



# YOUR COMPLETE GUIDE TO PROGRAMS & CAMPUS SERVICES

2013-2014



*“Southwest Tech is unlike any other college I have attended. They really work with you to meet your needs and help you reach your goals. On this campus you are more than just a number.”*

Kasey Cassidy, 2012 Graduate, Graphic & Web Design

# Welcome to Southwest Tech!

## Why choose Southwest Tech?

It's time to meet your future self: that person with the amazing career you've always been curious about. With hands-on training in the latest fields, Southwest Tech is the fast track to hundreds of "get a job before the ink is dry on your diploma" degrees.

## Top Reasons to Attend Southwest Tech

- 1. Opportunity**  
Choose from more than 40 programs of study! From Dairy Herd Management to Computer Networking, Nursing to Welding and everything in between, we have something for everyone!
- 2. Personalized Attention**  
Our instructor to student ratio is 15:1. At Southwest Tech, you are more than just a face in the crowd.
- 3. Results that Pay Off**
  - 90% of our graduates are employed within six months to a year after graduation.\*
  - 98% of our graduates say they are satisfied or very satisfied with their education.\*
  - 100% of employers who hired a Southwest Tech grad said they would do so again.
- 4. Less Debt**  
Yearly tuition costs approximately 45% less than at a four-year university and our financial aid program works to ensure that every student has the resources they need to be successful.
- 5. Real World Experience**  
Engage in hands-on learning in our state-of-the-art classrooms and labs from instructors with real world experience in the field.
- 6. Student Life**  
Get involved and make new friends in our many clubs, take a study break at Charley's Place, or attend one of the great on-campus events held throughout the year.
- 7. On-Campus Housing**  
We have apartment-style campus housing right on campus.
- 8. Support**  
Our Career Coaches can assist you in selecting a program of study, our Counselors and Advisors provide support while you're in school, and our Career Placement Coordinator can help you find a job after you graduate.
- 9. On-Campus Services**  
From academic and support services to on-campus childcare and fitness centers to our Career Connections Center, we've got you covered.
- 10. Easy Credit Transfer**  
Interested in a four-year degree? Start your Bachelor's Degree at Southwest Tech through one of our Associate Degree or Technical Diploma programs or enroll in our new University Transfer Liberal Arts Degree.

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CAMPUS VISIT  
800.362.3322



email  
visit@swtc.edu



## Visit Campus

Located in the beautiful driftless region of Southwestern Wisconsin, Southwest Tech unites state-of-the-art technology with hometown charm and comprehensive student services. At Southwest Tech, you'll get the education and support you need to be prepared for today's in-demand careers! There are many ways for you to check out what Southwest Tech has to offer. Email [visit@swtc.edu](mailto:visit@swtc.edu) for more information.

### For Everyone

- **Online**  
Visit [www.swtc.edu](http://www.swtc.edu) to get in-depth information about our 40+ programs. Find us on Facebook and get updates, announcements, multimedia extras, and ask questions of Southwest Tech staff and students!
- **Campus Tours**  
Southwest Tech provides age-appropriate college visits for individuals or groups of prospective students. *Free!*
- **Southwest Tech Open House**  
Explore all the options and services available at Southwest Tech at this annual event. Representatives from each program and service area are available to answer questions and lead tours through classrooms and labs. *Free!*
- **Southwest Tech College Preview Day**  
This bi-annual event gives you the opportunity to meet instructors and current students; tour campus; and get information about admissions, financial aid, housing, and all our campus services. *Free!*

### For High School Students & Adults

- **Camp EXTREME (Experiences in Trades, Robotics, Engineering, Manufacturing, and Energy)**  
For students entering 8th – 12th grade. Learn about manufacturing and skilled trades through fun, hands-on activities led by Southwest Tech program instructors. A \$25 refundable deposit is required to hold the registrant's spot for the camp. Includes lunch, snacks, and t-shirt.

- **Southwest Tech College and Career Exploration for High School Students**  
Participate in a cost of living exercise and learn about specific programs offered at Southwest Tech. A student panel and campus tour round out the experience. *Free!*
- **Program Shadows: For current 11th & 12th graders and adults.**  
Sit in on classes and labs in the program(s) of your choice. An excellent way to decide which program is the best fit for you. *Free!*
- **Southwest Tech College and Career Exploration for Adults**  
Are you an adult who has recently been laid off, looking to advance in your current job, or just looking for a change? Spend a few hours on campus learning about all the opportunities Southwest Tech has to offer. *Free!*

### For Middle School Students

- **Camp Tech Trek**  
For students entering 7th – 9th grades. Explore a variety of technical careers through fun, hands-on activities led by Southwest Tech program instructors. Camp sessions may include topics such as computers, robotics, crime scene investigation, nursing, culinary arts, and welding. Offered in the summer. \$55 for two day program. Includes lunch, snacks, and t-shirt.

# Getting Started

## From Admissions to Orientation

How to apply for Associate Degree and Technical Diploma Programs

### 1. Fill out application and pay \$30 application fee

- Complete a Southwest Tech application and pay the \$30 application fee by visiting <https://portal.swtc.edu/application>.

### 2. Submit your transcripts

- Contact each school you have previously attended and ask to have your official transcripts (not copies) mailed directly to **Southwest Tech, Attn: Admissions, 1800 Bronson Blvd., Fennimore, WI 53809**

Transcripts include:

- High school or GED/HSED
- College or University
- Provide documentation that you have met other applicable requirements.
  - Associate Degree Nursing program requires proof that you completed 2 semesters of high school Chemistry or 1 semester of a college level Chemistry course with a grade of “C” or better and a Certified Nursing Assistant (CNA) course within the last 2 years or proof that you are active on the Wisconsin Nursing Registry.
  - Criminal Justice, Physical Therapist Assistant, and Medical Laboratory Technician programs require proof of high school graduation/GED/HSED. Chemistry is a prerequisite for Anatomy & Physiology.

### 3. Complete placement testing

- COMPASS is our placement test for Math, Reading, and Writing for all programs except the following:
  - Nursing, Medical Laboratory Technician, and Physical Therapist Assistant require the HESI test.
  - Liberal Arts Transfer Degree requires Accuplacer and UW placement test.
- Contact the Test Center or Student Services to schedule a test session. Be sure to mention the

program you are preparing for or which test you intend to take.

- A fee will apply and in most cases tests can only be repeated once per year.
- ACT scores (School Code 004639), appropriate prior college credits, or other tests may be used instead of COMPASS. Consult an Advisor to determine if you have alternative qualifications that meet these placement requirements.

### 4. Meet with your advisor

- Review transcripts and test results.
- Discuss requirements and create your program plan.
- Discuss your questions, concerns, and next steps.
- Be sure you have completed steps 1–3 before contacting Student Services to arrange this meeting.

### 5. Pay \$50 enrollment deposit

- Reserve your program seat by providing a \$50 down payment by April 1st.

### 6. Set up MySWTC Account

- Activate your account after receiving instructions in the mail. This automatically sets up your student email account.
- Future communications, including billing information, will come from Southwest Tech via MySWTC.

### 7. Register for Classes

- Use your program plan to select courses.
- Attend a session on Campus or use the on-line option.

### 8. Attend Orientation

- Southwest Tech requires that all new students attend an orientation to meet their instructors, to become familiar with program expectations, and to be introduced to other students.



**APPLY ONLINE!**

<https://portal.swtc.edu/application>



**MAIL TRANSCRIPTS**

**Southwest Tech  
1800 Bronson Blvd.  
Fennimore, WI 53809**



## Frequently Asked Questions: How to Apply



- Q.** I just want to take one or two classes but I am not enrolling in a program. Do I need to fill out an application and submit the \$30 application fee?
- A.** No. However, you will need to fill out a registration form. This form is available at [www.swtc.edu](http://www.swtc.edu). Some courses may be unavailable due to program enrollment status or class requirements.
- Q.** I attended Southwest Tech classes in the past. Do I need to attend Registration in June and Orientation in August?
- A.** We encourage all students to participate in the June Registration and August Orientation sessions offered on Campus. Students are guided through the registration and orientation processes, introduced to staff, and assisted in meeting other students. However, Southwest Tech does offer an on-line alternative for June Registration. Typically, all students attend orientation in August because they are introduced to their specific program and staff.
- Q.** Are testing accommodations available to students with disabilities?
- A.** Yes. You will need to meet with the Southwest Tech Support Services Specialist and provide appropriate documentation of your disability to receive these accommodations. Call 608.822.2631 (tdd: 608.822.2072) or email [accom@swtc.edu](mailto:accom@swtc.edu).
- Q.** What are official transcripts?
- A.** Official transcripts are sent directly to Southwest Tech from the school. In order for the transcripts to be considered official, the school's seal must be present.
- Q.** Do current college students/graduates need to provide high school transcripts?
- A.** Yes. You should provide any transcripts from any previous or current schools including high school and college.
- Q.** How can I find out what credits will transfer to Southwest Tech?
- A.** Use the online College Transfer Wizard ([www.uwsa.edu/tis](http://www.uwsa.edu/tis)) to find out which courses will transfer to any Wisconsin Technical College or University of Wisconsin System College or University. You may also speak with your Southwest Tech career advisor to find out what specific classes will transfer.
- Q.** What happens if there is a waiting list for my program?
- A.** Programs in high demand may have enrollment waiting lists. If you have met all admission requirements and your desired program is full, you will be listed in the order of your acceptance date and notified when there is an opening in your program. The Admissions Office may periodically contact you to determine if you want to remain on the waiting list until a program slot opens.
- Q.** How will I find a job in my field?
- A.** The Career Connections Center is available to assist you with any career placement needs. They provide in-class, small group, and one-on-one assistance tailored to your needs. Services typically include assistance with Tech Connect, resume writing, job search strategies, interview and networking techniques, and career fairs. You can request information or set up an appointment by calling 608.822.2333 or emailing [careerconnections@swtc.edu](mailto:careerconnections@swtc.edu).

# Tuition

## Resident Tuition

Wisconsin residents pay \$122.<sup>20</sup> per credit.

## Non Resident Tuition

Out-of-state residents pay \$183.<sup>30</sup> (\$122.<sup>20</sup> + \$61.<sup>10</sup>) per credit. Ask about the remission of out-of-state tuition program for qualified students.

Southwest Tech has tuition reciprocity agreements with Northeast Iowa Community College and Highland Community College. We encourage you to meet with an advisor to find out how easy and beneficial transferring can be.

## Payment Options

Tuition and fees for each term can be paid via a payment plan or be paid in full prior to the start of the term. The Business Office accepts cash, check, and major credit cards (Visa, MasterCard, and Discover). Payments may also be

made via e-check or credit card using your MySWTC account or via ACH. For more information contact the Business Office, 608.822.2312 or toll free, 800.362.3322, Ext. 2312 (tdd: 608.822.2072).

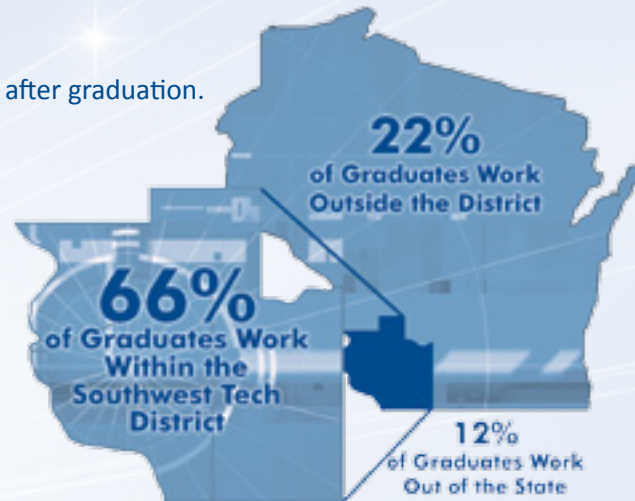
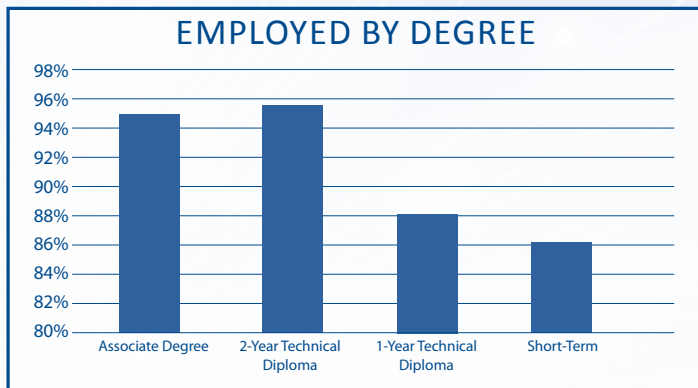
## Frequently Asked Questions: Tuition

- Q. How does Southwest Tech tuition compare to tuition at a four-year public university?
- A. On average, Southwest Tech yearly tuition costs approximately 45% less than in-state tuition at a four-year university.
- Q. How can I estimate my tuition and materials cost?
- A. See our program fees guide on page 42.

# The Bottom Line

## Southwest Tech Graduates Get the Jobs

90% of the class of 2011-12 were employed six months to one year after graduation.



# TOP 5

## MEDIAN WAGE RANGE STARTING SALARIES for 2011-2012 Graduates

- 1 Nursing—Associate Degree: \$23–\$25
- 2 Engineering Technologist: \$19–\$21
- 3 Electrical Power Distribution: \$19–\$21
- 4 Electro-Mechanical Technology: \$17–\$19
- 5 Practical Nursing: \$17–\$19

# Scholarships

The Southwest Tech Foundation awards scholarships to high school seniors and currently enrolled students at Southwest Tech. During the 2012-2013 academic year, 189 individual scholarships, valued at over \$102,000, were awarded. For information on scholarships, contact the Foundation, 608.822.2366 or email [foundation@swtc.edu](mailto:foundation@swtc.edu).

## How to Apply for Scholarships

Information and applications for Southwest Tech Foundation scholarships are available online at [www.swtc.edu](http://www.swtc.edu). High school seniors can also get information directly from their guidance counselors beginning in January.

# Financial Aid

Financial aid is assistance to help students of any age meet educational costs. Financial aid may be in the form of federal and/or state grants, federal work-study, and/or federal student loans. Every student who attends Southwest Tech, whether part-time or full-time, is encouraged to apply for financial aid. It's easy, there is no cost to apply, and you can apply for financial aid as soon as you apply to the College.

## Financial Aid Eligibility

To be eligible for federal or state financial aid programs, you must:

- Have financial need.
- Apply and be admitted to an eligible academic program.
- Be a U.S. citizen or an eligible non-citizen (permanent resident).
- Be a Wisconsin resident to be eligible for Wisconsin state funds.
- Be registered with the Selective Service (if required).
- Not be in default on a student loan.
- Maintain satisfactory academic progress.

## Credit Requirements

- 3–5 credits = Less than 1/2 time
- 6–8 credits = 1/2 time
- 9–11 credits = 3/4 time
- 12+ = full time

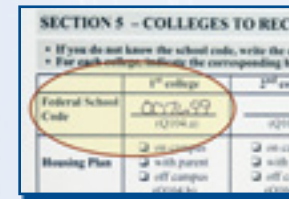
## How to Apply for Financial Aid

### 1. Apply for a Personal Identification Number

(PIN) at [www.pin.ed.gov](http://www.pin.ed.gov) to electronically sign the Free Application for Federal Student Aid (FAFSA) and Master Promissory Note.

### 2. Fill Out the Financial Aid Application

- Apply online at [www.fafsa.gov](http://www.fafsa.gov).
- Southwest Tech's school code is 007699.
- Fill out a renewal application and update information if you completed a FAFSA during the previous year.



### 3. Student Aid Report Generated

- Once the Federal Processing Center receives your FAFSA, you will receive a Student Aid Report for your records in the mail or email.
- Southwest Tech (and any other school you listed on your FAFSA) will also receive your application information.
- The Financial Aid Office will inform you through the mail if any additional documentation such as a tax transcript, etc., is needed to complete your financial aid file. If documentation is needed, it is important that you respond promptly.

### 4. Financial Aid Award

Your financial aid award letter will provide you with information regarding the funding you have been awarded. However, you must meet basic funding requirements to be eligible for these funds.

- You must be admitted to an eligible program and be enrolled by the date of record. Not all programs are eligible for financial aid.
- Most funding requires you be enrolled a minimum of half-time status (at least six credits each semester).



## Frequently Asked Questions: Financial Aid & Scholarships

**Q.** When should I apply for financial aid?

**A.** You should apply for financial aid before you start school, or as soon as possible after January 1 of each school year and after you have completed the previous year's taxes. You may apply for financial aid before being accepted into a program; however, a financial aid award letter will not be processed until you are admitted into an eligible program.

**Q.** How long does the process take?

**A.** The financial aid process can take several weeks. It is recommended that you apply as soon as possible. You may apply at any time; however, there is no guarantee that the awarding process will be completed by the time your tuition is due.

**Q.** How does the financial aid process work?

- A.** The process measures your financial strength and resources against your educational expenses while attending Southwest Tech.
- Financial aid budget expenses include predetermined tuition, fees, room/board, books/supplies, personal expenses, and transportation.
  - The government calculates an Expected Family Contribution on your Student Aid Report. The Expected Family Contribution is subtracted from the total expenses. If there is a positive difference, it is considered "financial need". This is the amount of financial aid for which you are eligible if funding is available.
  - A financial aid award letter is sent to you once the awarding process is complete. This letter states the amount you have been awarded; however, you must meet all funding requirements to be eligible.

**Q.** How are funds paid out?

**A.** Southwest Tech orders/requests funds if you've met all funding requirements. Funds are posted to your student account and any semester fees due will be paid at that time. Any remaining funds will be given to you in the form of a check on disbursement day. Disbursement day occurs approximately 30 days into the semester.

**Q.** Can I get financial aid for part of my tuition and pay for part of it myself now?

**A.** Yes. You may pay for any or all of your tuition at any time.

**Q.** Can I receive financial aid for part-time enrollment?

**A.** Yes. State grants and student loans require a minimum of half-time enrollment each semester. Federal Pell grants, if eligible, can be awarded if you are enrolled in at least three credits per semester.

**Q.** What programs are eligible for financial aid?

**A.** All associate degree programs are eligible, along with most technical diploma programs. The following programs are not eligible: Farm Business & Production Management, Nursing Assistant, Nail Technician/Manicurist, Emergency Medical Technician, and all certificate and continuing education programs.

**Q.** Who is eligible for scholarships?

**A.** All Southwest Tech program students carrying at least 6 credits each semester are eligible for scholarships and are encouraged to apply. Scholarship recipients have traits that future employers value, demonstrate strong academic performance, and in many cases, financial need.

Who can I contact for more information?

### Financial Aid

Financial Aid Office  
800.362.3322,  
Ext. 2319



### Scholarships

Foundation Office  
800.362.3322,  
Ext. 2366



# Services for Students

## Academic Success Center (ASC)

The ASC provides access to academic support services and courses. The Reading/Writing Center offers assistance with writing, reading, and related study skills. The Math/Science Center offers assistance with math and science skills. The ASC provides individual tutoring, small group instruction, and computer-aided instruction.

## Advisors

You will be assigned an advisor who will provide you with individualized academic assistance including registration, class scheduling, and help with academic concerns and questions. Advisors will provide information and advice on programs and classes, course content, advanced standing procedures, admission requirements, educational costs, career planning and placement statistics, credit transfer, financial aid, childcare, housing, and test results. For more information contact Student Services, 608.822.2354.

## Career Connections Center

Staff help students and alumni achieve career goals by providing information on employment opportunities and offering guidance on how to be effective job candidates through job searching, mock interviews, and resume and cover letter preparation. Assistance with interview clothing is also available. Check out [www.wisconsintechconnect.com](http://www.wisconsintechconnect.com) for current job openings.

## Childcare Center

The licensed childcare center offers a safe and enriching place for the younger children of students and staff to stay while their parents go about their day on campus. The center accepts children from birth to 12 years old. An hourly fee is charged.

## Diversity Services

Students of diverse backgrounds are provided advocacy and support. In addition, on-campus groups coordinate campus-wide activities to promote understanding and teach tolerance. Students who want to get involved should email [diversity@swtc.edu](mailto:diversity@swtc.edu).

## Food Pantry

Southwest Tech has a food pantry for students who need assistance. It is located in the Southwest Tech library and is open during library hours. Students must have a Southwest Tech ID to use the pantry. For more information stop in and talk to the library staff and they will gladly assist you.

## Library

The library offers a quiet place to study; information and research tools for class assignments; and books, periodicals, and movies for checkout. Computers are also available for student use.

## Non-Traditional Occupations Support

A nontraditional occupation is a job in which one gender makes up 25% or fewer of the workers. Students enrolled in non-traditional occupation programs receive support services from the Non-Traditional Occupations advisor/counselor. Email [nto@swtc.edu](mailto:nto@swtc.edu) for more information.

## Support Services Center (SSC)

The SSC provides peer tutoring, equipment checkout, accommodations for students with disabilities, and information about assistive technology.



# Additional Information

## Adult Basic Education

Adult Basic Education is a series of free courses for individuals who seek to increase knowledge or refresh skills in core academic areas and prepare for the GED/HSED exams. A variety of courses are offered in the following areas: English, math, reading, social studies, science, civics, health, English as a Second Language, and employability skills. Courses are individually paced and/or offered as group instruction. The course level is dependent upon an assessment given by the instructors. Courses are offered at the Southwest Tech campus in Fennimore and at various basic education sites throughout the district. For more information contact the Adult Basic Education Case Manager, 608.822.2649.

## Flexible Learning

### • Online Courses

Online courses offer students the chance to participate in classes on their own time. They may connect from their home or office, reducing the amount of time they spend traveling. Students can “attend” a course at anytime, from anywhere. Online classes meet the identical outcomes of on-site classes. However, with the flexibility of the online environment comes an added responsibility to the student, as students must be self-directed and motivated to complete the courses successfully. Financial aid is available for online courses for qualifying students.

### • Evening & Weekend Courses

Some Southwest Tech programs and courses are offered in the evening, on weekends, and in accelerated format which allow individuals to work full time while earning their degree. For more information contact Student Services, 608.822.2354.

## GED/HSED

- **General Educational Development (GED)**  
Adults who are interested in completing high school certification must pass five subject tests in the areas of English, math, reading, social studies, and science.
- **High School Equivalency Diploma (HSED)**  
To receive a High School Equivalency Diploma (HSED), adults must pass the five GED tests and meet additional requirements in health, civic literacy, career awareness, and employability skills.
- **Preparation**  
Preparation for these tests is available at the Adult Basic Education sites. For more information contact the Adult Basic Education Case Manager, 608.822.2649, or email [ged@swtc.edu](mailto:ged@swtc.edu).
- **Testing**  
GED/HSED tests are given approximately 26 times per year in Fennimore, Richland Center, and at other locations on an as-needed basis. For more information contact the GED Chief Examiner, 608.822.2313.

**Starting January 2014 the GED/HSED tests will be computerized and will cover four content areas— Literacy, Mathematics, Science, and Social Studies.**

## Family Educational Rights and Privacy Act

Student record information is protected by the Family Educational Rights and Privacy Act (FERPA). Disclosure to unauthorized parties violates FERPA. Education records that are not considered Directory information are considered confidential and may not be released without the written consent of the student. School officials must protect the privacy of education records and not disclose personally identifiable information about a student or permit inspection of the student’s records (by a third party) without his or her written consent. This is true even if it is a parent requesting the information.



# FUN

*"I love all of the fun activities, clubs, and other ways to get involved at Southwest Tech. It is a great way to get to know my classmates better and it creates a really memorable experience."*

Kaitlin Pettis, Accounting



# Student Life

Southwest Tech offers a variety of activities, events, and organizations for students. For more information contact the Student Activities Coordinator, 608.822.2450 (tdd: 608.822.2072) or email [studentlife@swtc.edu](mailto:studentlife@swtc.edu).

## Automotive Services

Students and staff may have their vehicles serviced and repaired by automotive program students.

## Charley's

Charley's is a student activity center that provides students with a place to meet with friends, study, or play games. If you are interested in pool, ping pong, video games, or movies, this is the place for you. Charley's also provides study booths, computers, and a place to relax. Check it out between classes or join us for sponsored events such as movie night, sporting events, or special performances.

## Clubs & Organizations

A variety of clubs and organizations promote the educational, social, cultural, and organizational interests of students. See the blue box on the right for a list of clubs.

## Creative Elements Salon & Spa

Spa and salon services provided by Cosmetology and Esthetician students are available for students, staff, and members of the community.

## Fitness Center

The fitness center is equipped with weight machines, dumbbells, kettlebells, treadmills, elliptical machines, stationary bikes, and an aerobics room. These services are available free of charge to students.

## Golf Team

The golf team is open to all full-time students (12 credits or more) with a GPA of 2.0 or above. Players with a USGA handicap of 8 or less are encouraged to participate. The team competes in NJCAA Region 13 and plays events in the fall semester. Events are held in Minnesota, Illinois, and Wisconsin with the National Championships in Chautauqua, New York, in June. Contact Scott Kennedy, 608.822.2437 or [skennedy@swtc.edu](mailto:skennedy@swtc.edu), if you are interested in joining the team.

## Intramural Sports

Activities include basketball and volleyball and other sports may be added based on student interest. There is also free bowling at Fennimore Lanes on Monday evenings and Friday afternoons. A student ID is required to bowl free of charge.

## Social Events

Events include picnics, improv comedy troupes, musical groups, hypnotists, and other entertainers. Most events are free of charge.

## Southwest Tech Dining Services

The cafeteria offers a variety of food and beverages daily for purchase. Eat a home cooked meal or grab a burger to go, our food service is really great...and that's a big deal!

## Campus Clubs

Blue Line Club

Business Professionals of America (BPA)

Child Care Club (CCC)

Graphic Innovation Group (GIG)

Golf Course Management

Human Services Associate Club (HSAC)

iClick

National Student Nursing Association (NSNA)

Phi Theta Kappa

Physical Therapist Assistant (PTA)

Postsecondary Agricultural Students (PAS)

SkillsUSA

Southwest Accounting Team (SWAT)

Student Ambassadors

Student Senate

## Live On Campus!

Reasonable rent

10-month leases

Convenient payment  
through your  
financial aid package

Utilities included!

Reserve Your  
Spot Now!

Call  
608.822.2366



email  
housing@swtc.edu



## Student Housing

The Southwest Tech Foundation provides student housing for up to 100 students annually. Four styles of apartments feature different amenities to meet student needs. Housing is located within easy walking distance of campus and is available on a ten-month (school year) lease. A housing application is available online at [www.swtc.edu](http://www.swtc.edu). For more information contact the Foundation.



### Rogers, Bemis, and Koenecke Halls

- ✓ 4-fourplexes for a total of 16 two-bedroom apartments (32 residents total).
- ✓ Includes refrigerator and stove. Washer and dryer in nearby building.
- ✓ \$3,300 for a two-semester lease. Includes a monthly utility allotment.



### Design Homes Hall

- ✓ One story duplex, each apartment accommodates two or three residents (four to six residents total).
- ✓ Includes refrigerator, stove, washer, and dryer.
- ✓ Apartments are ADA handicap accessible.
- ✓ \$3,300 each for three students or \$3,450 each for two students (two-semester lease). Includes a monthly utility allotment.



### Sixplex and Eightplex Apartment Complexes

- ✓ Two level apartment complexes for a total of 14 apartments.
- ✓ Each apartment has four bedrooms, two bathrooms.
- ✓ Includes refrigerator, stove, and dishwasher.
- ✓ Parking lot accessibility.
- ✓ \$3,550 for a two-semester lease. Includes a monthly utility allotment.



### Duplex

- ✓ One story duplex, each apartment accommodates four residents.
- ✓ Each apartment has four bedrooms, two bathrooms.
- ✓ Includes refrigerator, stove, and dishwasher.
- ✓ Parking lot accessibility.
- ✓ \$3,550 for a two-semester lease. Includes a monthly utility allotment.



*"The network of friends and mentors  
I have made while at Southwest Tech will  
be there for the rest of my life."*

Jason Diekfuss, 2012 Graduate  
Golf Course Management

# FRIENDSHIP

# Let Us Give You Credit

Southwest Tech is continuously establishing agreements with high schools to grant college credit to high school students.

## Advanced Standing Courses

- Are one or more high school courses that are equivalent to a technical college course.
- Are taught by high school instructors.
- Help students earn both high school and technical college credit.
- Are provided at no cost to the student.
- Are awarded if the student successfully completes the course requirements according to the advanced standing agreement and enrolls in a related Southwest Tech program within 27 months of high school graduation.
- Are recognized by “certificate of eligibility” for advanced standing awarded to the student.
- May be accepted by other technical colleges offering the same or similar course.

## Transcripted Credit Courses

- Are technical college courses taught at the high school using technical college books and materials.
- Are taught by high school instructors who are also certified as technical college system instructors.
- Help students earn both high school and technical college credit.
- Are provided at no cost to the student.
- Are documented through an official college transcript awarded to the student after completion of the course.
- Are transferable to all schools within the technical college system and may be transferable to four-year colleges.

## Wisconsin Youth Apprenticeships

Youth apprenticeship is a one- or two-year program for high school students beginning in the eleventh or twelfth grade, offering students guided learning and work experience within an industry. A student who successfully completes a state-approved youth apprenticeship will receive:

- A high school diploma.
- A certificate of occupational proficiency issued by the Wisconsin Department of Workforce Development.
- Approximately three to eleven credits of advanced standing in a related area of instruction at any Wisconsin Technical College.

## Youth Options

Youth Options is a program that allows eligible high school juniors and seniors to take courses either on campus or online and earn credits at Southwest Tech. Those credits can apply to both high school and technical college requirements. Students should apply by March 1 for the fall semester and by October 1 for the spring semester. High school counselors can provide additional details about the Youth Options program.

## Dual Enrollment

Dual Enrollment allows qualifying students to earn college credit while still in high school, generally at the expense of the student or their family. Dual Enrollment is a great way for high school students to challenge themselves academically, earn college credit, and pursue their post-secondary education while still in high school when one of the other opportunities listed on this page above is not an option. Students must be approved by both Southwest Tech and their high school to participate.





## Advanced Standing Agreements

### AGRICULTURE

**Ag Related Welding**  
River Ridge

**Agribusiness Management**

Fennimore  
Darlington  
Weston

**Agribusiness Sales**  
Iowa-Grant

**Animal Science**

Boscobel  
Cuba City  
Darlington  
Fennimore  
Mineral Point  
River Ridge  
Shullsburg  
Weston

**Introduction of Soils**

Platteville  
Weston

**Plant Science**

Fennimore  
Prairie du Chien  
River Valley  
Weston

**Shop Safety & Practices**

River Ridge

### BUSINESS

**Accounting I**

Darlington  
Seneca  
Weston

**Introduction to Digital Photography**  
Fennimore

**Marketing Principles**

Lancaster

### GENERAL STUDIES

**Applied Math**

Belmont  
Boscobel  
Cuba City  
Highland  
Platteville  
Riverdale  
Shullsburg

**General Physics**

Argyle  
Benton  
Cuba City  
Darlington  
Iowa-Grant  
Lancaster  
Mineral Point  
Platteville  
Potosi  
Prairie du Chien  
Richland Center  
River Valley  
Shullsburg

**Introduction to Psychology**

Lancaster  
Richland Center  
Weston

**Introduction to Sociology**

Richland Center

**Oral/ Interpersonal Communication**

Barneveld  
Belmont  
Boscobel  
Cuba City  
Fennimore  
Lancaster  
Platteville  
River Ridge

**Speech**

Boscobel  
Darlington  
Lancaster  
Richland Center

**Technical Reporting**

Lancaster

**Workplace Communication**

Barneveld  
Belmont  
Boscobel  
Cuba City  
Fennimore  
Iowa-Grant  
Lancaster  
Platteville  
River Ridge  
River Valley

**Written Communication**

Cassville  
Lancaster  
Platteville  
River Ridge

### INDUSTRIAL OCCUPATIONS

**Advanced CAD/ Pro-Engineer**

Argyle\*  
Benton\*  
Cuba City\*  
Darlington\*  
Iowa-Grant\*  
Lancaster\*  
Mineral Point\*  
Platteville\*  
Potosi\*  
Prairie du Chien\*  
Richland Center\*  
River Valley  
Shullsburg\*

**Basic CNC Programming & Operation**

Darlington\*

**CAD/AutoCAD**

Darlington\*

**Estimating**

Darlington

**Welding 1**

Fennimore

**Integrated Manufacturing Planning**

Platteville\*

**MSSC–Quality**

Barneveld

**MSSC–Safety**

Barneveld

**Machine Shop for Maintenance**

Dodgeville  
Lancaster

**Robotic-Automated Material Handling**

Platteville\*

**Technical Drafting 1/ Blueprint Reading**

Argyle\*  
Benton\*  
Cuba City\*  
Darlington\*  
Iowa-Grant\*  
Lancaster\*  
Mineral Point\*  
Platteville\*  
Potosi\*  
Prairie du Chien\*  
Richland Center\*  
River Valley  
Shullsburg\*

**Welding for Maintenance**

Darlington  
Dodgeville  
Iowa-Grant  
Pecatonica

## Transcribed Credit Agreements

### AGRICULTURE

**Animal Science**

Iowa-Grant  
Pecatonica  
River Valley

**Introduction of Soils**

River Valley  
Iowa-Grant

**Consumer Maintenance and Repair**

Iowa-Grant

**Plant Science**

Iowa-Grant

### BUSINESS

**Accounting 1**

Belmont  
Boscobel  
Cassville  
Dodgeville  
Fennimore  
Kickapoo  
North Crawford  
Pecatonica  
Platteville  
Prairie du Chien  
Richland Center  
River Ridge  
Shullsburg  
Southwestern  
Wauzeka-Steuben

**Accounting 1: Part 1**

Argyle  
Barneveld  
Iowa-Grant  
Lancaster  
Mineral Point  
Potosi

**Accounting 1: Part 2**

Barneveld  
Lancaster  
Mineral Point  
Potosi

**Computer Applications**

Belmont  
Cassville  
Dodgeville  
Fennimore  
Kickapoo  
Prairie du Chien  
River Ridge  
Wauzeka-Steuben

**Java Programming**

Fennimore

**Marketing Principles**

Dodgeville  
Mineral Point  
Prairie du Chien  
River Ridge

**Web Programming With XHTML and JavaScript**

Fennimore

### GENERAL STUDIES

**Applied Math**

Dodgeville  
Iowa-Grant  
Pecatonica  
Wauzeka-Steuben

**Introduction to Psychology**

Dodgeville

**Occupational Math**

Richland Center

### SERVICE

**Foundations of Early Childhood Education**

Cuba City

**Golf Course Design & Renovation**

Holmen

\*Partial Credit

# Transfer Agreements With Universities

SOUTHWEST TECH PROGRAMS	FOUR-YEAR INSTITUTIONS																														
	UW–Eau Claire	UW–Green Bay	UW–LaCrosse	UW–Madison	UW–Milwaukee	UW–Oshkosh	UW–Parkside	UW–Platteville	UW–River Falls	UW–Stevens Point	UW–Stout	UW–Whitewater	UW–Superior	Franklin University	Upper Iowa University	Viterbo	Springfield College	Loras College	Lakeland College	Concordia College	Capella University	Herzing University	Cardinal Stritch	Marian College	UM–Crocketon	University of Maryland	University of Phoenix	Ottawa University	Clarke College		
<b>AGRICULTURE, FOOD, &amp; NATURAL RESOURCES</b>																															
Agribusiness/Science Technology								•	•		•			•							•						•	•	•	•	
Agricultural Power & Equipment Technician														•																	
Dairy Herd Management								•	•					•																	
<b>ARCHITECTURE &amp; CONSTRUCTION</b>																															
Bricklaying & Masonry														•																	
Building Trades–Carpentry														•																	
Electrical Power Distribution														•																	
<b>ARTS, AUDIOVISUAL TECHNOLOGY, &amp; COMMUNICATION</b>																															
Graphic & Web Design								•			•			•							•		•					•	•	•	•
<b>BUSINESS, MANAGEMENT, &amp; ADMINISTRATION</b>																															
Administrative Professional											•			•		•				•		•					•	•	•	•	
Business Management											•			•	•	•				•	•	•					•	•	•	•	
Office Support Specialist														•																	
Supervisory Management																															
<b>FINANCE</b>																															
Accounting								•			•			•	•	•				•	•	•					•	•	•	•	
Accounting Assistant														•																	
<b>HEALTH SCIENCES</b>																															
Dental Assistant																															
Medical Assistant														•																	
Medical Coding Specialist (online)														•																	
Medical Laboratory Technician											•			•						•		•					•	•	•	•	
Midwife (direct entry)														•						•		•					•		•	•	
Nursing Assistant																															
Nursing–Associate Degree	•	•		•	•	•					•			•		•				•		•				•	•	•	•	•	
Pharmacy Technician (shared)														•																	
Respiratory Therapist (shared)											•			•						•		•					•	•	•	•	

SOUTHWEST TECH PROGRAMS	FOUR-YEAR INSTITUTIONS																															
	UW-Eau Claire	UW-Green Bay	UW-LaCrosse	UW-Madison	UW-Milwaukee	UW-Oshkosh	UW-Parkside	UW-Platteville	UW-River Falls	UW-Stevens Point	UW-Stout	UW-Whitewater	UW-Superior	Franklin University	Upper Iowa University	Viterbo	Springfield College	Loras College	Lakeland College	Concordia College	Capella University	Herzing University	Cardinal Stritch	Marian College	UM-Crookston	University of Maryland	University of Phoenix	Ottawa University	Clarke College			
<b>HOSPITALITY &amp; TOURISM</b>																																
Culinary Arts																														•		
Culinary Management											•			•								•								•	•	•
Culinary Specialist														•																		
Food Production Assistant																																
Golf Course Management											•			•	•							•				•	•	•	•	•	•	
<b>HUMAN SERVICES</b>																																
Cosmetology														•																		
Child Care Services														•																		
Early Childhood Education	•		•	•	•	•	•	•	•	•	•	•	•	•					•	•			•			•	•	•	•	•		
Esthetician (Spa Services)	•													•																		
Human Services Associate						•					•			•	•	•	•	•	•	•	•	•				•	•	•	•	•	•	
<b>INFORMATION TECHNOLOGY</b>																																
IT-Computer Support Technician																																
IT-Network Communication Specialist									•		•			•	•						•		•				•	•	•	•	•	
IT-Web and Software Developer										•				•	•						•		•				•	•	•	•	•	
<b>LAW, PUBLIC SAFETY, &amp; SECURITY</b>																																
Criminal Justice-Law Academy																																
Criminal Justice-Law Enforcement						•		•			•			•	•	•			•	•	•	•		•		•	•	•	•	•	•	
<b>LIBERAL ARTS &amp; SCIENCES</b>																																
University Transfer Liberal Arts	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	
<b>MANUFACTURING</b>																																
CNC Setup/Operator														•																		
Electro-Mechanical Technology											•			•							•		•				•	•	•	•	•	
Welding														•																		
<b>MARKETING, SALES, &amp; SERVICE</b>																																
Marketing																															•	
<b>SCIENCE, TECHNOLOGY, ENGINEERING, &amp; MATHEMATICS</b>																																
Engineering Technologist											•	•		•							•		•				•	•	•	•	•	
<b>TRANSPORTATION, DISTRIBUTION, &amp; LOGISTICS</b>																																
Auto Collision Repair & Refinish Technician														•																		
Automotive Technician														•																		



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# University Transfer Liberal Arts

The University Transfer Liberal Arts program courses transfer to public and private colleges and universities, in and out of Wisconsin. University of Wisconsin schools transfer up to 72 credits. Students can transfer individual courses or their completed University Transfer Liberal Arts Associate of Arts or Associate of Science degree. Students are encouraged to talk with an advisor about transfer opportunities.

## The Flexibility You Need

Students can transfer individual courses or their completed University Transfer Liberal Arts Associate of Arts or Associate of Science degree.

## Affordable and Close to Home

Students enrolled in University Transfer Liberal Arts program courses can save thousands of dollars by taking classes close to home for \$122\* per credit!

## Diverse Educational Paths

University Transfer Liberal Arts graduates go on to earn bachelors, masters, and doctoral degrees in a wide variety of disciplines:

- Accounting, Human Resources Management, Organizational Administration
- Education
- Engineering, Industrial Studies, Architecture
- Health, Physical Education
- Mathematics, Chemistry, Geography, Geology, Physics
  - Literature, Communication
  - Anthropology, Sociology, Psychology
  - Political Science, History, Public Policy Analysis
  - International Studies



The University Transfer Liberal Arts program is a special partnership with Nicolet College. Students enrolled in this program get all the cost savings and convenience of a complete liberal arts transfer degree while being able to take their classes on the Southwest Tech campus or through online offerings.

Each University Transfer Liberal Arts degree provides students breadth and depth in communications, humanities, sciences, mathematics, and social sciences. The degrees enhance students' fundamental knowledge of the forces that shape the world, increase students' ability to think critically and ethically about complete subjects, and present conclusions coherently and precisely. Each degree has a slightly different concentration:

### Associate of Arts Requirements (Social Sciences and Humanities)

<b>English</b>	<b>6 credits</b>
<ul style="list-style-type: none"> <li>• 20-801-219 English Comp I</li> <li>• 20-801-223 English Comp II</li> </ul>	
<b>Speech</b>	<b>3 credits</b>
<ul style="list-style-type: none"> <li>• 20-810-201 Fundamentals of Speech</li> </ul>	
<b>Humanities</b>	<b>15 credits</b>
<ul style="list-style-type: none"> <li>• At least 2 disciplines; 3 credits in literature</li> </ul>	
<b>Social Science</b>	<b>15 credits</b>
<ul style="list-style-type: none"> <li>• At least 3 disciplines</li> </ul>	
<b>Mathematics</b>	<b>3-4 credits</b>
<ul style="list-style-type: none"> <li>• 20-804-220 Intermediate Algebra or higher</li> </ul>	
<b>Natural Science</b>	<b>7-8 credits</b>
<ul style="list-style-type: none"> <li>• 1 lab science</li> </ul>	
<b>Health/Wellness/PE</b>	<b>2 credits</b>
<b>Diversity &amp; Ethnic Studies</b>	
<b>World Language</b>	
<ul style="list-style-type: none"> <li>• May be met with 1 year high school or 1 college semester. College level course may also count toward Humanities requirement.</li> </ul>	
<b>Electives</b>	<b>12 credits</b>

### Associate of Science Requirements (Sciences and Mathematics)

<b>English</b>	<b>6 credits</b>
<ul style="list-style-type: none"> <li>• 20-801-219 English Comp I</li> <li>• 20-801-223 English Comp II</li> </ul>	
<b>Speech</b>	<b>3 credits</b>
<ul style="list-style-type: none"> <li>• 20-810-201 Fundamentals of Speech</li> </ul>	
<b>Humanities</b>	<b>9 credits</b>
<ul style="list-style-type: none"> <li>• Courses from at least 2 disciplines</li> </ul>	
<b>Social Science</b>	<b>9 credits</b>
<ul style="list-style-type: none"> <li>• Courses from at least 2 disciplines</li> </ul>	
<b>Mathematics &amp; Natural Science</b>	<b>20-25 credits</b>
<ul style="list-style-type: none"> <li>• 20-804-224 Algebra for Calculus or higher (excluding Statistics 20-804-230)</li> <li>• 2 lab sciences</li> </ul>	
<b>Health/Wellness/PE</b>	<b>2 credits</b>
<b>Diversity &amp; Ethnic Studies</b>	
<b>World Language</b>	
<ul style="list-style-type: none"> <li>• May be met with 1 year high school or 1 college semester. College level course may also count toward Humanities requirement.</li> </ul>	
<b>Electives</b>	<b>12 - 15 credits</b>

**To learn more about the University Transfer Liberal Arts program, contact an advisor today!**

**800.362.3322, Ext. 2355**
**liberalarts@swtc.edu**

\*Based on 2013–2014 tuition rate.



*"I feel like my life has started and I am working toward something bigger."*

Aaron Rondon,  
Golf Course Management

# FOUNDATIONS

# Southwest Tech Programs

Program descriptions, financial aid information, and applications are available from Student Services. Please call 608.822.2354 or toll free, 800.362.3322, Ext. 2354 (tdd: 608.822.2072). Program curriculum are subject to change. Please visit swtc.edu for the most current information.

## Agriculture, Food, & Natural Resources

### Agribusiness/Science Technology

Many successful Southwest Tech graduates began their career in this associate degree agricultural program. Sales, marketing, and business management classes are combined with agronomy, animal science, and nutrition training to prepare you for unlimited opportunities in numerous ag-related industries.

#### Core Courses

10-006-116	Intro. to Soils	3 credits
10-006-121	Agribusiness Computer Applications	2 credits
10-006-169	Career Development in Agriculture	2 credits
10-006-180	Animal Science	3 credits
10-006-104	Animal Nutrition	3 credits
10-006-105	Nutrient Management	3 credits
10-006-107	Pest Management Principles	2 credits
10-006-113	Precision Ag Technologies	3 credits
10-006-160	Plant Science	3 credits
10-006-106	Livestock Management <b>OR</b>	3 credits
10-006-170	Agriculture Equipment	3 credits
10-006-114	Legal Aspects of Agribusiness	3 credits
10-006-145	Crop Production Management	3 credits
10-006-163	Agribusiness Management	3 credits
10-006-140	Agribusiness Sales	3 credits
10-006-165	Agri Marketing Promotion	3 credits
10-006-168	Agribusiness Records and Analysis	3 credits
10-006-197	Agribusiness Internship	3 credits

#### General Education Courses

10-801-195	Written Communication	3 credits
10-804-107	College Math	3 credits
10-801-196	Oral/Interpersonal Communication	3 credits
10-804-189	Introductory Statistics	3 credits
10-801-197	Technical Reporting	3 credits
10-809-195	Economics	3 credits
10-809-199	Psychology of Human Relations	3 credits

### Agricultural Power & Equipment Technician

Learn to diagnose, repair, service, and maintain a full range of tractors and farm equipment in this widely respected technical diploma program. Training in diesel mechanics, hydraulics, and electronics successfully blends with theory and extensive hands-on experience.

#### Core Courses

32-070-309	Farm Machinery Maintenance	5 credits
32-070-305	Intro. to Ag Electrical Systems	3 credits
32-070-314	Ag Shop Safety & Practices	4 credits
32-442-301	Related Welding	2 credits
32-070-341	Basic Hydraulics	4 credits
32-070-347	Farm Equipment I	3 credits
32-070-348	Farm Equipment II	3 credits
32-070-346	Consumer Equipment Maintenance & Repair (4th 19 days)	3 credits
32-070-350	Occupational Internship	2 credits
32-070-344	Air Conditioning	2 credits
32-070-345	Advanced Electrical Systems	4 credits
32-070-303	Chassis & Drive Systems	5 credits
32-070-301	Farm Machinery (Harvesting)	5 credits
32-070-343	Applied Hydraulics	4 credits
32-070-311	Diesel Engines 1	5 credits
32-070-312	Diesel Engines 2	5 credits

#### General Education Courses

31-804-305	Applied Mathematics	2 credits
31-801-310	Workplace Communications	2 credits
10-809-170	Professional Development	1 credit
32-806-303	Science of Mechanics	2 credits



### Dairy Herd Management

Classroom study and frequent farm visits provide an excellent academic and practical learning experience in this technical diploma program. You study business management, livestock, record keeping, feeding and nutrition, breeding, genetics, housing, herd health, and more.

#### Core Courses

31-091-301	Dairy Industry	2 credits
31-091-302	Milk Production	4 credits
31-091-304	Dairy Nutrition 1	4 credits
31-091-309	Dairy Housing & Equipment	2 credits
10-091-113	Dairy Cattle Reproduction	4 credits
31-091-303	Dairy Business Management	3 credits
31-091-308	Dairy Herd Health	4 credits
31-091-310	Dairy Nutrition 2	4 credits

#### General Education Courses

10-801-196	Oral/Interpersonal Communication	3 credits
10-809-199	Psychology of Human Relations	3 credits
10-804-107	College Math	3 credits

### Farm Business & Production Management

Farm producers enrolled in the Farm Business & Production Management program are given opportunities to develop and fine tune their skills with production agriculture. Knowledge presented and skills demonstrated are provided through classroom settings, workshops and seminars, speakers of expertise, farm and business tours, and individual on-farm instruction.

#### Core Courses

30-090-303	Crop Management	4 credits
30-090-305	Livestock Management/ Farmstead Equipment	4 credits
30-090-306	Farm Records & Financial Management	4 credits
30-090-347	Farm Business Performance	4 credits

#### Additional Courses (Two Per Year Offered)

30-090-310	Farm Risk Management	2 credits
30-090-311	Soil Nutrient Management	2 credits
30-090-342	Goat Production & Management	1 credit
30-090-344	QuickBooks for Farm Accounting	1 credit
30-090-348	Agriculture Commodity Marketing	1 credit
30-090-343	Organics 201	1 credit
30-090-345	Annie's Project 1	1 credit
30-090-346	Annie's Project 2	1 credit

## Architecture & Construction

### Bricklaying & Masonry

This technical diploma program prepares you to enter the bricklaying and masonry field. You learn proper building techniques and procedures through hands-on projects that teach you how to mix and spread mortar; lay brick and block; and level, plumb, and build walls, corners, arches, fireplaces, and paving surfaces.

#### Core Courses

31-408-301	Bricklaying/Masonry 1	5 credits
31-408-302	Bricklaying/Masonry 2	5 credits
31-408-307	Estimating	2 credits
31-408-303	Bricklaying/Masonry 3	5 credits
31-408-304	Bricklaying/Masonry 4	5 credits
31-408-306	Sketching & Print Reading	2 credits
31-408-308	Construction Safety & Health	2 credits
31-408-309	On-the-Job Experience	1 credit
32-442-301	Related Welding	2 credits

#### General Education Courses

31-801-310	Workplace Communication	2 credits
31-804-305	Applied Mathematics	2 credits
10-809-170	Professional Development	1 credit

### Building Trades—Carpentry

When you graduate from this technical diploma program, you are prepared for entry-level employment in the construction of residential and commercial structures. The program emphasizes development of skills in building layouts, rough and finish carpentry, estimating, blueprint reading, jobsite safety and health, math, communications, human relations, quality, and customer service.

#### Core Courses

31-408-308	Construction Safety & Health	2 credits
31-475-301	Carpentry 1	5 credits
31-475-302	Carpentry 2	5 credits
31-475-306	Blueprint Reading	3 credits
31-408-309	On-the-Job Experience	1 credit
31-475-303	Carpentry 3	5 credits
31-475-304	Carpentry 4	5 credits
31-475-307	Estimating	2 credits
31-801-310	Workplace Communication	2 credits

#### General Education Courses

31-804-305	Applied Mathematics	2 credits
10-809-170	Professional Development	1 credit

## Electrical Power Distribution

Through this one-year technical diploma program, you practice the installation, maintenance, and operation of electrical systems to supply electric energy to residential, commercial, and industrial customers, and joint gas and electric generation facilities. Please note that having a violation-free driving record is critical to many employers interested in hiring Electrical Power Distribution graduates.

#### Core Courses

31-413-303	Electric Power Distribution Fund. 1A	4 credits
31-413-304	Electric Power Distribution Fund. 1B	4 credits
31-413-305	Electric Power Distribution Fund. 1C-Lab	5 credits
31-413-306	Electric Power Distribution Fund. 2A	4 credits
31-413-307	Electric Power Distribution Fund. 2B	4 credits
31-413-308	Electric Power Distribution Fund. 2C-Lab	4 credits
10-105-110	Computer Applications	1 credit
31-801-310	Workplace Communication	2 credits

#### General Education Courses

10-809-170	Professional Development	1 credit
31-804-305	Applied Math	2 credits

### Apprenticeships

Apprenticeships are formal learning programs that emphasize on-the-job training under the supervision of qualified tradespeople along with classroom instruction at Southwest Tech. Terms of apprenticeships vary but usually are four to five years and require specified hours of day school, night school, and prescribed work experience.

#### Construction Electrician

Construction electricians lay out, assemble, install and test electrical circuits of fixtures, controls and switches, alarms, communications, and light and power systems of buildings and other structures. They also repair existing wiring and fixtures and inspect installations for conformity with electrical, fire, and safety codes.

#### Industrial Electrician

Industrial electricians install, maintain and repair all types of electrical equipment including motors, transformers, generators, controls, instruments, and lighting systems.

#### Plumbing

Plumbers plan, assemble, install and repair drain, waste, and vent systems in accordance with the state plumbing code. From plans, sketches, and other instructions, plumbers lay out jobs and estimate time and cost of installations. They also install and maintain plumbing fixtures.

#### Technical Studies—Journeyworker Associate of Applied Science

This 60-credit degree is available to those who have concluded or who are currently enrolled in a registered Wisconsin Technical College System apprenticeship. It is intended to support lifelong learning and accelerate the achievement of career goals by providing academic recognition for the completion of a registered apprenticeship.

## Arts, Audiovisual Technology, & Communications

### Graphic & Web Design

Combine artistic ability with technical knowledge to create designs used in print, electronic, and Web applications. You will develop basic skills in design and be trained in creative problem solving with the ability to offer solutions that are successful for the end client. Additional focus on communication, marketing, and advertising concepts enable graduates to work closely with clients to meet their needs.

#### Core Courses

10-201-100	Intro. to Mac	1 credit
10-201-101	Design Fundamentals	3 credits
10-201-102	Foundations of Design & Print Production	4 credits
10-201-106	Typography	2 credits
10-201-124	Portfolio Introduction	1 credit
10-201-125	Intro. to Digital Photography	2 credits
10-201-131	Drawing <b>OR</b>	2 credits
10-152-114	Web Programming with JavaScript	2 credits
10-104-130	Marketing Principles	3 credits
10-152-113	Web Programming with XHTML	2 credits
10-201-103	Advanced Design & Print Production	4 credits
10-201-104	Foundations of Web Design	4 credits
10-201-105	Advanced Web Design	4 credits
10-201-110	Pre-Press Management	3 credits
10-201-127	Professional Portfolio Assessment	1 credit
10-201-128	Internship/Field Study <b>OR</b>	3 credits
10-201-129	Graphic & Web Design Projects Electives	3 credits
		6 credits

#### General Education Courses

10-801-196	Oral/Interpersonal Communication	3 credits
10-804-123	Math with Business Applications	3 credits
10-809-103	Thinking Critically & Creatively	3 credits
10-801-195	Written Communication	3 credits
10-809-199	Psychology of Human Relations	3 credits
10-801-197	Technical Reporting	3 credits
10-809-172	Intro. to Diversity Studies	3 credits



# EXPERIENCE

*"Southwest Tech provides the hands-on learning and training you need to get a job."*

Daryl Tresner, 1972 Graduate  
Automotive (Mechanic) Technician





## Business, Management, & Administration



### Administrative Professional

This associate degree program equips you with technology, communication, and professional skills to become a vital member of today's office team. You will develop knowledge of administrative office procedures along with advanced hands-on experience in today's software packages using all of the programs in the Microsoft Office Suite—Word, Excel, PowerPoint, Outlook, Access, and Publisher. In addition, you will develop skills in creating Web pages using HTML and Adobe Dreamweaver and advanced knowledge in creating, formatting, and editing business documents. With experience and additional training, you have the potential for supervisory positions. The job market is strong for all office careers.

#### Core Courses

10-106-104	Business Technology Essentials	3 credits
10-106-107	Microsoft Word Business Applications	3 credits
10-106-121	Office Procedures	2 credits
10-106-131	Microsoft PowerPoint Business Apps	2 credits
10-106-105	Editing & Proofreading	3 credits
10-106-108	Adv Microsoft Word Business Applications	3 credits
10-106-109	Microsoft Excel Business Applications	3 credits
10-106-124	Records Management	2 credits
10-106-103	Skillbuilding	1 credit
10-106-135	Career Development	1 credit
10-101-111	Accounting 1 <b>OR</b>	4 credits
10-101-101	Accounting 1, Part 1	2 credits
10-106-133	Microsoft Publisher Business Applications	2 credits
10-106-106	Advanced Editing & Proofreading	3 credits
10-106-130	Microsoft Access Business Applications	2 credits
10-102-126	Basic Business Law	2 credits
10-106-116	Employment Practicum	2 credits
10-106-134	Web Publishing	2 credits
10-101-123	Payroll Applications	2 credits
10-101-127	QuickBooks	1 credit
	Elective	3 credits

#### General Education Courses

10-801-198	Speech	3 credits
10-804-123	Math with Business Applications	3 credits
10-801-196	Oral/Interpersonal Communication	3 credits
10-809-199	Psychology of Human Relations <b>OR</b>	3 credits
10-809-198	Intro. to Psychology	3 credits
10-809-172	Intro. to Diversity Studies	3 credits
10-801-195	Written Communication	3 credits
10-809-195	Economics	3 credits

### Business Management

This associate degree program encompasses a broad base of business skills for planning, organizing, leading, and controlling the functional areas of a typical business. After completion of this program, graduates have the option to go directly into business or transfer to a four-year college or university through established articulation agreements.

#### Core Courses

10-102-105	Intro. to Business	3 credits
10-102-126	Basic Business Law	2 credits
10-102-127	Employment & Administrative Law	1 credit
10-107-110	Microsoft Office 2010	3 credits
10-101-111	Accounting 1	4 credits
10-102-123	Debtor/Creditor Relations	1 credit
10-102-124	Law of Sales	1 credit
10-102-130	Management Principles	3 credits
10-104-130	Marketing Principles	3 credits
10-101-112	Accounting 2	4 credits
10-102-104	Principles of Finance	3 credits
10-102-129	Intro. to Human Resource Management	3 credits
10-102-108	Risk Management	3 credits
10-102-115	Business Management Strategies	3 credits
10-104-105	Selling Principles	3 credits
	Elective	3 credits

#### General Education Courses

10-804-144	Math of Finance	3 credits
10-809-143	Micro-Economics	3 credits
10-801-195	Written Communication	3 credits
10-801-196	Oral/Interpersonal Communication	3 credits
10-809-170	Professional Development	1 credit
10-809-195	Economics	3 credits
10-809-199	Psychology of Human Relations <b>OR</b>	3 credits
10-809-198	Intro. to Psychology	3 credits
10-801-197	Technical Reporting	3 credits

#### Finance Certificate Opportunity

See page 38 for details!

### Office Support Specialist

This one-year technical diploma program is the first year of the Administrative Professional program and provides challenging hands-on experience using the following Microsoft Office software programs: Word, Excel, PowerPoint, and Outlook. You will develop knowledge of office procedures along with the basics of creating, formatting, and editing business documents. Graduates may enroll in the second year of the Administrative Professional program to earn an associate degree.

#### Core Courses

10-106-104	Business Technology Essentials	3 credits
10-106-107	Microsoft Word Business Applications	3 credits
10-106-121	Office Procedures	2 credits
10-106-131	Microsoft PowerPoint Business Applications	2 credits
10-106-105	Editing & Proofreading	3 credits
10-106-108	Adv Microsoft Word Business Applications	3 credits
10-106-109	Microsoft Excel Business Applications	3 credits
10-106-124	Records Management	2 credits
10-106-103	Skillbuilding	1 credit
10-106-135	Career Development	1 credit

#### General Education Courses

10-801-198	Speech	3 credits
10-804-123	Math with Business Applications	3 credits
10-801-196	Oral/Interpersonal Communication	3 credits

### Supervisory Management

This Associate of Applied Science degree program is designed for individuals with work experience who want to complete a degree using a self-paced, fully online format. The program consists of one-credit, competency-based modules taken over a four-week period. The learner will focus all of his or her learning on one competency module at a time. Learners may enroll in these courses at any time throughout the year. Learners complete a four-week portfolio development course upon program entry to earn prior learning credit for documented work experience to reduce the number of required modules. Three short-term certificates are embedded in the program for individuals who want to focus specifically on supervisory skills, quality management, or human resources management without earning the complete associate degree. Competencies cover finance, human resources, management, quality practices, global business, organizational behavior, diversity, and many other topics. Please contact a Southwest Tech career advisor for further details. Coming in Spring 2014!

## Finance

### Accounting

This associate degree program prepares you for a career in accounting, tax preparation, payroll, cost accounting, and other related business occupations. Areas of study include taxes, computerized accounting, payroll, cost accounting, business law, and related subjects. Accounting is a crucial part of every business operation, and job prospects are expected to remain strong for graduates of this program. After completion of this program, graduates have the option to go directly into business or transfer to a four-year college or university through established articulation agreements.

#### Core Courses

10-101-111	Accounting 1	4 credits
10-102-125	Negotiable Instruments	1 credit
10-102-126	Basic Business Law	2 credits
10-107-110	Microsoft Office 2010	3 credits
10-101-112	Accounting 2	4 credits
10-101-117	Taxes 1	3 credits
10-101-121	Advanced Accounting Spreadsheets	3 credits
10-101-126	Peachtree	1 credit
10-101-127	QuickBooks	1 credit
10-101-113	Accounting 3	4 credits
10-101-116	Cost Accounting	3 credits
10-101-123	Payroll Applications	2 credits
10-101-125	Managerial Accounting	3 credits
10-101-114	Accounting 4	4 credits
10-101-124	Accounting Systems and Procedures Elective	3 credits

#### General Education Courses

10-801-196	Oral/Interpersonal Communication	3 credits
10-809-199	Psychology of Human Relations	3 credits
10-801-195	Written Communication	3 credits
10-804-144	Math of Finance	3 credits
10-809-195	Economics	3 credits
10-809-172	Intro. to Diversity Studies	3 credits
10-809-170	Professional Development	1 credit
10-801-197	Technical Reporting	3 credits

#### Recommended Electives

10-101-118	Taxes 2	3 credits
10-101-108	Governmental/Not-for-profit Accounting	3 credits

### Accounting Assistant

This technical diploma program prepares you for employment in a wide range of business settings. Areas of study include accounting, business math, taxes, computerized accounting, computer software, payroll, and written and oral communications. Graduates wishing to continue their education may enroll full- or part-time in the second year of the associate degree accounting program.

#### Core Courses

10-101-111	Accounting I	4 credits
10-101-117	Taxes I	3 credits
10-107-110	Microsoft Office 2010	3 credits
10-101-112	Accounting 2	4 credits
10-101-118	Taxes 2 OR	3 credits
10-101-121	Advanced Accounting Spreadsheets	3 credits
10-101-123	Payroll Applications	2 credits
10-101-126	Peachtree	1 credit
10-101-127	QuickBooks	1 credit

#### General Education Courses

10-801-196	Oral/Interpersonal Communication	3 credits
10-804-123	Math with Business Applications	3 credits
10-801-195	Written Communication	3 credits
10-809-170	Professional Development	1 credit

## Health Sciences

### Dental Assistant

This one-semester technical diploma program offers the basic knowledge and skill development that you need to assist a dentist at chairside in dentistry practice. Learning activities combine lecture, laboratory practice, and a four-week internship in a dental office. Your experiences will include chairside assisting, radiography techniques, manipulation of dental materials, and general office procedures.

#### Core Courses

10-508-101	Dental Health Safety	1 credit
10-508-103	Dental Radiography	2 credits
10-508-113	Dental Materials	2 credits
31-508-302	Dental Chairside	5 credits
31-508-304	Dental & General Anatomy	2 credits
31-508-306	Dental Assistant Clinical	3 credits
31-508-307	Dental Assistant Professionalism	1 credit



### Medical Assistant

In this technical diploma program, you will work closely with medical personnel and assist with patient examinations, medical diagnostic procedures, and lab tests. Your training also includes administrative procedures such as receiving patients, scheduling appointments, maintaining records, bookkeeping, processing insurance forms, and drafting correspondence. You will receive hands-on clinical experience through clinical affiliations with area healthcare associates.

#### Core Courses

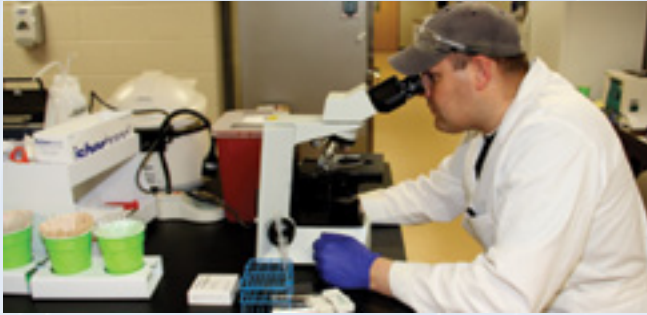
10-501-101	Medical Terminology	3 credits
10-501-104	Healthcare Customer Service	2 credits
10-501-107	Intro. to Healthcare Computing	2 credits
31-509-301	Medical Assistant Administrative Procedures	2 credits
31-509-302	Human Body in Health & Disease	3 credits
31-509-303	Medical Assistant Lab Procedures 1	2 credits
31-509-304	Medical Assistant Clinical Procedures 1	4 credits
31-501-308	Pharmacology for Allied Health	2 credits
31-509-305	Medical Assistant Lab Procedures 2	2 credits
31-509-306	Medical Assistant Clinical Procedures 2	3 credits
31-509-307	Medical Office Insurance & Finance	2 credits
31-509-309	Medical Law, Ethics & Professionalism	2 credits
31-509-310	Medical Assistant Externship	3 credits

### Medical Coding Specialist

In this online technical diploma program, you will learn how to assign and sequence medical diagnoses and procedures coding and develop skills needed to interpret complex data used for healthcare reimbursement.

#### Core Courses

10-501-101	Medical Terminology	3 credits
10-530-181	Intro. to the Health Record	1 credit
10-530-182	Human Diseases for the Health Professions	3 credits
10-530-183	ICD-9-CM Coding	3 credits
10-530-184	CPT Coding	3 credits
10-530-185	Health Care Reimbursement	2 credits
31-543-335	Body Structure & Function	2 credits



## Medical Laboratory Technician

This associate of applied science degree prepares you to work in hospitals, clinics, and doctors' offices. Coursework develops academic and hands-on skills to perform procedures such as collection and analysis of blood and other bodily fluids such as hematology, chemistry, immunology, blood bank, and microbiology. As graduates, you will perform these analytical procedures under the supervision of a medical technologist or physician.

### Core Courses

10-513-110	Basic Lab Skills	1 credit
10-513-111	Phlebotomy	2 credits
10-513-113	QA Lab Math	1 credit
10-513-114	Urinalysis	2 credits
10-513-115	Basic Immunology Concepts	2 credits
10-513-120	Basic Hematology	3 credits
10-513-121	Coagulation	1 credit
10-513-122	Intro. to Blood Bank	2 credits
10-513-123	Advanced Blood Bank	2 credits
10-513-130	Advanced Hematology	2 credits
10-513-131	Clinical Chemistry 1	3 credits
10-513-132	Clinical Chemistry 2	2 credits
10-513-133	Clinical Microbiology	4 credits
10-513-180	Body Fluids Analysis	1 credit
10-513-134	Laboratory Experience	1 credit
10-513-140	Advanced Microbiology	2 credits
10-513-141	Pre-Clinical Experience	2 credits
10-513-151	Clinical Experience 1	3 credits
10-513-152	Clinical Experience 2	4 credits
	Elective	3 credits

### General Education Courses

10-806-177	General Anatomy & Physiology	4 credits
10-806-186	Intro. to Biochemistry	4 credits
10-806-197	Microbiology	4 credits
10-801-195	Written Communication	3 credits
10-801-196	Oral/Interpersonal Communication	3 credits
10-809-172	Intro. to Diversity Studies <b>OR</b>	3 credits
10-809-196	Intro. to Sociology	3 credits
10-809-188	Developmental Psychology <b>OR</b>	3 credits
10-809-198	Intro. to Psychology	3 credits

### Highly Recommended Elective

10-501-101	Medical Terminology	3 credits
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## Midwife (Direct Entry)

As you work toward an associate degree, this direct-entry program will prepare you to become certified and licensed in Wisconsin as a professional midwife. Learn how to provide hands-on holistic care for women of childbearing years and collaborate with other healthcare partners throughout the childbearing process. Licensed midwives assist mothers with labor and natural delivery of their children in home, hospital, or birth center settings, and then follow delivery with postpartum care and instruction. Program instruction will emphasize low-risk pregnancies.

### Core Courses

10-501-153	Body Structure & Function	3 credits
10-510-140	Nutrition	3 credits
10-510-155	Intro. to Midwifery Practice	2 credits
10-510-156	Midwife Science Lab	1 credit
10-510-157	Physical Exam for the Midwife	2 credits
10-510-158	Intro. to Midwife Clinic	1 credit
10-510-153	Applied Pharmacology	2 credits
10-510-159	Midwife Clinic 1	1 credit
10-510-160	Antepartum Theory	4 credits
10-510-161	Antepartum Lab	1 credit
10-510-162	Midwife Clinic 2	2 credits
10-510-163	Midwife Clinic 3	1 credit
10-510-164	Intrapartum	3 credits
10-510-165	Postpartum	1 credit
10-510-166	Neonate	1 credit
10-510-146	Well Woman Gynecology	3 credits
10-510-167	Midwife Clinic 4	2 credits
10-510-148	Midwife Clinic Lab 1	1 credits
10-510-168	Midwife Clinic 5	2 credits
10-510-169	Midwife Clinic 6	2 credits
10-510-149	Professional Issues in Midwifery	2 credits
10-510-150	OB/Medication Management	1 credit
10-510-170	Midwife Clinic 7	3 credits
10-510-152	Midwife Clinic Lab 2	2 credits
10-510-154	Midwife Research	1 credit

### General Education Courses

10-801-195	Written Communication	3 credits
10-809-128	Marriage & Family	3 credits
10-804-123	Math with Business Applications	3 credits
10-809-172	Intro. to Diversity Studies	3 credits
10-809-198	Intro. to Psychology <b>OR</b>	3 credits
10-809-199	Psychology of Human Relations	3 credits
10-801-196	Oral/Interpersonal Communication	3 credits
10-809-166	Intro. to Ethics: Theory & Application	3 credits

## Nursing Assistant

This 120-hour technical diploma program prepares you to assist with care in nursing homes, hospitals, and home care. As part of a team, you help bathe, dress, feed, and ambulate clients.

### Core Course

30-543-300	Nursing Assistant Basic	3 credits
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## Nursing-Associate Degree

This nationally accredited associate degree program prepares you to write the National Council Licensure Exam for Registered Nurses. Learning is centered on the direct care of clients. You will receive hands-on experience through clinical affiliations with area healthcare facilities to develop critical thinking, assessment skills, collaborative relationships, and facilitation of diverse client care needs across the healthcare continuum. Nurses work in hospitals, clinics, schools, and community settings. Successful completion requirements of the Nursing program at Southwest Tech include in-residence enrollment and completion in courses 543-114, 543-115, and 543-116.

### Core Courses

10-543-101	Nursing Fundamentals	2 credits
10-543-102	Nursing Skills	3 credits
10-543-103	Nursing Pharmacology	2 credits
10-543-104	Nursing: Intro. to Clinical Practice	2 credits
10-543-105	Nursing Health Alterations	3 credits
10-543-106	Nursing Health Promotion	3 credits
10-543-107	Nursing: Clinical Care Across Lifespan	2 credits
10-543-108	Nursing: Intro. to Clinical Care Mgmt.	2 credits
10-543-109	Nursing: Complex Health Alterations 1	3 credits
10-543-110	Nursing: Mental Health Comm Con	2 credits
10-543-111	Nursing: Intermediate Clinical Practice	3 credits
10-543-112	Nursing Advanced Skills	1 credit
10-543-113	Nursing: Complex Health Alterations 2	3 credits
10-543-114	Nursing: Management & Professional Concepts	2 credits
10-543-115	Nursing: Advance Clinical Practice	3 credits
10-543-116	Nursing: Clinical Transition Electives	2 credits 5 credits

### General Education Courses

10-806-177	General Anatomy & Physiology	4 credits
10-806-179	Advanced Anatomy & Physiology	4 credits
10-806-197	Microbiology	4 credits
10-801-195	Written Communication	3 credits
10-809-188	Developmental Psychology	3 credits
10-801-196	Oral/Interpersonal Communication	3 credits
10-809-198	Intro. to Psychology	3 credits
10-809-196	Intro. to Sociology <b>OR</b>	3 credits
10-809-197	Contemporary American Society	3 credits

### Highly Recommended Elective

10-501-101	Medical Terminology	3 credits
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## Physical Therapist Assistant

This associate of applied science degree program will prepare you to work under the supervision of a physical therapist. Duties include assisting with treatment programs according to the plan of care, training patients in exercises and activities of daily living, conducting treatments using special equipment, administering modalities and other treatment procedures, and reporting to the physical therapist about the patient's responses.

### Core Courses

10-524-138	PTA Kinesiology 1	3 credits
10-524-139	PTA Patient Interventions	4 credits
10-524-140	PTA Professional Issues 1	2 credits
10-524-141	PTA Kinesiology 2	4 credits
10-524-142	PTA Therapeutic Exercise	3 credits
10-524-143	PTA Therapeutic Modalities	4 credits
10-524-147	PTA Clinical Practice 1	2 credits
10-524-144	PTA Principles of Neuro Rehab	4 credits
10-524-145	PTA Principles of Musculo Rehab	4 credits
10-524-146	PTA Cardio & Integrated Mgmt.	3 credits
10-524-148	PTA Clinical Practice 2	3 credits
10-524-149	PTA Rehab Across the Lifespan	2 credits
10-524-150	PTA Professional Issues 2	2 credits
10-524-151	PTA Clinical Practice 3	5 credits
	Elective	3 credits

### General Education Courses

10-801-195	Written Communication	3 credits
10-801-196	Oral/Interpersonal Communication	3 credits
10-806-177	General Anatomy & Physiology	4 credits
10-809-188	Developmental Psychology	3 credits
10-809-172	Intro. to Diversity Studies	3 credits
10-809-196	Intro. to Sociology	3 credits
10-809-198	Intro. to Psychology <b>OR</b>	3 credits
10-809-199	Psychology of Human Relations	3 credits

### Highly Recommended Elective

10-501-101	Medical Terminology	3 credits
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## Pharmacy Technician (Shared)

This technical diploma program is offered collaboratively with Southwest Tech and Lakeshore Technical College (LTC). Pharmacy technicians assist pharmacists in packaging, labeling, recording, and distributing drugs. Pharmacy-related courses are broadcast over interactive television.

10-536-110	Pharmaceutical Calculations	3 credits
10-536-112	Pharmacy Business Applications	3 credits
10-536-120	Fundamentals of Reading Prescriptions	1 credit
10-536-134	Pharmacy Benefits-Managing	3 credits
10-536-138	Pharmacy Community Clinical	2 credits
10-501-101	Medical Terminology	3 credits
10-801-196	Oral/Interpersonal Communication	3 credits
10-536-122	Pharmacology	3 credits
10-536-124	Pharmacy Drug Distribution Systems	1 credit
10-536-115	Pharmacy Law	2 credits
10-536-126	Pharmacy Parenteral Admixtures	3 credits
10-103-121	Word 2002-Level 1	1 credit
10-809-198	Psychology - Introduction to	3 credits

### Choice A (5 credits)

10-536-140	Pharmacy Hospital Clinical <b>OR</b>	3 credits
10-536-141	Hospital Clinical Lab	2 credits

### Choice B (5 credits)

10-536-142	Pharmacy Community Clinical-Advanced	2 credits
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An approved business course such as:

104-102	Principles of Marketing	3 credits
104-104	Selling Principles	3 credits
182-108	Purchasing	3 credits

## Respiratory Therapist (Shared)

This associate degree program is offered collaboratively with Southwest Tech and Western Technical College. This program prepares you to work with physicians in diagnosing, treating, and monitoring patients of all ages. You will become responsible for delivering and monitoring patients' oxygen, inhaled medications, and breathing exercises/treatments and manage patients who require artificial airways and mechanical ventilation.

10-501-101	Medical Terminology	3 credits
10-801-195	Written Communication	3 credits
10-806-177	General ,Anatomy & Physiology	4 credits
10-809-172	Intro. to Diversity Studies	3 credits
10-801-198	Speech	3 credits
10-806-197	Microbiology	4 credits
10-809-188	Developmental Psychology	3 credits
10-804-106	Intro. to College Math	3 credits
10-515-170	Respiratory Therapy Survey	4 credits
10-515-174	Resp & Circulatory Physiology	3 credits
10-515-175	Resp Ther Clin Practice 1	2 credits
10-515-171	Respiratory Therapeutics 1	3 credits
10-515-172	Respiratory Therapeutics 2	3 credits
10-515-173	Respiratory Pharmacology	3 credits
10-515-176	Respiratory Disease	3 credits
10-515-178	Resp Therapy Clin Practice 2	3 credits

10-515-179	Resp Therapy Clin Practice 3	3 credits
10-515-182	Resp Therapy Clin Practice 4	3 credits
10-515-177	Resp Life Support Technology	4 credits
10-515-180	Resp Neonatal/Pediatric Care	2 credits
10-515-181	Resp & Circulatory Diagnostics	3 credits
10-515-183	Resp Therapy Clin Practice 5	3 credits
	Elective	2 credits

## Hospitality & Tourism

### Food Production Assistant

Receive hands-on training and experience to perform a variety of entry-level food preparation duties such as preparing cold foods and shellfish; slicing meat; and preparing and seasoning soups, meats, vegetables, desserts and other foodstuffs in this one-semester certificate program. Sanitation certification training is included in the curriculum. All certificate classes transfer to the one-year Culinary Specialist and the two-year Culinary Management and Culinary Arts programs.

### Core Courses

10-317-120	Food Sanitation & Safety	2 credits
10-316-107	Baking 1	2 credits
10-317-138	Cooking Principles and Equipment	2 credits
10-316-139	Quantity Prep: Garde-Manger	2 credits
10-316-140	Quantity Prep: Soups and Sauces	2 credits
10-316-141	Quantity Prep: Fruits and Vegetables	2 credits

### General Education Courses

10-801-196	Oral/Interpersonal Communication	3 credits
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## Culinary Specialist

Receive hands-on training and experience in all areas of basic quantity food preparation and kitchen operations in this technical diploma program. Sanitation certification training is included in the curriculum. Graduates of this program may transfer all credits to the two-year Culinary Management or Culinary Arts associate degree programs.

### Core Courses

10-317-120	Food Sanitation & Safety	2 credits
10-316-107	Baking 1	2 credits
10-316-138	Cooking Principles & Equipment	2 credits
10-316-139	Quantity Prep—Garde Manger	2 credits
10-316-140	Quantity Prep: Soups & Sauces	3 credits
10-316-141	Quantity Prep: Fruits & Vegetables	3 credits
10-317-104	Nutrition in Food Preparation	2 credits
10-316-165	Catering & Special Functions	2 credits
10-316-108	Baking 2	2 credits
10-316-142	Catering & Deli Production	2 credits
10-316-143	Quantity Prep: Meat/Poultry	2 credits
10-317-152	Hospitality Law	2 credits

### General Education Courses

10-801-196	Oral/Interpersonal Communication	3 credits
10-804-123	Math with Business Applications	3 credits
10-809-170	Professional Development	1 credit

## Culinary Arts

The food service industry is the top retail employer in the US. This associate degree program is for those who wish to train as chefs or mid-managers in the hospitality industry by providing skills involved with quantity food preparation, nutrition, catering, decorative foods, wines, baking, and gourmet dining. Extensive hands-on experience is fundamental to the program. Wisconsin state sanitation certification is included in the curriculum.

### Core Courses

10-317-120	Food Sanitation & Safety	2 credits
10-316-107	Baking 1	2 credits
10-316-138	Cooking Principles & Equipment	2 credits
10-316-139	Quantity Prep—Garde Manger	2 credits
10-316-140	Quantity Prep: Soups & Sauces	3 credits
10-316-141	Quantity Prep: Fruits & Vegetables	3 credits
10-317-104	Nutrition in Food Preparation	2 credits
10-316-165	Catering & Special Functions	2 credits
10-316-108	Baking 2	2 credits
10-316-142	Catering & Deli Production	2 credits
10-316-143	Quantity Prep: Meat/Poultry	2 credits
10-317-152	Hospitality Law	2 credits
10-316-148	Food Service Internship 1	2 credits
10-316-130	Gourmet Dining 1	2 credits
10-316-133	Garde Manger: Decorative Foods	2 credits
10-316-158	Food Purchasing Analysis/Sustainability	2 credits
10-317-135	Cost Control and Analysis	2 credits
10-316-134	Gourmet Dining 2	3 credits

10-317-155	Exploring Wines	2 credits
10-317-132	Specialty Foods	2 credits
10-317-111	Menu Management & Marketing	2 credits

### General Education Courses

10-801-196	Oral/Interpersonal Communication	3 credits
10-809-170	Professional Development Seminar	1 credit
10-804-123	Math with Business Applications	3 credits
10-801-195	Written Communication	3 credits
10-809-172	Intro. to Diversity Studies	3 credits
10-809-198	Intro. to Psychology <b>OR</b>	3 credits
10-809-199	Psychology of Human Relations	3 credits
10-809-143	Economics	3 credits
10-809-196	Intro. to Sociology	3 credits

## Culinary Management

Training you how to supervise and manage business operations in restaurants, resorts, hotels, and school or health care facilities is the objective of this associate degree program. You will learn quantity food preparation; hospitality supervision; cost control and analysis; menu management; marketing; and food, beverage, and bakery management. Management jobs are plentiful in this growth industry.

### Core Courses

10-317-120	Food Sanitation & Safety	2 credits
10-316-107	Baking 1	2 credits
10-316-138	Cooking Principles & Equipment	2 credits
10-316-139	Quantity Prep—Garde Manger	2 credits
10-316-140	Quantity Prep: Soups & Sauces	3 credits
10-316-141	Quantity Prep: Fruits & Vegetables	3 credits
10-316-165	Catering & Special Functions	2 credits
10-317-104	Nutrition in Food Preparation	2 credits
10-316-108	Baking 2	2 credits
10-316-142	Catering & Deli Production	2 credits
10-316-143	Quantity Prep: Meat/Poultry	2 credits
10-317-152	Hospitality Law	2 credits
10-317-165	Hospitality Supervision	2 credits
10-317-122	Catering Management	2 credits
10-317-135	Cost Control & Analysis	2 credits
10-316-158	Food Purchasing Analysis/Sustainability	2 credits
10-317-159	Food Marketing	1 credit
10-317-111	Menu Management & Marketing	2 credits
10-317-103	Supervision of Food Production	3 credits
10-317-155	Exploring Wines	2 credits
10-316-154	Managing Service	3 credits
10-317-150	Food Internship 2	2 credits

### General Education Courses

10-801-196	Oral/Interpersonal Communication	3 credits
10-804-123	Math with Business Applications	3 credits
10-809-170	Professional Development	1 credit
10-801-195	Written Communication	3 credits
10-809-172	Intro. to Diversity Studies	3 credits
10-809-198	Intro. to Psychology <b>OR</b>	3 credits
10-809-199	Psychology of Human Relations	3 credits
10-809-195	Economics	3 credits
10-809-196	Intro. to Sociology	3 credits

## Golf Course Management

A shortage of well-trained managers of public and private golf courses means many career opportunities for you upon completing this associate degree program. The lead instructor, a PGA member, prepares you for management in the golf industry by concentrating on internal operations (business and hospitality) and external operations (grounds, turf, and facilities). Jobs abound nationwide for managers and assistant managers of golf courses, club houses, and pro shops.

### Core Courses

10-317-120	Food Sanitation & Safety	2 credits
10-325-101	Golf Course Operations	3 credits
10-325-102	Career & Leadership Development	2 credits
10-325-116	History of Golf	1 credit
10-325-105	Golf Course Marketing & Promotion	3 credits
10-325-103	Pro Shop Management	3 credits
10-325-104	Club Financial Management	3 credits
10-325-106	Golf Course Internship 1: Inside <b>OR</b>	3 credits
10-325-112	Golf Course Internship 2: Outside	3 credits
10-006-110	Soils, Conservation, & Fertility	3 credits
10-325-114	Techniques for Teaching Golf	2 credits
10-325-108	Tournament Promotions	2 credits
10-325-113	Golf Course Equipment Repair	3 credits
10-325-117	Golf Regulatory & Legal Issues	1 credit
10-325-109	Integrated Turf Management	3 credits
10-325-110	Golf Course Design & Renovation	2 credits
10-325-111	Facilities & Equipment Management	3 credits
10-325-115	Golf Course Pest Management	1 credit
10-196-191	Supervision	3 credits
10-325-120	Golf Course Technology	3 credits

### General Education Courses

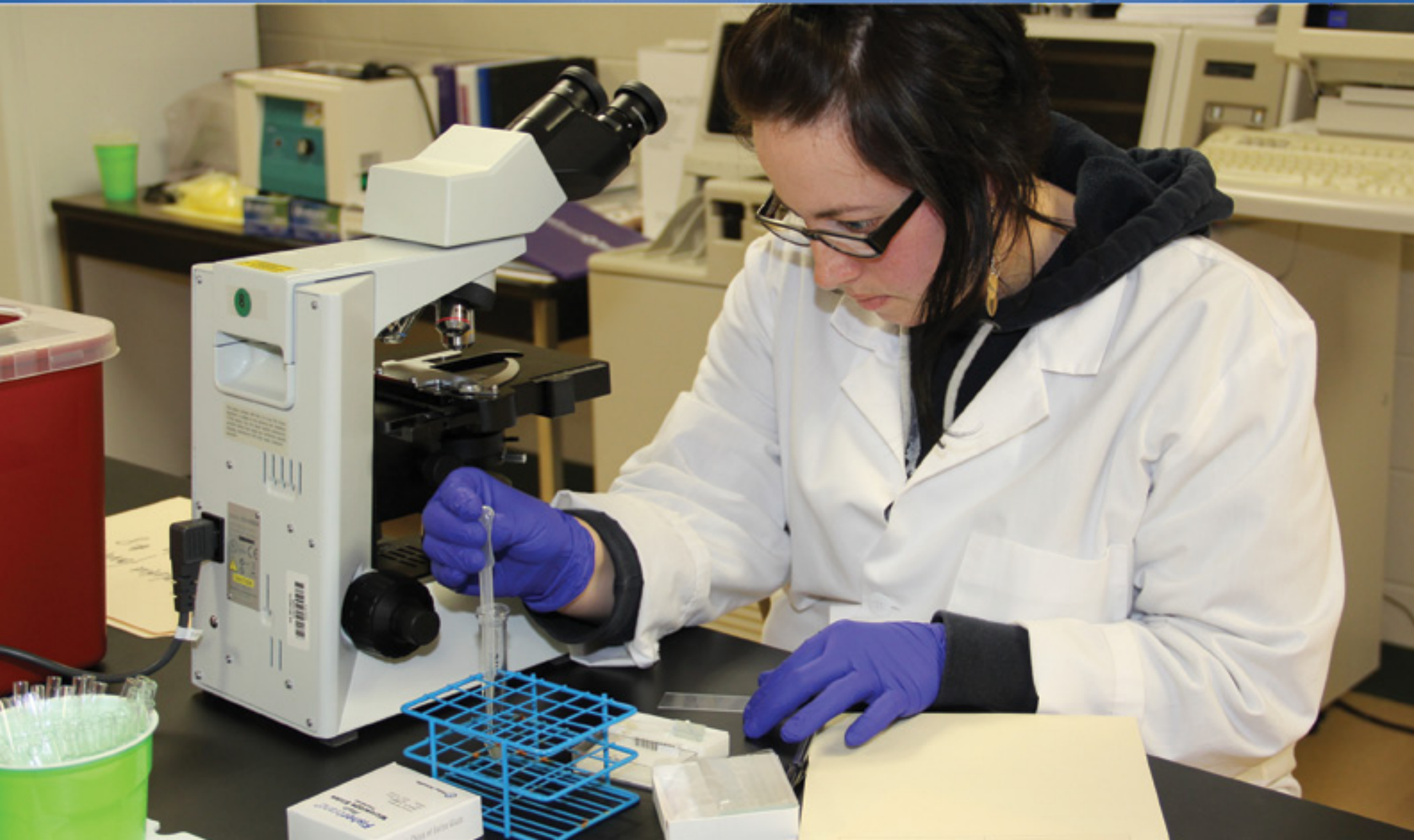
10-801-195	Written Communication	3 credits
10-801-196	Oral/Interpersonal Communication	3 credits
10-804-107	College Math	3 credits
10-801-197	Technical Reporting	3 credits
10-809-199	Psychology of Human Relations	3 credits
10-809-172	Intro. to Diversity Studies	3 credits
10-806-134	General Chemistry	4 credits



# EDUCATION

*"Southwest Tech provides hands-on learning from passionate teachers who believe in their students and want them to succeed."*

Devon McNurlin, 2013 Graduate  
Criminal Justice-Law Enforcement



## Human Services

### Cosmetology

In this three-semester technical diploma program, you practice skills learned in theory and lab classes in Southwest Tech's own Creative Elements Salon. This salon models "real world" working conditions and encourages your development of relationship-building techniques. The curriculum includes hair cutting, styling, coloring, permanent waving, manicuring and pedicuring, nail technology, sales, and salon management. For State of Wisconsin licensure, cosmetologists need to complete no fewer than 1,800 hours of coursework to take the Wisconsin license examination.

#### Core Courses

31-502-332	Basic Hair Design	5 credits
31-502-339	Nail Technology 1	3 credits
31-502-364	Salon/Spa Science	2 credits
31-502-372	Chemical Services	5 credits
31-502-378	Basic Facials	2 credits
31-502-375	Salon Services 1	5 credits
31-502-380	Salon Services 2	5 credits
31-502-381	Salon Services 3	5 credits
31-502-390	Salon/Spa Management	2 credits
31-502-385	Salon Services 4	5 credits
31-502-386	Salon Services 5	5 credits
31-502-357	Salon Services 6	5 credits

#### General Education Courses

30-804-313	Occupational Math	1 credit
30-804-314	Occupational Math-Business	1 credit
10-809-170	Professional Development	1 credit
31-801-310	Workplace Communication	2 credits

### Child Care Services

This technical diploma program prepares you to work effectively with groups of young children and emphasizes safety, the theory of child care, and hands-on supervised experience in a variety of child care settings.

#### Core Courses

10-307-148	ECE: Foundations of ECE	3 credits
10-307-151	ECE: Infant & Toddler Development	3 credits
10-307-174	ECE: Practicum 1	2 credits
10-307-194	ECE: Math, Science, & Social Studies	3 credits
10-307-167	ECE: Health, Safety, & Nutrition	3 credits
10-307-178	ECE: Art, Music, & Language Arts	3 credits
10-307-179	ECE: Child Development	3 credits
10-307-192	ECE: Practicum 2	3 credits

#### General Education Courses

10-801-196	Oral/Interpersonal Communication	3 credits
10-809-172	Intro. to Diversity Studies	3 credits
10-801-195	Written Communication	3 credits

### Early Childhood Education

This associate degree program prepares you to become employed in the childcare industry. The program emphasizes physical and mental development, socialization, health, safety, and nutritional needs of children from birth to school-age.

#### Core Courses

10-307-148	ECE: Foundations of ECE	3 credits
10-307-151	ECE: Infant & Toddler Development	3 credits
10-307-174	ECE: Practicum 1	3 credits
10-307-194	ECE: Math, Science, & Social Studies	3 credits
10-307-167	ECE: Health, Safety, & Nutrition	3 credits
10-307-178	ECE: Art, Music, & Language Arts	3 credits
10-307-179	ECE: Child Development	3 credits
10-307-192	ECE: Practicum 2	3 credits
10-307-166	ECE: Curriculum Planning	3 credits
10-307-187	ECE: Children with Differing Abilities	3 credits
10-307-195	ECE: Family & Community Relationships	3 credits
10-307-197	ECE: Practicum 3	3 credits
10-307-188	ECE: Guiding Child Behavior	3 credits
10-307-198	ECE: Administering an ECE Program	3 credits
10-307-199	ECE: Practicum 4	3 credits
	Elective	3 credits

#### General Education Courses

10-801-196	Oral/Interpersonal Communication	3 credits
10-809-172	Intro. to Diversity Studies	3 credits
10-801-195	Written Communication	3 credits
10-801-198	Speech	3 credits
10-809-198	Intro. to Psychology	3 credits
10-804-123	Math with Business Applications	3 credits
10-809-197	Contemporary American Society	3 credits

#### Continuing Education Opportunity

Preschool Credential: See page 40 for details!

### Esthetician (Spa Services)

If you have an interest in health, fitness, or beauty, this technical diploma program offers you the opportunity to enter a career that is ready for explosive growth. You study skin structure and function, facials and body treatments, electrotherapy, aromatherapy, massage, skin analysis, product chemistry, hair removal, and makeup.

#### Core Courses

31-502-321	Facial Treatments	2 credits
31-502-363	Esthetics Clinic I	4 credits
31-502-364	Salon/Spa Science	2 credits
31-502-365	Esthetics Fundamentals	3 credits
31-502-366	Spa Treatments	5 credits
31-502-367	Esthetics Clinic 2	5 credits
31-502-390	Salon/Spa Management	2 credits

#### General Education Courses

31-801-310	Workplace Communication	2 credits
10-809-170	Professional Development	1 credit

### Human Services Associate

This associate degree program prepares you to support and assist professional staff in a variety of human service environments. The program includes a combination of general education courses, in-depth study of human services issues, and field experiences. Human Service Associates work with vulnerable and diverse populations and in a variety of community service agencies.

#### Core Courses

10-520-101	Intro. to Human Services	3 credits
10-520-104	Community Resources & Services	3 credits
10-520-102	Ethics for the Profession	3 credits
10-520-103	Issues In ATODA	3 credits
10-520-105	Interviewing & Counseling Techniques	3 credits
10-520-106	Issues of Gerontology	3 credits
10-520-108	Methods of Social Casework	3 credits
10-520-121	Field Study I	4 credits
10-520-109	Professional Documentation in Human Services	3 credits
10-520-107	Disability Studies	3 credits
10-520-112	Children, Youth, & Families	3 credits
10-520-122	Field Study 2	4 credits

#### General Education Courses

10-801-195	Written Communication	3 credits
10-809-172	Intro. to Diversity Studies	3 credits
10-809-198	Intro. to Psychology	3 credits
10-809-188	Developmental Psychology	3 credits
10-801-198	Speech	3 credits
10-809-196	Intro. to Sociology	3 credits
10-804-123	Math with Business Applications	3 credits
10-809-159	Abnormal Psychology	3 credits
10-809-195	Economics	3 credits



## Information Technology

### IT–Computer Support Technician

This one-year technical diploma program prepares you to effectively interact with PC, Mac, and mobile users providing first-line technical support. Students are trained in a hands-on atmosphere to install, support, and troubleshoot PC, Mac, mobile, and audio/video devices. Career opportunities exist in all areas of the country. Graduates with this one-year technical diploma will have obtained their CompTIA A+ industry-recognized certification within the first six months of classes. Graduates of this program also have the option of returning for two more semesters to earn their associates degree in Network Communication Specialist.

#### Core Courses

10-107-110	Microsoft Office 2010	3 credits
10-107-146	IT Concepts	3 credits
10-154-101	CompTIA A+ Essentials	2 credits
10-154-106	CompTIA A+ Practical Applications	2 credits
10-150-117	Windows Networking	3 credits
10-150-115	Principles of Information Security	3 credits
10-150-111	Linux & Mac Operating Systems	3 credits
10-150-119	Supporting Emerging Technologies	3 credits
10-154-108	IT Help Desk Practicum	2 credits
10-107-189	IT Career Development	1 credit

#### General Education Courses

10-801-195	Written Communication	3 credits
10-804-133	Math & Logic	3 credits
10-801-198	Speech	3 credits



### IT–Network Communication Specialist

Almost every business uses local and/or wide area networks, the Internet or intranets, and telephony systems, and this associate degree program prepares you to maintain and support those systems. You will study computer communications systems including router and switch configurations, hardware and software infrastructure management/design, voice and video over IP, private telephone systems (PBX), voicemail systems, and audio/video systems.

#### Core Courses

10-107-110	Microsoft Office 2010	3 credits
10-107-146	IT Concepts	3 credits
10-154-101	CompTIA A+ Essentials	2 credits
10-154-106	CompTIA A+ Practical Applications	2 credits
10-150-115	Principles of Information Security	3 credits
10-150-111	Linux & Mac Operating Systems	3 credits
10-150-117	Windows Networking	3 credits
10-150-119	Supporting Emerging Technologies	3 credits
10-154-108	IT Help Desk Practicum	2 credits
10-107-189	IT Career Development	1 credit
10-107-108	Project Management	3 credits
10-107-139	Database Design & Implementation	3 credits
10-150-102	Cisco Networking	4 credits
10-150-120	Voice Over IP Convergence	2 credits
10-150-105	Advanced Communication Networks	2 credits
10-150-121	VMWare VCP Essentials	3 credits
10-150-103	Firewall/VPN Technologies	3 credits
10-150-107	Field Study/Internship <b>OR</b>	3 credits
10-150-108	Advanced IT Help Desk Practicum	3 credits

#### General Education Courses

10-801-195	Written Communication	3 credits
10-804-133	Math & Logic	3 credits
10-801-198	Speech	3 credits
10-809-195	Economics	3 credits
10-801-197	Technical Reporting	3 credits
10-804-189	Introductory Statistics	3 credits
10-809-199	Psychology of Human Relations	3 credits



### IT–Web & Software Developer

This associate degree prepares you to become an entry-level computer programmer who will maintain and develop a variety of applications including client, server side, and mobile applications. The program provides training using XHTML, JavaScript, PHP, Java, and Visual C++. You will develop software using database management software (DBMS). The primary programming emphasis is on Java and PHP but also gaming and mobile applications will be covered. Web & Software Developers are needed in almost every kind of business today including entrepreneur software developer opportunities.

#### Core Courses

10-107-110	Microsoft Office 2010	3 credits
10-107-146	IT Concepts	3 credits
10-152-113	Web Programming with XHTML	2 credits
10-152-114	Web Programming with JavaScript	2 credits
10-107-108	Project Management	3 credits
10-107-139	Database Design and Implementation	3 credits
10-152-101	JAVA Programming	4 credits
10-152-110	PHP Web Development with MySQL	4 credits
10-107-109	Project Management 2	3 credits
10-152-103	Advanced JAVA Programming Elective	3 credits
10-152-105	Field Study/Internship <b>OR</b>	3 credits
10-152-106	IT Projects	3 credits
10-152-115	Mobile Applications	3 credits
10-152-108	Programming Development with Graphics & Games Elective	3 credits

#### General Education Courses

10-801-195	Written Communication	3 credits
10-804-133	Math & Logic	3 credits
10-801-198	Speech	3 credits
10-801-197	Technical Reporting	3 credits
10-804-189	Introductory Statistics	3 credits
10-809-195	Economics	3 credits
10-809-199	Psychology of Human Relations	3 credits







# KNOWLEDGE

*"I am a hands-on person and my instructors made it fun by letting us get out there and learn."*  
Tanner Prochaska, 2012 Graduate  
Automotive Technician

## Law, Public Safety, & Security

### Criminal Justice—Law Enforcement

You will study patrol procedures for residential, commercial, and industrial areas in this associate degree program. You also learn how to monitor traffic for safe and legal vehicle operations and how to properly issue warnings, citations, and make arrests. This program also covers accident and crime scene investigation and how to carry out long-term investigations.

#### Core Courses

10-504-120	Homeland Security/Terrorism	3 credits
10-504-123	Fundamentals of the Criminal Justice System	3 credits
10-801-196	Oral/Interpersonal Communication	3 credits
10-807-150	Personal Fitness	2 credits
10-504-900	Intro. to Criminal Justice	3 credits
10-504-106	Functional Fitness <b>OR</b>	1 credit
10-504-121	Current Issues in Criminal Justice	1 credit
10-105-110	Computer Applications	1 credit
10-504-901	Constitutional Law	3 credits
10-504-903	Professional Communications	3 credits
10-504-905	Report Writing	3 credits
10-504-906	Criminal Investigation Theory	3 credits
10-504-112	Criminal Evidence	3 credits
10-504-904	Juvenile Law	3 credits
10-504-907	Community Policing Strategies	3 credits
	Electives	6 credits

#### General Education Courses

10-809-122	Intro. to American Government	3 credits
10-809-198	Intro. to Psychology	3 credits
10-809-170	Professional Development Seminar	1 credit
10-809-172	Intro. to Diversity Studies	3 credits
10-809-159	Abnormal Psychology	3 credits

#### Recommended Electives

10-504-105	Police Internship	3 credits
10-504-130	Tactical 1—DAAT	2 credits
10-504-131	Tactical 2—Firearms	2 credits
	Tactical 3 – EVOC & Vehicle Contacts	2 credits
10-801-198	Speech	3 credits

### Criminal Justice—Law Enforcement Academy

This 520-hour academy is designed for those seeking a law enforcement career in the State of Wisconsin. The instruction meets the criteria established by the Wisconsin Department of Justice, Training and Standards Bureau. Training is delivered via lecture, group discussion, hands-on exercises, and scenario participation. The training is provided by program instructors and active or retired law enforcement officers.

## Liberal Arts & Sciences

### University Transfer Liberal Arts

The University Transfer Liberal Arts program is a special partnership with Nicolet College. Students enrolled in this program get all the cost savings and convenience of a complete liberal arts transfer degree while being able to take their classes on the Southwest Tech campus or through online offerings. Start Here...Go Anywhere! Call an advisor today.

#### Southwest Tech Courses That Can Be Taken

10-801-195	Written Communication (B or better) (SUBSTITUTE)
10-801-136	English Comp I
10-809-122	Intro to American Government
10-809-128	Marriage and Family
10-809-159	Abnormal Psychology
10-809-172	Intro. to Diversity Studies*
10-809-174	Social Problems
10-809-195	Economics
10-809-196	Intro. to Sociology*
10-809-197	Contemporary American Society
10-809-198	Intro. to Psychology
10-809-166	Intro. to Ethics
10-809-188	Developmental Psychology
10-804-189	Introductory Statistics
10-804-195	College Algebra w. Applications
10-806-114	General Biology (lab)
10-806-134	General Chemistry (lab)
10-806-197	Microbiology (lab)
10-806-177	General A&P (lab)
10-806-179	Advanced A&P (lab)
10-806-186	Intro. to Biochemistry (lab)
10-806-154	General Physics 1 (lab)

#### Nicolet Courses Offered at Southwest Tech

20-801-219	English Comp II (Spring)
20-801-227	Creative Writing (Fall)
20-810-201	Fundamentals of Speech (Spring)
20-801-255	Intro. to Literature (Fall)
20-803-258	World History to 1500 (Spring)
20-801-233	Children's Literature (Spring)
20-815- 201	Art Appreciation (Fall)
20-809-216	Human Cultural Geography (Fall)
20-809-283	Cultural Anthropology (Spring)
20-804-250	Quantitative Reasoning (Spring)
20-807-201	Fitness for Life (Fall)
20-802-217	Spanish I (Fall)*

#### Nicolet Online Courses Available to Satisfy Degree Requirements

20-801-223	English Comp II
20-815-201	Art Appreciation
20-815-230	Native American Art
20-803-215	Hist Amer People to 1877
20-803-219	Hist Amer People from 1877
20-809-217	Intro. to Philosophy
20-809-215	World Regional Geography*
20-809-212	Wisconsin
20-809-271	Intro. to Sociology*
20-809-283	Cultural Anthropology*
20-809-275	Marriage and Family
20-809-251	Intro. to Psychology
20-809-291	Principles of Microeconomics
20-809-287	Principles of Macroeconomics
20-809-254	Educational Psychology
20-809-272	Valuing Diversity*
20-804-227	Elementary Math Ed I
20-804-237	Elementary Math Ed II
20-806-215	Environmental Science
20-806-241	Survey of Chemistry
20-806-212	Geographical Information Systems
20-809-225	Ethics

\*These courses satisfy Diversity & Ethnic Studies credits.

Electives are selected from courses not used to fulfill other requirements.



## Manufacturing

### CNC Setup/Operator

The CNC Setup/Operator program is designed to address the need of manufacturers for entry-level operators of computer numerical control (CNC) machines. During this less than one year training program, the student will learn to perform minor setups and to operate CNC milling machines and CNC turning machines. Additional course work of computer applications, blueprint reading, and manufacturing processes provide vital aspects to the individual's education.

#### Core Courses

10-606-127	Print Reading	2 credits
10-105-110	Computer Applications	1 credit
10-606-105	Processes & Materials Manufacturing	3 credits
10-420-122	Basic CNC Programming & Operation	4 credits
10-420-132	Advanced CNC Programming & Operation	3 credits

#### General Education Courses

10-804-107	College Mathematics	3 credits
10-809-170	Professional Development	1 credit



### Electro-Mechanical Technology

This associate degree program prepares you to maintain, diagnose, and repair computer and conventionally controlled mechanical, pneumatic, hydraulic, and electronic systems, and machines used in industry. The automated manufacturing revolution has created many good jobs installing and maintaining the latest equipment and control systems. This is one of the highest paying career fields for Southwest Tech graduates. Classes start in August and January.

#### Core Courses

10-620-101	DC & AC Fundamentals	5 credits
10-620-121	Mechanics & Materials	4 credits
10-620-130	Machine Shop for Maintenance	2 credits
10-620-122	Semiconductor Fundamentals	4 credits

10-620-102	Digital Electronics	3 credits
10-620-123	Construction Electrical Wiring 1	1 credit
10-620-127	Machine Control 1A	2 credits
10-620-137	Industrial Safety Practices	1 credit
10-620-136	Conventional & Alternative Energy	1 credit
10-620-126	Industrial Electrical Wiring	2 credits
10-620-141	Machine Control 1B	2 credits
10-620-111	Process Control System	4 credits
10-620-128	Computer Systems & Control	2 credits
10-620-138	Construction Electrical Wiring 2	1 credit
10-102-151	Personal Finance	1 credit
10-620-129	Machine Control 2	2 credits
10-620-117	Robotics	3 credits
10-620-124	Welding for Maintenance	2 credits
10-620-107	Hydraulics & Pneumatics	3 credits
10-620-140	Automated Systems Integration	1 credit

#### General Education Courses

10-806-154	General Physics 1	4 credits
10-801-195	Written Communication	3 credits
10-804-113	College Technical Math 1A	3 credits
10-804-114	College Technical Math 1B	2 credits
10-809-199	Psychology of Human Relations	3 credits
10-809-170	Professional Development	1 credit
10-809-172	Intro. to Diversity Studies	3 credits
10-801-197	Technical Reporting	3 credits

### Welding

This technical diploma program focuses on developing your skill and proficiency in 19 welding processes performed in a variety of positions and with an array of materials. You also learn to apply print reading and testing techniques. Recent graduates report excellent job opportunities and incomes.

#### Core Courses

32-442-308	Blueprint Reading–Welding	1 credit
31-442-353	Welding 1	5 credits
31-442-354	Welding 2	5 credits
10-105-110	Computer Applications	1 credit
10-623-101	Principles of Lean Manufacturing	1 credit
31-442-361	Welding Shop Safety	2 credits
32-442-309	Graphic Interpretation–Welding	1 credit
31-442-358	Welding 3	5 credits
31-442-359	Welding 4	5 credits
31-442-360	Fabrication	2 credits

#### General Education Courses

31-804-305	Applied Mathematics	2 credits
10-809-170	Professional Development	1 credit
31-801-310	Workplace Communication	2 credits

## Marketing, Sales, & Service

### Marketing

The Marketing program is an associate degree program that prepares students for a career in the broad field of marketing. Students will learn the core principles of marketing and develop skills in marketing research, promotion, advertising, and sales. They will explore the newest marketing tools, including social media. In addition, the program's flexibility allows students to tailor their education toward preparation for small business management, sales, and/or marketing publications.

#### Core Courses

10-102-105	Intro. to Business <b>OR</b>	3 credits
10-104-108	Small Business Management	3 credits
10-104-124	Career Development	1 credit
10-104-130	Marketing Principles	3 credits
10-107-110	Microsoft Office 2010	3 credits
10-104-105	Selling Principles	3 credits
10-104-125	Customer Relationship Management	2 credit
10-104-142	Social Media Marketing	3 credits
10-102-124	Law of Sales	1 credit
10-102-126	Basic Business Law	2 credits
10-104-107	Marketing Communication	3 credits
10-104-133	Professional Development	1 credit
10-104-140	Marketing Research	3 credits
10-106-110	Web/Desktop Applications	3 credits
10-104-120	Marketing Internship	3 credits
10-104-122	Marketing Management Strategies	3 credits
10-104-126	Retail Principles	3 credits
	Elective	6 credits

#### General Education Courses

10-801-195	Written Communication	3 credits
10-804-123	Math with Business Applications	3 credits
10-801-196	Oral/Interpersonal Communication	3 credits
10-809-172	Intro. to Diversity Studies	3 credits
10-809-199	Psychology of Human Relations	3 credits
10-801-197	Technical Reporting	3 credits
10-809-195	Economics	3 credits

#### Sales Certificate Option (See page 38 for more information!)

10-104-105	Selling Principles	3 credits
10-104-142	Social Media Marketing	3 credits
10-104-125	Customer Relationship Management	2 credits
10-104-126	Retail Principles	3 credits

## Science, Technology, Engineering, & Mathematics

### Engineering Technologist

The Engineering Technologist program combines the foundational skills related to industrial engineering with the skills of computerized manufacturing. Students learn the planning, setup, monitoring, analyzing and controlling of integrated systems in order to improve efficiencies in a manufacturing environment, standardize and streamline processes, and initiate cost savings for businesses.

Application in problem solving and automated technologies are emphasized. Graduates are trained to work as members of teams consisting of engineers and production workers in a variety of industrial and manufacturing settings.

#### Core Courses

10-606-105	Proc Material Manufacture 1	3 credits
10-606-115	CAD/AutoCAD	2 credits
10-605-101	Basic Industrial Electronics	2 credits
10-420-122	Basic CNC Programming & Operation	4 credits
10-105-110	Computer Applications	1 credit
10-606-124	Robotic-Automated Material Handling	3 credits
10-620-132	Principles of Machine Automation	3 credits
10-620-107A	Hydraulics & Pneumatics	2 credits
10-606-102	Tech Drafting 2/Design	4 credits
10-606-120	Integrated Manufacturing Planning	2 credits
10-420-123	Adv. CNC Programming & Operation	3 credits
10-606-126	Geometric Dimensioning & Tolerancing/CMM	4 credits
10-606-121	Integrated Manufacturing Production	2 credits
10-420-124	Computer Aided Manufacturing-Master CAM	3 credits
10-628-136	Statistical Process Control	3 credits
10-606-127	Print Reading	2 credits
10-606-125	Advanced CAD/SolidWorks	3 credits

#### General Education Courses

10-806-154	General Physics 1	4 credits
10-804-114	College Technical Math 1B	2 credits
10-809-199	Psychology of Human Relations	3 credits
10-801-197	Technical Reporting <b>OR</b>	3 credits
10-801-196	Oral/Interpersonal Communication	3 credits
10-809-170	Professional Development	1 credit
10-809-197	Contemporary American Society	3 credits
10-801-195	Written Communication	3 credits
10-804-113	College Technical Math 1A	3 credits

## Transportation, Distribution, & Logistics

### Auto Collision Repair & Refinish Technician

Learn the latest techniques for repairing damaged vehicles and applying high-tech finishes in this state-of-the-industry technical diploma program. It has received Master Certification from Automotive Service Excellence (ASE), and program graduates enjoy good job placements.

#### Core Courses

31-405-352	Non-Structural Analysis & Damage Repair 1	3 credits
31-405-353	Non-Structural Analysis & Damage Repair 2	4 credits
31-405-355	Painting & Refinishing 1	3 credits
31-405-356	Auto Body Welding	3 credits
31-405-359	Plastics & Adhesives	2 credits
31-404-347	Electrical Fundamentals	2 credits
31-405-360	Structural Analysis & Damage Repair 1	3 credits
31-405-361	Structural Analysis & Damage Repair 2	4 credits
31-405-362	Painting & Refinishing 2	3 credits
31-405-363	Painting & Refinishing 3	3 credits
31-404-311	Automotive Mechanics for Auto Body Tech 1	3 credits
31-404-312	Automotive Mechanics for Auto Body Tech 2	3 credits

#### General Education Courses

31-801-310	Workplace Communication	2 credits
10-809-170	Professional Development	1 credit
31-804-305	Applied Mathematics	2 credits



## Automotive Technician

In this technical diploma program, you learn the best methods for maintaining and repairing vehicles using the latest high-tech computer diagnostic equipment. You will study engine theory and repair, emissions and ignition systems, cooling and lubrication systems, electrical systems, air conditioning, suspensions, brakes, transmissions, and drive trains in depth. Hands-on training is emphasized in this Automotive Service Excellence (ASE) Master Certified program.

#### Core Courses

32-404-304	Shop Safety & Practices	3 credits
32-404-314	Automotive Maintenance	3 credits
32-404-333	Automotive Brakes	4 credits
32-404-310	Auto Electrical 1	3 credits
32-404-315	Engine Repair	5 credits
32-404-322	Suspension & Steering	5 credits
32-404-311	Auto Electrical 2	3 credits
32-806-303	Science of Mechanics	2 credits
32-404-350	Occupational Internship	2 credits
32-404-325	Manual Drive Trains & Axles	5 credits
32-404-312	Auto Electrical 3	3 credits
32-404-321	Automatic Transmissions	5 credits
32-404-326	Auto Engine Performance	4 credits
32-404-323	Emission Control Systems	2 credits
32-404-324	Automotive Computer Control Systems	4 credits
32-404-332	Heating & Air Conditioning	3 credits

#### General Education Courses

31-804-305	Applied Mathematics	2 credits
31-801-310	Workplace Communication	2 credits
10-809-170	Professional Development	1 credit

## Special Offering

### Individualized Technical Studies

As technology advances, new jobs and occupations emerge that may require skills drawn from a variety of occupational disciplines. This associate degree program allows you to combine curricula from other programs to create a career program that meets the needs of a unique or highly specialized job. An advisor will help you to explore options available in this program.

#### General Studies Core: General Studies courses will be planned with advisor and program dean.

Communications	6 credits min.
Social Science	3 credits min.
Behavioral Science	3 credits min.
Mathematics / Science	3 credits min.
General Education (additional 6 credits (chosen from General Studies Core))	6 credits
Total	21 credits

#### Individual Technical Studies Core: Major Program Emphasis

(min. 20 credits in one program)	39-45 credits
Electives	6 credits min.



# CONNECTIONS

*"Instructors, Foundation, Career Connections, and countless other staff collaborate with employers to provide students with great opportunities!"*  
Mindy Johnson, Coordinator  
Southwest Tech Career Placement Office

# Certificates and Continuing Education



## Agriculture

### Reproduction Techniques Advanced Certificate (Two 4-credit Courses)

Students will be provided hands-on instruction and learn advanced techniques beyond artificial insemination. The Dairy Cattle Reproduction course is required before taking the Advance course in order to complete this certificate.

## Business

### Auctioneer Continuing Education

All auctioneers must take 12 hours of continuing education during each two-year licensing period. Southwest Tech is an approved school and offers the continuing education.

### Finance Certificate

The Finance Certificate consists of five courses (12 credits) to prepare students to work in a financial institution, financial services firm, or add a finance emphasis to any current business program. The courses included in the Finance Certificate include: Principles of Finance, Investments, Credit Analysis, Basic Business Law, and Negotiable Instruments.

### Golf Course Management Advanced Certificates (Three 7–12 Credit Courses)

Students will be provided hands-on instruction and learn unique skills of the Golf Course industry. These certificates include Golf Course Turf Management (7 credits), Golf Course Business Management (12 credits), and Golf Course Equipment and Facilities (9 credits).

### Insurance

- Insurance Prelicensing: Southwest Tech is an approved school for insurance pre-licensing classes. Classes will be offered on an as needed basis.
- Insurance Continuing Education: All insurance agents are required to complete 24 hours of continuing education during each two-year licensing period. Southwest Tech offers a variety of continuing education to meet the requirements of the OCI.

### Real Estate

- Real Estate Appraisal: Real Estate appraisal requirements have made some drastic changes during the past year.
- Real Estate Appraisal Continuing Education: Southwest Tech offers 28 hours of Appraisal continuing education during the summer of the even numbered years.
- Real Estate Broker Prelicensing: A total of 36 hours of state-approved education must be completed before the Brokers License exam may be taken. Completion of Real Estate Law is a prerequisite for this course. The Southwest Tech course that meets the Brokers requirement is Broker Management (194-103, 36 hours).
- Real Estate Continuing Education: The Department of Regulation and Licensing requires all real estate licensees to obtain 16 hours of continuing education during each biennium. The classes are scheduled in three-hour sessions. Licensees must attend four classes and pass a 15-question test at the end of each class in order to renew their real estate license.
- Real Estate Law Prelicensing: A total of 72 hours of state-approved education must be completed before taking the sales license exam. The Southwest Tech course that meets this requirement is Real Estate Law (194-103, 72 hours).

### Sales Certificate (11 Credits)

Mastering the art and science of selling is crucial to the success of any business. Participants will learn how to effectively sell ideas, services, or products, strengthen communication techniques, resolve customer problems cost effectively, and develop a relevant and effective social media marketing plan. The following courses are required to complete this certificate:

10-104-105	Selling Principles	3 credits
10-104-142	Social Media Marketing	3 credits
10-104-125	Customer Relationship Management	2 credits
10-104-126	Retail Principles	3 credits

### Web Development Certificate (16 Credits)

This certificate prepares you to develop web sites using rich media graphics and state-of-art web programming. Programming focuses on client side programming with HTML, Cascading Style Sheets (CSS), and server side programming using PHP scripting and MySQL databases. Graphics focuses on deploying rich media web sites using various Adobe products including Photoshop, Fireworks, Dreamweaver, and Flash.

## Health

### IV Therapy

Students develop knowledge and skills in the basic concepts of IV therapy, including therapy guidelines, regulatory issues and management of IV-related complications. Students also gain proficiency with such skills as venipuncture, blood administration, medication administration and insertion of venous access devices.



## Public Safety

### Basic Adverse Weather Driving Course

Wisconsin experiences inclement weather each winter that leads to adverse driving conditions. In this course, the student will receive instruction on common weather-related factors that lead to adverse driving conditions. Students will receive hands-on driving instruction in techniques designed to make the driver more able to safely operate his/her vehicle in poor and dangerous driving conditions.

### Basic Handgun Course

This course is intended for those students with experience handling or shooting a semi-auto handgun. In this course, students will review basic handgun safety, handgun maintenance, handgun shooting fundamentals, handgun reloading procedures, handgun malfunction issues, drawing and recovering from a holster, and basic ballistic and ammunition principles. The course will consist of range demonstration and dry-fire and live-fire drills.

### Basic Recruit Law Enforcement Academy

This 520-hour academy is specifically designed for potential law enforcement officers in need of meeting Wisconsin certification requirements. The competency-based instruction meets the criteria set forth by the Wisconsin Department of Justice, Training, and Standards Bureau. Training is delivered through a combination of lecture, multimedia, interactive group discussion, and hands-on instruction.

### Driver Education Course

Southwest Tech offers driver education in both traditional and online classroom settings. Traditional classes are taught by DPI certified instructors to students in our district high schools during the summer months. The online class is offered all year long, with students given 16 weeks to complete the course requirements, is state-approved, self-paced and located on a password-protected website, Blackboard.

Behind-the-wheel instruction is also offered to students all year long by DPI certified instructors within our district high schools.

## Emergency Medical Services/ First Responders

A number of emergency medical services courses are available to licensed emergency care professionals who wish to advance in their field or refresh their skills. Southwest Tech also trains individuals who have no experience but want to become first responders or emergency medical technicians. Some of our courses include:

- Continuing Education in EMS
- Emergency Medical Technician–Basic
- Emergency Medical Technician–Basic Refresher
- Emergency Medical Technician–Advanced
- Emergency Vehicle Operator
- Wisconsin Medical First Responder
- Wisconsin Medical First Responder Advanced Skills
- Wisconsin Medical First Responder Refresher
- CPR and First Aid
- Wisconsin state-approved transition courses for EMT and AEMT

### Fire Safety

Southwest Tech provides initial training to individuals who want to enter the firefighting profession. The College also offers many courses to current firefighters looking to expand their skills and responsibilities. Some of our courses include:

- Entry Level Firefighter
- Entry Level Driver/Operator
- Entry Level Fire Officer
- Incident Safety Officer
- Health and Safety Officer
- Introduction to Fire Inspection Principles & Practices
- Certified Firefighter I
- Certified Firefighter II
- Rapid Intervention Teams
- Strategy and Tactics for Initial Company Operations
- ICS 100, 200, 300 and 400
- NIMS IS 700, IS 800

### Jail Academy (160-Hour)

This academy is a series of classes where students will learn key concepts and requirements underlying county jail operations and an introduction to the role of the jail officer as a corrections professional. Issues covered include the purposes and goals for county jails, key Wisconsin statutes and Administrative Code requirements on jails, and the role of state and national standards for jail operations. Students will learn about the professional responsibilities of a jail officer. This course meets Wisconsin Jail Certification requirements.



### Law Enforcement Training

Southwest Tech is the leading trainer of law enforcement personnel in southwest Wisconsin. In addition to the Criminal Justice–Law Enforcement associate degree program for prospective officers, the college annually provides a variety of advanced training and refresher courses for more seasoned personnel.

### Miners Safety

Southwest Tech offers miners safety training that complies with the provisions of MSHA Regulation 30 CFR Part 46.8 and provides the training required of miners and other persons who engage in work or are associated as workers or as independent contractors with sand, gravel, surface stone, surface clay, colloidal clay, colloidal phosphate, surface limestone, and other types of surface and/or subsurface mines.

### Motorcycle Safety

The Basic Rider Motorcycle Safety course is tailored more to the needs of the beginning riders, but can also benefit those who have some experience astride a bike. Approved by the Motorcycle Safety Foundation, this 16-hour course includes classroom and on-cycle training designed to make you a knowledgeable and safe motorcyclist. Participants will learn how to safely shift, turn, and brake, as well as other riding techniques. Students who successfully pass this course are eligible to receive their class M driving permit.

### Scooter Rider Course

The Basic Scooter Rider Course teaches skills and defensive riding tactics to students who want to obtain a class M driving permit. Classes consist of 10 full hours of actual range riding and 6 hours of classroom instruction from veteran riders trained and certified by the Motorcycle Safety Foundation and approved by the Wisconsin Department of Transportation. Students provide their own 50cc or larger scooter. At the end of the riding portion of the class, students will take the Basic Rider Level 2 Riding Test commonly referred to as the road test.



## OSHA Training

Southwest Tech is committed to helping area business and industry meet their obligation of providing a safe and healthy workplace as required by the Occupational Health and Safety Administration, a federal agency under the Department of Labor that publishes and enforces safety and health regulations. Courses and workshops include:

- Fork lift and Industrial Truck Certification
- Ten-hour Industrial Compliance Training
- Thirty-hour Industrial Compliance Training
- Hazard Communications
- Personal Protective Equipment
- Lockout /Tagout
- Blood-Borne Pathogens
- Mine Safety Health Administration (MSHA) Training

## Point Reduction

Southwest Tech also offers a traffic safety course available to licensed drivers seeking to reduce the numbers of demerit points on their driving records.

## Responsible Beverage Server

Students apply state laws and local ordinances relating to alcohol beverage service; identify the effects of alcohol on the body and behaviors associated with impairments; describe ramifications of intoxication on management, staff, customers, and the public; and apply strategies to reduce potential liability. This course is required for a person to obtain an operators license for selling alcohol beverages. It also meets training requirements for tobacco retailers.

## Tractor Safety

Under Wisconsin law, nobody under the age of 16 can operate agricultural machinery on public roads without having completed a tractor and machinery certification course. A 24-hour tractor and machinery certification course is conducted at the Southwest Tech campus in Fennimore in June.

## Service Occupations

### Barber/Cosmetologist Instructor Certificate (5 Credits/150 hours)

Completing these courses prepares individuals to take the State of Wisconsin examination to become licensed Cosmetology instructors. Prerequisite: Barber/Cosmetology License and 2,000 hours salon work experience.

### Manager's License for Barber or Cosmetologist

Department of Regulations and Licensing Administration Code and Statutes Section 454.06 (3)b: Applicants must complete 4,000 hours of practice as a licensed cosmetologist under the supervision of a licensed manager or complete 2,000 hours of practice as a licensed cosmetologist and 150 hours of instruction in a school of cosmetology licensed under code s.440.62 (3)(a) or exempt under code s. 440.61. Licensed cosmetologists can obtain a manager's license by taking three online courses—Selling Principles, Intro. to Business, and Marketing—and completing 2,000 hours of experience.

### Nail Technician Certificate (10 Credits)

Completing these courses prepares individuals to take the State of Wisconsin examination to become licensed manicurists. Students enrolled in the Cosmetology program who also complete the Nail Technician Certificate will only need to take one State licensing exam to be certified in both professional areas.



## Preschool Credential

The Wisconsin Professional Preschool Credential is a sequence of courses that culminate in a capstone class. To qualify for the Professional Preschool Credential, the following classes must have been completed since January 2000:

- Foundations of ECE (Course #10-307-148)  
OR Orientation to Child Care (Course #10-307-102)
- Child Development (Course #10-307-179)  
OR Child Growth & Development (Course #10-307-104)
- Health, Safety, & Nutrition (Course #10-307-167)  
OR Child Health & Safety (Course #10-307-105)
- Guiding Children's Behavior (Course #10-307-188)  
OR Child Growth & Development II (Course #10-307-107)
- Art, Music, & Language Arts (Course #10307-178)  
OR Program Activities (Course #10-307-103)
- Preschool Capstone (Course #10-307-130)

Classes can be taken in any order but the Preschool Capstone class must be your final class. The intent of this capstone course is to cover and revisit some important themes from the prior five courses. You will synthesize the information and demonstrate mastery of the competencies through the completion of a portfolio.

Elements of the Preschool Credential include:

- Geared to the unique needs of the child care practitioner
- Credit based courses
- A capstone or seminar
- Completion of a portfolio
- Present portfolio or project to a commissioner

**For more information about how to obtain your Preschool Credential, please contact Beth Whitish, 800.362.3322, Ext. 2459 or email [bwhitish@swtc.edu](mailto:bwhitish@swtc.edu).**





2012-2013 Student Senate

*"Southwest Tech gave me the training,  
confidence, and hands-on experience  
to make my dreams a reality."*

CoraBeth Halverson, 2013 Graduate,  
Accounting, and 2012-13  
State Ambassador

# LEADERSHIP

# Program Fees

Program fees are based on \$122.20 per credit for Wisconsin residents. All costs are approximate and subject to change. Out-of-state residents pay \$183.30 (\$122.20 + \$61.10) per credit. Ask about our remission of out-of-state tuition program for qualified students.

Program	Semester 1		Semester 2		Summer 1		Semester 3		Semester 4		Summer 2		Tools/ Equipment	Total
	Tuition	Books/Kits	Tuition	Books/Kits	Tuition	Books/Kits	Tuition	Books/Kits	Tuition	Books/Kits	Tuition	Books/Kits		
Accounting	\$2,130	\$900	\$2,380	\$850			\$2,110	\$600	\$2,100	\$525				\$11,595
Accounting Assistant	2,130	975	1,990	850										5,945
Administrative Professional	2,110	900	2,120	350			2,500	950	2,110	400				11,440
Agribusiness/Science Technology	2,140	575	2,300	175	390		2,420	450	2,010	400				10,860
Agricultural Power & Equipment Tech.	2,380	550	2,200	200	260		2,520	125	2,080	225			2,000♦	12,540
Auto Collision Repair & Refinish Tech.	3,030	350	3,080	75	850								LEASE 200	7,585
Automotive Technician	2,110	475	2,380	350	260		1,980	200	1,850	675			1,500♦	11,780
Bricklaying and Masonry	2,200	325	2,570	125									400	5,620
Building Trades—Carpentry	2,500	250	2,360	150									250	5,510
Business Management	1,990	1,000	1,980	1,000			2,230	950	2,350	575				12,075
Child Care Services^	2,380	500	1,990	575										5,445
CNC Setup/Operation	2,430	475											300	3,205
Cosmetology^^	2,340	2,300	2,630	125			2,480	400						10,275
Criminal Justice—Law Enforcement	2,220	700	2,090	500			2,140	250	3,810■	500				12,210
Culinary Arts^^	2,500	850	2,540	525	260		2,480	★	2,230	★				11,385
Culinary Management^^	2,500	850	2,540	525			2,420	475	2,490	750				12,550
Culinary Specialist^^	2,500	850	2,540	525										6,415
Dairy Herd Management	2,810	350	2,920	100										6,180
Dental Assistant ▲	2,440	475												2,915
Early Childhood Education^	2,380	625	1,990	575			2,350	575	2,350	550				11,395
Electrical Power Distribution	2,250	425	2,110	175									1,600	6,560
Electro-Mechanical Technology	2,360	500	2,400	500			2,410	375	2,390	225			300	11,460
Engineering Technologist	2,360	675	2,410	325			2,190	350	2,400	225			100	11,035
Esthetician (Spa Services)^^	1,780	1,300	1,790	50										4,920

# Program Fees

Program fees are based on \$122.20 per credit for Wisconsin residents. All costs are approximate and subject to change. Out-of-state residents pay \$183.30 (\$122.20 + \$61.10) per credit. Ask about our remission of out-of-state tuition program for qualified students.

Program	Semester 1		Semester 2		Summer 1		Semester 3		Semester 4		Summer 2		Tools/ Equipment	Total
	Tuition	Books/Kits	Tuition	Books/Kits	Tuition	Books/Kits	Tuition	Books/Kits	Tuition	Books/Kits	Tuition	Books/Kits		
Farm Business & Production Mgmt.	20 credits taken over an extended period of time. Total cost only includes tuition.													2,620
Food Production Assistant^^	2,730	600												3,330
Golf Course Management	1,900	450	2,590	300			2,350	175	2,090	150				10,005
Graphic & Web Design	2,120	400	2,240	500			2,090	325	2,240	350				10,265
Human Services Associate	1,960	625	1,960	550	390	100	2,090	750	2,090	425				10,940
Information Technology														
– Computer Support Technician	2,120	550	2,380	300										5,350
– Network Communication Specialist	2,120	550	2,380	300			2,390	200	2,370	325				10,635
– Web & Software Developer	2,120	425	2,260	250			2,100	350	2,360	375				10,240
Marketing	2,120	600	2,220	★			2,100	★	2,350	★				9,390
Medical Assistant ▲	2,410	675	1,880	425										5,390
Medical Coding Specialist	2,240	1,200												3,440
Medical Laboratory Technician ▲	2,410	600	2,520	475	780	200	2,290	400	1,650	125				11,450
Midwife (Direct Entry) ▲	1,900	1,000	2,110	350	920	200	1,990	475	1,620	300	530			11,395
Nail Technician*	680	800	680											2,160
Nursing Assistant ▲	420	100												520
Nursing—Associate Degree ▲	2,550	700	2,280	400			2,410	700	2,130	75				11,245
Office Support Specialist	2,110	900	2,120	350										5,480
Physical Therapist Assistant ▲	2,150	850	2,280	350	1,450	325	1,870	250	1,570	100				11,195
Supervisory Management	New program offering. Tuition and book fees to be determined.													
University Transfer Liberal Arts	New program offering. Tuition and book fees to be determined.													
Welding	2,880	300	2,800	75									300	6,355

▲ Additional cost for physical, criminal background check, and key card.

^^ Additional cost for uniforms.

▲ Additional costs for physical, uniforms, and travel.

For detailed costs, please contact Health & Service Occupations.

\* Southwest Tech certificate that entitles them to take the State of Wisconsin examination to become a licensed manicurist.

◆ Optional

■ Includes approximately \$1,400 for a recommended academy enrollment and scenario testing.

★ Unknown at this time. Please contact the Bookstore for pricing.



# SUPPORT

*"The friendly atmosphere at Southwest Tech has made it feel like a second home."*

Sherry Klatt, 2012 Graduate  
Administrative Professional

# Student Resources

**Academic Success Center (ASC)**  
800.362.3322, Ext. 2185  
asc@swtc.edu

**Admissions**  
608.822.2355  
admissions@swtc.edu

**Adult Basic Education Manager**  
608.822.2649  
basiced@swtc.edu

**Articulated/Transcripted Credit**  
High School  
608.822.2367  
mjohannesen@swtc.edu

University  
608.822.2369  
jpluemer@swtc.edu

**Bookstore**  
608.822.2460 or  
608.822.2461  
bookstore@swtc.edu

**Business Office**  
608.822.2312 or  
608.822.2306  
businessoffice@swtc.edu

**Career Connections Center**  
608.822.2333  
careerconnections@swtc.edu

**Childcare**  
608.822.2453  
childcare@swtc.edu

**Disabilities Services**  
608.822.2631  
accom@swtc.edu

**Diversity Services**  
diversity@swtc.edu

**Financial Aid**  
608.822.2319  
financial-aid@swtc.edu

**Foundation**  
608.822.2366  
foundation@swtc.edu

**GED Chief Examiner**  
608.822.2313  
ged@swtc.edu

**Housing**  
608.822.2366  
housing@swtc.edu

**Liberal Arts Transfer**  
liberalarts@swtc.edu

**Library**  
608.822.2337  
library@swtc.edu

**Non-Traditional Occupations Support**  
nto@swtc.edu

**Online Learning Assistant**  
608.822.2302  
online@swtc.edu

**Peer Tutoring/Mentoring**  
608.822.2631  
tutors@swtc.edu

**Single Parents and Displaced Homemakers**  
pivot@swtc.edu

**Student Life**  
608.822.2450  
studentlife@swtc.edu

**Student Services**  
608.822.2354  
student-services@swtc.edu

**Testing Center**  
608.822.2313  
testingcenter@swtc.edu

**TDD**  
608.822.2072

**Youth Options**  
608.822.2367  
youthoptions@swtc.edu

## Call Us Toll Free!

All of our telephone numbers can be called free of charge.

Simply dial  
1.800.362.3322

When prompted for an extension, enter the last four digits of the department's direct dial phone number.

Example:  
Student Services  
Direct Dial 608.822.2354

To Call Toll Free, Dial  
1.800.362.3322, Ext. 2354

## Have a Concern?

Email  
[concerns@swtc.edu](mailto:concerns@swtc.edu)

**HOW TO FILE A COMPLAINT:** If you are a student or visitor at the College and wish to file a complaint, you may do so by going to our website at [www.swtc.edu](http://www.swtc.edu) and click on the link titled "Complaint Form" where you will complete and submit a form electronically. Your complaint will be assigned to a member of Administration for follow up. You may also email a complaint directly by sending an email to [concerns@swtc.edu](mailto:concerns@swtc.edu).



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### ■ Ag/Auto Center

- Auto Collision Repair & Refinish Technician
- Agricultural Power & Equipment Technician
- Automotive Technician

### ■ Building 700

- Business & Industry Services

### ■ Child Care Center

- Child Care Services and Early Childhood Education Labs

### ■ College Connection

- Bookstore
- Buildings & Grounds Office
- Business Office/Student Payments
- Cafeteria
- Career Connections
- Charley's Student Center
- Financial Aid
- Foundation
  - Scholarships
  - Student Housing
- High School Relations/Career Coaches
- Institutional Advancement
- Job Center
- Student Services
  - Admissions/Registration
  - Advisors/Counselors
  - Diversity Services
  - Nontraditional Occupations
  - Records
  - Single Parent Support

### ■ General Education Building

- Academic Success Center (ASC)
- Agribusiness/Science Technology

- Basic Education Center
- Basic Education Outreach
- Computerized Writing Lab
- Dairy Herd Management
- General Studies
- Golf Course Management
- Human Services Associate
- Support Services Center
- Transition Services

### ■ Health Science Center

- Autotutorial Lab (ATL)
- Dental Assistant
- Fitness & Aerobics Center
- Human Patient Simulator Lab
- Medical Assistant
- Medical Coding Specialist
- Medical Laboratory Technician
- Midwife (Direct Entry)
- Nursing Assistant
- Nursing–Associate Degree
- Pharmacy Technician
- Physical Therapist Assistant
- Radiography
- Respiratory Therapist

### ■ Industry Center

- Bricklaying & Masonry
- Building Trades–Carpentry
- Cosmetology/Creative Elements Salon
- Esthetician/Creative Elements Day Spa
- Farm Business & Production Management
- Plumbing Apprenticeship
- Welding

### ■ Koenecke Building

- Accounting
- Accounting Assistant
- Administrative Professional
- Business Management
- Computer Lab

- Child Care Services
- Early Childhood Education
- Graphic & Web Design
- Information Technology:
  - Computer Support Technician
  - Network Communication Specialist
  - Web & Software Developer
- Marketing
- Office Support Specialist
- Testing Center

### ■ Kramer Administration Building

- Administration
- Center for Teaching & Learning
- Culinary Arts
- Culinary Management

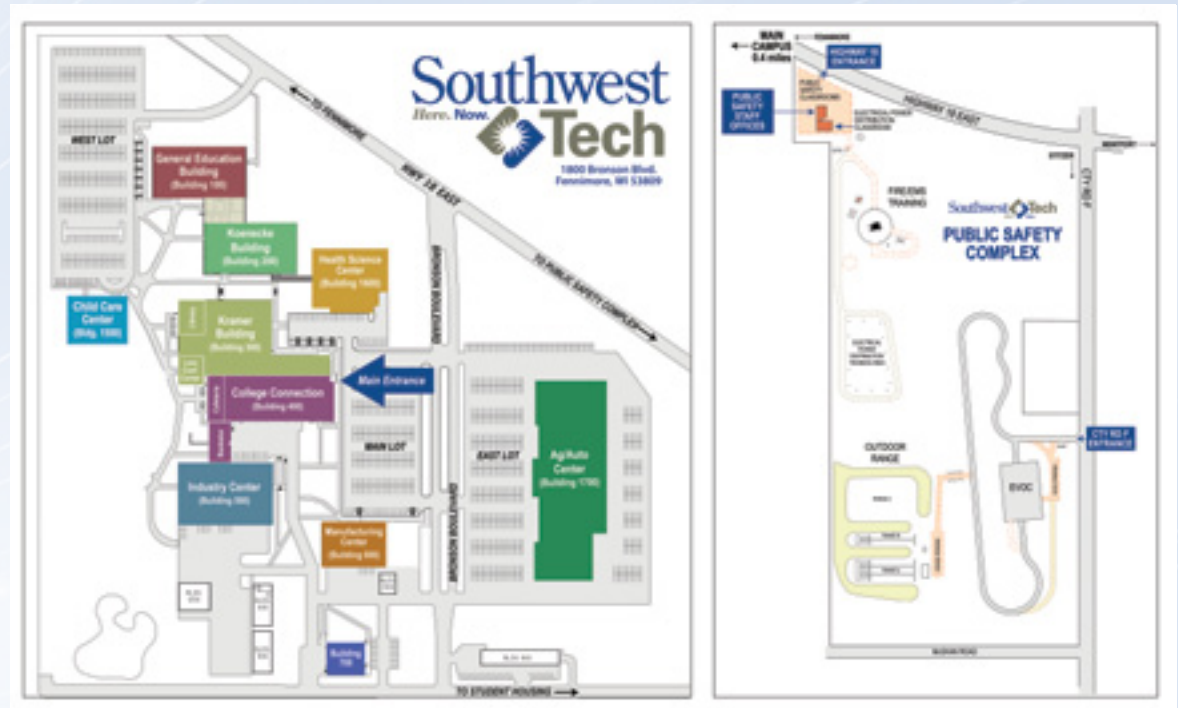
- Culinary Specialist
- Food Production Specialist
- Grant County Economic Development Corporation
- Human Resources
- Learning Services
- Lenz Conference Center
- Library
- Media Center/Distance Education

### ■ Manufacturing Center

- CNC Setup/Operator
- Construction Electrical Apprenticeship
- Electro-Mechanical Technology
- Engineering Technologist
- Industrial Electrical Apprenticeship

### ■ Public Safety Complex

- CPR & First Aid
- Criminal Justice–Law Enforcement
- Driver Education
- Electrical Power Distribution
- Emergency Medical Services (EMS)
- Fire Education & Training
- Group Dynamics
- Law Enforcement & Traffic Safety
- Motorcycle Safety
- Multiple Offender
- Responsible Beverage Server



If you need an accommodation to visit our campus, please call 608.822.2631 (tdd: 608.822.2072) or email [accom@swtc.edu](mailto:accom@swtc.edu).



Scan with your smartphone to receive more information about our campus or email [student-services@swtc.edu](mailto:student-services@swtc.edu).



**Southwest Tech**  
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[www.swtc.edu](http://www.swtc.edu)  
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tdd: 608.822.2072