020110900 Design (C or better) or 2081520900 Design (C or better)).

10-201-160-00 Digital Video

Hands-on, studio course in which students learn the basic tools of digital storytelling, using the digital video camera, and digital editing workflow from pre-shoot planning to final output. Focuses on foundational principles in camera and editing basics common to most digital video cameras and non-linear editing suites. Students independently shoot and produce their own creative work. Topics include high definition digital camera operation, monitor calibration, camera-to-editor acquisition and workflow, tape and tapeless workflow, chromakeying, studio and location shooting, basic digital sound acquisition and editing, lighting basics, editing basics, principles and software, and compression and delivery for various media. Lab. Credits: 3. Prerequisite(s): 1020114000 Basic Photography (C or better) or 2081524000 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): 1020118400 Introduction to Digital Media (C or better) (concurrent enrollment 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): (1020110100 Art Appreciation (C or better) or 2081520100 Art Appreciation (C or better)) and (1020111300 Painting (C or better) or 2081521300 Painting (C or better) or 2081521500 Watercolor (C or better)) and (1020114000 Basic Photography (C or better) or 2081524000 Basic Photography (C or better)) and (1020111000 Life Drawing (C or better) or 2081521000 Life Drawing (C or better)) and 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): 1020117500 Computer Graphics (C or better) and 1020118100 Graphic Design (C or better) (concurrent enrollment allowed) and (1020110900 Design (C or better) or 2081520900 Design (C or better)).

10-201-181-00 Graphic Design

Examines the structure of words and images in graphic design. Covers basic principles of typographic design. Lab. Credits: 3.

10-201-183-00 Typography

Introduction to the art of visual communication-through the most basic element of communication-the word. Explore the enhancement of communication by the employment of typographic skills. Placing emphasis on the historical development of type styles, the expressive potential of type, the application of typographic principles and the organization of information. Utilizes Adobe Illustrator, InDesign, Photoshop and Acrobat. Lab. Credits: 3. Prerequisite(s): 1020118100 Graphic Design (C or better) and 1020117500 Computer Graphics (C or better) and (1020110900 Design (C or better) or 2081520900 Design (C or better)).

10-201-184-00 Introduction to Digital Media

Investigates advanced design techniques and conceptual development in digital and time based media. Covers the issues of advanced interactivity and the consideration of time and narrative as design elements in digital media. Work is performed in both web and video media. Lab. Credits: 3. Prerequisite(s): 1020117600 Advanced Computer Graphics (C or better) (concurrent enrollment allowed).

10-201-185-00 Interactive Multimedia

Takes the student through the basic of two-dimensional animation and interactivity for the web. Students will become familiar with, and complete projects with software such as Macromedia Flash, Dreamweaver, and Image Ready. Theory and practice will include scripting, design concepts, site organization, file optimization, and working with both film and sound clips. Lab. Credits: 3. Prerequisite(s): 1020117600 Advanced Computer Graphics (C or better) (concurrent enrollment 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 tasks for heavy equipment. The student will learn basic startup procedures and will be introduced to basic operation of various heavy equipment machines. This course

will provide students with an opportunity for hands-on machine operation time on primarily level ground. Students will learn the basic concepts and procedures related to the use of heavy equipment by performing earthmoving work. Students will identify and select the most appropriate types of equipment for a given task and then operate the heavy equipment to perform the work. Lab. Credits: 2. Prerequisite(s): 5044751000 Heavy Equip Operator Classrm Level I (C or better) (concurrent enrollment allowed).

50-447-512-00 Heavy Equipment Operator - Classroom Level II

This course introduces students to the primary components of a rough-terrain forklift, on-road dump trucks, and skid steers along with prestart inspections, preventive maintenance, and the proper operating procedures. It also provides training on the formulas and calculations used to determine the amounts of soil and other material to be removed from or added to a job-site excavation, focusing on volume and weight calculations. The course also covers the work involved in preparing a site for excavation and construction, along with introducing students to the various types of soils, their properties, and how these properties affect the heavy equipment operator. Lecture. Credits: 2. Prerequisite(s): 5044751100 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): 5044751200 Heavy Equip Operator Classrm Level II (C or better) (concurrent enrollment allowed).

50-447-514-00 Heavy Equipment Operator - Classroom Level III

This course introduces students to common types of equipment and instruments used for finish grading, materials and methods used to stabilize soils and control soil erosion, and finishing and grading methods used for various applications. Students will be able to identify and describe the common uses, types, components, instruments, and controls of backhoes, off-road dump trucks, dozers, wheel loaders, compaction equipment, and excavators. Lecture. Credits: 2. Prerequisite(s): 5044751300 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): 5044751400 Heavy Equip Operator Classrm Level III (C or better) (concurrent enrollment 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.

Human Services & Substance Use (520,550)

10-520-100-00 Introduction to Counseling

This course provides an overview of counseling and introduces the fundamental principles of counseling. Students will explore techniques used to assist in establishing a therapeutic relationship and learn basic theory-based counseling strategies. Students will also begin to develop self-awareness regarding transference issues and self-awareness, and establishing professional boundaries with clients. Lecture. Credits: 3.

10-520-101-00 Introduction to Human Services

Coursework introduces the typical roles and duties of human services workers. Students assess their own motivations, attitudes, and interests. In addition to the regular classroom hours students will complete an interview with a Human Services worker. Students must complete or have on file current, valid Background Information Disclosure (BID) and Caregiver Background Check (annual Wisconsin and Minnesota) forms, as part of this course. Lecture. Credits: 3.

10-520-105-00 Boundaries and Ethics

This course will examine topics related to ethics and boundaries specific to the field of substance abuse. Students will review and examine the ethical code of substance abuse professionals. Learners will be able to incorporate these ethical standards into a thinking cycle to promote positive solution focused decision-making skills. These skills are evaluated through performance assessment tasks such as analyzing case study scenarios, personal reflection assignments, and in-depth classroom participation. Lecture. Credits: 3. Prerequisite(s): 1052010000 Introduction to Counseling (C or better).

10-520-106-00 Methods in Social Casework

This course will prepare the learner for implementing case management techniques used in substance abuse treatment. It will incorporate the twelve core functions of a substance abuse professional and demonstrate how these core functions are implemented in practice. Learners will have the ability to complete the intake process, a bio-psychosocial assessment as well as create individual and client centered treatment plans, coordinate care by making appropriate referrals based on AODA and Mental Health guidelines, and follow up with those referrals. Lecture. Credits: 3. Prerequisite(s): 1052010000 Introduction to Counseling (C or better).

10-520-107-00 Group Counseling Methods

This course addresses varying ethical and professional boundary issues that may arise during group counseling. It also identifies the varying stages of a group process and techniques used in the group process. Students will apply group counseling techniques to specific target populations. Lecture. Credits: 3. Prerequisite(s): 1052010000 Introduction to Counseling (C or better).

10-520-110-00 Advanced Counseling Theory

In this course, students will investigate the strengths and limitations in the current trends of counseling theory. Students will also examine the history of each theory and demonstrate an understanding of the theories. Analysis of cases studies and the application of counseling theory is included. Lab, Lecture. Credits: 3. Prerequisite(s): 1052010700 Group Counseling Methods (C or better).

10-520-111-00 Behavior Assessment

In this course, students will examine signs and symptoms specific to mental health diagnoses across the lifespan as defined in the Diagnostic and Statistical Manual of Mental Disorders (DSM). Students will also explore and differentiate diagnostic techniques and behavioral examination instruments. The course will identify historical trends specific to mental health and evaluate these trends from the perspective of nature vs. nurture. Students will assess boundaries and ethical issues commonly found in behavior assessment. Lecture. Credits: 3. Prerequisite(s): 1052010000 Introduction to Counseling (C or better).

10-520-143-00 Crisis Intervention Strategies

This course provides strategies for handling crisis situations in the field of Human Services. Student will identify varying theories to

assist in the intervention of handling a crisis situation and be required to apply a theory in order to demonstrate competency. Students will evaluate signs and symptoms specific to a myriad of different crisis situations. Students will identify ethical issues resulting in dealing with crisis and apply professional's ethics to the scenario. Learners will be able to incorporate these ethical standards into a thinking cycle to promote positive solution focused decision-making skills to assist in deescalating a crisis situation. Students will also be introduced to a multicultural perspective when dealing with individuals in crisis. Lecture. Credits: 3.

10-520-150-00 Special Populations

Students will examine theories and modalities frequently used in the field of case management. Students will learn the foundation of practice by exploring Evidence Based Practices such as Person Centered Planning and Recovery Oriented Care. This course will also focus on the special needs of different populations and how to encourage change. Systemic barriers with different populations will be identified along with a solution focused approach to care. Lecture. Credits: 3.

10-550-110-00 Understanding Addiction

This course provides information based on the history, changing trends, and concepts of chemical dependence. It also assists in examining the various types of addictions within current culture(s). Attention will be focused on the impact of society on these trends and depicts the biology of psychoactive drugs. The course will also illustrate the etiology of addiction from the varying perspectives. Lecture. Credits: 3.

10-550-115-00 Family Systems and AODA

This course examines the role of the family with regard to addiction. Additionally, the course introduces family systems theory and provides an overall foundation for understanding the dynamics of family interaction from an AODA perspective. Students will evaluate ethical and boundary issues which are common when working in substance abuse. Lecture. Credits: 2. Prerequisite(s): 1055011000 Understanding Addiction (C or better).

10-550-116-00 Psychopharmacology

This course introduces basic psychopharmacology concepts and provides an overview of human biology and its functions when introduced to medications. Students will examine current trends of medication utilized in the treatment of common mental health disorders to include current trends when treating individuals with substance abuse issues. Lecture. Credits: 3. Prerequisite(s): 1055011000 Understanding Addiction (C or better).

10-550-120-00 Introduction to the AODA Profession

This course introduces characteristics specific to the substance abuse counseling profession. Students will identify and determine personal strategies regarding self-determination and identify how they may implement professional strategies in person-centered treatment. Students will examine the eight practice dimensions used to effectively treat substance use disorders. Students will also evaluate legal and ethical issues surrounding substance abuse counseling, apply reflective practitioner methods, and utilize clinical supervision. Information will be provided regarding Wisconsin licensing for substance abuse counseling. Lecture. Credits: 1. Prerequisite(s): 1052010000 Introduction to Counseling (C or better) and 1052010600 Methods in Social Casework (C or better) and 1052010500 Boundaries and Ethics (C or better). Corequisite(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 its 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): 1052010500 Boundaries and Ethics (C or better).

10-550-122-00 AODA Across the Lifespan

This course introduces and assists students to evaluate problematic issues found in development across the lifespan. Development areas range from birth to death and includes topics such as sexuality, sexual behaviors, child maltreatment, and AODA/substance abuse issues. This course is designed to encourage understanding of healthy development in humans and provide a foundation of therapeutic interventions and knowledge of development across the lifespan. Students will assess ethical and boundary issues that are common when working in a helping profession. Lecture. Credits: 3. Prerequisite(s): 1055012500 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): 1055011000 Understanding Addiction (C or better) and 1052010500 Boundaries and Ethics (C or better) and 1052010600 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 opportunities for students in the AODA program. It provides integration and application of knowledge and skills from previous classes of AODA in a treatment setting. Students will examine personal and professional qualities related to AODA issues, identify areas of improvement in the professional atmosphere, examine legal and ethical issues surrounding substance abuse, practice the eight domains of a substance abuse counselor, and utilize clinical supervision. Lecture, Occupational. Credits: 3. Prerequisite(s): 1055012500 AODA Preceptorship I (C or better).

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): 1046211000 Mechanical Concepts 1 (C or better) (concurrent enrollment 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.

10-462-140-00 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): 1046212500 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): 1046212000 Basic Hydraulics for Industrial Mechanic (C or better).

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): 1046211000 Mechanical Concepts 1 (C or better) (concurrent enrollment 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): 1046212600 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.

10-462-160-00 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): 1062012200 Industrial Motor Control (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): 1062012200 Industrial Motor Control (C or better) and 1046211100 Mechanical Concepts 2 (C or better) and 1046215200 Troubleshooting PLC Systems (C or better).

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.

10-107-127-C01 IT Careers
This course will explore various fields within the IT career and what skills are desired for each field. 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): 1015011400 Networking 1 (C or better).

10-107-128-C01 Introduction to Security A
This course will introduce the basic concepts IT Security to include attacks, defense planning, access control, Basic cryptography, Network monitoring, and incident response. Lab, Lecture. Credits: 0.75. Prerequisite(s): 10150114C06 Networking 1F (B or better).

10-107-128-C02 Introduction to Security B
This course will investigate policies and procedures as related to IT

security, and a in-depth look at physical security and how that affects IT security. Lecture. Credits: 0.50. Prerequisite(s): 10150114C06 Networking 1F (B or better).

10-107-128-C03 Introduction to Security C

This course will identify common attacks and what measures can be taken to mitigate their effect on a network. This will include wireless defense, configuring routers and switches to be more secure and different network configurations to help with defeating attacks. Lab. Credits: 0.50. Prerequisite(s): 10150114C06 Networking 1F (B or better).

10-107-128-C04 Introduction to Security D

This course will take an in-depth look at the various Access control methods, the kind of attacks that target the application such as the web, internet browsers, and in application development. It will also look at how to harden authentication and application. Data is also a key concept in this course, how to protect it using encryption techniques, redundancy, and backup and restore to ensure data integrity and availability. Lab, Lecture. Credits: 0.75. Prerequisite(s): 10150114C06 Networking 1F (B or better).

10-107-128-C05 Introduction to Security E

This course explores the topic of Payment Card Industry (PCI) awareness and will take a look at the criteria that has to be met in order to handle credit cards and personal information in business today. Lecture. Credits: 0.50. Prerequisite(s): 10150114C06 Networking 1F (B 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.

10-150-114-00 Networking 1

This course is designed as an introduction to data network technology. It is the first in a series of two courses leading toward Cisco Certified Entry Network Technician (CCENT). Students will gain a basic understanding of routers and switches, their function and how to perform initial configurations in the Internetwork Operating System (IOS) of these devices. Students will setup various LAN hardware to implement a workable local area network to include, subnetting and variable length subnetting. Student will gain a solid foundation in network standards using both the OSI and TCP/IP reference models. Lab, Lecture. Credits: 3.

10-150-114-C01 Networking 1A

This course will explore what a network is in today's world, identify the various networking equipment needed to allow devices to communicate, and introduce the student to how data travels across the network. Lecture. Credits: 0.50.

10-150-114-C02 Networking 1B

This course will investigate how devices access a network to include the topologies that they use and the network media required to access the network. You will also understand how Ethernet works, what the function is of switches on the network and how the ARP process works to ensure communications on the network. Lecture.

Credits: 0.50.

10-150-114-C03 Networking 1C

This course will explore the Cisco IOS and basic commands, it will look in depth at the network layer of the OSI model and the protocols that reside there. The student will learn initial router and switch commands for configuring interfaces, the boot process of the IOS and the routing process for routers for internetwork communication. Lab. Credits: 0.50.

10-150-114-C04 Networking 1D

This course takes an in-depth look at IP addressing on the Network using both classful and classless (VLSM) addressing Schemes. It explores both IPv4 and IPv6 address schemes. Lab, Lecture. Credits: 0.75.

10-150-114-C05 Networking 1E

This course will explore the Transport, Session, Presentation and Application layers of the OSI model and the protocols that reside at each layer. Lab. Credits: 0.25.

10-150-114-C06 Networking 1F

This course will explore network design, Basic Network Security, Network testing and verification tools, and Network troubleshooting tools and techniques. Lecture. Credits: 0.50.

10-150-130-00 Networking 2

This course is the second course in the Cisco Certified Entry Network Technician (CCENT) series. It will look at more in-depth configuration of routers to include routing protocols, network address translation, and access control lists. Students will look at switch configuration to include virtual LANs and standard security features within the switch IOS. Students will also gain an understanding of device discovery, management and maintenance of the network. Lab, Lecture. Credits: 3. Prerequisite(s): 1015011400 Networking 1 (C or better).

10-150-130-C01 Networking 2A

This course will configure routers, routing protocols, and investigate the routing tables and how to understand them. Lecture. Credits: 1. Prerequisite(s): 10150114C06 Networking 1F (B or better).

10-150-130-C02 Networking 2B

This course will configure switches to include the concept of VLANs. The students will configure VLANs and implement VLAN routing in the network. Lab, Lecture. Credits: 1. Prerequisite(s): 10150114C06 Networking 1F (B or better).

10-150-130-C03 Networking 2C

This course will understand the concepts of Access Control Lists (ACL's) how to configure and manage them in a working LAN environment. Lecture. Credits: 0.50. Prerequisite(s): 10150114C06 Networking 1F (B or better).

10-150-130-C04 Networking 2D

This course will investigate the Dynamic Host control Protocol (DHCP), and Network Address Translation (NAT) and how to configure and manage them on a router. Lab. Credits: 0.25. Prerequisite(s): 10150114C06 Networking 1F (B or better).

10-150-130-C05 Networking 2E

This course will investigate common concepts for managing and maintaining network devices on the LAN. Lab. Credits: 0.25. Prerequisite(s): 10150114C06 Networking 1F (B 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): 1015013000 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): 1015011400 Networking 1 (C or better).

10-150-147-C01 Emerging Network Technologies A
This course will identify the various versions of software used to implement virtualization and you will install and configure basic server settings for virtualization. Lecture. Credits: 0.50. Prerequisite(s): 10150114C06 Networking 1F (B or better).

10-150-147-C02 Emerging Network Technologies B
This course will investigate and implement networking in a virtual environment. Lecture. Credits: 0.50. Prerequisite(s): 10150114C06 Networking 1F (B or better).

10-150-147-C03 Emerging Network Technologies C
This course will investigate and implement storage options in a virtual environment. Lab. Credits: 0.50. Prerequisite(s): 10150114C06 Networking 1F (B or better).

10-150-147-C04 Emerging Network Technologies D
This course will explore how to deploy virtual machines and vApps into the virtual environment. Lecture. Credits: 0.50. Prerequisite(s): 10150114C06 Networking 1F (B or better).

10-150-147-C05 Emerging Network Technologies E
This course will explore how to protect the virtual machines and infrastructure through clusters, fault tolerance options, and backup and restore strategies. Lecture. Credits: 0.50. Prerequisite(s): 10150114C06 Networking 1F (B or better).

10-150-147-C06 Emerging Network Technologies F
This course will identify scenarios and incorporate basic troubleshooting skills to solve the issues. Lab. Credits: 0.25. Prerequisite(s): 10150114C06 Networking 1F (B or better).

10-150-147-C07 Emerging Network Technologies G
This course will design alarms and triggers to monitor servers, virtual machines and operations. Lab. Credits: 0.25. Prerequisite(s): 10150114C06 Networking 1F (B 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.

10-150-166-C01 Wireless Technologies A
The learner will investigate the basics of how wireless transmission of data takes place. What role an access point and an antenna have in wireless transmission. The learner will also understand the 802.11 wireless standard and what is in a typical 802.11 frame.

Lecture. Credits: 1.

10-150-166-C02 Wireless Technologies B
This course will identify the configuration parameters and equipment needed to build, operate and maintain a wireless LAN. Lab, Lecture. Credits: 1.

10-150-166-C03 Wireless Technologies C
This course will explore how to troubleshoot common issues that are encountered with a wireless LAN and the devices that attach to the wireless LAN. Lab, Lecture. Credits: 1.

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): 1015011400 Networking 1 (C or better).

10-150-180-C01 Server Operating Systems A
This course investigate the various versions of Microsoft Server operating system and how to install and configure basic settings within the operating system. Lecture. Credits: 0.50. Prerequisite(s): 10150114C06 Networking 1F (B or better).

10-150-180-C02 Server Operating Systems B
This course investigate the concept of Server virtualization and how to configure and use it in a Microsoft environment. Lab. Credits: 0.25. Prerequisite(s): 10150114C06 Networking 1F (B or better).

10-150-180-C03 Server Operating Systems C
This course will explore active directory, the components of active directory and how to administer active directory in a domain environment. Lab, Lecture. Credits: 1. Prerequisite(s): 10150114C06 Networking 1F (B or better).

10-150-180-C04 Server Operating Systems D
This course will explore group policy concepts and how to implement group policy objects to control the users work environment. Lab, Lecture. Credits: 0.75. Prerequisite(s): 10150114C06 Networking 1F (B or better).

10-150-180-C05 Server Operating Systems E
This course will identify the networking components and how to integrate the server into the network environment. Lecture. Credits: 0.50. Prerequisite(s): 10150114C06 Networking 1F (B or better).

10-150-190-00 Security 2
This course will focus on the endpoint threat analysis and computer forensics. It will also teach a student how to analyze a network intrusion, analysis of the data and events, and proper response and handling of a security incident on the network. This course will prepare the student for the Implementing Cisco Cybersecurity Operations (SECOPS) exam. Lab, Lecture. Credits: 3. Prerequisite(s): 1010712800 Introduction to Security (C or better) or 10107128C05 Introduction to Security E (B or better).

10-150-190-C00 Security 2
This course will focus on the endpoint threat analysis and computer forensics. It will also teach a student how to analyze a network intrusion, analysis of the data and events, and proper response and handling of a security incident on the network. This course will prepare the student for the Implementing Cisco Cybersecurity

Operations (SECOPS) exam. Lab, Lecture. Credits: 3.
Prerequisite(s): 10107128C05 Introduction to Security E (B or better).

10-150-191-00 Security 3

This course will focus on security principles and technologies. The student will describe network security concepts, secure routers and switches to secure the infrastructure, implement authentication and accounting services, and implement firewall services to secure the network infrastructure. This course will prepare the student for the CCNA Security Exam (IINS). Lab, Lecture. Credits: 3. Prerequisite(s): 1015019000 Security 2 (B or better).

10-150-191-C00 Security 3

This course will focus on security principles and technologies. The student will describe network security concepts, secure routers and switches to secure the infrastructure, implement authentication and accounting services, and implement firewall services to secure the network infrastructure. This course will prepare the student for the CCNA Security Exam (IINS). Lab, Lecture. Credits: 3. Prerequisite(s): 10150190C00 Security 2 (B 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.

10-152-115-C01 Database Fundamentals A

This course explores relational database concepts including nomenclature, keys, functional dependencies, and normalization. Lab, Lecture. Credits: 1.

10-152-115-C02 Database Fundamentals B

This course examines database security concepts including user roles, backup and recovery, encryption, and concurrency. Lecture. Credits: 0.50.

10-152-115-C03 Database Fundamentals C

This course explores the creation of use case, class, and entity relationship diagrams. Lecture. Credits: 1.

10-152-115-C04 Database Fundamentals D

This course explores the creation of database based on a scenario, including development of a scenario, database requirements, and summary report. Lab. Credits: 0.25.

10-152-115-C05 Database Fundamentals E

This course explores an administrator's role and responsibilities relating to a database, including the creation of a report and a relational database examining the role of a database administrator. Lab. Credits: 0.25.

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.

10-152-120-C01 Introduction to Programming A

Students learn how to develop a basic Visual Basic Program. Lab, Lecture. Credits: 1.

10-152-120-C02 Introduction to Programming B

Students learn how to develop a basic Java Program Lab, Lecture. Credits: 1.

10-152-125-00 Database Design and Implementation

Students learn to develop webpages that access and manipulate databases that they have created. Lab, Lecture. Credits: 4.
Prerequisite(s): 1015211500 Database Fundamentals (C or better) and 1015212000 Introduction to Programming (C or better) and 1015417700 Web Programming Fundamentals (C or better).

10-152-125-C01 Database Design and Implementation A

Students learn programming structures such as if statements and loops in PHP Lecture. Credits: 0.50. Prerequisite(s): 10152120C02 Introduction to Programming B (B or better) and 10154177C04 Web Programming Fundamentals D (B or better) and 10152115C05 Database Fundamentals E (B or better).

10-152-125-C02 Database Design and Implementation B

Students learn to implement flat file functionality in PHP Lab. Credits: 0.25. Prerequisite(s): 10152120C02 Introduction to Programming B (B or better) and 10154177C04 Web Programming Fundamentals D (B or better) and 10152115c05 Database Fundamentals E (B or better).

10-152-125-C03 Database Design and Implementation C

Students learn to implement arrays in PHP Lab. Credits: 0.25. Prerequisite(s): 10152120c02 Introduction to Programming B (B or better) and 10154177C04 Web Programming Fundamentals D (B or better) and 10152115C05 Database Fundamentals E (B or better).

10-152-125-C04 Database Design and Implementation D

Students learn to implement string functions in PHP Lab. Credits: 0.25. Prerequisite(s): 10152120c02 Introduction to Programming B (B or better) and 10154177C04 Web Programming Fundamentals D (B or better) and 10152115C05 Database Fundamentals E (B or better).

10-152-125-C05 Database Design and Implementation E

Students learn to implement methods in PHP Lab. Credits: 0.25. Prerequisite(s): 10152120c02 Introduction to Programming B (B or better) and 10154177C04 Web Programming Fundamentals D (B or better) and 10152115C05 Database Fundamentals E (B or better).

10-152-125-C06 Database Design and Implementation F

Students learn to implement objects in PHP Lecture. Credits: 0.50. Prerequisite(s): 10152120C02 Introduction to Programming B (B or better) and 10154177C04 Web Programming Fundamentals D (B or better) and 10152115C05 Database Fundamentals E (B or better).

10-152-125-C07 Database Design and Implementation G

Students learn to implement exceptions in PHP Lecture. Credits: 0.50. Prerequisite(s): 10152120c02 Introduction to Programming B (B or better) and 10154177c04 Web Programming Fundamentals D (B or better) and 10152115c05 Database Fundamentals E (B or better).

10-152-125-C08 Database Design and Implementation H

Students learn to implement database functionality in MySQL Lab. Credits: 0.25. Prerequisite(s): 10152120c02 Introduction to Programming B (B or better) and 10154177c04 Web Programming Fundamentals D (B or better) and 10152115c05 Database Fundamentals E (B or better).

10-152-125-C09 Database Design and Implementation I
Students develop a capstone PHP Program Lab, Lecture. Credits: 1.
Prerequisite(s): 10152120C02 Introduction to Programming B (B or better) and 10154177C04 Web Programming Fundamentals D (B or better) and 10152115C05 Database Fundamentals E (B 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): 1015211500 Database Fundamentals (C or better) and 1015212000 Introduction to Programming (C or better).

10-152-140-00 Emerging Software Technology
Combines the emerging development technologies and environments, such as virtual reality and simulation, for students to gain exposure to and experience with them. Lab, Lecture. Credits: 3. Prerequisite(s): 1015212000 Introduction to Programming (C or better).

10-152-140-C01 Emerging Software Technology A
Students follow examples create applications with the emerging technology
Lab, Lecture. Credits: 1. Prerequisite(s): 10152120C02 Introduction to Programming B (B or better).

10-152-140-C02 Emerging Software Technology B
Students create a custom application using the emerging technology
Lab, Lecture. Credits: 1. Prerequisite(s): 10152120C02 Introduction to Programming B (B 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): 1015211500 Database Fundamentals (C or better) (concurrent enrollment allowed) and 1015212000 Introduction to Programming (C or better) (concurrent enrollment allowed).

10-152-146-00 Programming 2
Further develops concepts introduced in Introduction to Programming and explores more advanced topics such as methods, classes and arrays. Lab, Lecture. Credits: 3. Prerequisite(s): 1015212000 Introduction to Programming (C or better).

10-152-146-C01 Programming 2A
Students learn to implement methods in Java
Lab, Lecture. Credits: 0.75. Prerequisite(s): 10152120C02 Introduction to Programming B (B or better).

10-152-146-C02 Programming 2B
Students learn to implement arrays in Java
Lab, Lecture. Credits: 0.75. Prerequisite(s): 10152120C02 Introduction to Programming B (B or better).

10-152-146-C03 Programming 2C
Students learn to implement objects in Java
Lab, Lecture. Credits: 0.75. Prerequisite(s): 10152120C02 Introduction to Programming B (B or better).

10-152-146-C04 Programming 2D
Students combine methods, arrays, and objects into a Java Program
Lab, Lecture. Credits: 0.75. Prerequisite(s): 10152120C02

Introduction to Programming B (B 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): 1015218300 Interactive Web Programming (C or better) (concurrent enrollment allowed) and 1015216000 Programming 3 (C or better) (concurrent enrollment allowed) and 1015212500 Database Design and Implementation (C or better) (concurrent enrollment allowed).

10-152-155-C01 ePortfolio
Students develop a website to communicate their professional persona Lab, Lecture. Credits: 3. Prerequisite(s): 10152160C05 Programming 3E (B or better) (concurrent enrollment allowed) and 10152125C09 Database Design and Implementation I (B or better) (concurrent enrollment allowed) and 10152183C06 Interactive Web Programming F (B or better) (concurrent enrollment allowed).

10-152-160-00 Programming 3
Further develops concepts introduced in Programming 2 and explores more advanced topics such as Graphical User Interfaces and databases. Lab, Lecture. Credits: 3. Prerequisite(s): 1015214600 Programming 2 (C or better).

10-152-160-C01 Programming 3A
Students learn to implement inheritance in Java Lecture. Credits: 0.50. Prerequisite(s): 10152146C04 Programming 2D (B or better).

10-152-160-C02 Programming 3B
Students learn to implement exceptions in Java
Lab. Credits: 0.50. Prerequisite(s): 10152146C04 Programming 2D (B or better).

10-152-160-C03 Programming 3C
Students learn to implement GUIs in Java Lecture. Credits: 0.50. Prerequisite(s): 10152146C04 Programming 2D (B or better).

10-152-160-C04 Programming 3D
Students learn to implement a database in Java
Lecture. Credits: 0.50. Prerequisite(s): 10152146C04 Programming 2D (B or better).

10-152-160-C05 Programming 3E
Students combine inheritance, exceptions, gui, and a database into a Java Program
Lab, Lecture. Credits: 1. Prerequisite(s): 10152146C04 Programming 2D (B 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): 1015212000 Introduction to Programming (C or better) and 1015417700 Web Programming Fundamentals (C or better).

10-152-183-C01 Interactive Web Programming A
Students learn programming structures such as if statements and loops in JavaScript Lecture. Credits: 0.50. Prerequisite(s): 10152120C02 Introduction to Programming B (B or better) and 10154177C04 Web Programming Fundamentals D (B or better).

10-152-183-C02 Interactive Web Programming B

Students learn to implement methods in JavaScript Lab. Credits: 0.50. Prerequisite(s): 10152120C02 Introduction to Programming B (B or better) and 10154177C04 Web Programming Fundamentals D (B or better).

10-152-183-C03 Interactive Web Programming C
Students learn to implement arrays in JavaScript Lecture. Credits: 0.50. Prerequisite(s): 10152120C02 Introduction to Programming B (B or better) and 10154177C04 Web Programming Fundamentals D (B or better).

10-152-183-C04 Interactive Web Programming D
Students learn to implement objects in JavaScript Lecture. Credits: 0.50. Prerequisite(s): 10152120C02 Introduction to Programming B (B or better) and

10-152-183-C05 Interactive Web Programming E
Students learn to implement DOM Functionality in JavaScript Lecture. Credits: 0.50. Prerequisite(s): 10152120C02 Introduction to Programming B (B or better) and 10154177C04 Web Programming Fundamentals D (B or better).

10-152-183-C06 Interactive Web Programming F
Students develop a capstone JavaScript Program Lab. Credits: 0.50. Prerequisite(s): 10152120C02 Introduction to Programming B (B or better) and 10154177C04 Web Programming Fundamentals D (B 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.

10-154-140-C01 PC Maintenance and Troubleshooting A
This course will explore various hardware and firmware components and configurations of a personal computer resulting in the selection of components, assembly, and booting of a computer. Lecture. Credits: 1.

10-154-140-C02 PC Maintenance and Troubleshooting B
This course will examine modern network operating systems and explore their installation, configuration, troubleshooting, and preventive maintenance techniques. Lecture. Credits: 0.50.

10-154-140-C03 PC Maintenance and Troubleshooting C
This course will examine basic networking principles, standards, concepts, and technologies and explore applied networking concepts and technologies. Lecture. Credits: 0.50.

10-154-140-C04 PC Maintenance and Troubleshooting D
This course will examine laptop and mobile device component installation and configuration, preventative maintenance techniques, operating systems, security, connectivity, and e-mail. Lab. Credits: 0.25.

10-154-140-C05 PC Maintenance and Troubleshooting E
This course will examine printer features, types, installation, configuration, sharing, maintenance, and troubleshooting. Lab. Credits: 0.25.

10-154-140-C06 PC Maintenance and Troubleshooting F
This course will examine security treats and procedures, preventative maintenance techniques, and a basic security troubleshooting process. Lab. Credits: 0.25.

10-154-140-C07 PC Maintenance and Troubleshooting G
This course will examine communication skills in the IT profession, ethical and legal issues in the IT industry, and troubleshooting in IT. Lab. Credits: 0.25.

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): 1015011400 Networking 1 (C or better) and 1015414000 PC Maintenance and Troubleshooting (C or better).

10-154-155-C01 Microcomputer Operating Systems A
This course will investigate how to manage and troubleshoot the hardware and configurations on a desktop workstation. Lab, Lecture. Credits: 0.75. Prerequisite(s): 10154140C07 PC Maintenance and Troubleshooting G (B or better) and 10150114C06 Networking 1F (B or better).

10-154-155-C02 Microcomputer Operating Systems B
This course will explore how to manage and configure the network setting and application for a workstation. Lecture. Credits: 0.50. Prerequisite(s): 10154140C07 PC Maintenance and Troubleshooting G (B or better) and 10150114C06 Networking 1F (B or better).

10-154-155-C03 Microcomputer Operating Systems C
This course will investigate how to manage users and their access to systems and resourses on a network and the lovcal workstation. Lab, Lecture. Credits: 0.75. Prerequisite(s): 10154140C07 PC Maintenance and Troubleshooting G (B or better) and 10150114C06 Networking 1F (B or better).

10-154-155-C04 Microcomputer Operating Systems D
This course will explore various options for deploying workstations into the network infrastructure. Lab. Credits: 0.50. Prerequisite(s): 10154140C07 PC Maintenance and Troubleshooting G (B or better) and 10150114C06 Networking 1F (B or better).

10-154-155-C05 Microcomputer Operating Systems
This course will look at how to manage, monitor, and protect the workstation in the network infrastructure. Lecture. Credits: 0.50. Prerequisite(s): 10154140C07 PC Maintenance and Troubleshooting G (B or better) and 10150114C06 Networking 1F (B 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.

10-154-165-C01 Project Management
This course will examine project management principles and practices, including project initiation, project team roles and responsibilities, the Work Breakdown Structure (WBS), project schedule creation, resource planning and management, project budget and risk plan definition, project communications, change request processing and procurement documents, and project tools and documentation. 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): 1015011400 Networking 1 (C or better) and 1015414000 PC Maintenance and Troubleshooting (C or better).

10-154-170-C01 Help Desk Fundamentals A

This course will introduce you to the concept of IT service management and the ITIL framework used by many IT departments today. Lecture. Credits: 1. Prerequisite(s): 10150114C06 Networking 1F (B or better) and 10154140C07 PC Maintenance and Troubleshooting G (B or better).

10-154-170-C02 Help Desk Fundamentals B

This course will explore the customer and the personality types of different customers and how to interact with different customers under various situations. Lab. Credits: 0.50. Prerequisite(s): 10154140C07 PC Maintenance and Troubleshooting G (B or better) and 10150114C06 Networking 1F (B or better).

10-154-170-C03 Help Desk Fundamentals C

This course will investigate troubleshooting tactics to solve everyday IT issues in business today. Lab. Credits: 0.50. Prerequisite(s): 10154140C07 PC Maintenance and Troubleshooting G (B or better) and 10150114C06 Networking 1F (B or better).

10-154-170-C04 Help Desk Fundamentals D

This course will investigate software used to manage IT departments and the data day job tickets that IT professional encounter. Lecture. Credits: 0.50. Prerequisite(s): 10154140C07 PC Maintenance and Troubleshooting G (B or better) and 10150114C06 Networking 1F (B or better).

10-154-170-C05 Help Desk Fundamentals E

This course will explore the process of developing and presenting a viable training session. Lecture. Credits: 0.50. Prerequisite(s): 10154140C07 PC Maintenance and Troubleshooting G (B or better) and 10150114C06 Networking 1F (B 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.

10-154-177-C01 Web Programming Fundamentals A

This course explores designing a basic, static webpage with common HTML elements. Lecture. Credits: 0.50.

10-154-177-C02 Web Programming Fundamentals B

This course explores designing webpages that link to other webpages. Lab. Credits: 0.50.

10-154-177-C03 Web Programming Fundamentals C

This course explores applying aesthetic elements to a webpage using cascading style sheets. Lecture. Credits: 0.50.

10-154-177-C04 Web Programming Fundamentals D

Students develop a custom website based on the skills they have attained by completing the prior competencies. Lab, Lecture. Credits: 1.

Laboratory Assistant (513)

30-513-310-00 Phlebotomy 1

Phlebotomy 1 introduces the learner to basic laboratory skills including infection control, OSHA regulations, ergonomics, laboratory safety and specimen collection. The learner will also be introduced to venipuncture. Lab, Lecture. Credits: 3. Prerequisite(s): (1050110400 Culture of Healthcare (C or better) (concurrent enrollment allowed) and 3150930200 Human Body in Health and Disease (C or better) (concurrent enrollment allowed) and 1050110100 Medical Terminology (C or better)) (concurrent enrollment allowed).

30-513-320-00 Phlebotomy 2

Phlebotomy 2 continues information learned in Phlebotomy 1. New skills will be learned including venipuncture, capillary puncture, heel sticks and arterial punctures. Lab, Lecture. Credits: 3. Prerequisite(s): 3051331000 Phlebotomy 1 (C or better).

30-513-321-00 EKG Basics

EKG Basics prepares the learner in electrocardiography. The learner will learn electrode placement, procedure for obtaining EKG, troubleshooting the EKG machine. Also included is Basic First Aid. Lab, Lecture. Credits: 2.

30-513-322-00 Phlebotomy Preceptorship

Phlebotomy Preceptorship provides clinical experience for the student to participate in daily work in a laboratory. The student will perform venipuncture, capillary puncture, and arterial blood draws. The student will also return to the classroom for added theory. Lecture, Occupational. Credits: 3. Prerequisite(s): (3051331000 Phlebotomy 1 (C or better) and 3051332000 Phlebotomy 2 (C or better) (concurrent enrollment allowed) and 3051332100 EKG Basics (C or better) (concurrent enrollment allowed) and 3150930900 Medical Law Ethics and Professionalism (C or better) (concurrent enrollment allowed) and 1050110700 Digital Literacy for Healthcare (C or better)) (concurrent enrollment allowed).

Leadership Development (196,625)

10-196-130-00 Leadership I

Leadership I introduces students to the difference between managers and leaders and discusses leadership best practices. Students will conduct a self-assessment of their leadership style so they may leverage strengths and put together a plan to address opportunities. Students discover the basic tenets of an effective workplace and a leader's role in implementing them. Lecture. Credits: 3.

10-196-130-C01 Leadership 1 A

Students will learn definition of leadership and explore leadership theories and how to differentiate between a manager and a leader. How to make a successful transition to leadership from staff positions is covered. Lecture. Credits: 1.

10-196-130-C02 Leadership 1 B

Through self-assessment and reflection, students will assess their leadership skills, level of emotional intelligence and communication preferences. Students will create action plans to leverage and strengthen these skills. Lecture. Credits: 1.

10-196-130-C03 Leadership 1 C

A leader's role is to create the optimal workplace. This class will cover what components are key to a great workplace and learn how to improve corporate culture. Lecture. Credits: 1.

10-196-155-00 Leadership 2

Leadership II provides practical tips and practice in leading others including managing change, driving team performance, resolving conflict and developing employees. Case studies afford the student

opportunities to practice these leadership skills. Lecture. Credits: 3.

10-196-155-C01 Leadership 2 A

Students will learn why people resist change and strategies to make change happen effectively. Lecture. Credits: 0.50.

10-196-155-C02 Leadership 2 B

Helping your team succeed is one of the tenets of leadership. This class will cover setting expectations for your team, motivating others, providing feedback and resolving conflict. Lecture. Credits: 2.

10-196-155-C03 Leadership 2 C

Students will learn how to coach and mentor employees. Students will create coaching action plans. Lecture. Credits: 0.50.

Marketing (104)

10-104-120-00 Principles of Selling

Develops an understanding of the relationship between salesperson and customers. Students prepare and deliver a sales presentation that demonstrates the proper techniques of determining customer needs and presenting solutions to those needs. Lecture. Credits: 3.

10-104-130-00 Social Media and Digital Content Marketing

Develop a solid understanding of "Inbound Marketing" that focuses on quality content sought by the target market. Design and create attractive digital content that draws an audience using graphics and video along with key word targeted messaging and attention getting titles. Students will be assigned a business or organization to work with to create or improve a social media site. Gain real world experience building Facebook Business Pages, YouTube channels, and WordPress blogs. Build online customer surveys with SurveyMonkey. Create a social media campaign that increases followers or subscribers and draws them into the sales funnel. This course builds on the Search Engine Optimization techniques learned in the Digital Marketing Strategies and Skills Course. Facebook, YouTube WordPress, and SurveyMonkey are registered trademarks. Lecture. Credits: 3.

10-104-131-00 Digital Marketing Strategies and Skills

Develop knowledge, skills, strategies, and tools for digital marketing needed to target and draw customers using the internet. Acquire skill in using "Key Words" and phrases to increase visitor traffic to websites, social media, and mobile platforms. Use digital strategies to integrate marketing communications. Learn and use digital marketing statistics including the latest Search Engine Optimization (SEO) and Internet Analytic Tools from Google Analytics as well as Facebook and WordPress. Explore Customer Relationship Management (CRM) Software and digital prospecting for sales leads with data base tools like Salesforce and LinkedIn. Google Analytics, Facebook, WordPress, Salesforce, and LinkedIn are registered trademarks. Lecture. Credits: 3.

10-104-131-C01 Digital Marketing strategies and skill A

Students will acquire foundational knowledge about digital marketing strategies. Lecture. Credits: 1.

10-104-131-C02 Digital Marketing strategies and skill B

Students will develop a Search Engine Optimization (SEO) strategy to improve an organization's ranking on a search engine results page (SERP). Lecture. Credits: 1.

10-104-135-00 Promotion

Studies the concept of integrated marketing communications. Students design and create promotional materials in the areas of advertising, direct and interactive marketing, personal selling, sales

promotion, and public relations. Students will have the opportunity to prepare and deliver an integrated marketing communications plan for a product on service of their choice. Lecture. Credits: 3.

10-104-140-00 Internet Marketing

Allows the student to utilize the internet and other digital media as a marketing tool for today's increasingly competitive and dynamic marketplace. This hands-on course helps define the role the internet plays in the growth, survival, and success of today's and tomorrow's businesses. The learner will use a variety of internet marketing tools and social media practices. Lecture. Credits: 3.

10-104-141-00 Digital Advertising, Promotion, and Ecommerce

Gain experience creating and managing websites that have a focus on an organization's sales funnel that draws prospects and converts them into customers. Students will be assigned a business or organization to work with to create or improve a website by encouraging visitors to take actions that lead to sales. Webmaster management tools are utilized to track web visitor behavior and enable web page improvements. Explore free internet listings that promote, and point back to, the business and website. Learn how to plan, budget, design, and implement paid advertising with Facebook banner ads, Google AdWords, and mobile phone GPS based local advertising. Learn email marketing basics including: how to write/send effective newsletters and how to utilize an automated email responder on a website to build an email contact list. Explore utilization of e-commerce on a website. Learn what is involved in becoming a vendor on Facebook Marketplace and Amazon. Facebook Marketplace, Google AdWords, and Amazon are registered trademarks. Lecture. Credits: 3.

10-104-141-C01 Digital Advertising Promo and Ecom A

Students will create a digital ad campaign using Facebook and Google. Lecture. Credits: 1.

10-104-141-C02 Digital Advertising Promo and Ecom B

Students will create an email campaign with landing pages for a business. Lecture. Credits: 1.

10-104-141-C03 Digital Advertising Promo and Ecom C

Students will set up an Ecommerce business. Lecture. Credits: 1.

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): 1080411500 College Technical Math 1 (D- or better).

10-804-123-00 Math with Business Applications

Covers real numbers, basic operations, linear equations, proportions with one variable, percent, simple interest, compound interest, annuity, applying math concepts to the purchasing/buying/selling processes, and basic statistics with business and consumer applications. Lecture. Credits: 3. Accuplacer Algebra score \geq 35 or ACT Math score \geq 18

10-804-123-C00 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 \geq 35 or ACT Math score \geq 18

10-804-123-C01 Math with Business Applications A

The student will build the tools needed for analyzing real life scenarios in the business world. Topics to be covered include basic mathematical operations, linear equations with one variable, proportions, and applications involving percentages. Lecture. Credits: 1. Accuplacer Algebra score \geq 35 or ACT Math score \geq 18

10-804-123-C02 Math with Business Applications B

The student will use the tools developed in "Computations with Basic Mathematic Operations Needed in Business" to solve problems related to finance. Topics to be covered include simple and compound interest, loans, and annuities. Lecture. Credits: 1. Accuplacer Algebra score \geq 35 or ACT Math score \geq 18

10-804-123-C03 Math with Business Applications C

The student will use the tools developed in "Computations with Basic Mathematic Operations Needed in Business" to solve problems involved in making basic business decisions. Topics to be studied include the mathematics involved in the purchasing and selling of products, depreciation, and basic statistics related to business. Lecture. Credits: 1. Accuplacer Algebra score \geq 35 or ACT Math score \geq 18

10-804-134-00 Mathematical Reasoning

An activity based approach is used to explore numerical relationships, graphs, proportional relationships, algebraic reasoning, and problem solving using linear, exponential and other mathematical models. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. This course is not designed for Science, Technology, Engineering, or Math (STEM) students and/or others who require calculus. Lecture. Credits: 3. Prerequisite(s): 7785478000 Principles of College Math (C or better) or Accuplacer

Algebra score \geq 35 or UW Math Placement Basic Math score \geq 250 or ACT Math score \geq 18 or Tailwind Math CMath Fund score \geq 16.

10-804-134-C00 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): 7785478000 Principles of College Math (C or better) or Accuplacer Algebra score \geq 35 or UW Math Placement Basic Math score \geq 250 or ACT Math score \geq 18 or Tailwind Math CMath Fund score \geq 16.

10-804-189-00 Introductory Statistics

Learn to display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. Students use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Lecture. Credits: 3. Prerequisite(s): 1083411000 Elem Algebra with Apps (C or better) or 1080410700 College Mathematics (C or better) or 1080413400 Mathematical Reasoning (C or better) or Accuplacer Arithmetic score \geq 107 or (UW Math Placement Basic Math score \geq 365 and UW Math Placement Algebra score \geq 300) or Tailwind Math CMath Fund score \geq 42.

20-804-220-00 Intermediate Algebra

Studies the construction and resulting properties of the real number system. Students simplify and factor algebraic expressions using fundamental laws and order of operations; solve first and second degree equations and inequalities in one variable, systems of equations, and exponential and logarithmic equations; graph first degree and second degree equations and inequalities in two variables; and solve equations involving rational expressions, fractional exponents and radicals. Lecture. Credits: 4. Prerequisite(s): 1083411000 Elem Algebra with Apps (C or better) or 1080413400 Mathematical Reasoning (C or better) or (UW Math Placement Basic Math score \geq 365 and UW Math Placement Algebra score \geq 300) or ACT Math score \geq 20 or Tailwind Math CMath Fund score \geq 47.

20-804-224-00 Algebra for Calculus

Covers properties of the real number system, algebraic expressions, equations and inequalities, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, analytic geometry, matrices, determinants, and systems of linear equations, sequences and series. Lecture. Credits: 4. Prerequisite(s): 2080422000 Intermediate Algebra (C or better) or 2080425000 Quantitative Reasoning (C or better) or (UW Math Placement Basic Math score \geq 365 and UW Math Placement Algebra score \geq 416) or (Tailwind Math Adv Alg score \geq 51 and Tailwind Math Trig Geom score \geq 56).

20-804-227-00 Elementary Math Education I

Covers mathematics content necessary for prospective early childhood and elementary teachers. Topics include foundational and historical concepts from arithmetic and algebra. Lecture. Credits: 4. 1080413400 Mathematical Reasoning (C or better) or 1083411000 Elem Algebra with Apps (C or better) or (UW Math Placement Basic Math score \geq 365 and UW Math Placement Algebra score \geq 300) or Tailwind Math CMath Fund score \geq 47

20-804-228-00 Plane Trigonometry

Covers trigonometric functions and their inverse functions, graphing trigonometric functions, trigonometric identities, solving triangles, solving equations and inequalities, complex numbers in trigonometric form, and polar curves. Lecture. Credits: 3.

Prerequisite(s): 2080422000 Intermediate Algebra (C or better) or 2080425000 Quantitative Reasoning (C or better) or (UW Math Placement Basic Math score \geq 365 and UW Math Placement Algebra score \geq 475) or (Tailwind Math Adv Alg score \geq 58 and Tailwind Math Trig Geom score \geq 15).

20-804-230-00 Statistics

Studies statistical techniques for the systematic collection, presentation, analysis and interpretation of data. Studies statistical inference, including confidence intervals, Types I and II errors, hypothesis testing. Also includes descriptive statistics, basic probability theory, the Central Limit Theorem, distributions, linear regression, and correlation. May require use of a graphing calculator or computer software. Lecture. Credits: 3. Prerequisite(s): 1083411000 Elem Algebra with Apps (C or better) or 1080413400 Mathematical Reasoning (C or better) or (UW Math Placement Basic Math score \geq 365 and UW Math Placement Algebra score \geq 300) or Tailwind Math CMath Fund score \geq 47.

20-804-236-00 Calculus and Analytic Geometry I

Covers limits and continuity of functions, the derivative, and its applications. Lecture. Credits: 5. Prerequisite(s): (2080422400 Algebra for Calculus (C or better) and 2080422800 Plane Trigonometry (C or better)) or (UW Math Placement Basic Math score \geq 440 and UW Math Placement Algebra score \geq 550) or (Tailwind Math Adv Alg score \geq 58 and Tailwind Math Trig score \geq 57).

20-804-237-00 Elementary Math Education II

Includes concepts of proportionality, statistics and probability, plane geometry, the geometry of solids, and measurement. Lecture. Credits: 4. 1080413400 Mathematical Reasoning (C or better) or 1083411000 Elem Algebra with Apps (C or better) or (UW Math Placement Basic Math score \geq 365 and UW Math Placement Algebra score \geq 300) or Tailwind Math CMath Fund score \geq 47

20-804-240-00 Calculus and Analytic Geometry II

Covers transcendental functions, methods of integration, indeterminate forms, improper integrals, Taylor's formula, infinite series, topics from analytic geometry, plane curves, and polar coordinates. Lecture. Credits: 5. Prerequisite(s): 2080423600 Calculus and Analytic Geometry I (C or better).

20-804-241-00 Calculus and Analytic Geometry III

Topics covered include differentiation of vectors, space curves and curvature, functions of more than one variable, level curves and level surfaces, limits and continuity, partial derivatives, total differential, tangent planes, the gradient operator, the directional derivative, multivariable forms of the chain rule, locating maxima, minima, saddle points, the method of Lagrange multipliers, multiple integrals in rectangular, polar, cylindrical and spherical coordinates, transformations of multiple integrals and the Jacobian, surface area, applications of multiple integrals to geometry and mechanics, line integrals in two and three dimensions, vector fields, circulation and flux in two dimensions, and Green's Theorem. Lecture. Credits: 5. Prerequisite(s): 2080424000 Calculus and Analytic Geometry II (C or better).

20-804-250-00 Quantitative Reasoning

Intended to develop analytic reasoning and the ability to solve

quantitative problems. Topics to be covered include construction and interpretation of graphs, functional relationships and mathematical modeling, descriptive statistics, basic probability, geometry, and spatial visualizations. This is a suitable final mathematics course for students who do not intend to take Calculus. Lecture. Credits: 4. Prerequisite(s): 1080413400 Mathematical Reasoning (C or better) or 1083411000 Elem Algebra with Apps (C or better) or (UW Math Placement Basic Math score \geq 365 and UW Math Placement Algebra score \geq 300) or Tailwind Math CMath Fund score \geq 47.

20-804-290-00 Topics in Mathematics

Pursues advanced or specialized mathematics topics in a traditionally structured, independent study, or service learning format. Depending on the structure, requirements and topics are developed in advance by the instructor or by the student in consultation with the instructor. Lecture. Credits: 3.

20-804-290-01 Differential Equations Linear Algebra

Differential equations are the fundamental tools that modern science and engineering use to model physical reality. Linear algebra is a part of mathematics concerned with the structure inherent in mathematical systems. Students will see that solutions of certain differential equations in fact form a vector space, and techniques from linear algebra will allow us to solve systems of linear differential equations. Topics covered will include first order differential equations, differential models, linear systems and matrices including solving systems of equations by Gaussian elimination, matrix operations, determinants, vector spaces, higher order linear differential equations, exponential methods with matrices, and nonlinear systems. Lecture. Credits: 3. Prerequisite(s): 2080424000 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 \geq 61 or TABE Math Comp score \geq 10 or ACT Math score \geq 17

31-804-302-C01 Geometry Skills

Develops skills in using mathematics principles, essential to the technical service and production workplace, through applied learning contexts. Content includes geometry and trigonometry, and tools and techniques for precision measurement. Lecture. Credits: 1. Corequisite(s): 10-442-112-02 Print Reading and Sketching.

31-804-302-C02 Math Skills

Develops skills in using mathematics principles, essential to the technical service and production workplace, through applied learning contexts. Content includes whole numbers, fractions, percent, graphs, and fundamentals of algebra. Lecture. Credits: 1. Corequisite(s): 10-442-112-02 Print Reading and Sketching.

Medical Assistant (501,509)

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): 3150930200 Human Body in Health and Disease (C or better) or 1080617700 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): 1050110100 Medical Terminology (C or better) (concurrent enrollment allowed).

31-509-303-00 Medical Asst Lab Procedures 1

Introduces Medical Assistant students to laboratory procedures commonly performed in a medical office setting. Students perform routine laboratory procedures commonly performed in the ambulatory care setting under the supervision of a physician. Students follow laboratory safety requirements and federal regulations while performing specimen collection and processing, microbiology, and urinalysis testing. Lab, Lecture. Credits: 2.

31-509-304-00 Medical Asst Clin Procedures 1

Introduces Medical Assistant students to the clinical procedures performed in the medical office setting. Students perform basic examining room skills, including screening, vital signs, patient history, minor surgery, and patient preparation for routine and specialty exams in the ambulatory care setting. Lab, Lecture. Credits: 4. 3150930200 Human Body in Health and Disease (C or better) (concurrent enrollment allowed)

31-509-305-00 Med Asst Lab Procedures 2

Prepares students to perform laboratory procedures commonly performed in the ambulatory care setting under the supervision of a physician. Students perform phlebotomy, immunology, hematology, and chemistry laboratory procedures. Lab, Lecture. Credits: 2. Prerequisite(s): 3150930300 Medical Asst Lab Procedures 1 (C or better).

31-509-306-00 Med Asst Clin Procedures 2

Prepares Medical Assistant students to perform patient care skills in the medical office setting. Students perform clinical procedures including administering medications, assisting with minor surgery, performing an electrocardiogram, assisting with respiratory testing,

educating patients/community, and maintaining clinical equipment in an ambulatory care setting. Lab, Lecture. Credits: 3.

Prerequisite(s): 3150930400 Medical Asst Clin Procedures 1 (C or better) and 3150930300 Medical Asst Lab Procedures 1 (C or better).

31-509-307-00 Medical Office Insurance and Finance

Introduces Medical Assistant students to health insurance and finance in the medical office. Students perform bookkeeping procedures, apply managed care guidelines, and complete insurance claim forms. Students use medical coding and managed care terminology to perform insurance-related duties. Lab, Lecture. Credits: 2. 1050110700 Digital Literacy for Healthcare (C or better) and 3150930100 Medical Asst Admin Procedures (C or better)

31-509-309-00 Medical Law Ethics and Professionalism

Prepares students to display professionalism and perform within ethical and legal boundaries in the health care setting. Students maintain confidentiality, examine legal aspects of the medical records, perform risk management procedures, and examine legal and bioethical issues. Lecture. Credits: 2.

31-509-310-00 Medical Assistant Practicum

Requires Medical Assistant students to integrate and apply knowledge and skills from all previous Medical Assistant courses in actual patient care settings. Learners perform administrative, clinical, and laboratory duties under the supervision of trained mentors to effectively transition to the role of a medical assistant. Occupational. Credits: 3. Prerequisite(s): (1050110400 Culture of Healthcare (C or better) or 1080119500 Written Communication (C or better)) and 3150930500 Med Asst Lab Procedures 2 (C or better) (concurrent enrollment allowed) and 3150930600 Med Asst Clin Procedures 2 (C or better) (concurrent enrollment allowed) and 3150930700 Medical Office Insurance and Finance (C or better) (concurrent enrollment allowed) and 3150930900 Medical Law Ethics and Professionalism (C or better) (concurrent enrollment allowed).

Medical Terminology (501)

10-501-101-00 Medical Terminology

Focuses on the component parts of medical terms: prefixes, suffixes and word roots. You will practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology. Lecture. Credits: 3.

10-501-104-00 Culture of Healthcare

Designed as an introduction to customer service for learners interested in working in various healthcare settings. The learner investigates healthcare systems, safety standards, and the workforce. The learner examines professionalism, interpersonal and written communication skills, and confidentiality as they relate to customer service in healthcare. Lecture. Credits: 2.

10-501-107-00 Digital Literacy for Healthcare

Intro to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems and the application of computers in the workplace. Emphasizes the use of common software packages, operating systems, file management, word processing, spreadsheet, database, internet, and electronic mail. Lab, Lecture. Credits: 2.

Metal Fabrication (457)

10-457-120-00 Advanced Print Reading

This course provides the opportunity for the learner to develop advanced blueprint reading skills to read and interpret moderate to advanced blueprints and shop drawings most frequently encountered in industry. Includes multi-view prints, arrangement of views, dimensions and notes, sections, shop sketching, welding symbols, and various welding prints used in the fabrication industry. Lab, Lecture. Credits: 2. Prerequisite(s): 1044211200 Print Reading for Manufacturing (C or better).

10-457-148-00 Metal Cutting and Forming
Students will develop knowledge of metal cutting saws, shears, plasma, and water jet cutting systems and forming processes. Safety and maintenance is emphasized as students practice cutting techniques on projects. Lab, Lecture. Credits: 3. Prerequisite(s): 1044217200 Safety in Manufacturing (C or better).

10-457-150-00 Jig and Fixture Development
Students will develop the concepts of design and building of simple to intermediate jigs and assembly fixtures. Students will use various software applications and metal fabrication equipment to build jig and fixtures for projects used in the class. Lab, Lecture. Credits: 2. Prerequisite(s): 1044217200 Safety in Manufacturing (C or better).

10-457-160-00 Design and Layout
This course provides the opportunity for the learner to develop the knowledge, skills, process, and understanding of basic line and angle construction along with flat pattern development for radial line, parallel line, and triangulation. Students will also be able to design a project and use basic layout procedures. Lab, Lecture. Credits: 2. Prerequisite(s): 1044217200 Safety in Manufacturing (C or better).

10-457-170-00 Intro to Assembly
Students will translate the competencies established in Design and Layout to the use of forming equipment. Students will create assemblies from industrial drawings conforming to industry standards. Emphasis will be placed on safe operation procedures, the selection of tooling, and calculations required to accurately complete an assembly. Lab, Lecture. Credits: 2. Prerequisite(s): 1044217200 Safety in Manufacturing (C or better).

10-457-180-00 Advanced Assembly
Students will build upon the competencies established in the Intro to Assembly course. Students will create advanced assemblies from industrial drawings conforming to industry standards. Emphasis will expand upon operational safety, tooling types and selection, multiple types and combinations of bending, as well as assembly techniques. Lab, Lecture. Credits: 2. Prerequisite(s): 1044217200 Safety in Manufacturing (C or better).

10-457-190-00 Fabrication Inspect and Quality Control
Students will incorporate measurement of weld defects and assessment of fabrication quality conformance to common welding and assembly codes. Learners conduct etch tests, bend tests and break tests on welds. The process of procedure, welder qualification, and quality control in the fabrication industry is examined. Lab, Lecture. Credits: 2. Prerequisite(s): 1044217200 Safety in Manufacturing (C or better).

Music (805)

20-805-201-00 Music Appreciation
State of the art sound and viewing system will bring to life music of the past and the present. See and hear music from around the world as well as music from the Middle Ages, Renaissance, Baroque, Classical, Romantic, 20th century, and music of today that reflects our more modern society. Music is connected with history, religion, art, architecture, politics and society. Students will learn to identify

voices and instruments, and the significance of instrumentation, scoring and arranging. Listen to melody, rhythm, harmony and grouping of sounds to identify periods of music history and their composers. Lecture. Credits: 3.

20-805-205-00 Music Theory I
Entry level music class. Students learn to read music by understanding music notation, music symbols, and vocabulary. Each student will have a keyboard to apply music reading skills. Early childhood education students will also learn how to integrate music into educational and play activities. Lecture. Credits: 3.

20-805-209-00 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): 2080520500 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): 1054310400 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): 1054310400 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): 1054310400 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): 1054310400 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): 1054310700 Nsg Clinical Care Across Lifespan (C

or better) and 1054310800 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): 1054310700 Nsg Clinical Care Across Lifespan (C or better) and 1054310800 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): 1054311200 Nursing Advanced Skills (C or better) (concurrent enrollment 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): 1054310700 Nsg Clinical Care Across Lifespan (C or better) and 1054310800 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): 1054311100 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): 1054311100 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): 1054311100 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): 1054311500 Nsg

Advanced Clinical Practice (C or better) (concurrent enrollment allowed).

Nursing Assistant (510,543)

30-510-305-00 Medication Assistant

Consists of 68 hours of classroom and lab followed by 40 hours of clinical training in the long term care environment. Designed for certified nursing assistants that are currently active on the State of Wisconsin Nurse Aide Registry, and who are currently working in long term care. Upon successful completion, participants will have their name placed on the Wisconsin Nurse Aide Registry. Clinical, Lecture. Credits: 3.

30-543-300-00 Nursing Assistant

Provides theory, laboratory practice, and clinical experience for employment as an entry level nursing assistant in a health care facility. Approved by the Wisconsin Department of Health and Family Services. Clinical, Lab, Lecture. Credits: 3.

Office Technology (106,107)

10-106-112-00 Customer Service for Business

This course is intended to teach learners to identify internal/external customers, develop verbal, nonverbal, and listening communication skills, develop problem-solving techniques, and ways of adding value to a customer interaction. Students will develop the ability to lead and expand the customer service process, learn techniques for dealing with unhappy customers, and build skills for analyzing and prioritizing customer needs. Students will learn to use the telephone effectively and efficiently in the world of work, telephone etiquette, messaging, and voice mail. Lecture. Credits: 1.

10-106-113-00 Electronic Communications

Learners will identify the importance of using electronic communication tools to help organize and manage communications, contacts, schedules, calendars, tasks, and perform basic customizations of the electronic communication software. Ethical and appropriate use electronic communication is included. Software such as MS Outlook may be explored. Students will apply these techniques with hands on activities. Lecture. Credits: 1.

10-106-114-00 Records Management

This course explores the comprehensive field of records management by applying basic principles and procedures for storing and retrieving information and maintaining an efficient manual and/or computerized filing system using the simplified filing rules developed by the Association of Records Managers and Administrators, Inc. (ARMA). The following methods of storing records are studied: alphabetic, subject, numeric, and geographic. Basic terminology of records management is taught throughout the course. Records retention, disaster planning, control measurements, information security, and disposition are discussed. Lecture. Credits: 1.

10-106-114-C01 Records Management A

Students will explore methods of saving, organizing and retrieving electronic files. Lecture. Credits: 0.25.

10-106-114-C02 Records Management B

Students will explore the comprehensive field of records management utilizing alphabetic, subject, numeric, governmental, and geographic methods of storing and retrieving records. Lecture. Credits: 0.75.

10-106-116-00 Document Processing

Enhances keyboarding skills and develops basic document

formatting techniques. Lab, Lecture. Credits: 3.

10-106-116-C00 Document Processing

Students will expand keyboarding skills and speed and will develop basic and advanced document formatting techniques. Lab, Lecture. Credits: 3.

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.

10-106-126-C00 Editing Business Applications

Students will apply proofreading, editing, transcription and composition skills to create and 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.

10-106-127-C01 Meeting and Event Planning A

Students will learn skills required to effectively plan and execute a successful meeting. Lecture. Credits: 1.

10-106-127-C02 Meeting and Event Planning B

Students will learn skills required to effectively plan, coordinate, and execute travel, nationally and internationally. Lecture. Credits: 1.

10-106-127-C03 Meeting and Event Planning C

Students will learn skills required to effectively plan and execute a successful a variety of special events and coordinate travel, nationally and internationally. Lecture. Credits: 1.

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): 1010613000 Integrated Computer Applications Beg (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.

10-106-133-C01 Business Office Technologies A

Students will explore the history of office equipment and operate traditional equipment in use today. Lecture. Credits: 0.25.

10-106-133-C02 Business Office Technologies B

Students will research and use various presentation apps along with

social media marketing apps. Lecture. Credits: 0.50.

10-106-133-C03 Business Office Technologies C
Students will learn about and apply various collaboration tools.
Lecture. Credits: 0.50.

10-106-133-C04 Business Office Technologies D
Students will learn the basics about creating an effective survey and the use of on-line survey tools. Lecture. Credits: 0.25.

10-106-133-C05 Business Office Technologies E
Students will work with and expand their knowledge of PDF documents. Lecture. Credits: 0.25.

10-106-133-C06 Business Office Technologies F
Students will explore the cyber-security tools within their control to keep their office and personal cyber environments safe. Lecture. Credits: 0.25.

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): 1010611600 Document Processing (C or better) and 1010613000 Integrated Computer Applications Beg (C or better).

10-106-170-C00 Administrative Procedures
Students will develop professional skills and attitudes for today's global business environment by honing office skills in telecommunications, mail processing, travel arrangements and conferences, public relations, and ergonomics. Lab, 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): 1010617000 Administrative Procedures (C or better).

10-107-162-00 Microcomputer Support
Provides the technical skills necessary to install and configure computer hardware components. The students will also learn to troubleshoot basic computer hardware problems and correct them. The students learn to use manuals and software for troubleshooting and upgrading hardware, and the internet for software driver upgrades and technical support. Students learn to install and upgrade operating systems and various application software. Lab, Lecture. Credits: 2.

10-107-162-C01 Microcomputer Support A
Designed for the Administrative Professional, this course will explore various hardware and firmware components and configurations of a personal computer resulting in the selection of components, assembly, and booting of a computer. Lecture. Credits: 0.75.

10-107-162-C02 Microcomputer Support B
Designed for the Administrative Professional, this course will examine modern network operating systems and explore their installation, configuration, troubleshooting, and preventive maintenance techniques. Lecture. Credits: 0.25.

10-107-162-C03 Microcomputer Support C
Designed for the Administrative Professional, this course will examine basic networking principles, standards, concepts, and technologies. Lab. Credits: 0.25.

10-107-162-C04 Microcomputer Support D
Designed for the Administrative Professional, this course will examine laptop and mobile device component installation and configuration, preventative maintenance techniques, operating systems, security, connectivity, and e-mail. Lab. Credits: 0.25.

10-107-162-C05 Microcomputer Support E
Designed for the Administrative Professional, this course will examine printer features, types, installation, configuration, sharing, maintenance, and troubleshooting. Lab. Credits: 0.25.

10-107-162-C06 Microcomputer Support F
Designed for the Administrative Professional, this course will examine security treats and procedures, preventative maintenance techniques, and a basic security troubleshooting process. Lab. Credits: 0.25.

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: 1.

20-807-201-01 Physical Fitness for Life

Examines the relationship of physical fitness and activity to healthy lifestyles and wellness. Students will assess current level of fitness, then plan and implement a personal fitness program. Lecture. Credits: 1.

20-807-201-02 Stress Management Fitness For Life

The course explores the nature of stress, determinant causes, the physiological and psychological reactions to stress and will introduce and implement physiological, cognitive and behavioral stress management techniques. Lecture. Credits: 1.

20-807-201-03 Nutrition for Optimal Health Fit for Life

Examines the nutrient requirements of healthy individuals, nutrient categories and food sources as well as their characteristics in relation to physiological functions, metabolism, and disease prevention. Lecture. Credits: 1.

20-807-205-00 Topics in Health and Physical Education

Depending on the structure, requirements and topics are developed in advance by the instructor or by the student in consultation with the instructor. Lab, Lecture. Credits: 2.

20-807-205-02 Self Defense for Women

Students learn practical and readily usable self-defense techniques. Students apply situational awareness, determine options, and implement a self-defense strategy. Strategies include avoidance, assertiveness, verbal skills, safety practices, and physical techniques. Physical techniques include strikes to target points, blocks, ground defense, escape moves, key chains or other everyday objects as weapons, and defense in specific locations such as cars and stairwells. Students learn viable options for all ages and levels of physical activity. Through repetition, students develop greater body awareness, preparedness, and physical condition. Students practice realistic scenarios and explore issues of societal violence such as sexual assault and domestic violence. Course sections are offered for women or men only. Lab, Lecture. Credits: 2.

20-807-213-00 First Aid and CPR

Learn principles and practices of first aid, cardiopulmonary resuscitation and automated external defibrillator use. Students apply first aid, CPR, and AED applications to home, work, recreation, and remote settings. Completers received American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers certification and the AHA First Aid Certificate. Lecture. Credits: 2.

20-807-221-00 Canoeing

Acquaints students with the basic knowledge and skills necessary to

enjoy and actively participate in the lifetime sport of canoeing. Includes lake and river canoeing. Lab. Credits: 1.

20-807-235-00 Principles of Strength Training

Enables students to develop and participate in an appropriate resistance exercise program using free weights, weight machines, and floor exercise. Lab, Lecture. Credits: 2.

Pipefitting (435)

50-435-709-00 Orientation to the Trade and Safety for Industrial Pipefitters

Course competencies examine safe work practices involved in pipe fitting trades and various industrial settings. Rigging safety, PPE, confined space entry, fall protection, heavy equipment operation, chemical safety and MSDS, boiler safety, and lockout tag-out will be examined. Fall protection, and safe work practices for overhead work, and ladders are covered. OSHA and other safety standards will be reviewed. The course wraps up with an introduction to the trade where apprentices will examine job duties and tasks which have been identified for the industrial pipefitting apprenticeship. Lecture. Credits: 0.50.

50-435-710-00 Blueprint Reading 1 for Industrial Pipefitter Apprentices

Course competencies include an introduction to industrial blueprints; building freehand sketching skills; drawing symbols, lines, and pipe fittings; and interpreting technical information found on blueprints. Apprentices will learn how prints support work processes performed by the pipefitting trade. Lecture. Credits: 0.50.

50-435-711-00 Trade Math for Industrial Pipefitter Apprentices

Course competencies include building apprentice skills working with fractions, decimals, measurement and ratios commonly used by the trade. Measurement, tolerances and interpreting trade related information will help apply math concepts to industrial work processes. Basic algebra, geometry and trigonometry will be applied to industrial pipefitting tasks. Lecture. Credits: 1.

50-435-712-00 Related Science for Industrial Pipefitter Apprentices

Course competencies include the science of matter; properties of solids, liquids and gases; work, energy and power; temperature and heat effects; change of state; heat engines; and force balance and gravity. A field trip to observe related science applications in a plant is included. Related science concepts included in this course will be reinforced and applied later in related instruction. Lecture. Credits: 2.

50-435-713-00 Blueprint Reading 2 for Industrial Pipefitter Apprentices

Course competencies include pipe and pipe fitting blueprint symbols and other technical information found on pipe prints. Apprentices will examine isometric and multi-view drawings; dimensions; and process pipe drawings symbols. Drawing and sketching skills will be further developed. Lecture. Credits: 0.50.

50-435-714-00 Process Piping 1 for Industrial Pipefitter Apprentices

Course competencies include examining the metallurgical properties of various piping materials, applying piping materials to process pipe installations, fabricating piping offsets, calculating values needed to solve pipe layout and fabrication problems associated with pipe welding layouts, comparing clamps and aligning devices employed by the trade, and fabricating miters, tees, saddles, laterals, and elbows. Lecture. Credits: 1.

50-435-715-00 Steam Systems for Industrial Pipefitter Apprentices

Course competencies include steam trapping, boiler accessories, boiler valves, steam heating, steam systems, and high pressure

steam. Course includes a field trip to examine steam systems applied to an industrial setting. Lecture. Credits: 2.

50-435-716-00 Blueprint Reading 3 for Industrial Pipefitter Apprentices

Course competencies include identifying piping isometrics and dimensions found on flow diagrams, elevation drawings, section views, and process piping plans. Apprentices will further develop skills in sketching and drawing as well as interpreting information from flow diagrams, pipe drawings, and related industrial prints. Apprentices will learn to use prints and diagrams to interpret information about given runs of pipe. Lecture. Credits: 0.50.

50-435-717-00 Chemical Handling and Hazardous Materials for Industrial Pipefitter Apprentices

Course competencies include safety in handling chemicals, chlorine, caustic soda and other hazardous materials. MSDS information and related procedures will be applied to industrial situations. Lecture. Credits: 0.50.

50-435-718-00 Refrigeration and Air Conditioning for Industrial Pipefitter Apprentices

Course competencies include refrigeration systems, applications of mechanical refrigeration, refrigeration components, and troubleshooting systems. Lecture. Credits: 0.50.

50-435-719-00 Hot Water Heating Systems for Industrial Pipefitter Apprentices

Course examines hot water heating systems and boilers found in industrial plants. Course competencies include hot water heating equipment and components, boiler operations and safety, insulation, heat loss, and maintenance. Lecture. Credits: 0.75.

50-435-720-00 Process Piping 2 for Industrial Pipefitter Apprentices

Course competencies include rolling offsets, parallel offsets, layout of pipe intersections, and fabricating and cutting uneven rolling offsets. Course includes a field trip to observe the application of related concepts. Lecture. Credits: 1.

50-435-721-00 Rigging Safety for Industrial Pipefitter Apprentices

Apprentices will compare types of rigging equipment and their uses; determine safe loads, rig and crib loads, and move a load with cranes and hoists. This course is intended for related instruction in the industrial pipefitter apprenticeship. Course competencies examine safe rigging equipment, hardware, equipment, tools, procedures, and safe work practices applicable to industrial settings. Rigging for cranes, forklifts and other industrial power equipment, and hand devices are included. Lecture. Credits: 1.

50-435-722-00 Blueprint Reading 4 for Industrial Pipefitter Apprentices

Course competencies include interpreting information from isometric drawings and spool drawings. Apprentices will learn how to develop material lists from both types of drawings and build skills working with industrial blueprints. Lecture. Credits: 0.50.

50-435-723-00 Hydraulics for Industrial Pipefitter Apprentices

Gain knowledge of the uses and applications of hydraulics required in the trade. Hydraulic systems, devices and components will be examined. Job duties and tasks related to safety, inspection, testing, maintenance and repair will be included. Course competencies examine hydraulic fluids, safety, hydraulic equipment and components, controls, troubleshooting, repair, and preventative maintenance. Lecture. Credits: 1.

50-435-724-00 Welding and Brazing for Industrial Pipefitter

Apprentices

Course compares common welding processes and develops apprentice skills related to welding, cutting, heating and using oxy-gas. Welding with arc, MIG and TIG will be explored. Common cutting and joining techniques will be compared. Industrial brazing techniques will be demonstrated. Joint preparation, using hand and power tools, and working with low-temp and high-temp solders are examined. Welding safety and PPE requirements will be reinforced. Lecture. Credits: 1.

50-435-725-00 Valves Packings and Gaskets for Industrial Pipefitter Apprentices

Course includes an examination of the various types of valves and their applications in industrial plant processes. Apprentices will also compare gasket types, materials and their applications. Valve packings will be compared and procedures for repacking valves examined. Apprentices will build skills installing and repairing valves. Lecture. Credits: 0.25.

50-435-726-00 Pneumatics for Industrial Pipefitter Apprentices

Gain knowledge of the uses and applications of pneumatics required in the trade. Pneumatic systems, devices and components will be examined. Job duties and tasks related to safety, inspection, testing, maintenance and repair will be included. Lecture. Credits: 1.

Plumbing (427)

50-427-569-00 Plumbing Repair

Designed to provide apprentices with the academic and hands-on experience needed to perform plumbing service and repair tasks. Emphasis is placed on the safe and responsible use of tools and equipment. Topics include clogged drains, garbage disposers, water treatment equipment, water closets, urinals, flush valves, cold weather plumbing problems, water systems, and pumps and facets. Lecture. Credits: 1.

50-427-751-00 Sanitary Drains 1

Plumbing related instruction of sanitary drain systems. Course includes a review of codes and trade practices related to sanitary drains, drainage systems, components, and applications. Lecture. Credits: 2.

50-427-752-00 Vents and Venting Systems

Designed to provide the apprentice with the skills to identify and design sanitary vent piping in a plumbing system in accordance with the Wisconsin Plumbing Code. Focuses on theory, work experience, and the application of plumbing code principles through discussions, drawing exercises, work sheets, and evaluations. Lecture. Credits: 2.

50-427-753-00 Water Distribution 1

Provides the apprentice with the skills to identify, design, install, and service various applications for water supply systems listed in plumbing codes. Apprentices will use the code language and tables to in various plumbing systems in accordance with the Wisconsin Plumbing Code. Topics will include commercial to single-family and private well pump systems. Focuses on theory, work experience, and the application of plumbing code principles through discussions, drawing exercises, work sheets, and evaluations. Lecture. Credits: 2.

50-427-754-00 Water Distribution 2

Provides the apprentice with the skills to identify, design, install, and service cross connection controls, water treatment equipment and multi-purpose piping systems in various plumbing systems in accordance with the Wisconsin Plumbing Code. Focuses on theory, work experience, and the application of plumbing code principles

through discussions, drawing exercises, work sheets, and evaluations. Lecture. Credits: 2.

50-427-755-00 Sanitary Drains 2

Provides the apprentice with the skills to identify, design, install, and service various applications for storm water, clear water, and drainage systems. Apprentices will use the code language and tables to in various plumbing systems in accordance with the Wisconsin Plumbing Code. The course focuses on theory, work experience, and the application of plumbing code principles through discussions, drawing exercises, work sheets, and evaluations. Lecture. Credits: 2.

50-427-756-00 Private Onsite Wastewater Treatment Sys

Provides the apprentice with the skills to identify, design, install, and service various applications for private on-site wastewater treatment systems that are listed in plumbing codes or individual component manuals. Apprentices will use the code language and tables to in various plumbing systems in accordance with the Wisconsin Plumbing Code. Other topics will include pretreatment, soil evaluation, site planning, and new technologies. Focuses on theory, work experience, and the application of plumbing code principles through discussions, drawing exercises, work sheets, and evaluations. Lecture. Credits: 2.

50-427-757-00 Green Plumbing Applications

Provides Plumbing apprentices with an introduction to green applications and prepares students to take certification exams: Union Programs: UA Green Awareness Certification (geared toward journey workers, not apprenticeship) WTCS Programs: Green Plumbers USA Certification Program Learning materials from both certificate programs have been incorporated. Lecture. Credits: 2.

50-427-758-00 Plumbing Advanced Topics TSA

Provides the apprentice with the opportunity to select and complete an applied plumbing project in collaboration with the instructor. Projects will apply the skills required to identify, design, install, and service various plumbing applications that are listed in plumbing codes. Apprentices will use the code language and tables to in various plumbing systems in accordance with the Wisconsin Plumbing Code. The course builds upon the theory, work experience, and the application of plumbing code principles addressed in previous coursework to support completing an applied hands-on project. Lecture. Credits: 2.

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): 1080919800 Intro to Psychology (C or better).

10-809-188-00 Developmental Psychology

Study of human development throughout the lifespan. Explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills will enable students to gain an increased knowledge and understanding of themselves

and others. Lecture. Credits: 3.

10-809-198-00 Introduction to Psychology

This introductory course in psychology is a survey of the multiple aspects of human behavior. It involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. It directs the student to an insightful understanding of the complexities of human relationships in personal, social, and vocational settings. Lecture. Credits: 3.

10-809-199-00 Psychology of Human Relations

Focuses on improving personal and job-related relationships through understanding and applying sound psychological principles. Topics include self-concept, motivation, emotions, stress management, conflict resolution, and human relation processes. Lecture. Credits: 3.

10-809-199-C00 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.

10-809-199-C01 Psychology of Human Relations A

Students will examine the stress in their own life and analyze how their own stress affects and impacts their personal life and professional performance. Application of stress reduction methods and stress management techniques will be incorporated. Lecture. Credits: 0.50.

10-809-199-C02 Psychology of Human Relations B

Students will complete a case study analyzing a relationship conflict. Students will identify the functional and dysfunctional behaviors described in the case study. Students will identify potential psychological issues and behaviors of the individuals described in the case study and indicate how those behaviors/issues are involved in the conflict. Students will identify appropriate problem-solving techniques for the situations. Lecture. Credits: 0.50.

10-809-199-C03 Psychology of Human Relations C

Students will conduct an internet search for a successful business group, professional group, team, or organization. Students will identify the group's social dynamics and how the group resolves conflict as well as what behaviors are employed that aid in the group's success. Lecture. Credits: 1.

10-809-199-C04 Psychology of Human Relations D

Students will identify current and long-term personal and professional goals. Students will describe a plan of accomplishing their goals via analysis of their own personality, motivation, and self-efficacy. Students will identify personal strengths and weaknesses as well as a plan to overcome those factors in order to reach goals. Lecture. Credits: 1.

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): 2080925100 Introduction to Psychology (C or better).

20-809-250-00 Living with Death

Offers a personal and practical introduction to death awareness founded on the premise that living is incomplete without a full and realistic appraisal of our own dying and of the deaths of those for whom we care. Lecture. Credits: 3.

20-809-251-00 Introduction to Psychology

Surveys the methods, principles, and theories of psychology as they are applied to understanding, predicting, and modifying human behavior. Essential theoretical perspectives, including cognitive, humanistic, socio-cultural, psychodynamic, learning, and biological/evolutionary inform an understanding of key topics in psychology, among which may include the brain and behavior, development, emotion, memory, motivation, personality, psychological disorders, sensation and perception, thinking, and intelligence. Upon completion, students will be well prepared for more advanced study in the field of contemporary psychology. Lecture. Credits: 3.

20-809-252-00 Developmental Psychology

Study of human development throughout the lifespan. Explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills will enable students to gain an increased knowledge and understanding of themselves and others. Lecture. Credits: 3.

20-809-254-00 Educational Psychology

Explores the psychological theories of development and learning related to education and teaching. Covers the unique diversity of students that we teach as well as exceptionalities. Students examine learning theory and instructional practice as well as issues of motivation and classroom management. Classroom planning and assessment methods and techniques are evaluated. Lecture. Credits: 3. Prerequisite(s): 2080925100 Introduction to Psychology (D- or better).

20-809-255-00 Child Psychology

Covers human development and behavior from conception through adolescence, with emphasis on both theories and applications in parenting and other adult-child settings. General Psychology is advised. Lecture. Credits: 3.

20-809-265-00 Topics in Psychology

Pursues advanced or specialized psychology topics in a traditionally structured, independent study, or service-learning format. Depending on the structure, requirements and topics are developed in advance by the instructor or by the student in consultation with the instructor. Lecture. Credits: 3.

Science (806)

10-806-112-00 Principles of Sustainability

Prepares the student to develop sustainable literacy, analyze the interconnections among the physical and biological sciences and environmental systems, summarize the effects of sustainability on health and well-being, analyze connections among social, economic, and environmental systems, employ energy conservation strategies to reduce the use of fossil fuels, investigate alternative energy options, evaluate options to current waste disposal and recycling in the U.S., and analyze approaches used by your community to promote and implement sustainability. Lecture. Credits: 3.

10-806-137-00 Comprehensive Tech Physics

The areas of mechanics, heat, electricity, magnetism, and optics are covered through lecture, demonstration, and laboratory work. Empirical relationships are emphasized, incorporating mathematical prerequisites. Lab, Lecture. Credits: 4. Prerequisite(s): 1080410700 College Mathematics (D- or better).

10-806-139-00 Survey of Physics

Emphasizes understanding basic physics concepts through laboratory investigation and applications. Topics include kinematics, dynamics, work, energy, power, temperature, heat, waves, electricity, magnetism, electromagnetic waves, optics, and atomic and nuclear physics. Lab, Lecture. Credits: 3.

10-806-139-01 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.

10-806-177-00 General Anatomy and Physiology

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision-making and professional communication with colleagues and patients. Lab, Lecture. Credits: 4. Prerequisite(s): 1083613300 Prep for Basic Chemistry (C or better) or 2080624000 Survey of Chemistry (C or better).

10-806-179-00 Advanced Anatomy and Physiology

Second semester in a two-semester sequence in which normal human anatomy and physiology are studied using a body systems approach with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Experimentation within a science lab will include analysis of cellular metabolism, the individual components of body systems such as the nervous, neuro-muscular, cardiovascular, and urinary. Continued examination of homeostatic mechanisms and their relationship to fluid, electrolyte, acid-base balance, and blood. Integration of genetics to human reproduction and development are also included. Lab, Lecture. Credits: 4. Prerequisite(s): 1080617700 General Anatomy and Physiology (C or better).

10-806-186-00 Intro to Biochemistry

Provides students with the skills and knowledge of organic and biological chemistry necessary for application with nursing and other allied health careers. Emphasis is placed on recognizing the structure, physical properties, and chemical reactions of organic molecules, body fluids, and acids. Additional emphasis is placed on biological functions and their relationships to enzymes, proteins, lipids, carbohydrates, and DNA. Lab, Lecture. Credits: 4.

10-806-197-00 Microbiology

Examines microbial structure, metabolism, genetics, growth, and the relationship between humans and microorganisms. Addresses disease production, epidemiology, host defense mechanisms, and the medical impact of microbes. Examines the role and microbes in the environment, industry, and biotechnology. Lab, Lecture. Credits: 4. Prerequisite(s): 1080617700 General Anatomy and Physiology (C

or better).

10-806-197-01 Microbiology Lab

Provides students with the lab learning experience related to the Microbiology lecture course. Lab, Lecture. Credits: 4.

10-806-198-00 Human Biology

This is an introductory course that emphasizes the structure of the human body and the functional interrelationships of the body's systems. Consideration is given to the human body and disease, human genetics, human ecology, and the role that humans play in the environment. The course consists of 3 hours of lecture and 2 hours of lab per week. Note: This course does not meet requirements for or substitute for General Anatomy and Physiology. Lab, Lecture. Credits: 4.

20-806-201-00 Principles of Biology

Introduces the biological principles common to plants and animals. Emphasizes preparing for subsequent biology courses and understanding the health, ecological, and environmental issues facing our society. Lab, Lecture. Credits: 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.

20-806-206-00 Introduction to Physical Geography

An introduction to the spatial and temporal patterns, processes, origins, and relationships of Earth's systems (atmosphere, biosphere, hydrosphere, and lithosphere). This course will utilize geographic tools and a scientific approach to explore how Earth's systems function, as well as how humans interact with these systems. Lab, Lecture. Credits: 5.

20-806-207-00 Physical Geography Landforms

Introduces landforms: their origin, classification, and distribution on the earth's surface. Field trip required. Lab, Lecture. Credits: 4.

20-806-208-00 Physical Geography Weather and Climate

Studies the elements of weather, weather forecasting, and distribution of the earth's surface. Lab, Lecture. Credits: 4.

20-806-209-00 General Botany

Survey of plant science, covering morphology, life cycles, taxonomy, ecology, physiology of bacteria, algae, fungi, and non-flowering and flowering plants. Previous college biology course or equivalent recommended. Lab, Lecture. Credits: 5.

20-806-210-00 General Ecology

Covers organism/environment interrelationships, including human impacts and changes. Discusses evolution, ecological processes, species interactions, communities, and local ecosystems. Designed for those interested in natural resources. Lab, Lecture. Credits: 4.

20-806-211-00 Introduction to Soil and Water Resources

Integrated concepts of soil and water resources at the landscape level. Physical, chemical, and biological interactions relating to watershed processes and response to land use and management. Lab, Lecture. Credits: 4.

20-806-212-00 Geographic Information Systems

Includes working with map layers and attribute tables, mapping basics, map design, choropleth maps, pin (point) maps, hyperlinks, data sources, entry, editing, metadata, GIS outputs (print layouts, custom templates, report, graphs), geodatabases, importing spatial

and attribute data, map projections, vector spatial data formats, and export data. Additional topics include photos and satellite images, digitizing new features, spatially adjusting vector data, table manipulation, geocoding, basics of spatial analysis, vector and raster data analysis, spatial data processing, terrain models, spatial analysis, optimal routing and location, and site selection. Special project development analysis: Capstone Project. Explores the creation of a model of a problem, gathering data, use spatial analysis tools to edit and manipulate data, solving the problem, and creating a layout of the solution with a map, chart, and table. Lecture. Credits: 3.

20-806-213-00 General Zoology

Survey of animal science, covering structure, function, life histories, ecology, and classification of major invertebrate and vertebrate groups. Lab, Lecture. Credits: 5.

20-806-215-00 Environmental Science

Develops an understanding of environmental concerns and current issues including water resources, total land use, air pollution, biocides, energy use, population, pollution, and health. Examines, ecological, economic, historical, and philosophic views of issues. Lecture. Credits: 3.

20-806-230-00 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): 2080422000 Intermediate Algebra (C or better) or 2080425000 Quantitative Reasoning (C or better).

20-806-249-00 College Chemistry II

A continuation of 20-806-245. This course includes applications of principles to and mathematical treatment of the topics of kinetics, equilibrium, thermodynamics, electrochemistry, coordination compounds, nuclear chemistry, organic structures, and nomenclature. Lab, Lecture. Credits: 5. Prerequisite(s): 2080624500 College Chemistry I (D- or better).

20-806-276-00 College Physics I

First semester course of a one-year introductory algebra-based college physics sequence. Appropriate for students wishing to pursue a program of study in the liberal arts, general education, life sciences, or pre-professional programs. Develops a conceptual understanding of the basics of physics and provides practical hands-on laboratory experiences to broaden the understanding of physics and the scientific method. Covers the properties of motion, force, energy, momentum, rotation, fluids, heat, and sound. Stresses developing good problem-solving strategies. Lab, Lecture. Credits: 4. Prerequisite(s): 2080422000 Intermediate Algebra (D- or better) or 2080425000 Quantitative Reasoning (C or better).

20-806-280-00 College Physics II

Second semester course of a one-year introductory algebra-based college physics sequence. Appropriate for students wishing to pursue a program of study in the liberal arts, general education, life sciences, or pre-professional programs. Continues to develop the student's problem solving skills and conceptual understanding of physics through lecture, demonstrations, and practical hands-on laboratory experiences. Topics studied include electricity, magnetism, geometric and physical optics, and the basics of modern physics. Lab, Lecture. Credits: 4. Prerequisite(s): 2080627600 College Physics I (D- or better).

20-806-286-00 College Physics I Calculus Based

First semester course of a one-year introductory calculus-based college physics sequence. Intended for students wishing to pursue a program of study in the natural sciences or engineering fields. Students will develop a conceptual understanding of physics, as they explore the theoretical and experimental treatment of mechanics, material properties, fluids, heat, sound, and wave motion. Critical thinking and sound problem solving skills are stressed. Lab, Lecture. Credits: 5. Prerequisite(s): 2080423600 Calculus and

Analytic Geometry I (D- or better) (concurrent enrollment allowed).

20-806-286-01 College Physics I Calculus Based LAB

The lab portion of College Physics I-Calculus Based. Lab, Lecture. Credits: 5.

20-806-287-00 College Physics II Calculus Based

Second semester course of a one-year introductory calculus-based college physics sequence. Intended for students wishing to pursue a program of study in the natural sciences or engineering fields. Topics covered include electricity, magnetism, electro-magnetic waves, optics, and an introduction to modern physics. Completion of the sequence provides a background for more advanced work in these fields. Lab, Lecture. Credits: 5. Prerequisite(s): 2080628600 College Physics I Calculus Based (D- or better).

20-806-287-01 College Physics II Calculus Based LAB

Lab portion of College Physics II-Calculus Based. Lab, Lecture. Credits: 5.

Small Business (145)

10-145-163-00 Entrepreneurship

Students apply the key elements of successful entrepreneurship to business scenarios. Students create a business plan for a new business. Lecture. Credits: 3.

10-145-163-01 Tribal Entrepreneurship

Tribal Entrepreneurship students apply the key elements of successful entrepreneurship to business scenarios. Students create a business plan for a new business. Lecture. Credits: 3.

10-145-163-C01 Entrepreneurship A

Students examine the key elements of successful entrepreneurship. Lecture. Credits: 1.

10-145-163-C02 Entrepreneurship B

Students create and present a business plan. Lecture. Credits: 2.

Sociology (809)

10-809-103-00 Think Critically and Creatively

Provides instruction in the realistic and practical methods of thinking which are in high demand in all occupations today. Decision-making, problem-solving, persuasion, creativity, and setting goals and objectives are considered in depth as the student applies specific thinking strategies in a wide variety of situations. Lecture. Credits: 3.

10-809-172-00 Introduction to Diversity Studies

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored. Lecture. Credits: 3.

10-809-196-00 Intro to Sociology

Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multiculturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues. Lecture. Credits: 3.

10-809-197-00 Contemporary American Society

Explores the American social and political institutions affecting the individual as a citizen, worker, and participant in various social groups. Topics studied will be flexible and responsive to contemporary issues. Lecture. Credits: 3.

20-809-271-00 Introductory Sociology

Studies of human society, including the individual, culture, society, social inequality, social institutions, and social change in the modern world. Lecture. Credits: 3.

20-809-272-00 Diversity Studies

In depth topic-based curriculum examines the changing demographic and socio-cultural context of the United States, as a country embedded in an international system. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored through the umbrella of concepts of power and privilege. Lecture. Credits: 3.

20-809-275-00 Marriage and Family

Examines marriage and family relationships in current American society: preparation for marriage, potential problem areas, family planning, divorce, and reconstituted family roles. Lecture. Credits: 3.

20-809-277-00 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): 2080927100 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.

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 (421,442)

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.

10-442-112-C01 Print Interpretation and Weld Symbols

Students will develop print interpretation skills needed in metal fabrication. Learners study prints containing section views, detail views, and weld symbols. Learners apply concepts in hands-on activities, print interpretation skills, calculating dimensions, identifying and interpreting weld symbols. Lecture. Credits: 1.

10-442-112-C02 Print Reading and Sketching

Students will develop print interpretation skills needed in metal fabrication. Learners study orthographic projection, dimensioning, and bill of materials. Learners apply concepts in hands-on activities, practicing basic layout skills and safe operation of saws, shears and drills. Lab, Lecture. Credits: 3. Corequisite(s): 31-804-302-01 Geometry Skills, 31-804-302-02 Math Skills.

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): 1044217200 Safety in Manufacturing (C or better) (concurrent enrollment allowed).

10-442-113-C01 Welding Fabrication Techniques

Expands on skills developed in 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): 10442172C00 Safety in Manufacturing (B or better).

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): 1044217200 Safety in Manufacturing (C or better) (concurrent enrollment allowed).

10-442-141-C01 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): 10442172C00 Safety in Manufacturing (B or better).

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): 1044217200 Safety in Manufacturing (C or better) (concurrent enrollment allowed).

10-442-158-C01 Shielded Metal Arc Welding on Carbon Steel

Students will develop skills in shielded metal arc welding. Learners use 6010 and 7018 "stick" electrodes to complete fillet and groove welds in all positions. Weld quality is assessed per AWS D1.1 Structural Steel Code. Lab, Lecture. Credits: 1. Prerequisite(s): 10442172C00 Safety in Manufacturing (B or better) (concurrent enrollment allowed).

10-442-158-C02 Shielded Metal Arc Welding AWS Testing on Carbon Steel

Students will perform AWS bend test and AWS entry level fabrication project using the SMAW welding process. Learners will complete these welds and weldments conducted per AWS D1.1- Structural Steel Code. Lab. Credits: 0.50.

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): 1044217200 Safety in Manufacturing (C or better) (concurrent enrollment allowed).

10-442-159-C01 Gas Metal Arc Welding on Carbon Steel

Students will develop skills in gas metal arc welding. Learners use the "mig" process in all positions on carbon steel. Required welds include fillet and groove welds with short circuit, spray and pulsed spray transfer. Weld quality is assessed per AWS D1.1 Structural Steel Code. Lab, Lecture. Credits: 2. Prerequisite(s): 10442172C00 Safety in Manufacturing (B or better) (concurrent enrollment allowed).

10-442-159-C02 Gas Metal Arc Welding AWS Testing on Carbon Steel

Students will perform AWS bend test and AWS entry level fabrication project using the GMAW welding process on carbon steel. Learners will complete these welds and weldments conducted per AWS D1.1- Structural Steel Code. Lab. Credits: 1.

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): 1044217200 Safety in Manufacturing (C or better) (concurrent enrollment allowed).

10-442-160-C01 Flux Cored Arc Welding on Carbon Steel

Students will develop skills in flux core arc welding. Learners use the "FCAW" process in all positions on carbon steel. Required welds include fillet and groove. Weld quality is assessed per AWS D1.1

Structural Steel Code. Lab, Lecture. Credits: 3. Prerequisite(s): 10442172C00 Safety in Manufacturing (B or better) (concurrent enrollment allowed).

10-442-160-C02 Flux Cored Arc Welding AWS Testing on Carbon Steel

Students will perform AWS bend test and AWS entry level fabrication project using the FCAW welding process on carbon steel. Learners will complete these welds and weldments conducted per AWS D1.1- Structural Steel Code. Lab. Credits: 1.

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): 1044217200 Safety in Manufacturing (C or better) (concurrent enrollment allowed).

10-442-161-C01 Gas Tungsten Arc Welding on Carbon Steel

Students will develop skills in gas Tungsten arc welding. Learners use the "Tig" process in all positions on carbon steel. Required welds include fillet and groove welds. Weld quality is assessed per AWS D1.1 Structural Steel Code. Lab, Lecture. Credits: 2. Prerequisite(s): 10442172C00 Safety in Manufacturing (B or better).

10-442-161-C02 Gas Tungsten Arc Welding AWS Testing on Carbon Steel

Students will perform AWS bend test and AWS entry level fabrication project using the GTAW welding process on carbon steel. Learners will complete these welds and weldments conducted per AWS D1.1- Structural Steel Code. Lab. Credits: 1.

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): 1044217200 Safety in Manufacturing (C or better) (concurrent enrollment allowed).

10-442-162-C01 Gas Tungsten Arc Welding on Stainless Steel

Students will develop skills in gas tungsten arc welding. Learners use the "tig" process in flat, horizontal, and vertical positions on Stainless Steel. Required welds include fillet and groove welds with gas tungsten arc welding. Weld quality is assessed per AWS standards. Lab, Lecture. Credits: 0.75. Prerequisite(s): 10442172C00 Safety in Manufacturing (B or better) (concurrent enrollment allowed) and 10442161C01 GTAW on Carbon Steel (B or better).

10-442-162-C02 Gas Tungsten Arc Welding AWS Testing on Stainless Steel

Students will perform AWS entry level fabrication project using the GTAW welding process on Stainless Steel. Learners will complete these welds and weldments conducted per AWS standards. Lab. Credits: 0.25.

10-442-162-C03 Gas Tungsten Arc Welding on Aluminum

Students will develop skills in gas tungsten arc welding. Learners use the "tig" process in flat, horizontal, and vertical positions on aluminum. Required welds include fillet and groove welds with gas tungsten arc welding. Weld quality is assessed per AWS standards. Lab, Lecture. Credits: 0.75. Prerequisite(s): 10442172C00 Safety in Manufacturing (B or better) (concurrent enrollment allowed).

10-442-162-C04 Gas Tungsten Arc Welding AWS Testing on Aluminum

Students will perform AWS entry level fabrication project and bend test using the GTAW welding process on aluminum. Learners will complete these welds and weldments conducted per AWS standards. Lab. Credits: 0.25.

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.

10-442-163-C01 Weld Inspection and Testing

Emphasizes measurement of weld defects and assessment of weld quality conformance to common welding codes. Learners conduct visual inspections, Die Penetrant and bend test on welds. The process of procedure and welder qualification is explored. 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.

10-442-165-C01 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. Prerequisite(s): 10442172C00 Safety in Manufacturing (B or better) (concurrent enrollment allowed).

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-C00 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. Lab. Credits: 1.

10-442-172-C02 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. Prerequisite(s): 10442172C01 Workplace Safety (B or better) (concurrent enrollment allowed).

10-442-172-C03 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. Prerequisite(s): 10442172C01 Workplace Safety (B or better) (concurrent enrollment allowed).

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): 1044217200 Safety in Manufacturing (C or better) (concurrent enrollment allowed).

10-442-173-C01 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): 10442172C00 Safety in Manufacturing (B or better) (concurrent enrollment allowed).

10-442-174-00 Advanced Gas Metal Arc Welding

Builds on skills developed in Gas Metal Arc Welding. Learners use the "mig" process in the flat, horizontal and vertical positions on steel, stainless steel and aluminum. Required welds include fillet and groove welds with spray and pulsed spray transfer. Lab, Lecture. Credits: 3. Prerequisite(s): 1044217200 Safety in Manufacturing (C or better) (concurrent enrollment allowed) and 1044215900 Gas Metal Arc Welding (C or better) (concurrent enrollment allowed).

10-442-174-C01 Gas Metal Arc Welding-P on Stainless Steel

Students will develop skills in gas metal arc pulse welding. Learners use the "mig" process in flat, horizontal, and vertical positions on stainless steel. Required welds include fillet and groove welds with pulsed spray transfer. Weld quality is assessed per AWS standards. Lab, Lecture. Credits: 1. Prerequisite(s): 10442172C00 Safety in Manufacturing (B or better) (concurrent enrollment allowed).

10-442-174-C02 Gas Metal Arc Welding-P AWS Testing on Stainless Steel

Students will perform AWS entry level fabrication project using the GMAW-P welding process on stainless steel. Learners will complete these welds and weldments conducted per AWS standards. Lab. Credits: 0.50.

10-442-174-C03 Gas Metal Arc Welding-P on Aluminum

Students will develop skills in gas metal arc pulse welding. Learners use the "mig" process in flat, horizontal, and vertical positions on aluminum. Required welds include fillet and groove welds with pulsed spray transfer. Weld quality is assessed per AWS standards. Lab, Lecture. Credits: 1. Prerequisite(s): 10442172C00 Safety in Manufacturing (B or better) (concurrent enrollment allowed).

10-442-174-C04 Gas Metal Arc Welding-P AWS Testing on Aluminum

Students will perform AWS entry level fabrication project using the GMAW-P welding process on aluminum. Learners will complete these welds and weldments conducted per AWS standards. Lab. Credits: 0.50.

10-442-180-C01 Solidworks for Welding

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. Credits: 1.

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.

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): 2080221700 Spanish I (C or better).

20-802-230-00 Spanish III

Enhances complex communicative skills developed during previous semesters of study. Emphasis is placed on speaking and writing in extended contexts, focusing on presentational and interpersonal communication. Everyday situations, including eating out, travel and vacations, provide students an opportunity to expand their survival skills in Hispanic cultures. Language and critical thinking skills are expanded and deepened through reading, writing and speaking about health care, the environment, job interviews/ resumes and relationships. Readings of cultural and literacy significance, as well as a unit on art history, provide vehicles for discussions, presentation, and composition. Lecture. Credits: 4. Prerequisite(s): 2080222100 Spanish II (C or better).

20-802-231-00 Spanish IV

Reviews and expands upon key grammatical structures needed to community effectively in Spanish. Focuses on expanding vocabulary, increasing grammatical accuracy, and achieving paragraph-length discourse. Using the target language, students read and discuss culturally centered texts, review and broaden grammatical knowledge, complete oral and written exercises, write compositions, and make formal class presentations. Lecture. Credits: 4. Prerequisite(s): 2080223000 Spanish III (C or better).

20-802-235-00 Spanish V Writing and Grammar

Focuses on developing accuracy in written communication skills. Building on their experience in Spanish IV, students study Spanish grammar at greater breadth and depth than was required in previous courses, with the ultimate objective of improving their ability to read and write accurately in Spanish. Students read and analyze literary excerpts as the basis for active class discussion, presentation, and composition. Lecture. Credits: 3. Prerequisite(s): 2080223100 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.