NICOLET COLLEGE

CATALOG 2020-2021

Contents

PROFILE OF THE COLLEGE

About Nicolet College

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

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

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

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

Mission, 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 2025

To be a model college recognized for educational excellence and valued as a vital resource by the people of Northern Wisconsin.

2019-2020 College Goals

- Help more student succeed
- Grow enrollment
- Serve community
- Champion quality and integrity
- Build trust

Help More Students Succeed

Provide students with the resources they need to achieve their educational goals:
- Quality instruction across modalities
- Flexible and innovative choices
- Clear and timely communication
- Comprehensive support
- Positive role-modeling

Grow Enrollment

Develop and deliver high value education that meets the needs of our community:
- Be proactive, creative, and innovative in finding new ways to serve current and potential customers
- Provide seamless career pathways from high school to college
- Annually evaluate programs and services to ensure effective alignment with market opportunities and to ensure effective resource stewardship

Serve Community

- Serve workforce needs
- Engage employers
- Support innovation and entrepreneurship

Champion Quality and Integrity

- Continuously improve systems and processes to better serve students, the community, and each other
- Be accountable for internal and external deadlines, policies, laws and regulations, including safety, security, privacy, programming, financial, legal, and others

Build Trust

- Live and teach the Core Abilities
- Provide training and development for staff to better serve students, the community, and each other
- Pursue inter-team collaboration and communication to effectively manage college 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 Core Abilities

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

Apply Mathematic, Scientific, Artistic, and Technological Concepts:

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

Build Community:

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

Communicate Effectively:

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

Embrace Lifelong Learning:

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

Live Ethically:

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

Think Critically and Creatively:

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

Assessment and Continuous Improvement

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

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

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

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

Accreditation

Nicolet Area Technical College is 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

School Officials and Administrators

First Name	Last Name	Position
Laura	Adee	Administrative Assistant to the Dean of Trade & Industry/ Apprenticeship
Bethyn	Baldauf	Programmer/Analyst
Bryan	Baldauf	Systems Administrator
Shannon	Beth	Manager IT User Services
Scott	Biscobing	Information Technology Instructor
Sandy	Bishop	Executive Director for Economic & Community Development
Ethan	Blue	Information Technology Instructor
Jenny	Bonardelli	Engineering Services Coordinator
Steve	Boogren	Electromechanical Technology Instructor
Alyssa	Borski	Success Coach & Advisor
Renee	Bradley	Payroll Manager
Ben	Bramm	Application Engineer
Katie	Brooks	Conference/Event Services Coordinator
Regis	Brost	Information Technology Instructor
Patrick	Burns	Financial Aid Manager
Alyssa	Cleland	Access Services Assistant Part-Time
Rachael	Cornelius	LTE Medical Assistant Academic Coach/Laboratory Assistant
Nora	Craven	Manager of Library Services
Susan	Crazy Thunder	Tribal Outreach Coordinator
Vicky	Cummings	Administrative Assistant to the Dean of Health Occupations
Candy	Dailey	Dean of Health Occupations
Tracy	Dailey	Enrollment Services Specialist

Denice	Darges	Assistant to Registrar
Craig	Deer	Welding Instructor
Joel	DeNamur	Accounting Instructor
Elizabeth	Devore	English Instructor
Cindy	Domaika	Manager of Open & Instructional Resources
Nicole	Dorion	Web & Content Specialist
Roger	Dorsey	Biology Instructor
Curtis	Drumm	Business Management/Entrepreneurship Instructor
Ken	Duesing	Automotive Technology Instructor
Jonathan	Edwardson	LTE Welding Instructor
Alec	Effinger	Technology Support Specialist
Michael	Effinger	Theatre and Performing Arts Coordinator
Teresa	Ellis	Talent Acquisition and Development Manager
Mark	England	Safety and Health Specialist/Traffic & Motorcycle Coordinator
Jodi	Engleman	Continuing Education Specialist
Christy	Erdmann	Nursing Instructor
Kate	Ferrel	Executive Vice President of Academic & Student Affairs
Jeanine	Fisher	Instructional Resource Specialist
Nicole	Flannery	Success Coach and Advising Manager
Daniel	Fogg	Maintenance Mechanic
Angela	Fox	Food & Beverage Services Manager
Thomas	Fox	LTE Business Development Specialist
Paula	Fralick	Employee Relations Specialist
Amy	Gatton	Nursing Instructor
Connie	Gensler	Nursing Program Director
Tim	Gerdmann	Criminal Justice Services Specialist
Stephanie	Ginter	Enrollment Services Specialist
Jason	Goeldner	Associate Dean of Public Safety
Sarah	Gruber	Dual Credit Coordinator
Jolene	Guenthner	Medical Assistant Program Director/Instructor
Joseph	Haferman	Admissions Representative
Kelly	Haverkampf	Director of Employee Relations and Organizational Development
Amy	Holewinski	Registrar Specialist
Chris	Holewinski	Administrative Assistant- Academic Success
David	Holt	Sociology Instructor
Kathie	Hubatch-Babcock	Nursing Instructor
Alan	Javoroski	Dean of Business
Rajan	Juniku	Chemistry Instructor
Gina	Kallio	Accountant
Dave	Karoliussen	Receiving and Inventory Clerk
Ocie	Kilgus	Spanish Instructor
Christopher	Kolasa	Automotive Technology Instructor
Chuck	Kopp	Business Development Coordinator
Greg	Koscik	Math Instructor

Warren	Krause	Welding Instructor
Jim	Kuderski	Information Security Analyst
Jane	Kummer	Academic Success Instructor
Jeff	Labs	Dean of Trade & Industry/Apprenticeship
Lisa	Landphier	Manager of Benefits Development and Administration
Chad	Lashua	Director of Business Services
Matt	Laska	Psychology/Social Science Instructor
Grace	Leach	University Transfer Liberal Arts Support Specialist
Joyce	Leavitt	Programmer/Analyst
Casey	Lehmann	Financial Aid Advisor
Ray	Lemke	Emergency Medical & Fire Services Specialist
Travis	Ling	Physiology Instructor
Daniel	Linsmeyer	Industrial Mechanical Instructor
Sondra	Llanos	Marketing Manager
Tekia	Longstreet	AODA Instructor
Brandon	Luedtke	History Instructor
Leslie	Lukas	Admissions Representative
Daniel	Luzinski	Network Engineer
Tracey	MacQuarrie	Administrative Professional/Office Technology Instructor
Ashley	Maki	Success Coach & Advisor
Ellen	Mathein	Business Management Instructor
Kaye	Mathwich	Accommodations Specialist
Vicki	Mendham	Culinary Arts Instructor
Penny	Mertz Kuckkahn	Director of Instructional Effectiveness & Flexible Learning
Scott	Messner	Salesforce Application Developer
Sarah	Mikkelson	Enrollment Services Specialist
Greg	Miljevich	Chief Information Officer
Dawn	Millard	Payroll and Business Office Assistant
Leanne	Miranda	Registrar
Elizabeth	Nameth	Financial Aid Systems Analyst
Richard	Nelson	President
Vicki	Nelson	Public Safety Administrative Assistant
Michelle	Novotny-Sedelis	Nursing Instructor
Katie	Ostrenga	Student Financial Services & Grants Compliance
Nate	Ostrenga	Systems Integration Developer
Katie	Ourada	Admissions Manager
Ann	Ovsak	Nursing Instructor
Aaron	Panke	Instructional Designer/Technologist
Swapna	Patel	Accounting Instructor
Laurie	Paugel	Nursing Instructor
Kris	Peeters	Executive Assistant- Academic & Student Affairs
Joe	Placek	Nursing Assistant Instructor
Krista	Polomis	Nursing Instructor
Jamie	Pomasl	Graphic Designer

Laura	Prince	Economics/Social Science Instructor
Robert	Rhoads	Success Coach & Advisor
Brittany	Richter	LTE Nursing Assistant Instructor
Diana	Rickert	Early Childhood Education Instructor
Todd	Riopel	Maintenance Worker
Bob	Robinson	Maintenance Worker
Teresa	Rose	Transfer/International Study Abroad Coordinator
Terry	Rutlin	Communications Specialist
Lisa	Sage	Community & Cultural Engagement Specialist
Heather	Schallock	Executive Director of the Nicolet College Foundation
Kim	Schey-Scuglik	Academic Success Instructor
Phil	Schmidt	Criminal Justice Instructor/Coordinator
Matthew	Schur	Director of Risk, Compliance, and Security/Title IX Coordinator
Laura	Sells	Communications Instructor
Vicki	Severson	Early Childhool Education Instructor
Gayle	Shanks	Executive Assistant
Dennis	Squires	Database Administrator
Dilarom	St Louis	Nursing Instructor
Marie	Stott	Cosmetology Instructor
Shane	Teter	Communications Instructor
Kristi	Thoreson	Psychology Instructor
Niina	Threlfall-Baum	Social Media Strategist
Sara	Tienhaara	Student Engagement, Career Development and Academic Advisor
Jackie	Tousignant	Nursing Instructor
Ricky	Treder	Maintenance Worker
Michael	Umlor	Physics Instructor
John	Van De Loo	Vice President of Finance and Administration
Toni	Van Doren	Business Solutions Coordinator
Christin	Van Kauwenberg	Director of Business Intelligence
Lori	Vance	Administrative Assistant/Assessment Specialist
Peter	Vanney	Director of Facilities
Amy	Vickers	Academic Success Instructor
Pete	Vieaux	Maintenance Worker
Steve	Wallace	Learning and Assessment Architect
Melissa	Warner	Economic Development Support Specialist
Erika	Warning-Meyer	Dean of Enrollment
Dwight	Webb	Success Coach & Advisor
Anne	Wiedmaier	Executive Assistant to the President and Board of Trustees
Thomas	Wilding	Geography/Geology Instructor
Nathan	Wilson	Fine Arts Instructor
Laura	Wind-Norton	Dean of University Transfer and Liberal Arts
Di	Wu	Instructional Designer- Curriculum and Assessment
Mike	Yentzer	Electrician
Lisa	Young	Director of Adult Basic Education and Tutoring

Brittney	Zalenski	Resource Management Assistant Part-Time
Gary	Zarda	English Instructor
Mark	Zima	Public Safety Technician

As of September 28, 2020

Academic Calendar

Fall 2020	Spring 2021	Summer 2021
August 24 – End of Previous Term	January 1 – College Closed	May 7 – Summer Term Begins
August 24 thru September 4 – No Classes	January 1 thru 5 – No Classes	May 31 – College Closed
September 2 – Fall Term Begins	January 6 – Spring Term Begins	May 31 – June 1 – No Classes
September 7 – College Closed	March 3 – All Staff Conference	July 1 – 2 – No Classes
November 25 – November 27 – No Classes	March 3 – 5 – No Classes	July 2 – College Closed
November 26 – 27 – College Closed	April 23 – Spring Term Ends	August 24 – Summer Term Ends
December 21 – Fall Term Ends	April 24 – May 6 – No Classes	August 27 – Grades Due
December 22 thru 31– No Classes	April 26 – Grades Due	
December 24 – Grades Due		
December 24, 25 & 31 – College Closed		

ENROLLMENT SERVICES

Admissions

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

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

Undeclared (Non-program) Admissions

Students who do not intend to apply coursework to a specific Nicolet College degree, diploma, or certificate may use online, mail, phone, 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.

Declared (Program) Admissions Process

1. **Submit Application, Fee, and Transcripts.** Anyone who wishes to be admitted and graduate from a technical certificate, diploma or degree program, or the University Transfer and Liberal Arts program must complete an application for admission in order to be admitted to the College or a specific program. Although paper applications are available, the College recommends that all prospective students complete an online admissions application to receive optimum processing. 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

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

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 a success coach/academic advisor based on their program of study. Success Coaches/Advisors are available to assist students at any time during their educational experience at the College. They can provide information about course selection, interpretation of test scores, program requirements, transfer of credits, transcript evaluation, credit for prior learning, and anything else regarding a student's academic readiness, course requirements, and success plans. All new Nicolet students must meet with a coach/advisor in order to complete their learning plan and to register for their first term classes. Continuing students should also meet with their coach/advisor each term prior to registration to ensure they are on track for graduation or completion of educational goals. Coaches/advisors see students by appointment and also communicate with them by phone and email. Following advising, students may register online or change their schedule online during the open registration period.

Accommodations for Students with Disabilities

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

Program Waiting Lists

Periodically, high demand for enrollment in a particular program may require students to be placed on a waiting list. If a program is filled when a student applies, but the student meets all admissions requirements, he/she will be placed on a waiting list based on application date. District residents who apply by established application dates will have admissions priority over non-district residents. Non-state residents shall be admitted to district programs, after district and non-district state residents, as spaces remain available. Applicants on a waiting list will be notified if and when any openings occur in the program, and have priority over all other applicants for admission in subsequent terms and will be admitted in the order of their original application for admission. A student on a waiting list can enroll in general education and support courses that relate to the degree. Some Nicolet programs admit new students in 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 except for Transcripted Credit courses. Students ages 16-18 and who are still enrolled in high school, may enroll in Nicolet College credit and non-credit courses providing those courses meet after the regular high school day is over, are part of Nicolet's Summer term, or they are enrolled through Start College Now or Transcripted Credit. The student must meet the course/program requirements or prerequisites. If the high school student wishes to enroll in a course during the regular high school day, but is not enrolled in Start College Now or Transcripted Credit, they must provide the Nicolet Admissions Office with written permission from a designated high school official that they are able to leave their high school to attend the Nicolet class.

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

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

Home School Students

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

Home school students may take scheduled courses provided they:
- are at least 16 years of age
- are a Wisconsin resident

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

Students under Age 16

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

Dual Credit

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

Articulated Credit

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

Advanced Standing

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

Transcripted Credit

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

Start College Now

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

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

form and then discuss with a high school counselor how Start College Now will fit into the student's high school schedule. Forms must be submitted to the high school by March 1 for the Fall term and October 1 for the Spring term in order to participate.

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

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

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

Tuition and Fees

Associate and Technical Degree Courses (except Welding, IT Computer Support, and IT Web Development)*
Program Fee: $138.90 per credit
Student Activity Fee: $6.95 per credit
Online Courses: an additional $10 per credit fee
Material Fee: vary depending upon the course

Technical Degree Competency Programs - (Welding, IT Computer Support, and IT Web Development)*
Program Fee: $34.73 per 0.25 credit
Student Activity Fee: $1.74 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: $187.85 per credit
Student Activity Fee: $6.95 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: $208.35 per credit
Online Courses: $138.90 per credit
Student Activity Fee: $6.95 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: $281.76 per credit
Online Courses: $187.85 per credit
Student Activity Fee: $6.95 per credit

Online Courses: an additional $10 per credit fee
Material Fee: vary depending upon the course

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

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

Tuition Due Dates
- Fall 2020 Tuition Due – Aug 26
- Spring 2021 Tuition Due – Dec 21
- Summer 2021 Tuition Due – Apr 28

Tuition is to be paid in full by the published deadline for all payments except Nicolet My Way/CBE programs where payment is required prior to the student's entry date. Payment plans are available through MyNicolet. Tuition is due at the time of registration if the student registers after the tuition deadline. Nicolet accepts VISA, Master Card, and Discover for tuition and fees.

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

The Wisconsin Technical College System Board and/or the District Board prescribe tuition and fees. Out-of-state students pay non-resident tuition except for residents of Minnesota and Michigan where reciprocity tuition agreements apply. Minnesota and Michigan residents pay Wisconsin's resident tuition rate while attending Nicolet College. Out-of-state students who are considered needy and worthy may be eligible for in-state tuition rates. Special approval through the Nicolet Board of Trustees is required for these requests. Please contact your advisor or the Registrar's office for more information on this process.

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

Alternate Delivery – Current Local Types and Definitions

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

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

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

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

Computer Conferencing (COMPCONF) - These course sections involve the use of computers for audio, video and/or graphics real-time synchronous instruction. This includes NetMeeting and compressed video and similar evolving technologies.

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

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

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

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

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

Class Cancellation

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

Adding, Dropping, and Withdrawing from Courses

Changes in a student's schedule are made through a student's 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 or Success Coach before withdrawing from your course(s).

Refunds:

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

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

Competency Based Education - Refund/Withdrawal

If a student wants to drop or withdraw from a competency, the refund percentage/withdrawal deadline will be calculated based on the enrollment date in the competency or the competency start date, whichever is later.
If a student is enrolled in both a pre-requisite and advanced competency, the student may be eligible for a 100% refund for the advanced competency if the student is unable to meet the pre-requisite requirement AND has not yet begun the advanced competency. Students must notify staff that they wish to withdraw or drop a competency to be eligible for the refund.

SWAP: At the time of the drop/withdrawal, the student may choose to add on equal or more credits to swap for the dropped/withdrawn competency. In this case, the paid tuition and fees for the dropped/withdrawn competency will be applied to those additional credits. If the student adds on more credits or if the fees are not equal, then the student will owe the additional tuition and/or fees for those additional credits or fees.
No swap is allowed if a student chooses to drop/withdraw from a competency and add on a competency of lesser credit value. In this scenario, the refund (if any) for the competency that the student has dropped/withdrawn is calculated at the standard refund rate.

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

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

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

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

Withdrawal from College

Withdrawing from the College means you must withdraw from all your courses in a given term. Leaving the College during a term without formal withdrawal may result in failing grades and could jeopardize future attendance at this or other higher education institutions. Please contact your 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 addi-tional 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 with few exceptions) 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 the corresponding 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 (NetPartner); 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 studentaid.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 disbursement will be 30 days after classes start
- Second disbursement will be after the midpoint of the term

Will financial aid pay for books?

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

What about the student tuition bill?

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

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 and 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 semesters/600%) of Pell Grant eligibility during their lifetime. This change affects all students regardless of when or where they received their Pell Grant. If a student attends full-time and receives all of the Pell Grant for the year (three terms), they will have used 150% of Pell eligibility in that year. Pell amounts will be pro-rated based on part-time enrollment. Students who have already used 600% of their Pell Lifetime Eligibility Used (LEU) will no longer be eligible to receive a Pell Grant. Students with 500-600% LEU status may have limited Pell eligibility for the current year.

Federal Supplemental Educational Opportunity Grant (FSEOG)

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

Wisconsin State Programs

Talent Incentive Program (TIP) Grant

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

Wisconsin Grant

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

Indian Student Assistance Grant

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

Minority Undergraduate Retention Grant

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

Hearing and Visually Handicapped Student Grant

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

Student Loans

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

Veteran's Educational Benefits – State

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

Veteran's 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: Financial Aid Manager, Nicolet College, PO Box 518, Rhinelander, WI 54501.

Satisfactory Academic Progress (SAP) for Financial Aid Recipients

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

1. Grade Point Average (GPA) Requirement:
- A student must maintain a cumulative GPA of 2.0 or better. Remedial credits will be considered in GPA. For repeat coursework, the highest grade received will be considered.
- Transfer credits are not included in GPA.

- 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, and transfer credits) even if you did not receive aid for them. Incompletes will be included in the SAP calculation at the end of the following term upon receiving a final grade.
- Transfer credits are considered both attempted and completed for this calculation.

3. **Maximum Time Frame Requirement:**
- Students must complete an associate degree or technical diploma before 150% of 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". The grade is also not considered in calculating GPA. When the grade of "I" changes to a passing or failing grade, SAP is 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.ni-coletcollege.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 Office and require a scheduled appointment. Students will be notified by email 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 Financial Aid Office for future funding. For the changed and/or approved second program, students must meet the cumulative GPA and completion rates as stated previously in this policy. They also must meet the cumulative GPA and completion rate within the new program to maintain SAP. If they fail to meet the requirements within the new program, the student will advance to the warning or suspension status as per the Financial Aid Warning and Financial Aid Suspension sections above.

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

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

Disability Support Services Program

Nicolet College's Disability Support Services (DSS) program provides 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/success coach, or other staff member/support service.

Credits

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

Grading

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

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

Other grades used at Nicolet include:

AS = Advanced Standing

AU = Audit

I = Incomplete

S = Satisfactory

T = Transfer Credit

U = Unsatisfactory

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

Grade Point Averages

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

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

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

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

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

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

20 total credits = 53.35 total quality points

53.35 quality points divided by 20 credits = 2.67 GPA

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

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

Repeating a Course

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

Incompletes

Under extenuating circumstances, students may request an Incomplete grade. To receive an Incomplete, students must have completed at least 50% of the coursework. The instructor will decide if the request is feasible based on the reason

for the request, the type of class, and whether or not it is possible for the student to complete the coursework in an acceptable method and time frame.

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

Auditing a Course

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

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

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

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

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

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

Course Substitution

Under certain conditions a student may be allowed to substitute a similar course for a required course in their program. A student should discuss a potential course substitution with their Academic Advisor or Success Coach. The Academic Advisor, in conjunction with the appropriate program faculty, Dean 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. Students in Nicolet My Way programs can attempt assessments up to three times. The instructor may institute a waiting period between attempts based on the results of the previous attempt and the assessment. After three unsuccessful attempts, the student will receive a grade of F for the competency and will have to re-enroll for that competency.

Credit for Prior Learning

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

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

Student Records

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

Nicolet College has authorized the National Student Clearinghouse to provide enrollment and degree verifications. The National Student Clearinghouse can be contacted at: Web: www.degreeverify.org
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. Only unofficial copies of records from other institutions can be obtained at the Welcome Center.

Certificates, Degrees, Diplomas, and Graduation

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

1. Possess a minimum cumulative GPA of 2.00. Individual programs may require a "B" or better in each course.

2. Earn at Nicolet College a minimum of 25% of the required technical studies, occupational specific, or liberal arts credits. These established minimums cannot be met through advanced standing.
3. Satisfy all financial and other institutional obligations.

Dean's List

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

Phi Theta Kappa

Phi Theta Kappa is an international honor society for two-year colleges. Nicolet's Chapter, Alpha Nu Iota, focuses its efforts on service and scholarship. Members are nominated to join by 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 through the student's last fully graded term prior to graduation and recognized as follows: Gold Cord Scholars are graduates of two-year associate degree or two-year diploma programs who achieved a cumulative grade point average of 3.75 or higher. Silver Cord Scholars are graduates of one-year diploma programs who achieved a cumulative grade point average of 3.75 or higher. Students are presented their cords at the 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	95.9 FM	Minocqua
WLKD	1570 AM	
WHTQ	96.7 FM	Plover
WGLX	103.3 FM	
WYTE	106.5 FM	

WHDG	97.3 FM	Rhinelander
WOBT	1240 AM	
WRHN	100.1 FM	
WXPR	91.7 FM	
WCYE	93.7 FM	
WHOH	96.5 FM	
WJJQ	810 AM/92.5 FM	Tomahawk
WIFC	95.5 FM	Wausau
WDEZ	101.9 FM	
WRIG	1390 AM/93.9 FM	
WSAU	550 AM/99.9 FM	
WOZZ	94.7 FM/102.9 FM	
TV Network	**Channel**	**Town**
WJFW	NBC/12	Rhinelander
WSAW	CBS/7	Wausau
WAOW	ABC/9	
WXFS	FOX/55	

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 Director of Risk Management and Security or designee may also temporarily remove students from College-controlled locations or activities if it has been determined that a student causes and imminent threat to self or others. Violation of local ordinances, state or federal law on College premises, or at College- sponsored or supervised activities will be forwarded to local law enforcement authorities. Sanctions may be imposed for violations of these rules whether or not criminal or civil sanctions are pursued. Students have the right to appeal sanctions imposed for behavioral or academic misconduct.

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

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

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

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

Behavioral Misconduct

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

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

Sanctions for Behavioral Misconduct

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

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

Academic Misconduct

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

1. Seeks to claim credit for the work or efforts of another without authorization or citation.
2. Uses unauthorized materials or fabricated data in any academic exercise.
3. Forges or falsifies academic documents or records or otherwise purposely furnishes false information to the College.
4. Intentionally impedes or damages the academic work of others.
5. Engages in conduct aimed at making false representation of a student's academic performance.

6. Cheats on an examination, including the unauthorized use of materials or aids, or use of unauthorized additional time (special needs accommodations require approval of instructor and disability support services staff).
7. Submits, without the explicit approval of the course instructor, work previously presented in another course.
8. Violates course rules as contained in the course syllabus or other information provided to the student.
9. Violates program policies and/or regulations as established by a program and made available to students.
10. Assists other students in any of these acts.

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

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

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

Student Grievance Procedure

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

A. Contest a policy or practice of the College or College employee that is considered improper or unfair, or;
B. Contest situations where there has been deviation from or misapplication of a policy or practice unrelated to discrimination.
For the purposes of this procedure, *days* are defined as Monday through Friday when the College is open for business. Weekends, holidays, and the days when the College is closed are excluded.
The following link will open a window that leads to the Grievance Form: https://publicdocs.maxient.com/reporting-form.php?NicoletCollege&layout_id=2

Grievance Procedure
For all Grievance Procedures, Nicolet College, in accordance with Federal requirement 34 CFR Ch. VI 602.16 (a)(1)(ix), will create a record of the student's grievance and add it to a log of student grievances. The log will be maintained and updated through the remainder of the process.
Students choosing to file a grievance will have a Nicolet College employee familiar with the process assigned to them as a navigator to help them understand and work through the process.

1. If a student has not been able to informally resolve an issue with the appropriate College employee, the student must initiate this grievance procedure within ten (10) days of the action causing the complaint.
2. Upon receipt of the Grievance, the College employee's supervisor will respond to the student within three (3) days of the student initiating the complaint procedure notifying the student of next steps or any information they need to assist them in the decision making process.
3. Within 10 days of the notification of receipt, the supervisor will make a decision and sent it to the student via their College email address.

4. The student has the right to file an appeal to the supervisor's decision and must do so within 10 days of the date the email was sent to the student.
    1. Students have the right to appeal on the following grounds:
    2. They may appeal the sanction (if there was one)
    3. They may appeal the decision of the supervisor.
    4. They may appeal if there was an instance of a due process violation.
5. The institution will respond within three days to notify the student if the appeal will move forward for one of the above reasons.
6. If the appeal is moving forward, the Executive Vice President of Academic and Student Affairs or designee will respond with their decision within 10 days to the student's College email address.
7. Students may appeal a second time within 10 days of the date the email from the first appeal was sent to the student. Students may appeal for the same reasons that are listed in step four (4).
8. Within three days, a hearing committee will meet to hear the appeal of the student.
9. Within ten days of the committee meeting, the committee will make a recommendation to the President on the grounds of the appeal.
10. The President will make their decision and send notification of the decision to the student within three days of the committee making a recommendation.

Timeline Requirements
If the College fails to give a written answer within the designated time frame, the student may immediately proceed to the next step. Failure by the student to meet applicable deadlines may be the basis for dismissal of any grievance. If it is impossible to comply with the time limits specified because of extenuating circumstances, these time limits may be extended by mutual consent in writing.

Wisconsin Technical College System (WTCS) Complaint Process

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

Students who attend a college that is part of the WTCS can file complaints at the state level in three categories defined by the United States Department of Education:
- Complaints that allege violations of Wisconsin consumer protection laws, including but not limited to false advertising;
- Complaints that allege violations of Wisconsin laws related to the licensure of postsecondary institutions; or
- Complaints relating to the quality of education or other State or accreditation requirements.

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

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

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

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

Privacy of Records - Release of Information, FERPA

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

- Name
- Address*
- Phone number*
- Enrollment status
- Date of birth
- Major field of study
- Classification and year
- Dates of enrollment
- Expected graduation date
- Types of degrees/diplomas/certificates and date granted
- Academic honors/awards received and date granted
- Photos/videos of students for use in the College press releases, publications, and web sites
- Nicolet College assigned student email addresses

*Indicates *Limited Directory Information*

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

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

See Administrative Policy 2.02 Privacy of Records – Release of Information for more detailed information.

Grievance Hearing

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

Disciplinary Hearing

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

Social Security Number

Social Security numbers are used for establishing and identifying student records. A student's failure to furnish this number may delay processing. Social Security numbers are not disclosed to outside agencies other than that required by the

state or federal government. Students using financial aid are required to provide their social security number for record reporting with federal, state, alternative loan agencies, and other financial aid processing agencies.

Graduate Outcomes Information

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

Anti-Harassment and Nondiscrimination

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

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

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

Hold for Indebtedness

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 Com-plaint 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 arrange-ments 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 ad-vantage 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 Executive Vice President of Academic and Student Affairs will be responsible for notifying all students, parents or guardians of minor students, and instructors of the existence of this policy. New students will be notified of this policy by information in the Nicolet College Catalog or nicoletcollege.edu

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 Employee Relations 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.

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

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

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

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

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

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

CAREERS
- Bookkeeper
- Accounting Clerk
- Payroll Clerk

CURRICULUM
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

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

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 Assistant
- Project Coordinator
- Help Desk Support

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
1080919700	Contemporary Amer Society	3.00
1010219200	Business Internship	2.00
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 Powerpoint Beginning	1.00
1010314200	MS Powerpoint 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: 60.00
- 2.000 cumulative GPA
Recommended Electives:
- Business Law
- Human Resource Management
- Medical Terminology

ADVANCED EMERGENCY MEDICAL TECHNICIAN
Technical Diploma less than 1 year

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

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
- SUDC Counselor
- SUDC Counselor Aide
- Residential SUDC Counselor
- Treatment Counselor
- Resident Manager

CURRICULUM

Course	Title	Credits
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

AUTISM SPECTRUM DISORDER
Technical Certificate

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

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

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

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

GRADUATION REQUIREMENTS
- Total Credits: 9.00
- 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

Code	Course	Credits
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

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

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

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

CURRICULUM
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
1010219200 Business Internship	2.00
1010210600 Business Orientation	1.00
1010312600 MS Excel Beginning	1.00
1010312700 MS Excel Intermediate	1.00
1010314100 MS Powerpoint Beginning	1.00
1010311500 MS Word Beginning	1.00
1010214500 Business Finance and Budgeting	3.00
1010212000 Business Law	3.00
1010212100 Customer Service	1.00
1010413100 Digital Marketing Strategies and Skills	3.00
10104131C03 Digital Marketing Strategies and Skill A	2.00
10104131C04 Digital Marketing Strategies and Skill B	1.00
1014516300 Entrepreneurship	3.00
1010110200 Introduction to Accounting	1.00
1010210100 Introduction to Business	1.00
1019613000 Leadership I	3.00
1010214200 Tribal Supervisory Management	3.00
1019615500 Leadership 2	3.00
10196155C01 Leadership 2 A	0.50
10196155C02 Leadership 2 B	2.00
10196155C03 Leadership 2 C	0.50
1010215200 Modern Marketing	3.00
1010213000 Operations Management	3.00

1089010300 Professional Career Management	1.00
1010315500 QuickBooks Basics	1.00
1010213100 Strategic Management	3.00
1010211500 Human Resource Management	3.00

GRADUATION REQUIREMENTS
- Total Credits: 60.00
- 2.000 cumulative GPA

BUSINESS MANAGEMENT MARKETING
Associates of Applied Science

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
1010114000 Survey of Accounting	3.00
1010210600 Business Orientation	1.00
1010211500 Human Resource Management	3.00
1010212000 Business Law	3.00
1010213000 Operations Management	3.00
1010214500 Business Finance and Budgeting	3.00
1010215200 Modern Marketing	3.00
1010219001 Business Management Internship Capstone	2.00
1010219100 Service Learning for Business	1.00
1010311500 MS Word Beginning	1.00
1010312600 MS Excel Beginning	1.00
1010312700 MS Excel Intermediate	1.00
1010316900 MS Publisher Beginning	1.00
1010412000 Principles of Selling	3.00
1010413000 Social Media and Digital Content Mktg	3.00
1010413100 Digital Marketing Strategies and Skills	3.00
1010413500 Promotion	3.00
1010414100 Digital Advertising Promo and Ecommerce	3.00
1019613000 Leadership I	3.00
1089010300 Professional Career Management	1.00

GRADUATION REQUIREMENTS
- Total Credits: 63.00
- 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
ADMISSION PROCESS
- Complete Nicolet College application.
- Submit official copies of high school transcript or GED/HSED, and college transcripts to Admissions Office.
- Send copy of official apprenticeship contract from the Department of Workforce Development, Bureau of Apprenticeship and Standards to the Admissions Office.
- Complete Admissions testing.

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
- Demonstrate professionalism
- Communicate effectively
- 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

Code	Course	Credits
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/Dispat
- Government Security Agent
- Conservation Warden/DNR or Par
- Military Law Enforcement Offic
- Loss Control/Prevention Manage
- Private Security
- Code Enforcement Officer
- Private Investigator
- Corrections

CURRICULUM

Code	Course	Credits
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
1080413400 Mathematical Reasoning	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	2.00
1031612500	Food Theory	3.00
1031612600	Food Production Principles	3.00

GRADUATION REQUIREMENTS
- Total Credits: 8.00
- 2.000 cumulative GPA

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 will prepare a graduate to work in marketing 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

1010414100 Digital Advertising Promo and Ecommerce	3.00
1010413100 Digital Marketing Strategies and Skills	3.00
1010413000 Social Media and Digital Content Mktg	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 Technici
- Research and Development Techn
- Robotics Technician
- Industrial Maintenance Technic
- 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 pararmedic 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

The following courses are taken through Lakeshore Technical College:

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 (1cr)
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)

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

GRADUATION REQUIREMENTS

- Total Credits: 44.00
- 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.

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

FORESTRY EQUIPMENT MAINTENANCE
Technical Certificate

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

CURRICULUM
3046230100	Workshop Fundamentals	1.00
3046230200	Welding and Flame Cutting	1.00
3046230300	DC Circuits and Control Systems	1.00
3046230400	Hydraulic and Electrical Schematics	1.00
3046230500	Hydraulics 1	1.00
3046230600	Hydraulics 2	1.00

GRADUATION REQUIREMENTS
- Total Credits: 6.00
- 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

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

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

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 wor
- Income maintenance worker
- Human Services/Information and
- Substance Abuse Counselor (wit
- 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.

CAREERS
- Careers vary based on program

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.
- nterpret 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
1030716900 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
 Only students seeking the Infant Toddler Credential through the Wisconsin Registry should take 10-307-115 Infant Toddler Capstone in lieu of 10-307-174 ECE Introductory Practicum.

IT NETWORK TECHNICIAN
Technical Diploma less than 1 year

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

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

CAREERS
- Information Technology Network

CURRICULUM

1010712800	Introduction to Security	3.00
1015011400	Networking 1	3.00
1015013000	Networking 2	3.00
1015014500	Networking 3	3.00
1080119500	Written Communication	3.00

GRADUATION REQUIREMENTS
- Total Credits: 15.00
- 2.000 cumulative GPA

IT SECURITY CERTIFICATE
Technical Certificate

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

ENTRANCE REQUIREMENTS
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
1015014500	Networking 3	3.00
1015019000	Security 2	3.00
1015019100	Security 3	3.00

GRADUATION REQUIREMENTS
- Total Credits: 18.00
- 2.000 cumulative GPA

IT SOFTWARE DEVELOPMENT SPECIALIST
Technical Diploma less than 1 year

Prepares learners to design and develop desktop software using leading programming languages and related technologies.

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

CAREERS
- Programmer
- Software Developer
- Programmer/Analyst
- Business Analyst

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 exam.

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

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

OUTCOMES
- Understand data center virtualization concepts
- Understand the different virtualization technologies
- 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

Prepares learners to design and develop web software using leading programming languages and related technologies.

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

CAREERS
- Web Developer
- Programmer
- Software Developer
- Programmer/Analyst

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.

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

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

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
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
1015014500	Networking 3	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
1089010300	Professional Career Management	1.00

GRADUATION REQUIREMENTS
 - Total Credits: 63.00
 - 2.000 cumulative GPA

IT-WEB SOFTWARE DEVELOPER
Associates of Applied Science

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

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
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

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 Par
- 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

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

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

CAREERS
- Supervisor
- Manager
- Business Owner

CURRICULUM

1010210600	Business Orientation	1.00
1019613000	Leadership I	3.00
1010213000	Operations Management	3.00
1010211500	Human Resource Management	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 Ed. Math or Higher

Natural Science (7 credits) *One lab course required*

World Language (4 credits)

May also be met with one year high school, with a grade "c" or better

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.

Electives (12-16* credits)
Select any college transfer course beyond the minimum requirements

*16 credits if student satisfies the world language requirement with one year of high school (C or better). Existing occupational 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.

GRADUATION REQUIREMENTS
- Total Credits: 60.00
- 2.000 cumulative GPA

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.

Mathematics & Natural Science (20 credits)

Algebra for 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 "c" or better

Electives (14-18* credits)
Select any college transfer course beyond the minimum requirements

*18 credits if student satisfies the world language requirement with one year of high school (C or better). Existing occupational 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.

GRADUATION REQUIREMENTS

- Total Credits: 60.00
- 2.000 cumulative GPA

LIBERAL ARTS - ASSOCIATE OF SCIENCE: NATURAL RESOURCES
Associate of Science

CURRICULUM

English (6 credits)

Speech (3 credits)

Humanities (6 credits)
Environmental Ethics
Native American Art

Social Science (6 credits)
Principles of Macroeconomics
World History to 1500 OR World History since 1500

Mathematics & Natural Science (20 credits)

Algebra for Calculus (20-804-224) or higher required.
Required: General Ecology, Intro to Soil & Water Resources, Intro to Forestry Fisheries Wildlife, Environmental Science
An additional 5 credits from: General Botany, General Zoology, College Chemistry I, College Chemistry II

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 "c" or better

Electives (14-18* credits)
Select any college transfer course beyond the minimum requirements. Suggested courses (if not used to meet natural science requirement): General Botany, General Zoology, College Chemistry I, College Chemistry II, Geographic Information Systems, Statistics

*18 credits if student satisfies the world language requirement with one year of high school (C or better). Existing occupational 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.

GRADUATION REQUIREMENTS

- Total Credits: 60.00
- 2.000 cumulative GPA

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.

CAREERS
- Machinery Maintenance Worker
- Machinery Repair

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 Wisconsin Criminal background check including DHFS forms
- Completion of developmental courses if necessary based on entrance test scores

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

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

CURRICULUM

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

GRADUATION REQUIREMENTS
 - Total Credits: 10.00
 - 2.000 cumulative GPA
 Elective Choices:
 1010214500 Business Finance and Budgeting - 3 cr
 1010211500 Human Resources Management - 3 cr
 1014516301 Tribal Entrepreneurship - 3 cr
 2080123400 Report Proposal and Grant Writing - 3 cr

NURSING - ASSOCIATE DEGREE
Associates of Applied Science

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

CAREERS
- Nursing Assistant

CURRICULUM
3054330000 Nursing Assistant	3.00

GRADUATION REQUIREMENTS
  - Total Credits: 3.00
  - 2.000 cumulative GPA

OFFICE ASSISTANT
Technical Diploma 1 year

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

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

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

CURRICULUM

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
- Apply to Lakeshore Technical College (LTC)
- Complete an assessment for placement (Accuplacer or ACT) and meet LTC's assessment requirements.
- Complete background check and $16 processing fee.
- Complete health requirements.
- Complete Pharmacy 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
1080119600	Oral Interpersonal Communication	3.00
1080919800	Intro to Psychology	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
10-501-102 Health Insurance and Reimbursement (3 cr)
10-536-110 Pharmaceutical Calculations (3 cr)
10-536-113 Pharmacy Business Applications (3 cr)
10-536-115 Pharmacy Law (2 cr)
10-536-120 Fundamentals of Reading Prescriptions (1 cr)
10-536-122 Pharmacology (3 cr)

Term 2
10-536-125 Pharmacy Drug Distribution Systems (2 cr)
10-536-126 Pharmacy Parenteral Admixtures (3 cr)
10-536-143 Pharmacy Hospital Clinic (2 cr)
 OR
10-536-142 Pharmacy Community Clinical-Adv (2 cr)
10-536-141 Pharmacy Computer Lab (2 cr)
10-536-138 Pharmacy Community Clinical (2 cr)

Term 3
10-104-102 Principles of Marketing (3 cr) OR
10-182-108 Purchasing (3 cr)

Term 4
10-182-102 Service Operations Management (3 cr) OR
10-102-110 Introduction to Business (3 cr)
10-196-191 Supervision (3 cr)
10-536-150 Advanced Pharmacy Services Applications (3 cr)

GRADUATION REQUIREMENTS

 - Total Credits: 60.00
 - 2.000 cumulative GPA

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 in Communi
- 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
10-501-102 Health Insurance and Reimbursement (3 cr)
10-536-110 Pharmaceutical Calculations (3 cr)
10-536-113 Pharmacy Business Applications (3 cr)
10-536-115 Pharmacy Law (2 cr)
10-536-120 Fundamentals of Reading Prescriptions (1 cr)
10-536-122 Pharmacology (3 cr)

Term 2
10-536-125 Pharmacy Drug Distribution Systems (2 cr)
10-536-126 Pharmacy Parenteral Admixtures (3 cr)
10-536-143 Pharmacy Hospital Clinic (2 cr)
 OR
10-536-142 Pharmacy Community Clinical-Adv (2 cr)
10-536-141 Pharmacy Computer Lab (2 cr)
10-536-138 Pharmacy Community Clinical (2 cr)

GRADUATION REQUIREMENTS

 - Total Credits: 32.00
 - 2.000 cumulative GPA

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

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

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 Module
- 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

CAREERS
- The Certificate of Professiona

CURRICULUM (course choices)

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
- Total Credits: see advisor for course requirements
- 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 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: 18+, ACT Reading: 18+, ACT Writing: 18+) (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 communicate 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
1080617700	General Anatomy and Physiology	4.00
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
10-526-230 Advanced Radiographic Imaging (2 cr)
Prerequisite: 10-526-159
10-526-191 Radiographic Procedures 2 (5 cr)
Prerequisite: 10-526-149
10-526-193 Radiographic Clinical 3 (3 cr) Prerequisite: 10-526-192

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

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

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

Prerequisite: 10-526-190
10-526-195 Radiographic Image Analysis (2 cr)
Prerequisite: 10-526-194

Total Program Credits: 65 (including General Anatomy and Physiology 4 credits)
GPA: 2.0 or better
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

The receptionist diploma prepares a student for an entry-level office position such as receptionist or office clerk. The program allows for flexibility and for the student to continue to the Office Assistant diploma and the Administrative Professional associate 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: 14.00
- 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

SUBSTANCE USE DISORDER COUNSELING
Associates of Applied Science

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

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
- SUDC Counselor
- SUDC Counselor Aid
- Residential SUDC 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

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.

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

CAREERS
- Lineman
- Journeyman Lineman

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

Communications - 6 credits
Social Science - 3 credits
Behavioral Science - 3 credits
Math and/ or Science - 3 credits
Additional Elective or General Education
OR Associate Degree Level Technical Studies - 6 credits

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

A minimum GPA of 2.0 is required to graduate.

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

Continuing Education

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

- 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.

Corporate Training Solutions

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

- Communication and Team Skills
- Computer 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

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 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 Innovation and Entrepreneurship office. Call 715-365-4905 or visit us at nicoletcollege.edu to learn more.

Lifelong Learning

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

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

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

Outdoor Adventure Series

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

Information is available on the website or by calling 715-356-4905.

Instructor-Led Online Classes

In partnership with ed2go®, Nicolet offers non-credit instructor-facilitated online courses that are informative, fun, convenient, and highly interactive. Any of these courses can be completed entirely from your home or office and at any time of the day or night. 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

Fire Service

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

Selections include the following:

- Entry-level Firefighter, Parts A and B
- Certified Firefighter, 1 and 2
- Entry-level Driver/Operator Pumper, Parts 1 and 2
- Certified Fire Apparatus Driver/Operator Pumper
- Entry-level Driver/Operator Aerial
- Certified Fire Inspector
- 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
- SHA Part 46 Refresher Course

OSHA 10- and 30- hour General Industry/Construction
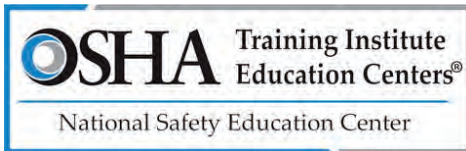
The National Safety Education Center (NSEC) is one of 26 OSHA Training Institute Education Centers (OTIECs) in the nation. These education centers are a national network of non-profit organizations authorized by OSHA to deliver occupational safety and health training to public and private sector workers, supervisors and employers. Nicolet Area Technical College is not an OTI Education Center, but serves as a host training organization for National Safety Education Center.

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

Other Services

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

COURSES AND DESCRIPTIONS

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. Prerequisite(s): 10101113C03 Income Tax Preparation 1C (B or better).

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. Prerequisite(s): 10101113C03 Income Tax Preparation 1C (B or better).

10-101-114-C03 Income Tax Preparation 2C
Students will examine business tax laws and prepare business tax returns. Lecture. Credits: 0.75. Prerequisite(s): 10101113C03 Income Tax Preparation 1C (B or better).

10-101-114-C04 Income Tax Preparation 2D
Students will prepare gift, estate and trust tax returns. Lecture. Credits: 0.50. Prerequisite(s): 10101113C03 Income Tax Preparation 1C (B or better).

10-101-135-00 QuickBooks Applications
Perform advanced level accounting functions in QuickBooks: complex daily transactions, payroll, month end, reports and budgets Lab, Lecture. Credits: 1. Prerequisite(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. Prerequisite(s): 10103155C00 QuickBooks Basics (B or better) (concurrent enrollment allowed).

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. Prerequisite(s): 10101151C00 Accounting Principles 1 (B or better).

10-101-152-C02 Accounting Principles 2B
Students will apply accounting principles to analyze and account for and analyze receivables. Lecture. Credits: 0.75. Prerequisite(s): 10101151C00 Accounting Principles 1 (B or better).

10-101-152-C03 Accounting Principles 2C
Students will apply accounting principles to account for and analyze cash. Lecture. Credits: 0.50. Prerequisite(s): 10101151C00 Accounting Principles 1 (B or better).

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. Prerequisite(s): 10101151C00 Accounting Principles 1 (B or better).

10-101-154-00 Accounting Principles 3
Extends and applies accounting concepts and principles to corporations and the analysis of financial statements. Partnership accounting is also introduced. Lecture. Credits: 4. Prerequisite(s): 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. Prerequisite(s): 10101152C04 Accounting Principles 2D (B or better).

10-101-154-C02 Accounting Principles 3B
Students will apply account principles to account for equity financing. Lecture. Credits: 1. Prerequisite(s): 10101152C04 Accounting Principles 2D (B or better).

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. Prerequisite(s): 10101152C04 Accounting Principles 2D (B or better).

10-101-154-C04 Accounting Principles 3D
Students will analyze financial statements and communicate results. Lecture. Credits: 0.75. Prerequisite(s): 10101152C04 Accounting Principles 2D (B or better).

10-101-158-00 Cost Accounting
Develops basics skills in accounting for materials, labor, and factory overhead in the manufacturing concern. Additional topics include cost-volume-profit, capital budgeting, and relevant costs for decision making. Lecture. Credits: 3. Prerequisite(s): 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. Prerequisite(s): 10101152C04 Accounting Principles 2D (B or better).

10-101-158-C02 Cost Accounting B
Students will account for all production costs using process costing. Lecture. Credits: 1. Prerequisite(s): 10101152C04 Accounting Principles 2D (B or better).

10-101-158-C03 Cost Accounting C
Students will perform budgeting, standard costing and variance analysis and communicate results. Lecture. Credits: 0.50. Prerequisite(s): 10101152C04 Accounting Principles 2D (B or better).

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. Prerequisite(s): 10101152C04 Accounting Principles 2D (B or better).

10-101-162-00 Intermediate Accounting 1
Presents advanced accounting principles and applications including financial statements, earnings per share, and accounting for investments. Lecture. Credits: 3. Prerequisite(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. Prerequisite(s): 10101154C04 Accounting Principles 3D (B or better).

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. Prerequisite(s): 10101154C04 Accounting Principles 3D (B or better).

10-101-162-C03 Intermediate Accounting 1C
Students will report and analyze business cash flow. Lecture. Credits: 0.75. Prerequisite(s): 10101154C04 Accounting Principles 3D (B or better).

10-101-162-C04 Intermediate Accounting 1D
Students will journalize investments and security transactions. Lecture. Credits: 0.75. Prerequisite(s): 10101154C04 Accounting Principles 3D (B or better).

10-101-165-00 Computerized Accounting
Covers many of the features of QuickBooks. Topics will include reports, basic journal entries, recording cash receipts/disbursements, sales, deposits, purchase orders/inventory, basic payroll, and bank reconciliations. Students will also perform some financial analysis. Lab, Lecture. Credits: 2.

10-101-166-00 Intermediate Accounting 2
Prepares the learner to account for revenue, leases, deferred income taxes, changes in estimates or principles, retirement plans, accounting for derivatives, and apply the FASB conceptual framework. Lecture. Credits: 2. Prerequisite(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. Prerequisite(s): 10101162C04 Intermediate Accounting 1D (B 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 1010113500 QuickBooks Applications (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. Prerequisite(s): 10101112C00 Payroll Accounting (B or better) and 10101154C04 Accounting Principles 3D (B or better) and 10103115C01 MS Word Beginning (B or better) and 10101135C00 QuickBooks Applications (B or better).

10-185-00 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. Prerequisite(s): 10101152C04 Accounting Principles 2D (B or better) and 10101112C00 Payroll Accounting (B or better) and 10103115C01 MS Word Beginning (B or better).

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. Prerequisite(s): 10101152C04 Accounting Principles 2D (B or better) and 10101112C00 Payroll Accounting (B or better) and 10103115C01 MS Word Beginning (B or better).

Architectural Technology (480,614)

10-614-100-00 Architectural Principles
Establishes a background in graphic communication and the field of architecture. Creation, interpretation, and effective use of construction documents and specifications will be examined. Basic architectural sketches and drawings will be prepared. Lab, Lecture. Credits: 4. Corequisite(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 plan 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.

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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 it's 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.

10-102-190-00 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).

10-102-192-00 Business Internship
Internships are off-campus experiential learning activities designed for students to earn academic credit by connecting the job experience with the concepts, theories, and ideas learned through their program. Internships are powerful resume builders, offer application of concepts, and expand employable skills. This course is intended to be taken at the end of the student's program. Occupational. Credits: 2.

10-102-193-00 Business Capstone Project
The purpose of the Capstone activity is to create an opportunity for the student to make connections between the variety of coursework that is part of their degree. This course is an independent study designed by the student under the supervision and guidance of a faculty member. The final assessment will demonstrate competency through one or more of the following: academic or career portfolio, paper, project, presentation, publication, journal, etc. The student should consult with their program advisor or instructor before selecting this course. Independent Study Hours. Credits: 2.

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. Prerequisite(s): 10103115C01 MS Word Beginning (B or better).

10-103-118-00 MS Word Advanced
Develops skills using advanced features of MS Word that include creating a table of contents, an online form, and working with macros. Lab, Lecture. Credits: 1. Prerequisite(s): 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. Prerequisite(s): 10103117C00 MS Word Intermediate (B or better).

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

10-103-125-00 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. Prerequisite(s): 10103126C01 MS Excel Beginning (B or better).

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. Prerequisite(s): 10103135c00 MS Access Beginning (B or better).

10-103-141-00 MS Powerpoint Beginning
Develops skills in using basic graphics, layout, and slide show features to produce professional-looking presentations. Lab, Lecture. Credits: 1.

10-103-141-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. Prerequisite(s): 10103141c00 MS PowerPoint Beginning (B or better).

10-103-149-00 MS Visio
Students are introduced to MS Visio. Students will use MS Visio to create flowcharts, network diagrams, floor plans, and other related documents. MS Visio is a tool that is used to create both physical and logical diagrams. Lab, Lecture. Credits: 1.

10-103-149-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
Students will process routine accounting transactions for service industry including company setup. 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 Publisher 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 docuemtns that combine text, graphics, and illustrations. Lab, Lecture. Credits: 1. Prerequisite(s): 10103169C00 MS Publisher Beginning (B or better).

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 superfl uous hair, makeup application, false eyelash application, and skin analysis. Lab, Lecture. Credits: 3.

31-502-318-00 Salon Services 2

Students develop speed and advanced proficiency in all areas of chemical services, hair cutting, barbering techniques, color, nail technology, and skin care with increased attention to individual client needs. Working together as a team and cooperation with other students is assessed along with professional attitude, ethics, and conduct. Clinical. Credits: 4. Prerequisite(s): 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 Brightspace. The course will help students increase critical and creative thinking skills and better prepare them for program and overall college success. Lecture. Credits: 1.

10-504-109-00 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, Domestics, and Report Writing. Student learning will occur through lecture and the Department of Justice 720 Academy Integration Exercises. Lab, Lecture. Credits: 3. Prerequisite(s): 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. Cr: 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 manager department are practiced. Hors d'oeuvres, salads, garnishing, food displays, charcuterie, and culinary competition units are included. Lab, Lecture. Credits: 2.

10-316-115-00 Culinary Math
Application of math procedures used by preparation, service, and management personnel in food service operations. Students solve problems in recipe sizing, costing and conversion, measurements, and equivalents, controlling costs, forms, and reports. Lecture. Credits: 2.

10-316-121-00 Sanitation and Safety Fundamentals
Applies sanitary, safety, and legal principles to practices in the food service industry. Successful completion of the course enables students to take a national sanitation certification examination. Lecture. Credits: 2.

10-316-125-00 Food Theory
Food science principles applied to professional culinary food preparation. Units include professional kitchen operation, recipe terminology, and cooking techniques for various food categories. Lecture. Credits: 3.

10-316-126-00 Food Production Principles
Provides practical experience applying food science principles in food preparation, analysis, and evaluation of preparation techniques. Lab. Credits: 3. Prerequisite(s): 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.

10-307-115-00 Infant Toddler Capstone
This course integrates the theory, practice, and reflection of courses 1-3 and requires demonstration of best practices. May substitute for Practicum 2 on some campuses. Independent Study Hours, Lecture. Credits: 3. Prerequisite(s): 1030715100 ECE Infant and Toddler Development (C or better) and 1030716900 Infant and Toddler Group Care (C or better) and 1030719500 ECE Family and Community Relationships (C or better).

10-307-135-00 Family Child Care Capstone
Demonstrate the integration and application of specific concepts and skills of family child care including mixed-age curriculum, quality standards, professional development, community resources, health and wellness practices, family partnerships, and financial management. This capstone experience reflects the learner's knowledge of family child care through the development of a major project. Lecture. Credits: 3. 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.

10-307-169-00 Infant and Toddler Group Care
Focuses on caring for infants and toddlers in group settings, both center-based and family child care. Material will cover program quality, philosophy, structure, environments, health and safety, developmentally appropriate practice, and inclusion/diversity issues. Lecture. Credits: 3. Prerequisite(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.

10-307-194-00 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.

10-307-198-00 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.

10-307-201-00 Autism Spectrum Disorder Overview
This course will provide an overview of Autism Spectrum Disorder including: common characteristics, terminology, etiology, diagnostic criteria, treatments, as well as environmental interventions and supports. Lecture. Credits: 3.

10-307-202-00 Autism Strategies Techniques and Tools
This course will provide knowledge about common tools and strategies to support people with Autism Spectrum Disorders in a variety of environments. Participants will develop the skills needed to design materials and interventions such as: social stories, picture communication, behavioral techniques, and implementing common instructional strategies. Lecture. Credits: 3.

10-307-203-00 Autism Navigating Life Transitions
This course will cover how and when to make referrals to agencies as well as what state and local services are available for individuals with Autism Spectrum Disorder. Participants will gain knowledge of transitional issues and challenges at all stages of life (birth-3, early childhood, school-age, post-secondary/vocational, etc.). Lecture. Credits: 3.

10-307-301-00 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 Electromec (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 Lit19th 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 tests dealing with historical, biographical, and supernatural events with characters both realistic and fantastic. Major authors include Scott McCloud, Alan Moore, Marjane Satrapi, and Art Spiegelman. Lecture. Credits: 3.

20-801-248-04 Creative Nonfiction
Explores the boundary between truth and invention in memoir, travel, nature, crime, adventure, and other categories of fact-based literary writing, and examines both literary technique and the surge in popularity of such writing among contemporary readers. Lecture. Credits: 3.

20-801-248-05 Native American Literature
Covers readings in the contemporary American Indian genres of poetry, fiction, and creative non-fiction. Students will examine historical and contemporary themes, and analyze the oral tradition as it shapes contemporary Native American literature. Lecture. Credits: 3.

20-801-248-06 Science Fiction Literature
Provides a survey of science fiction literature, including its history, subgenres, and critical theories for examining the genre. Lecture. Credits: 3.

20-801-249-00 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 >= 250 or Accuplacer Algebra score >= 24 or (Tailwind Math CMath Fund score >= 15 and Tailwind Math Essen Math score >= 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 doucments 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.

10-890-104-00 Professional Skills for Success
This course provides the opportunity to develop the knowledge, skills, and understanding of what it takes to become a professional employee. This course will focus on the development the interpersonal skills of emotional intelligence, communication, teamwork, negotiation, conflict resolution, problem solving, and decision making in a professional setting. Lecture. Credits: 1.

10-890-104-C00 Professional Skills for Success
This course provides the opportunity to develop the knowledge, skills and understanding of what it takes to become a professional employee. This course will focus on the development the interpersonal skills of emotional intelligence, communication, teamwork, negotiation, conflict resolution, problem solving and decision making in a professional setting. Lecture. Credits: 1.

10-890-107-00 Ethics for the Workplace
This course offers the opportunity to develop your ability to recognize and make ethical decisions in the workplace. The focus will be on the recognition and development of values. Expansion of ethical values will focus on demonstrating respect through dignity, diversity, and equality while enhancing guiding actions with the principles of confidentiality, honesty, and transparency in business and in conduct towards others. Lecture. Credits: 1.

10-890-107-C00 Ethics for the Workplace
This course offers the opportunity to develop your ability to recognize and make ethical decisions in the workplace. The focus will be on the recognition and development of values. Expansion of ethical values will focus on demonstrating respect through dignity, diversity

and equality while enhancing guiding actions with the principles of confidentiality, honesty, and transparency in business and in conduct towards others. Lecture. Credits: 1.

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).

10-201-170-00 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.

50447-511-00 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 it's affects on the family and society. Students will identify interventions that may be beneficial regarding treatment of addiction, and will assess community resources that may assist with this type of treatment. Students will also review signs and symptoms specific to addictive disorders based on the DSM. Students will assess boundaries and ethical issues commonly found in assessment, diagnosis and treatment of

addictive disorders. Lecture. Credits: 3. Prerequisite(s): 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).

30-462-301-00 Workshop Fundamentals
Students will learn the basic skills needed in the workshop. Understand the different tools such as hand tools, shop press, air and battery tools, assemble and disassemble equipment components and basic safety while working in a dealership shop. Lab, Lecture. Credits: 1.

30-462-302-00 Welding and Flame Cutting
Students will study basic arc and gas welding used in the heavy equipment industry. Theory, safety and practical use will be taught. Lab, Lecture. Credits: 1.

30-462-303-00 DC Circuits and Control Systems
Students will be introduced to the theory of DC electricity. Students will learn what a control system is and how to do basic troubleshooting as applied to mobile equipment. Lab, Lecture. Credits: 1.

30-462-304-00 Hydraulic and Electrical Schematics
Students will learn basic hydraulic and electrical symbols. Understanding how to interpret these symbols in a schematic to assist in troubleshooting mobile equipment. Lab, Lecture. Credits: 1.

30-462-305-00 Hydraulics 1
Students achieve a basic understanding of hydraulic theory and common hydraulic components. Lab, Lecture. Credits: 1.

30-462-306-00 Hydraulics 2
Students will learn about mobile hydraulic circuits, components, hydrostatic systems, and load sensing. Lab, Lecture. Credits: 1. Prerequisite(s): 3046230500 Hydraulics 1 (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)

10-107-100-00 Google Information Technology Fundamentals
In this course, student will become familiar with Personal computers, from the hardware to the operating system that controls them and how to maintain and upgrade them to customer service skills needed in an entry level IT position. They will also explore the fundamentals of computer networking, how to setup, maintain and troubleshoot a network. Lab, Lecture. Credits: 3.

10-107-100-C01 Google Info Tech Fun A
In this course students will be introduced to the world of Information Technology (IT). Students will learn about the different facets of Information Technology such as computer hardware, the Internet, computer software, troubleshooting, and customer service. This course covers a wide variety of topics in IT that are designed to give the student an overview of the topics covered in the Google Certificate program. Lab, Lecture. Credits: 1.

10-107-100-C02 Google Info Tech Fun B
This course is designed to provide a full overview of computer networking. Topics covered include: the fundamentals of modern networking technologies and protocols, an overview of the cloud, practical applications and network troubleshooting. Lab, Lecture. Credits: 1.

10-107-100-C03 Google Info Tech Fun C
In this course, through a combination of video lectures, demonstrations, and hands-on practice, students will learn about the main components of an operating system and how to perform critical tasks like managing software and users, and configuring hardware. Lab, Lecture. Credits: 1.

10-107-101-00 Google System Administration, IT Infrastructure services and IT Security
This course will teach you how to support an entire computer system for a multi-user environment to include managing and configuring servers and tools used to manage computers, user information, and user productivity and how to manage and maintain the data used by users to include backup and recovery operations. This course also will cover a wide variety of IT Security concepts, tools and best practices. It will introduce you to encryption, the three A's of security, authentication, authorization, and accounting. It will also look at network security solutions, firewalls, and Wi-Fi security solutions. Lab, Lecture. Credits: 2.

10-107-101-C01 Google Sys Admin and IT Sec A
This course will transition the student from working on a single

computer to an entire fleet. Systems administration is the field of IT that is responsible for maintaining reliable computers systems in a multi-user environment. In this course students will learn about the infrastructure services that keep all organizations, big and small, up and running. Learners will deep dive on cloud so that they will understand everything from typical cloud infrastructure setups to how to manage cloud resources. Students will also learn how to manage and configure servers and how to use industry tools to manage computers, user information, and user productivity. Students will learn how to recover an organization's IT infrastructure in the event of a disaster. Lab, Lecture. Credits: 1.

10-107-101-C02 Google Sys Admin and IT Sec B
This course covers a wide variety of IT security concepts, tools, and best practices. It introduces threats and attacks and the many ways they can show up. Students will be provided with some background of encryption algorithms and how they are used to safeguard data. Students will learn the three As of information security: authentication, authorization, and accounting. Other topics covered include network security solutions, ranging from firewalls to Wifi encryption options. Students will review a case study to examine the security model of Chrome OS. The course is rounded out by putting

all these elements together into a multi-layered, in-depth security architecture, followed by recommendations on how to integrate a culture of security into an organization or team. Lab, Lecture. Credits: 1.

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 with in 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 take to mitigate there affect 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 and in-depth look at the various Access control methods, the kind of attacks the 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).

10-150-110-00 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 take 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 indepth 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. Sudents 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 evnnironment. Lecture. Credits: 0.50. Prerequisite(s): 10150114C06 Networking 1F (B or better).

10-150-130-C04 Networking 2D
This course will investigate the Dynamic Hostr control Protocol (DHCP), and Network Address Translation)NAT) and how to configure and mange 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).

10-150-130-C06 Networking 2C
This course will understand the concepts of LAN Security and how to secure network devices. Lecture. Credits: 0.50. Prerequisite(s): 10150114C06 Networking 1F (B or better).

10-150-145-00 Networking 3
This is the third course in the Cisco Certified Network Associate certification series. This course will cover advanced routing protocols, WAN concepts, VPN and IPsec concepts, Network design and management, and Network virtualization and automation. Lab, Lecture. Credits: 3. Prerequisite(s): 1015013000 Networking 2 (B or better).

10-150-145-C01 Networking 3A
This course will introduce the student to advanced routing protocols to include Single Area- OSPFv2 and various WAN configurations. Lab, Lecture. Credits: 1. Prerequisite(s): 10150130C05 Networking 2E (B or better).

10-150-145-C02 Networking 3B
This course will look at advanced security concepts to control traffic into and out of the network. It will have a high concentration on the use of Access Control Lists and how and where to implement them. Lecture. Credits: 0.50. Prerequisite(s): 10150130C05 Networking 2E (B or better).

10-150-145-C03 Networking 3C
This course will look at Virtual Private Networks (VPN), IP Security (IPsec), and Quality of Service (QoS) and how to configure and implement these services. Lecture. Credits: 0.50. Prerequisite(s): 10150130C05 Networking 2E (B or better).

10-150-145-C04 Networking 3D
In this course students will investigate how to design, manage and troubleshoot an enterprise network infrastructure. Lecture. Credits: 0.50. Prerequisite(s): 10150130C05 Networking 2E (B or better).

10-150-145-C05 Networking 3E
This course will investigate network virtualization and automation and how they can be utilized in an enterprise network infrastructure. Lab. Credits: 0.50. Prerequisite(s): 10150130C05 Networking 2E (B 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 stategies. 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 configurationss 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 andthe personality types of differnt customers and how to interact will 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 businesss 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 dato 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 Skills A
Students will acquire foundational knowledge about digital marketing strategies.
Lecture. Credits: 1.

10-104-131-C02 Digital Marketing Strategies and Skills 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.

10-104-131-C03 Digital Marketing Strategies and Skills A
Students will acquire foundational knowledge about digital marketing strategies.
Lecture. Credits: 2.

10-104-131-C04 Digital Marketing Strategies and Skills 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 >= 35 or ACT Math score >= 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 >= 35 or ACT Math score >= 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 >= 35 or ACT Math score >= 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 >= 35 or ACT Math score >= 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 >= 35 or ACT Math score >= 18

10-804-134-00 Mathematical Reasoning
An activity based approach is used to explore numerical relationships, graphs, proportional relationships, algebraic reasoning, and problem solving using linear, exponential and other mathematical models. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. This course is not designed for Science, Technology, Engineering, or Math (STEM) students and/or others

who require calculus. Lecture. Credits: 3. Prerequisite(s): 7785478000 Principles of College Math (C or better) or Accuplacer Algebra score >= 35 or UW Math Placement Basic Math score >= 250 or ACT Math score >= 18 or Tailwind Math CMath Fund score >= 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 >= 35 or UW Math Placement Basic Math score >= 250 or ACT Math score >= 18 or Tailwind Math CMath Fund score >= 16.

10-804-189-00 Introductory Statistics
Learn to display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. Students use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Lecture. Credits: 3. Prerequisite(s): 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 >= 107 or (UW Math Placement Basic Math score >= 365 and UW Math Placement Algebra score >= 300) or Tailwind Math CMath Fund score >= 42.

20-804-220-00 Intermediate Algebra
Studies the construction and resulting properties of the real number system. Students simplify and factor algebraic expressions using fundamental laws and order of operations; solve first and second degree equations and inequalities in one variable, systems of equations, and exponential and logarithmic equations; graph first degree and second degree equations and inequalities in two variables; and solve equations involving rational expressions, fractional exponents and radicals. Lecture. Credits: 4. Prerequisite(s): 1083411000 Elem Algebra with Apps (C or better) or 1080413400 Mathematical Reasoning (C or better) or (UW Math Placement Basic Math score >= 365 and UW Math Placement Algebra score >= 300) or ACT Math score >= 20 or Tailwind Math CMath Fund score >= 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 >= 365 and UW Math Placement Algebra score >= 416) or (Tailwind Math Adv Alg score >= 51 and Tailwind Math Trig Geom score >= 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 >= 365 and UW Math Placement Algebra score >= 300) or Tailwind Math CMath Fund score >= 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 >= 365 and UW Math Placement Algebra score >= 475) or (Tailwind Math Adv Alg score >= 58 and Tailwind Math Trig Geom score >= 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 >= 365 and UW Math Placement Algebra score >= 300) or Tailwind Math CMath Fund score >= 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 >= 440 and UW Math Placement Algebra score >= 550) or (Tailwind Math Adv Alg score >= 58 and Tailwind Math Trig score >= 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 >= 365 and UW Math Placement Algebra score >= 300) or Tailwind Math CMath Fund score >= 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 >= 365 and UW Math Placement Algebra score >= 300) or Tailwind Math CMath Fund score >= 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 >= 61 or TABE Math Comp score >= 10 or ACT Math score >= 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.

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. Cr: 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 effective 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. Prerequisite(s): 10106116C00 Document Processing (B or better) and 10103115C01 MS Word Beginning (B or better) and 10103126C01 MS Excel Beginning (B or better) and 10103135C00 MS Access Beginning (B or better) and 10103141C00 MS PowerPoint Beginning (B or better).

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.

10-809-166-C00 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. Cr: 3

20-809-225-00 Ethics
Examines concepts of obligation, morality, human rights, and the
good life. Competing ethical theories will be explored along with
contemporary and historical moral problems. Lecture. Credits: 3.

20-809-226-00 Environmental Ethics
An introduction to environmental ethics for students who have had
little or no exposure to the philosophical issues surrounding the
problems of nature. Some of the problems to be discussed are:
endangered species, energy and pollution, wilderness,
environmental justice, world hunger, immigration and
overpopulation, animal rights, and corporate obligations regarding
the natural environment. Covers both theoretical approaches and
practical applications, and provides a detailed history and
background of the roots and development of our present ecological
situation. Lecture. Credits: 3.

Physical Education (807)

20-807-201-00 Fitness for Life
Examines the relationship of physical fitness and activity to healthy
lifestyles and wellness. Students plan and implement a personal
fitness and nutrition program. Lecture. Credits: 1.

20-807-201-01 Physical Fitness for Life
Examines the relationship of physical fitness and activity to healthy
lifestyles and wellness. Students will access current level of fitness,
then plan and implement a personal fitness program. Lecture.
Credits: 1.

20-807-201-02 Stress Management Fitness For Life
The course explores the nature of stress, determinant causes, the
physiological and psychological reactions to stress and will
introduce and implement physiological, cognitive and behavioral
stress management techniques. Lecture. Credits: 1.

20-807-201-03 Nutrition for Optimal Health Fit for Life
Examines the nutrient requirements of healthy individuals, nutrient
categories and food sources as well as their characteristics in
relation to physiological functions, metabolism, and disease
prevention. Lecture. Credits: 1.

20-807-202-00 Nutrition for Optimal Health Fit for Life
Examines the nutrient requirements of healthy individuals, nutrient
categories and food sources as well as their characteristics in
relation to physiological functions, metabolism, and disease
prevention. Lecture. Credits: 1.

20-807-203-00 Stress Management Fitness For Life
The course explores the nature of stress, determinant causes, the
physiological and psychological reactions to stress and will
introduce and implement physiological, cognitive and behavioral
stress management techniques. Lecture. Credits: 1.

20-807-204-00 Physical Fitness for Life
Examines the relationship of physical fitness and activity to healthy
lifestyles and wellness. Students will access current level of fitness,
then plan and implement a personal fitness program. Lecture.
Credits: 1.

20-807-205-00 Topics in Health and Physical Education
Depending on the structure, requirements and topics are developed
in advance by the instructor or by the student in consultation with the
instructor. Lab, Lecture. Credits: 2.

20-807-205-02 Self Defense for Women
Students learn practical and readily usable self-defense techniques. Students apply situational awareness, determine options, and implement a self-defense strategy. Strategies include avoidance, assertiveness, verbal skills, safety practices, and physical techniques. Physical techniques include strikes to target points, blocks, ground defense, escape moves, key chains or other everyday objects as weapons, and defense in specific locations such as cars and stairwells. Students learn viable options for all ages and levels of physical activity. Through repetition, students develop greater body awareness, preparedness, and physical condition. Students practice realistic scenarios and explore issues of societal violence such as sexual assault and domestic violence. Course sections are offered for women or men only. Lab, Lecture. Credits: 2.

20-807-213-00 First Aid and CPR
Learn principles and practices of first aid, cardiopulmonary resuscitation and automated external defibrillator use. Students apply first aid, CPR, and AED applications to home, work, recreation, and remote settings. Completers received American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers certification and the AHA First Aid Certificate. Lecture. Credits: 2.

20-807-221-00 Canoeing
Acquaints students with the basic knowledge and skills necessary to enjoy and actively participate in the lifetime sport of canoeing. Includes lake and river canoeing. Lab. Credits: 1.

20-807-235-00 Principles of Strength Training
Enables students to develop and participate in an appropriate resistance exercise program using free weights, weight machines, and floor exercise. Lab, Lecture. Credits: 2.

Pipefitting (435)

50-435-709-00 Orientation to the Trade and Safety for Industrial Pipefitters
Course competencies examine safe work practices involved in pipe fitting trades and various industrial settings. Rigging safety, PPE, confined space entry, fall protection, heavy equipment operation, chemical safety and MSDS, boiler safety, and lockout tag-out will be examined. Fall protection, and safe work practices for overhead work, and ladders are covered. OSHA and other safety standards will be reviewed. The course wraps up with an introduction to the trade where apprentices will examine job duties and tasks which have been identified for the industrial pipefitting apprenticeship. Lecture. Credits: 0.50.

50-435-710-00 Blueprint Reading 1 for Industrial Pipefitter Apprentices
Course competencies include an introduction to industrial blueprints; building freehand sketching skills; drawing symbols, lines, and pipe fittings; and interpreting technical information found on blueprints. Apprentices will learn how prints support work processes performed by the pipefitting trade. Lecture. Credits: 0.50.

50-435-711-00 Trade Math for Industrial Pipefitter Apprentices
Course competencies include building apprentice skills working with fractions, decimals, measurement and ratios commonly used by the trade. Measurement, tolerances and interpreting trade related information will help apply math concepts to industrial work processes. Basic algebra, geometry and trigonometry will be applied to industrial pipefitting tasks. Lecture. Credits: 1.

50-435-712-00 Related Science for Industrial Pipefitter Apprentices
Course competencies include the science of matter; properties of solids, liquids and gases; work, energy and power; temperature and heat effects; change of state; heat engines; and force balance and gravity. A field trip to observe related science applications in a plant is included. Related science concepts included in this course will be reinforced and applied later in related instruction. Lecture. Credits: 2.

50-435-713-00 Blueprint Reading 2 for Industrial Pipefitter Apprentices
Course competencies include pipe and pipe fitting blueprint symbols and other technical information found on pipe prints. Apprentices will examine isometric and multi-view drawings; dimensions; and process pipe drawings symbols. Drawing and sketching skills will be further developed. Lecture. Credits: 0.50.

50-435-714-00 Process Piping 1 for Industrial Pipefitter Apprentices
Course competencies include examining the metallurgical properties of various piping materials, applying piping materials to process pipe installations, fabricating piping offsets, calculating values needed to solve pipe layout and fabrication problems associated with pipe welding layouts, comparing clamps and aligning devices employed by the trade, and fabricating miters, tees, saddles, laterals, and elbows. Lecture. Credits: 1.

50-435-715-00 Steam Systems for Industrial Pipefitter Apprentices
Course competencies include steam trapping, boiler accessories, boiler valves, steam heating, steam systems, and high pressure steam. Course includes a field trip to examine steam systems applied to an industrial setting. Lecture. Credits: 2.

50-435-716-00 Blueprint Reading 3 for Industrial Pipefitter Apprentices
Course competencies include identifying piping isometrics and dimensions found on flow diagrams, elevation drawings, section views, and process piping plans. Apprentices will further develop skills in sketching and drawing as well as interpreting information from flow diagrams, pipe drawings, and related industrial prints. Apprentices will learn to use prints and diagrams to interpret information about given runs of pipe. Lecture. Credits: 0.50.

50-435-717-00 Chemical Handling and Hazardous Materials for Industrial Pipefitter Apprentices
Course competencies include safety in handling chemicals, chlorine, caustic soda and other hazardous materials. MSDS information and related procedures will be applied to industrial situations. Lecture. Credits: 0.50.

50-435-718-00 Refrigeration and Air Conditioning for Industrial Pipefitter Apprentices
Course competencies include refrigeration systems, applications of mechanical refrigeration, refrigeration components, and troubleshooting systems. Lecture. Credits: 0.50.

50-435-719-00 Hot Water Heating Systems for Industrial Pipefitter Apprentices
Course examines hot water heating systems and boilers found in industrial plants. Course competencies include hot water heating equipment and components, boiler operations and safety, insulation, heat loss, and maintenance. Lecture. Credits: 0.75.

50-435-720-00 Process Piping 2 for Industrial Pipefitter Apprentices
Course competencies include rolling offsets, parallel offsets, layout of pipe intersections, and fabricating and cutting uneven rolling offsets. Course includes a field trip to observe the application of related concepts. Lecture. Credits: 1.

50-435-721-00 Rigging Safety for Industrial Pipefitter Apprentices
Apprentices will compare types of rigging equipment and their uses;

determine safe loads, rig and crib loads, and move a load with cranes and hoists. This course is intended for related instruction in the industrial pipefitter apprenticeship. Course competencies examine safe rigging equipment, hardware, equipment, tools, procedures, and safe work practices applicable to industrial settings. Rigging for cranes, forklifts and other industrial power equipment, and hand devices are included. Lecture. Credits: 1.

50-435-722-00 Blueprint Reading 4 for Industrial Pipefitter Apprentices
Course competencies include interpreting information from isometric drawings and spool drawings. Apprentices will learn how to develop material lists from both types of drawings and build skills working with industrial blueprints. Lecture. Credits: 0.50.

50-435-723-00 Hydraulics for Industrial Pipefitter Apprentices
Gain knowledge of the uses and applications of hydraulics required in the trade. Hydraulic systems, devices and components will be examined. Job duties and tasks related to safety, inspection, testing, maintenance and repair will be included. Course competencies examine hydraulic fluids, safety, hydraulic equipment and components, controls, troubleshooting, repair, and preventative maintenance. Lecture. Credits: 1.

50-435-724-00 Welding and Brazing for Industrial Pipefitter Apprentices
Course compares common welding processes and develops apprentice skills related to welding, cutting, heating and using oxy-gas. Welding with arc, MIG and TIG will be explored. Common cutting and joining techniques will be compared. Industrial brazing techniques will be demonstrated. Joint preparation, using hand and power tools, and working with low-temp and high-temp solders are examined. Welding safety and PPE requirements will be reinforced. Lecture. Credits: 1.

50-435-725-00 Valves Packings and Gaskets for Industrial Pipefitter Apprentices
Course includes an examination of the various types of valves and their applications in industrial plant processes. Apprentices will also compare gasket types, materials and their applications. Valve packings will be compared and procedures for repacking valves examined. Apprentices will build skills installing and repairing valves. Lecture. Credits: 0.25.

50-435-726-00 Pneumatics for Industrial Pipefitter Apprentices
Gain knowledge of the uses and applications of pneumatics required in the trade. Pneumatic systems, devices and components will be examined. Job duties and tasks related to safety, inspection, testing, maintenance and repair will be included. Lecture. Credits: 1.

Plumbing (427)

50-427-569-00 Plumbing Repair
Designed to provide apprentices with the academic and hands-on experience needed to perform plumbing service and repair tasks. Emphasis is placed on the safe and responsible use of tools and equipment. Topics include clogged drains, garbage disposers, water treatment equipment, water closets, urinals, flush valves, cold weather plumbing problems, water systems, and pumps and facets. Lecture. Credits: 1.

50-427-751-00 Sanitary Drains 1
Plumbing related instruction of sanitary drain systems. Course includes a review of codes and trade practices related to sanitary drains, drainage systems, components, and applications. Lecture. Credits: 2.

50-427-752-00 Vents and Venting Systems
Designed to provide the apprentice with the skills to identify and design sanitary vent piping in a plumbing system in accordance with the Wisconsin Plumbing Code. Focuses on theory, work experience, and the application of plumbing code principles through discussions, drawing exercises, work sheets, and evaluations. Lecture. Credits: 2.

50-427-753-00 Water Distribution 1
Provides the apprentice with the skills to identify, design, install, and service various applications for water supply systems listed in plumbing codes. Apprentices will use the code language and tables to in various plumbing systems in accordance with the Wisconsin Plumbing Code. Topics will include commercial to single-family and private well pump systems. Focuses on theory, work experience, and the application of plumbing code principles through discussions, drawing exercises, work sheets, and evaluations. Lecture. Credits: 2.

50-427-754-00 Water Distribution 2
Provides the apprentice with the skills to identify, design, install, and service cross connection controls, water treatment equipment and multi-purpose piping systems in various plumbing systems in accordance with the Wisconsin Plumbing Code. Focuses on theory, work experience, and the application of plumbing code principles through discussions, drawing exercises, work sheets, and evaluations. Lecture. Credits: 2.

50-427-755-00 Sanitary Drains 2
Provides the apprentice with the skills to identify, design, install, and service various applications for storm water, clear water, and drainage systems. Apprentices will use the code language and tables to in various plumbing systems in accordance with the Wisconsin Plumbing Code. The course focuses on theory, work experience, and the application of plumbing code principles through discussions, drawing exercises, work sheets, and evaluations. Lecture. Credits: 2.

50-427-756-00 Private Onsite Wastewater Treatment Sys
Provides the apprentice with the skills to identify, design, install, and service various applications for private on-site wastewater treatment systems that are listed in plumbing codes or individual component manuals. Apprentices will use the code language and tables to in various plumbing systems in accordance with the Wisconsin Plumbing Code. Other topics will include pretreatment, soil evaluation, site planning, and new technologies. Focuses on theory, work experience, and the application of plumbing code principles through discussions, drawing exercises, work sheets, and evaluations. Lecture. Credits: 2.

50-427-757-00 Green Plumbing Applications
Provides Plumbing apprentices with an introduction to green applications and prepares students to take certification exams: Union Programs: UA Green Awareness Certification (geared toward journey workers, not apprenticeship) WTCS Programs: Green Plumbers USA Certification Program Learning materials from both certificate programs have been incorporated. Lecture. Credits: 2.

50-427-758-00 Plumbing Advanced Topics TSA
Provides the apprentice with the opportunity to select and complete an applied plumbing project in collaboration with the instructor. Projects will apply the skills required to identify, design, install, and service various plumbing applications that are listed in plumbing codes. Apprentices will use the code language and tables to in various plumbing systems in accordance with the Wisconsin Plumbing Code. The course builds upon the theory, work

experience, and the application of plumbing code principles addressed in previous coursework to support completing an applied hands-on project. Lecture. Credits: 2.

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-C00 Survey of Physics
Emphasizes understanding basic physics concepts through laboratory investigation and applications. Topics include kinematics, dynamics, work, energy, power, temperature, heat, waves, electricity, magnetism, electromagnetic waves, optics, and atomic and nuclear physics. Lab, Lecture. Credits: 3.

10-806-154-00 General Physics 1
Studies basic concepts of physics and how they directly affect the lives of students. Students will analyze motion, forces causing motion, related energies, heat, and sound. Lab, Lecture. Credits: 4.

10-806-177-00 General Anatomy and Physiology
Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision-making and professional communication with colleagues and patients. Lab, Lecture. Credits: 4. Prerequisite(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, chloropleth maps, pin (point) maps, hyperlinks, data sources, entry, editing, metadata, GIS outputs (print layouts, custom templates, report, graphs), geodatabases, importing spatial and attribute data, map projections, vector spatial data formats, and export data. Additional topics include photos and satellite images, digitizing new features, spatially adjusting vector data, table manipulation, geocoding, basics of spatial analysis, vector and raster data analysis, spatial data processing, terrain models, spatial analysis, optimal routing and location, and site selection. Special project development analysis: Capstone Project. Explores the creation of a model of a problem, gathering data, use spatial analysis tools to edit and manipulate data, solving the problem, and creating a layout of the solution with a map, chart, and table. Lecture. Credits: 3.

20-806-213-00 General Zoology
Survey of animal science, covering structure, function, life histories, ecology, and classification of major invertebrate and vertebrate groups. Lab, Lecture. Credits: 5.

20-806-215-00 Environmental Science
Develops an understanding of environmental concerns and current issues including water resources, total land use, air pollution, biocides, energy use, population, pollution, and health. Examines, ecological, economic, historical, and philosophic views of issues. Lecture. Credits: 3.

20-806-230-00 Physical Geology
Introduces the student to the composition and structure of the earth, the processes and systems that produce earth's features, and provides a better understanding of why the earth's features are constantly changing. Provides a hands-on examination of topographic and geologic maps, earth processes, and identification of rocks and minerals. Lab, Lecture. Credits: 4.

20-806-231-00 Historical Geology
Examines earth history through three main themes: plate tectonics, organic evolution, and geologic time. Students will come to understand that the dynamic history of the earth, and the complex interaction between the evolution of life and the evolution of the earth. Students develop a new understanding of the fantastic interactions that have resulted in earth's current state. Students will learn the principles of historical geology and how these principles are applied to unraveling earth's biologic and geologic history. Lab, Lecture. Credits: 4.

20-806-232-00 Intro to Forestry Fisheries and Wildlife
Integrates principles of managing forests, fisheries, and wildlife. Focus will be on maintaining ecosystem integrity while meeting human needs for goods and services. Lab, Lecture. Credits: 4.

20-806-235-00 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.

10-145-170-00 Small Business Mentorship
Mentorships engage entrepreneurial students one-on-one with a small business owner to learn the process of entrepreneurship and experience small business ownership. This supervised mentorship exposes students to real-world small business situations related to their passion, and helps them develop the knowledge and confidence to be a successful future small business owner. Occupational. Credits: 2.

Sociology (809)

10-809-103-00 Think Critically and Creatively
Provides instruction in the realistic and practical methods of thinking which are in high demand in all occupations today. Decision-making, problem-solving, persuasion, creativity, and setting goals and objectives are considered in depth as the student applies specific thinking strategies in a wide variety of situations. Lecture. Credits: 3.

10-809-172-00 Introduction to Diversity Studies
Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored. Lecture. Credits: 3.

10-809-196-00 Intro to Sociology
Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multiculturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues. Lecture. Credits: 3.

10-809-197-00 Contemporary American Society
Explores the American social and political institutions affecting the individual as a citizen, worker, and participant in various social groups. Topics studied will be flexible and responsive to contemporary issues. Lecture. Credits: 3.

20-809-271-00 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 Film Appreciation
Provides an overview of the historical development, emerging styles, basic components, and social importance of the motion picture as an art form. Lecture. Credits: 3.

20-810-213-00 Fundamentals of Acting
Studies basic principles and techniques of acting, including analysis, scene rehearsal, and voice/body exercises. Lecture. Credits: 3.

20-810-225-00 Topics in Speech Theatre
Pursues advanced or specialized speech or theatre topics in a traditionally structured, independent study, or service-learning format. Depending on the structure, requirements and topics are developed in advance by the instructor or by the student in consultation with the instructor. Lecture. Credits: 3.

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.
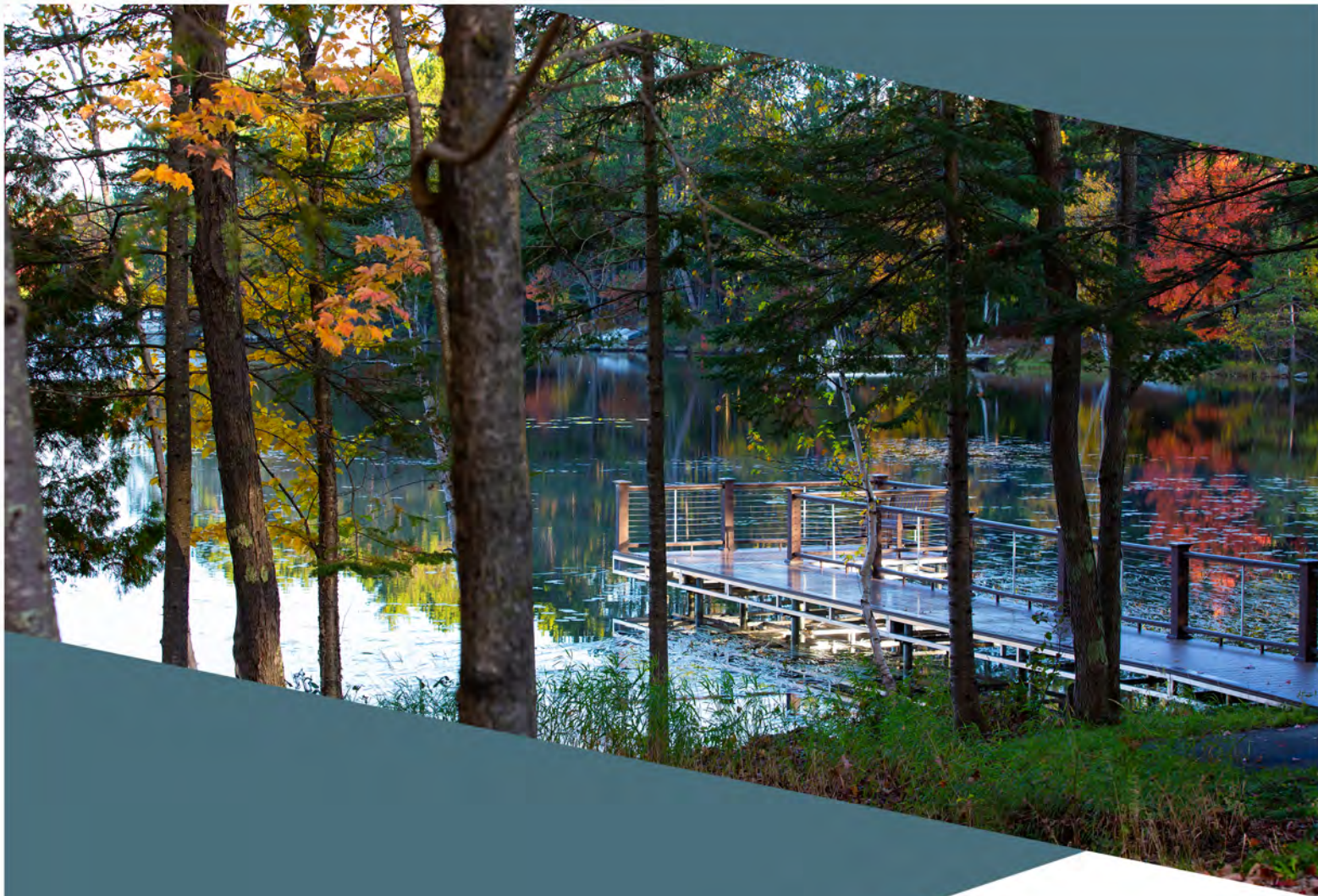
NICOLET COLLEGE

5364 College Drive, Rhinelander, WI 54501-0518
715.365.4493 or 800.544.3039 ext 4493
TTY: 800.947.3529 or 711
admissions@nicoletcollege.edu

nicoletcollege.edu