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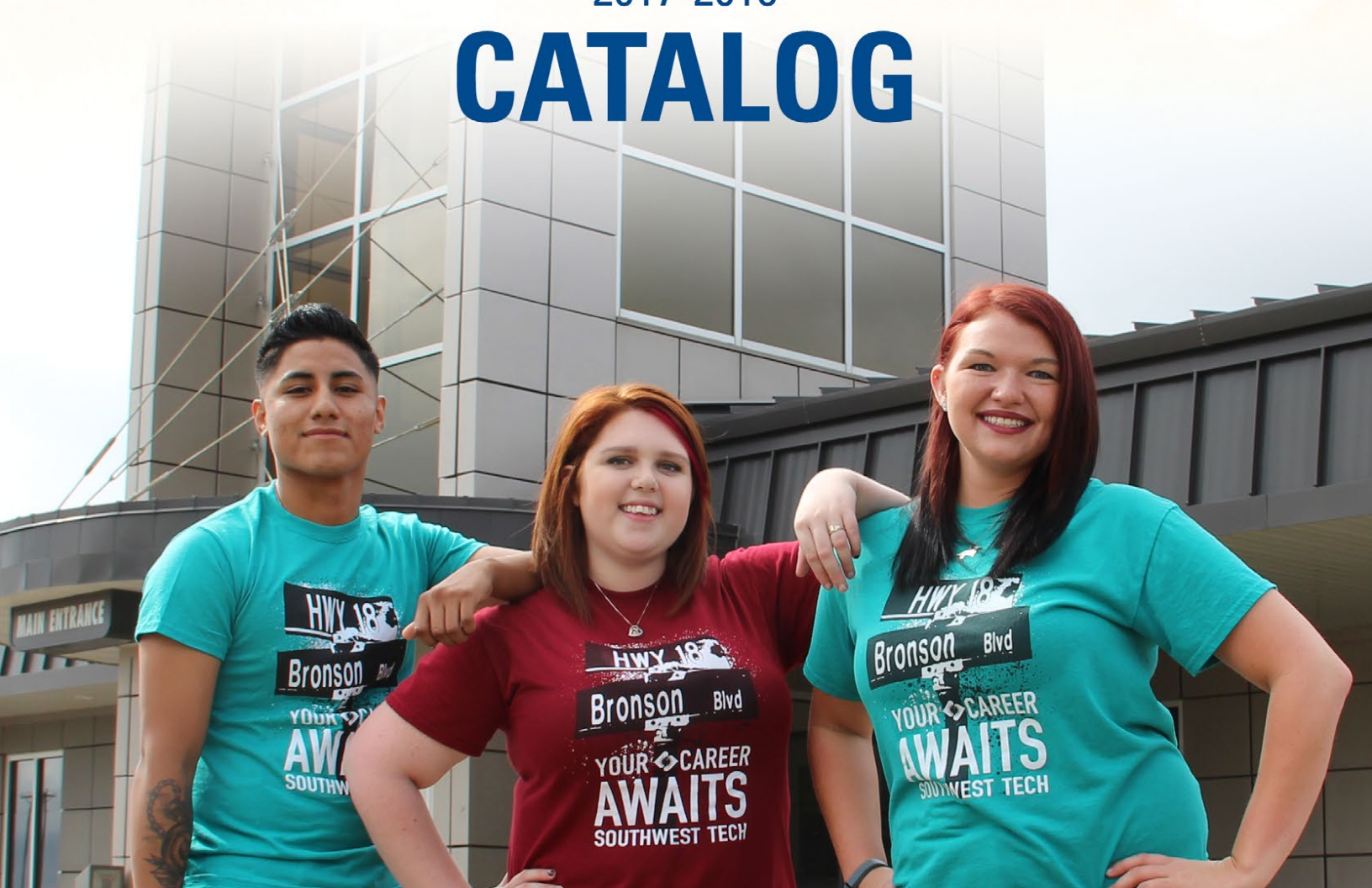
Southwest  Tech

*Here. Then. Here. Now. Here. Always.*



2017-2018

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# Welcome. We're Glad You Are Here!



Welcome to Southwest Tech! We are grateful you are a student at our college. You will notice that we are a friendly college and we strive to help every single student. As we get to know you, please ask us about our programs, services, and opportunities for students. You may also find answers to your questions at our web site [www.swtc.edu](http://www.swtc.edu).

We have found that students who attend and in class are most likely to be successful. The faculty strive to make the learning environment very similar to what you will find in the real world. In our classes, you will get individual attention and hands-on experience. The more you participate in class, the more you will enjoy learning as you prepare for a career. We also strive to help you learn and develop outside of the classroom.

In the Knox Learning Center you will find tutors, library services, computers, and more that will help you be successful. If you would like to meet other students, you may want to join a club or participate in an activity. Many students enjoy Charley's, which has all sorts of activities and games for students to relax and enjoy time together. You can also get assistance from Student Success Coaches who are dedicated to helping students achieve their goals. Thank you for choosing Southwest Tech. We look forward to your success!

A handwritten signature in black ink that reads "Jason S. Wood". The signature is fluid and cursive.

Jason S. Wood, Ph.D.  
College President

## Mission Statement

Southwest Wisconsin Technical College provides individualized lifelong learning opportunities that focus on students and communities.

## Vision Statement

Southwest Wisconsin Technical College will be a Leader in learning-centered education.

Southwest Tech reserves the right to modify Student Policies and Procedures and Employees' and Students' Right to Know at any time to reflect changes in district policy and/or applicable law.

## 2017–2018 ACADEMIC CALENDAR

### AUGUST

- 7 Book Vouchers Begin
- 17–19 Welcome Days
- 21 Fall semester begins for all students
- 24–27 Drop/Add period

### SEPTEMBER

- 1 Begin accepting applications for 2018-19
- 4 Campus closed (Holiday)
- 21 All school picnic
- 28 1st Semester Disbursement of Grants  
1st Half Disbursement of Federal Loans

### OCTOBER

- 2–6 Program Completion forms due
- 11 No Classes (Open House)
- 13 End of first eight weeks
- 25 2nd Half Disbursement of Grants  
2nd Half Disbursement of Federal Loans

### NOVEMBER

- 13 Veteran Priority Registration
- 14 Continuing Student Registration begins
- 23–24 Campus closed (Holidays)
- 29 New Student Registration begins

### DECEMBER

- 4 Waitlist Registration begins
- 15 Winter graduation ceremony
- 18 Grades due

### WINTER BREAK

- December 18–January 15: No classes
- December 25–January 1: Campus closed

### JANUARY

- 1 Campus closed (Holiday)
- 15 Campus closed (Holiday)
- 16 Spring semester begins
- 16–22 Drop/Add period

### FEBRUARY

- 22 2nd Semester Disbursement of Grants  
1st Half Disbursement of Federal Loans

### MARCH

- 5 Veteran Priority Registration
- 6 Continuing Student Registration begins
- 9 End of first eight weeks
- 12–16 Spring break—No classes
- 27 2nd Half Disbursement of Federal Loans
- 28 No Classes (Campus Closed)
- 29 Campus Closed (Holiday)

### APRIL

- 2 New Student registration begins

### MAY

- 9 All school picnic
- 14 Waitlist Registration begins
- 18 Last day of Spring semester classes
- 19 Spring Graduation Ceremony
- 21 Grades due
- 28 Campus closed (Holiday)

### JUNE

- 4 Summer semester begins



### Accreditation

All programs that Southwest Tech offers have been approved by the Wisconsin Technical College System Board, and the College has been accredited to grant an associate degree of applied science and technical diplomas and certificates.

Southwest Tech is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools. Southwest Tech maintains its accreditation with The Higher Learning Commission by participating in the Academic Quality Improvement Program (AQIP) and undertaking continuous improvement initiatives. Southwest Tech was accepted as an AQIP institution in 2002 and has been accredited since 1976.

Programs offered by the college are also approved by the Educational Approval Board for the Veterans Administration. For more information visit [www.ncahlc.org](http://www.ncahlc.org) or call (800) 621-7440.

### Core Abilities

In cooperation with representatives from business and industry, Southwest Tech faculty and staff have identified six skills that are essential to a person's successful performance on-the-job. These six core abilities will be evaluated in all programs within the College.

Southwest Tech's core abilities provide graduates with life-long skills that will assist them in obtaining and keeping a job. Employers have said they prefer to hire and promote persons who exhibit the following characteristics:

**Act Professionally.** To act professionally means that an individual recognizes an obligation to conform to the technical and ethical standards of their chosen career.

**Communicate Clearly.** To communicate clearly means an individual is able to apply appropriate writing, speaking, and listening skills to precisely convey information, ideas, and opinions.

**Value Learning.** To value learning means an individual maintains acquired knowledge and skills, acquires new knowledge and skills quickly, and adapts to technological and workplace changes.

**Work Productively.** To work productively means an individual applies effective work habits and attitudes within a work setting.

**Work Cooperatively.** To work cooperatively means an individual is capable of working with others to complete tasks, solve problems, resolve conflicts, provide information and offer support.

**Solve Problems.** To solve problems means an individual is able to use all elements of problem solving strategies to generate realistic, practical, and workable solutions.

# Campus Resources and Services

## Accommodations for People with Disabilities

Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, services, and employment in accordance with Section 504 of the Rehabilitation Act of 1973. Southwest Tech fully complies with the Americans with Disabilities Act (ADA) Amendments Act of 2008. Please see Support Services Center on page 8.

## Adult Basic Education

Adult Basic Education is a series of courses for individuals who seek to increase knowledge or refresh skills in core academic areas. A variety of courses are offered in the following areas: English, math, reading, social studies, science, civics, health, English language learners, 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. All courses are free.

Typical reasons for taking Adult Basic Education classes include the following:

- Obtain a GED or HSED.
- Prepare for entry into post-secondary courses.
- Prepare for employment by refreshing math, reading, or writing skills.
- Earn high school credits.
- Learn to speak English.
- Receive parallel academic support while taking college courses.
- Fulfill personal goals.

## Bookstore

The Bookstore is open to the public and sells new and used textbooks as well as a wide variety of school supplies and apparel. The Bookstore accepts MasterCard, Visa, and Discover.

## Career Connections

Southwest Tech's Career Placement Office offers students and alumni free personalized job seeking assistance, from part-time jobs to get through college to full-time careers. In the classroom, students learn necessary skills to succeed in their chosen fields; Career Connections helps students develop the skills needed to get the job. These skills include:

- Job searching utilizing Wisconsin TechConnect
- Portfolio development
- Assistance with cover letters and resumes
- Interview skills, including arranging mock interviews with local industry employers
- Networking through events such as workshops and Job Fairs
- Professional Dress (Career Clothes Closet and Scrubs Closet provides free clothing for students)

Career Connections, located in the Building 400, Room 463, is your connection to the career of your dreams. Your career awaits. Come get it!

## Chargers Cupboard

Southwest Tech has an internally supported food pantry, named Chargers Cupboard, which is located in the Knox Learning Center. Students must have a Southwest Tech ID to use the pantry. For more information students should stop in Library Services and ask any staff member for assistance and hours of operation. Donations are always appreciated from students, staff, or community members!

## Charley's Student Center

Southwest Tech's Students paid for an activity center that is open to all students, staff, and faculty. Charley's provides numerous games, computers, TVs, and place to study or hangout. Charley's is located in Building 400, Room 415.

## Child Care Services

Southwest Tech Child Care Center (Licensed through the State of Wisconsin as SWTC Kids Town USA) is conveniently located on campus and is open to students and the public. The state-certified center, built in 2009, consists of four rooms for children ages one day old to twelve years of age. Each room features age-appropriate curriculum and activities. Teachers are caring, knowledgeable, experienced and all have earned degrees in early childhood education. For further information, registration forms, fees, schedules and contact information visit our website.

## Creative Elements Salon

All services related to the Cosmetology program, including haircuts, hair coloring of all techniques, hair styling, nail services, and facials, are available to student customers, campus employees, and the general public. These students work under the supervision of a licensed Cosmetology Instructor at all times. Creative Elements Salon is a full service salon that offers all services a full service salon would offer with a few exceptions. The salon is located in Building 500.

## Dining Services

Southwest Tech students can enjoy on-campus dining featuring daily specials, soup and salad bar, grill choices, grab and go items, and a variety of beverages. Dining Services accepts cash and Charger Bucks. An ATM and a change machine are located in the cafeteria. Southwest Tech Café also offers catering for meetings, conferences and private parties.

## Fitness & Recreation

Take advantage of our indoor and outdoor walking trails, play a round on the Southwest Tech/Fennimore dis golf course, or become a member of our Fitness Center. The Fitness Center is equipped with weight machines, bikes, cross trainers, and treadmills. The aerobics room offers space to work out to the latest exercise videos/CDs. Check with the Student Activities Coordinator for the hours. The weight and aerobics rooms are accessible only to users who have registered with the student activities coordinator and have a health certificate on file. The Fitness Center is located in Building 1600, Room 1629. Email [rlenz@swtc.edu](mailto:rlenz@swtc.edu) for more information.

### Facility Rental

The College has a variety of rental venues ideal for meetings, workshops, retreats, conferences, and special events available to the community during its normal hours of operation. **Email [facilities@swtc.edu](mailto:facilities@swtc.edu) for more information.**

### GED/HSED

Adults who wish to obtain a General Education Development (GED) certificate or a High School Equivalency Diploma (HSED) can enroll in basic education classes on campus or at one of the basic education outreach sites in the Southwest Tech District. For more information on GED/HSED preparation, please contact the Basic Education Case Manager at 608.822.2649.

### Housing

The Southwest Tech Foundation offers apartment-style student housing, located within easy walking distance of campus, for over 100 students each school year. Student Housing, which is available with a nine month (school year) lease, consists of four styles of apartments, each with different amenities to meet students' needs. If you are interested in living on-campus, you can obtain a Student Housing Request online. As on-campus housing is limited and available on a first-come, first-serve basis, please submit your Request as soon as you are accepted to Southwest Tech.

### Karen R. Knox Learning Center

The Karen R. Knox Learning Center is a great learning resource for many Southwest Tech students because of the personal attention offered by instructional staff and the creative teaching methods used there. The Learning Center is currently located in Building 300, Room 314. There are three main service areas located in the Learning Center:

- **Library Services.** The Southwest Tech Library, located in the Knox Learning Center, contains books, journals/magazines, audio visual materials, online resources, study rooms, the Chargers Cupboard, and so much more. Southwest Tech students, instructors, and staff may check out materials from the Library. The public is also welcome. District residents who can present valid identification may receive a visitor's card and enjoy full library privileges. If a book, magazine article, or audiovisual is not available at Southwest Tech, the Library can request it from other sources at no charge. Reference assistance is available at the circulation desk, (608) 822-2336. Computer workstations, Black/White and color printer/scanner is also available. There is a nominal charge for copies that are charged to your student print account. A photocopying machine is available to students and staff at a minimal charge.
- **Academic Services.** Academic Services contains two fully-equipped service areas: the Reading/Writing Center, where help in writing, reading, and related study skills is available; and the Math/Science Center, where students receive help to improve math and science skills. Both centers provide one-on-one tutoring, small group instruction, and computer-aided instruction. Academic Services welcomes walk-ins—no appointments are necessary. Please consult the Learning Center staff with questions.
- **Support Services Center.** The Support Services Center (SSC) located in Building 300, Room 314, provides a variety of services. These services include peer tutoring, equipment checkout, accommodations for students with disabilities, and information about assistive technology. To learn more about these services contact the SSC by email, [accom@swtc.edu](mailto:accom@swtc.edu), or by phone, 608.822.2632 (TDD/TTY 608.822.2072).

## **Mental Health Counseling**

Southwest Tech provides individual, and group counseling to assess, identify and meet students' needs by a licensed counselor. This includes intakes regarding personal, academic, career and crisis concerns, assessment/evaluations, referrals, aftercare planning, and emergency assistance. They may provide consultation services to faculty, staff, parents/families, and students to manage psychological emergencies and disruptive behavior.

## **Student Services**

Student Services helps students toward their educational, vocational, personal, and social goals. Incoming or continuing students may receive assistance in many areas such as choice of appropriate program, selection of occupational goals, admission procedures, financial assistance, housing, scholarships, loans, work-study, veteran's assistance, student records, scholastic standing, eligibility for graduation, and job placement.

## **Student Success Coaches**

Advising is directed toward the welfare of students—to help them maximize their potential in college and plan for a successful career by assessing aptitudes, abilities, and interests. Each student is assigned a Student Success Coach for individualized assistance. Each Student Success Coach can also provide referrals to appropriate services should the student and Student Success Coach recognize a need for in-depth counseling services.

The Student Success Coaching staff provides the following:

- Information and advice on programs and classes at Southwest Tech and other postsecondary colleges in Wisconsin and nationally.
- Information on course content, advanced standing procedures, admission requirements, educational costs, career placement statistics, credit transfer, financial aid, childcare, housing, and test results.
- Information on available resources involving personal counseling concerns.
- Assistance to students involving registration, class scheduling, and retention.
- Liaison services between faculty and students involving academic concerns or questions.
- Provide outreach services to local communities and school districts within and outside of the Southwest Tech district.

## **Student Technology Help Center (Tech Ninjas)**

The Southwest Tech Student Help Desk is staffed by IT program students and provides technology and computing support over the phone, Internet and walk-in assistance. The Student Technology Help Desk will be available on a daily basis throughout the spring semester based on our IT students' class schedules. Anyone needing assistance can create a Help Desk ticket by going to: [www.thetechninjas.org](http://www.thetechninjas.org) and clicking on the 'Create a Ticket' button.

## **Testing Center**

Southwest Tech's Testing Center, located in the Karen R. Knox Learning Center, provides a variety of testing services for prospective and current students as well as for members of the community.

Samples of Testing We Can Provide:

- Automotive Service Excellence (ASE) Certification
- Placement Testing
- Pearson Vue: Southwest Tech delivers Pearson VUE computer-based certification and licensure tests for various testing programs.
- Proctoring Services
- CLEP Testing (College-Level Examination Program)
- GED/HSED Testing
- ServSafe: Southwest Tech offers The National Restaurant Association's ServSafe® and ServSafe Alcohol® certification exams.

# Financial Aid

Southwest Tech offers a comprehensive financial aid program to assist students who can demonstrate financial need concerning their education-related expenses. Funding for financial aid comes from grants (gift aid), loans, and work-study (self-help aid). Financial aid should be viewed only as a supplement to the financial resources of students and their families.

Deferment of tuition and fees is available to students who are eligible for financial aid (grants and/or loans). Completion of financial aid procedures, including submission of the Free Application for Federal Student Aid (FAFSA), is required. Students seeking a credit agreement may be required to show verification of FAFSA submission.

Please Note: See the website calendar for important dates. All funds are subject to federal and state regulations. There are a few programs with unique class schedules, with some classes starting later in the semester. Distribution of financial aid for these programs may be scheduled differently.

Students without a high school diploma, GED, HSED, or home-schooled diploma are not eligible for financial aid. Interested students without a diploma, GED, or HSED should contact a GED/HSED instructor at 608.822.2649.

## Application Procedures

Priority Date—April 15. Incoming students who plan to begin classes in August are encouraged to apply for financial aid in the spring of the preceding academic year. Southwest Tech requires the Free Application for Federal Student Aid (FAFSA), which is available online at [www.fafsa.gov](http://www.fafsa.gov). Continuing students should reapply for aid for the next academic year during spring semester to ensure they are eligible the following fall term. (January enrollees should apply for financial aid as soon as they begin the admission process.) Students who are in default or owe repayment of Title IV aid are ineligible for any grants, loans, or work-study. Students must fulfill the following requirements to be considered for financial aid:

1. Apply online at [www.fafsa.gov](http://www.fafsa.gov).
2. Be accepted to or enrolled in an approved program. Students will be paid only for courses in the program they are accepted in. Students may take additional courses not needed for their program; however, financial aid will not be paid for these courses. In most cases, students must be enrolled in at least six credits to receive federal and state aid.
3. If currently enrolled, be in good standing and maintaining satisfactory academic progress.
4. Have a high school diploma, GED, HSED, or a home-schooled diploma.
5. Be a U.S. citizen or eligible non-citizen.
6. Not owe a refund or be in default on any federal programs covered under Title IV of the Higher Education Act of 1965 and 1986.

## Consortium Agreements

Students simultaneously attending Southwest Tech and another postsecondary institution may qualify for financial aid for both. The student must also provide a receipt that the class has been paid before financial aid will be awarded. The degree-granting institution is responsible for financial aid disbursement; students are not eligible to receive financial aid from more than one college during an enrollment period. Students must be enrolled in at least one one-credit course at Southwest Tech that applies to their Southwest Tech program each semester. Interested students should obtain a consortium agreement application from Southwest Tech's Financial Aid Office as soon as they have verification of enrollment from the other college.

## Disbursement Guidelines

Financial aid funds are disbursed in the following manner:

1. During the school year, grant awards are disbursed once each semester as indicated on student financial aid award letters. Students who have completed all necessary paperwork should receive their first disbursement of funds approximately 30 school days after the start of the semester.
2. Federal Direct Subsidized and Unsubsidized Student Loans are disbursed twice each semester during the school year. The first disbursement is approximately 30 days after the start of the semester (provided all necessary paperwork is completed and on file), and the second disbursement is approximately 60 days after the start of the semester (again, providing all necessary paperwork is completed and on file). In order to be eligible for the second loan disbursement, a student must still be enrolled in at least six credits and making satisfactory progress in their coursework.
3. Student federal work-study checks are disbursed bi-weekly by direct deposit during the school year and twice each month during the summer. Students must complete accurate time sheets for each pay period.
4. Some Southwest Tech programs have unique class schedules, with classes starting later in the semester. Disbursements of financial aid to students in these programs may follow a different schedule. Please see the Financial Aid Office for details.
5. Please remember the following disbursement restrictions:
  - No funds are disbursed before a semester begins.
  - Students must present a current form of ID.
  - Students must present an attendance certification card at the time they pick up their checks. Students that are enrolled in only online classes will have academic progress checked by the financial aid office before disbursement will be made to the student.
  - Students must be attending classes the week they pick up their checks.
  - Funds are disbursed upon verification of program and credit eligibility.
  - All financial aid is contingent on the availability of funds.
  - Students must be enrolled in an eligible program and be working toward a degree or diploma.
  - All funds are subject to federal and state regulations.Southwest Tech follows the Wisconsin Technical College System Refund Policy discussed elsewhere in this handbook.

## **Distribution Policy**

Southwest Tech's distribution policy is to turn back the student financial aid portion of a repayment, refunding it to the financial aid programs in the following order as prescribed by law and regulation:

1. Federal Direct Stafford Unsubsidized Student Loan
2. Federal Direct Stafford Subsidized Student Loan
3. Federal Direct PLUS Loan
4. Federal Pell Grant
5. Federal SEOG Grant
6. State Programs

## **Enrollment Changes/Date of Record**

Because credit load (i.e., whether a student is full-time, half-time, etc.) affects how much financial aid students may receive, students should immediately notify the Financial Aid Office of any change in their level of enrollment.

Financial aid payments are based on the number of credits that a student carries as of the date of record and may be adjusted until that date. For first semester, the date of record is in September (see calendar) and for second semester it is in February (See calendar). If a student adds courses after the date of record, financial aid eligibility will not be adjusted to reflect the credit load increase. Also, a student on a course waiting list must be off the list and registered for the course before the date of record in order to receive financial aid for that course. Moreover, if the classes for a course do not begin to meet until after the date of record, a student still must be registered for the course before the date of record in order to receive financial aid for that course.

## **Federal Repayment Policy**

Students who receive financial aid and withdraw or drop out of all Southwest Tech courses prior to the date when 60 percent of a semester is completed may have to return some of the federal student aid that was disbursed. That date is typically toward the end of the October for first semester and late March/early April for second semester. For the few programs with unique class schedules (i.e., classes that begin later in a semester), financial aid distribution dates and repayment policy dates are adjusted accordingly so that all students are subject to the same standards. Students who withdraw after having received Title IV aid (excluding work-study) may have to repay unearned funds based on the percentage of the term not yet completed. Students who fail to attend any classes must return 100 percent of Title IV aid received. Students who withdraw during the term may keep a certain amount of aid based on the number of days of attendance over the total number of days in the semester, expressed as a percentage. Southwest Tech calculates the dollar amount as a percentage of the costs of attending the College for the term (including but not limited to tuition, fees, room and board, books, supplies, transportation, and miscellaneous expenses).

The Financial Aid Office performs the return of federal aid calculation within 30 days of a student's official withdrawal date. Southwest Tech returns financial aid moneys to their source according to the distribution policy appearing elsewhere in this handbook. Students who withdraw or drop out receive a notice of overpayment in the mail and have 10 days to respond to the letter. Students who fail to timely respond are turned over to a collection agency.

Students must notify the Financial Aid Office of their decision to withdraw so that accurate refund calculations can be made. The entire process is based on either the last date of attendance or the date that a student initiates the withdrawal process with a Student Success Coach. The withdrawal date determines both the institutional refund and the Title IV financial aid refund. If a student fails to notify Southwest Tech either verbally or in writing (preferred) about having withdrawn, the Financial Aid Office will default to the midpoint of the term (50 percent) as the withdrawal date if the actual date is not available through the student's instructors.

Students who are enrolled at the time of the first financial aid disbursement (approximately 30 days into the semester) will receive 100 percent of the WHEG funds for that semester. Conversely, students who withdraw or drop out before the first disbursement receive no WHEG funds.

The return of federal funds calculation should not be confused with the Wisconsin State Refund Policy, which is a separate calculation performed by the Business Office for the return of tuition and fees to students.

## **Ineligible Programs**

Students in the following programs are currently ineligible for financial assistance (i.e., grants, loans, or work-study): Nursing Assistant, Nail Technician/Manicurist, Farm Business & Production Management, and EMT Emergency Medical Technician.

## **Online/ITV**

Online/ITV students must be pursuing an associate degree or a technical diploma to be eligible for financial aid.

Online/ITV students may enroll in some courses at any time during a semester. However, every course in which they are enrolled in a semester is counted toward continued financial aid academic progress eligibility. Satisfactory progress is reviewed at the end of each semester.

The Financial Aid Office will verify that students enrolled in only online courses are participating in all of their courses before students will receive their disbursement each semester. Financial Aid staff will check enrollment during the week of disbursement. Once participation is verified in each course, checks will be mailed. If participation is not verified, the aid (grants and loans) will be voided and the student will be ineligible to receive aid for that semester.

## Receiving Payment

Before a student can actually be awarded financial aid, the following must be on file in the Financial Aid Office:

1. Student Aid Report (SAR). This report is generated after the federal government has received and processed a student's completed FAFSA. Southwest Tech electronically receives SARs from the processor, while students receive their electronic or paper copy approximately three weeks after submitting their FAFSA. Students should review their SAR upon receipt and immediately contact the Financial Aid Office if any errors are found.
2. Financial Aid Questionnaire. The Financial Aid Office mails this form to students to complete and promptly return.
3. Other information. The Financial Aid Office may request additional documentation such as a student's and/or parent's federal tax transcripts, W-2s and child support paid/received verification.
4. Evidence of enrollment in an approved associate degree or technical diploma program. Students who enroll in courses that do not lead to a degree or diploma in a specific program are not eligible for financial aid.
5. A student's signed statement of updated information, statement of educational purpose/certification statement on refunds and default, and statement of registration status.

## Financial Aid Satisfactory Academic Progress Standards (SAP) (effective beginning Summer term 2011)

You must meet the following requirements to maintain financial aid eligibility at Southwest Tech:

- GPA: cumulative 2.0 or higher.
- Pace: A student must complete 67% of credits attempted. This is calculated by dividing total credits completed by total credits attempted.  
*Example: Term 1 – start with 12 credits, withdraw from 3 credits and complete 9 credits; pace is 75% (9/12). Term 2 – start with 12 credits, withdraw from 6 credits and complete 6 credits; pace is 63% (15/24).*
- Maximum Time frame: Successfully complete a program before attempting more than the number of allowed credits as listed below:

Two-Year Programs (Associate degree, Two-Year Technical Diploma)	Funded for up to 102 credits attempted.
One-Year Technical Diploma Programs	Funded for up to 48 credits attempted.
CNC Setup/Operator, Dental Assistant, Food Production Specialist, Medical Coding Specialist, and Office Aide	Funded for up to 24 credits attempted.
Barber/Cosmetologist	Funded for up to 78 credits attempted.

\*Students are allowed one switch to another level. Financial Aid will pay for the maximum number of credits listed at each level.

## Additional Information

Financial Aid will pay students only once when they choose to retake a class if they received a grade of A, B, C or D. If a student retakes a class in which they received a grade of F, Southwest Tech will repeat payment for the course until the student passes successfully.

Withdrawals (W grade), incompletes (I grade), in progress (IP grade), repeats of classes and transfer credits accepted for your program are considered attempted credits. Withdrawals, audits, incompletes and in progress grades are figured as zero (0) grade points when calculating a student's GPA. These grades may result in a student not making Satisfactory Academic Progress and being placed on Financial Aid Warning.

Any grades of 'I' and 'IP' must be completed within 6 weeks of the end of that semester—regardless of any arrangement with the instructor.

## Financial Aid Warning

Students will be placed on Financial Aid Warning the first semester they do not meet any portion of the Satisfactory Academic Progress Policy. Students will receive financial aid for the semester that they are placed on Financial Aid Warning. At the end of the semester the student is on the Financial Aid Warning, progress is again evaluated and the student is either removed from warning status or placed on Financial Aid Suspension.

Students may appeal the suspension as stated in the following information.

## Financial Aid Suspension

Students who do not meet the Financial Aid Warning conditions will be placed on Financial Aid Suspension. Students WILL NOT receive any financial aid when placed on Financial Aid Suspension.

## Financial Aid Appeal

A process by which a student who is not meeting Southwest Tech's Satisfactory Academic Progress standards is allowed to petition for reconsideration of the student's eligibility.

The Financial Aid Appeal form can be obtained from the staff in the Financial Aid Office. The reasons a student may appeal might be: death of a relative; injury or illness of the student; other special/unusual circumstances. The student must include in the appeal the information regarding WHY they failed to make Satisfactory Academic Progress AND what has CHANGED in their situation that would allow them to demonstrate Satisfactory Academic Progress at the next evaluation. A student's appeal CANNOT be based on the need for aid or lack of knowledge of the warning status. Only one appeal per student is permitted, unless extreme extenuating circumstances occur. Students may be required to provide additional documentation from outside sources if the situation warrants it.

Students whose appeals are approved, but they will not be able to meet the Satisfactory Academic Progress Standards by the end of the probationary term, will be required to meet with the Financial Aid Director to determine an Academic Plan to follow in order to be able to meet the Satisfactory Academic Progress Standard by a specific point in the future.

A student is considered suspended from further receipt of financial aid until their eligibility is regained by doing both of the following: 1) Taking at least six credits (all in the same semester), passing those credits with at least a grade of 'C', and paying for those credits on their own. \*\*During a reinstatement attempt semester, a student is not allowed to drop any courses they are taking; and if a student chooses to take more than six credits during a semester they are attempting to be reinstated to financial aid, they must pass all credits attempted with at least a grade of 'C'\*\*. AND 2) The student will also be required to meet with the Student Financial Assistance Manager to determine an academic plan following their successful reinstatement attempt. The academic plan will be necessary in order for the student to meet Satisfactory Academic Progress Standards by a specific point in the future.

## Miscellaneous

Due to the cumulative concept of these Satisfactory Academic Progress requirements, it is extremely important that students take the adding and dropping of classes under careful consideration. Federal regulations require that Southwest Tech monitor the academic progress of students. This policy applies to all students accepted into an undergraduate program pursuing a degree. It includes all periods of enrollment—even if the student did not receive financial aid.

Students can only receive aid for classes that are required in the program they are accepted in.

+++If a student owes Southwest Tech a bill due to Title IV Repayment (due to dropping of classes), they will NOT be eligible to enroll in classes until the bill is satisfied.

### Types of Funds Available: Employment

- Federal Work-Study Program (FWS)

### Types of Funds Available: Grants

- Federal Pell Grant.
- Federal Supplemental Educational Opportunity Grant (SEOG).
- Native American Assistance Grant (BIA).
- Wisconsin Higher Education Grant (WHEG).
- Talent Incentive Program (TIP).
- Minority Student Grant Program.
- Wisconsin Audio Visual Disability Grant

### Types of Funds Available: Loans

- Federal Direct Subsidized Student Loan
- Federal Direct Unsubsidized Student Loan
- Federal Direct PLUS Loan

**No student loans will be certified after May 1 for the preceding school year.**

**For more information and details regarding the funding options please contact Southwest Tech's Financial Aid department by calling 1.800.362.3322 ext. 2660.**

### Foundation Emergency Loan Fund

Under certain circumstances, students may obtain a modest short-term loan from the Foundation Emergency Loan Fund. Applications are available in the Financial Aid Office, which has the discretion to make or deny emergency loans.

### Types of Funds Available: Scholarships

#### Southwest Wisconsin Technical College Foundation, Inc.

The Southwest Tech Foundation offers numerous scholarships each year. Scholarship applications are available online from December to March 31st for the following academic year. A selection committee meets in April to review applications and select scholarship recipients. Students are notified in May of their award for the following year. Southwest Tech hosts its annual Scholarship and Awards Ceremony each fall to present the scholarship awards and to recognize the recipients and donors.

# Veterans/Military Benefits

Southwest Tech is approved by the Wisconsin State Approving Agency for training of qualified veterans under the Veterans Educational Benefits Act (GI Bill), and for the training of eligible dependents of deceased or disabled veterans. More information can be obtained from the Veterans Service Office, located in the Financial Aid Office or from the local County Veterans Services Officer or the Department of Veterans Affairs. Please note that Southwest Tech does not and cannot determine eligibility for veterans and benefits; the VA determines all eligibility. Veterans benefits DO NOT exclude you from receiving financial aid or scholarships.

## Federal Programs

A variety of federal programs are available if you have participated in the Montgomery GI Bill program while serving in the military. You may also be eligible for Reserve benefits if you are currently an active member of the Reserves or National Guard. Dependents of disabled or deceased veterans may be eligible for benefits also.

- **Post-9/11 GI Bill (Chapter 33):** The Post-9/11 GI Bill is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill. The Post-9/11 GI Bill will be effective for training on or after August 1, 2009.
- **Montgomery GI Bill (Chapter 30):** Generally this applies to active duty enlistees who entered service after June 30, 1985, who contributed \$100 for the first 12 months of service.
- **Service-Connected Disabled Veterans (Chapter 31):** Benefits for service members and veterans with a 20 percent, or greater, service-connected disability.
- **Survivors and Dependents (Chapter 35):** For spouses and children of 100 percent service-connected disabled or deceased Veterans.
- **Selected Reserve (Chapter 1606):** For members who enlist or re-enlist in the Army, Navy, Air Force, Marine Corps, Coast Guard Reserves, the Army National Guard, and the Air Guard.

Please visit the Department of Veterans Affairs website for detailed information regarding the Federal GI Bill Education Benefits, see your local County Veterans Service Officer, or stop in the Veterans Services Office located in the Financial Aid Office.

## State Programs

State programs in the form of tuition and fee reimbursement and part-time study grants may be available for Wisconsin veterans. National Guard members may be eligible for the National Guard Tuition Grant.

- **Wisconsin GI Bill.** The Wisconsin GI Bill provides a full waiver ("remission") of tuition and fees for eligible veterans and their dependents for up to eight full-time semesters or 128 credits at any University of Wisconsin System or Wisconsin Technical College System institution for continuing education, or for study at the undergraduate or graduate level.
- **Veterans Education (VetEd) Reimbursement Grant.** Veterans who did not enlist from the State of Wisconsin may apply for VetEd through their County Veterans Service Officer, apply online, or download an application, WDVA 2200. Applications must be

submitted within 60 days of the start of the term. As this is a reimbursement grant, students must pay tuition in full by the due date.

- **Wisconsin National Guard Tuition Grant.** The Wisconsin National Guard Tuition Grant is a reimbursement grant, which means the student must pay their tuition in full by the due date. For additional information on this grant, please visit the Wisconsin Department of Military Affairs at [dma.wi.gov](http://dma.wi.gov). The grant form must be submitted to Southwest Tech Veteran Services at the start of each term or within 60 days of the end of the term.

For more information on any of these benefits visit the Wisconsin Department of Veterans Affairs website, see your local County Veterans Service Officer, or stop in the Veterans Service Office located in the Financial Aid Office.

Contact Information:

- Southwest Tech Veterans Office 608.822.2320
- Grant County Veterans Service Officer 608.723.2756
- U.S. Department of Veterans Affairs: [www.gibill.va.gov](http://www.gibill.va.gov)
- Wisconsin Department of Veterans Affairs: [www.dva.state.wi.us](http://www.dva.state.wi.us)

## Students Called to Active Duty

Southwest Tech has adopted the following procedures for students who are ordered or inducted into active service in the U.S. armed forces or who are requested to work for the federal government during a national emergency or limited national emergency:

1. Students who have been called to active duty should contact the Veterans Service Officer in the Financial Aid Office. This person is available in person or via phone 608.822.3262, Ext. 2320.
2. If the student is activated well into the semester, he or she is encouraged to work with his/her instructors individually to decide what to do about the balance of the semester work.
3. Students will be asked to provide a copy of their active duty orders to the Veterans Office and Student Services. If the student is unable to provide a copy in person, a parent, spouse or other individual may submit a copy on his/her behalf. This may be done either in person, via fax, or through the mail.
4. A formal withdrawal process must be initiated. The student or his/her representative may initiate the procedure on the student's behalf. Students must officially withdraw to receive refunds of tuition/fees and may receive failing grades if they do not withdraw. Additionally, students who are receiving GI Bill Education Benefits and do not officially withdraw could find themselves in an overpayment situation with the Veterans' Administration.
5. The College will provide a full refund of tuition and fees to students called into active service. Tuition and fee refunds will first be directed to repay Federal financial aid. In some cases SWTC is required to utilize a portion of the tuition and fee refund to reduce the student loan debt. SWTC will repay the College and student portion of federal grants. The student will then receive a refund check in the mail.
6. The college will provide priority readmission to students who are ordered or inducted into active service. Admission back into the student's program will take place upon the student's request at the next semester opportunity. It may be possible that a student will wait a semester due to program/course sequencing.

# Tuition & Fees

Tuition and fees are established according to state statutes and Wisconsin Technical College System guidelines and may change from year to year. Students must pay all required fees according to Southwest Tech policies. \*Fees may be subject to change without notice.

## Activity Fee

Six percent of tuition, per credit, per semester. The Student Senate determines annually the distribution of these fees which are used to support programs such as student-led organizations, student government, intramural sports, special campus events and services.

## Application Fee

A nonrefundable \$30 fee is required to process the online application.

## Books and Supplies

Book and supply costs are not included in tuition or any fees. Required textbooks are sold in the Southwest Tech Bookstore or may be purchased from any supplier available to students.

## Materials Fee

The fees vary based on consumable, tangible items used in the instructional process and are set by the Wisconsin Technical College System Board.

## Out-of-State Tuition

Students who are not Wisconsin residents must pay out-of-state tuition. Out-of-state tuition is 150% the State tuition rate. A waiver of out-of-state tuition is available to students who qualify. For further information about out-of-state tuition or its waiver, please contact Financial Aid.

## Program Completion Fee

All students enrolling in credit classes will be charged a program completion fee of \$2.00 per credit. Students must complete a program completion form in their final semester in order to receive their diploma and be considered a graduate of their program. There is no fee to complete the application for graduation form or to participate in the commencement ceremony.

## Resident Tuition

All students must pay resident tuition for their courses. This fee is set by the Wisconsin Technical College System Board. See fee schedule for the current academic school year. An additional \$10 per credit will be added to any online course for both in and out-of-state residents.

## Testing Fees

College testing varies in price depending on the tests required for placement into a course or a program. The HESI exam, required for most health programs, is \$45.

## Transcript Request Fee

Students may request transcripts online at [www.swtc.edu/transcripts](http://www.swtc.edu/transcripts). A \$10 fee is charged for each official transcript requested.

## Examples of Other Fees Student Are Responsible for Depending on Enrollment in a Course or Program:

- Tools, Equipment and Safety Gear
- Uniform
- CMA (Certified Medical Assistant) National Testing
- National Nurse Aid Assessment Program
- Background Check
- Immunizations and Health Examinations
- Certification or Board Examination Fees

## Deferred Payment of Tuition & Fees (Agency or Employer Funded)

Students must present written documentation from their sponsoring agency or employer to receive a document. Deferment of tuition and fees is optional for students who are eligible for financial aid (grants or loans). They must complete all financial aid procedures, including submission of the Free Application for Federal Student Aid (FAFSA), before they can obtain a book voucher from the Payments/Billing Office. Grade reports and/or transcripts of any student who has an outstanding financial obligation to the College are placed on hold until all debts are paid in full.

Officially withdrawing from class(es) does not eliminate a student's responsibility for any outstanding financial obligation to the College. The state refund policy applies to class changes made during the term, and any refund that a student might receive will first be applied to any outstanding debt.

## Refund Policy

Southwest Tech's tuition and fee refund policy is in accord with Wisconsin Technical College System and District Board policy guidelines.

As a general rule, students are responsible for requesting any refund of tuition and/or fees paid to Southwest Tech. Refunds under \$5 will not be processed.

## Adding or withdrawing from a course requires timely submission of appropriate paperwork to Student Services

Students can officially withdraw from a course upon notifying Student Services in writing or in person. The date of notification of withdrawal, not the last date of class attendance, is the official withdrawal date, which is used to determine the amount of a student's refund. Non-attendance does not reduce fees owed. Further, officially withdrawing from a course or courses does not eliminate a student's responsibility for any outstanding financial obligation to the College. (Students who entirely withdraw from school are encouraged to contact their Success Coach for an exit interview.)

**Refunds before First Class Meeting**

If Southwest Tech cancels a course, students can apply for a complete refund of tuition paid.

Students who drop a course before the first class meeting will receive a full refund of tuition paid. When one class is dropped and another added during the first seven calendar days of the term, the tuition payment is transferred from the dropped course to the added one.

**Refunds after the First Class Meeting**

All Courses except Open Entry Courses. Once a term begins, the refund amount for a course is based on the official withdrawal date relative to the number of days the class has met. (The refund period begins the first day a course meets, not the first day a student attends it.) The applicable schedule is as follows:

<b>Official Course Withdrawal</b>	<b>Fee Refunded</b>
Before 11% of the class meetings	80%
Between 11–20% of the class meetings	60%
After 21% of the class meetings	0%

**Refunds after the First Class Meeting**

Open Entry Courses. With open entry courses, the amount of a refund is determined by the number of calendar days between a student’s registration date and official withdrawal. The applicable schedule is as follows:

<b>Official Course Withdrawal Fee Refunded</b>	<b>Percent of Total</b>
1–7 days after official registration date	80%
8–14 days after official registration date	60%
15 days after official registration date	0%

**Dropping or withdrawing from a course is an important decision.**

It may affect current and future financial aid, enrollment, and program status. Students are encouraged to meet with their Student Success Coach to discuss what alternative academic assistance may be available and the potential consequences of dropping or withdrawing.

**Registering for a class immediately creates a financial obligation.**

The Business Office will continue to send the student notice of the outstanding debt until the bill is paid. Payment plans are available through the Business Office. If you do not comply with the payment obligations, Southwest Tech may certify your past due balance to the Wisconsin Department of Revenue and make a claim for the total due against refunds, overpayments, lottery payments owed you by the Wisconsin Department of Revenue or Department of Administration.

**Delinquent Accounts**

Payment is due the first day of the term unless you have a funding agreement on file with the Business Office. A \$40 late fee will be added to any unpaid balance that is not paid by the due date. If payment is not received by the due date, a hold will be placed on your account that will prevent you from any future registrations and the release of grades or transcripts until the tuition and fees are paid in full.

The Business Office may make a claim for the past due obligation with the Wisconsin Tax Intercept Program. If your debt is not settled by the time you file your Wisconsin State Income Tax return, all or part of your refund may be intercepted to pay your debt. Also, your past due obligation may be turned over to a collection agency. In the event of such action, the student is responsible to pay all costs of collection, including a 30 percent collection fee and any other fees incurred by Southwest Tech or its representatives in connection with the collection of the past due obligation.

**Returned Check Charge**

A minimum service charge of \$35 will be assessed on each check returned by a bank. A returned check may result in cancellation of a student’s registration.

## Student Billing

If you have questions or concerns regarding your bill, please contact the Business Office at 608.822.2660. You may also view your bill, schedule, or make a payment at MySWTC. (click on the icon on [www.swtc.edu](http://www.swtc.edu) homepage)

Payment is due the first day of the term unless you have a funding agreement on file with the Business Office. A \$40 late fee will be added to any student account after the tuition due date (see calendar).

Your tuition statements will be sent to you via e-mail only.

At any time your bill can be viewed at MySWTC. Non-attendance or non-payment does not constitute a cancellation of registration, and students will be responsible for tuition and fees not paid.

Payment options:

- Pay online at MySWTC (click on the icon on [www.swtc.edu](http://www.swtc.edu) homepage) ACH, MC, VISA or Discover are accepted.
- Payment via phone by calling 608.822.2660. ACH, MC, VISA or Discover are accepted.
- Pay in person at the Payments/Business Office. Call to verify normal business hours.
- Pay by mail. A check or money order can be mailed to: Southwest Tech, Attn: Student Payments, 1800 Bronson Boulevard, Fennimore, WI 53809. Please note your Student ID# on the check to be sure it is applied to your account.

## Textbook Return Policy

Your receipt must accompany all refunds and/or exchanges. The ONLY exception is end of semester book buyback.

- Returns of books will be accepted until the 1st Friday of the new semester. The refund will be calculated at 80% of the original price of the book provided it is returned in the same condition (shrink wrapped, supplements included, etc.) as purchased.
- If the books are not returned before the 1st Friday of the new semester, the student will be advised of our next book buy back session.
- Purchases made after the first week of classes are subject to a 3-day return policy. A restocking fee will apply.
- Lifelong learning (CPR) books are not returnable.
- If a class is cancelled by Southwest Tech the restocking fee is waived. The book must be returned immediately.
- Books purchased with cash or check will be refunded by check and mailed to you. This normally takes two weeks.
- Books purchased with credit or debit card will have refund applied back to that card.
- Texts with publishing defects can be exchanged at the time it is discovered.
- Lab/supply kits are non-returnable. These include: nursing, midwifery, medical assistant, physical therapy assistant, cosmetology, nail tech, dental assistant, auto collision and plumbing apprenticeship.

## Textbook Buyback

During the last week of the fall and spring semesters, the Bookstore will buy back returnable books for cash. We also offer additional "mini buybacks" lasting one to two days in mid-February and mid-September. A student ID is required to sell back books.

- Only books that instructors will reuse for the upcoming semester/ academic year are considered for book buy back, generally at 50% of the used price, if the books are in good shape as determined by the wholesale book buyer.
- Things that determine what "shape" a book is in:
  - Marking (a minimal amount of marking may be acceptable)
  - Highlighting
  - Water damage
  - Answers being marked in the book
- Things that determine resale value of books
  - Instructor is not reusing the book you are reselling
  - The course is not being offered in the upcoming semester
  - The Bookstore has sufficient quantities of your book
  - There has been an update to a newer edition

The Bookstore reserves the right to accept or reject any books as well as making adjustments on the percentage offered for a refund. Every effort is made to recycle textbooks; unfortunately, not all books are returnable. If the book you wanted to return isn't able to be bought back, we do collect books for Better World Books and those books are shipped to third world countries that make use of the books for literacy and instruction.

# Campus Information, Policies, & Procedures

## Campus Closures

When it is necessary to close the College for weather or other reasons, information will be communicated through radio, television and/or electronic media such as text messages, Facebook and email.

When the College is closed or delayed for weather at the beginning of the day, the initial announcement should be on local radio and television stations at approximately 6 a.m. Electronic messages will follow as soon as practical. In the case of a two-hour delay, classes will begin with those scheduled for 9:30 a.m. If a delay is followed by a decision to close, that information will be communicated prior to 9:30 a.m.

Whenever the College closes, the College will remain closed for the entire day, including evening classes. In the event that the College needs to close later in the day due to weather, a decision on evening classes will be communicated by 4 p.m.

Except in cases of the most severe weather conditions, Southwest Tech will remain open. When weather is threatening, individuals must use their own judgment as it relates to safety and road conditions. Public school closing or delay does not mean that Southwest Tech is closed or delayed.

## Parking and Traffic Regulations

The following traffic and parking regulations are in effect:

- The speed limit on campus, including parking lots and access roads, is 15 miles per hour.
- Visitor parking in restricted areas must register with the receptionist in Building 400.
- The Southwest Tech campus is regularly patrolled by local law enforcement. Traffic and parking violations may result in fines.
- Southwest Tech issues private parking tickets for parking violations. If the fine is not paid, the amount is added to the student's account.

## Parking for Persons with Disabilities

Persons with disabilities who have proper state-issued license plate or identification card may park in specially marked spaces. Also, students who have a short-term condition may apply for a temporary Southwest Tech parking permit from Support Services, which is located in the Knox Learning Center, Building 300, Room 314 by presenting a doctor's note from a qualified licensed professional that states special parking is needed for a certain time period. All permits must be clearly displayed in a parked vehicle.

## Student Technology

**Email.** All students receive a Southwest Tech email when they sign up for their MySWTC account. All students are responsible for checking their Southwest Tech student accounts for important correspondence from the College. Southwest Tech's e-mail system is the College's main form of communication with students and staff. MySWTC. All enrolled students are automatically issued a MySWTC account. Students can find information about financial aid, book lists, and class registration.

**Schoology.** Schoology is a Web-based course management system designed to allow students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching. Schoology courses are secure. Each student receives a unique logon and password, and only students that are registered can access the system. Schoology enables instructors to provide students with course materials, discussion boards, virtual classrooms (chat), online quizzes, and more!

## Smoking/Tobacco Products

Tobacco use is only allowed in designated tobacco use areas on campus (this includes smokeless tobacco). Each designated area is marked with a sign.

- Northeast of Building 100
- South Entrance in Charley's
- Southwest of Building 500
- East of the Ag/Auto Center in the parking lot
- Behind Building 600 (Manufacturing Center)
- West side of the Public Safety Complex

## Service Animal Policy

It is the policy of the Southwest Tech that service animals assisting individuals with disabilities are generally permitted on the campus, including exterior and interior locations which are deemed appropriate in accordance with the provisions of this policy. In addition, reasonable accommodations will be made to allow qualified individuals with disabilities to perform the essential functions and/or to allow individuals with disabilities to participate in Southwest Tech educational programs, benefits and opportunities. Specific questions related to the use of service animals on Southwest Tech campus can be directed to Student Support Services.

### Internet Acceptable Use Policy

Internet Access is provided at Southwest Tech for all staff and students. Staff and students who violate any of the following may lose access privileges and be subject to other disciplinary or legal action. The following are not permitted using the campus internet connection:

- Disseminating or printing copyrighted materials, including articles and software, in violation of copyright laws.
- Sending, receiving, printing, or otherwise disseminating Southwest Tech's proprietary data, trade secrets, or other confidential information.
- Operating a business, usurping business opportunities, or soliciting money for personal gain.
- Making offensive or harassing statements and/or disparaging others based on race, color, religion, national origin, veteran status, ancestry, disability, age, sex, or sexual orientation.
- Viewing, downloading, uploading, sending, or soliciting sexually oriented messages or images. Visiting sites featuring pornography, terrorism, espionage, or theft for intentions other than provable educational purposes.
- Gambling or engaging in any other criminal activity in violation of local, state, or federal law.
- Viewing, writing or posting content that could damage the reputation of Southwest Tech.
- Using internet technologies for the purposes of cheating.
- Intentionally misusing any computer, computer system, or computer network, including the internet connection in a way that may cause damage.

The College reserves the right to review files and communications to maintain computer system integrity and ensure that students and staff are using the College information technology resources responsibly. Users should have no expectation of privacy when using the College's technology resources.

### Text Messaging

Southwest Tech provides a text messaging service that sends messages to a student's cellular phone in the event of a campus emergency or a campus closure (including those related to bad weather). This is a service students can sign up for if they wish to receive messages. Students are not automatically added. To access this service please go to: [www.swtc.edu/texting-sign-up](http://www.swtc.edu/texting-sign-up) and create an account by following the instructions.

### Accident Insurance Coverage

All students enrolled and completing a credit class, will be automatically eligible for the Southwest Wisconsin Technical College Mandatory Accident Only Insurance Plan. Online students are not eligible. Please visit our web site for more details.

### Student ID

All in-person transactions require some form of photo identification. New students should have their photos taken for a Southwest Tech Student Identification Card as soon as they register and pay their fees. Photos are taken in The Knox Learning Center. Students should print out a copy of their class schedule or have verification of their student ID number (available on MySWTC) and bring it with a government issued form of photo identification (driver's license, passport, etc.) to obtain their Student ID. The Southwest Tech Student ID card is required for many services on campus. Students may pay to have another Student ID issued if one is lost or damaged.

### Student Code of Conduct

Southwest Tech promotes a learning-centered environment dedicated to the advancement of personal growth and knowledge. The Southwest Tech District believes every student has the right to pursue an education free from disruption, harassment, illegal activities, threats or danger. The District further believes that academic honesty, integrity and civility are fundamental to the educational mission of the College. Every student is expected to be familiar with all the rules and regulations of Southwest Tech. For the entire code of conduct policy, please visit

[www.swtc.edu/student-resources/policies-procedures/student-code-of-conduct](http://www.swtc.edu/student-resources/policies-procedures/student-code-of-conduct)

# Students' Right to Know

Southwest Tech is committed to maintaining a campus environment that supports and enhances student learning and achievement. The following information is provided to all staff and students to promote a safe campus environment.

- Affirmative Action Plan & Equal Opportunity Statement
- Annual Campus Security Reports
- Sexual Assault Information
- Harassment Policy and Prevention
- Wisconsin Sex Offender Registry Web Site
- Preventing Events of Mass Campus Violence

The Wisconsin Legislature and the U.S. Congress have passed laws requiring colleges and universities to provide their students and staff detailed written information about these issues, including relevant state and federal laws and possible sanctions for their breach. The intent of these laws is to insure that students and staff have complete information about the extent of a problem, the risks involved, the legal standards that have been adopted, and the offices and agencies in the community that can offer assistance.

## **Equal Opportunity Statement Statement for the Southwest Wisconsin Technical College District Board**

The Southwest Wisconsin Technical College District Board has an established policy intended to bring about equal employment and educational opportunities within this institution. The District makes every attempt to stay in compliance with federal, state, and local anti-discrimination and affirmative action laws and executive orders, including Title VI and Title VII of the Civil Rights Act of 1964 as amended; Title IX of the Education Amendments of 1972, Sec. 38.23 statutes, Section 504 of the Federal Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, the Equal Pay Act of 1973, the Age Discrimination Acts of 1967 and 1975, the Civil Rights Restoration Act of 1987, the Wisconsin Fair Employment law, other appropriate laws and executive orders and/or administrative directives and codes. The District has actively worked to promote and implement this policy, and it will continue to reinforce the concept that our educational institution is committed to providing equitable opportunities for all persons.

It is the District policy to maintain fair and impartial relations with employees and applicants for employment, and students and student applicants in any service, program, activity, course, or use of facilities on the basis of sex, age, race, color, creed, religion, national origin, disability, ancestry, political affiliation, marital status, pregnancy, sexual orientation, parental status, arrest record, conviction record, genetic testing, and the use and non use of lawful products off the premises during nonworking hours, and membership in National Guard, State Defense Force, or other military forces of the United States. Lack of English reading/speaking skills, will not be a barrier to admission and participation in district programs.

Affirmative Action will be utilized to achieve a work force and student body that includes an appropriate balance of women,

racial/ethnic groups, and persons with disabilities. All employment practices, opportunities, and personnel actions such as recruitment, promotions, compensation, benefits, transfers, layoffs, return from layoffs, communication of information, terminations, retention, certification, testing, committee assignments, institution sponsored training and education, tuition assistance, and social and recreation programs will be administered without regard to the factors noted. The District will provide reasonable accommodation to employees for religious observances and practices.

The District will seek assurance from all contractors and suppliers of products and services that they do not discriminate. The District Board also encourages the purchase of products and services from women, minority and disabled business owners.

The management staff share the Affirmative Action Program responsibility and performance standards including the Affirmative Action Plan. The College Equal Opportunity Officer, Krista Weber, is responsible for implementing, monitoring, and evaluating the District Equal Opportunity Policy and for coordinating the Affirmative Action Plan, and shall report directly to the President of the College. The Equal Opportunity Officer is also responsible for District compliance with the regulations of the Federal Rehabilitation Act of 1973 - Section 504, Title IX, and the development of activities that relate to gender equity.

Employees discriminating against students will be subject to discipline under appropriate Southwest Tech employment policies, and as applicable, collective bargaining agreements. Students discriminating against other students, staff, or non-employees will be subject to discipline under procedures included in the Southwest Tech Student Handbook and Employees' and Students' Right to Know. The College will take necessary corrective action to remedy any instances when discrimination is determined to have occurred. The Southwest Wisconsin Technical College District Board has an established procedure for resolving complaints relating to discrimination. Alleged acts of discrimination shall be filed directly with the District Affirmative Action Officer. Complaints must be filed within three hundred (300) calendar days from the date of the action causing the complaint. Reports of alleged acts of discrimination or inquiries concerning the equal opportunity policies of the District should be addressed to:

Krista Weber, equal opportunity officer  
Southwest Wisconsin Technical College  
1800 Bronson Boulevard  
Fennimore, WI 53809  
608.822.2315  
TDD 608.822.2072

Jason S. Wood, Ph.D.  
President

March 1982  
Revised, January 2016

### Non-Discrimination Notice

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800.362.3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.

### Accommodations Statement

Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, services, and employment in accordance with Section 504 of the Rehabilitation Act of 1973 and the ADA Amendments Act of 2008 (ADAAA) standards. Applicants with disabilities who need accommodations to take the Health Education Systems, Inc (HESI) entrance exam for Southwest Tech must contact the Testing Center (822-2313) to schedule their testing appointment. Applicants requesting extended time, large print forms, audio versions, or a personal room for taking the COMPASS or HESI because of a disability must provide documentation to support their request prior to scheduling a date for testing. Southwest Tech reviews accommodation requests case by case. All documentation submitted to the College is subject to the Family Educational Rights and Privacy Act of 1974 as amended. For more information, please contact Lori Garvey, Support Services Specialist/Transition Coordinator at 608.822.2631 or 1.800.362.3322, extension 2631; or email [accom@swtc.edu](mailto:accom@swtc.edu); TDD/ TTY 608.822.2072 (for the hearing impaired).

### ATODA Services Provided Through Southwest Tech

Southwest Tech recognizes that problems of a personal nature can adversely affect student and employee performance. The College is vitally interested in retaining students and employees who have or develop personal problems and can be helped to maintain or regain effectiveness.

### Employee Assistance Program (EAP)

This was established to help Southwest Tech employees with personal problems. EAP is not designed to provide treatment but rather an early identification and referral to appropriate care to enhance the treatment process. Ideally, EAP will create awareness among employees and motivate them to seek referral before problems unduly affect performance.

### Student Assistance

Students who are concerned about their own use of alcohol or other drugs, or about the use by someone close to them, are encouraged to contact the ATODA Counselor located in Student Services, ext. 2357, for more information and/or assessment and referral, as appropriate.

### Complaint Process

Southwest Tech is committed to maintaining a campus environment that enhances and supports student learning and achievement. In fulfilling this commitment, the college is responsive to student complaints. However, in most cases students should first attempt to resolve issues through discussion with instructors (when appropriate) and then the deans. There may also come a time when a student feels the need to address the issue at the next level. All complaints must first be filed with Southwest Tech using

the Southwest Tech Complaint Form located at [www.swtc.edu/complaints](http://www.swtc.edu/complaints). A copy of the submitted information will be sent to the email provided for your records. Be sure to hit the Submit button at the bottom of the page when you complete the form and are ready to submit it. This form will be reviewed and forwarded to the appropriate party for action.

### Complaints reviewed/Non-Discrimination

The Wisconsin Technical College System (WTCS) will only review complaints after students attempt to resolve the matter with Southwest Tech. WTCS will only review complaints at the state level in three categories as defined by the U.S. Department of Education:

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

A student who reasonably believes that a violation has occurred in one or more of these categories may file a signed, written complaint at the state level on the official WTCS Student Complaint Form.

### Harassment Policy

This policy is to provide an understanding and awareness of what constitutes harassment, correct the problem behavior; prevent another occurrence of the problem; protect and provide support for the victim of the act; and take corrective action for problems related to harassment, intimidation or bullying. Harassment is a serious matter and any incident once reported will therefore be acted upon promptly and appropriately. However, it recognizes that what is perceived as harassment, intimidation or bullying can involve a complex chain of events and interpretations of those events so that each particular case needs to be dealt with on an individual basis. The College is committed to providing a professional work environment. This means that the College will not tolerate harassment directed at or by an employee, student, customer, or vendor, whether sexual harassment or harassment because of his/her sex, race, color, national origin, age, ancestry, disability, sexual orientation, creed, use of statutory family/medical leave, or other legally protected characteristic.

Sexual Harassment is defined as unwelcome conduct of a sexual nature and constitutes sexual harassment if any of the following apply:

- Submission to such conduct is explicitly or implicitly made a term or condition of employment; or
- Submission to or rejection of such conduct affects decisions affecting employment; or
- Such conduct has the purpose or effect of creating a sexually hostile work environment.

The following are examples of unwelcome conduct which could violate this policy:

- Sexual advances or requests for sexual favors;
- Verbal conduct of a sexual nature, e.g., comments about an individual's body, physical attributes, sexual activities, etc.
- Displays of a sexual nature, e.g., calendars, photographs, magazines, etc.;

- Offensive sexual jokes.
- Harassment, intimidation or bullying is defined as any gesture or written, verbal or physical act, or any use of electronic communication that
- is motivated by any actual or perceived characteristic, such as race, color, religion,
- ancestry, national origin, gender, sexual orientation, gender identity and
- expression, or a mental, physical or sensory disability; or,
- by any other distinguishing characteristic; and
- a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or
- has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the College.

The College's policy is to provide an atmosphere free from discriminatory intimidation, ridicule, and insult based on sex, race, color, national origin, age, ancestry, disability, sexual orientation or characteristic protected by law. For example, unwelcome jokes concerning an individual's age, race or ethnicity are unacceptable. Unprofessional conduct, rudeness or a lack of consideration are examples of conduct that is unlikely to constitute harassment. Similarly, supervisory criticism is not likely to constitute unlawful harassment.

If you believe you are being harassed you should promptly (within 30 days) report the Conduct to your supervisor, any member of Administration and the Director of Human Resources/Equal Opportunity Officer. Your complaint will be investigated promptly. The information you provide will be shared on a "need-to-know" basis.

In addition, employees who believe they are the subject of illegal harassment or discrimination may also file a complaint with the Equal Employment Opportunity Commission or the State of Wisconsin, Equal Rights Division. The deadline for filing a complaint is 300 days, which runs from the last date that unlawful harassment occurs.

Please be aware, however, that filing a complaint with either of these agencies does not alleviate you from the responsibility of filing an internal complaint with the College.

If you are aware of another employee, student, customer or vendor, who, you believe is being harassed in violation of this policy please promptly (within 30 days) report your concerns as described in the immediately preceding paragraph. All employees, whether victims of harassment or not, are expected to bring violations of this policy to the attention of the College by informing one of the individuals described above.

Appropriate disciplinary action will be taken against any employee found to have violated this policy. Such discipline can range from termination of employment, suspension, demotion, pay cut, to warning. In the case of student, customer or vendor harassment, the College will act promptly to remedy the harassment and prevent further occurrences.

There will be no retaliation against anyone who in good faith makes a report of a violation of this policy or who assists in the investigation of such a complaint. Any College employee who retaliates against another employee for making a complaint under this policy will be subject to dismissal.

### Campus Safety and Security

One of our top priorities is the safety of our students and staff. If you see something, say something! Tell us about concerns or distressing behaviors you observed. This helps identify and prevent violent and personal tragedies. The campus is monitored by a video surveillance system. Southwest Tech prohibits all firearms or weapons of any type, concealed or unconcealed, in Southwest Tech owned or leased buildings.

We want to work together to identify and prevent violent and personal tragedies from occurring. A campus team is available to accurately identify and appropriately address early warning signs, but everyone must help by reporting their concerns so that the team can provide assistance quickly. Don't ignore the signs of a problem, tell a Southwest Tech staff member or a trusted colleague; don't worry alone, document your observations, ask for guidance; see the campus safety page: [www.swtc.edu/safety](http://www.swtc.edu/safety).

The Behavior Intervention Team coordinates a response to reported student concerns. Team members respond quickly to referrals; however, if an immediate response is needed, contact the police. Employee concerns are directed to human resources.

**Report a concern at [www.swtc.edu/concerns](http://www.swtc.edu/concerns).**

What will the Behavioral Intervention Team do?

They are trained to:

- Verify and document the information
- Assess the information and intervene, if necessary
- Evaluate the response to the intervention
- Follow-up to keep everyone informed

### How to Help Someone in Crisis

**Warning Signs.** Chronic depression or mood swings, perception of injustice, isolating behavior, hostility, low self-esteem, excuses, blaming, strained relationships, reduced motivation, changes in health or hygiene, substance abuse, and frequent reference to violence.

**Violence is a Process - People don't just "snap".** Violence is an understandable and often recognizable process. As people move along the violence continuum, behaviors may indicate the need for assessment and intervention. Pre-violence is the time for intervention. Don't wait. It is hard to tell when violence will occur; the behavior maybe days or minutes before a violent incident.

Indicators of Violence Potential (Not a Profile)

- Poor impulse control
- Feels consistently wronged
- Obsession
- New kind of energy or tone
- Failure to recognize the feelings or rights of others
- Fascination with weapons and/or guns

- Verbal intimidation
- Talking or writing about committing acts of violence
- Vandalism or property damage
- Repeated loss of temper
- Physical disruption or fighting, stalking

### **What can you do if you observe signs of a person in crisis?**

Don't ignore it. Remain calm. Actively listen and communicate understanding. Be respectful and patient. Set clear boundaries. Never make promises. Inform them of counseling available in Student Services, report it to [www.swtc.edu/concerns](http://www.swtc.edu/concerns) or if an emergency dial 911.

### **If the Worst Happens:**

#### **Survival strategies in the event of an active threat**

- Get out (RUN), Exit any way possible - leave the building
- (HIDE) - find a place not visible to the shooter
- Call 911 once it is safe
- If there's no way out, (FIGHT!)- throw anything available at them. Their natural reaction will be to dodge the object, which will provide an opportunity to run.

#### **On and Off Campus Resources**

- Student Personal Counseling: 608.822.2357
- Local Law Enforcement (Urgent): Dial 911
- Unified Counseling: 800.362.5717

### **State of Wisconsin & Federal Legal Sanctions**

**Wisconsin.** The Uniform Controlled Substances Act, Chapter 961 of the Wisconsin Statutes, regulates controlled substances and outlines specific penalties for the violation of the regulations. A first-time conviction for possession of a controlled substance can result in a sentence of up to one year in prison and a fine of up to \$5,000. Sec. 961.41(3g), Stats. A person convicted of manufacturing a controlled substance, delivering a controlled substance, or possessing a controlled substance with an intent to manufacture or deliver, can be imprisoned for up to 30 years and fined up to \$1,000,000. Secs. 961.41(1) and (1m), Stats. Penalties vary according to the type of drug involved, the amount of drug confiscated, the number of previous convictions, and the presence of any aggravating factors. The distribution of a controlled substance to a minor can lead to the doubling of an authorized sentence term. Sec. 961.46, Stats.

Wisconsin has formidable legal sanctions that restrict the use of alcohol in various situations. It is illegal to procure for, sell, dispense or give away alcohol to anyone who has not reached the legal drinking age of 21 years. Sec. 125.07(1)(a)(1), Stats. Every adult has a legal obligation to prevent the illegal consumption of alcohol on premises owned by the adult or under the adult's control. Sec. 125.07(1)(a)(3), Stats. A first-time violator of either of the above subsections can be fined up to \$500. It is against the law for an underage person to procure or attempt to procure an alcoholic beverage, to falsely represent his or her age for the purpose of obtaining alcohol, to enter premises licensed to sell alcohol, or to consume or possess alcohol on licensed premises. Sec. 125.07(4)(a), Stats. A first-time underage violator of Section 125.07(4)(bs), Stats., can be fined up to \$500, ordered to participate in a supervised work program, and have their driver's license suspended.

**Federal.** Pursuant to federal law, the United States Sentencing Guidelines establish mandatory minimum penalties for categories of drug offenses and provide for penalty enhancements in specific cases. Under these federal guidelines, courts can sentence a person for up to 6 years for unlawful possession of a controlled substance, including the distribution of a small amount (less than 250 grams) of marijuana; a sentence of life imprisonment can result from a conviction of possession of a controlled substance that results in death or bodily injury; and, possession of more than 5 grams of cocaine can trigger an intent to distribute penalty of 10-16 years in prison. [U.S.S.G.s.2D2.1 (b) (1)].

Copies of federal and state alcohol and drug laws are available in Southwest Tech's Affirmative Action Office (Human Resources).

### **Reporting of Student Convictions**

Recipients of a Pell Grant or other forms of federal financial assistance must report to the Financial Aid Office in writing any conviction for a drug offense that occurred during the grant period. The report must occur within ten calendar days. The Drug-Free Workplace Act (1988) states in relevant part: "If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction in writing, within ten (10) calendar days of the conviction, to every grant officer or other designee, unless the federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant."

### **Wisconsin Sex Offender Registry Web Site**

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offenders Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Southwest Wisconsin Technical College is providing a link to the Wisconsin Department of Corrections Sex Offender Registry. This act requires that institutions of higher education issue a statement advising the campus community where law enforcement information provided by the state concerning registered sex offenders may be obtained. It also requires registered sex offenders in a state to provide notice to each institution of higher education in the state which the person is employed, carries a vocation, or is a student.

Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers, or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable to the fullest extent of the law.

The Wisconsin Department of Corrections is responsible for maintaining this registry. Follow the link below to access the Wisconsin Department of Corrections Sex Offender Registry Website: [www.offender.doc.state.wi.us/public/](http://www.offender.doc.state.wi.us/public/)

Crime Awareness and Campus Security Act

Southwest Tech is dedicated to providing a safe and secure campus environment. In response to the Crime Awareness and Campus Security Act of 1990, the College provides complete information about security awareness, crime prevention, crime reporting, crime statistics, and other related policies.

Campus Security Policy & Campus Crime Statistics

The following information is being provided pursuant to the Crime Awareness and Campus Security Act of 1990:

- 1. Reporting criminal activity and emergencies. When a security problem or an emergency situation arises, contact the College receptionist in Building 400 or dial "0." Accidents, vandalism, and theft may also be reported to the Fennimore Police Department by calling 911. Emergency telephones are located outside Buildings 100, 400, 1500, and 1700 for use after school hours. You may also report incidents to [concerns@swtc.edu](mailto:concerns@swtc.edu). A Security Incident Report should be completed on all security situations and emergencies. Report forms are available from Student Services or the Maintenance Department in Building 400. Maintenance and Student Services are responsible for security and emergency situations at Southwest Tech. If you have safety or security questions or concerns, please contact the Director of Facilities at Ext. 2401.
- 2. Security and access to campus facilities. Most campus buildings and facilities are accessible to members of the campus community, including guests and visitors, during normal business hours Monday through Friday and during limited Saturday hours when classes or programs are offered. All doors are locked and periodically checked at other times.
- 3. Statement of current policies concerning campus law enforcement. Southwest Tech cooperates with the Fennimore Police Department, which periodically patrols campus parking lots during the day and the entire campus at other times.
- 4. How and when students and employees are informed about campus security procedures and practices. Information is presented to new students during orientation sessions and to new employees during employee orientation. Specific topics on personal security may be presented to students and employees during scheduled "lunch and learn" sessions, email messages and text messages. The Emergency Response Plan is available on the Southwest Tech website.

- 5. Programs that inform students and employees about crime prevention. Orientations address the subject of crime prevention and are available to all students and new employees. In addition, all students and college employees receive a student/employee handbook.
- 6. Campus statistics on certain crimes for the most recent three school years for which data is available.

	2012-13	2013-14	2014-15
Murder/Manslaughter	0	0	0
Sex Offenses:			
Forcible or non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	5
Motor Vehicle Theft	0	0	0

- 7. Policy concerning monitoring and recording through local police agencies of criminal activity at off-campus student organizations whose participants are students of the institution. Southwest Tech currently has no off-campus student organizations recognized by the institution.
- 8. Statistics concerning the number of arrests for the following crimes occurring on campus for the most recent school year for which data is available.

Liquor law violations	2
Drug abuse violations	2
Weapons possessions	0
- 9. A statement of policy regarding the possession, use, and sale of alcoholic beverages and enforcement of state underage drinking laws and a statement of policy regarding the possession, use, and sale of illegal drugs and enforcement of federal and state drug laws, and a description of any drug or alcohol abuse education programs. Southwest Tech prohibits the unlawful manufacture, distribution, dispensing, possession, and use of controlled substances, including but not limited to alcohol, prescription drugs, and illicit drugs, on the Southwest Tech campus or other premises controlled by the College. Violations of this policy will result in appropriate progressive disciplinary action up to and including (a) expulsion of students in accordance with applicable civil, state, and federal law and in accordance with the Southwest Tech Standard Code of Conduct, and (b) termination of employment from Southwest Tech in accordance with applicable civil, state, and federal law.

# Credit for Prior Learning

## *Experience Pays!*

***You've Been There... You've Done That... Let's See If You Can Get Credit For It!***

Credit for prior learning gives you opportunities to earn credit for college-level knowledge that you have already acquired.

This may be the result of:

- Work or volunteer experiences
- Certifications
- Apprenticeships
- Military training
- Extensive self-instruction
- Professional development

Credit for Prior Learning affords you the opportunity to accelerate the completion of your educational goals.

Visit [www.swtc.edu/cpl](http://www.swtc.edu/cpl) for more information.



## Career Pathways

Career Pathways offer a way to achieve your education goals. Instead of studying just one program, the Career Pathways model links related academic programs in a sequence. Each program offers direct job preparation AND a path to the next higher academic program. Programs that currently offer a career pathway option include the following:

- Accounting
- Accounting Assistant
- Agribusiness, Science & Technology:
  - Agronomy
  - Agronomy Technician
  - Applicator Technician
  - Animal Science
- Child Care Services
- Culinary Arts
- Culinary Management
- Culinary Specialist
- Early Childhood Education
- Emergency Telecommunications
- Farm Operations & Management:
  - Ag Mechanics
  - Crops
  - Crop Operations
  - Dairy
  - Dairy Technician
  - Farm Ag Maintenance
  - Livestock
  - Livestock Tech
  - Reproduction Technician
- Food Production Assistant
- Logistics
- Materials Management
- Payroll Assistant
- Security Operations
- Supply Chain Assistant
- Supply Chain Management

# Accounting

The Accounting program provides the educational background and training required for entry positions in private business and industry, governmental agencies, and public accounting firms. Students in this program receive a thorough foundation in accounting theory and practice as students learn to perform a variety of business accounting functions. Graduates are prepared for positions as junior accountants in public accounting firms, private industry, or government service.

## Possible Careers:

- Bookkeeper
- Cost Accountant
- Public Accountant
- Staff Accountant
- Tax Accountant
- Accounts Receivable/Payable Clerk
- Account Manager
- Account Specialist
- Payroll Accountant
- Governmental Accountant
- Not-for-Profit Accountant

## Is This Program for You?

If you are an energetic self-starter, inquisitive, adaptable, analytical, and a forward thinker with good communications skills, you may have what it takes to be successful in the accounting field.

## Students entering this program should:

- Have good analytical skills and work well with details.
- Like to organize information.
- Work well under the stress of deadlines.

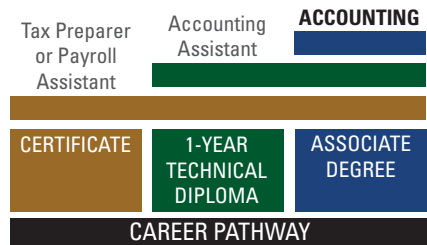
## Program Outcomes

At the completion of this program, students are expected to be able to:

- Journalize advanced business transactions from source document in special journals and registers.
- to the general ledger and maintain accuracy utilizing subsidiary ledgers.
- Prepare detailed financial statements, documents, and reports using appropriate technology.
- Accurately complete payroll records and reports.
- Accurately complete income tax forms (federal and state) for individuals.
- Utilize computers and calculators as they apply to the accounting field.
- Design business procedures and processes utilizing manual and computerized accounting systems.
- Read, communicate, and write proficiently.
- Work productively with others in a variety of situations.
- Interpret current business trends and act professionally and ethically.
- Analyze business situations and apply problem-solving techniques.

## Program Basics

- Associate degree requiring a minimum of two years to complete.
- Face-to-face and online classes.
- High school articulation courses accepted.
- Financial aid available.
- Classes start in August or January.
- Modified plans available.
- Articulation agreements in place for transfer to four-year university programs.



Credits earned in the Tax Preparer or Payroll Assistant Certificate and one-year Accounting Assistant Technical Diploma may be applied toward the two-year Accounting Associate Degree.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		16 CREDITS
10-101-111	Accounting 1	4
10-101-117	Taxes 1	3
10-103-105	Beginning Microsoft Word	1
10-103-106	Beginning Microsoft Excel	1
10-103-117	Intermediate Microsoft Word * OR *	
10-103-101	Microsoft PowerPoint	1
10-801-196	Oral/Interpersonal Communication	3
10-809-199	Psychology of Human Relations	3

SEMESTER 2		18 CREDITS
10-101-112	Accounting 2	4
10-101-121	Advanced Accounting Spreadsheets	3
10-101-123	Payroll Applications	2
10-101-126	Peachtree	1
10-101-127	QuickBooks	1
10-801-195	Written Communication * OR *	
10-801-136	English Composition 1	3
10-804-123	Math with Business Applications	3
10-890-101	Professional Development Seminar	1

SEMESTER 3		16 CREDITS
10-101-113	Accounting 3	4
10-101-116	Cost Accounting	3
10-101-125	Managerial Accounting	3
10-102-109	Business Law I	3
10-809-172	Introduction to Diversity Studies	3

SEMESTER 4		16 CREDITS
10-101-114	Accounting 4	4
10-101-124	Accounting Systems and Procedure	3
10-801-197	Technical Reporting	3
10-809-195	Economics	3
Elective	Elective	3

## Accounting Assistant

The Accounting Assistant program trains students in basic accounting for sole proprietorships, partnerships, and corporations. Students also study income tax preparation for individuals, payroll accounting, and computerized accounting. They can then choose to specialize in business taxation or business spreadsheet applications.

Accounting Assistant graduates may work in a small business and be responsible for various aspects of bookkeeping, or work in a larger firm under the supervision of an accountant, and specialize in a certain area.

### Possible Careers:

- Account Clerk
- Bookkeeper
- Office Assistant
- Tax Accountant
- Payroll Accountant
- Accountant
- Accounts Receivable/Payable Clerk

### Is This Program for You?

Good analytical skills and the ability to work independently will give you a good start in the Accounting Assistant program. If you are adaptable, energetic, organized, detail-oriented and a good communicator, you may thrive in today's accounting profession.

### Students entering this program should:

- Enjoy working with detail.
- Have a background or interest in mathematics, communications, and accounting.
- Like system and order.

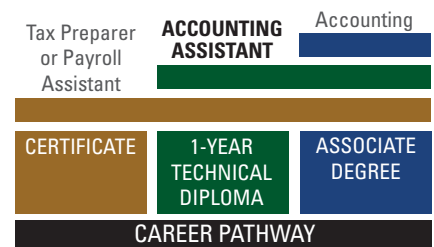
### Program Outcomes

At the completion of this program, students are expected to be able to:

- Journalize basic business transactions from source documents in special journals and registers.
- Post data from journals and registers to the general ledger and maintain accuracy utilizing subsidiary ledgers.
- Prepare basic financial statements, documents, and reports using appropriate technology.
- Accurately complete payroll records and reports.
- Accurately complete income tax forms (federal and state) for individuals.
- Utilize computers and ten-key printing calculators as they apply to the accounting profession.
- Utilize manual and computerized accounting systems.
- Communicate through reading, writing, and speaking in an appropriate proficient manner.
- Work with others in a variety of situations.
- Act professionally and ethically.

### Program Basics

- Technical diploma - one year or more to complete.
- Day and evening classes.
- High school articulation courses accepted.
- Financial aid available.
- Classes start in August or January.
- Associate degree accounting program can be completed in one additional year.
- Modified plan available.



Credits earned in the Tax Preparer Certificate and one-year Accounting Assistant Technical Diploma may be applied toward the two-year Accounting Associate Degree.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		16 CREDITS
10-101-111	Accounting 1	4
10-101-117	Taxes 1	3
10-103-105	Beginning Microsoft Word	1
10-103-106	Beginning Microsoft Excel	1
10-103-117	Intermediate Microsoft Word * OR *	
10-103-101	Microsoft PowerPoint	1
10-801-196	Oral/Interpersonal Communication	3
10-809-199	Psychology of Human Relations	3

SEMESTER 2		18 CREDITS
10-101-112	Accounting 2	4
10-101-118	Taxes 2 * OR *	
10-101-121	Advanced Accounting Spreadsheets	3
10-101-123	Payroll Applications	2
10-101-126	Peachtree	1
10-101-127	QuickBooks	1
10-801-195	Written Communication * OR *	
10-801-136	English Composition 1	3
10-804-123	Math with Business Applications	3
10-890-101	Professional Development Seminar	1

## Agribusiness, Science & Technology: Agribusiness Management

Combine business and science to help farmers produce a product and make a profit.

As a student in this program, you will learn agricultural input supply, production, finance, commodity assembly and processing, and marketing. You may also choose from electives in animal and plant sciences to prepare for managerial careers in agriculture.

### Possible Careers:

- Sales Representative
- Service Representative
- Manager Trainee
- Crop Specialist

### Is This Program for You?

Do you enjoy both business and agriculture? Do you work well as part of a team? Are you a problem solver, analytical thinker, and a strong communicator? If so, the Agribusiness Science & Technology – Agribusiness Management program may be a great fit for you.

### Students entering this program should:

- Have good oral and written communication skills.
- Enjoy working with people.
- Be willing to try new and innovative ideas.
- Have a good understanding of agriculture.
- Enjoy science and mathematics.

### Program Outcomes

At the completion of this program, students are expected to be able to:

- Appreciate the diversity of agricultural industry career options.
- Identify trends in agribusiness sectors.
- Apply technology innovations to career choice.
- Interact effectively with customers of an agribusiness on a technical level.
- Locate and use appropriate resources in solving problems.
- Exhibit ability to produce agronomic crops in a profitable manner.
- Exhibit ability to produce livestock products in a profitable manner.
- Apply economic and marketing functions to the agribusiness industry.
- Apply computer technology.
- Utilize effective verbal and nonverbal communication skills.
- Apply human relations principles in professional and personal situations.

### Program Basics

- Associate degree - requiring a minimum of two years to complete• Classes are offered daytime, face to face, and on campus
- Fall or Spring Start
- Financial aid eligible
- Credit for prior learning may be available
- High school articulation courses accepted

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

### SEMESTER 1 16 CREDITS

10-006-116	Introduction to Soils	3
10-006-121	Agribusiness Computer Applications	2
10-006-169	Career Development in Agriculture	2
10-006-180	Animal Science	3
10-801-195	Written Communication * OR *	
10-801-136	English Composition 1	3
10-804-107	College Mathematics	3

### SEMESTER 2 17 CREDITS

10-006-104	Animal Nutrition * OR *	
10-006-113	Precision Ag Technologies * OR *	
10-006-126	Pest ID & Mgt/Crop Scouting	3
10-006-114	Legal Aspects of Agribusiness	3
10-006-133	Agribusiness Financial Management	3
10-006-136	Agricultural Commodity Marketing	3
10-101-101	Accounting 1, Part 1	2
10-801-196	Oral/Interpersonal Communication	3

### SEMESTER 3 3 CREDITS

10-006-197	Agribusiness Internship	3
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### SEMESTER 4 18 CREDITS

10-006-134	Agricultural Equipment Management	3
10-006-137	Agribusiness Marketing & Promotion	3
10-006-163	Agribusiness Management	3
10-801-197	Technical Reporting	3
10-804-189	Introductory Statistics * OR *	
10-804-123	Math with Business Applications	3
10-809-199	Psychology of Human Relations * OR *	
10-809-172	Introduction to Diversity Studies	3

### SEMESTER 5 16 CREDITS

10-006-128	Nutrient Management Planning	2
10-006-135	Agribusiness Sales and Services	3
10-006-138	Employment Relations	2
10-006-150	Farm Animal Reproduction * OR *	
10-006-160	Plant Science	3
10-006-168	Agribusiness Records and Analysis	3
10-809-195	Economics	3

## Agribusiness, Science & Technology: Agronomy

Agronomists today are involved with producing food, creating healthier food, managing environmental impact of agriculture, and extracting energy from plants.

As a student in this program, you'll learn about: biotechnology, plant breeding, soil science, pest control, precision farming, and sustainable agriculture.

### Possible Careers:

- Sales Representative
- Service Representative
- Manager Trainee
- Crop Specialist

### Is This Program for You?

Do you enjoy business and agriculture? Do you work well independently, as well as in a team setting? Are you a problem solver, analytical thinker, and a strong communicator? If so, the Agribusiness Science & Technology - Agronomy program may be a great fit for you.

### Students entering this program should:

- Have a strong attention to detail.
- Enjoy working with people.
- Be willing to try new and innovative ideas.
- Have a good understanding of agriculture.
- Enjoy science and mathematics.

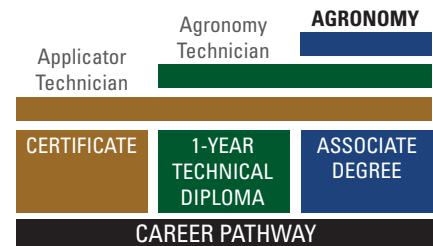
### Program Outcomes

At the completion of this program, students are expected to be able to:

- Appreciate the diversity of agricultural industry career options.
- Identify trends in agribusiness sectors.
- Apply technology innovations to career choice.
- Interact effectively with customers of an agribusiness on a technical level.
- Locate and use appropriate resources in solving problems.
- Exhibit ability to produce agronomic crops in a profitable manner.
- Exhibit ability to produce livestock products in a profitable manner.
- Apply economic and marketing functions to the agribusiness industry.
- Apply computer technology.
- Utilize effective verbal and nonverbal communication skills.
- Apply human relations principles in professional and personal situations.

### Program Basics

- Associate degree - requiring a minimum of two years to complete
- Classes are offered daytime, face to face, and on campus
- Fall or Spring Start
- Financial aid eligible
- Credit for prior learning may be available
- High school articulation courses accepted



Credits earned in the Applicator Technician Certificate and one-year Agronomy Technician Technical Diploma may be applied toward the two-year Agronomy Associate Degree.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1	18 CREDITS
10-006-116	Introduction to Soils 3
10-006-121	Agribusiness Computer Applications 2
10-006-169	Career Development in Agriculture 2
10-006-180	Animal Science 3
10-070-102	Basic Ag Electrical Systems 2
10-801-195	Written Communication * OR *
10-801-136	English Composition 1 3
10-804-107	College Mathematics 3

SEMESTER 2	19 CREDITS
10-006-113	Precision Ag Technologies 3
10-006-124	Pesticide Applicator Training 1
10-006-125	Crop Protection Products 2
10-006-126	Pest ID & Mgt/Crop Scouting 3
10-006-127	Soil Fertility and Fertilizers 2
10-006-160	Plant Science 3
10-070-101	Field Application Equipment 2
10-801-196	Oral/Interpersonal Communication 3

SEMESTER 3	3 CREDITS
10-006-197	Agribusiness Internship 3

SEMESTER 4	15 CREDITS
10-006-130	Row Crop Production Management 2
10-006-131	Forage Crop Production Management 2
10-006-132	Spatial Data Collection in Agriculture 2
10-006-163	Agribusiness Management 3
10-804-189	Introductory Statistics * OR *
10-804-123	Math with Business Applications 3
10-809-199	Psychology of Human Relations * OR *
10-809-172	Introduction to Diversity Studies 3

SEMESTER 5	14 CREDITS
110-006-114	Legal Aspects of Agribusiness 3
10-006-128	Nutrient Management Planning 2
10-006-135	Agribusiness Sales and Services 3
10-801-197	Technical Reporting 3
10-809-195	Economics 3

## Agribusiness, Science & Technology: Agronomy Technician

Agronomists today are involved with producing food, creating healthier food, managing environmental impact of agriculture, and extracting energy from plants.

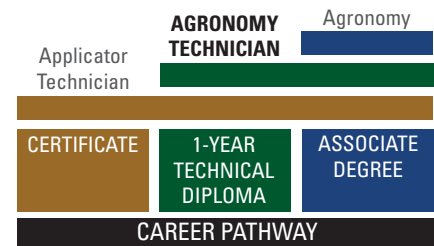
As a student in this program, you'll learn about: biotechnology, plant breeding, soil science, pest control precision farming, and sustainable agriculture.

### Possible Careers:

- Sales Representative
- Service Representative
- Manager Trainee
- Crop Specialist

### Students entering this program should:

- Have a strong attention to detail.
- Enjoy working with people.
- Be willing to try new and innovative ideas.
- Have a good understanding of agriculture.
- Enjoy science and mathematics



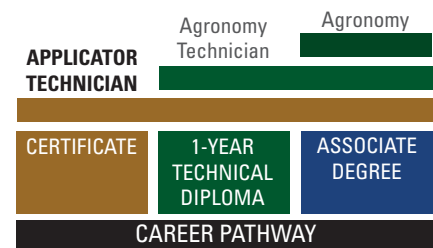
Credits earned in the Applicator Technician Certificate and one-year Agronomy Technician Technical Diploma may be applied toward the two-year Agronomy Associate Degree.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		15 CREDITS
10-006-116	Introduction to Soils	3
10-006-121	Agribusiness Computer Applications	2
10-006-169	Career Development in Agriculture	2
10-070-102	Basic Ag Electrical Systems	2
10-801-195	Written Communication	3
10-804-107	College Mathematics	3
SEMESTER 2		17 CREDITS
10-006-113	Precision Ag Technologies	3
10-006-124	Pesticide Applicator Training	1
10-006-125	Crop Protection Products	2
10-006-126	Pest ID & Mgt/Crop Scouting	3
10-006-127	Soil Fertility and Fertilizers	2
10-006-160	Plant Science	3
10-070-101	Field Application Equipment	2
10-801-196	Oral/Interpersonal Communication	33
SEMESTER 3		3 CREDITS
10-006-197	Agribusiness Internship	3

Agribusiness, Science & Technology:  
**Applicator Technician**

The Applicator Technician program prepares you to mix or apply pesticides, herbicides, fungicides, or insecticides through sprays, dusts, vapors, soil incorporations or chemical application on crops. This certificate will prepare you for entry as an Applicator Technician.



Credits earned in the Applicator Technician Pathway Certificate may be applied toward the one-year Agronomy Technician Technical Diploma and the two-year Agronomy Associate Degree.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		10 CREDITS
10-006-124	Pesticide Applicator Training	1
10-006-125	Crop Protection Products	2
10-006-126	Pest ID & Mgt/Crop Scouting	3
10-070-101	Field Application Equipment	2
10-070-102	Basic Ag Electrical Systems	2

These courses are not eligible for financial aid unless the student is enrolled in an eligible program. Please see an advisor to determine financial aid eligibility.

## Agribusiness, Science & Technology: Animal Science

Specialize in the animal side of the farm operation. Prepare for the field of marketing, sales and production of animal products, and animal management operations.

As a student in this program, you'll learn about: animal nutrition and health, livestock housing, meat and milk quality, reproduction, and animal selection and improvement. You may also take courses in agribusiness management to prepare for managerial careers in agriculture.

### Possible Careers:

- Sales Representative
- Service Representative
- Manager Trainee
- Crop Specialist

### Is This Program for You?

Do you enjoy animals and agriculture? Do you work well independently, as well as in a team setting? Are you a problem solver, analytical thinker, and a strong communicator? If so, the Agribusiness Science & Technology – Animal Science program may be a great fit for you.

### Students entering this program should:

- Enjoy science and mathematics.
- Have a strong attention to detail.
- Be willing to try new and innovative ideas.
- Have a good understanding of agriculture.
- Enjoy science and mathematics.

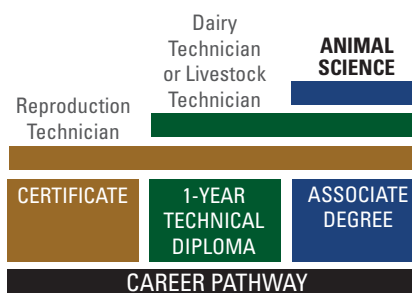
### Program Outcomes

At the completion of this program, students are expected to be able to:

- Appreciate the diversity of agricultural industry career options.
- Identify trends in agribusiness sectors.
- Apply technology innovations to career choice.
- Interact effectively with customers of an agribusiness on a technical level.
- Locate and use appropriate resources in solving problems.
- Exhibit ability to produce agronomic crops in a profitable manner.
- Exhibit ability to produce livestock products in a profitable manner.
- Apply economic and marketing functions to the agribusiness industry.
- Apply computer technology.
- Utilize effective verbal and nonverbal communication skills.
- Apply human relations principles in professional and personal situations.

### Program Basics

- Associate degree - requiring a minimum of two years to complete• Classes are offered daytime, face to face, and on campus
- Fall or Spring Start
- Financial aid eligible
- Credit for prior learning may be available
- High school articulation courses accepted



Credits earned in the Reproduction Technician Certificate and one-year Dairy Technician or Livestock Technician Technical Diploma may be applied toward the two-year Animal Science Associate Degree.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

### SEMESTER 1 16 CREDITS

10-006-116	Introduction to Soils	3
10-006-121	Agribusiness Computer Applications	2
10-006-169	Career Development in Agriculture	2
10-006-180	Animal Science	3
10-801-195	Written Communication * OR *	
10-801-136	English Composition 1	3
10-804-107	College Mathematics	3

### SEMESTER 2 16 CREDITS

10-006-104	Animal Nutrition	3
10-006-123	Artificial Insemination Training	1
10-006-142	Introduction to Animal Health	2
10-006-150	Farm Animal Reproduction	3
10-006-151	Animal Selection & Improvement - Dairy * OR *	
10-006-152	Animal Selection & Improvement - Livestock	2
10-070-103	Farm Shop Safety and Maintenance	2
10-801-196	Oral/Interpersonal Communication	3

### SEMESTER 3 3 CREDITS

10-006-197	Agribusiness Internship	3
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### SEMESTER 4 18 CREDITS

10-006-131	Forage Crop Production Management	2
10-006-144	Livestock Housing & Equipment	2
10-006-146	Milk Production * OR *	
10-006-147	Meat Quality	3
10-006-148	Dairy Ration Balancing & Formulation * OR *	
10-006-149	Livestock Ration Balancing & Formulation	2
10-006-163	Agribusiness Management	3
10-804-189	Introductory Statistics * OR *	
10-804-123	Math with Business Applications	3
10-809-199	Psychology of Human Relations * OR *	
10-809-172	Introduction to Diversity Studies	3

### SEMESTER 5 15 CREDITS

10-006-114	Legal Aspects of Agribusiness	3
10-006-135	Agribusiness Sales and Services	3
10-006-153	Dairy Production Management * OR *	
10-006-154	Beef Production Management * OR *	
10-006-155	Swine Production Management	3
10-801-197	Technical Reporting	3
10-809-195	Economics	3

## Agricultural Power & Equipment Technician

Agricultural equipment has become more complex, precise, and expensive, and it is becoming more difficult for individuals to repair their own equipment. Students in this program learn the theory, operation, and repair of a variety of tillage, planting, and harvesting equipment, as well as tractors. Students study diesel engines, drivetrains, electrical systems, and hydraulics. This program prepares students to be employed as technicians at farm implement dealerships, repair shops, businesses that use farm equipment or diesel engines, or to work on their own equipment.

### Possible Careers:

- Farm Equipment Technician
- Diesel Equipment Technician
- Mobile Equipment Technician
- Service Writer
- Parts Department Personnel

### Is This Program for You?

If you have a love of farm machinery and good mechanical skills, are detail-oriented and enjoy problem-solving challenges, Agricultural Power & Equipment Technician may be a good fit for you.

### Students entering this program should:

- Have an interest in machinery and a good mechanical aptitude.
- Have reading skills in order to understand complex manuals.
- Have good math skills.
- Be self-motivated.
- Work well with others.
- Work well independently.
- Be able to lift 75 pounds.

### Program Outcomes

At the completion of this program, students are expected to be able to:

- Analyze and troubleshoot problems on agricultural equipment.
- Service and maintain agricultural equipment.
- Recondition/overhaul major components.
- Maintain a safe and clean work environment.
- Explain the operation of agricultural equipment.
- Work productively and cooperatively with campus and industry personnel.
- Demonstrate effective communication/interpersonal skills.
- Adhere to campus and industry policy and procedures standards.

### Program Basics

- Technical diploma - requiring a minimum of two years to complete.
- Day classes.
- High school articulation courses accepted.
- Financial aid available.
- Classes start in August and January.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>15 CREDITS</b>
31-801-310	Workplace Communication	2
31-804-305	Applied Mathematics	2
32-070-305	Intro to Ag Electrical Systems	3
32-070-309	Farm Machinery Maintenance	5
32-070-314	Ag Shop Safety & Practices	1
32-442-301	Related Welding	2

<b>SEMESTER 2</b>		<b>15 CREDITS</b>
32-070-341	Basic Hydraulics	4
32-070-346	Consumer Equipment Maint & Repair	3
32-070-347	Farm Equipment I	3
32-070-348	Farm Equipment II	3
32-806-303	Science of Mechanics	2

<b>SEMESTER 3</b>		<b>2 CREDITS</b>
2-070-350	Ag Power Occup Internship	2

<b>SEMESTER 4</b>		<b>17 CREDITS</b>
10-890-101	Professional Development Seminar	1
32-070-301	Farm Machinery (Harvesting)	5
32-070-303	Chassis and Drive Systems	5
32-070-344	Air Conditioning	2
32-070-345	Advanced Electrical Systems	4

<b>SEMESTER 5</b>		<b>14 CREDITS</b>
32-070-311	Diesel Engines I	5
32-070-312	Diesel Engines II	5
32-070-343	Applied Hydraulics	4

# Auto Collision Repair & Refinish Technician

This program is accredited by the [National Automotive Technicians Education Foundation \(NATEF\)](#).

Each year American drivers log millions of miles on the highways, and each year there are thousands of accidents that will require the service of a trained technician to repair these vehicles. The Auto Collision Repair & Refinish program teaches students to examine vehicles to determine type and extent of damaged parts, both cosmetic and structural. This program is fast-paced and intensive, as today's complex vehicles are constructed with high strength steel, plastics and computer systems. During the year, the student learns mig welding, straightening techniques, proper use of plastic fillers, surface preparation, and refinishing techniques.

## Possible Careers:

- Auto Body Technician
- Frame and Alignment Technician
- Painting Technician
- Auto Glass Replacement Specialist
- Estimator
- Custom Painter
- Paint and Equipment
- Insurance Adjustor

## Is This Program for You?

If you are driven, highly motivated, love cars, possess a keen eye for detail, and love hands-on work, this field may be just the career for you.

## Students entering this program should:

- Enjoy working on all types of cars.
- Work well with details and have good hand dexterity.
- Have good communication and human relation skills.
- Be able to lift 60 pounds and have good vision.
- Like the challenge of fixing things.
- Appreciate the beauty of returning an auto to pre-accident condition.

## Program Outcomes

At the completion of this program, students are expected to be able to:

- Repair damaged vehicles to pre-accident condition.
- Comprehend the processes involved in auto collision repair and refinishing industry.
- Operate auto collision repair and refinish equipment.
- Possess an appropriate work ethic associated with the auto collision repair industry.
- Be able to develop a repair plan for various auto collision damages.
- Exhibit appropriate customer/interpersonal relations.

## Program Basics

- Technical diploma, requiring a minimum of one year to complete.
- Day classes.
- High school articulation courses accepted.
- Financial aid available.
- Classes start in the fall and summer.
- ASE Master Certified program.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		17 CREDITS
31-405-352	Non-Structural Analysis & Damage Repair I	3
31-405-353	Non-Structural Analysis & Damage Repair II	4
31-405-355	Painting and Refinishing I	3
31-405-356	Auto Body Welding	3
31-405-359	Plastics & Adhesives	2
31-801-310	Workplace Communication	2

SEMESTER 2		18 CREDITS
10-890-101	Professional Development Seminar	1
31-404-347	Electrical Fundamentals	2
31-405-360	Structural Analysis & Damage Repair I	3
31-405-361	Structural Analysis & Damage Repair II	4
31-405-362	Painting & Refinishing II	3
31-405-363	Painting & Refinishing III	3
31-804-305	Applied Mathematics	2

SEMESTER 3		6 CREDITS
31-404-311	Automotive Mechanics for Auto Body Tech I	3
31-404-312	Automotive Mechanics for Auto Body Tech II	3

# Automotive Technician

This program is accredited by the [National Automotive Technicians Education Foundation \(NATEF\)](#).

The Automotive Technician program teaches students essential servicing techniques, including the testing, repairing, and rebuilding of basic automotive systems, as well as diagnosis and repair of automotive and light truck electrical, mechanical, and hydraulic systems. Individuals who are mechanically talented, like to solve problems, and enjoy working with people may find success in the automotive technician field. This program is certified by the NATEF (National Automotive Technicians Education Foundation).

## Possible Careers:

- Auto Body Technician
- Frame and Alignment Technician
- Painting Technician
- Auto Glass Replacement Specialist
- Estimator
- Custom Painter
- Paint and Equipment
- Insurance Adjustor

## Is This Program for You?

Do you love problem solving and diverse work? Are you detail-oriented and ambitious? If you possess these attributes and you love cars and trucks, you may have what it takes to pursue a career as an auto technician.

## Students entering this program should:

- Be mechanically inclined.
- Have good reading and math skills.
- Be able to get along with other people.
- Think logically.
- Pay attention to details.
- Be able to lift 50 pounds.

## Program Outcomes

At the completion of this program, students are expected to be able to:

- Service brake systems.
- Service electrical/electronic systems.
- Perform engine performance service.
- Service steering and suspension systems.
- Service automatic transmissions and transaxles.
- Perform engine repair service.
- Service heating and air conditioning systems.
- Service manual drive trains and axles.
- Exhibits a level of professionalism appropriate to an entry level technician.

## Program Basics

- Technical diploma, requiring a minimum of one year to complete.
- Day classes.
- High school articulation courses accepted.
- Financial aid available.
- Classes start in the fall and summer.
- ASE Master Certified program.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		15 CREDITS
31-804-305	Applied Mathematics	2
32-404-304	Shop Safety and Practices	3
32-404-310	Auto Electrical I	3
32-404-314	Automotive Maintenance	3
32-404-333	Automotive Brakes	4

SEMESTER 2		17 CREDITS
31-801-310	Workplace Communication	2
32-404-311	Auto Electrical II	3
32-404-315	Engine Repair	5
32-404-322	Suspension & Steering	5
32-806-303	Science of Mechanics	2

SEMESTER 3		2 CREDITS
32-404-350	Occupational Internship	2

SEMESTER 4		14 CREDITS
10-890-101	Professional Development Seminar	1
32-404-312	Auto Electrical III	3
32-404-323	Emission Control Systems	2
32-404-324	Automotive Computer Control Systems	4
32-404-326	Auto Engine Performance	4

SEMESTER 5		13 CREDITS
32-404-321	Automatic Transmissions	5
32-404-325	Manual Drivetrains & Axles	5
32-404-332	Heating and Air Conditioning	3

# Building Trades–Carpentry

Building Trades-Carpentry students are trained to construct residential structures using both standard and sustainable building materials. Students will prepare for this career through a blend of classroom theory and hands-on experience. Students will become adept at using hand tools, portable power tools, and other equipment common in the carpentry profession, as well as working with lumber, panel products, concrete, roofing materials, fasteners, and a variety of hardware. The skills needed for site layout and foundation work, rough framing, roof framing, and exterior and interior finish work will also be developed. In addition, blueprint reading, math, and estimating components will be studied.

### Possible Careers:

- Construction Carpenter
- Rough Carpenter
- Construction Laborer
- Painter, Construction and Maintenance
- Roofer

### Is This Program for You?

Do you like making things and working with your hands? Are you detail-oriented and do you enjoy physical work in the outdoors? A career in Building Trades-Carpentry may be for you.

### Students entering this program should:

- Enjoy hard physical work.
- Enjoy working outdoors at times.
- Be able to lift 100 pounds.
- Have good hand eye coordination.
- Be concerned with detail and accuracy.

### Program Outcomes

- At the completion of this program, students are expected to be able to:
- Read blueprints for technical information.
  - Estimate the material necessary to complete a building project.
  - Use hand and power tools safely and efficiently.
  - Plan work to efficiently use time and material.
  - Work as a productive team member.
  - Frame various buildings.
  - Perform finish carpentry skills.
  - Select appropriate building materials.
  - Identify and correct job hazards for a safe work environment.
  - Demonstrate ability to perform basic first aid and CPR.
  - Use reading, writing and listing skills to express ideas effectively.
  - Apply occupational math concepts in building related problems.
  - Demonstrate professional responsibility at the work site.
  - Attain the OSHA 30-hour Construction certification as an orientation to occupational safety and health for workers.

### Program Basics

- Technical diploma, requiring a minimum of one year to complete.
- Day classes.
- High school articulation courses accepted.
- Financial aid available.
- Classes start in August.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		16 CREDITS
31-408-308	Construction Safety and Health	1
31-475-301	Carpentry I	5
31-475-302	Carpentry II	5
31-475-306	Blueprint Reading	3
31-804-305	Applied Mathematics	2

SEMESTER 2		15 CREDITS
10-890-101	Professional Development Seminar	1
31-475-303	Carpentry III	5
31-475-304	Carpentry IV	5
31-475-307	Estimating	2
31-801-310	Workplace Communication	2

## Business Management

The Business Management program provides students with the tools needed to meet the challenges of managing a business. Students receive a background in business operations, accounting, marketing, service operations management, human resource management, team building, problem solving, and business law. Business managers are found in every sector of the economy, in nearly all work settings. Graduates may find positions as an entry-level manager, assistant manager, office manager, team leader, or may start their own business.

### Possible Careers:

- Credit Analyst
- Sales Representative
- Financial Manager
- Customer Service Representative
- Sales Manager
- Real Estate Sales Agent

### Is This Program for You?

If you set goals for yourself and strive to accomplish them, prefer working with others rather than alone, enjoy serving as a leader even if it means more work, and want to improve your skills and promotion potential, then a career in business management may be a good choice for you.

### Students entering this program should:

- Enjoy working with numbers and details.
- Enjoy working with people.
- Be able to make decisions.

### Program Outcomes

At the completion of this program, students are expected to be able to:

- Service brake systems.
- Service electrical/electronic systems.
- Perform engine performance service.
- Service steering and suspension systems.
- Service automatic transmissions and transaxles.
- Perform engine repair service.
- Service heating and air conditioning systems.
- Service manual drive trains and axles.
- Exhibits a level of professionalism appropriate to an entry level technician.

### Program Basics

- Associate degree, requiring a minimum of two years to complete.
- Classes are offered during the day, evening, online or any a combination that works for you.
- High school articulation courses accepted.
- Financial aid available.
- Program starts in August or January, and is available in online as well as modified plan formats.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		16 CREDITS
10-102-105	Introduction to Business	3
10-102-131	Developing a Business Plan	1
10-102-151	Personal Finance	1
10-103-105	Beginning Microsoft Word	1
10-103-106	Beginning Microsoft Excel	1
10-801-198	Speech	3
10-804-123	Math with Business Applications * OR *	
10-804-195	College Algebra with Applications	3
10-809-195	Economics	3

SEMESTER 2		16 CREDITS
10-101-111	Accounting 1	4
10-102-109	Business Law I	3
10-102-130	Management Principles	3
10-104-130	Marketing Principles	3
10-801-195	Written Communication * OR *	
10-801-136	English Composition 1	3

SEMESTER 3		2 CREDITS
10-102-104	Principles of Finance	3
10-102-110	Business Law 2	3
10-102-129	Human Resources Management	3
10-102-132	Operations Management	3
10-809-143	Microeconomics	3
10-890-101	Professional Development Seminar	1

SEMESTER 4		14 CREDITS
10-102-108	Risk Management	3
10-102-115	Business Management Strategies	3
10-104-105	Selling Principles	3
10-801-197	Technical Reporting	3
10-809-199	Psychology of Human Relations * OR *	
10-809-198	Intro to Psychology	3
Elective	Elective	3

# Cancer Information Management

This program is accredited by the [National Cancer Registrars Association \(NCRA\)](#).

Become the link between cancer research and a cure in this fully online associate degree program. Learn data management and provide support for cancer program development by working closely with physicians, administrators, researchers, and health care planners. Demand for this behind-the-scenes healthcare career is expected to grow 15% over the next 10 years.

## Employment Opportunities:

- Hospital cancer programs
- Cancer treatment centers
- Oncology physician group practices
- Military and Veterans Administration hospitals
- State and federal cancer registries
- Companies providing cancer registry software
- Contract cancer registry service providers
- Pharmaceutical companies

## Students entering this program should:

- Be interested in working in health care, but not directly with patients.
- Be interested in business and technology.
- Be detail oriented.
- Have an aptitude for science, but also like management, law, and computers.
- Enjoy working with professionals: physicians, nurses, lawyers, administrators and executives.
- Want a career where you can choose to work on your own, with others, or some of both.
- Have a strong knowledge of medical terminology.
- Employ good critical thinking and communication skills.

## Program Outcomes

At the completion of this program, students are eligible to take the National Cancer Registrars Association (NCRA) certification exam.

## Program Basics

- Associate degree, requiring a minimum of two years to complete.
- All courses offered online allowing for 100% flexibility.
- Financial aid is available to those that qualify
- Credits transferable for a Bachelor's degree in Health Information Management

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		7 CREDITS
10-501-101	Medical Terminology	3
10-806-177	General Anatomy & Physiology	4

SEMESTER 2		15 CREDITS
10-501-107	Digital Literacy for Healthcare	2
10-530-162	Foundations of HIM	3
10-801-195	Written Communication	3
10-801-196	Oral/Interpersonal Communication	3
10-806-179	Adv Anatomy & Physiology	4

SEMESTER 3		15 CREDITS
10-530-110	Introduction to Cancer Registry Management	3
10-530-111	Cancer Disease Management	4
10-530-178	Healthcare Law & Ethics	2
10-809-172	Introduction to Diversity Studies	3
10-809-198	Intro to Psychology	3

SEMESTER 4		14 CREDITS
10-530-112	Oncology Coding and Staging	4
10-530-113	Cancer Statistics and Epidemiology	3
10-530-114	Abstracting Principles and Practice I	3
10-530-164	Intro to Health Informatics	3

SEMESTER 5		14 CREDITS
10-530-115	Cancer Patient Follow-up	2
10-530-116	Abstracting Principles and Practice II	3
10-530-117	Cancer Registry Management Practicum	3
10-530-118	CTR Prep	1
10-530-161	Health Quality Management	3

## Child Care Services

This program provides training in planning and implementing developmentally appropriate curriculum for specific age levels, using positive guidance techniques to manage an early childhood classroom, providing for the health, safety and physical needs of the children, and working with parents to provide a link between the Center and the home.

### Possible Careers:

- Child Care Teacher
- Child Care Teacher's Assistant/Teacher's Aide
- In-home Provider/Nanny
- Family Day Care Provider
- Preschool Teacher

### Is This Program for You?

If you are patient, creative, dependable, and have good communication skills, stimulating the physical, emotional, intellectual, and social growth of young children may be the rewarding career you are looking for.

### Students entering this program should:

- Like working with children.
- Be able to communicate well with children and adults.
- Have a caring attitude.
- Be dependable and organized.
- Have good reading skills.

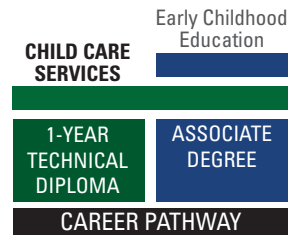
### Program Outcomes

At the completion of this program, students are expected to be able to:

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

### Program Basics

- Technical diploma requiring a minimum of one year to complete.
- Day classes.
- High school articulation and college transfer courses accepted.
- Financial aid available.
- Classes start in August.
- Advanced standing for early childhood experience may be granted with Southwest Tech instructor approval.
- Complete First Aid/CPR with AED.



Credits earned in the Child Care Services one-year Technical Diploma may be applied toward the two-year Early Childhood Education Associate Degree.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		18 CREDITS
10-307-148	ECE: Foundations of ECE	3
10-307-151	ECE: Infant & Toddler Dev	3
10-307-174	ECE: Practicum 1	3
10-307-194	ECE: Math Science & Soc St	3
10-801-196	Oral/Interpersonal Communication	3
10-809-172	Introduction to Diversity Studies	3

SEMESTER 2		15 CREDITS
10-307-167	ECE: Hlth Safety & Nutrition	3
10-307-178	ECE: Art Music & Lang Arts	3
10-307-179	ECE: Child Development	3
10-307-192	ECE: Practicum 2	3
10-801-195	Written Communication	3

# Computer Support Technician

The Computer Support Technician program prepares students 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.

Students gain an understanding of how a help desk functions, and the role of customer service in today's world of technology. Understanding the importance of call management and ensuring all calls and problems are dealt with quickly and effectively is also emphasized. Students actively participate in an on-the-job help desk internship/work experience with instructor supervision in a campus-wide help desk, providing support for peers, college faculty, and staff.

## Possible Careers:

- Computer and Information Systems Manager
- Computer User Support Specialist
- Computer Operator

## Is This Program for You?

Do you enjoy working with computers and have the communication skills to explain things clearly, both orally and in writing? Do you enjoy problem solving and have the patience to troubleshoot all sorts of challenges? The Computer Support Technician program may provide the opportunity you need to launch a great career.

## Students entering this program should:

- Possess an analytical and creative ability.
- Like to solve problems and be persistent.
- Be able to think logically.
- Have good basic reading and math skills.
- Have good oral and written communication skills.

## Program Outcomes

At the completion of this program, students are expected to be able to:

- Demonstrate customer service skills as an IT professional.
- Manage information technology hardware.
- Manage software.
- Support computer networks.
- Provide end user support.
- Solve information technology problems.

## Program Basics

- One-year technical diploma.
- Day, evening, and online classes.
- High school articulation courses accepted.
- Financial aid available.
- Classes start in August.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		15 CREDITS
10-103-106	Beginning Microsoft Excel	1
10-103-111	Beginning Microsoft Access	1
10-107-191	IT Concepts	2
10-154-101	Comp TIA A+ Essentials	2
10-154-106	Comp TIA A+ Practical Applications	2
10-620-156	Fiber Optic Cabling Technician	1
10-801-136	English Composition 1	3
10-804-133	Math & Logic	3

SEMESTER 2		17 CREDITS
10-103-118	Intermediate Microsoft Excel	1
10-150-115	Principles of Information Security	3
10-150-126	Premises Cabling Technician	2
10-150-129	Introduction to Networks	2
10-150-130	Linux Essentials	2
10-150-131	Mac OS Essentials	1
10-154-108	IT Help Desk Practicum	2
10-801-196	Oral/Interpersonal Communication	3
10-890-101	Professional Development Seminar	1

## Cosmetology

The Cosmetology program combines theory with practice in the art of haircutting, styling, perm waving and chemical relaxing, haircolor, highlighting, foiling techniques, and nail and skin care. Students gain experience in Southwest Tech's Creative Elements Salon by working on mannequins, fellow students, and salon guests. Students also learn the business aspects of working in a salon, including professional and personal development, business practices, communication, and Wisconsin state law. Lower cost and less time than local competitors. Scholarships available for cosmetology program students. Four year experience in a technical college setting.

### Possible Careers:

- Hairdresser, hairstylist, cosmetologist
- Makeup Artist, Theatrical and Performance
- Manicurist and Pedicurist
- Skincare Specialist

### Is This Program for You?

Do you have a love for style, enjoy helping others enhance their appearance and look their best, and enjoy working closely with the public? If you are also friendly, outgoing, and creative, then a career in Cosmetology may be a perfect fit.

### Students entering this program should:

- Enjoy working closely with the public.
- Be friendly, outgoing, concerned for other people, and creative.
- Have good communication skills.
- Work well with others.

### Program Outcomes

At the completion of this program, students are expected to be able to:

- Conduct professional consultations/analysis.
- Prepare hair and scalp for services.
- Perform basic nail technology services.
- Complete hair cut services.
- Perform barbering techniques.
- Provide permanent chemical restructuring services.
- Create hair styling designs.
- Apply hair color using various techniques.
- Conduct skin care services.
- Demonstrate professional ethics.
- Follow safety and sanitation.
- Demonstrate salon management skills.
- Follow state rules and regulations.
- Use effective interpersonal skills.
- Demonstrate product knowledge.

### Program Basics

- Technical diploma requiring three semesters or more to complete.
- Financial aid available.
- Special equipment and uniforms required.
- Opportunities to attend professional salon, beauty, and fashion shows.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		15 CREDITS
31-502-301	Basic Hair Design	5
31-502-302	Salon/Spa Science	2
31-502-303	Chemical Restructuring	2
31-502-304	Hair coloring and Techniques	3
31-502-305	Nail Technology	3

SEMESTER 2		15 CREDITS
31-502-306	Basic Facials	2
31-502-307	Salon/Spa Management	2
31-502-308	Salon Services I	3
31-502-309	Salon Services II	4
31-502-310	Salon Services III	4

SEMESTER 3		15 CREDITS
10-890-101	Professional Development Seminar	1
31-502-311	Salon Services IV	4
31-502-312	Salon Services V	5
31-502-313	Salon Services VI	5

## Criminal Justice Studies

The Criminal Justice Studies program provides training in protecting lives and property, as well as preserving the peace while upholding the law. As a student in the Criminal Justice Studies program, you will learn

- Patrol procedures for residential, commercial, and industrial areas
- Monitor traffic for safe and legal operations
- How to properly issue warnings, citations, and make arrests
- How to investigate accident and crime scenes
- How to carry out long-term investigations leading to the prosecution of criminal offenders
- Strategies to maintain the confidence of the public by displaying professional conduct

### Possible Careers:

- Police officers
- Deputy sheriffs
- Security guards
- Bailiffs
- Correctional officers

### Is This Program for You?

Do you have a love for style, enjoy If you're a community service-oriented individual who values honesty, order, and detail, a career in law enforcement may be for you.

### Students entering this program should:

- Enjoy working with diverse people.
- Communicate well orally and in written form.
- Be perceptive and analytical.
- Be detail-oriented and patient.
- Not mind working different shifts.
- Have excellent character backgrounds.
- Be in good physical condition.
- Remain objective in emergency situations.
- Have excellent driving records.

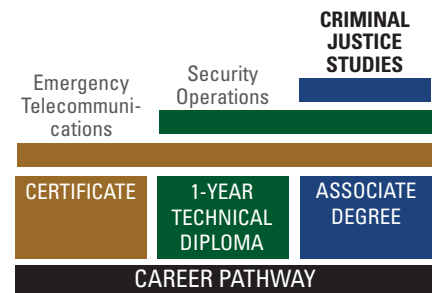
### Program Outcomes

At the completion of this program, students are expected to be able to:

- Recognize the personal demands required of police.
- Demonstrate proper police investigative procedures.
- Demonstrate effective communication with diverse populations.
- Understand legal principles and procedures to ensure justice.
- Apply Wisconsin statutes when analyzing criminal behavior.
- Demonstrate writing skills.
- Practice good personal fitness strategies.
- Practice effective team member attributes.

### Program Basics

- Associate degree, requiring a minimum of two years to complete.
- Classes are offered daytime, face to face, and on campus.
- Fall start.
- Financial aid available.
- Credit for prior learning may be available.



Credits earned in the Emergency Telecommunications Certificate and Security Operations one-year Technical Diploma may be applied toward the two-year Criminal Justice Studies Associate Degree.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

### SEMESTER 1 15 CREDITS

10-504-101	Introduction to Criminal Justice Studies	3
10-504-111	Criminology	3
10-504-119	Introduction to Corrections	3
10-801-195	Written Communication	3
10-801-196	Oral/Interpersonal Communication	3

### SEMESTER 2 17 CREDITS

10-504-102	Constitutional Law Application	3
10-504-107	Criminal Investigation Application	3
10-504-126	Communication Principles for Emergency Services	3
10-504-134	Emergency Telecommunicator Certification	2
10-504-152	Security Operations	3
10-801-197	Technical Reporting	3

### SEMESTER 3 16 CREDITS

10-150-125	Cyber Crime Forensics and Investigation Awareness	2
10-504-103	Criminal Law Studies	3
10-504-120	Homeland Security/Terrorism	3
10-504-135	Law Enforcement Academy Preparatory	2
10-804-107	College Mathematics	3
10-809-198	Intro to Psychology	3

### SEMESTER 4 12 CREDITS

0-504-127	Emergency Response and Intervention	3
10-504-129	Criminal Evidence	2
10-809-159	Abnormal Psychology	3
10-809-172	Introduction to Diversity Studies	3
10-890-101	Professional Development Seminar	1

# Culinary Arts

The Culinary Arts program provides training in all aspects of food preparation and production, and helps students to acquire skills ranging from advanced food preparation techniques to food service management. Students learn the skills needed to be successful in this expanding and evolving industry, including quantity food preparation, nutrition, catering essentials, decorative foods, wines, baking, and gourmet dining.

## Possible Careers:

- Police officers
- Deputy sheriffs
- Security guards
- Bailiffs
- Correctional officers

## Is This Program for You?

If you are creative, logical, work well under stress, enjoy the constantly evolving food service industry, and work well with people, the Southwest Tech Culinary Arts program provides a tremendous opportunity to launch your career.

## Students entering this program should:

- Be fluent in English with reading and writing competency.
- Have good basic mathematics skills.
- Have a genuine interest in preparing food and working with people.
- Be in good health and able to stand for long periods.
- Have a keen sense of taste and smell.
- Be flexible.
- Be able to lift in excess of 20 pounds.
- Be ready to work as a member of a team.
- Be willing to maintain the high standard of cleanliness.

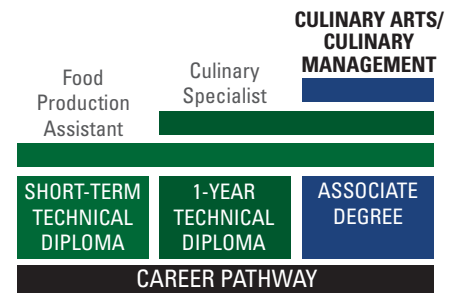
## Program Outcomes

At the completion of this program, students are expected to be able to:

- Analyze and apply food and beverage purchasing procedures.
- Apply analysis and problem solving to food production.
- Design menus.
- Apply food safety and sanitation practices to food preparation and service.
- Apply management skills to restaurant operations.
- Apply multiple cooking methods in the preparation of meats, fish, poultry, vegetables, potatoes, soups, sauces and bakery.
- Apply nutritional principles to the preparation of food.
- Exhibit kitchen organizational skills and pre-preparation time management skills.

## Program Basics

- Associate degree, requiring a minimum of two years to complete.
- Day classes.
- Financial aid available.
- Special equipment and uniforms required.
- Advance standing and Pro-Start credits accepted.
- Must be 18 years old to operate a slicer and a 20-quart mixer.



Credits earned in the Food Production Assistant Short-term Technical Diploma and Culinary Specialist one-year Technical Diploma may be applied toward the two-year Culinary Arts or Culinary Management Associate Degree.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

## SEMESTER 1 15 CREDITS

10-316-107	Baking 1	2
10-316-138	Cooking Principles and Equipment	2
10-316-139	Quantity Prep: Garde-Manger	2
10-316-140	Quantity Prep: Soups and Sauces	2
10-316-141	Quantity Prep: Fruits and Vegetables	2
10-317-120	Food Sanitation and Safety	2
10-801-196	Oral/Interpersonal Communication	3

## SEMESTER 2 16 CREDITS

10-316-108	Baking 2	2
10-316-142	Catering and Deli Production	2
10-316-143	Quantity Prep: Meat, Poultry, Seafood	2
10-316-165	Catering and Special Function Planning	2
10-317-104	Nutrition in Food Preparation	2
10-317-152	Hospitality Law	2
10-804-123	Math with Business Applications	3
10-890-101	Professional Development Seminar	1

## SEMESTER 3 2 CREDITS

10-316-148	Food Service Internship 1	2
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## SEMESTER 4 17 CREDITS

10-316-130	Gourmet Dining 1	2
10-316-133	Garde Manger: Decorative Foods	2
10-316-158	Food Purchasing Analysis/ Sustainability	2
10-317-135	Cost Control and Analysis	2
10-801-195	Written Communication	3
10-809-172	Introduction to Diversity Studies	3
10-809-198	Intro to Psychology * OR *	3
10-809-199	Psychology of Human Relations	3

## SEMESTER 5 15 CREDITS

10-316-134	Gourmet Dining 2	3
10-317-111	Menu Management	2
10-317-132	Specialty Foods	2
10-317-155	Exploring Wines	2
10-809-195	Economics	3
10-809-196	Intro to Sociology	3

## Culinary Management

The Culinary Management program prepares students to enter management and supervisory positions in restaurants, institutional and health care facilities, and the marketing segment of the food service industry. General food service skills as well as specialized training opportunities provide students with the knowledge and skills necessary to successfully train and supervise employees as well as to operate a food service establishment.

While business operation is an emphasis of the program, students also receive experience with large quantity food preparation and kitchen operations. Sanitation Certification is included as part of the curriculum.

### Possible Careers:

- Chef and Head Cook
- Dining Room and Cafeteria Attendant and Bartender Helper
- Food Server, Nonrestaurant
- Counter Attendant, Cafeteria, Food Concession, and Coffee Shop
- Combined Food Preparation and Serving Worker, including fast food
- Food Preparation Worker

### Is This Program for You?

Are you passionate about food, and do you have a strong sense of business savvy? Would you like to combine the two for a rewarding career in the food service industry? Culinary Management may be just the career you've been searching for.

### Students entering this program should:

- Desire a good paying, hospitality management job with a secure future.
- Enjoy working with people.
- Apply creative thinking skills.
- Possess above average reading and math skills.
- Display excellent oral and written communication skills.

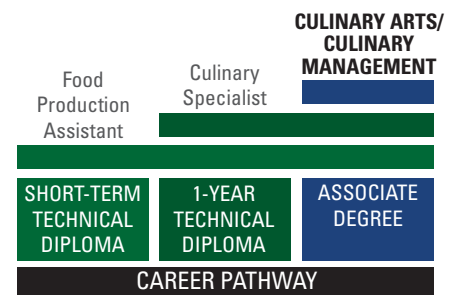
### Program Outcomes

At the completion of this program, students are expected to be able to:

- Manage food service personnel in production and service.
- Plan budgets and analyze food and labor costs using records management.
- Plan, prepare, and market menus.
- Evaluate quality factors in food.
- Operate, clean, and maintain commercial kitchen equipment.
- Comply with food safety and sanitation standards.
- Identify nutrition concepts.
- Practice effective communication, math, and human relations skills.

### Program Basics

- Associate degree, requiring a minimum of two years to complete.
- Day classes.
- Financial aid available.
- Special equipment and uniforms required.
- Advance standing and Pro-Start credits accepted.
- Students must be 18 years old to operate a slicer and a 20-quart mixer.



Credits earned in the Food Production Assistant Short-term Technical Diploma and Culinary Specialist one-year Technical Diploma may be applied toward the two-year Culinary Arts or Culinary Management Associate Degree.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		15 CREDITS
10-316-107	Baking 1	2
10-316-138	Cooking Principles and Equipment	2
10-316-139	Quantity Prep: Garde-Manger	2
10-316-140	Quantity Prep: Soups and Sauces	2
10-316-141	Quantity Prep: Fruits and Vegetables	2
10-317-120	Food Sanitation and Safety	2
10-801-196	Oral/Interpersonal Communication	3

SEMESTER 2		16 CREDITS
10-316-108	Baking 2	2
10-316-142	Catering and Deli Production	2
10-316-143	Quantity Prep: Meat, Poultry, Seafood	2
10-316-165	Catering and Special Function Planning	2
10-317-104	Nutrition in Food Preparation	2
10-317-152	Hospitality Law	2
10-804-123	Math with Business Applications	3
10-890-101	Professional Development Seminar	1

SEMESTER 3		18 CREDITS
10-316-158	Food Purchasing Analysis/ Sustainability	2
10-317-122	Catering Management	2
10-317-135	Cost Control and Analysis	2
10-317-159	Food Marketing	1
10-317-165	Hospitality Supervision	2
10-801-195	Written Communication	3
10-809-172	Introduction to Diversity Studies	3
10-809-198	Intro to Psychology * OR *	
10-809-199	Psychology of Human Relations	3

SEMESTER 4		17 CREDITS
10-316-154	Managing Service	3
10-317-103	Supervision of Food Production	2
10-317-111	Menu Management	2
10-317-150	Food Service Internship II	2
10-317-155	Exploring Wines	2
10-809-195	Economics	3
10-809-196	Intro to Sociology	3

# Culinary Specialist

The Culinary Specialist program prepares students for careers as cooks or chefs in commercial and institutional food production. In the kitchen lab, students receive hands-on training and experience in all areas of basic quantity food preparation and kitchen operations. Sanitation Certification training is included in the curriculum.

## Possible Careers:

- Fast Food Cook
- Institution and Cafeteria Cook
- Private Household Cook
- Restaurant Cook
- Short Order Cook
- Food Preparation Worker

## Is This Program for You?

If you work well under stress, get along with individuals of many different backgrounds, and are ready for a job in the constantly evolving food service industry, then this may be the ideal program for you.

## Students entering this program should:

- Desire a good paying job in quantity food production.
- Enjoy working with people.
- Apply creative thinking skills.
- Possess above average reading and math skills.
- Display excellent oral and written communication skills.

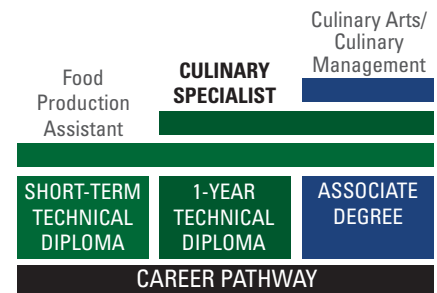
## Program Outcomes

At the completion of this program, students are expected to be able to:

- Practice commercial food preparation skills required in full-service restaurants, hotels and country clubs.
- Practice institutional food preparation skills required for hospitals, retirement communities, school systems, factories and other industrial food service operations.
- Evaluate quality factors in food.
- Operate, clean and maintain commercial kitchen equipment.
- Practice effective math and communications skills.

## Program Basics

- Technical diploma requiring one year or more to complete.
- Daytime classes.
- Financial aid available for students who qualify.
- Special equipment and uniforms required.
- Students must be 18 years old to operate selected kitchen equipment.



Credits earned in the Food Production Assistant Short-term Technical Diploma and Culinary Specialist one-year Technical Diploma may be applied toward the two-year Culinary Arts or Culinary Management Associate Degree.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		15 CREDITS
0-316-107	Baking 1	2
10-316-138	Cooking Principles and Equipment	2
10-316-139	Quantity Prep: Garde-Manger	2
10-316-140	Quantity Prep: Soups and Sauces	2
10-316-141	Quantity Prep: Fruits and Vegetables	2
10-317-120	Food Sanitation and Safety	2
10-801-196	Oral/Interpersonal Communication	3

SEMESTER 2		16 CREDITS
10-316-108	Baking 2	2
10-316-142	Catering and Deli Production	2
10-316-143	Quantity Prep: Meat, Poultry, Seafood	2
10-316-165	Catering and Special Function Planning	2
10-317-104	Nutrition in Food Preparation	2
10-317-152	Hospitality Law	2
10-804-123	Math with Business Applications	3
10-890-101	Professional Development Seminar	1

## Dental Assistant

The Dental Assistant program includes instruction and practical experience on how to use and care for dental equipment instruments, expose and process radiographs, record medical and dental information, assist with dental emergencies, perform basic office procedures, and maintain an inventory of supplies. Dental assistants are vital to the safe and efficient operation of the dental office, assisting the dentist in the treatment room, the lab, and with business administration.

### Possible Careers:

- Receptionist: Works at the front desk and processes invoices, accounts, appointments, and greets patients
- Chair-side Assistant: Assists the dentist with patient care
- Hygiene Instructor: Instructs patients in proper hygiene and tooth care
- Laboratory Assistant: Performs laboratory functions while observing safety
- Hygiene Assistant: Assists the hygienist with tasks
- Dental Sales Representative
- Dental Treatment Coordinator

### Is This Program for You?

Caring, organized, and compassionate individuals who work well in a team health care setting may find a rewarding career as a dental assistant. If you're interested in a career that focuses on helping people and offers plenty of variety in the workday, dental assisting is a great choice for you.

### Students entering this program should:

- Have ninth grade reading skills, basic math skills, and good verbal communication skills.
- Be Employable
- Desire to work with people.
- Desire to work as a team member.

### Program Outcomes

At the completion of this program, students are expected to be able to:

- Collect diagnostic and treatment data.
- Manage infection and hazard control.
- Perform clinical supportive treatment.
- Take diagnostic radiographs.
- Perform dental laboratory procedures.
- Provide patient oral health instructions.
- Assist in managing medical emergencies.
- Model professional behaviors, ethics and appearance.
- Perform coronal polishing on patients.

### Program Basics

- One Semester technical diploma
- This 16-week program includes 12 weeks of classroom and laboratory learning activities, followed by a 4-week externship in a dental clinic.
- Classes run full-time Monday through Friday for 12 weeks.
- The 4-week externship hours are based upon the dental clinic hours as assigned.
- Must earn at least a grade of C in all classroom/laboratory learning settings to be eligible to work under the direct supervision of a dentist in a four-week externship.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		16 CREDITS
10-508-101	Dental Health Safety	1
10-508-103	Dental Radiography	2
10-508-113	Dental Materials	2
31-508-302	Dental Chairside	5
31-508-304	Dental and General Anatomy	2
31-508-306	Dental Assistant Clinical	3
31-508-307	Dental Assistant Professionalism	1

## Early Childhood Education

The Early Childhood Education program teaches students to implement developmentally-appropriate activities for children aged infant through eight years old. A focus on maintaining a safe and healthy environment, building relationships with parents and staff, and guiding children's behavior is emphasized. With an on-campus daycare facility, students have the opportunity to put theory into practice before embarking on a rewarding career.

### Possible Careers:

- Child Care Teacher
- Child Care Teacher's Assistant/Teacher's Aide
- In-home Provider/Nanny
- Family Day Care Provider
- Preschool Teacher

### Is This Program for You?

If you are patient, creative, dependable, and have good communication skills, stimulating the physical, emotional, intellectual, and social growth of young children may be the rewarding career you are looking for.

### Students entering this program should:

- Have a warm and pleasant personality.
- Like working with children and adults.
- Be self-directed and organized.
- Have good management skills.

### Program Outcomes

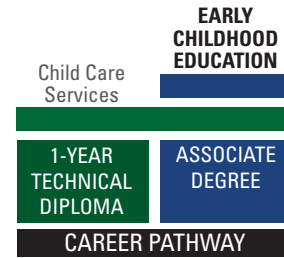
At the completion of this program, students are expected to be able to:

- Apply child development theory to practice.
- Observe, record, and assess child growth and development.
- Implement developmentally appropriate curriculum.
- Incorporate developmentally appropriate guidance strategies.
- Integrate health, safety, and nutrition practices according to local, state, and national standards.
- Provide a respectful, diverse, and inclusive program.
- Use interpersonal skills to develop respectful relationships with children and adults.
- Demonstrate professional and ethical standards.
- Advocate for children, families, and the profession.

### Program Basics

- Associate degree requiring a minimum of two years to complete.
- Day classes.
- High school articulation and college transfer courses accepted.
- Financial aid available.
- Classes start in August.
- Advanced standing for early childhood experience may be granted.

**Note:** Students must provide their own transportation to and from a supervised participation site.



Credits earned in the Child Care Services one-year Technical Diploma may be applied toward the two-year Early Childhood Education Associate Degree.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		18 CREDITS
10-307-148	ECE: Foundations of ECE	3
10-307-151	ECE: Infant & Toddler Dev	3
10-307-174	ECE: Practicum 1	3
10-307-194	ECE: Math Science & Soc St	3
10-801-196	Oral/Interpersonal Communication	3
10-809-172	Introduction to Diversity Studies	3

SEMESTER 2		15 CREDITS
10-307-167	ECE: Hlth Safety & Nutrition	3
10-307-178	ECE: Art Music & Lang Arts	3
10-307-179	ECE: Child Development	3
10-307-192	ECE: Practicum 2	3
10-801-195	Written Communication	3

SEMESTER 3		18 CREDITS
10-307-166	ECE: Curriculum Planning	3
10-307-187	ECE: Children w Diff Abilities	3
10-307-195	ECE: Family & Community Rel	3
10-307-197	ECE: Practicum 3	3
10-801-198	Speech	3
10-809-198	Intro to Psychology	3

SEMESTER 4		
10-307-188	ECE: Guiding Child Behavior	3
10-307-198	ECE: Admin an ECE Program	3
10-307-199	ECE: Practicum 4	3
10-804-123	Math with Business Applications	3
10-809-197	Contemporary Amer Society * OR *	
10-809-196	Intro to Sociology	3
	Elective	3

# Electrical Power Distribution

Electric lineworkers install and repair cables and wires used in electrical power and distribution systems. They erect poles and light- or heavy-duty transmission towers. They locate line trouble, climb poles, use hot line tools, and operate and maintain substations. This program provides theoretical and hands-on training in all phases of power line construction and maintenance. It provides fundamentals of electrical theory, as well as application of electrical equipment with emphasis on safety.

Potential employers will require you to possess a CDL (Commercial Driver License). Southwest Tech does not currently offer CDL training. For information on how to get your CDL, please access the Wisconsin Department of Transportation website.

### Possible Careers

- Electric Utility Lineman
- Cable Maintenance Technicians
- Equipment Operator
- Telephone Repairman
- Cable TV Installer
- Apprentice Line Technician
- Troubleshooter
- Line Inspectors
- Substation Operator
- Cable Splicer

### Is This Program for You?

If you like working outdoors in all kinds of weather, are an independent problem solver, and enjoy the rewards of a hard day's work, Electric Power Distribution may be the ideal program for you.

### Students entering this program should:

- Have an interest in math and science.
- Enjoy problem solving.
- Think creatively.
- Enjoy working with their hands.
- Have good hand-eye coordination.
- Are detail-oriented.
- Be able to lift 50+ lbs.
- Be able to handle extreme temperatures, very hot or very cold.
- Be able to use their hands to hold, control, and feel objects.
- Be willing to work irregular hours (Weekend & Overtime).
- Be able to bend, stretch, twist or reach.

### Program Outcomes

- At the completion of this program, students are expected to be able to:
- Apply basic electrical principles to electrical power distribution.
  - Use basic meters to check electrical circuits.
  - Do basic calculations relative to circuit loading and wire size.
  - Climb and work overhead.
  - Use computers to communicate, diagnostic and recordkeeping.
  - Perform associated mechanical operations necessary to install, service, or remove electrical line equipment.
  - Work cooperatively in construction crews.
  - Read construction orders and prints.
  - Communicate using written and oral means.
  - Some employers will require CPR and/or First Aid.

### Program Basics

- Technical diploma, nine months to complete.
- Day classes.
- High school articulation courses accepted.
- Classes start in August.
- Financial aid available.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		16 CREDITS
10-890-101	Professional Development Seminar	1
31-413-303	Electric Power Distribution Fund 1A	4
31-413-304	Electric Power Distribution Fund 1B	4
31-413-305	Electric Power Dist Fund 1C-App Lab	5
31-804-305	Applied Mathematics	2
SEMESTER 2		15 CREDITS
10-105-110	Computer Applications	1
31-413-306	Electric Power Dist Fund 2A	4
31-413-307	Electric Power Dist Fund 2B	4
31-413-308	Electric Power Dist Fund 2C-AppLab	4
31-801-310	Workplace Communication	2

## Electro-Mechanical Technology

In the world of manufacturing, constant technology change brings with it more complex systems of assembly, control measurement, and material processing of manufactured products. The Electro-Mechanical Technology program provides training in electrical and electronic controls, robotics, utilization of computers and computer-based controls, as well as the knowledge of how these controls integrate with hydraulics, pneumatics and other mechanical drive elements to form automated systems.

### Possible Careers

- Industrial Machinery Mechanic
- Electro-Mechanical Technician
- Mechanical Engineering Technician
- Electric Motor, Power Tool, and Related Repairer
- Electrical and Electronics Repairer, Commercial and Industrial Equipment
- Electrical and Electronic Equipment Assembler

### Is This Program for You?

Are you mechanically inclined and comfortable with computers? Do you have good math skills? Answering "yes" could mean that a rewarding career awaits you in the Electro-Mechanical field.

### Students entering this program should:

- Have an interest in math and science.
- Enjoy problem solving.
- Think creatively.
- Enjoy working with their hands.
- Have good hand-eye coordination.
- Enjoy working with people.
- Have good communication skills.
- Are detail-oriented.
- Be interested in becoming an electrician.

### Program Outcomes

At the completion of this program, students are expected to be able to:

- Apply basic electrical principles to electrical power distribution.
- Use basic meters to check electrical circuits.
- Do basic calculations relative to circuit loading and wire size.
- Climb and work overhead.
- Use computers to communicate, diagnostic and recordkeeping.
- Perform associated mechanical operations necessary to install, service, or remove electrical line equipment.
- Work cooperatively in construction crews.
- Read construction orders and prints.
- Communicate using written and oral means.
- Some employers will require CPR and/or First Aid.

### Program Basics

- Associate degree, requiring a minimum of two years to complete.
- Classes are offered, daytime, face to face, and on campus.
- High school articulation courses accepted.
- Financial aid available.
- Classes start in January and August.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		17 CREDITS
10-620-101	DC and AC Fundamentals	5
10-620-121	Mechanics and Materials	4
10-620-123	Construction Electrical Wiring I	1
10-620-124	Welding for Maintenance	2
10-620-137	Industrial Safety Practices	1
10-620-138	Construction Electrical Wiring II	1
10-804-113	College Technical Math 1A	3

SEMESTER 2		18 CREDITS
10-620-107	Hydraulics and Pneumatics	3
10-620-130	Machine Shop for Maintenance	2
10-620-146	Advanced Mechanical Drives	3
10-620-147	Solid State Devices I	4
10-620-148	Intro to Motor Controls	2
10-620-149	Intro to Programmable Controls	2
10-804-114	College Technical Math 1B	2

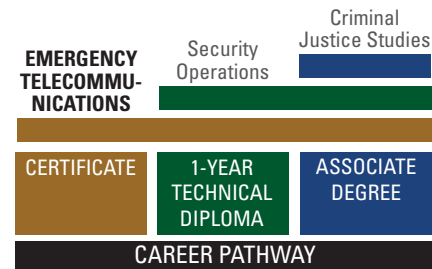
SEMESTER 3		17 CREDITS
10-620-126	Industrial Electrical Wiring	2
10-620-143	Advanced Welding for Maintenance * OR *	
10-150-129	Introduction to Networks	2
10-620-151	Process Control Systems	5
10-620-156	Fiber Optic Cabling Technician	1
10-620-157	Fundamentals of Embedded Systems	1
10-801-195	Written Communication * OR *	
10-801-136	English Composition 1	3
10-809-172	Introduction to Diversity Studies	3

SEMESTER 4		18 CREDITS
10-620-117	Robotics	3
10-620-144	Advanced Machine Shop for Maintenance * OR *	
10-150-126	Premises Cabling Technician	2
10-620-150	Advanced Programmable Controls	2
10-801-197	Technical Reporting	3
10-806-154	General Physics 1	4
10-809-199	Psychology of Human Relations	3
10-890-101	Professional Development Seminar	1

## Emergency Telecommunications Certificate

Answer one of the most important calls a person may make. Be the link in emergency situations and the difference between life and death in a crisis. As a student in the Emergency Telecommunications pathway certificate, you will study topics like:

- Technical reporting
- Criminal investigations
- Communication principals for emergency services
- Security operations
- Telecommunications



Credits earned in the Emergency Telecommunications Certificate and Security Operations one-year Technical Diploma may be applied toward the Criminal Justice Studies two-year Associate Degree.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		15 CREDITS
10-504-107	Criminal Investigation Application	3
10-504-126	Communication Principles for Emergency Services	3
10-504-134	Emergency Telecommunicator Certification	2
10-504-152	Security Operations	3
10-801-197	Technical Reporting	3

## Farm Operations & Management: Ag Mechanics

The Farm Operations and Management program with an emphasis in agriculture mechanics prepares students for entry into a production agriculture career focused on farm equipment maintenance.

### Possible Careers

- Agricultural Equipment Operators
- Farmworkers and Laborers, Crop, Nursery, and Greenhouse
- Electric Motor, Power Tool, and Related Repairers
- Farm Equipment Mechanics and Service Technicians
- Farmers, Ranchers, and Other Agricultural Managers

### Is This Program for You?

The program includes a broad mix of agriculture-related classes related to farm operation and management. Educational outcomes include developing technical skills in: the operation, maintenance and repair of agriculture equipment used in tillage and planting, crop protection products application, foraging, harvesting, precision agriculture practices, and overall farm operations. Additionally, students are exposed to a variety of farm business management principles and practices as they embark on a career pathway in production agriculture.

### Students entering this program should:

- Enjoy working outside in all types of weather.
- Manage their time effectively.
- Be willing to work hard and learn.
- Have good reading skills.
- Have good communication skills.

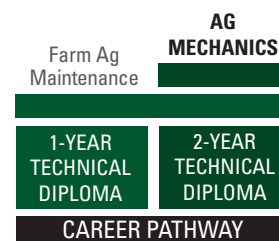
### Program Outcomes

At the completion of this program, students are expected to be able to:

- Analyse opportunities in agriculture
- Apply relevant technologies
- Demonstrate professionalism skills within the agricultural career areas
- Develop a management plan in agriculture
- Manage farmstead equipment

### Program Basics

- Technical Diploma – requiring a minimum of one year to complete
- Classes are offered daytime, face to face, and on campus
- Fall or Spring Start
- Credit for prior learning may be available
- High school articulation courses accepted



Credits earned in the Farm Ag Maintenance one-year Technical Diploma may be applied toward the Ag Mechanics two-year Technical Diploma.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

### SEMESTER 1 18 CREDITS

10-006-116	Introduction to Soils	3
10-006-121	Agribusiness Computer Applications	2
10-006-169	Career Development in Agriculture	2
10-006-180	Animal Science	3
10-070-103	Farm Shop Safety and Maintenance	2
10-801-195	Written Communication * OR *	
10-801-136	English Composition 1	3
10-804-107	College Mathematics * OR *	
10-804-123	Math with Business Applications	3

### SEMESTER 2 16 CREDITS

10-070-102	Basic Ag Electrical Systems	2
10-801-196	Oral/Interpersonal Communication	3
32-070-322	Operations of Field Equipment	3
32-070-323	Machinery Maintenance	3
32-070-346	Consumer Equipment Maint & Repair	3
32-442-301	Related Welding	2

### SEMESTER 3 3 CREDITS

32-080-302	Farm Operations & Management Internship	3
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### SEMESTER 4 15 CREDITS

10-006-134	Agricultural Equipment Management	3
10-006-139	Farm Business Management	3
10-809-199	Psychology of Human Relations * OR *	
10-809-172	Introduction to Diversity Studies	3
32-070-319	Forage Equipment	3
32-070-320	Grain Harvesting Equipment	3

### SEMESTER 5 13 CREDITS

10-006-113	Precision Ag Technologies	3
10-006-138	Employment Relations	2
10-006-168	Agribusiness Records and Analysis	3
10-070-101	Field Application Equipment	2
32-070-321	Tillage & Planting Equipment	3

## Farm Operations & Management: Crops

The Farm Operations and Management program, with an emphasis in crops production, prepares students for entry into a production agriculture career growing and marketing various commodity and specialty crops as sources of food or fiber.

### Possible Careers

- Pesticide Handlers, Sprayers, and Applicators, Vegetation
- Agricultural Equipment Operators
- Farmworkers and Laborers, Crop, Nursery, and Greenhouse
- Heavy and Tractor-Trailer Truck Drivers

### Is This Program for You?

The program includes learning outcomes tied to: planting, harvesting, soil management, pest management, safety, plant structure, crop science, horticulture, plant genetics, operating heavy equipment, precision agriculture practices, and marketing. Additionally, students are exposed to a variety of farm business management principles and practices as they embark on a career pathway in production agriculture.

### Students entering this program should:

- Enjoy working outside in all types of weather.
- Manage their time effectively.
- Be willing to work hard and learn.
- Have good reading skills.
- Have good communication skills.

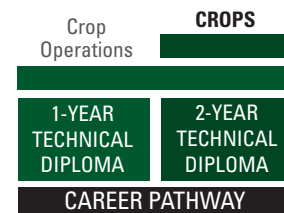
### Program Outcomes

At the completion of this program, students are expected to be able to:

- Analyze opportunities in agriculture
- Apply relevant technologies
- Demonstrate professionalism skills within the agricultural career areas
- Operate and maintain farm crop resources
- Develop a management plan in agriculture
- Interpret agronomic principles and practices

### Program Basics:

- Technical Diploma – requiring a minimum of two years to complete
- Classes are offered daytime, face to face, and on campus
- Fall or Spring Start
- Credit for prior learning may be available
- High school articulation courses accepted



Credits earned in the Crop Operations one-year Technical Diploma may be applied toward the Crops two-year Technical Diploma.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

### SEMESTER 1 18 CREDITS

10-006-116	Introduction to Soils	3
10-006-121	Agribusiness Computer Applications	2
10-006-169	Career Development in Agriculture	2
10-006-180	Animal Science	3
10-070-103	Farm Shop Safety and Maintenance	2
10-801-195	Written Communication * OR *	
10-801-136	English Composition 1	3
10-804-107	College Mathematics	3

### SEMESTER 2 15 CREDITS

10-006-124	Pesticide Applicator Training	1
10-006-126	Pest ID & Mgt/Crop Scouting	3
10-006-160	Plant Science	3
10-801-196	Oral/Interpersonal Communication	3
32-070-322	Operations of Field Equipment	3
32-442-301	Related Welding	2

### SEMESTER 3 3 CREDITS

32-080-302	Farm Operations & Management Internship	3
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### SEMESTER 4 16 CREDITS

10-006-127	Soil Fertility and Fertilizers	2
10-006-130	Row Crop Production Management	2
10-006-131	Forage Crop Production Management	2
10-006-138	Employment Relations	2
10-006-139	Farm Business Management	3
10-070-102	Basic Ag Electrical Systems	2
10-809-199	Psychology of Human Relations * OR *	
10-809-172	Introduction to Diversity Studies	3

### SEMESTER 5 15 CREDITS

10-006-113	Precision Ag Technologies	3
10-006-125	Crop Protection Products	2
10-006-128	Nutrient Management Planning	2
10-006-136	Agricultural Commodity Marketing	3
10-006-168	Agribusiness Records and Analysis	3
10-070-101	Field Application Equipment	2

# Farm Operations & Management: Crop Operations

The Farm Operations & Management – Crop Operation curriculum prepares you for a successful return to the farm focused on using plants for food, fuel, and fiber. Agronomy encompasses work in the areas of plant genetics, plant physiology and soil science. As a career pathway, this program offers new ways to achieve your education goals. Instead of studying just one program, the Career Pathways model links related academic programs in a sequence. Each program offers direct job preparation and a path to the next higher academic program.

### Possible Careers

- Pesticide Handlers, Sprayers, and Applicators, Vegetation
- Agricultural Equipment Operators
- Farmworkers and Laborers, Crop, Nursery, and Greenhouse
- Heavy and Tractor-Trailer Truck Drivers

### Is This Program for You?

The program includes learning outcomes tied to: planting, harvesting, soil management, pest management, safety, plant structure, crop science, horticulture, plant genetics, operating heavy equipment, precision agriculture practices, and marketing.

### Students entering this program should:

- Enjoy working outside in all types of weather.
- Manage their time effectively.
- Be willing to work hard and learn.
- Have good reading skills.
- Have good communication skills.

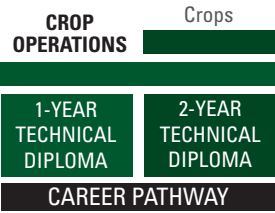
### Program Outcomes

At the completion of this program, students are expected to be able to:

- Analyze opportunities in agribusiness
- Apply relevant technologies.
- Demonstrate professionalism skills within the agricultural career areas.
- Operate and maintain farm crop resources.

### Program Basics

- Technical Diploma – requiring a minimum of one year to complete
- Classes are offered daytime, face to face, and on campus
- Fall or Spring Start
- Credit for prior learning may be available
- High school articulation courses accepted



Credits earned in the Crop Operations one-year Technical Diploma may be applied toward the Crops two-year Technical Diploma.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		18 CREDITS
10-006-116	Introduction to Soils	3
10-006-121	Agribusiness Computer Applications	2
10-006-169	Career Development in Agriculture	2
10-006-180	Animal Science	3
10-070-103	Farm Shop Safety and Maintenance	2
10-801-195	Written Communication	3
10-804-107	College Mathematics	3
SEMESTER 2		15 CREDITS
10-006-124	Pesticide Applicator Training	1
10-006-126	Pest ID & Mgt/Crop Scouting	3
10-006-160	Plant Science	3
10-801-196	Oral/Interpersonal Communication	3
32-070-322	Operations of Field Equipment	3
32-442-301	Related Welding	2
SEMESTER 3		3 CREDITS
32-080-302	Farm Operations & Management Internship	3

## Farm Operations & Management: Dairy

Operating a profitable dairy farm today involves learning to work smarter, not just harder. Successful dairy operations are built on solid herdsman skills, effective management skills, and the use of technology.

As a student in the Farm Operations & Management - Dairy program, you will learn to maintain a productive and healthy dairy herd, perform computerized record analysis, and study genetics and marketing.

### Possible Careers

- Sales Representative
- Service Representative
- Manager Trainee
- Crop Specialist

### Is This Program for You?

If your love of dairy cattle management is combined with good organizational skills, an open-minded willingness to learn, and a dedication to hard work, this may be the ideal program for you.

### Students entering this program should:

- Enjoy working outside in all types of weather.
- Manage their time effectively.
- Be willing to work hard and learn.
- Have good reading skills.
- Have good communication skills.

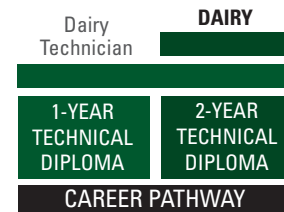
### Program Outcomes

At the completion of this program, students are expected to be able to:

- Manage Dairy Cattle
- Analyse opportunities in Agriculture
- Apply Relevant Technology
- Demonstrate professionalism skills within the agricultural career areas
- Develop a management plan in agriculture

### Program Basics

- Technical Diploma – requiring a minimum of two years to complete
- Classes are offered daytime, face to face, and on campus
- Fall or Spring Start
- Credit for prior learning may be available
- High school articulation courses accepted



Credits earned in the Dairy Technician one-year Technical Diploma may be applied toward the Dairy two-year Technical Diploma and the Animal Science two-year Associate Degree.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

### SEMESTER 1 16 CREDITS

10-006-121	Agribusiness Computer Applications	2
10-006-146	Milk Production	3
10-006-169	Career Development in Agriculture	2
10-006-180	Animal Science	3
10-801-196	Oral/Interpersonal Communication	3
10-804-107	College Mathematics	3

### SEMESTER 2 17 CREDITS

10-006-104	Animal Nutrition	3
10-006-123	Artificial Insemination Training	1
10-006-139	Farm Business Management	3
10-006-142	Introduction to Animal Health	2
10-006-150	Farm Animal Reproduction	3
10-006-151	Animal Selection & Improvement - Dairy	2
10-809-199	Psychology of Human Relations * OR *	
10-809-172	Introduction to Diversity Studies	3

### SEMESTER 3 3 CREDITS

32-080-302	Farm Operations & Management Internship	3
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### SEMESTER 4 18 CREDITS

10-006-116	Introduction to Soils	3
10-006-131	Forage Crop Production Management	2
10-006-144	Livestock Housing & Equipment	2
10-006-148	Dairy Ration Balancing & Formulation	2
10-006-168	Agribusiness Records and Analysis	3
10-801-195	Written Communication * OR *	
10-801-136	English Composition 1	3
32-070-319	Forage Equipment	3

### SEMESTER 5 15 CREDITS

10-006-128	Nutrient Management Planning	2
10-006-136	Agricultural Commodity Marketing	3
10-006-153	Dairy Production Management	3
10-070-103	Farm Shop Safety and Maintenance	2
10-804-189	Introductory Statistics * OR *	
10-804-123	Math with Business Applications	3
32-080-303	Animal Health - Dairy	2

## Farm Operations & Management: Dairy Technician

Operating a profitable dairy farm today involves learning to work smarter, not just harder. Successful dairy operations are built on solid herdsperson skills, effective management skills, and the use of technology.

As a student in the Farm Operations & Management - Dairy program, you will learn to maintain a productive and healthy dairy herd, perform computerized record analysis, and study genetics and marketing.

### Is This Program for You?

If your love of dairy cattle management is combined with good organizational skills, an open-minded willingness to learn, and a dedication to hard work, this may be the ideal program for you.

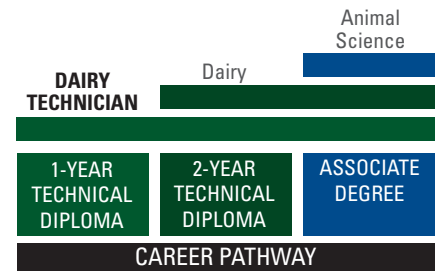
### Students entering this program should:

- Enjoy working with animals.
- Enjoy working outside in all types of weather.
- Manage their time effectively.
- Be willing to work hard and learn.
- Have good reading skills.
- Have good communication skills.

### Program Outcomes

At the completion of this program, students are expected to be able to:

- Manage Dairy Cattle
- Analyse opportunities in Agriculture
- Apply Relevant Technology
- Demonstrate professionalism skills within the agricultural career areas
- Develop a management plan in agriculture



Credits earned in the Dairy Technician one-year Technical Diploma may be applied toward the Dairy two-year Technical Diploma and the Animal Science two-year Associate Degree.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		16 CREDITS
10-006-121	Agribusiness Computer Applications	2
10-006-146	Milk Production	3
10-006-169	Career Development in Agriculture	2
10-006-180	Animal Science	3
10-801-196	Oral/Interpersonal Communication	3
10-804-107	College Mathematics	3

SEMESTER 2		17 CREDITS
10-006-104	Animal Nutrition	3
10-006-123	Artificial Insemination Training	1
10-006-139	Farm Business Management	3
10-006-142	Introduction to Animal Health	2
10-006-150	Farm Animal Reproduction	3
10-006-151	Animal Selection & Improvement - Dairy	2
10-809-199	Psychology of Human Relations	3

SEMESTER 3		3 CREDITS
32-080-302	Farm Operations & Management Internship	3

# Farm Operations & Management: Farm Ag Maintenance

The Farm Ag Maintenance program provides you with the educational background and training for entry into a production agriculture career focused on farm equipment maintenance. You will also be exposed to a variety of farm business management principles and practices as you embark on a career pathway in production agriculture.

### Possible Careers

- Sales Representative
- Service Representative
- Manager Trainee
- Crop Specialist

### Is This Program for You?

The program includes a broad mix of agriculture-related classes related to farm operation and management. Educational outcomes include developing technical skills in: the operation, maintenance and repair of agriculture equipment used in tillage & planting, crop protection products application, foraging, harvesting, precision agriculture practices, and overall farm operations.

### Students entering this program should:

- Enjoy working outside in all types of weather.
- Manage their time effectively.
- Be willing to work hard and learn.
- Have good reading skills.
- Have good communication skills.

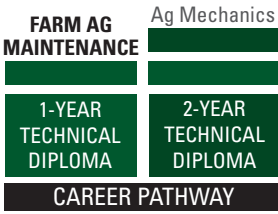
### Program Outcomes

At the completion of this program, students are expected to be able to:

- Enjoy working outside in all types of weather.
- Manage their time effectively.
- Be willing to work hard and learn.
- Have good reading skills.
- Have good communication skills.

### Program Basics

- Technical Diploma – requiring a minimum of two years to complete
- Classes are offered daytime, face to face, and on campus
- Fall or Spring Start
- Credit for prior learning may be available
- High school articulation courses accepted



Credits earned in the Farm Ag Maintenance one-year Technical Diploma may be applied toward the Ag Mechanics two-year Technical Diploma.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		18 CREDITS
10-006-116	Introduction to Soils	3
10-006-121	Agribusiness Computer Applications	2
10-006-169	Career Development in Agriculture	2
10-006-180	Animal Science	3
10-070-103	Farm Shop Safety and Maintenance	2
10-801-195	Written Communication	3
10-804-107	College Mathematics	3
SEMESTER 2		16 CREDITS
10-070-102	Basic Ag Electrical Systems	2
10-801-196	Oral/Interpersonal Communication	3
32-070-322	Operations of Field Equipment	3
32-070-323	Machinery Maintenance	3
32-070-346	Consumer Equipment Maint & Repair	3
32-442-301	Related Welding	23
SEMESTER 3		3 CREDITS
32-080-302	Farm Operations & Management Internship	3

## Farm Operations & Management: Livestock

A Livestock Tech program prepares you to select, breed, care for, process, and market livestock and small farm animals. As a career pathway, this program offers new ways to achieve your education goals. Instead of studying just one program, the Career Pathways model links related academic programs in a sequence. Each program offers direct job preparation and a path to the next higher academic program.

### Possible Careers

- Farm and Ranch Manager
- Food Science Technician
- Animal Breeder
- Farmworker and Laborer

### Is This Program for You?

The program includes learning outcomes tied to: farm animal reproduction, animal nutrition, herd health, meat quality, feed and forage production, livestock housing and equipment, and product marketing.

### Students entering this program should:

- Enjoy working with animals.
- Enjoy working outside in all types of weather.
- Manage their time effectively.
- Be willing to work hard and learn.
- Have good reading skills.
- Have good communication skills.

### Program Outcomes

At the completion of this program, students are expected to be able to:

- Manage Livestock
- Analyze opportunities in agriculture
- Apply relevant technology
- Demonstrate professionalism skills within the agricultural career areas
- Develop a management plan in agriculture

### Program Basics

- Technical Diploma – requiring a minimum of two years to complete
- Classes are offered daytime, face to face, and on campus
- Fall or Spring Start
- Credit for prior learning may be available
- High school articulation courses accepted



Credits earned in the Livestock Technician one-year Technical Diploma may be applied toward the Livestock two-year Technical Diploma.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		16 CREDITS
10-006-121	Agribusiness Computer Applications	2
10-006-147	Meat Quality	3
10-006-169	Career Development in Agriculture	2
10-006-180	Animal Science	3
10-801-196	Oral/Interpersonal Communication	3
10-804-107	College Mathematics	3

SEMESTER 2		17 CREDITS
10-006-104	Animal Nutrition	3
10-006-123	Artificial Insemination Training	1
10-006-139	Farm Business Management	3
10-006-142	Introduction to Animal Health	2
10-006-150	Farm Animal Reproduction	3
10-006-152	Animal Selection & Improvement - Livestock	2
10-809-199	Psychology of Human Relations * OR *	
10-809-172	Introduction to Diversity Studies	3

SEMESTER 3		3 CREDITS
32-080-302	Farm Operations & Management Internship	3

SEMESTER 4		18 CREDITS
10-006-116	Introduction to Soils	3
10-006-131	Forage Crop Production Management	2
10-006-144	Livestock Housing & Equipment	2
10-006-149	Livestock Ration Balancing & Formulation	2
10-006-168	Agribusiness Records and Analysis	3
10-801-195	Written Communication * OR *	
10-801-136	English Composition 1	3
32-070-319	Forage Equipment	3

SEMESTER 5		15 CREDITS
10-006-128	Nutrient Management Planning	2
10-006-136	Agricultural Commodity Marketing	3
10-006-154	Beef Production Management * OR *	
10-006-155	Swine Production Management	3
10-070-103	Farm Shop Safety and Maintenance	2
10-804-189	Introductory Statistics * OR *	
10-804-123	Math with Business Applications	3
32-080-304	Animal Health - Livestock	2

## Farm Operations & Management: Livestock Tech

A Livestock Tech program prepares you to select, breed, care for, process, and market livestock and small farm animals. As a career pathway, this program offers new ways to achieve your education goals. Instead of studying just one program, the Career Pathways model links related academic programs in a sequence. Each program offers direct job preparation and a path to the next higher academic program.

### Possible Careers

- Sales Representative
- Service Representative
- Manager Trainee
- Crop Specialist

### Is This Program for You?

The program includes learning outcomes tied to: farm animal reproduction, animal nutrition, herd health, meat quality, feed and forage production, livestock housing and equipment, and product marketing.

### Students entering this program should:

- Enjoy working with animals.
- Enjoy working outside in all types of weather.
- Manage their time effectively.
- Be willing to work hard and learn.
- Have good reading skills.
- Have good communication skills

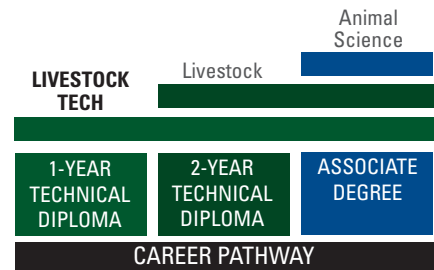
### Program Outcomes

At the completion of this program, students are expected to be able to:

- Manage Livestock
- Analyze opportunities in agriculture
- Apply relevant technologies
- Demonstrate professionalism skills within the agricultural career areas

### Program Basics

- Technical Diploma – requiring a minimum of one year to complete
- Classes are offered daytime, face to face, and on campus
- Fall or Spring Start
- Credit for prior learning may be available
- High school articulation courses accepted



Credits earned in the Livestock Tech one-year Technical Diploma may be applied toward the Livestock two-year Technical Diploma or the Animal Science two-year Associate Degree.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

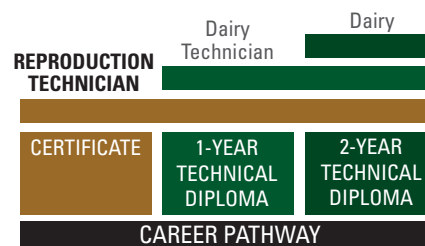
SEMESTER 1		18 CREDITS
10-006-121	Agribusiness Computer Applications	2
10-006-147	Meat Quality	3
10-006-169	Career Development in Agriculture	2
10-006-180	Animal Science	3
10-801-196	Oral/Interpersonal Communication	3
10-804-107	College Mathematics	3

SEMESTER 2		16 CREDITS
10-006-104	Animal Nutrition	3
10-006-123	Artificial Insemination Training	1
10-006-139	Farm Business Management	3
10-006-142	Introduction to Animal Health	2
10-006-150	Farm Animal Reproduction	3
10-006-152	Animal Selection & Improvement - Livestock	2
10-809-199	Psychology of Human Relations	3

SEMESTER 3		3 CREDITS
32-080-302	Farm Operations & Management Internship	3

## Farm Operations & Management: Reproduction Technician Certificate

This certificate will prepare you for entry into career fields focused on animal breeding. Completion of the certificate prepares you to select, breed, care for, process and market livestock and small farm animals.



Credits earned in the Reproduction Technician Certificate may be applied toward the Dairy Technician one-year Technical Diploma and the Dairy two-year Technical Diploma.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		8 CREDITS
10-006-123	Artificial Insemination Training	1
10-006-142	Introduction to Animal Health	2
10-006-150	Farm Animal Reproduction	3
10-006-151	Animal Selection & Improvement - Dairy	2

These courses are not eligible for financial aid unless the student is enrolled in an eligible program. Please see an advisor to determine financial aid eligibility.

## Food Production Assistant

Graduates of the Food Production Specialist program will have the skills, knowledge, and experience to help them qualify for positions in restaurants, supper clubs, health care facilities, resorts, schools, bakeries, delis, fast food businesses, and hotels. Graduates of this program may transfer all credits to the one-year Culinary Specialist or two-year Culinary Arts and Culinary Management associate degree programs.

### Possible Careers

- Prep Cook
- Pantry Cook
- Line Cook
- Chef's Assistant
- Dietary Aide

### Is This Program for You?

If you are ready for a job in the constantly evolving food service industry, this may be the ideal program for you.

### Students entering this program should:

- Desire a good paying job in quantity food production.
- Enjoy working with people.
- Apply creative thinking skills.
- Possess above average reading and math skills.
- Display excellent oral and written communication skills.

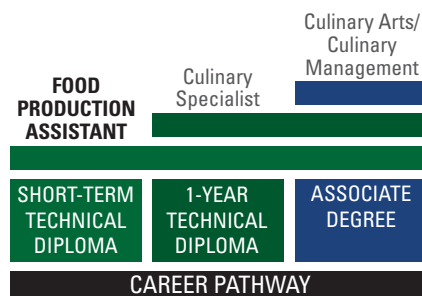
### Program Outcomes

At the completion of this program, students are expected to be able to:

- Apply safe and sanitary practices in the food preparation environment.
- Prepare uncooked and cooked food selections under direction of supervisor (lab evaluations/checklists will be conducted by instructor).
- Evaluate quality factors in food.
- Operate, clean and maintain commercial kitchen equipment.
- Practice effective oral communications and basic culinary math skills.

### Program Basics

- Short-term technical diploma requiring one semester or more to complete
- Daytime classes
- Financial aid available for students who qualify
- Special equipment and uniforms required
- Students must be 18 years old to operate selected kitchen equipment



Credits earned in the Food Production Assistant Certificate may be applied toward the Culinary Specialist one-year Technical Diploma and the Culinary Arts or Culinary Management two-year Technical Diploma.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		16 CREDITS
10-316-107	Baking 1	2
10-316-138	Cooking Principles and Equipment	2
10-316-139	Quantity Prep: Garde-Manger	2
10-316-140	Quantity Prep: Soups and Sauces	2
10-316-141	Quantity Prep: Fruits and Vegetables	2
10-317-120	Food Sanitation and Safety	2
10-801-196	Oral/Interpersonal Communication	3
10-890-101	Professional Development Seminar	1

# Golf Course Management

The Golf Course Management program prepares students for positions as managers and assistant managers of both public and private golf courses. Job duties may include managing personnel and public relations, overseeing food and beverage operations, administering financial plans, coordinating golf shop operations, managing the maintenance of facilities and equipment, directing turf and non-turf management practices, and complying with regulatory and legal issues.

## Possible Careers

- Assistant Golf Course Manager
- Clubhouse Manager
- Assistant Golf Course Superintendent
- General Manager
- Assistant Head Pro

## Is This Program for You?

If you enjoy leading people in pursuit of a unified goal, have a passion for the game of golf, and possess enthusiasm for exceptional guest service, then a career in golf course management may be for you.

## Students entering this program should:

- Enjoy working with people.
- Have a basic knowledge of the game of golf.
- Demonstrate leadership skills.
- Have good oral and written communication skills.
- Exhibit flexibility and creativity.
- Have good organization skills.

## Program Outcomes

At the completion of this program, students are expected to be able to:

- Manage facilities and staff.
- Plan and administer a budget.
- Analyze enterprise costs.
- Coordinate golf shop operations.
- Oversee food and beverage operations.
- Utilize computerized records management.
- Manage equipment operations.
- Direct turf and non-turf management practices.
- Use effective communication, math, and human relations skills.
- Create and implement a marketing plan.
- Comply with regulatory and legal issues.
- Assist with pest management costs and controls.

## Program Basics

- Associate degree, requiring a minimum of two years to complete.
- Day classes.
- Summer internships.
- Financial aid available.
- Classes start in August.
- Transferable to four-year colleges and universities

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		15 CREDITS
10-325-101	Golf Course Operations	3
10-325-102	Career and Leadership Development	2
10-325-116	History of Golf	1
10-325-118	Golf Course Irrigation Systems	3
10-801-136	English Composition 1	3
10-801-196	Oral/Interpersonal Communication	3

SEMESTER 2		17 CREDITS
10-325-103	Pro Shop Management	3
10-325-104	Club Financial Management	3
10-325-105	Golf Course Marketing and Promotion	3
10-804-107	College Mathematics	3
10-806-134	General Chemistry	4

SEMESTER 3		3 CREDITS
10-325-106	Golf Course Internship I- Inside Operations * OR *	
10-325-112	Golf Course Internship II- Outside Operations	3

SEMESTER 4		18 CREDITS
10-317-165	Hospitality Supervision	2
10-325-107	Soils, Conservation, and Fertility	3
10-325-108	Tournament Promotions	2
10-325-114	Techniques for Teaching Golf	2
10-325-117	Golf Regulatory and Legal Issues	1
10-325-127	Turf Grass Horticulture	3
10-809-199	Psychology of Human Relations * OR *	
10-809-198	Intro to Psychology	3

SEMESTER 5		15 CREDITS
10-006-122	Pest Management	1
10-325-109	Integrated Turf Management	3
10-325-110	Golf Course Design and Renovation	2
10-325-113	Golf Course Equipment Repair	3
10-801-197	Technical Reporting	3
10-809-172	Introduction to Diversity Studies	3

## Graphic & Web Design

Graphic and web designers create a wide variety of materials, including advertisements, displays, packaging, signs, logos, web sites, and web pages to meet the needs and preferences of their various clients for communication and promotion. Graphic and web designers work as in-house designers for a company, as staff designers for a graphic design firm, or as freelance designers. This growing profession needs creative minds that have excellent visualization, computer, and design skills.

### Possible Careers

- Graphic Designer
- Photographer
- Desktop Publisher

### Is This Program for You?

Have you been told that you have creative and visualization skills? Do you enjoy analyzing design decisions and often think it could have been done better? If you are attracted to the design elements of color, type, shape, illustration, and layout, then creating web sites and print-ready design solutions can be a very satisfying career choice.

### Students entering this program should:

- Enjoy working in a computer-based environment using multiple software packages.
- Possess analytical and creative ability.
- Have good oral and written communication skills.
- Understand how to access and document complex information.
- Possess good customer relation skills.
- Be willing to make decisions and solve problems.
- Continuously update graphic and web design knowledge.
- Enjoy organizing, planning and prioritizing work.

### Program Outcomes:

At the completion of this program, students are expected to be able to:

- Apply the principles of design to develop strategic marketing and communication products and services
- Demonstrate proficiency in the use of design software, tools and technology
- Implement creative solutions from concept through completion using a formal process
- Apply effective legal and ethical business practices and project management skills
- Communicate artwork rationale in formal and informal settings

### Program Basics

- Associate degree, requiring two years or more to complete
- Combination of face to face and online classes
- High school articulation courses accepted
- Financial aid available to students who qualify
- Classes start in August and January
- Modified plan available

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		16 CREDITS
10-201-101	Design Fundamentals	3
10-201-124	Portfolio Introduction	1
10-201-133	Photoshop	3
10-201-134	Illustrator	3
10-801-136	English Composition 1	3
10-801-196	Oral/Interpersonal Communication * OR *	
10-801-198	Speech	3

SEMESTER 2		15 CREDITS
10-152-116	HTML & CSS	3
10-201-135	InDesign	3
10-201-137	Color Theory	3
10-201-138	Typography	3
10-804-123	Math with Business Applications * OR *	
10-804-133	Math & Logic	3

SEMESTER 3		18 CREDITS
10-104-107	Marketing Communication	3
10-201-136	Multimedia Concepts	3
10-201-139	Web Page Design 1	3
10-203-131	Introduction to Digital Photography	3
10-809-172	Introduction to Diversity Studies	3
10-809-195	Economics	3

SEMESTER 4		17 CREDITS
10-201-110	Pre-Press Management	3
10-201-128	Internship/Field Study * OR *	
10-201-129	Graphic and Web Design Projects	3
10-201-140	Web Page Design 2	3
10-201-141	Professional Portfolio Assessment	2
10-801-197	Technical Reporting	3
10-809-199	Psychology of Human Relations	3

## Health Information Technology

Work behind the scenes in the health care industry and become an expert in patient health data management. You will learn to collect, analyze, monitor, maintain and report health data according to established data quality principles, legal and information security standards and professional best-practice guidelines

### Possible Careers

- Outpatient/Inpatient Coder
- Medical Coding Specialist
- Coding/Claims Analyst
- Patient Care Coordinators
- Patient Registrar
- Benefits Coordinator
- Medical Biller
- Collections Clerk
- Insurance Claims Clerk
- Customer Service Representatives
- HIM Revenue Cycle Auditors
- Document and Coding Specialists
- Health Information Technicians
- Medical Office Administrators
- Clinical Data Analyst
- Compliance Auditors

### Is This Program for You?

Are you interested in the business and technology aspects of healthcare? Are you detail-oriented and enjoy science, management, law, and computers? Health Information Technology may be the career choice for you.

### Students entering this program should:

- Be interested in working in health care, but not directly with patients.
- Be interested in business and technology.
- Be detail oriented.
- Have an aptitude for science, but also like management, law, and computers.
- Enjoy working with professionals: physicians, nurses, lawyers, administrators and executives.
- Want a career where you can choose to work on your own, with others, or some of both.
- Have a strong knowledge of medical terminology.
- Employ good critical thinking and communication skills.

### Program Basics

- Associate degree.
- All courses offered online allowing for 100% flexibility, with the exception of professional practice experiences (PPEs).
- Financial aid is available to those that qualify.
- August or January program start date.
- Flexible, sequenced credential training starts with a Medical Coding Specialist Certificate (first semester).
- Second year leads to Associate Degree in Health Information Technology Management.
- Credits transferable for a Bachelor's degree in Health Information Management.
- Hands-on training provided through paid internships after first and second year coursework.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		6/7 CREDITS
10-501-101	Medical Terminology	3
10-806-189	Basic Anatomy * OR *	3
10-806-177	General Anatomy & Physiology	4

SEMESTER 2		14 CREDITS
10-501-107	Digital Literacy for Healthcare	2
10-530-162	Foundations of HIM	3
10-530-182	Human Diseases for the Health Professions	3
10-530-184	CPT Coding	3
10-530-197	ICD Diagnosis Coding	3

SEMESTER 3		12 CREDITS
10-530-165	Intermediate Coding	3
10-530-178	Healthcare Law & Ethics	2
10-530-185	Health Care Reimbursement	2
10-530-199	ICD Procedure Coding	2
10-801-196	Oral/Interpersonal Communication	3

SEMESTER 4		15 CREDITS
10-530-163	Healthcare Stats and Analytics	3
10-530-164	Intro to Health Informatics	3
10-801-195	Written Communication	3
10-809-166	Intro to Ethics: Theory & App	3
10-809-198	Intro to Psychology	3

SEMESTER 5		13 CREDITS
10-530-161	Health Quality Management	3
10-530-166	HIT Capstone	1
10-530-167	Management of HIM Resources	3
10-530-196	Professional Practice	3
10-809-172	Introduction to Diversity Studies	3

## Human Services Associate

The Human Services Associate program trains students to provide information, support, care, and advocacy in a human service agency. Students acquire the skills needed to work with individuals, groups, and communities. They learn to work with people of diverse racial, ethnic, and cultural backgrounds. General education courses included in the program teach students to better understand social problems. During the second year of the program, students receive fieldwork placement in a human service agency.

### Possible Careers

Graduates from the Human Services Associate program are employed in county human service agencies, community-based organizations, residential treatment programs, schools, inpatient facilities, and other settings that assist people in need. Depending on their area of interest, graduates work with elders, teens, families, people with disabilities, people in the criminal justice system, domestic/family violence, community development, and prevention.

### Is This Program for You?

Do you have an interest in working with people in need, have effective communication and interpersonal skills, and an appreciation of cultural diversity? Human Services may be a rewarding career choice.

### Students entering this program should:

- Have a genuine interest to work with people in need.
- Have effective communication and interpersonal skills.
- Be psychologically and emotionally healthy.
- Be able to think critically.
- Be tolerant of different lifestyles, beliefs, and values.
- Be able to maintain confidentiality.

### Program Outcomes

At the completion of this program, students are expected to be able to:

- Model a commitment to cultural competence
- Uphold the Ethical Standards and Values for Human Service Professionals
- Demonstrate professionalism
- Utilize community and agency resources
- Apply human services interventions and best practices
- Cultivate professional relationships

### Program Basics

- Associate degree, requiring a minimum of two years to complete.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>15 CREDITS</b>
10-520-101	Introduction to Human Services	3
10-520-104	Community Resources and Services	3
10-801-195	Written Communication	3
10-809-172	Introduction to Diversity Studies	3
10-809-188	Developmental Psychology	3

<b>SEMESTER 2</b>		<b>15 CREDITS</b>
10-520-102	Ethics for the Profession	3
10-520-103	Issues In ATODA	3
10-520-105	Interviewing and Counseling Techniques	3
10-801-198	Speech	3
10-809-198	Intro to Psychology	3

<b>SEMESTER 3</b>		<b>19 CREDITS</b>
10-520-106	Issues of Gerontology	3
10-520-108	Methods of Social Casework	3
10-520-109	Professional Documentation in Human Services	3
10-520-121	Field Study I	4
10-804-123	Math with Business Applications	3
10-809-196	Intro to Sociology	3

<b>SEMESTER 4</b>		<b>16 CREDITS</b>
10-520-107	Disability Studies	3
10-520-112	Children, Youth, & Family	3
10-520-122	Field Study II	4
10-809-159	Abnormal Psychology	3
10-809-195	Economics	3

# Individualized Technical Studies

The Individualized Technical Students program allows students to combine courses from two or more major areas of study into an Associate of Applied Science Degree that meets specific career preparation goals not available in other Southwest Tech programs. Students begin by completing a program plan that outlines career objectives, and the courses needed to meet those objectives.

## Possible Careers

Due to the varied nature of the Individualized Technical Studies program, gainful employment information varies from individual to individual.

## Is This Program for You?

If you have a career goal in mind and haven't found the right program to help you prepare for it, the Individualized Technical Studies program could be what you're looking for.

## Program Basics:

- Associate degree, requiring two years or more to complete.
- High school articulation courses accepted.
- Financial aid available to those who qualify.
- Classes start in August and January.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

GENERAL STUDIES CORE	21-30 CREDITS
Communications	6
Social Science	3
Behavioral Science	3
Mathematics / Science	3
Additional General Education (from any category above)	6-15

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INDIVIDUALIZED TECHNICAL STUDIES CORE	40 CREDITS
Program Emphasis (minimum of 20 credits from one area)	

## Industrial Mechanic

The Industrial Mechanic program teaches technical skills in mechanical drive systems, electrical systems, hydraulics and pneumatics, laser alignment, basic welding and machining, and many other in-demand skillsets that employers are looking for. Graduates have the option of seeking employment or enrolling in the two year Electromechanical Technology program.

Graduates of this program also have the option of transferring all the credits to the two-year Electro-Mechanical Technology associate degree program.

### Possible Careers

- Manufacturing Production • Technician
- Mobile Heavy Equipment Mechanic, Except Engines
- Industrial Machinery Mechanic
- Maintenance and Repair Worker

### Is This Program for You?

If you like to troubleshoot problems, put theory to work hands-on, and have interests in math and mechanical processes, a career in industrial maintenance may be your key to success.

### Students entering this program should:

- Have an interest in math and science.
- Enjoy problem solving.
- Think creatively.
- Enjoy working with their hands.
- Have good hand-eye coordination.
- Enjoy working with people.
- Have good communication skills.
- Are detail-oriented.

### Program Outcomes

At the completion of this program, students are expected to be able to:

- Set up and operate equipment or systems to ensure reliable performance.
- Install, remove, and relocate equipment and systems as directed.
- Troubleshoot, repair, and update manufacturing equipment.
- Perform preventative maintenance.
- Perform safety inspection.
- Select and order required parts and materials using parts list, catalogs, and standard books.

### Program Basics

- Technical Diploma, requiring a minimum of two semesters to complete.
- Classes are offered, daytime, face to face, and on campus.
- High school articulation courses accepted.
- Financial aid available.
- Classes start in January and August.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		17 CREDITS
10-620-101	DC and AC Fundamentals	5
10-620-121	Mechanics and Materials	4
10-620-124	Welding for Maintenance	2
10-620-137	Industrial Safety Practices	1
10-620-143	Advanced Welding for Maintenance	2
10-804-113	College Technical Math 1A	3

SEMESTER 2		15 CREDITS
10-620-107	Hydraulics and Pneumatics	3
10-620-130	Machine Shop for Maintenance	2
10-620-144	Advanced Machine Shop for Maintenance	2
10-620-146	Advanced Mechanical Drives	3
10-620-148	Intro to Motor Controls	2
10-620-149	Intro to Programmable Controls	2
10-804-114	College Technical Math 1B	2
10-890-101	Professional Development Seminar	1

## Instrumentation and Controls Technology

Nearly all industries are becoming increasingly reliant on highly specialized, automated, and interconnected systems to increase productivity and quality. Become a part of this challenging and financially rewarding career field by enrolling in the Instrumentation and Controls Technology program at Southwest Tech which is one of only three offered in Wisconsin.

As a student in the Instrumentation and Controls Technology program you will learn how to install, configure, program, troubleshoot, and repair these complex systems. In addition, you will learn to about the instruments that control process variables such as pressure, level, flow, composition, and temperature. Graduates of this program have career opportunities in a variety of industries including energy, food, dairy, and manufacturing.

### Possible Careers

- Electrical Engineering Technician
- Electrical Engineering Technologist
- Industrial Engineering Technologist
- Manufacturing Engineering Technologist
- Electrical and Electronics Repairer, Commercial and Industrial Equipment
- Water and Wastewater Treatment Plant and System Operator

### Is This Program for You?

Are you detail orientated and mechanically inclined? Do you love problem solving and enjoy math and science? Do you like working with the latest technology? Answering "Yes" could mean that a challenging and rewarding career awaits you in the Instrumentation & Control field.

### Students entering this program should:

- Have an interest in math and science.
- Enjoy problem solving.
- Think creatively.
- Enjoy working with their hands.
- Have good hand-eye coordination.
- Enjoy working with people.
- Have good communication skills.
- Be detail-oriented.

### Program Outcomes

At the completion of this program, students are expected to be able to:

- Model a commitment to cultural competence
- Uphold the Ethical Standards and Values for Human Service Professionals
- Demonstrate professionalism
- Utilize community and agency resources
- Apply human services interventions and best practices
- Cultivate professional relationships

### Program Basics

- Associate degree
- Classes are offered daytime, face to face, and on campus
- Fall Start
- Financial aid eligible
- Credit for prior learning may be available

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

### SEMESTER 1 19 CREDITS

10-620-101	DC and AC Fundamentals	5
10-620-121	Mechanics and Materials	4
10-620-137	Industrial Safety Practices	1
10-801-195	Written Communication * OR *	
10-801-136	English Composition 1	3
10-804-113	College Technical Math 1A	3
10-809-172	Introduction to Diversity Studies	3

### SEMESTER 2 17 CREDITS

10-103-106	Beginning Microsoft Excel	1
10-103-118	Intermediate Microsoft Excel	1
10-620-146	Advanced Mechanical Drives	3
10-620-147	Solid State Devices I	4
10-620-148	Intro to Motor Controls	2
10-620-149	Intro to Programmable Controls	2
10-804-114	College Technical Math 1B	2
10-806-109	Fundamentals of Chemistry	2

### SEMESTER 3 17 CREDITS

10-150-129	Introduction to Networks	2
10-513-181	Lab Science Microbiology	4
10-620-107	Hydraulics and Pneumatics	3
10-620-151	Process Control Systems	5
10-801-197	Technical Reporting	3

### SEMESTER 4 17 CREDITS

10-150-126	Premises Cabling Technician	2
10-620-150	Advanced Programmable Controls	2
10-620-154	Advanced Calibration Techniques & Analytics	3
10-620-156	Fiber Optic Cabling Technician	1
10-620-157	Fundamentals of Embedded Systems	1
10-806-154	General Physics 1	4
10-809-199	Psychology of Human Relations	3
10-890-101	Professional Development Seminar	1

## Laboratory Science Technician

Learn skills: lab equipment use, lab analysis, food quality reporting, food safety, testing standards, scientific principles.

Be part of a lab team: perform tests and experiments, document results, and enjoy plenty of variety in your work day.

Work in high-demand food processing and agriculture industries. TAA eligible populations and Veterans are encouraged to participate.

### Possible Careers

- Food Scientist and Technologist
- Agricultural Technician
- Food Science Technician
- Biological Technician
- Chemical Technician
- Quality Control Analyst

### Is This Program for You?

Successful Lab Science Technicians will: Enjoy working in a fast-paced environment. Be focused on quality and organization. Enjoy a combination of lab skills and experimenting in their day-to-day work.

### Students entering this program should:

- Have good reading skills, basic math skills, and good verbal communication skills
- Be Employable
- Desire to work with people
- Desire to work as a team member

### Program Outcomes

At the completion of this program, students are expected to be able to:

- Collect, process, and preserve lab samples.
- Perform and report laboratory tests in a variety of laboratory settings.
- Identify pre-analytical, analytical, and post-analytical variables that affect procedures, instruments and results, and take appropriate corrective action.
- Perform mathematical functions as required by laboratory procedures.
- Perform and monitor quality assurance and quality control techniques.
- Practice laboratory safety and regulatory compliance.
- Perform information processing functions in the laboratory.
- Apply laboratory results and communicate variables.
- Communicate with colleagues in a professional manner.
- Model professional behaviors, ethics, and appearance.

### Program Basics

- One Year technical diploma
- This one year program includes classroom and laboratory learning activities, followed by an externship in the food industry
- Classes run full-time Monday through Friday
- The externship hours are based upon the facility hours as assigned

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		16 CREDITS
10-103-105	Beginning Microsoft Word	1
10-513-110	Basic Lab Skills	1
10-513-181	Lab Science Microbiology	4
10-513-182	Intermediate Lab Skills	2
10-513-183	Manufacturing Practices for Food Industry	2
10-801-195	Written Communication	3
10-804-107	College Mathematics	3

SEMESTER 2		14 CREDITS
10-103-106	Beginning Microsoft Excel	1
10-513-113	QA Lab Math	1
10-513-184	HACCP Training	2
10-513-185	Advanced Lab Skills	2
10-513-186	Food Science Microbiology Testing	3
10-513-187	Lab Science Practicum	2
10-801-197	Technical Reporting	3

## Leadership Development

This 100% online degree program is designed to meet the needs of working adults with four week classes that start every month. The program provides supervisory management training and education for individuals currently employed in supervisory positions, and also those who wish to prepare themselves for such a position.

### Possible Careers

- Supervisor
- Manager
- Production manager
- Human Resources Manager

### Is This Program for You?

Are you currently employed, with an interest in moving into a supervisory position? Do you enjoy coaching and working with people, both individually and in teams? Do you possess good communication skills and enjoy problem solving? Supervisory Management may be a great fit for you.

### Students entering this program should:

- Enjoy coaching and working with people both individually and in teams
- Possess good communication skills
- Enjoy solving problems

### Program Outcomes

At the completion of this program, students are expected to be able to:

- Utilize quality strategies and tactics
- Explain the function of data in quality
- Identify internal and external stakeholder needs
- Manage a quality project
- Apply quality tools
- Apply effective leadership skills
- Demonstrate coaching skills
- Develop effective teams
- Apply motivation strategies
- Assess situational needs
- Describe characteristics and traits of effective leaders
- Demonstrate self-management skills including time and stress management
- Apply Human Resource policies and procedures
- Write a job description and job specifications

- Create a targeted recruitment plan
- Identify selection criteria
- Design a training plan
- Apply a performance appraisal plan
- Explain the importance of conformance with applicable employment laws
- Perform supervisory management functions to achieve organizational objectives
- Develop a plan to facilitate change
- Identify staffing needs
- Establish action steps to meet goals and objectives
- Utilize the control function to monitor performance
- Recognize and promote a safe workplace
- Select and apply appropriate means of communication to communicate effectively within an organization

### Program Basics

- Associate degree, requiring a minimum of two years to complete.
- Each one-credit technical course runs for four weeks.
- Select the number of courses to complete within that timeframe.
- Courses rotate on a set schedule so students know when a course will be offered.
- The student becomes an active partner with the instructor and other learners in a collaborative, online learning experience.
- Concepts introduced in courses are applied in the workplace.
- General education courses are delivered completely online in either eight, twelve or sixteen week sessions.
- Prior learning credit is available for documented work experience.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

### SEMESTER 1 17 CREDITS

10-103-105	Beginning Microsoft Word * OR *	
10-103-106	Beginning Microsoft Excel * OR *	
10-103-111	Beginning Microsoft Access	1
10-196-128	Conflict Resolution	1
10-196-129	Creating Work Teams	1
10-196-141	Labor Force Issues	1
10-196-142	Leadership	1
10-196-143	Managing Communication	1
10-196-144	Managing Bias	1
10-196-145	Managing Work Teams	1
10-196-163	Stress Management	1
10-196-171	Time Management	1
10-801-196	Oral/Interpersonal Communication	3
10-809-196	Intro to Sociology * OR *	
10-809-197	Contemporary Amer Society	3
Elective	Elective	1

### SEMESTER 2 16 CREDITS

10-103-117	Intermediate Microsoft Word * OR *	
10-103-118	Intermediate Microsoft Excel	1
10-196-125	Change Management	1
10-196-126	Change Process	1
10-196-130	Diversity	1
10-196-131	Employee Discipline	1
10-196-132	Employee Performance	1
10-196-133	Employment Law	1
10-196-140	Human Resources	1
10-196-151	Orientation and Training	1
10-196-159	Recruitment and Hiring	1
10-809-195	Economics	3
10-809-198	Intro to Psychology * OR *	
10-809-199	Psychology of Human Relations	3

### SEMESTER 3 16 CREDITS

10-196-123	Applied Problem Solving	1
10-196-127	Concepts of Problem Solving	1
10-196-154	Process Management	1
10-196-155	Production Management	1
10-196-158	Quality Management	1
10-196-162	Workplace Social Responsibility	1
10-196-170	Supervisor Roles	1
10-196-172	Lean Principles	1
10-196-174	Customer Service	1
10-196-175	Ethics	1
10-801-136	English Composition 1	3
10-804-123	Math with Business Applications	3

### SEMESTER 4 15 CREDITS

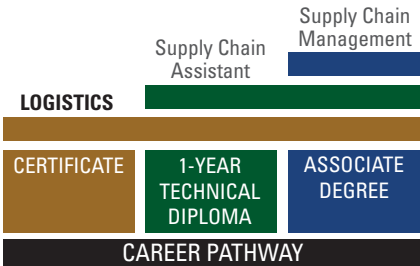
10-196-124	Budget Analysis	1
10-196-137	Financial Management	1
10-196-138	Financial Statements	1
10-196-139	Global Business	1
10-196-147	Organizational Development	1
10-196-149	Planning and Control	1
10-196-150	Organizational Structure	1
10-196-156	Project Management 1	1
10-196-157	Project Management 2	1
10-196-160	Safety Application	1
10-196-161	Safety Management	1
10-196-173	Sales and Marketing	1
10-801-197	Technical Reporting	3

# Logistics

Logistics Pathway is designed to equip the student with the skills necessary to be successful in improving efficiency and profitability within the supply chain. Potential occupations include: Freight Broker, Logistics Coordinator, Load Planner, International Coordinator, Cargo Agent, Freight Forwarder, Receiving Manager, Traffic Manager, Shipping Coordinator, Transportation Supervisor, Warehouse Supervisor, Fleet Manager, Loader Operator, Shipping and Receiving Operator or Shipper, among others.

**Possible job titles associated with logistics include:**

- Load Planner
- Logistics Coordinator
- Intermodal Dispatcher
- Shipping Clerk
- Supervisor
- International Coordinator
- Shipping and Receiving Operator



Credits earned in the Logistics Certificate may be applied toward the Supply Chain Management one-year Technical Diploma and the Supply Chain Management two-year Associate Degree.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		3 CREDITS
10-182-115	Lean Principles	1
10-182-119	Problem Solving Using A-3 Format	1
10-182-122	Professional Networking and Development	1
SEMESTER 2		7 CREDITS
10-182-105	Principles of Negotiations	1
10-182-128	Global Supply Chain Management	1
10-182-129	Global Sourcing	1
10-182-130	Global Logistics	1
10-182-134	The Role of Logistics	1
10-182-135	Transportation Management	1
10-182-136	Warehousing	1

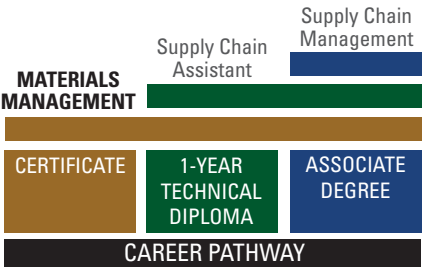
These courses are not eligible for financial aid unless the student is enrolled in an eligible program. Please see an advisor to determine financial aid eligibility.

# Materials Management

Materials management involves planning and controlling the flow of materials and information to effectively manage an organization’s resources, minimize costs, and provide high levels of customer service. Completion of the Materials Management Pathway Certificate will prepare you for an introductory position within supply chain management, help you cross train in a new area, or expand your skills within a short time period.

**Possible job titles associated with logistics include:**

- Cycle Counter
- Supply Clerk
- Inventory Specialist
- Team Leader
- Supervisor
- Material Handler
- Receiving Associate



Credits earned in the Materials Management Certificate may be applied toward the Supply Chain Management one-year Technical Diploma and the Supply Chain Management two-year Associate Degree.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		7 CREDITS
10-182-111	Foundations of Inventory	1
10-182-112	Forecasting and Scheduling	1
10-182-113	Shop Floor Control	1
10-182-114	Managing Inventory Levels	1
10-182-115	Lean Principles	1
10-182-119	Problem Solving Using A-3 Format	1
10-182-122	Professional Networking and Development	1
SEMESTER 2		3 CREDITS
10-182-125	Benefits and Challenges of an ERP System	1
10-182-126	Supply Chain Process Modeling	1
10-182-127	Technology in the Supply Chain	1

These courses are not eligible for financial aid unless the student is enrolled in an eligible program. Please see an advisor to determine financial aid eligibility.

# Medical Assistant

This program is accredited by the [Commission on Accreditation of Allied Health Education Programs \(CAAHEP\)](#).

Medical assistants serve an important role on the medical team by performing a wide variety of clinical and clerical duties. The Medical Assistant program is designed to orient students to the duties of a physician's office employee, from general office procedures to the technical phases of exam room assisting, and elementary medical laboratory techniques. Occupational experience is provided through placement in a local office/clinic during the last four weeks of the final semester, and graduates are eligible to sit for the national certification examination immediately after graduation.

## Possible Careers

- Medical Assistant
- Claims Analyst
- EKG Technician
- Laboratory Assistant
- Medical Records Clerk
- Medical Office Assistant
- Phlebotomist

With additional education and/or work experience, graduates may find other opportunities for employment, including:

- Medical Office Manager
- Medical Transcriptionist
- Insurance Coding Specialist

## Is This Program for You?

If you are interested in a health care career and think you would enjoy the variety of administrative, laboratory, and patient care areas of a physician's office or clinic, a Medical Assistant career will be an excellent choice for you.

## Students entering this program should:

- Show commitment to the patient.
- Enjoy teamwork.
- Deal effectively with stressful, fast paced work.
- Possess effective listening skills.
- Communicate well with others through oral and written means.
- Have good mental dexterity.
- Demonstrate attention to detail.

## Program Outcomes

At the completion of this program, students are expected to be able to:

- Perform clerical functions.
- Perform bookkeeping procedures.
- Apply principles of medical asepsis.
- Perform specimen collection.
- Perform diagnostic testing.
- Process insurance claims.
- Provide patient care.
- Communicate effectively.
- Apply legal and ethical concepts.
- Instruct patients.
- Perform medical office operational functions.
- Demonstrate professionalism in a health care setting.

## Program Basics

- Technical diploma, requiring a minimum of one year to complete.
- Day classes.
- High school articulation courses accepted.
- Financial aid available.
- Classes start in August.
- Modified part-time curriculum available in 4-semester plan.
- Students scoring less than 11th grade level in three or more TABE subtests must enroll under a modified program.
- Physical exam and health requirements met by March 15th.
- Complete Background Information Disclosure BID (costs paid by the student)

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		18 CREDITS
10-501-101	Medical Terminology	3
10-501-104	Culture of Healthcare	2
10-501-107	Digital Literacy for Healthcare	2
31-509-301	Medical Asst Admin Procedures	2
31-509-302	Human Body in Health & Disease	3
31-509-303	Medical Asst Lab Procedures I	2
31-509-304	Medical Asst Clin Procedures I	4

SEMESTER 2		14 CREDITS
31-501-308	Pharmacology for Allied Health	2
31-509-305	Med Asst Lab Procedures 2	2
31-509-306	Med Asst Clin Procedures 2	3
31-509-307	Med Office Insurance & Finance	2
31-509-309	Medical Law, Ethics & Profess	2
31-509-310	Medical Assistant Practicum	3

# Medical Coding Specialist

The Medical Coding Specialist program prepares students for employment as entry-level coding specialists in health care facilities such as hospitals, clinics, physician practice groups, surgery centers, long-term care facilities, and home health care agencies. This program teaches students to review medical documentation provided by physicians and other health care providers, and translate it into universally recognized numeric codes.

## Possible Careers

- Outpatient Coder
- Inpatient Coder
- Medical Coding Specialist
- Coding Analyst
- Claims Analyst

## Is This Program for You?

If you are analytical, detail-oriented, enjoy working with data, and have an interest in the health care field, a career as a Medical Coding Specialist could be an excellent choice.

## Students entering this program should:

- Be able to work independently.
- Have a strong knowledge of medical terminology.
- Employ good critical thinking and communication skills.

## Program Outcomes

At the completion of this program, students are expected to be able to:

- Assign diagnostic and procedure codes using ICD-9 CM, ICD-10 CM, ICD-10-PCS, and CPT coding systems.
- Adhere to security/privacy, and confidentiality policies and procedures.
- Utilize computers to process information.
- Support data collection and maintain compliance with reimbursement systems.
- Communicate in a professional manner.
- Model appropriate professional behavior, ethics, and appearance.
- Graduates are eligible to take the national certification examination of the American Health Information Management Association (AHIMA).

## Program Basics

- Technical Diploma.
- May take the program in modified plan.
- All courses offered online.
- Medical Coding students must achieve a grade of C or better in each course of the program curriculum to be eligible to progress.
- Financial aid available.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

### SEMESTER 1 6/7 CREDITS

10-501-101	Medical Terminology	3
10-806-189	Basic Anatomy * OR *	3
10-806-177	General Anatomy & Physiology	4

### SEMESTER 2 14 CREDITS

10-501-107	Digital Literacy for Healthcare	2
10-530-162	Foundations of HIM	3
10-530-182	Human Diseases for the Health Professions	3
10-530-184	CPT Coding	3
10-530-197	ICD Diagnosis Coding	3

### SEMESTER 3 12 CREDITS

10-530-165	Intermediate Coding	3
10-530-178	Healthcare Law & Ethics	2
10-530-185	Health Care Reimbursement	2
10-530-199	ICD Procedure Coding	2
10-801-196	Oral/Interpersonal Communication	3

# Medical Laboratory Technician

This program is accredited by the [National Accrediting Agency for Clinical Laboratory Sciences \(NAACLS\)](#).

Learn to perform routine clinical laboratory tests such as hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, molecular and other emerging diagnostics. Develop communication skills to benefit working with members of the healthcare team, external relations, customer service, and patient education. A combination of fundamental lab techniques and clinical experience prepares graduates for work in laboratories serving the health care sector. Graduates are prepared to complete the ASCP Board of Certification to become certified Medical Laboratory Technicians.

## Possible Careers

- Medical Laboratory Technician
- Laboratory Technician/Research Assistant

With additional training and/or work experience, graduates may find employment as:

- Clinical Laboratory Scientist (Medical Technologist)
- Medical Microbiologist
- Laboratory Computer Sales or Training Specialist
- Laboratory Sales/Product Representative
- Instrument Service Technician
- Quality Control Officer
- Biomedical Instrument Specialist
- Clinical Research Associate
- Safety Officer
- Laboratory Science Instructor/Trainer

## Is This Program for You?

Are you analytical, accurate, and interested in science, technology, and health care? The Medical Lab Tech program may be a good fit for you.

## Students entering this program should:

- Have good reading, math, and comprehension skills.
- Be in good physical and emotional health.
- Be flexible, adaptable, and enjoy working with people.
- Be self-confident, independent, and a self-directed learner.
- Meet Wisconsin Caregiver Law requirements.

## Program Outcomes

At the completion of this program, students are expected to be able to:

- Collect, process and preserve blood and other body fluid samples.
- Perform and report lab tests in a variety of lab settings.
- Identify pre-analytical, analytical, and post-analytical variables that affect procedures, instruments and results, and take appropriate corrective action.
- Perform mathematical functions as required by laboratory procedures.
- Perform and monitor quality assurance and quality control techniques.
- Practice lab safety and regulatory compliance.
- Perform information processing functions in the clinical lab.
- Apply lab results to diagnosis and treatment of clinical conditions and/or diseases.
- Communicate with colleagues and patients in a professional manner.
- Model professional behaviors, ethics, and appearance.

## Program Basics

- Associate degree, requiring a minimum of two years to complete.
- Day, evening/weekend and online classes may be available.
- Financial aid is available to those that qualify.
- August program start date; however, some classes will be available in January.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

## SEMESTER 1 17 CREDITS

10-513-110	Basic Lab Skills	1
10-513-111	Phlebotomy	2
10-513-113	QA Lab Math	1
10-513-115	Basic Immunology Concepts	2
10-801-195	Written Communication	3
10-806-177	General Anatomy & Physiology	4
10-806-186	Intro to Biochemistry	4

## SEMESTER 2 17 CREDITS

10-513-114	Urinalysis	2
10-513-120	Basic Hematology	3
10-513-121	Coagulation	1
10-513-122	Introduction to Blood Bank	2
10-513-123	Advanced Blood Bank	2
10-801-196	Oral/Interpersonal Communication	3
10-806-197	Microbiology	4

## SEMESTER 3 6 CREDITS

10-809-172	Introduction to Diversity Studies	
	* OR *	
10-809-196	Intro to Sociology	3
10-809-188	Developmental Psychology * OR *	
10-809-198	Intro to Psychology	3

## SEMESTER 4 15 CREDITS

10-513-130	Advanced Hematology	2
10-513-131	Clinical Chemistry 1	3
10-513-132	Clinical Chemistry 2	2
10-513-133	Clinical Microbiology	4
10-513-180	Body Fluids Analysis	1
Elective	Elective	3

## SEMESTER 4 12 CREDITS

10-513-134	Laboratory Experience	1
10-513-140	Advanced Microbiology	2
10-513-141	Pre-Clinical Experience	2
10-513-151	Clinical Experience 1	3
10-513-152	Clinical Experience 2	4

- Qualified students may take some courses immediately upon program acceptance.
- Current Healthcare Provider CPR certification must be maintained throughout the program.
- Sign off as qualified in Functional Abilities after acceptance to the program and prior to first clinical.

# Midwife

This program is accredited by the [Midwifery Education Accreditation Council \(MEAC\)](#).

Graduates of this program will provide holistic care for women of childbearing years and partner with women and other collaborative healthcare partners throughout the childbearing process. A midwife conducts an initial assessment during pregnancy which includes nutritional, overall health, risk level of the pregnancy, and then partners with the mother to monitor fetal growth and development, overall health of the mother, and family support and resources available. The midwife will then assist in labor and birth of the child in home or birthing center settings. The midwife follows the birth of the child with instruction on lactation technique, initial care of newborn, and assessment of family support.

## Possible Careers

Graduates may provide care in clinics, private homes, and birthing centers. Midwives can work in both rural and urban settings.

## Is This Program for You?

Do you have a committed interest in the midwifery model of prenatal and well-women care? Are you tolerant of different lifestyles, values, beliefs, and cultures? Are you a self-confident, independent, and self-directed learner? You may find a career in Midwifery rewarding.

## Students entering this program should:

- Be tolerant of different lifestyles, values, beliefs, and cultures.
- Be able to maintain confidentiality.
- Have a committed interest in prenatal and well women care using the midwifery model of care.
- Have effective communication and interpersonal skills.
- Be able to perform delegated tasks.
- Be able to effectively delegate to others.
- Have efficient writing skills.
- Have good reading and comprehension skills.
- Be in good physical and emotional health.
- Be flexible, adaptable, and enjoy working with people.
- Be self-confident, independent, and a self-directed learner.
- Meet Wisconsin Caregiver Law requirements.

## Program Outcomes

At the completion of this program, students are expected to be able to:

- Understand and function within the Midwives Model of Care.
- Provide holistic, competent care

to women and families during the childbearing year.

- Uphold professional standards of the Certified Professional Midwife.
- Collaborate with other healthcare professionals and regional resources and services available to families in community.
- Demonstrate assessment skills of preconception, pregnancy, birth, postpartum and newborn.
- Perform assistance with the natural birthing process.
- Facilitate continuity of care within the context of the midwife setting.
- Use effective communication and written skills.
- Use teaching and learning process to maintain health and nutrition of clients served.
- Make clinical decisions to assure positive outcomes for mother and newborn.
- Use a foundation of theoretical knowledge, clinical assessment, critical-thinking skills and shared decision making.
- Use critical thinking to evaluate clinical findings.
- Apply intuition as authoritative knowledge.
- Maintain an integrated understanding of the whole picture and, with the woman, identifies and creates a plan of care based on conscious analysis of challenges and goals.

## Program Basics

- Associate degree, requiring a minimum of two years to complete.
- Some online classes available.
- Financial aid available to students who qualify.
- May take some courses immediately upon program acceptance.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

## SEMESTER 1 14 CREDITS

10-501-153	Body Structure and Function	3
10-510-140	Nutrition	3
10-510-153	Applied Pharmacology	2
10-510-155	Introduction to Midwifery Practice	2
10-510-156	Midwife Science Lab	1
10-510-157	Physical Exam for the Midwife	2
10-510-158	Introduction to Midwife Clinic	1

## SEMESTER 2 7 CREDITS

10-510-159	Midwife Clinic 1	1
10-801-195	Written Communication	3
10-809-172	Introduction to Diversity Studies	3

## SEMESTER 3 16 CREDITS

10-510-160	Antepartum Theory	4
10-510-161	Antepartum Lab	1
10-510-162	Midwife Clinic 2	2
10-804-123	Math with Business Applications	3
10-809-128	Marriage & Family	3
10-809-198	Intro to Psychology * OR *	
10-809-199	Psychology of Human Relations	3

## SEMESTER 4 15 CREDITS

10-510-146	Well Woman Gynecology	3
10-510-148	Midwife Clinic lab I	1
10-510-163	Midwife Clinic 3	1
10-510-164	Intrapartum	3
10-510-165	Postpartum	1
10-510-166	Neonate	1
10-510-167	Midwife Clinic 4	2
10-801-196	Oral/Interpersonal Communication	3

## SEMESTER 5 4 CREDITS

10-510-168	Midwife Clinic 5	2
10-510-169	Midwife Clinic 6	2

## SEMESTER 6 12 CREDITS

10-510-149	Professional Issues in Midwifery	2
10-510-150	OB/Medication Management	1
10-510-152	Midwife Clinic Lab II	2
10-510-154	Midwife Research	1
10-510-170	Midwife Clinic 7	3
10-809-166	Intro to Ethics: Theory & App	3

- Bridge track available for the already Certified Professional Midwife (CPM)
- Virtual access for students who live 3 hours or more from campus.
- Program has a January start
- Completion of All Midwife program clinical work needs to be accomplished within 10 years of original program registration.

# Nail Technician Certificate

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.

Credits earned in the Nail Technician Certificate may be applied toward the Cosmetology Technical Diploma.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		10 CREDITS
31-502-305	Nail Technology	3
31-502-302	Salon/Spa Science	2
31-502-307	Salon/Spa Management	2
31-502-322	Nail Services	3

These courses are not eligible for financial aid unless the student is enrolled in an eligible program. Please see an advisor to determine financial aid eligibility.

# Network Specialist

The Network Specialist program prepares students to maintain and support local and wide area networks, computer communications systems including router and switch configurations, hardware & software infrastructure management/design, voice and video over IP, private telephone systems (PBX), voicemail systems, and video production. Network Specialists are needed in almost any business using local and/or wide area networks, the Internet or Intranets, and telephony systems.

## Possible Careers

- Network Administrator
- Network Assistant
- Information Technology Support

## Is This Program for You?

Do you have strong analytical and technical skills? If the challenge of creating a computer network strategy, troubleshooting problems, and installing hardware and software appeals to you, this program may help make your career dreams a reality.

## Students entering this program should:

- Possess an analytical and creative ability.
- Like to solve problems and be persistent.
- Be able to think logically.
- Have good basic reading and math skills.
- Have good oral and written communication skills.

## Program Outcomes

At the completion of this program, students are expected to be able to:

- Develop effective interpersonal skills.
- Use effective electronic, oral, and written communication skills.
- Demonstrate and adhere to ethical policies and procedures within the regulatory environment.
- Implement computer networks.
- Select appropriate devices for each network based on design criteria.
- Implement client systems on a network.
- Troubleshoot the communications network when problems arise and develop a plan for a solution.
- Install and upgrade hardware and software.
- Maintain the organization's communication network.
- Assist with network design, testing, and documentation for implementing a communication network.
- Demonstrate knowledge of basic communications network electronics.
- Install, support, and maintain a Local Area Network (LAN) and/or Wide Area Network (WAN).
- Implement and maintain a voice communications network.

## Program Basics

- Associate degree, requiring a minimum of two years to complete.
- High school articulation courses accepted.
- Financial aid available.
- Classes start in August and January.
- Modified plan available.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		15 CREDITS
10-103-106	Beginning Microsoft Excel	1
10-103-111	Beginning Microsoft Access	1
10-107-191	IT Concepts	2
10-154-101	Comp TIA A+ Essentials	2
10-154-106	Comp TIA A+ Practical Applications	2
10-620-156	Fiber Optic Cabling Technician	1
10-801-136	English Composition 1	3
10-804-133	Math & Logic	3

SEMESTER 2		17 CREDITS
10-103-118	Intermediate Microsoft Excel	1
10-150-115	Principles of Information Security	3
10-150-126	Premises Cabling Technician	2
10-150-129	Introduction to Networks	2
10-150-130	Linux Essentials	2
10-150-131	Mac OS Essentials	1
10-154-108	IT Help Desk Practicum	2
10-801-196	Oral/Interpersonal Communication	3
10-890-101	Professional Development Seminar	1

SEMESTER 3		16 CREDITS
10-150-102	Cisco Networking	4
10-150-128	Windows Server Administration	3
10-150-132	Voice Over IP Administration	2
10-196-156	Project Management 1	1
10-801-197	Technical Reporting	3
10-809-195	Economics	3

SEMESTER 4		18 CREDITS
10-150-103	Firewall/VPN	3
10-150-105	Advanced Communication Networks	3
10-150-107	Internship/Field Study * OR *	
10-150-108	Advanced IT Help Desk Practicum	3
10-150-121	VMWare VCP Essentials	3
10-804-189	Introductory Statistics	3
10-809-199	Psychology of Human Relations	3

# Nursing

This program is accredited by the [Accreditation Commission for Education in Nursing \(ACEN\)](#).

The Associate Degree Nursing program prepares students with the knowledge and skills needed to work successfully as registered nurses (RN) and function with judgment and technical competence when providing care for patients. The program offers classroom discussion, independent learning projects, labs, and hands-on clinical experiences in area healthcare agencies. Our well-rounded curriculum features state-of-the-art technology, including adult, pediatric, and obstetric simulators. Students are eligible to take the licensing exam (NCLEX-RN) for Registered Nurses after completion of all 70 credits in the program.

## Possible Careers

Opportunities include working in:

- Hospitals
- Physicians' clinics
- Nursing homes
- Extended care facilities
- Home health care
- Wellness centers

## Is This Program for You?

Nurses must work well under pressure, and they typically enjoy math, science, communications, and problem solving. If you are independent, compassionate, and are committed to helping people, you may find nursing to be very rewarding.

## Students entering this program should:

- Have good reading and comprehension skills.
- Be in good physical and emotional health.
- Be flexible, adaptable, and enjoy working with people.
- Be self-confident, independent, and a self-directed learner.
- Meet Wisconsin Caregiver Law requirements.

## Program Outcomes

At the completion of this program, students are expected to be able to:

- Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving professional identity as a nurse committed to evidence-based practice, caring, advocacy, and quality care.

- Demonstrate appropriate written, verbal, and non-verbal communication in a variety of clinical contexts.
- Integrate social, mathematical, and physical sciences, pharmacology, and pathophysiology in clinical decision making.
- Provide patient centered care under supervision by participating in the nursing process across diverse populations and health care settings.
- Minimize risk of harm to patients, members of the health care team, and self through safe individual performance and participation in system effectiveness of processes and protocols.
- Lead the multidisciplinary health care team to provide effective care throughout the lifespan.
- Use information technology to communicate, manage data, mitigate error, and support decision making.

## Program Basics

- Complete a physical exam, provide documentation of a recent two-step TB Skin Test, and meet all program health requirements. Students are responsible for all costs associated with meeting these requirements.
- Complete Background Information Disclosure BID (costs paid by the student)
- Complete Emergency Care Course.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		19 CREDITS
10-543-101	Nursing Fundamentals	2
10-543-102	Nursing Skills	3
10-543-103	Nursing Pharmacology	2
10-543-104	Nsg: Intro Clinical Practice	2
10-801-195	Written Communication	3
10-806-177	General Anatomy & Physiology	4
10-809-188	Developmental Psychology	3

SEMESTER 2		17 CREDITS
10-543-105	Nursing Health Alterations	3
10-543-106	Nursing Health Promotion	3
10-543-107	Nsg: Clin Care Across Lifespan	2
10-543-108	Nsg: Intro Clinical Care Mgt	2
10-801-196	Oral/Interpersonal Communication	3
10-806-179	Adv Anatomy & Physiology	4

SEMESTER 3		18 CREDITS
10-543-109	Nsg: Complex Health Alterations 1	3
10-543-110	Nsg: Mental Health Comm Con	2
10-543-111	Nsg: Intermed Clin Practice	3
10-543-112	Nursing Advanced Skills	1
10-806-197	Microbiology	4
10-809-198	Intro to Psychology	3
Elective	Elective	2

SEMESTER 4		16 CREDITS
10-543-113	Nsg: Complex Health Alterat 2	3
10-543-114	Nsg: Mgt & Profess Concepts	2
10-543-115	Nsg: Adv Clinical Practice	3
10-543-116	Nursing Clinical Transition	2
10-809-196	Intro to Sociology * OR *	
10-809-197	Contemporary Amer Society	3
Elective	Elective	3

## Nursing Assistant

Nursing Assistants play an important role in basic patient/resident care activities in hospitals, nursing homes, and other health care settings, including home health care. The Nursing Assistant course meets state and federal requirements for training and testing, and is open to individuals 16 years of age or older. The course also serves as one prerequisite for individuals applying for the Nursing – Associate Degree program.

The Southwest Tech Nursing Assistant Program is approved by the Wisconsin Department of Health and Family Services, preparing the student to be successful in meeting state and federally regulated competencies as a nursing assistant. The graduating student is eligible to take the National Nurse Aid Assessment Program Exam, which includes both a written and skills exam.

### Possible Careers

Opportunities include working in:

- Home Health Aide
- Nursing Assistant
- Medical Assistant
- Personal Care Aide

### Is This Program for You?

If you are a good communicator, compassionate, and interested in caring for people, becoming a nursing assistant may be a rewarding career choice for you.

### Students entering this program should:

- Have good reading skills.
- Be able to do physically taxing work.
- Be flexible and function as a nursing team member.
- Be willing to work with people who are ill and older adults.
- Be at least 16 years old by the time of program completion.

### Program Outcomes

At the completion of this program, students are expected to be able to:

- Practice within the legal/ethical role and responsibilities of a nursing assistant.
- Demonstrate productive work ethic in a clinical setting.
- Demonstrate the ability to work cooperatively as a member of a healthcare team.
- Demonstrate effective communication practices.
- Identify client rights and how to protect them.
- Provide safe and correct personal care in a clinical setting.
- Perform basic nursing skills accurately.
- Demonstrate the ability to provide for mobility, positioning, and exercise needs for clients.
- Assist clients to maintain independence.
- Demonstrate the ability to provide care for a client with dementia

### Program Basics

- Complete a physical exam, provide documentation of a recent two-step TB Skin Test, and meet all health requirements as approved by the College Health Educator. Students are responsible for ALL costs associated with meeting these requirements.
- Complete Background Information Disclosure BID (costs paid by the student)
- Complete Emergency Care Course.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1	3 CREDITS
30-543-300 Nursing Assistant	3

# Paramedic Technician

The Paramedic program stresses the integration of knowledge and skills required to competently perform pre-hospital advanced life support. The program is meant to prepare competent entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

Paramedic students will learn to manage emergency patient care and treatment by performing comprehensive patient assessments, using critical thinking skills, providing advanced cardiac life support, administering various medications, and performing advanced skills and interventions.

Graduates are eligible for national certification and Wisconsin Licensure as an EMT – Paramedic.

## Is This Program for You?

Are you a current EMT or Advanced EMT looking to take your knowledge to the next level? Do you want to be ahead of the growing trend in Southwest Wisconsin? Answering “Yes” could mean that a challenging and rewarding career awaits you in the Paramedic field.

## Students entering this program should:

- Be able to deal with pressure and stress.
- Have a genuine passion for serving your community.
- Have both assertive and compassionate characteristics.
- Be able to work well in a team environment.
- Have good communication skills.

## Program Outcomes

At the completion of this program, students are expected to be able to:

- To prepare competent entry-level Emergency Medical Technician-Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.
- Prepare for incident response and EMS operations
- Integrate pathophysiological principles and assessment findings to provide appropriate patient care
- Demonstrate paramedic skills associated with established standards and procedures for a variety of patient encounters
- Communicate effectively with others
- Demonstrate professional behavior
- Meet state and national competencies listed for paramedic certification(s)

## Program Basics

- Complete a physical exam, provide documentation of a recent two-step TB Skin Test, and meet all health requirements as approved by the College Health Educator. Students are responsible for ALL costs associated with meeting these requirements.
- Complete Background Information Disclosure BID (costs paid by the student)
- Complete Emergency Care Course.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

### SEMESTER 1 14 CREDITS

10-801-195	Written Communication	3
10-801-198	Speech	3
10-804-107	College Mathematics	3
10-806-109	Fundamentals of Chemistry	2
10-809-199	Psychology of Human Relations	3

### SEMESTER 2 12 CREDITS

10-531-101	Emergency Medical Technician	5
10-806-177	General Anatomy & Physiology	4
10-809-172	Introduction to Diversity Studies	3

### SEMESTER 3 21 CREDITS

10-531-911	EMS Fundamental	2
10-531-912	Paramedic Medical Principles	4
10-531-913	Adv. Patient Asses. Principles	3
10-531-914	Adv. Pre-Hospital Pharmacology	3
10-531-915	Paramedic Respiratory Mgt.	2
10-531-916	Paramedic Cardiology	4
10-531-917	Paramedic Clinical/Field 1	3

### SEMESTER 4 17 CREDITS

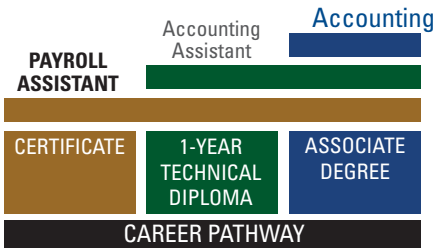
10-531-918	Adv. Emergency Resuscitation	1
10-531-919	Paramedic Medical Emergencies	4
10-531-920	Paramedic Trauma	3
10-531-921	Special Patient Populations	3
10-531-922	EMS Operations	1
10-531-923	Paramedic Capstone	1
10-531-924	Paramedic Clinical/Field 2	4

# Payroll Assistant Certificate

Learn the basics of managing payroll. As a student in the Payroll Assistant Certificate, you will learn to review time sheets, work charts, and calculate wages, exemptions, transfers, and deductions.

## Career Pathway

Credits earned in the Payroll Assistant Pathway Certificate may be applied toward the one-year Accounting Assistant Technical Diploma and the Accounting Associate Degree.



Credits earned in the Payroll Assistant Certificate may be applied toward the Accounting Assistant one-year Technical Diploma and the Accounting two-year Associate Degree.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		9 CREDITS
10-101-111	Accounting 1	4
10-103-105	Beginning Microsoft Word	1
10-103-106	Beginning Microsoft Excel	1
10-801-196	Oral/Interpersonal Communication	3

SEMESTER 1		4 CREDITS
10-101-123	Payroll Applications	2
10-101-126	Peachtree	1
10-101-127	QuickBooks	1

These courses are not eligible for financial aid unless the student is enrolled in an eligible program. Please see an advisor to determine financial aid eligibility.

## Pharmacy Technician

The Pharmacy Technician program is a shared program between Southwest Tech and Lakeshore Technical College (LTC). Please call 888.468.6582 or visit [www.gotoltc.edu](http://www.gotoltc.edu) for more information or to apply.

This program trains students to assist registered pharmacists in institutional and community pharmacies. Pharmacy technicians perform many tasks, including record keeping, preparation of medications, and distribution and delivery of medications.

Students in the program attend core program courses via live interactive TV sent from Lakeshore Technical College to Southwest Tech. Students also receive laboratory training in local pharmacies, participate in real-world, hands-on training during a four week clinical program, and take general studies classes at Southwest Tech.

### Possible Careers

- Community pharmacies
- Home IVs
- Nursing home pharmacies
- Hospital pharmacies

### Is This Program for You?

If you are attentive to detail, organized, a good communicator, and like math, science, and working with people, a career as a pharmacy technician may be your prescription for success.

### Students entering this program should:

- Be able to deal with pressure and stress.
- Have a genuine passion for serving your community.
- Have both assertive and compassionate characteristics.
- Be able to work well in a team environment.
- Have good communication skills.

### Program Outcomes

At the completion of this program, students are expected to be able to:

- Package and label drugs for prescription dispensing.
- Prepare and deliver unit dose drugs to the nursing services of hospitals or nursing homes.
- Prepare parenteral admixtures under aseptic and sterile conditions.
- Receive and inventory drug shipments.
- Maintain records, including patient profiles.
- Facilitate communications for third-party reimbursement.
- Compound solutions, ointments, lotions, suppositories, and other medications.
- Comprehend and utilize medical and drug terminology common to the pharmaceutical environment.
- Practice ethical standards and recognize legal implications of your actions as they relate to yourself, the pharmacist, and the pharmacy.

The Pharmacy Tech program is a shared program with Lakeshore Technical College (LTC). View the course curriculum, requirements and apply online at the LTC Pharmacy Tech program page.

# Physical Therapist Assistant

This program is accredited by the [Commission on Accreditation in Physical Therapy Education \(CAPTE\)](#).

Physical therapist assistants work under the supervision of a physical therapist. Their duties include: assisting the physical therapist 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.

## Possible Careers

Opportunities include working in:

- Hospitals
- Rehabilitation Centers
- Outpatient Clinics
- Sports Medicine Centers
- Skilled Nursing and Long-Term Care Facilities
- Schools
- Specialty Units
- Home Health Agencies

## Is This Program for You?

Do you have an interest in helping others and enjoy working with people from a variety of backgrounds and abilities? Do you enjoy working independently, and are you in good physical and emotional health? If so, the Physical Therapist Assistant program may provide the opportunity you need to launch a great career.

## Students entering this program should:

- Have good reading, math, and comprehension skills.
- Be in good physical and emotional health.
- Be flexible, adaptable, and enjoy working with people.
- Be self-confident, independent, and a self-directed learner.
- Meet Wisconsin Caregiver Law requirements.

## Program Outcomes

At the completion of this program, students are expected to be able to:

- Demonstrate clear and collaborative communication with patients, families, and health care team.

- Exhibit behaviors and conduct that reflect respect and sensitivity according to physical therapy practice standards.
- Function under the supervision of a physical therapist in a safe, legal, ethical manner to ensure the safety of patients, self, and others throughout the clinical interaction.
- Produce documentation to support the delivery of physical therapy services.
- Demonstrate critical thinking skills to implement and modify treatment within a plan of care under the direction and supervision of a physical therapist.
- Perform data collection essential for carrying out the plan of care under the direction and supervision of the physical therapist.
- Perform technically competent, evidence-based physical therapy interventions under the direction and supervision of the physical therapist.

## Program Basics

- Associate degree
- Day, evening/weekend and online classes may be available.
- Financial aid is available to those that qualify.
- August program start date; however, some classes will be available in January.
- Qualified students may take some courses immediately upon program acceptance.
- Current Healthcare Provider CPR certification must be maintained throughout the program.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

## PREREQUISITES TO PROGRAM CORE COURSES 16 CREDITS

10-809-188	Developmental Psychology	3
10-801-196	Oral/Interpersonal Communication	3
10-806-177	General Anatomy & Physiology	4
10-801-195	Written Communication	3
	Elective	3

## Highly Recommended: Medical Terminology

## SEMESTER 1 13 CREDITS

10-524-156	PTA Applied Kinesiology 1	4
10-524-139	PTA Patient Interventions	4
10-524-140	PTA Professional Issues 1	2
10-809-196	Intro to Sociology	3

## SEMESTER 2 12 CREDITS

10-524-157	PTA Applied Kinesiology 2	3
10-524-142	PTA Therapeutic Exercise	3
10-524-143	PTA Therapeutic Modalities	4
10-524-147	PTA Clinical Practice 1	2

## SEMESTER 3 14 CREDITS

10-524-144	PTA Princ of Neuro Rehab	4
10-524-145	PTA Princ of Musculo Rehab	4
10-524-146	PTA Cardio & Integ Mgmt	3
10-809-198	Intro to Psychology (OR)	
10-809-199	Psychology of Human Relations	3

## SEMESTER 4 15 CREDITS

10-524-148	PTA Clinical Practice 2	3
10-524-149	PTA Rehab Across the Lifespan	2
10-524-150	PTA Professional Issues 2	2
10-524-151	PTA Clinical Practice 3	5
10-809-172	Introduction to Diversity Studies	3

# Precision Machining Technology

Today's advanced manufacturing businesses are looking for employees that have experience with tools, machines, and mechanicals.

As a student in the Precision Machining Technology program, you'll learn to operate a variety of machine tools, setup, operate, and program CNC machines, read and analyze engineering drawings, and use precision measuring and inspection instruments.

## Possible Careers

- Machinists
- CNC machinists
- Quality control inspector
- CNC Operator
- CNC programmers
- Field service representatives

## Is This Program for You?

Are you a problem solver who is good with machines and tools? Have you been told that you have a good eye for detail and that you are a creative thinker? A career in Precision Machining may be a great fit.

## Students entering this program should:

- Have good reading and math skills.
- Have good hand-eye coordination.
- Pay attention to details and neatness.
- Have a mechanical aptitude.
- Enjoy researching technical information.
- Have good communication skills.
- Enjoy problem solving.
- Think creatively.

## Program Basics

- Technical diploma
- Classes are offered daytime, face to face, and on campus
- Fall start
- Credit for prior learning may be available

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		15 CREDITS
10-105-110	Computer Applications	1
10-890-101	Professional Development Seminar	1
31-420-320	Intro to Print Reading	1
31-420-321	Machine Shop Safety Practices & Maintenance	1
31-420-322	Intro to Manual Mill	1
31-420-323	Intro to Manual Lathe	1
31-420-324	Manual Machine Speeds & Feeds	1
31-420-325	Tooling & Materials of Manufacturing	1
31-420-326	Intro to Quality Practices & Measurement Equipment	1
31-420-327	Intro to Surface Grinding	1
31-420-328	Intro to Mastercam Mill 2D	1
31-420-329	Advanced Manual Mill	1
31-420-330	Advanced Manual Lathe Machine	1
31-804-305	Applied Mathematics	2

SEMESTER 2		16 CREDITS
31-420-331	Advanced Print Reading	1
31-420-332	Advanced Measuring Equipment	1
31-420-333	Intro to Mastercam Lathe	1
31-420-334	Intro to Computer Numerical Control Prog Mill	1
31-420-335	Intro to Computer Numerical Control Prog Lathe	1
31-420-336	Basic CNC Operation Mill	1
31-420-337	Basic CNC Operation Lathe	1
31-420-338	Intro to CMM	1
31-420-339	Advanced CMM	1
31-420-340	Geometric Dimensioning & Tolerance	1
31-420-341	Fixture Basic Lathe & Mill	1
31-420-342	CNC Machine Speeds & Feeds	1
31-420-343	Processes of Manufacturing	1
31-420-344	Advanced Mastercam Mill & Lathe	1
31-420-345	Precision Machining Internship	2

# Respiratory Therapist

This program teaches students to evaluate, treat, and manage patients of all ages with respiratory illnesses and other cardiopulmonary disorders in a wide variety of clinical settings. Graduates are qualified for admission to the entry-level and advanced practitioner examinations to become a registered respiratory therapist.

The Respiratory Therapist program prepares practitioners to work with physicians in diagnosing, treating, and monitoring patients of all ages with lung diseases or disorders. Respiratory care practitioners are responsible for delivery and monitoring of patients on oxygen, inhaled medications and breathing exercises/treatments, and the management of patients requiring artificial airways and mechanical ventilation. Career opportunities exist within hospitals, home health care agencies, clinics and extended care facilities. Graduates must be prepared to work in a highly technical environment under pressure to perform life-preserving procedures.

Students in this program take general studies classes at Southwest Tech in their first year and all core program classes and clinicals at Western Technical College.

## Is This Program for You?

If you work well under stress, enjoy problem solving, math, science, and working with people, you may find the Respiratory Therapy field to be very rewarding.

## Students entering this program should:

- have an attention to detail
- be able to employ reasoning skills
- have good communication skills

## Program Outcomes

At the completion of this program, students are expected to be able to:

- Use effective communication skills.
- Apply mathematical concepts.
- Transfer social and natural science theories into practical applications.
- Demonstrate ability to think critically.
- Demonstrate ability to value self and work ethically with others in a diverse population.
- Use technology effectively.
- Make decisions that incorporate the importance of sustainability.
- Apply advanced-level respiratory therapy concepts to patient care situations.
- Demonstrate technical proficiency required to fulfill the role of an advanced-level Respiratory Therapist.
- Practice respiratory care according to established professional and ethical standards.

## Program Basics

- Students take general studies classes at Southwest Tech in their first year
- Students take all core classes and clinical at Western Technical College during the next four trimester

The Respiratory Therapist Program is a shared program between Southwest Tech and Western Technical College. Please call 800.322.9982 or visit [www.westerntc.edu](http://www.westerntc.edu) for more information or to apply.

# Security Operations

Train to become a security professional. As a student in the Security Operations program, you will learn to protect, patrol, or monitor areas to prevent theft, violence, or violations of rules.

Graduates are ready for careers as security guards and protective service workers. Job tasks may include documenting, recording information, getting information, and working directly with the public.

## Is This Program for You?

Do you enjoy working with and assisting members of the public? Are you a problem solver with a strong attention to detail? Answering "Yes" could mean that a challenging and rewarding career awaits you in the Security field.

## Students entering this program should:

- Enjoy problem solving.
- Think creatively.
- Enjoy working with people.
- Have good communication skills.
- Be detail-oriented.

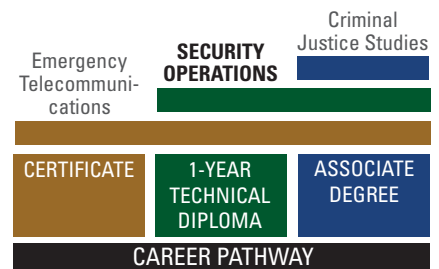
## Program Outcomes

At the completion of this program, students are expected to be able to:

- Identify and respond to security threats
- Assist with planning functions
- Respond to emergencies
- Communicate with members of the public in variety of situations
- Conduct risk assessments and site security surveys
- Conduct investigations
- Assist in the implementation of plans, policies and procedures

## Program Basics

- Technical diploma
- Classes are offered daytime, face to face, and on campus
- Fall Start



Credits earned in the Security Operations one-year Technical Diploma may be applied toward the Criminal Justice Studies two-year Associate Degree.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		15 CREDITS
10-504-101	Introduction to Criminal Justice Studies	3
10-504-111	Criminology	3
10-504-119	Introduction to Corrections	3
10-801-195	Written Communication	3
10-801-196	Oral/Interpersonal Communication	3
SEMESTER 2		15 CREDITS
10-504-102	Constitutional Law Application	3
10-504-107	Criminal Investigation Application	3
10-504-126	Communication Principles for Emergency Services	3
10-504-152	Security Operations	3
10-801-197	Technical Reporting	3

## Supply Chain Assistant

Students learn about supply chain management and how it relates to purchasing, inventory management, logistics, negotiations, global supply chain management, enterprise resource planning, lean, and service operations. Graduates in this fast-paced, growing field can make a positive impact on an organization by increasing profitability and efficiency through skills developed in this program.

### Possible Careers

- Purchasing Associate
- Material Coordinator
- Production Assistant
- Receiving Lead
- Recycling Specialist
- Cargo Agent
- Freight Broker

### Is This Program for You?

Are you interested in business and how different areas work together to provide a great product or service for their customer? Are you good at coming up with new ideas or better ways of doing things? Do you like to solve problems and make decisions? Do you get bored easily and like variety? A career in supply chain management may be a good choice for you.

### Students entering this program should:

- Enjoy working with people as well as numbers.
- Have good communication skills.
- Be organized and detail oriented.
- Like planning, prioritizing, and setting goals.
- Enjoy working with technology.

### Program Outcomes

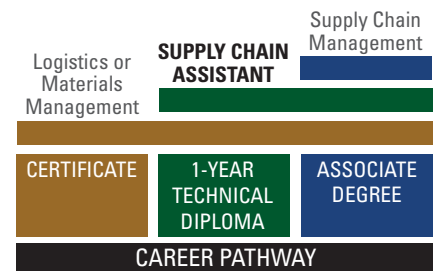
At the completion of this program, students are expected to be able to:

- Identify an individual's role within an organization as well as how each functional area affects and interacts within the entire organization and supporting organizations.
- Communicate effectively in both written and oral forms.
- Display professional, ethical, and legal behavior.
- Exhibit effective collaboration, decision making, problem-solving, and conflict resolution skills.

- Perform job tasks using relevant technology.
- Apply supply chain management concepts included in the flow of material, information, and money from the point of origin to the point of consumption as well as reverse logistics.
- Maximize profitability by efficiently negotiating, planning, purchasing, and managing inventory.
- Improve internal and external customer service by effectively coordinating logistics activities.
- Develop a global perspective regarding supply chain management.
- Apply continuous improvement strategies to all aspects of supply chain management.

### Program Basics

- Technical diploma requiring a minimum of one year to complete.
- All courses offered online.
- Classes start in August and January.
- Financial aid is available to those who qualify.
- High school advanced standing, transcribed, and youth options credits accepted.
- Credit for prior learning available.



Credits earned in the Logistics or Materials Management Certificate may be applied toward the Supply Chain Management one-year Technical Diploma and the Supply Chain Management two-year Associate Degree.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		17 CREDITS
10-182-111	Foundations of Inventory	1
10-182-112	Forecasting and Scheduling	1
10-182-113	Shop Floor Control	1
10-182-114	Managing Inventory Levels	1
10-182-115	Lean Principles	1
10-182-116	5S and TPM	1
10-182-117	Standard Work and Mistake Proofing	1
10-182-118	Process Mapping	1
10-182-119	Problem Solving Using A-3 Format	1
10-182-120	Purchasing Process	1
10-182-121	Evaluating the Purchasing Process	1
10-182-122	Professional Networking and Development	1
10-182-123	Introduction to Service Operations	1
10-182-124	Service Delivery Systems	1
10-804-123	Math with Business Applications	3

SEMESTER 2		16 CREDITS
10-103-106	Beginning Microsoft Excel	1
10-103-118	Intermediate Microsoft Excel	1
10-182-105	Principles of Negotiations	1
10-182-125	Benefits and Challenges of an ERP System	1
10-182-126	Supply Chain Process Modeling	1
10-182-127	Technology in the Supply Chain	1
10-182-128	Global Supply Chain Management	1
10-182-129	Global Sourcing	1
10-182-130	Global Logistics	1
10-182-134	The Role of Logistics	1
10-182-135	Transportation Management	1
10-182-136	Warehousing	1
10-196-175	Ethics	1
10-801-195	Written Communication	3

# Supply Chain Management

Students can build on the online Supply Chain Assistant Technical Diploma and earn an associate's degree in Supply Chain Management. The associate's degree includes additional courses in team building, management, statistics, and lean six sigma. These added courses prepare a student to apply DMAIC (define, measure, analyze, improve and control) to supply chain processes.

## Possible Careers

- Plant Manager
- Operations Manager
- Production Manager
- Warehouse Manager
- Purchasing Manager
- Inventory Manager
- Distribution Manager
- Transportation Manager
- Logistics Manager
- Supply Chain Manager

## Students entering this program should:

- Enjoy working with people as well as numbers.
- Have good communication skills.
- Be organized and detail oriented.
- Like planning, prioritizing, and setting goals.
- Enjoy working with technology.

## Program Outcomes

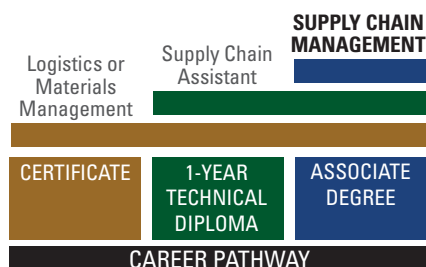
At the completion of this program, students are expected to be able to:

- Identify an individual's role within an organization as well as how each functional area affects and interacts within the entire organization and supporting organizations.
- Communicate effectively in both written and oral forms.
- Display professional, ethical, and legal behavior.
- Exhibit effective collaboration, decision making, problem-solving, and conflict resolution skills.

- Perform job tasks using relevant technology.
- Apply supply chain management concepts included in the flow of material, information, and money from the point of origin to the point of consumption as well as reverse logistics.
- Maximize profitability by efficiently negotiating, planning, purchasing, and managing inventory.
- Improve internal and external customer service by effectively coordinating logistics activities.
- Develop a global perspective regarding supply chain management.
- Apply continuous improvement strategies to all aspects of supply chain management.

## Program Basics

- Associate degree
- 100% online, full or part time. Some courses available on campus.
- Fall and Spring start
- Financial aid eligible
- Credit for prior learning may be available
- Specialize in IT, Lean, or Agribusiness



Credits earned in the Logistics or Materials Management Certificate may be applied toward the Supply Chain Management one-year Technical Diploma and the Supply Chain Management two-year Associate Degree.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		17 CREDITS
10-182-111	Foundations of Inventory	1
10-182-112	Forecasting and Scheduling	1
10-182-113	Shop Floor Control	1
10-182-114	Managing Inventory Levels	1
10-182-115	Lean Principles	1
10-182-116	5S and TPM	1
10-182-117	Standard Work and Mistake Proofing	1
10-182-118	Process Mapping	1
10-182-119	Problem Solving Using A-3 Format	1
10-182-120	Purchasing Process	1
10-182-121	Evaluating the Purchasing Process	1
10-182-122	Professional Networking and Development	1
10-182-123	Introduction to Service Operations	1
10-182-124	Service Delivery Systems	1
10-804-123	Math with Business Applications	3

SEMESTER 2		16 CREDITS
10-103-106	Beginning Microsoft Excel	1
10-103-118	Intermediate Microsoft Excel	1
10-182-105	Principles of Negotiations	1
10-182-125	Benefits and Challenges of an ERP System	1
10-182-126	Supply Chain Process Modeling	1
10-182-127	Technology in the Supply Chain	1
10-182-128	Global Supply Chain Management	1
10-182-129	Global Sourcing	1
10-182-130	Global Logistics	1
10-182-134	The Role of Logistics	1
10-182-135	Transportation Management	1
10-182-136	Warehousing	1
10-196-175	Ethics	1
10-801-195	Written Communication	3

SEMESTER 3		14 CREDITS
10-101-101	Accounting 1, Part 1	2
10-101-127	QuickBooks	1
10-196-156	Project Management 1	1
10-196-157	Project Management 2	1
10-804-189	Introductory Statistics	3
10-809-172	Introduction to Diversity Studies	3
10-809-199	Psychology of Human Relations	3

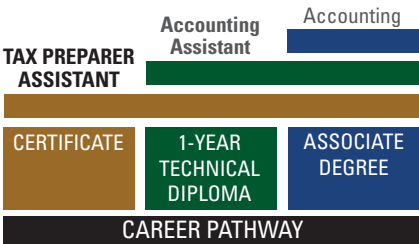
SEMESTER 4		13 CREDITS
10-182-110	Supply Chain Management Internship	2
10-182-131	Lean Six Sigma(1): Select/Define a Project	1
10-182-132	Lean Six Sigma(2): Measure/Analyze	1
10-182-133	Lean Six Sigma(3): Improve/Control	1
10-196-128	Conflict Resolution	1
10-196-145	Managing Work Teams	1
10-801-196	Oral/Interpersonal Communication	3
10-809-195	Economics	3

# Tax Preparer Assistant

Prepare tax returns for individuals or small businesses. As a student in the Tax Preparer Assistant Certificate, you will learn to conduct tax interviews, use appropriate tax adjustments, and prepare simple or complex tax returns.

## Career Pathway

Credits earned in the Tax Preparer Pathway Certificate may be applied toward the one-year Accounting Assistant Technical Diploma and the Accounting Associate Degree.



Credits earned in the Tax Preparer Assistant Certificate may be applied toward the Accounting Assistant one-year Technical Diploma and the Accounting two-year Associate Degree.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		9 CREDITS
10-101-111	Accounting 1	4
10-101-117	Taxes 1	3
10-103-105	Beginning Microsoft Word	1
10-103-106	Beginning Microsoft Excel	1
10-801-196	Oral/Interpersonal Communication	3

These courses are not eligible for financial aid unless the student is enrolled in an eligible program. Please see an advisor to determine financial aid eligibility.

# University Transfer Liberal Arts/Science

Students in the University Transfer program take courses to meet the general requirements of a four-year degree, just like at a four-year campus. Through inquiry, observation, and analysis, students gain knowledge and skills in the arts and sciences which enable them to broaden their perspective, increase problem solving skills, and express themselves effectively in both writing and speaking. Students take courses within a core curriculum emphasizing either arts or sciences based on their individual educational goals.

Courses transfer to public and private colleges and universities, both inside and outside of Wisconsin. University of Wisconsin schools transfer up to 72 credits. Students can transfer individual courses or their completed degree. The University Transfer Liberal Arts program is a special partnership with Nicolet College. Students enrolled in this program receive all the cost savings and convenience of a complete liberal arts or sciences transfer degree while taking their classes at Southwest Tech campus or online.

### 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

### Program Basics

- Associate degree
- Classes are offered daytime, face to face, and on campus
- Fall Start
- Financial aid eligible
- Credit for prior learning may be available

### Is This Program for You?

If you are interested in earning a bachelor's degree and want the convenience of Southwest Tech's small class sizes, one-on-one attention, and want to save thousands of dollars by taking classes close to home, University Transfer may be a great fit for you.

## ASSOCIATE OF ARTS REQUIREMENTS (Social Sciences And Humanities)

### English (6 credits):

- 20-801-219 English Comp \*OR\*
- 10-801-195 Written Comm (B or better)
- 20-801-223 English Comp II

### Speech (3 credits):

- 20-810-201 Fundamentals of Speech

### Humanities (15 credits):

Courses from at least 2 disciplines; 3 credits in literature

### Social Science (15 credits):

Courses from at least 3 disciplines

### Mathematics (3-4 credits):

- 20-804-220 Intermediate Algebra or higher

### Natural Science (7-8 credits):

- 1 lab science

### World Language:

May be met with 1 year high school (C or better) or 1 college semester. College level course may also count toward Humanities requirement.

### Health/Wellness/PE: 2 credits

### Diversity & Ethnic Studies

### Electives: 12 credits

## ASSOCIATE OF SCIENCE REQUIREMENTS (Sciences and Mathematics)

### English (6 credits):

- 20-801-219 English Comp I \*OR\*
- 10-801-195 Written Comm (B or better)
- 20-801-223 English Comp II

### Speech (3 credits):

- 20-810-201 Fundamentals of Speech

### Humanities (9 credits):

Courses from at least 2 disciplines

### Social Science (9 credits):

Courses from at least 2 disciplines

### Mathematics & Natural Science (20-25 credits):

- 20-804-224 Algebra for Calculus or higher (excluding Statistics 20-804-230)
- 2 lab sciences

### World Language:

May be met with 1 year high school (C or better) or 1 college semester. College level course may also count toward Humanities requirement.

### Health/Wellness/PE: 2 credits

### Diversity & Ethnic Studies

### Electives: 12-15 credits

Apprenticeships

Because the electrical and plumbing industries are constantly changing, apprentices are now more important than ever! 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.

Southwest Tech’s Electrical and Plumbing Apprenticeship Programs combine classroom learning with hands-on training. Southwest Tech instructors are State of Wisconsin Certified Master Electricians and Plumbers as well as Certified instructors by the State of Wisconsin Technical College (WTCS) system.

Construction Electrician Apprenticeship

Construction electricians lay out, assemble, install and test electrical circuits of fixtures, controls and switches, alarms, communications, and light and power systems. The Construction Electrician Apprenticeship Program is five years in length, consisting of 8,000 hours. The apprentice attends 576 hours of paid related instruction classes at Southwest Tech. Classes are usually one 8-hour day every other week between August and May. Apprentices must also complete unpaid related instruction in OSHA safety, NEC code, First Aid, CPR, and Transition to Trainer. Apprentices must take and pass the State Electrical Journeyman Exam prior to the completion of the Apprenticeship Contract.

Possible Careers

- Electrician
- Electrician Helper
- Security and Fire Alarm Systems Installer
- Electrical Power-Line Installer and Repairer
- Signal and Track Switch Repairer

Program Outcomes

- Installing new wiring and repairing old wiring.
- Installing receptacles, lighting systems and fixtures.
- Planning and installing raceway systems.
- Troubleshooting and repairing electrical systems.
- Planning and initiating projects.
- Establishing temporary power during construction.
- Establishing power distribution within project.

- Establishing grounding system.
- Installing service to buildings and other structures.
- Providing power and controls to motors, HVAC, and other equipment.
- Installing fire alarm systems.
- Installing and repairing traffic signals, outdoor lighting, and outdoor power feeders.
- Establishing OSHA and customer safety requirements.
- Installing instrumentation and process control systems, including energy management systems.
- Erecting and assembling power generation equipment.
- Installing security systems.
- Installing, maintaining and repairing lighting protection systems.
- Installing and repairing telephone and data systems.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		17 CREDITS
50-413-521	Construction Electrician I	2
50-413-522	Construction Electrician II	2
50-413-523	Construction Electrician III	2
50-413-524	Construction Electrician IV	2
50-413-525	Construction Electrician V	2
50-413-526	Construction Electrician VI	2
50-413-527	Construction Electrician VII	2
50-413-528	Construction Electrician VIII	2
50-413-535	Construction Safety/Health OSHA	1

## Plumbing Apprenticeship

Plumbers install, repair and maintain the water supply, waste water treatment, drainage and gas systems in homes, commercial and industrial buildings. The work includes plumbing tasks to assemble, install and repair pipes, fittings, and fixtures of heating, water and drainage systems according to specifications and plumbing codes.

The Technical Plumbing Apprenticeship program is five years in length, with a minimum of 8,000 hours. This includes 572 hours of paid related instruction and 260 hours of unpaid instruction, plus an 8 hour Plumbing Prep Test-Out Exam or a 54 hour Plumbing Code Review Course.

### Possible Careers

- Pipelayer
- Pipe Fitter and Steamfitter
- Plumber
- Pipelayer, Plumber, Pipefitter, and Steamfitter Helper
- Septic Tank Servicer and Sewer Pipe Cleaner

### Program Outcomes

- Assemble pipe sections, tubing and fittings, using couplings, hangers, cement, and plastic solvent, soldering, brazing and welding equipment.
- Cut openings in structures to accommodate pipes and pipe fittings, using hand and power tools.
- Fill pipes or plumbing fixtures with water or air and observe pressure gauges to detect and locate leaks.
- Hang steel supports from ceiling joists to hold pipes in place.
- Install pipe assemblies, fitting, valves, appliances such as dishwashers and water heaters, and fixtures such as sinks and toilets, using hand and power tools.
- Install underground storm, sanitary and water piping systems and extend piping to connect fixtures and plumbing to these systems.
- Repair and maintain plumbing, replace defective washers, replace or mend broken pipes, and opening clogged drains.
- Interpret building plans and inspect structures to assess material and equipment needs.
- Determine the material, methods, and tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Maintain a working knowledge of machines and tools, including their designs, uses and repairs.
- Maintain a working knowledge of blueprint reading, the plumbing code, math and theory.
- Must be able to understand detailed written and verbal communication.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>4 CREDITS</b>
50-427-751	Sanitary Drains 1	2
50-427-752	Vents and Venting Systems	2

<b>SEMESTER 2</b>		<b>4 CREDITS</b>
50-427-753	Water Distribution 1	2
50-427-754	Water Distribution 2	2

<b>SEMESTER 3</b>		<b>4 CREDITS</b>
50-427-755	Sanitary Drains 2	2
50-427-756	Private On-site Wastewater Treatment Systems (POWTS)	2

<b>SEMESTER 4</b>		<b>4 CREDITS</b>
50-427-757	Green Plumbing Applications	2
50-427-758	Plumbing Advanced Topics/TSA	2

<b>ELECTIVES</b>		<b>5 CREDITS</b>
50-427-760	Plumbing Applications	1
50-427-761	Plumbing Service and Repair	1.25
50-427-762	Plumbing Blueprint Reading	1.25
50-427-763	Plumbing PRI Independent Study	1
50-427-770	Plumbing PRI Independent Study - Makeup Hours	0.5

## Technical Studies–Journeyworker

The Technical Studies-Journeyworker program provides students who have completed a registered apprenticeship program an option to receive an associate degree designed around individual needs. The Journeyworker Associate of Applied Science (AAS) degree is a 60 credit degree designed for individuals seeking academic recognition for the completion of a registered apprenticeship. It is intended to support lifelong learning and accelerate the achievement of individual career goals.

### Possible Careers:

This program will be designed for each individual student. Career opportunities will depend on the courses that are selected to meet the student's career goals. It is anticipated that a student will design a program plan that will meet the requirements of a particular career area.

### Program Outcomes:

This program provides students who have completed a registered apprenticeship program an option to receive an associate degree designed around individual needs.

### Program Basics:

- Associate degree
- Day, evening, or online classes available
- Financial aid available
- Classes start in June, August, or January
- Degree Completion Requirements
- Possess a Wisconsin Apprenticeship Completion Certificate issued by the Department of Workforce Development-Bureau of Apprenticeship Standards registered program which includes a minimum of 400 hours of prescribed apprentice related technical instruction in the Wisconsin Technical College System.
- Complete all prescribed WTCS apprentice related technical instruction. Possession of the DWD-BAS Wisconsin Apprenticeship Completion Certificate AND successful completion of all prescribed coursework fulfills the 39 credit minimum technical studies requirement of the Technical Studies – Journeyworker Associate of Applied Science degree.
- Meet the WTCS Associate of Applied Science Degree requirement for a minimum of 21 credits of General Education.
- Complete at least 25% of the total program credits through coursework undertaken at the technical college granting the AAS degree and meet any institutional graduation requirements. A WTCS apprenticeship program with at least 400 hours of paid related instruction (PRI) meets this threshold.

Curriculum listed is tentative for the 2017-18 academic year. Current students should view their Degree Audit in the Student Portal.

### GENERAL EDUCATION COURSES 21 CREDITS

- 10-801-195 Written Communication
- 10-801-196 Oral/Interpersonal Communication
- 10-801-198 Speech

### SOCIAL SCIENCE 3 CREDITS

- 10-809-172 Introduction to Diversity Studies

### BEHAVIORAL SCIENCE 3 CREDITS

- 10-809-198 Introduction to Psychology
- 10-809-199 Psychology of Human Relations

### MATH AND/OR SCIENCE 3 CREDITS

- 10-804-107 College Mathematics
- 10-804-113 Technical Math (or 10-804-115)
- 20-804-201 Intermediate Algebra (or 20-804-202)
- 10-806-143 College Physics
- 10-806-054 General Physics
- 10-806-134 General Chemistry

### ADDITIONAL GENERAL EDUCATION 6 CREDITS

- 10-801-197 Technical Reporting
- 10-809-122 Introduction to American Government
- 10-809-166 Intro to Ethics
- 10-809-195 Economics
- 10-809-196 Introduction to Sociology OR
- 10-809-197 Contemporary American Society

### OCCUPATIONAL SPECIFIC COURSES 39 CREDITS

Occupational Specific Courses are met by a Wisconsin Apprenticeship Completion Certificate, issued by the Department of Workforce Development-Bureau of Apprenticeship Standards (DWD-BAS) registered program. The program must include a minimum of 400 hours of prescribed apprentice-related instruction in the Wisconsin Technical College System.

## Agriculture

### Agriculture Certificates

The following optional stand-alone courses are open to anyone. For course descriptions and availability, visit [www.swtc.edu/ag](http://www.swtc.edu/ag).

- CDL Training
- Tractor Driving Safety Training
- Skidloader Safety Training
- Diverse Cultures in Agriculture
- Artificial Insemination-Dairy

### Dairy Goat Herd Management Certificate

Whether you are interested in starting a career in dairy goat production, recently started milking dairy goats, or are well established in the dairy goat industry, this certificate is for you! You will be able to earn a certificate by completing:

- 11 online courses focusing on the production, financial, and management skills of a dairy goat operation
- 2 annual Dairy Goat Academies providing hands-on training
- 120-hour mentorship focusing on kidding, breeding, milking, general chores, and student choice
- a balance sheet and cash flow statement for your dairy goat operation

Visit [www.swtc.edu/dairygoat](http://www.swtc.edu/dairygoat), email [dairygoat@swtc.edu](mailto:dairygoat@swtc.edu) or call 608.822.2723 for more information.

### Farm Business & Production Management

Our industry experts are ready to work one-on-one with you to help build your business. This program gives current farm owners/operators opportunities to develop and fine tune their skills with production agriculture. Knowledge and skills are provided through classroom settings, workshops and seminars, speakers of expertise, farm and business tours, and individual on-farm instruction.

#### Adult Farm Management Course Offerings:

- Livestock Management
- Financial Management
- Crop Management
- Beginning Farm Management
- QuickBooks for Farm Producers
- Nutrient Management Planning
- Farm Succession
- Agriculture Commodity Marketing

#### Individual instruction is available in the following areas:

- Financial Analysis
- Business Planning
- Loan Application Planning
- Feasibility Study/Cash Flow
- Farm Succession Planning
- Crop Management Analysis
- Livestock Management Analysis
- Nutrient Management Planning Update
- Computer Software Training
- Market Plan Development

Visit [www.swtc.edu/fbpm](http://www.swtc.edu/fbpm) or call 608.822.2741 for more information.

## Business & Industry Services

Today's high-tech, constantly changing world demands that for-profit and non-profit organizations invest heavily in their most important asset—their workers—to remain competitive. Southwest Tech, through its Business & Industry Services office, provides a full array of education, training and performance improvement solutions to business and industry, public service organizations and government agencies. Whether you are an individual looking to build your skills or an employer looking to provide a few employees with training opportunities, these workshops are designed to meet your needs.

Training programs that meet your needs and your schedules accomplish little if they are not delivered at the right location. Your site or ours, we deliver your training where, when, and how your needs dictate.

Business & Industry Services provides a wide range of technical assistance in the areas of small business development, entrepreneur services, government procurement, export marketing, and equipment troubleshooting. We also can design specialized training courses and offer new product design assistance. Further, all Business & Industry Services clients have access to the Southwest Tech library and its resources, and the on-campus computer labs. Through these services you can shorten the research and development cycle with advice from industry experts, solve production problems, increase productivity, and reduce costs through targeted employee training programs. **For more information email [bis@swtc.edu](mailto:bis@swtc.edu) or call 608.822.2360.**

# Health

## IV Therapy

This program is designed to present basic concepts in IV therapy. Topics will include current infusion standards, guidelines and regulatory issues, blood draws for specimens, venipuncture, common types of intravenous solutions and medications, care of venous access devices, and the prevention and management of IV related complications. Participants will have the opportunity to practice skills presented with current IV equipment following the presentations. Email

## Birth Doula Labor Support Workshop

Course participants will develop basic emotional, physical, and informational skills in order to increase their effectiveness as a labor support person. The course will cover basic childbirth education information, the responsibilities of the birth doula, emotional support skills and physical comfort measures, getting along with physicians and nurses, topics to cover during prenatal visits, handling challenging labors, and strategies for developing a business.

# Outreach Sites

Southwest Tech offers Adult Basic Education courses, GED/HSED preparation, career planning services, and many other options at several outreach sites throughout Southwest Wisconsin. Many services are free of charge!

## Boscobel Library (lower level)

1033 Wisconsin Ave.

- Marlene Klein, Adjunct Instructor  
608.375.5873, mklein@swtc.edu

## Darlington Municipal Building

627 Main Street

- Rita Noble, Basic Education & English Language Instructor  
608.330.3341, rnoble@swtc.edu

## Dodgeville Outreach Center (Spring Gate Mall)

316 Spring St.

- Kathy Korb, Basic Education Instructor  
608.930.2878, kkorb@swtc.edu

## Southwest Tech

Room 368, 1800 Bronson Boulevard

- Kristy Wiest, Basic Education Instructor  
608.822.2633, kwiest@swtc.edu
- Brek Schneider, Basic Education Case Manager / Instructor  
608.822.2649, bschneider@swtc.edu

## Platteville O.E. Gray School

110 W. Adams Street

- Mary Iverson, Basic Education Instructor  
608.348.6444, miverson@swtc.edu
- Rita Noble, Basic Education & English Language Instructor  
608.330.3341, rnoble@swtc.edu

## Prairie du Chien Outreach Site

1304 S. Marquette Road

- Mike McCoy, Basic Education Instructor  
608.326.0718, mmccoy@swtc.edu

## Richland Center Outreach Center

26220 Executive Lane Suite A (Classroom)

- Cindy Rasmussen, Basic Education Instructor  
608.822.2618, crasmussen@swtc.edu
- Janna Drier, Basic Education Instructor  
608.822.2636, jdrier@swtc.edu

# Public Safety Training

## Driver Safety Education Certification

This 15-credit Driver and Safety Education Certification program provides training to teach Driver Education within public, private, commercial and Technical Colleges throughout the state. Students will learn to teach the goals and outcomes of driver and traffic safety education. These goals include in-car instruction, including observation, curriculum development and practical experience behind-the-wheel; curriculum information selection, development and use, with observation and teaching activities and classroom curriculum development; problems of alcohol, drugs and addiction, the effects of physiological, psychological and sociological aspects, as well as how education programs are utilized within our community and schools; behavioral aspects in accident prevention using concepts and methods to understand the impact on unsatisfactory driver-related attitudes and behaviors; and basic concepts and principles of safety and loss prevention, with an emphasis on various teaching techniques relating to school and roadway safety and risk awareness.

Helpful Academic Background:

- Bachelor's and/or Master's degree in Education or other subjects
- Current Driver Education license (for continuing education credit)
- Employment with or retired from commercial driving school
- Good verbal and non-verbal communication skills

Email [publicsafety@swtc.edu](mailto:publicsafety@swtc.edu) or call 608.822.2700 for more information.

## Emergency Medical Services Training

Southwest Tech offers initial and continuing education for area emergency medical service providers at various levels including EMR, EMT and AEMT. All courses are based on the State of Wisconsin adopted curriculum with the inclusion of the National Education Standards. Depending on provider level and service requirements Southwest Tech also offers required and supplementary continuing education to maintain and enhance the level of care provided by our community's emergency responders.

Email [publicsafety@swtc.edu](mailto:publicsafety@swtc.edu) or call 608.822.2700 for more information.

## Fire Services Training

The Certified Firefighter courses are accredited by the International Fire Service Accreditation Congress (IFSAC). Fire Service Training provides initial training and continuing education to local firefighters. The core firefighting courses are based on the National Fire Protection Association Standard 1001 – Firefighter Professional Qualifications. The State of Wisconsin requires minimum training and establishes certification standards. The courses offered help firefighters achieve these goals. **The Certified Firefighter courses are accredited by the [International Fire Service Accreditation Congress \(IFSAC\)](#).**

Technical Rescue and Hazardous Materials Response courses are also offered as well as locally delivered National Fire Academy courses. Email [publicsafety@swtc.edu](mailto:publicsafety@swtc.edu) or call 608.822.2700 for more information.

## Law Enforcement Training

Southwest Tech serves the communities of Southwest Wisconsin with many options for all levels of training in the criminal justice and law enforcement industry. **Contact [publicsafety@swtc.edu](mailto:publicsafety@swtc.edu) or 608.822.2700 for more information about the following courses:**

- **Criminal Justice Studies**  
The 2-Year associate degree program provides training in protecting lives and property, as well as preserving the peace while upholding the law.
- **Law Enforcement 720 Academy**  
This (720) hour Law Enforcement Academy is designed for those seeking a law enforcement career in the State of Wisconsin. Southwest Tech's premier Academy delivers the criteria established by the Wisconsin Department of Justice, Training and Standards Bureau.
- **160-Hour Jail Academy**  
Learn key concepts and requirements underlying county jail operations and an introduction to the role of the jail officer as a corrections professional. This 4-week course is open to both pre-service and hired jail officers and is offered one time per year during the summer.
- **Emergency Telecommunicator Certification**  
This 40-hour course can either be taken for two associate degree credits or one non-degree credit. Issues relevant to one- and two-person communication centers will be discussed and recommendations on how to be a better call taker and dispatcher.
- **Law Enforcement Professional Development**  
Southwest Tech offers a variety of in-service, advanced and specialized law enforcement professional development classes. These courses provide the essential skills, knowledge, and resources necessary for law enforcement officers to stay on top of the changes that are occurring in this field. **NOTE:** Only certified law enforcement officers are eligible to take these professional development courses.
- **Security Operations Certification**  
Learn to protect, patrol, or monitor areas to prevent theft, violence, or violations of rules. Graduates are ready for careers as security guards and protective service workers. Job tasks may include documenting, recording information, getting information, and working directly with the public. Credits earned in this certificate may be applied toward the Criminal Justice Studies Associate Degree program.

# Community Education

## 3-Wheel Basic Rider Course

Southwest Tech is one of two locations in Wisconsin that offers a 3-wheel Motorcycle Basic Rider Course. Successful completion of the course will allow students to earn a waiver from the DMV 3-wheel motorcycle skills test. The class consists of 6 classroom hours and 10 riding hours on the new motorcycle range within the Public Safety Complex. Students will be able to use their own 3-wheel motorcycles in the class. Class size is limited to 6 students to allow for a safer, more effective riding environment. Courses run from April through October. Email [publicsafety@swtc.edu](mailto:publicsafety@swtc.edu) or call 608.822.2700 for more information.

### **Adverse Weather Driver Training**

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 or her vehicle in poor and dangerous driving conditions. **Email [publicsafety@swtc.edu](mailto:publicsafety@swtc.edu) or call 608.822.2700 for more information.**

### **CPR/AED/First Aid Training**

Southwest Tech is an aligned American Heart Association (AHA) Training Center. We offer CPR and First Aid classes at different skill and certification levels based on AHA curriculum. **Email [publicsafety@swtc.edu](mailto:publicsafety@swtc.edu) or call 608.822.2700 for more information.**

### **Driver Education**

Southwest Tech offers both traditional and online driver education to students within our district and throughout the state, as well as behind-the-wheel instruction for our district high schools. Register for driver education classes at your high school. Students must be 15 years of age or older and enrolled as a student or live within the one of our high school districts. Parents of home-schooled students, please contact your district high school for confirmation of class dates and times. **Email [publicsafety@swtc.edu](mailto:publicsafety@swtc.edu) or call 608.822.2700 for more information.**

### **Firearms Training**

The Southwest Tech Firearms Training Range is located at Southwest Tech's Public Safety Complex and features three separate shooting ranges designed with the most sophisticated and innovative equipment to meet a variety of training applications. The range hosts a variety of training courses including law enforcement academy training, advanced law enforcement training and a variety of civilian based courses such as the following:

- Beginner, Basic, Intermediate, or Advanced Handgun
- Basic Revolver
- Basic Hunting Shotgun, Rifle or Semi-Auto Rifle
- Concealed Carry
- Firearms Safety and Awareness

**Email [publicsafety@swtc.edu](mailto:publicsafety@swtc.edu) or call 608.822.2700 for more information.**

### **Group Dynamics**

The Group Dynamics / Traffic Safety School Program is one highway safety initiative within Wisconsin which aims to reduce the number and frequency of alcohol related crashes. Specifically, the course is designed to assist those involved in alcohol/traffic related offenses to make permanent changes in their drinking and driving behavior and attitudes. There is a minimum of 24 classroom hours contained in this alcohol educational program. A three point credit to your current driving record can be requested upon completion of this course. For all convicted of drunk driving if ordered through their treatment plan. **Email [publicsafety@swtc.edu](mailto:publicsafety@swtc.edu) or call 608.822.2700 for more information.**

### **Motorcycle Safety**

Cycling requires special knowledge and skills that beginning riders likely do not have. Accident rates are high, and the cyclist must be constantly on the alert to avoid dangerous situations. Riders must be especially careful of changes in road and weather conditions. Statistics show that 60 percent of all accidents happen to those with less than one year of riding experience. Courses run from April through October. **Email [publicsafety@swtc.edu](mailto:publicsafety@swtc.edu) or call 608.822.2700 for more information.**

### **Multiple Offender Program**

The Multiple Offender Program is a specialized education course for individuals who have experienced two or more operating while intoxicated (OWI) charges. Participants are encouraged to examine their drinking and driving behavior and attitudes, and to formulate an alternative lifestyle which will improve their ability to operate a vehicle safely. The Multiple Offender Program is not designed as a treatment program. It is intended to benefit the irresponsible drinker who is experiencing continual problems with drinking and driving. Individuals assessed as chemically dependent should not be referred to the program. **Email [publicsafety@swtc.edu](mailto:publicsafety@swtc.edu) or call 608.822.2700 for more information.**

### **Point Reduction**

Students discuss and develop strategies to incorporate positive behaviors and techniques into their driving skills. Students participate in group discussions regarding their personal driving behaviors. Accumulated demerit points may be reduced by three upon successful completion of this course. **Email [publicsafety@swtc.edu](mailto:publicsafety@swtc.edu) or call 608.822.2700 for more information.**

### **Safety Training**

At Southwest Tech, we believe education and prevention are the keys to saving lives. Our classes are designed to help you respond appropriately to emergencies.

- Tractor Safety
- Fire Extinguisher Safety Training
- Basic ropes, knots, and climbing equipment awareness with rappelling activity
- Fire Extinguisher User for Public and Businesses
- General Fire Safety
- Fleet Driver Safety

**Email [publicsafety@swtc.edu](mailto:publicsafety@swtc.edu) or call 608.822.2700 for more information.**

### **Responsible Beverage Server**

This course is designed for people wishing to become a bartender in the State of Wisconsin and is a requirement to obtain an operators license for selling alcohol beverages. It also meets training requirements for tobacco retailers. Students apply state laws and local ordinances relating to alcohol beverage service, identify the effects of alcohol and behaviors associated with impairments, describe ramifications of intoxication, and apply strategies to reduce potential liability. **Email [publicsafety@swtc.edu](mailto:publicsafety@swtc.edu) or call 608.822.2700 for more information.**

# Southwest Tech Course Descriptions

## **10-006-116 Introduction to Soils**

Course is designed to provide the student with fundamental knowledge of soil and soil composition. Students will study soil types, formation factors, physical properties, biological properties and basic soil chemistry. Units covering tillage, conservation, pH and soil management will also be included. Students will gain the skills required to interpret soil survey maps and recognize qualities of various soil types. The student will perform soil sampling, residue measurements, compaction assessments and soil loss determinations per crop rotation guidelines.

## **10-006-121 Agribusiness Computer Applications**

Students will develop skills in the use of agricultural applications of computer technologies including: Farmworks; creating and using spreadsheets in Excel; creating and using documents in Word; creating documents in Power Point; using email; using farm financial record keeping programs; using an IPAD and apps; and appropriate social media etiquette.

## **10-006-130 Row Crop Production Management**

Course will provide the student knowledge necessary to plan, produce, protect, harvest, and store commodity row crops commonly produced in Wisconsin. Specific attention will be given to variety selection, seed bed preparation, fertilization, planting, weed control, insect control, disease control, harvesting, drying, and storing of crops. Late season field scouting will be covered. Harvest losses, yield determination, and Integrated Pest Mgt. will also be included. Commodity grading, sample collection, and the calibration of yield monitors will be covered. Field trips will be used to effectively reinforce the material presented in class. Students will demonstrate the ability to perform a crop profitability comparison.

## **10-006-131 Forage Crop Production Management**

Course will provide the student knowledge necessary to plan, produce, protect, harvest, and store forage crops commonly produced in Wisconsin. Specific attention will be given to variety selection, seed bed preparation, fertilization, planting, weed control, insect control, disease control, harvesting, and storing of crops. Late season field scouting will be covered. Harvest losses, yield determination, and Integrated Pest Mgt. will also be included. Forage sample collection and quality grading standards will be covered. Field trips will be used to effectively reinforce the material presented in class. Students will demonstrate the ability to perform a crop profitability comparison.

## **10-006-132 Spatial Data Collection in Agriculture**

Course will provide the student with skills related to the collection and processing of various types of spatial data in agriculture. Provides detailed instruction and hands-on use of GPS receivers and data loggers to collect field data. Units of study will include an appreciation for the value of data in decision making, operating a GIS (Geographic Information System) software, soil data, yield data, remote imagery and the equipment used to collect data. Students will generate geo-referenced maps using spatial data collected. Prerequisite: Precision Ag Technologies (10-006-113)

## **10-006-134 Agricultural Equipment Management**

Course will provide the student with the knowledge necessary to make decisions related to equipment management. Study will include equipment industry, power units, harvesting, and equipment management principles. A unit on equipment appraisal will be included, as will the operation of combine harvesting. Students will take part in activities off campus to reinforce classroom material. Labs will be used effectively to support information presented in lecture classes. Students will perform skills of equipment valuation, operation, and replacement strategies.

## **1-0006-137 Agribusiness Marketing & Promotion**

This course will apply principles of marketing to an agricultural business. Student will develop understanding and skills related to the relationship between a business and their customers. Units of study will include analyzing market potential, identifying target markets, evaluating market trends and understanding competitive behavior. Students will create a branding plan for a business and outline methods of connecting with the customer base. Also included will be a comprehensive overview of the food chain from producer to consumer, demographics, and consumer buying decisions. Factors impacting the international marketing of agricultural products will be studied.

## **10-006-144 Livestock Housing & Equipment**

The student will have the opportunity to learn principles of designing correct facilities based on the environment, feeding system, waste removal systems, and factors which influence animal health. Students will compare and contrast various facilities as well as study building materials, design, layout and construction cost estimates. Additionally, students will identify requirements of a concentrated animal feeding operation permit. Students will complete a final project of designing the housing facilities for a livestock species of their choice.

## **10-006-146 Milk Production**

Students study the value of milk in human nutrition, milk and health issues, the role of dairy cattle in the production of animal protein, physiology of lactation, milk composition, the effect of various feeds, milk testing, production records, recommended milking procedures in association with proper sanitation and prepping the cow, care and maintenance of equipment, mastitis and its relationship to profitability, use of laboratory culturing and sensitivity testing, study of computerized production records and their uses, as well as laws regulating milk production. Field trips will be utilized to view firsthand the topics studied in class.

## **10-006-147 Meat Quality**

The students will study the importance of meat industry from the farm to the consumer. Students will be engaged in broad educational opportunities within the meat science industry for preparation in the world of work. Topics will range for live animal evaluation, transportation, safety aspects including regulations, inspection and laws surrounding handling animals, evisceration, wholesale and retail cuts, temperature and use of by products from the animal.

## **10-006-148 Dairy Ration Balancing & Formulation**

Students study the recommended practices, care and feeding of the replacement heifers, care and feeding of the dry and lactating dairy cows through computer balancing of rations. Also included is a review of the macro nutrients and the study of micro nutrients, metabolic disorders, their symptoms, causes, prevention, and treatments. Field trips will be utilized to emphasize recommended feeding practices with various feeding systems. Prerequisite: Animal Nutrition (10-006-104)

## **10-006-163 Agribusiness Management**

This course will offer the student the opportunity to become familiar with the current trends and practices used in the management of Agricultural businesses. Topics of study will include an overview of the food and fiber system, business organizations, role of management, marketing, forecasting, long range planning, personnel management and strategies of business competitiveness. Student will develop skills in assessing business performance.

**10-006-169 Career Development in Agriculture**

Student will develop individual leadership and employment qualities, in addition to exploring the agricultural industry and available careers. Subjects to be covered include; personal evaluation, goal setting, career opportunities, career exploration, current issues in agriculture, employment preparation, and interviewing skills. Also included are units covering workplace regulations, employment seeking, and motivational styles and techniques.

**10-006-180 Animal Science**

This course provides fundamental knowledge of the animal science field. Topics include animal health, animal environments, anatomy and physiology, genetics and reproduction, animal feedstuffs, and job related safety. Participants will experience animal concepts through the completion of hands-on activities.

**10-006-197 Agribusiness Internship**

The student will have the opportunity to apply course work to a practical, on-the-job situation. Goals and task lists are followed. Prerequisites: Legal Aspects of Agribusiness (10-006-114) or Farm Animal Reproduction (10-006-150) or Pest ID & Management/Crop Scouting (10-006-126)

**10-006-198 Field Experience in Diversified Agribusiness**

This course is designed to focus on diversity and marketing issues pertaining to the industry of agriculture. Students will participate in a seven day guided field experience which will expose them to issues in production, processing, manufacturing and marketing of agricultural goods. Factors impacting the international marketing of agricultural products will be studied. Also included will be a comprehensive overview of the food chain from producer to consumer, demographics, and consumer buying decisions. Prerequisites: Legal Aspects of Agribusiness (10-006-114) or Farm Animal Reproduction (10-006-150) or Pest ID & Management/Crop Scouting (10-006-126)

**10-070-102 Basic Ag Electrical Systems**

Students apply the fundamentals of electrical systems as it relates to agricultural equipment. Students gain an understanding of the basic starting and charging systems, lighting systems and accessory system. Students will use digital multi-meters and test lights to diagnose common electrical problems found in agricultural equipment.

**10-070-103 Farm Shop Safety and Maintenance**

Students learn skills required to make general repairs in the farm shop. Skill set will include a working understanding of hand tools, power tools, lifting equipment, general shop equipment. Fastener applications and the proper torquing procedures for the various fasteners and gasket/sealant application. Students will gain knowledge of belts, roller chains and tensioning techniques. The student's skills are improved through lab practice while working in a safety conscious manner. Emphasis will be placed on safety considerations when working in the farmstead setting.

**10-101-101 Accounting 1, Part 1**

Students obtain a basic understanding of accounting principles and procedures. Emphasis will be given to journals, ledgers, accounts, terms, and systems used by accounting personnel.

**10-101-111 Accounting 1**

Students learn accounting concepts and principles in a logical step-by-step manner. Students will do extensive problem work. Students focus on accounting for both service and merchandising businesses.

**10-101-112 Accounting 2**

Students expand upon basic accounting concepts and principles developed in Accounting 1 and relate them to the accounting for notes receivable, fixed assets, investments, liabilities, partnerships, limited liability companies, and corporations. Students will learn to prepare the statement of cash flows and perform financial statement analysis. Prerequisite: Accounting 1 (10-101-111) OR Accounting 1, Part 2, (10-101-102)

**10-101-113 Accounting 3**

Students study the three main financial statements in detail. Students review and expand upon generally accepted accounting principles as they apply to revenue recognition and current assets. Students perform extensive problem solving to provide a practical application of accounting concepts. Prerequisite: Accounting 2 (10-101-112)

**10-101-116 Cost Accounting**

Students learn accounting principles associated with manufacturing, including job order, process, and standard costing. Also, students study special problem areas such as scrap, lost or gained units, joint products, and by-products. In addition, the students use spreadsheet software to prepare manufacturing statements and perform required calculations. Prerequisite: Accounting 2 (10-101-112)

**10-101-117 Taxes 1**

Students learn basic federal and state tax law as it relates to individuals, including learning to research technical topics and use tax resource materials. Students will apply their knowledge by preparing tax returns using both manual and computerized preparation methods.

**10-101-125 Managerial Accounting**

The learner will analyze financial performance, evaluate capital budget investments, compare capital structures, prepare a master budget, develop a working capital management strategy, evaluate long term financing alternatives, and analyze the effect of international exchange rates on financial decisions. Prerequisites: Math of Finance (10-804-144) or Math with Business Applications (10-804-123)

**10-101-127 QuickBooks**

Students develop a basic understanding of a computerized accounting system while working with QuickBooks Pro accounting software. Students will set up service and merchandising businesses, record customer, vendor, inventory, general ledger, and payroll transactions, and generate financial reports. It is highly recommended that students have taken Accounting 1 Part 1 (10-101-101) or Accounting 1 (10-101-111) in order to be successful in this class.

**10-102-104 Principles of Finance**

Students apply decision-making strategies such as short-term and long-term financing and investing, leverage, break-even analysis, and time value of money. Financial markets and institutions are discussed in length as well. The relationship between risk and return is emphasized throughout the course. Prerequisite: Accounting 1 (10-101-111) or Accounting 1 Part 1 (10-101-101) and Accounting 1 Part 2 (10-101-102)

**10-102-105 Introduction to Business**

Students gain an overview of the business enterprise in the American economy. Studies focus on the interrelationships between business functions and the economy by examining such topics as ownership forms, marketing, management, the legal environment of business, and management information systems.

**10-102-108 Risk Management**

Students will be exposed to the process of managing risks faced by business firms and individuals. Students will use the risk management process in case studies to analyze and evaluate pure risks to minimize losses.

### **10-102-109 Business Law I**

Students explore the United States legal system, apply common law contract principles to everyday business transactions, and the Uniform Commercial Code to the formation of sales contracts, transfer of title and risk, performance and product liability.

### **10-102-110 Business Law 2**

Students learn legal principles applicable to agency and employment relations and explore the effect of government regulations on business enterprises; learn the basic legal concepts of secured transactions, bankruptcy, and alternatives to bankruptcy; and apply the Uniform Commercial Code to the issuance and transfer of negotiable instruments. Prerequisite: Business Law 1 (10-102-109)

### **10-102-115 Business Management Strategies**

Students explore the activities undertaken by the management and leadership of a business organization. Students will apply problem-solving and decision-making skills to situations that affect business operations. The course will focus on the integration of the functions of finance, marketing, operations, technology, and human relations in the process of managing a firm. Prerequisite: Accounting 1 (10-101-111)

### **10-102-129 Human Resources Management**

Students will explore the people dimension of organizations; one of the most challenging aspects of management. Students will develop skills in the processes employed by human resource professionals to ensure employee's abilities are used effectively and efficiently to achieve an organization's goals. The impact of laws and of societal and business trends on human resource functions will be analyzed.

### **10-102-130 Management Principles**

Students explore the challenges faced by the managers of organizations in today's competitive business environment. Students will examine managerial roles and skills as important factors in determining organizational performance. These factors include planning for the future by anticipating changes in the external environment, organizing people into groups, allocating resources to them and motivating them to attain organizational goals.

### **10-102-131 Developing a Business Plan**

A business plan is a written document that provides an orderly statement of a company's goals and a plan for achieving those goals. Participants will create their own business plan. Creating a business plan allows current and potential business owners the opportunity to think through the issues affecting a business such as product offerings, competition, marketing, operations, risks, and financial management's.

### **10-102-132 Operations Management**

Students will apply decision-making techniques to ensure efficient and competitive management of business operations. Students will focus on the key operational activities of product development, process design and management, and supply chain management. Course topics will include product design processes, quality, facility design and capacity planning, inventory control, project management, supply chain management, cost control, and customer service management. Prerequisite: Introduction to Business (10-102-105)

### **10-102-151 Personal Finance**

This course will help students with the process of making informed financial decisions. Students will explore money management techniques, credit options, insurance, saving and investing, and retirement plans.

### **10-103-101 Microsoft PowerPoint**

Students will be able to present their ideas more effectively and professionally using features of the PowerPoint program. Audience handouts, speaker notes and outlines will be developed along with an electronic slide show presentation. The student will learn to create, edit, and format presentations. Basic experience with Windows is assumed.

### **10-103-105 Beginning Microsoft Word**

This course is an introduction to Microsoft Word. Students will create, edit, and format documents while using the built-in proofing tools. Other topic areas covered include text, paragraph, & document formatting as well as working with graphics in documents. Basic experience with Windows is assumed.

### **10-103-106 Beginning Microsoft Excel**

This course is an introduction to Microsoft Excel. Students will learn the basic features to produce basic worksheets and charts. Other topic areas covered include formatting, formulas, built-in functions used to design functional worksheets to solve business problems. Basic experience with Windows is assumed.

### **10-103-111 Beginning Microsoft Access**

This course is an introduction to Microsoft Access. In the four assigned units, you will learn the purpose and business use for a database, database terminology, and how to create and work with Access tables, queries, forms, and reports. Basic experience with Windows is assumed.

### **10-103-118 Intermediate Microsoft Excel**

This course introduces intermediate level features of Microsoft Excel. Students will learn to use relative & absolute reference formulas and functions, manage workbooks using multiple worksheets, create custom templates and use pivot tables effectively.

### **10-104-105 Selling Principles**

Philosophy of personal selling is introduced through learning to understand the societal role of salespersons and the human behaviors of customers, as well as how to sell ideas, services, and products. Students prepare sales presentations and practice selling techniques.

### **10-104-107 Marketing Communication**

Students explore an integrated overview of the planning and strategies necessary to develop and implement the promotion of a business, product, service, or idea. Topics include advertising history, ethics, regulation and social responsibility; print advertising including newspaper, magazine, out-of-home, direct response and directory; broadcast advertising including web-based, radio, television and infomercials; industry structure; sales promotion; public relations; and international strategies.

### **10-104-130 Marketing Principles**

Students will use the marketing mix in developing marketing concepts. Global, relationships, ethics, customer value, productivity, and technology perspectives to marketing will be developed by the student.

### **10-105-106 Business Internship**

The purpose of this course is to provide students an opportunity to develop skills and abilities in the search for, acquisition of, and responsibilities of employment. Students will receive actual on-the-job experience in areas related to their program of study at SWTC. An individual student will use this opportunity to work in a business that integrates his or her particular interests and skills with their course work.

### **10-105-110 Computer Applications**

Students are introduced to the hardware and software components of modern computer systems and the application of computers in the home, business, and industry. Time will be devoted to hands-on activities using general purpose software packages available today (file management, word processing, spreadsheet, Internet and electronic mail). Online Option Available

### **10-106-104 Business Technology Essentials**

Students will explore the Internet, Windows® operating system, practical computer concepts, up-to-date technology, hardware care and maintenance, and travel planning. A wide variety of hands-on activities are incorporated in each unit so students gain confidence in their computer skills. Students will begin development of an employment portfolio that displays work produced throughout their program that can ultimately be used for a job interview.

### **10-106-106 Advanced Editing and Proofreading**

This course will continue to prepare students to proofread, edit, and transcribe a variety of business communications including news releases and other types of business documents. In addition, students will be using their problem-solving and decision-making skills as well as reference materials in the transcription of acceptable documents. Prerequisite: Editing and Proofreading (10-106-105) with a C or higher grade.

### **10-106-107 Microsoft Word Business Applications**

Students will learn basic/intermediate features of Microsoft Word while working in the Microsoft Windows environment. Emphasis will be placed on the productive use of Word to produce mailable office documents. Students will reinforce and improve keyboarding skills throughout the semester while completing exercises and projects designed to reinforce software theory.

### **10-106-121 Office Procedures**

Students will practice typical office procedures (telephone techniques, incoming and outgoing mail, meeting planning, Microsoft Outlook, etc.) and will explore emerging business roles needed for success in today's office environment. Teamwork, technology, and critical thinking are continually emphasized.

### **10-106-130 Microsoft Access Business Applications**

Using a problem-solving approach, students will learn software concepts and develop practical hands-on skills to design, create, and manipulate databases using Microsoft Access. Topics of study include creating a database, defining table relationships, maintaining and querying a database, creating forms and reports, and integrating data.

### **10-106-131 Microsoft PowerPoint Business Applications**

Using Microsoft PowerPoint skills, students will plan, develop, and present professional-looking presentations which focus on appropriate content and design.

### **10-106-133 Microsoft Publisher Business Applications**

Using Microsoft Publisher, students will design and produce professional quality documents (newsletters, brochures, flyers, and other business documents) that combine text, graphics, and other visual elements. Professional design and layout concepts will be introduced.

### **10-106-158 Event Planning - Coursework**

Students will learn the procedures for planning and executing successful meetings/events from beginning to end. Topics will include preplanning components, onsite execution, follow-up activities, and resources available to meeting/event planners.

### **10-106-159 Event Planning - Field Study**

Students will plan, execute, and evaluate a meeting/event from beginning to end. Topics will include preplanning components such as venue selection, budget, agenda, timeline, RFP, speakers, and marketing; on-site execution such as registration area/materials and signage; follow-up/evaluation activities; and resources, apps, and trends in the meeting/event planning industry.

### **10-107-191 IT Concepts**

Learners will utilize a Raspberry Pi, an inexpensive credit card-sized single-board computer, to explore information systems, operating system management, GUI, and command-line interfaces, hardware components, and use of file systems, files and file attributes and data communications. Learners will also be introduced to the many career opportunities in the Information Technology profession which employs over 6 million individuals across a range of industries, from manufacturing, banking and finance, transportation, healthcare and education.

### **10-150-102 Cisco Networking**

The learner will explore physical components of communication networks in great detail, including use, maintenance, and connectivity. Learners will configure TCP/IP protocols on Cisco routers and switches, as well as various testing equipment. Learners will apply advanced troubleshooting concepts on communication networks. Learners will configure routing and bridging protocols along with advanced IP configurations in order to further understand communication systems, procedures, and use policies. Learners will implement basic network security and network design with VLANs and ACLs. The learner will be introduced to all of the objectives of the Cisco CCNA industry certification exam. Prerequisites: Windows Networking (10-150-117) Comp TIA A+ Essentials (10-154-101)

### **10-150-125 Cyber Crime Forensics and Investigation Awareness**

Learners will explore the current trends in cybercrime in an attempt to comprehend its impact on state, local, tribal, and territorial law enforcement agencies. This course will provide learners the ability to act as a first responder to a variety of cyber related cases. Learners will gain hands-on experience with computer hardware, operating systems, mobile devices, networking fundamentals, and email investigations. Learners will conduct discussions and practical exercises to learn methodologies and techniques used during investigations involving digital evidence. Resources will be provided for learners to enhance law enforcement efforts to suppress and report the continually evolving and increasing number of electronic crime cases affecting communities nationwide, as well as improve and strengthen the prosecution and adjudication of those cases.

### **10-150-128 Windows Server Administration**

In this course learners will focus on the core infrastructure of a Windows Client/Server environment using the latest Windows server technology. Learners will work with Active Directory User and Group management, Network Access and Data Security, Group Policy and Remote Access services. At the completion of this course, the learner will be introduced to the objectives of the Microsoft Certified Solutions Associate industry certification exam #70-411. Prerequisites: Introduction to Networks (10-150-129) and CompTIA A+ Essentials (10-154-101)

### **10-150-132 Voice Over IP Administration**

Learners will be introduced to the protocols, terms and definitions of analog phone systems as well as Voice over IP (VOIP) networks. Learners will be configuring station call features, provisioning voice trunks, and establishing voicemail accounts. The learner will use the Cisco Unified Communications Manager platform while exploring the functionality of a voice over IP network. Prerequisite: Introduction to Networks (10-150-129)

**10-154-101 Comp TIA A+ Essentials**

Students will develop required skills and techniques that meet the competencies in the six domains required to pass the industry certification exam. Students will learn a technical understanding of computer technology and hardware, troubleshooting/repair/maintenance, operating systems, networking, security, and operational procedures including communication skills and professionalism required of all entry-level IT professionals.

**10-154-106 Comp TIA A+ Practical Applications**

Students will increase their skills and knowledge in which troubleshooting and tools must be applied to resolve problems. Students will develop a working understanding of hardware, operating systems, networking, and security concepts and apply it to problem-solving situations.

**10-182-111 Foundations of Inventory**

Learners will create a foundation for managing materials and labor in an organization. The foundations will include creating bills of materials and routings, and understanding inventory records and transactions.

**10-182-112 Forecasting and Scheduling**

Learners will examine the benefits and challenges of forecasting and its use in accurate scheduling of customer demand.

**10-182-113 Shop Floor Control**

Learners will develop an effective plan to manage the flow of materials and labor through the production process.

**10-182-114 Managing Inventory Levels**

Learners will develop an effective plan to minimize the cost of inventory while still meeting customer demand.

**10-182-115 Lean Principles**

In Understanding Lean Principles learners will examine the historic roots of lean and its current application in manufacturing, service sector, health care, and government. Learners will internalize the five principles and identify non-value added activities in a process. Learners will explore the characteristics of an organizational culture necessary to support and sustain a lean enterprise.

**10-182-116 5S and TPM**

Learners will examine the benefits and challenges of conducting a 5S strategy, visual management and TPM techniques in the workplace to stabilize processes.

**10-182-117 Standard Work and Mistake Proofing**

Learners will examine the lean tools used to standardize a process. Learners will develop standard work practices that reduce errors and increase efficiency.

**10-182-118 Process Mapping**

Learners will develop micro and macro level process maps to identify and remove waste and to improve process flow.

**10-182-119 Problem Solving Using A-3 Format**

Learners will utilize the A-3 Problem Solving format to complete projects that address the root cause and improve processes by eliminating waste.

**10-182-120 Purchasing Process**

Learners will examine the role of purchasing within an organization and explore basic purchasing activities.

**10-182-121 Evaluating the Purchasing Process**

Learners will develop an evaluation for the purchasing function to include analyzing ordering quantities, evaluating suppliers, and monitoring cost.

**10-182-122 Professional Networking and Development**

Learners will develop networking and professional development plans to assist in career progression in the supply chain management field.

**10-182-123 Introduction to Service Operations**

Learners will examine the unique requirements of providing an intangible product and formulate strategies to cultivate customer satisfaction.

**10-182-124 Service Delivery Systems**

Learners will design delivery systems that meet the needs of service based customers.

**10-182-131 Lean Six Sigma(1): Select/Define a Project**

Learners will select a problem and define its parameters by creating a project charter.

**10-182-132 Lean Six Sigma(2): Measure/Analyze**

Learners will collect and analyze data to address a defined problem. Prerequisite: Introductory Statistics (10-804-189)

**10-182-133 Lean Six Sigma(3): Improve/Control**

Learners will implement a solution to a defined problem and create a control system to monitor and maintain the improvement.

**10-196-124 Budget Analysis**

In the Budget Analysis course, students will be evaluating budgetary decisions and processes based on real-world examples. Students will explore the importance of operational budgeting from a planning and controlling standpoint, as well as explore capital investing decisions for an organization. Overall, the student will learn how to apply budgeting concepts and principles to an organization.

**10-196-126 Change Process**

In the Change Process course learners will have the opportunity to outline a change process for an organization. Within this outline and analysis, the student will take into consideration outside factors that may affect the change process, including both internal and external challenges. The student will explore transformational change within an organization and its benefits to the organization and the change process.

**10-196-127 Concepts of Problem Solving**

In the Concepts of Problem Solving course students will learn about systematic processes for solving organizational problems. Students will evaluate an organizational problem using the systematic process, and determine viable solutions based on the outcomes of that process. Finally, the student will discuss the benefits and challenges to completing the systematic problem solving method in a team environment.

**10-196-129 Creating Work Teams**

In the Creating Work Teams course the student will learn about the importance of effective teamwork within an organizational setting. The student will learn how to establish a team that will be effective in accomplishing the team goals, and will include the importance of development of the roles and responsibilities of team leadership, facilitation, recording, and participation in creating an effective team. The student will evaluate a team situation based on the stages and process of team development.

**10-196-130 Diversity**

In the Diversity course the student will analyze the growing amount of diversity in organizations today, as well as the impact diversity can have on the overall organizational culture. The student will learn techniques for adapting to increasing diversity and helping others adapt. In addition, the student will develop strategies managers and leaders can use for managing the increasing organizational diversity.

### **10-196-131 Employee Discipline**

In the Employee Discipline course the student will learn about how to manage different aspects and levels of employee discipline. The student will learn techniques to use when supervising difficult employees as well as use different strategies to help improve employee performance. Finally, the student will learn how to implement disciplinary and termination procedures that comply with the law.

### **10-196-133 Employment Law**

In the Employment Law course the student will gain an overall understanding of the laws and regulations in place regarding employees and employers. The student will learn about the EEOC, FERPA, and ADA regulations among others. The course will look at employment law from a managerial standpoint in terms of what an organization can and cannot do in regard to employment and labor. This includes the rights and responsibilities of both the employer and the employee.

### **10-196-137 Financial Management**

In the Financial Management course the student will look at different aspects of managing finances in an organization, including evaluation of the organization's financial performance. The student will look at real-life business scenarios to make decisions regarding finances, and will use spreadsheets and other electronic documents to explain the financial decisions.

### **10-196-138 Financial Statements**

In the Financial Statements course the student will learn about the different basic financial statements used in organizations today. The student will also use spreadsheets to prepare financial statements and compute financial ratios. Finally, the student will explore different methods of costing and classify the different elements of cost given real-world examples.

### **10-196-139 Global Business**

In the Global Business course students will learn about different aspects of international business and the global economy. Since most organizations are global it is important that today's manager understands the dynamics of international business. Students will evaluate different effects of globalization on an organization, including ethical concerns for the organization.

### **10-196-140 Human Resources**

In the Human Resources course the student will examine the different aspects of human resources management. Some of these aspects include the role of the human resources department in the organization as a whole as well as the role of human resources in helping to develop employees. The student will apply basic rules of management concerning personnel given real-life examples.

### **10-196-141 Labor Force Issues**

In the Labor Force Issues course the student will learn about different issues that occur within the labor force, some of which include workplace violence, substance abuse, different forms of harassment, discrimination and privacy issues. The student will look at these perspectives from a managerial and leadership standpoint, learning the role management plays in each of these issues.

### **10-196-142 Leadership**

In the Leadership course students will use critical thinking to look into the different aspects of leadership. Students will explore different types of leadership, including participative leadership, and the effectiveness of each. Students will also look at the impact that different types of power have on an organization and the employees by examining real-life examples.

### **10-196-143 Managing Communication**

In the Managing Communication course the student will look at the different aspects of effective communication in an organization. Some of the topics the student will explore include different forms of communication, tools for dealing with different forms of communication, barriers to communication, and the importance of effective communication in the organization. Emphasis will be placed on the importance of assertive communication as a manager in an organization.

### **10-196-44 Managing Bias**

In the Managing Bias course the student will take an introspective view of bias and personal prejudice. The student will have the opportunity to analyze his or her attitudes about others in the workplace and the effect that this may have on an organization and the people in it. This course is designed to give a student a perspective of his or her own biases for the purpose of eliminating them.

### **10-196-145 Managing Work Teams**

In the Managing Work Teams course the student will focus on team meetings and gathering group consensus. The student will explore some of the different habits of interdependence and demonstrate the ability to effectively plan and document a team meeting from a managerial standpoint. The student will use real-life examples to illustrate his or her skills.

### **10-196-147 Organizational Development**

In the Organizational Development course the learner will focus on the different managerial aspects of organizational development, including methods for diagnosing organizational issues and designing intervention plans. Organizational development is important because organizations are continually growing and changing, and it is management's job to ensure that the organization is developing and changing in the right areas.

### **10-196-150 Organizational Structure**

In the Organizational Structure course the student will explore the different ways that an organization can be structured depending on the size, goals, and industry in which the organization operates. The student will learn the importance of organizational structure to productivity and success, and will explore how an organization's vision will affect the structure and job design within an organization. This course will use real-world examples to help the student apply the concepts.

### **10-196-151 Orientation and Training**

In the Orientation and Training course, the student will look at the organization from a human resources management perspective. The student will focus on the different components of the orientation process for new employees as well as the continued training of employees throughout their time with an organization. The student will develop an orientation and training program for an actual organization in this course.

### **10-196-154 Process Management**

In the Process Management course the student will learn about the different aspects of process management, including process control tools, PDCA/PDSA cycles, and statistical process tools. The student will also learn about how the internal and external components of a process can affect the overall process and learn about process improvement techniques as well. Processes are a part of every business, and managers are responsible for ensuring those processes are efficient and effective.

### **10-196-155 Production Management**

In the Production Management course students will look at all of the different components of production given real-world situations. Students will use managerial skills and functions for decision making in regarding to production. The student will also determine the costs of products based on the different aspects of production.

### **10-196-156 Project Management 1**

In this first Project Management course students will examine the role of a project manager. In addition, the students will look at the different aspects of project planning, including software for managing a project and the different planning phases required for a successful implementation.

### **10-196-157 Project Management 2**

In Project Management 2 students will build upon what the planning that they have completed in Project Management 1. This course focuses on the actual implementation and project monitoring activities for a real-life project based on the planning that took place in the first course.

Prerequisite: Project Management 1 (10-196-156)

### **10-196-158 Quality Management**

In the Quality Management course the student will look at many different aspects of managing quality, including quality management and planning tools, FMEA, a quality function deployment process, and Total Quality Management Techniques in helping to plan and control for quality within the organization. In this course the student will be able to develop a personal philosophy of quality from a managerial perspective.

### **10-196-59 Recruitment and Hiring**

In the Recruitment and Hiring course the student will take a human resources perspective to explore recruitment and hiring practices, which will include job design and documentation, a recruitment strategy based on the organization's needs, and appropriate techniques for screening applicants for an open position within the organization.

### **10-196-160 Safety Application**

In the Safety Application course the student will look at an organization in terms of different forms of safety, which will depend upon the type of organization. Some of the concepts that the student will explore include fire protection, electrical safety, and accidents and illnesses. The student will also explore ways to minimize the risk of accidents relating to chemical, physical, biological, and other hazards in the organization.

### **10-196-161 Safety Management**

In the Safety Management course the student will look at safety from a human resources office perspective. Although other departments may be in charge of safety in an organization, many times it falls on the human resources personnel. The student will look at safety awareness and preparedness, inspections and maintaining a health work environment. The student will use an actual organization to demonstrate competency in these areas.

### **10-196-162 Workplace Social Responsibility**

In the Workplace Social Responsibility course the student will learn about the different aspects of social responsibility from an organizational standpoint. This will include problems and issues relating to social responsibility in the workplace as well as the relationship between business, the economy, and the environment. The student will look at the different laws and regulations regarding social responsibility and management's role in ensuring compliance with these regulations within the organization.

### **10-196-163 Stress Management**

In the Stress Management course the student will learn how to cope with his or her own stressors in a positive manner. The student will identify his or her own personal sources of stress and design a personal stress management strategy around those sources using coping skills learned in the course. This course is designed to help the student deal with stressors in both a personal and in a professional sense.

### **10-196-171 Time Management**

In the Time Management course the student will learn about how to best manage his or her time based on his or her current activities and schedule. The student will set personal goals and learn to prioritize tasks and manage time effectively to achieve personal goals. The student will assess how procrastination and time wasters can affect achieving goals set, and will also assess the importance of delegation in an effective time management strategy.

### **10-196-173 Sales and Marketing**

In the Sales and Marketing course the student will apply the role of management in making decisions concerning organizational marketing based on the industry, competition, and other internal and external factors. The student will also learn about sales tactics, upselling, customer relationship and retention, and the relationship between marketing and sales in a business.

### **10-196-174 Customer Service**

In the Customer Service course the student will learn about the different concepts associated with customer service in business. The student will define internal and external customers, and will apply different strategies to meet or exceed the expectations of the internal and external customer. Finally, the student will learn about management's role in setting and maintaining the customer service expectations.

### **10-196-175 Ethics**

In the Ethics course the learner will evaluate ethics from a personal and a managerial standpoint. The student will assess their personal ethics and use an ethical decision making framework to make good ethical decisions as an individual. Then the student will look at ethics in regard to ethical leadership and fostering a culture of ethics as a manager within an organization.

### **10-201-101 Design Fundamentals**

Students apply the elements of art (line, texture, color, shape, and value). Students will investigate how these elements can be manipulated using various principles of design to achieve different effects. Basic color theory will be covered.

### **10-201-124 Portfolio Introduction**

Students plan individual professional portfolios. They will write goal statements and understand the value of career goal setting. Students will identify work samples that should be included in a professional portfolio and begin resume design. Portfolios will be finalized in the final semester of the program.

### **10-201-128 Internship/Field Study**

Students obtain on-the-job experience in a web and/or graphic design department. Students work in an area focusing on web and/or graphic design. Internships comprise realistic work situations required by an entry-level web/graphic designer. Prerequisites: Web Programming with XHTML (10-152-113) Web Programming with JavaScript; (10-152-114) Illustrator; (10-201-134) InDesign; (10-201-135) Design Fundamentals; (10-201-101) Typography (10-201-106) Co-requisite: Web Page Design 2 (10-201-105)

### **10-201-133 Photoshop**

This course introduces the learner to photo manipulation and enhancement using the industry leading Adobe Photoshop software. Course will also cover composition images, illustration, color correction, file formats, scanning, 3D objects, image quality and preparing images for print and web mediums. A working knowledge of computers is required for this course, including the ability to save and organize files. This course uses Macintosh computers; previous Macintosh experience is helpful but not necessary.

### **10-201-134 Illustrator**

This course prepares the student to use Adobe's standard vector graphics software to create digital illustrations. The course will cover the basics of illustration as it relates to the digital environment. Students will turn out professional-looking graphics for web or print with Adobe Illustrator software. Through practical exercises, students become fluent in the premier program for line art, logos, vector graphics and quick page layout. A working knowledge of computers is required for this course, including the ability to save and organize files. This course uses Macintosh computers; previous Macintosh experience is helpful but not necessary.

### **10-201-136 Multimedia Concepts**

This course teaches students how to create various multimedia elements including video, audio, and basic animation. Students will learn how to incorporate these elements into various forms of digital mediums.

### **10-201-139 Web Page Design 1**

Students develop skills that lay the foundation for producing web-ready communications: graphic design principles, storyboards, web development, shared project management skills such as interviewing and project scheduling, peer review, and redesign. Project activities focus on developing effective communications that can be deployed on the web. Students develop a variety of graphical images, an electronic portfolio, and a client website. Projects are accomplished using Dreamweaver and other Adobe Software. Prerequisite: Photoshop (10-201-133)

### **10-203-131 Introduction to Digital Photography**

Students use digital cameras to produce images for presentations, the World Wide Web, and electronic publication. Basic principles of effective composition, light, exposure and control of motion and focus are covered. The basics of portraiture and product photography are studied in a studio environment.

### **10-307-148 ECE: Foundations of ECE**

Students are introduced to the early childhood profession. Students integrate strategies that support diversity and anti-bias perspectives; investigate the history of early childhood education; summarize types of early childhood education settings; identify the components of a quality early childhood education program; summarize responsibilities of early childhood education professionals; explore early childhood curriculum models.

### **1-0307-151 ECE: Infant & Toddler Dev**

Students study infant and toddler development as it applies to an early childhood education setting. Students integrate strategies that support diversity and anti-bias perspectives; analyze development of infants and toddlers (conception to three years); correlate prenatal conditions with development; summarize child development theories; analyze the role of heredity and the environment; examine research-based models; examine culturally and developmentally appropriate environments for infants and toddlers.

### **10-307-166 ECE: Curriculum Planning**

Students examine the components of curriculum planning in early childhood education. Students integrate strategies that support diversity and anti-bias perspectives; examine the critical role of play; establish a developmentally appropriate environment; examine caregiving routines as curriculum; develop activity plans that promote child development and learning; develop unit plans that promote child development and learning; analyze early childhood curriculum models.

### **10-307-167 ECE: Hlth Safety & Nutrition**

Students examine the topics of health, safety, and nutrition within the context of the early childhood educational setting. Students integrate strategies that support diversity and anti-bias perspectives; follow governmental regulations and professional standards as they apply to health, safety, and nutrition; provide a safe early childhood program; provide a healthy early childhood program; provide a nutritionally sound early childhood program; adhere to child abuse and neglect mandates; apply Sudden Infant Death Syndrome (SIDS) risk reduction strategies; incorporate health, safety, and nutrition concepts into the children's curriculum.

### **10-307-174 ECE: Practicum 1**

In this three credit course the student will learn about and apply the course competencies in an actual child care setting. The course competencies include: document children's behavior; explore the standards for quality early childhood education; explore strategies that support diversity and anti-bias perspectives; implement activities developed by the co-op teacher/instructor; demonstrate professional behaviors; practice care-giving routines as curriculum; practice positive interpersonal skills with children and adults; analyze the guiding principles and the five developmental domains related to the WI Early Learning Standards; integrate the WI Early Learning Standards into the program's teaching cycle (on-going assessment, planning and curriculum goals, and implementation); evaluate learning and assessment activities using the early learning standards for each individual child.

### **10-307-178 ECE: Art Music & Lang Arts**

Students focus on beginning level curriculum development in the specific content areas of art, music, and language arts. Students integrate strategies that support diversity and anti-bias perspectives; examine the critical role of play; establish a developmentally appropriate environment; develop activity plans that promote child development and learning; analyze caregiving routines as curriculum; create developmentally appropriate language, literature, and literacy activities; create developmentally appropriate art activities; create developmentally appropriate music and movement activities.

### **10-307-179 ECE: Child Development**

Students examine child development within the context of the early childhood education setting. Students analyze social, cultural, and economic influences on child development; summarize child development theories; analyze development of children age three through age eight; summarize the methods and designs of child development research; analyze the role of heredity and the environment.

### **10-307-187 ECE: Children w Diff Abilities**

Students focus on the child with differing abilities in an early childhood education setting. Students integrate strategies that support diversity and anti-bias perspectives; provide inclusive programs for young children; apply legal and ethical requirements including, but not limited to, ADA and IDEA; differentiate between typical and exceptional development; analyze the differing abilities of children with physical, cognitive, health/medical, communication, and/or behavioral/emotional disorders; work collaboratively with community and professional resources; utilize an individual educational plan (IEP/IFSP) for children with developmental differences; adapt curriculum to meet the needs of children with developmental differences; cultivate partnerships with families who have children with developmental differences.

### **10-307-188 ECE: Guiding Child Behavior**

Students examine positive strategies to guide children's behavior in the early childhood education setting. Students integrate strategies that support diversity and anti-bias perspectives; summarize early childhood guidance principles; analyze factors that affect the behavior of children; practice positive guidance strategies; develop guidance strategies to meet individual needs; create a guidance philosophy.

**10-307-194 ECE: Math Science & Soc St**

Students focus on beginning level curriculum development in the specific content areas of math, science, and social studies. Students integrate strategies that support diversity and anti-bias perspectives; examine the critical role of play; establish a developmentally appropriate environment; develop activity plans that promote child development and learning; create developmentally appropriate science activities; create developmentally appropriate math activities; create developmentally appropriate social studies activities.

**10-307-195 ECE: Family & Community Rel**

Students examine the role of relationships with family and community in early childhood education. Students implement strategies that support diversity and anti-bias perspectives when working with families and community; analyze contemporary family patterns, trends, and relationships; utilize effective communication strategies; establish ongoing relationships with families; advocate for children and families; work collaboratively with community resources.

**10-307-197 ECE: Practicum 3**

Students learn about and apply the course competencies in an actual child care setting. Students assess children's growth and development; implement the standards for quality early childhood education; integrate strategies that support diversity and anti-bias perspectives; build meaningful curriculum; provide a developmentally appropriate environment; facilitate positive guidance strategies; evaluate one's own professional behaviors and practices; lead caregiving routines as curriculum; utilize positive interpersonal skills with children; utilize positive interpersonal skills with adults. Prerequisite: ECE: Practicum 2 (10-307-192)

**10-307-198 ECE: Admin an ECE Program**

Students focus on the administration of an early childhood education program. Students integrate strategies that support diversity and anti-bias perspectives; analyze the components of an ECE facility; design an ECE program; analyze the aspects of personnel supervision; outline financial components of an ECE program; apply laws and regulations related to an ECE facility; advocate for the early childhood profession. Prerequisite: ECE: Foundations of ECE (10-307-148)

**10-316-107 Baking 1**

Students apply the baking process, scale ingredients, mix and handle batters and doughs, and apply icings utilizing standardized recipes. Students produce quick breads, basic yeast breads, pies, cakes, cookies, and convenience products. Co-requisite: Food Sanitation & Safety (10-317-120)

**10-316-130 Gourmet Dining 1**

Students are introduced to classical and ethnic cooking techniques common to full-service restaurants. Students develop and apply skills in the College Gourmet Dining Room, a simulated restaurant environment. Focus is on types of dining room service appropriate to various restaurant operations to understand the "front" and "back" of the house relationship. Prerequisites: Catering/Special Function Planning (10-316-165) Food Sanitation and Safety (10-317-120)

**10-316-133 Garde Manger: Decorative Foods**

Students participate in various activities focused on the creative aspects of culinary arts. Selected tasks include ice carving, food carving and food garnishing. In addition, students create more challenging culinary preparations such as cured and smoked foods, common and specialty sausages and pates. Prerequisites: Quantity Prep – Meat Poultry & Seafood (10-317-143) or Quantity Prep - Meat Poultry & Seafood (10-316-143) Food Sanitation and Safety (10-317-120)

**10-316-138 Cooking Principles and Equipment**

Students maximize efficiency through the appropriate selection and use of commercial kitchen equipment. They apply basic cooking principles, use measuring devices, develop standardized recipes, assemble and disassemble equipment, and analyze types of cooking.

**10-316-139 Quantity Prep: Garde-Manger**

Students learn to prepare cold sandwiches, salads, salad dressings, and cocktail sauces. Student study and prepare dairy products, beverages, breakfast foods, and cold and hot appetizers. Co-requisite: Food Sanitation & Safety (10-317-120)

**10-316-140 Quantity Prep: Soups and Sauces**

Students apply the principles of and develop skills in the production of stocks, soups, gravies, and sauces utilizing standardized recipes.

**10-316-141 Quantity Prep: Fruits and Vegetables**

Students apply the principles of and develop skills in the preparation of fresh and processed fruits and vegetables and analyze the place of fruits and vegetables in the American diet. Co-requisite: Food Sanitation & Safety (10-317-120)

**10-316-148 Food Service Internship 1**

Students apply principles learned in first-year culinary courses to meet specific learning objectives working in the culinary profession with guidance and evaluation from an internships site supervisor and culinary arts instructor. Prerequisites: Food Sanitation and Safety (10-317-120) and Cooking Principles and Equipment (10-316-138) or Cooking Principles and Equipment (10-317-138) and Quantity Prep: Garde-Manger (10-316-139) or Quantity Prep: Garde-Manger (10-317-139) and Quantity Prep: Soups and Sauces (10-316-140) or Quantity Prep: Soups and Sauces (10-317-140) and Quantity Prep: Fruits and Vegetables (10-316-141) or Quantity Prep: Fruits and Vegetables (10-317-141) and Catering and Deli Production (10-316-142) or Catering and Deli Production (10-317-142) and Quantity Prep: Meat, Poultry, Seafood (10-316-143) or Quantity Prep: Meat, Poultry, Seafood (10-317-143)

**10-316-158 Food Purchasing Analysis/Sustainability**

Students focus on the mechanics of food and beverage purchasing. This includes how to select the right suppliers, how to use various purchasing systems, and the practical aspects and legal considerations of food buying. Special attention is given to the sustainability of the food products being purchased.

**10-317-120 Food Sanitation and Safety**

Students study the conditions which cause food contamination and spoilage, safe food handling techniques, and how to prevent accidents. Students use state and federal regulations, apply HACCP principles, and complete the Wisconsin Certified Food Manager exam.

**10-317-122 Catering Management**

Students examine various aspects of managing a catering facility including dining room design, marketing, supervision skills, facilities and equipment and the fundamentals of event coordination.

**10-317-135 Cost Control and Analysis**

Students study issues related to cost factors in purchasing, receiving, preparation, and storage of foods and beverages. They analyze food and labor cost records and plan basic food service budgets. They implement an inventory management software program and interpret the reports.

**10-317-159 Food Marketing**

Students examine important facets of marketing for the food service industry. These include researching your target market, examining consumer behavior, advertising and branding, and recognizing successful marketing strategies.

### **10-317-165 Hospitality Supervision**

Students investigate procedures involved in hiring and supervising personnel including relevant laws, types of communication, training employees, goal setting and professional interactions.

### **10-325-101 Golf Course Operations**

Students tee time operation, rules of golf, terminology, licenses and certification, strategic and operational planning, golf associations, course/club membership / ownership's, and policies and procedures within a golfing facility.

### **10-325-102 Career and Leadership Development**

Course emphasis is placed on business organizational structures within the golf industry, career planning, goal setting, leadership, and job seeking skills.

### **10-325-107 Soils, Conservation, and Fertility**

Students study the establishment, modification, and maintenance of northern turf grasses. They learn about irrigation systems, drainage needs, and soil tests. They study weather-related issues, diseases, insects, pesticide application, and appropriate chemicals.

### **10-325-108 Tournament Promotions**

Students work in cooperation with a local golf course to apply promotion, marketing, and business principles to the development of plans and implementation of a group golf tournament program or outing.

### **10-325-114 Techniques for Teaching Golf**

Students study the principles and techniques involved in teaching people the rules and etiquette of golf as well as the fundamentals and mechanics of the golf swing.

### **10-325-116 History of Golf**

Students will gain knowledge about the history of golf. Students will learn about historical personalities, governing bodies, professional organizations, tournaments and the evolution of the game.

### **10-325-117 Golf Regulatory and Legal Issues**

Students gain knowledge about the regulatory and legal issues surrounding the golf industry. Students learn how to effectively deal with rule changes that come from national golfing associations. Students also learn how to manage and work through regulatory and legal issues that come from local communities / Department of Natural Resources.

### **10-325-118 Golf Course Irrigation Systems**

Students gain knowledge about irrigation systems for golf courses. Students learn how to effectively manage the irrigation systems. Students also learn about calibration, design, installation, repair, diagnostics, water efficiency, rates and frequency, water quality, disease and pest control, trace elements, water sampling, minerals deposits, effluent wastewater handling, and pump house design and maintenance.

### **10-325-124 Player Development 1**

Students learn skills needed to help them pass the PGA players ability test. The course will concentrate on players putting, chipping and full swing. The use of modern teaching tools and swing analysis equipment will be provided. Students have hands-on lessons with PGA instructors and create their own learning portfolio.

### **10-325-127 Turf Grass Horticulture**

Biological principles of growing horticultural crops with an emphasis toward turf grass including anatomy, reproduction, light, temperature, water, nutrition, and growth and development. Laboratory exercises emphasize environmental factors and permit detailed observation of plant growth.

### **10-501-101 Medical Terminology**

This course focuses on the component parts of medical terms: prefixes, suffixes and word roots. Students practice formation, analysis and reconstruction of terms. Emphasis on spelling, definition and pronunciation. Introduction to operative, diagnostic, therapeutic and symptomatic terminology of all body systems, as well as systemic and surgical terminology.

### **10-501-104 Culture of Healthcare**

This course is designed as an introduction to customer service for learners interested in working in various healthcare settings. The learner investigates healthcare systems, safety standards, and the workforce. The learner examines professionalism, interpersonal and written communication skills, and confidentiality as they relate to customer service in healthcare.

### **10-501-107 Digital Literacy for Healthcare**

Provides an introduction to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems and the application of computers in the workplace. Emphasizes the use of common software packages, operating systems, file management, word processing, spreadsheet, database, Internet, and electronic mail.

### **10-504-103 Criminal Law Studies**

In this course, learners will identify basic concepts of criminal law; analyze facts, circumstances, and situations and determine which, if any, crimes against persons have been committed; analyze facts, circumstances, and situations and determine which, if any, crimes against property have been committed; and analyze facts, circumstances, and situations and determine which, if any, crimes involving drugs, alcohol or other criminal activity have been committed.

### **10-504-105A Police Internship**

Students develop a resume and portfolio as well as gain skills in contacting employers and interviewing. Students acquire an appropriate police science related internship and are guided in operations and procedures by mentors from that agency. Students document their experiences and observations.

### **10-504-111 Criminology**

Students identify what constitutes a crime and how to classify crimes. They identify criminals and differentiate between accidental and premeditated. They recognize certain abnormal human behavior leading to criminal activity and study cases that demonstrate classic symptoms. Students identify common motives behind criminal activity. They examine various methods and degrees of deterring criminal activities.

### **10-504-119 Introduction to Corrections**

The theories, philosophies, and practices of corrections will be examined. The history and current trends will be used to analyze the differences between correctional options.

### **10-504-120 Homeland Security/Terrorism**

Students discuss the United States Department of Homeland Security and its mission will be investigated. Students analyze the use of chemical, biological, radiological, nuclear and explosive devices, and the use of these weapons of mass destruction. Discussion on the importance and basic elements of a planned response, methods used to prevent the importation of weapons of mass destruction into the U.S., and learn what is being done and what can be done to prevent another large-scale terrorist incident in the U.S. Learn the Incident Command System required by National Incident Management System as well as the National Emergency Response System. Analysis will be made of areas of threat identification, natural and man-made emergency operation planning and counterterrorism response.

### **10-504-124 Fund of Firearms Safety for Law Enforcement**

In this course, students will explore firearms safety and care, review basic nomenclature of pistols and rifles, explore basic firearms cleaning and maintenance principles, and practice basic shooting fundamentals. This course will consist of skills practice involving dry-fire drills and live-fire range skills practice. Prerequisite: Criminal Justice Major Students must be 18 years of age or older, legally eligible to possess a firearm and a full-time Criminal Justice-Law Enforcement student.

### **10-504-150 Fitness for Protective Services**

Students develop physical and mental regimens that will help them maintain personal fitness for their careers in the years ahead. Students explore the importance of physical fitness as it relates to their everyday health and their chosen careers. The course focuses strongly on the Tactical Functional Training (TFT) model and incorporates aspects of the Cooper Institute's Law Enforcement standards. Students will be required to complete a series of fitness assessments throughout the course to monitor and track progress. Prerequisite: Completion of successful Medical Screening documentation and liability waiver.

### **10-504-900 Intro. to Criminal Justice**

In this course learners will distinguish between the roles and functions of courts with jurisdiction in Wisconsin, differentiate between the roles and functions of federal; state and local law enforcement agencies; apply professional principles as a law enforcement officer; determine modern police functions and policies from a historical perspective; identify the role of law enforcement officers in American society; identify the law enforcement policies required by Wisconsin statutes; defend the importance of written agency policies, distinguish between "ministerial" and "discretionary" duties, utilize a decision-making model; identify the characteristics of a good decision maker; describe how professionalism, ethics, and moral standards relate to a law enforcement career; practice a code of behavior that embodies the principles and obligations of the law enforcement code of ethics; incorporate ethical decision making strategies; describe how decisions are made; enhance an officer's critical thinking and police problem solving skills; and apply principles of critical thinking, decision-making, and problem solving.

### **10-508-101 Dental Health Safety**

Prepares dental auxiliary students to respond proactively to dental emergencies, control infection, prevent disease, adhere to OSHA standards, and safely manage hazardous materials. Students also take patient vital signs and collect patient medical/dental histories. CPR certification is required prior to completion of the course.

### **10-508-103 Dental Radiography**

Prepares dental auxiliary students to operate x-ray units and expose bitewing, periodical, extra oral, and occlusal radiographs. Emphasis is placed on protection against x-ray hazards. Students also process, mount, and evaluate radiographs for diagnostic value. In this course students demonstrate competency on a manikin. In addition, students expose bitewing radiographs on a peer, role-play patient.

### **10-508-113 Dental Materials**

Prepares dental auxiliary students to handle and prepare dental materials such as liners, bases, cements, amalgam, resin restorative materials, gypsum products, and impression materials. They also learn to take alginate impressions on manikins and clean removable appliances.

### **10-510-142 Midwife Clinic I**

The learner will observe, interact, and analyze maternity services in a variety of clinical settings.

### **10-510-149 Professional Issues in Midwifery**

The learner will prepare for a professional career. Legal and ethical aspects of the profession, opportunities and trends, and professional issues will be covered.

### **10-510-150 OB/Medication Management**

The learner will define the relationship of the midwife and healthcare partners, conditions which require referral and transfer to physician care, and the midwife's role and responsibility to client. Prerequisites: Intrapartum (10-510-164) Postpartum (10-510-165) Neonate (10-510-166)

### **10-510-152 Midwife Clinic Lab II**

The learner will use critical thinking and problem solving skills utilizing case presentation and analysis using the learner's clinical experiences. The learner will provide input into discussion on ethics, professional considerations, and current practice standards as relates to midwife practice. Prerequisite: Midwife Clinic Lab I (10-510-148)

### **10-510-154 Midwife Research**

The learner will gain an introductory understanding to midwifery and medical research by becoming research aware, and gaining a basic ability to read, evaluate, and interpret papers from various evidence sources including both research paradigms and the many approaches incorporated within them.

### **10-510-159 Midwife Clinic 1**

The learner will observe and interact within in a clinical setting with a focus on introduction to Midwifery practice and basic general skills. The learner will progress from observation to beginning performance in the clinical application of general basic skills. Prerequisites: Introduction to Midwife Clinic (10-510-158) Midwife Science Lab (10-510-156) Physical Exam for the Midwife (10-510-157)

### **10-510-160 Antepartum Theory**

Antepartum provides an in-depth study of client care through the antepartum including nutrition, establishing pregnancy, the management and support of both psychological and physiological changes in pregnancy. The course includes issues of complications during pregnancy, genetics, embryology, fetology, lab and diagnostic tests. Prerequisites: Introduction to Midwifery Practice (10-510-155) Midwife Science Lab (10-510-156) Physical Exam for the Midwife (10-510-157) Introduction to Midwife Clinic (10-510-158)

### **10-510-161 Antepartum Lab**

The learner will become familiar with the theory and performance of essential health care skills necessary during the Antepartum period of pregnancy. Co-requisite: Antepartum Theory (10-510-160)

### **10-510-162 Midwife Clinic 2**

The learner will develop beginning critical thinking skills for the antepartum client with a focus on counseling and education. The learner will perform in the clinical application of skills and theory for the client during the antepartum, intrapartum and postpartum periods of pregnancy using the Midwives Model of Care. Prerequisite: Midwife Clinic 1 (10-510-159)

### **10-510-163 Midwife Clinic 3**

The learner will have the opportunity to further develop critical thinking skills using the Midwives Model of care in making clinical decision with an emphasis on antenatal care. The learner will focus on performance of initial history and physical examination including collection of appropriate specimens. Prerequisite: Midwife Clinic 2 (10-510-162)

### **10-510-167 Midwife Clinic 4**

The learner focuses on development and skills for education and counseling in the uncomplicated intra and postpartum periods in a supervised clinical setting progressing into a primary care role using the Midwives Model of Care. The learner will begin to develop management skills for the complicated client during the antepartum period. Prerequisite: Midwife Clinic 3 (10-510-163)

**10-510-168 Midwife Clinic 5**

Using the Midwife Model of Care the learner focuses on beginning development of primary management skills for the uncomplicated intra and postpartum periods in a supervised clinical setting. The learner will begin development of management skills for the care and management of the uncomplicated newborn. The learner will develop primary intermediate management skills for the complicated client during the antepartum period. Prerequisite: Midwife Clinic 4 (10-510-167)

**10-510-169 Midwife Clinic 6**

Using the Midwives Model of Care the learner focuses on intermediate development of primary management skills for the uncomplicated intra and postpartum periods in a supervised clinical setting. The learner will develop management skills for the primary care and management of the uncomplicated newborn. The learner will assist the preceptor in advanced primary antenatal care skills of the complicated client. The learner will begin to develop counseling and education management for Well Woman Care. Prerequisite: Midwife Clinic 5 (10-510-168)

**10-513-110 Basic Lab Skills**

This course explores health career options and the fundamental principles and procedures performed in the clinical laboratory. You will utilize medical terminology and basic laboratory equipment. You will follow required safety and infection control procedures and perform simple laboratory tests.

**10-513-111 Phlebotomy**

This course provides opportunities for learners to perform routine venipuncture, routine capillary puncture, and special collection procedures.

**10-513-113 QA Lab Math**

This course focuses on performing the mathematical calculations routinely used in laboratory settings. You will explore the concepts of quality control and quality assurance in the laboratory.

**10-513-115 Basic Immunology Concepts**

This course provides an overview of the immune system including laboratory testing methods for diagnosis of immune system disorders, viral and bacterial infections.

**10-513-130 Advanced Hematology**

This course explores mechanisms involved in the development of hematological disorders. Emphasis is placed upon laboratory techniques used to diagnose disorders and monitor treatment. Prerequisite: Basic Hematology (10-513-120)

**10-513-131 Clinical Chemistry 1**

Introduces Clinical Chemistry techniques and procedures for routine analysis using photometric, potentiometric, and separation techniques. Topics in this course include pathophysiology and methodologies for carbohydrate, lipids, proteins, renal function and blood gas analysis. Prerequisite: Intro to Biochemistry (10-806-186)

**1-0513-132 Clinical Chemistry 2**

A continuation of Clinical Chemistry 1, this course includes techniques and procedures for analysis using sophisticated laboratory instrumentation. Topics include pathophysiology and methodologies for hepatic, bone, cardiac markers, tumor markers, endocrine function, fetal function, miscellaneous body fluids, and toxicology. Prerequisite: Intro to Biochemistry (10-806-186)

**10-513-133 Clinical Microbiology**

This course presents the clinical importance of infectious diseases with emphasis upon the appropriate collection, handling and identification of clinically relevant bacteria. Disease states, modes of transmission and methods of prevention and control, including antibiotic susceptibility testing will also be discussed. Prerequisite: Microbiology (10-806-197)

**10-513-180 Body Fluids Analysis**

Covers principles and procedures related to laboratory analysis of body fluids, including serous fluids, cerebral spinal fluid, synovial fluid, and bronchoalveolar lavage (BAL) fluid. The major emphasis of the course is hematologic analysis, including cell counts and differentials. The completion of case studies allows the student to correlate laboratory results with disease states. Prerequisite: Basic Hematology (10-513-120)

**1-0513-181 Lab Science Microbiology**

This course provides an overview of microbiological theory and testing performed in dairy industry production, specifically cheese and other dairy manufacturing. This course will review lab safety, beneficial and pathogenic microorganisms and their detection and control within the industry. Sample collection, handling and preparation, in addition to tests performed to detect microorganisms in raw and manufactured dairy products will be discussed.

**10-513-182 Intermediate Lab Skills**

The learner will be introduced to dairy food chemistry and intermediate laboratory skills. Topics covered will include basic chemistry principles used in dairy food testing. Students will be introduced to testing performed in a dairy food manufacturing lab, standard laboratory methods and proper techniques in laboratory documentation as it relates to quality control. Concepts in data analysis as it relates to creation of laboratory reports and log sheets will be reviewed. Emphasis will be placed on laboratory safety, laboratory equipment utilization, and calibration techniques. Pre/Co-requisites: QA Lab Math and Basic Lab Skills.

**10-513-183 Manufacturing Practices for Food Industry**

This course focuses on the Good Manufacturing Practices (GMP's) as they are defined in Part 110 of Title 21 of the Code of Federal Regulation for the food industry. You will explore each GMP requirement in depth and analyze ways food manufacturers can establish process and product control to meet the intent of each GMP. You will also discuss the consequences of failing to meet and maintain compliance with the GMP's. This course does not replace the mandatory annual GMP training required for workers already employed in a regulated production facility.

**10-520-101 Introduction to Human Services**

Students investigate the various roles and responsibilities of human service providers. Students examine the history of "helping" and its influence on contemporary programs and policies. Students explore the challenges and dilemmas confronting human service providers as well as current trends and controversies. Because effective human service providers are aware of their own values and biases, students reflect on their thoughts, beliefs, and attitudes about working with diverse populations.

**10-520-104 Community Resources and Services**

Students identify programs and services provided by local human service agencies, through presentations by guest speakers, site visits, and independent research. Students create a resource file. Students implement a service project to address an unmet need in the community.

**10-520-106 Issues of Gerontology**

Students examine the challenges faced by individuals and society as human longevity increases. Students explore the issues of concern to older adults: ageism, physical and mental health, finances, relationships, living situations, and long-term/end-of-life care. Students examine their attitudes and beliefs about working with elders. Students identify local providers of services for older adults. Prerequisite: Introduction to Human Services (10-520-101) Ethics for the Profession (10-520-102)

**10-520-108 Methods of Social Casework**

Students develop skills in several areas of the human services profession including case management, crisis intervention, documentation, and grant writing. Prerequisite: Interviewing & Counseling Techniques (10-520-105)

**10-520-109 Professional Documentation in Human Services**

Students document client information in accordance with professional guidelines using written, recorded and role-played case studies. Students create cover letters, memos, electronic correspondence, and a grant proposal. Prerequisites: Written Communication (10-801-195) Interviewing & Counseling Techniques (10-520-105)

**10-520-121 Field Study I**

Students gain “on-the-job” experience through placements at local human service agencies. Students examine their progress towards learning goals through reflection, discussion, and supervision. Students discuss their experiences, challenges, ethics, and boundary issues during the weekly seminar. Students are not paid for their time in the field. Prerequisites: Ethics for the Profession (10-520-102), Issues in ATODA (10-520-103)

**10-524-139 PTA Patient Interventions**

An introduction to basic skills and physical therapy interventions performed by the physical therapist assistant.

**10-524-140 PTA Professional Issues 1**

Introduces the history and development of the physical therapy program, legal and ethical issues, the interdisciplinary health care team, and professional communication skills.

**10-524-144 PTA Princ of Neuro Rehab**

Integrates concepts of neuromuscular pathologies, physical therapy interventions, and data collection in patient treatment. Prerequisites: PTA Patient Interventions (10-524-139) PTA Applied Kinesiology 2 (10-524-157)

**10-524-145 PTA Princ of Musculo Rehab**

Integrates concepts of musculoskeletal pathologies, physical therapy interventions, and data collection in patient treatment. Prerequisite: PTA Applied Kinesiology 2 (10-524-157)

**10-524-146 PTA Cardio & Integ Mgmt**

Integrates concepts of cardiopulmonary and integumentary pathologies, physical therapy interventions, and data collection in patient treatment. Prerequisites: PTA Patient Interventions (10-524-139) PTA Applied Kinesiology 2 (10-524-157)

**10-524-156 PTA Applied Kinesiology 1**

Introduces basic principles of musculoskeletal anatomy, kinematics, and clinical assessment. Students locate and identify muscles, joints, and other landmarks of the lower quadrant in addition to assessing range of motion and strength. Integrates analysis of gait. Prerequisite: Accepted into Physical Therapist Assistant Program (10-524-1)

**10-530-112 Oncology Coding and Staging**

Introduces oncology coding and staging systems with a general overview of the International Classification of Diseases for Oncology terminology and classification system, and focuses on coding clinical information from medical records: coding diagnosis, procedures, sequencing, and coding conventions, staging and disease concepts used by physicians and cancer surveillance organizations to determine treatment and survival. Prerequisites: Introduction to Cancer Registry Management (10-530-110) Cancer Disease Management (10-530-111) Advanced Anatomy & Physiology (10-806-179)

**10-530-113 Cancer Statistics and Epidemiology**

Introduces cancer statistics, describes and analyzes epidemiology, cancer surveillance, annual reporting preparation, presentation of cancer data, physician, patient, follow-up resources and activities. Prerequisites: Introduction to Cancer Registry Management (10-530-110) Cancer Disease Management (10-530-111) Advanced Anatomy & Physiology (10-806-179) Written Communications (10-801-195) Oral/Interpersonal Communication (10-801-196)

**10-530-114 Abstracting Principles and Practice I**

Introduces principles of cancer registry abstracting, identifies and selects appropriate clinical information from medical records in alignment with cancer regulatory core data item requirements: recording, coding, and staging site specific cancer information using manual and computerized applications. Prerequisites: Introduction to Cancer Registry Management (10-530-110) Cancer Disease Management (10-530-111) Advanced Anatomy & Physiology (10-806-179)

**10-530-160 Healthcare Informatics**

Emphasizes the role of information technology in healthcare through an investigation of the electronic health record (EHR), business, and health information software applications. Learners will develop skills to assist in information systems design and implementation. Prerequisites: Healthcare Law & Ethics (10-530-178) Health Data Management (10-530-176)

**10-530-162 Foundations of HIM**

Introduces learners to the healthcare delivery system and the external forces that influence healthcare delivery. Sets an understanding for the expectations and standards related to professional ethics, confidentiality and security of health information. Differentiates the use and structure of healthcare data elements, data standards, and the relationships between them. Prepares learners to collect and maintain health data to ensure a complete and accurate health record. Note: Students must have already completed or have concurrent enrollment in Digital Literacy for Healthcare (10-501-107).

**10-530-163 Healthcare Stats and Analytics**

Explores the management of medical data for statistical purposes focusing on descriptive and inferential statistics including definition, collection, calculation and compilation of numerical data. Examines data analytics, retrieval, presentation, and research methodologies. Prerequisite: Foundations of HIM (10-530-162)

**1-0530-164 Intro to Health Informatics**

Emphasizes the role of information technology in healthcare through an investigation of the electronic health record (EHR), business, and health information software applications. Learners will develop skills to assist in enterprise information management and database architecture design and implementation. Prerequisites: Digital Literacy for Healthcare (10-501-107) Foundations of HIM (10-530-162)

**1-0530-166 HIT Capstone**

Prepares the student to enter the workforce. Topics may include resume and cover letter writing, interviewing skills, portfolio preparation, and RHIT examination preparation. Prerequisite: Intro to Health Informatics (10-530-164)

**10-530-177 Healthcare Stats & Research**

Explores the management of medical data for statistical purposes. Focuses on descriptive statistics, including definitions, collection, calculation, compilation, and display of numerical data. Vital statistics, registries, and research are examined. Prerequisites: Healthcare Law & Ethics (10-530-178) Health Data Management (10-530-176)

**10-530-182 Human Diseases for the Health Professions**

Prepares learners to interpret clinical documentation that they will encounter in a variety of healthcare settings. Emphasis is placed on understanding the common disorders and diseases of each body system to include the etiology (cause), signs and symptoms, diagnostic tests and results, and medical treatments and surgical procedures. Prerequisites: Medical Terminology (10-501-101) General Anatomy & Physiology (10-806-177) or Basic Anatomy (10-806-189)

### **10-530-184 CPT Coding**

Prepares learners to assign CPT codes, supported by medical documentation, with entry level proficiency. Learners apply CPT instructional notations, conventions, rules, and official coding guidelines when assigning CPT codes to case studies and actual medical record documentation. Prerequisites: Medical Terminology (10-501-101) General Anatomy & Physiology (10-806-177) or Basic Anatomy (10-806-189)

### **10-530-185 Health Care Reimbursement**

Prepares learners to compare and contrast health care payers, illustrate the reimbursement cycle, and to comply with regulations related to fraud and abuse. Learners assign Diagnosis Related Groups (DRGs), Ambulatory Payment Classifications (APCs) and Resource Utilization Groups (RUGs) with entry-level proficiency using computerized encoding and grouping software. Note: Students must have already completed or have concurrent enrollment in ICD Procedure Coding (10-530-199). Prerequisites: Foundations of HIM (10-530-162) Human Diseases for the Health Professions (10-530-182) CPT Coding (10-530-184) ICD Diagnosis Coding (10-530-197)

### **10-530-196 Professional Practice**

Applies previously acquired skills and knowledge by means of clinical experiences in the technical procedures of health record systems and discussion of clinical situations. Student may participate in a supervised clinical experience in healthcare facilities. Note: Students must have already completed or have concurrent enrollment in Health Quality Management (10-530-161) and Management of HIM Resources (10-530-167). Prerequisites: Intro to Health Informatics (10-530-164) Intermediate Coding (10-530-165)

### **10-530-197 ICD Diagnosis Coding**

Prepares students to assign ICD diagnosis codes supported by medical documentation with entry level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD diagnosis codes to case studies and actual medical record documentation. Note: Students must have already completed or have concurrent enrollment in Human Diseases for the Health Professions (10-530-182). Prerequisites: Medical Terminology (10-501-101) General Anatomy & Physiology (10-806-177) or Basic Anatomy (10-806-189)

### **10-531-911 EMS Fundamental**

This course provides the paramedic student with comprehensive knowledge of EMS systems, safety, well-being, legal issues, and ethical issues, with the intended outcome of improving the health of EMS personnel, patients, and the community. The students will obtain fundamental knowledge of public health principles and epidemiology as related to public health emergencies, health promotion, and illness/injury prevention. Introducing students to comprehensive anatomical and medical terminology and abbreviations will foster the development of effective written and oral communications with colleagues and other health care professionals.

### **10-531-912 Paramedic Medical Principles**

This course addresses the complex depth of anatomy, physiology, and pathophysiology of major human systems while also introducing the paramedic students to the topics of shock, immunology, and bleeding.

### **10-531-913 Adv. Patient Asses. Principles**

This course teaches the paramedic student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. By utilizing a structured and organized assessment process with knowledge of anatomy, physiology, pathophysiology, life span development, and changes that occur to the human body with time, the students will learn to develop a list of differential diagnoses through clinical reasoning, along with the ability to modify the assessment as necessary to formulate a treatment plan for their patients.

### **105-31-914 Adv. Pre-Hospital Pharmacology**

This course provides the paramedic student with the comprehensive knowledge of pharmacology required to formulate and administer a pharmacological treatment plan intended to mitigate emergencies and improve the overall health of the patient.

### **10-531-915 Paramedic Respiratory Mgt.**

This course teaches the paramedic student to integrate complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patient airway, adequate mechanical ventilation, and respiration for patients of all ages. Specific knowledge pertaining to the respiratory system is also provided to ensure the student is prepared to formulate a field impression and implement a comprehensive treatment plan for a patient with a respiratory complaint.

### **10-543-101 Nursing Fundamentals**

Students learn basic nursing concepts that the beginning nurse will need to provide care to diverse patient populations. Learners explore current and historical issues influencing nursing. The nursing process is introduced as a framework for organizing the care of patients with alterations in cognition, elimination, comfort, mobility, integument, and fluid/electrolyte balance, integument, and grief/loss.

### **10-543-102 Nursing Skills**

Students develop clinical and physical assessment skills across the lifespan, including; mathematic calculations and conversions related to clinical skills, blood pressure assessment, aseptic technique, wound care, oxygen administration, tracheotomy care, suctioning, management of central systems, basic medication administration, glucose testing, enemas, ostomy care, and catheterization. Competence obtaining a health history and basic physical assessment skills using a body systems approach is gained.

### **10-543-103 Nursing Pharmacology**

Students are introduced to the principles of pharmacology, including drug classifications, effects on the body, and nursing process when administering medications.

### **10-543-104 Nsg: Intro Clinical Practice**

Students learn basic nursing skills and application of the nursing process in meeting the needs of diverse clients including the formation of nurse-client relationships, communication, data collection, documentation, and medication administration.

### **10-543-105 Nursing Health Alterations**

Students advance their concepts of health and illness by applying theories of nursing to the care of clients through the lifespan, and utilizing problem solving and critical thinking. Learners are given an opportunity to study conditions affecting different body systems and apply therapeutic nursing interventions. Students are introduced to the concepts of leadership, team building, and scope of practice. Prerequisite: Nursing Pharmacology (10-543-103)

### **10-543-107 Nsg: Clin Care Across Lifespan**

Students apply nursing concepts and therapeutic interventions to clients across the lifespan. Learners are introduced to concepts of teaching, and learning, in various care settings. Prerequisite: Nursing: Intro to Clinical Practice (10-543-104)

### **10-543-109 Nsg: Complex Health Alterations 1**

Students expand knowledge from previous courses in caring for clients with alterations in cardiovascular, respiratory, endocrine, and hematologic systems as well as clients with fluid/electrolyte and acid-base imbalance, and alterations in comfort. Prerequisite: Nursing Health Promotion (10-543-106) Nursing: Intro Clinical Care Management (10-543-108)

**10-543-110 Nsg: Mental Health Comm Con**

Students explore the delivery of community and mental health care, including the specific health needs of individuals, families, and groups. Learners focus on diverse and at-risk populations, adaptive/maladaptive behaviors and specific mental health disorders. Community resources are examined in relation to specific types of support offered to racial, ethnic, economically diverse individuals and groups. Prerequisite: Nursing Health Promotion (10-543-106)

**10-543-111 Nsg: Intermed Clin Practice**

Students advance clinical nursing skills by working with clients with complex health care needs. Learners further develop skills to manage multiple clients and priorities. Using the nursing process, students will gain experience in adapting nursing practice to meet the needs of clients with diverse needs and backgrounds. Prerequisite: Nsg: Intro Clinical Care Mgt (10-543-108)

**10-543-112 Nursing Advanced Skills**

Students develop advanced clinical skills, including advanced IV skills, blood product administration, chest tube systems, basic EKG interpretation and nasogastric/feeding tube insertion. Prerequisites: Nursing Health Promotion (10-543-106) Nsg: Intro Clinical Care Mgt (10-543-108)

**10-543-113 Nsg: Complex Health Alterat 2**

Learners expand knowledge and skills from previous courses in caring for clients with alterations in the immune, neurosensory, musculoskeletal, gastrointestinal, hepatobiliary, renal/urinary, and the reproductive systems. Students also focus on the management of care of clients with high risk perinatal conditions, high risk newborns, and the ill child. Synthesis and application of previously learned concepts will be evident in the management of clients with critical/life-threatening situations. Prerequisite: Nsg: Complex Health Alterations 1 (10-543-109)

**10-543-115 Nsg: Adv Clinical Practice**

Students integrate concepts from all previous courses in the management groups of clients facing complex health alterations. Students will have the opportunity to further develop critical thinking skills using the nursing process in making clinical decisions. Continuity of care through interdisciplinary collaboration is emphasized. Prerequisite: Nsg: Complex Health Alterations 1 (10-543-109) Nsg: Interned Clin Practice (10-543-111)

**10-543-159 LPN to RN Bridge**

Students will transition from the role of Practical Nurse to that of a student preparing for the role of Registered Nurse. Students will validate their learning through participation in a variety of learning activities, including demonstration of nursing skills and clinical experiences.

**10-620-101 DC and AC Fundamentals**

Students will explore and apply the principles of DC and AC electricity and components. Major topics of study include: electrical safety, direct current (DC) and its characteristics, resistors and resistance, electrical units of volts, ohms, amps, and watts and their relationships in series, parallel, and series-parallel circuits, test and measurement tools and techniques, circuit analysis using common electrical laws and theorems, alternating current (AC) and its characteristics, capacitors and inductors and the effects of inductance and capacitance in AC circuits. In addition, basic soldering/desoldering, breadboarding, and troubleshooting skills will be practiced.

**10-620-121 Mechanics and Materials**

Learners explore the basic concepts of simple mechanical drives and drive components. Major topics include: V-belt drives, chain drives, and gear drives. Learners install and align mechanical drive system components to specified tolerances using a variety of common and specialized hand tools and measuring instruments including dial calipers, micrometers, levels, and rules.

**10-620-123 Construction Electrical Wiring I**

Maintaining compliance with the Wisconsin and National Electrical Codes for adhering to OSHA Sub Part S, the student installs, troubleshoots, and maintains electrical equipment for the following: Connection to electrical utility, distribution throughout facility, and control of electrical power. Co-requisite: DC/AC Fundamentals (10-620-101)

**10-620-124 Welding for Maintenance**

The student creates weldments in flat, vertical, horizontal, and overhead positions; these weldments will utilize SMAW, MIG, TIG, brazing and oxyfuel. All operations will adhere to AWS Code.

**10-620-126 Industrial Electrical Wiring**

The students design, install, and troubleshoot electrical systems for power distribution and motor control within Industrial environments. All functions adhere to NFPA 79 and the National Electrical Code. Prerequisite: Construction Electrical Wiring (10-620-123)

**10-620-131 Electrical Wiring - Basic**

Students apply related code applications, OSHA safety standards, and use testing instruments through class participation and simulated field activities. Night class for Plumbing Apprenticeship Program.

**10-620-137 Industrial Safety Practices**

Students will gain an understanding of the OSHA regulations governing safety in the workplace. They will earn an OSHA 10 hour certification card upon successful completion of this course. Students will also be introduced to the ASME safe rigging practices to be applied to rigging applications in the field.

**10-620-138 Construction Electrical Wiring II**

Maintaining compliance with the Wisconsin and National Electrical Codes for adhering to OSHA Sub Part S, the student installs, troubleshoots, and maintains electrical equipment for the following: Connection to electrical utility, distribution throughout facility, and control of electrical power. Co-requisite: Construction Electrical Wiring I (10-620-123)

**10-620-143 Advanced Welding for Maintenance**

The students will create advanced weldments in flat, vertical, horizontal, and overhead positions. These weldments will utilize SMAW, MIG, TIG, brazing, and oxyfuel operations. All operations will adhere to AWS Code.

**10-620-150 Advanced Programmable Controls**

This course will provide the learner with advanced PLC programming including analog principles and human machine interfaces in conjunction with other advance programming features. Prerequisites: Machine Control I-B (10-620-141) or Intro to Programmable Controls (10-620-149)

**10-620-151 Process Control Systems**

Students will explore and apply the fundamental concepts, components, and techniques of industrial process control. Major topics of study include: on-off, proportional, and PID control of level, flow, and temperature processes.

### **10-620-152 Intro to Embedded Systems**

Smartphones, tablets, E-textiles, and the “Internet-of-Things”. Microcontrollers are at the heart of many of the products that surround us in modern life. In this introductory course, the learner will explore the role of the microcontroller in modern embedded systems. Learners will study the architecture, operation, and programming of a small microcontroller as found in many common consumer and industrial products. Major topics include: number systems and codes, digital basics, microcontrollers vs. PCs, and microcontroller programming. In addition, interconnecting media types and terminations both copper and fiber will be explored. Learners will reinforce classroom theory by developing a variety of microcontroller-based solutions to solve simulated industrial tasks and by terminating and testing common copper and fiber media. Prerequisites: Semiconductor Fundamentals (10-620-122) or Solid State Devices I (10-620-147)

### **10-620-156 Fiber Optic Cabling Technician**

This course will introduce the learner to the essential knowledge, skills, and abilities required to install and configure fiber optic networking infrastructure in an industrial plant setting. Major topics of study include: using light to transmit information, fiber types, fiber preparation, fiber termination, fiber splicing, fiber inspection and testing, and safety issues and procedures unique to the fiber optic industry. Learners will practice the skills necessary to select, install, terminate, splice, inspect, and test fiber optical cables to EIA/TIA standards using industry standard tools and procedures. At the end of this course, you will attempt the Fiber Optics Association (FOA) Certified Fiber Optic Technician (CFOT) written and hands-on certification exam.

### **10-623-101 Principles of Lean Manufacturing**

The learner applies a systematic approach to eliminating waste in the manufacturing process. Each learner will learn how to eliminate the eight forms of “waste,” use the 5-S approach to organization, reduce batch sizes, utilize point-of-use storage, use pull systems, implement cellular/flow, implement quality at the source, and involve employees. Includes live simulation activities.

### **10-801-136 English Composition 1**

This course is designed for learners to develop knowledge and skills in all aspects of the writing process. Planning, organizing, writing, editing and revising are applied through a variety of activities. Students will analyze audience and purpose, use elements of research and format documents using standard guidelines. Individuals will develop critical reading skills through analysis of various written documents.

### **10-801-195 Written Communication**

Students develop writing skills through prewriting, drafting, revising, and editing. Students complete writing assignments designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Students develop critical reading and thinking skills through the analysis of a variety of written documents.

### **10-801-196 Oral/Interpersonal Communication**

Students demonstrate competency in speaking, verbal and nonverbal communication, and listening skills through individual presentations, group activities and other projects.

### **10-801-197 Technical Reporting**

Students prepare and present oral and written technical reports. Students create, but are not limited to the following reports: lab and field reports, proposals, technical letters and memos, technical research reports, case studies, and oral technical presentations. Students enroll in this advanced communication course after having completed at least the prerequisite introductory writing course. Prerequisite: Written Communication (10-801-195) or English Composition (10-801-136)

### **10-801-198 Speech**

Students explore the fundamentals of effective oral presentations to small and large groups. Students demonstrate competency through topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process.

### **10-804-107 College Mathematics**

This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include; finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

### **10-804-109 Intermediate Algebra**

Fundamental operations, factoring, fractions, equations, functions, graphing, exponents, and radicals, linear equations, systems of equations, inequalities, polynomials, rational expressions, quadratics, and arithmetic and geometric sequences.

### **10-804-111 Elementary Algebra**

Students perform basic algebraic operation. They graph lines and solve linear equations, inequalities and systems in two variables. Students perform operations with polynomials. They solve radical, rational and quadratic equations. Applications are integrated with each of the algebraic skills practiced in this course.

### **10-804-113 College Technical Math 1A**

Topics include: solving linear equations; graphing; percent; proportions; measurement systems; computational geometry; and right triangle trigonometry. Emphasis will be on the application of skills to technical problems. Successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B is the equivalent of College Technical Mathematics 1.

### **10-804-118 Intermediate Algebra with Applications**

Students apply algebra with applications. Topics include properties of real numbers, order of operations, algebraic solution for linear equations and inequalities, operations with polynomial and rational expressions, operations with rational exponents and radicals, algebra of inverse, logarithmic and exponential functions.

### **10-804-123 Math with Business Applications**

Students use real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, and apply math concepts to the purchasing/buying process, the selling process, and apply basic statistics to business/consumer applications.

### **10-804-133 Math & Logic**

Students will apply mathematical problem solving techniques. Topics will include symbolic logic, sets, algebra, Boolean algebra, and number bases.

### **10-804-189 Introductory Statistics**

Students display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA.

### **10-804-195 College Algebra with Applications**

Students perform the topics of real and complex number systems, polynomials, exponents, radicals, solving equations and inequalities (linear and nonlinear), relations and functions, systems of equations and inequalities (linear and nonlinear), matrices, graphing, conic sections, sequences and series, combinatorial, and the binomial theorem. This course covers those skills needed for success in Calculus and many application areas on a baccalaureate level.

### **10-806-109 Fundamentals of Chemistry**

Students convert measurements, design tables and graphs, create models, and use the scientific method. Students interpret a model of the atom and use the periodic table. They distinguish physical, chemical, and nuclear changes and identify properties of common compounds. They analyze chemical equations. Students relate technical applications to common chemical reactions. Students describe basic biomolecules.

### **10-806-177 General Anatomy & Physiology**

Students examine basic concepts of human anatomy and physiology as they relate to health sciences. Students use a body systems approach to analyze the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. They apply basic concepts of whole body anatomy and physiology to make informed decisions as health care professionals and to communicate professionally with colleagues and patients. Prerequisites: HESI Score = 76, and High school chemistry or college chemistry with a minimum grade of C, or Fundamentals of Chemistry (10-806-109)

### **10-806-179 Adv Anatomy & Physiology**

Students study using a body systems approach with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Students experiment within a science lab including analysis of cellular metabolism, the individual components of body systems such as the nervous, neuromuscular, cardiovascular, and urinary. Students examine homeostatic mechanisms and their relationship to fluid, electrolyte, acid-base balance, and blood. Integration of genetics to human reproduction and development are also included in this course. Students receive instructional delivery within a classroom and laboratory setting. Prerequisite: General Anatomy and Physiology (10-806-177) with a "C" or better.

### **10-806-186 Intro to Biochemistry**

Provides students with skills and knowledge of organic and biological chemistry necessary for application within Nursing and other Allied Health careers. Emphasis is placed on recognizing the structure, physical properties and chemical reactions of organic molecules, body fluids, and acids. Additional emphasis is placed on biological functions and their relationships to enzymes, proteins, lipids, carbohydrates and DNA. Prerequisites: HESI Score = 75 and high school chemistry or college chemistry with a minimum grade of C, or Fundamentals of Chemistry (10-806-109)

### **10-806-189 Basic Anatomy**

Examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems.

### **10-806-197 Microbiology**

Students examine microbial structure, metabolism, genetics, growth, and the relationship between humans and microorganisms. Students address disease production, epidemiology, host defense mechanisms, and the medical impact of microbes. Students examine the role of microbes in the environment, industry, and biotechnology. Prerequisite: General Anatomy and Physiology (10-806-177) with a "C" or better

### **10-809-122 Intro to Amer Government**

Introduces American political processes and Institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties and public opinion in the political process. Also explores the role of state and national government in our federal system.

### **10-809-128 Marriage & Family**

The learner explores the sociological aspects of marriage and family life in contemporary American society. Emphasis is on the study of cognitive, emotional, and behavioral patterns associated with courtship, love, mate selection, sexuality, and marriage. Moreover, the learner will discuss the life span development in the family life cycle, balancing work and family, and parenting based on the premise that human attitudes, feelings, and behaviors are largely shaped and influenced by philosophy, gender, communication, and personal beliefs. Therefore, success in the institutions of marriage and family require knowledge and skills in the roles of spouse and parent and ways to apply concepts to daily life.

### **10-809-143 Microeconomics**

Students examine the behavior of individual decision makers, primarily consumers and firms. Topics include choices of how much to consume and to produce, the functioning of perfectly and imperfectly competitive markets, the conditions under which markets may fail, and arguments for and against government intervention. The student applies the fundamental tools of economics to real world problems. Prerequisite: Economics (10-809-195)

### **10-809-166 Intro to Ethics: Theory & App**

The learner will engage in the basics of theoretical foundations of ethical thought. Diverse ethical perspectives will be used to analyze and compare relevant issues. Learners will critically evaluate individual, social and/or professional standards of behavior, and apply a systematic decision-making process to these situations.

### **10-809-172 Introduction to Diversity Studies**

Students draw from several disciplines to reaffirm the basic American values of justice and equality by learning a basic vocabulary, a history of immigration and conquest, principles of transcultural communication, legal liability and the value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives.

### **10-809-188 Developmental Psychology**

Developmental Psychology is the study of human development throughout the lifespan. This course explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills will enable students to gain an increased knowledge and understanding of themselves and others.

### **10-809-195 Economics**

Students will develop analytical skills central to how a market-oriented system operates and the factors that influence national economic policy. Students will apply basic concepts and analyses to a variety of contemporary problems and public policy issues. These concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment, and global economic issues.

### **10-809-196 Intro to Sociology**

Students explore the basic concepts of sociology: culture, socialization, social stratification, multi-culturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues.

### **10-809-198 Intro to Psychology**

Students survey the multiple aspects of human behavior. This involves a survey of the theoretical foundations of human functioning in such areas as learning, motivation, emotions, personality, deviance and pathology, physiological factors, and social influences. The student forms an insightful understanding of the complexities of human relationships in personal, social, and vocational settings

### **10-809-199 Psychology of Human Relations**

Students explore the relationship between the general principles of psychology and our everyday lives. Students are given the opportunity to achieve a deepened sense of awareness of themselves and others. This understanding enables students to improve their relationship with others at work, in the family, and in society.

### **10-831-103 Introduction to College Writing**

This course introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. Students will also increase knowledge of grammar, punctuation, and mechanics usage as they build basic writing skills by applying rules of standard English in written documents while following the writing process.

### **10-835-103 Study Skills**

This course provides learners with strategies to develop study skills for success in college. Through hands-on experiences, learners will apply study skills, learn how to think critically, and use information resources and technology. Students write a plan that matches specific study strategies to their individual learning styles. Students apply proven methods to increase comprehension and long-term memory. Students analyze current study methods for effectiveness and strengthen techniques in organization, test taking, note taking, listening, speaking, time management, and motivation.

### **10-890-101 Professional Development Seminar**

Students discover employment strategies designed to assist in securing employment. The course will help develop an awareness of personal and academic skills as they relate to the job seeking process. Topics of study include personal and skill assessments, research of employment sources, completion of application forms, formation of professional resumes and portfolios, composition of various business letters, interviewing skills, work-based learning activities and job offer evaluation.

### **30-531-301 Emergency Medical Technician**

Students will demonstrate the skills necessary to respond to emergency calls and provide efficient and immediate care to critically ill and injured patients, both at the location of the emergency and during transport to the appropriate medical facility. Students will integrate critical thinking, emergency care concepts and skills in managing patients into an over-all pre-hospital treatment plan and to coordinate this plan with the receiving hospital staff. Successful completion of this course can lead to licensure by the State of Wisconsin as an EMT. Items needed for enrollment: \* <a href="https://portal.swtc.edu/CE/search.

### **30-543-300 Nursing Assistant**

Students examine federal and state requirements to become certified nursing assistants. Students successfully complete the classroom and lab portion of the course before progressing on to an assigned clinical agency for hands-on application. Students demonstrate interpersonal communication skills, personal care skills, and basic nursing skills while providing care to nursing home clients under the supervision of an instructor. Students also provide restorative care, protect client rights, and demonstrate care of the client with dementia. Students demonstrate academic and clinical application competency to prepare for successful completion of the National Nurse Aide Assessment Program (NNAAP) written and skills exam, which is required for entry onto the Wisconsin Nurse Aide Registry. Inclusion on the state registry is necessary for employment as a CNA.

### **30-804-313 Occupational Math**

Students taking Occupational Math compute with rational numbers. Students use ratio and proportion and formulas to solve problems. In each topic area, students solve application problems.

### **30-812-301 Driver Education Classroom Instruction**

The course places emphasis on traffic safety education curriculum information selection, development and use, as well as available instructional resources and materials. Coursework assignments involve the completion of individual observation and teaching activities and the culminating development of an effective driver education classroom curriculum.

### **30-812-302 Driver Education In-Car Instruction**

The course will examine the role, aims and objectives, as well as teaching-based approaches of laboratory-oriented programs in Driver and Traffic Safety Education. Direct observation and practice experience during the behind-the-wheel activities will be required for students with emphasis on incorporating various teaching techniques during this time.

### **30-812-303 Driver Education Safety**

The safety phase of Driver Education will introduce the basic concepts and principles of safety and loss prevention. The application and utilization of these concepts and principles to safety programs within our society is a primary objective of this course. Emphasis will be placed on various teaching techniques as it relates to school and roadway safety, and development of various risk control/safety awareness within that society.

### **30-812-304 Driver Education AODA-Accident Prevention**

The role of alcohol and drugs and their relationship to accident causation will be examined. The problem of alcoholism and drug addiction, and present efforts for prevention and rehabilitation will be explored. Educational programs dealing with the physiological, psychological, and sociological effects of alcohol and drugs will be discussed.

### **30-812-305 Driver Education Behavioral Psychology**

The behavioral aspects in accident prevention will introduce the concepts and methods necessary to understand the impact these have on unsatisfactory driver-related attitudes and behavior. Examination of physiological, psychological, sociological and cultural aspects will be examined and identified to achieve a better understanding of how these impact our vehicle-driven society, now and in the future.

### **31-404-311 Automotive Mechanics for Auto Body Tech I**

Student evaluate, diagnose, and repair damage to automotive steering and suspension systems and braking systems as it applies to collision damage vehicles. Prerequisites: Non-Structural Analysis & Damage Repair I (31-405-352) or Safety & Pollution Prevention (S/P2) training/certification

**31-404-312 Automotive Mechanics for Auto Body Tech II**

Students evaluate, diagnose and repair damage to automotive cooling systems, air conditioning systems, and drive trains as it applies to collision damaged vehicles. Prerequisites: Non-Structural Analysis & Damage Repair I (31-405-352) or Safety & Pollution Prevention (S/P2) training/certification

**31-405-352 Non-Structural Analysis & Damage Repair I**

The student evaluates in detail the proper use of various auto body tools and equipment, personal safety devices and studies shop safety procedures. The student learns proper materials and methods for detailing vehicle exterior, interior, and under hood.

**31-405-353 Non-Structural Analysis & Damage Repair II**

Students remove, replace, and adjust sheet metal panels, composite parts, and moveable glass and trim. They repair damage on non-structural panels and aluminum panels of a vehicle.

**31-405-355 Painting and Refinishing I**

Students use personal safety equipment relating to the auto body refinishing industry. Students prepare and refinish auto body panels off vehicles. Students evaluate surface preparation procedures and the proper use and care of refinishing equipment. Students mix paint and apply it to panels.

**31-405-356 Auto Body Welding**

Students weld and repair structural and non-structural components of the automobiles. Students weld light gauge sheet metal using MIG welding. Students use personal safety equipment and safe work habits during welding processes which include Oxyfuel, MIG, & Resistance Spot Welding, as well as Oxyfuel and Plasma cutting. They perform Aluminum MIG welding and MIG brazing.

**31-405-359 Plastics & Adhesives**

Students identify materials, analyze damage, estimate repair and refinish costs, formulate a repair procedure, and repair plastic components from automobiles. Students repair plastic components using hot-air and airless welding and adhesives on rigid and flexible plastics. Students remove structural glass and replace glass components with urethane adhesives.

**31-408-308 Construction Safety and Health**

Students develop safety consciousness and practice approved construction site safety and health procedures. Students protect themselves by using hearing, eye, respiration, foot and other personal protection gear. Students protect the public from danger while working on projects.

**31-413-303 Electric Power Distribution Fund 1A**

The student is introduced to basic electrical theory using Ohm's Law to analyze series, parallel and combination circuits. Concepts of work, power, energy, and magnetism will be studied. Student learns basic line construction materials such as insulator design, pole information, and wire size and resistance, with hands on practice on communication signals for line workers. Students will be introduced to GPS and its applications to onsite work. Throughout the course there is an emphasis on safety for line workers.

**31-413-304 Electric Power Distribution Fund 1B**

The student is introduced to basic A.C. circuits and advances to A.C. circuits with induction and capacitance. The course includes A.C. parallel circuits with resistance, inductive reactance and capacitive reactance. The student learns guying and anchoring concepts. Throughout the course there is an emphasis on safety for line workers.

**31-413-305 Electric Power Dist Fund 1C-App Lab**

The student is introduced to power line construction techniques including staking/overhead line design, overhead structure specifications, overhead distribution line construction and stringing/sagging overhead line conductors. The course includes basic hydraulics and line truck operation. Ropes, knots, and splices associated with the line workers trade will be learned and used throughout the course. Electrical connectors will also be covered. Students will learn aerial climbing tools and techniques. The student uses electrical test equipment and hand and power tools associated with the line workers trade. Throughout the course there is an emphasis on safety for line workers.

**31-420-320 Intro to Print Reading**

Introduction to reading and interpreting prints and industrial drawings. Interpretation of views, projection, lines, section, working and assembly drawings relative to manufacturing processes and order of operations. This course integrates math skills with print reading.

**31-420-321 Machine Shop Safety Practices & Maintenance**

The safety unit includes instruction in topics such as lockout-tagout, personal protective equipment, OSHA compliance, material safety data sheets, handling and storage of materials and emergency response procedures. OSHA 10-hour General Industry Outreach Training, forklift training, and hoisting and rigging.

**31-420-322 Intro to Manual Mill**

This course will provide instruction and practice in the use of milling machines and various processes performed on them. Students will learn about mills, associated processes, milling machine tooling, and related safety/maintenance issues.

**31-420-323 Intro to Manual Lathe**

This course will provide instruction and practice in the use of lathe machines and various processes performed on them. Students will learn about lathe, associated processes, lathe machine tooling, and related safety/maintenance issues.

**31-420-324 Manual Machine Speeds & Feeds**

Students will determine cutting speeds for high speed steel tooling on manual mill and lathes. Students will calculate feed per tooth and inches per minute for various cutters. Students will calculate proper spindle speeds for twist drills.

**31-420-325 Tooling & Materials of Manufacturing**

Students will learn about of various types of tooling used in the industry. Students will learn about the materials they are machining and how the materials are processed.

**31-420-326 Intro to Quality Practices & Measurement Equipment**

Students will perform quality practices used by machine shops for various part checks. Students will learn how to fill out data sheets and use various parts specific measurement equipment.

**31-420-327 Intro to Surface Grinding**

Students complete basic grinding operations to include installation of grinding wheel, work holding techniques, speeds and feeds and problem solving. Use profilometer to measure roughness average and grind parts specific dimensions.

**31-420-328 Intro to Mastercam Mill 2D**

Introduction to computer aided machining of 2 dimension parts using CAM software. Students will use CAM software to create and machine pockets, slots, bosses, holes and engraved details in CNC milled parts.

**31-420-329 Advanced Manual Mill**

This course will be a continuation of Intro to Manual Mill. Students will practice in the use of milling machines and various processes performed on them. Students will learn about rotary tables, t-slot cutters and boring bars. Co-requisite: Intro to Manual Mill (31-420-322)

**31-420-330 Advanced Manual Lathe Machine**

This course is a continuation of Intro to Manual Lathe Machine. Students will practice the use of lathe machines and various processes performed on them. Students will learn about lathe, four jaw chucks, face plates, taper attachments and collet puller. Co-requisite: Intro to Manual Lathe (31-420-323)

**31-442-310 Equipment Safety**

In this hands-on course students will set up machine guards, identify different personal protective equipment, demonstrate safety using a fork truck, and demonstrate welding safety as well as oxy-fuel safety.

**31-442-311 Oxyfuel Gas Cutting & Gouging**

In this hands-on class students will perform manual and machine (track burner) oxyfuel gas cutting as well as manual and machine oxyfuel gas gouging.

**31-442-312 Arc Cutting & Gouging**

In this hands-on course students will complete air carbon cutting and gouging as well as examine cut surfaces and edges of prepared base metal parts.

**31-442-313 Plasma Cutting & Gouging**

In this hands-on course students will complete plasma arc cutting as well as plasma arc gouging and will examine gouge surfaces and edges of prepared base metal.

**31-442-314 Oxyfuel Equipment**

In this hands-on course, students will learn how to make external repairs on oxy-fuel equipment components, inspect for safety, and set up oxyfuel equipment for welding.

**31-442-315 Oxyfuel Brazing & Welding-Carbon Steel**

In this hands-on course students will learn how to make surfacing welds in the flat position, make fillet welds, and make groove welds on plain carbon steel.

**31-442-316 Oxyfuel Brazing & Welding-Stainless Steel**

In this hands-on course students will learn how to make fillet and groove welds in all positions on 3XX stainless steel using the Oxyfuel process in accordance with AWS specifications.

**31-442-320 SMAW - Equipment**

In this hands-on course the student will identify SMAW equipment components as well as inspect those components for safety. The student will also set up SMAW equipment for welding plain carbon steel and 3XX stainless steel.

**31-442-323 GTAW - Equipment**

In this hands-on course the student will identify GTAW equipment components as well as inspect those components for safety. The student will also set up GTAW equipment for welding plain carbon steel, aluminum and 3XX stainless steel.

**31-442-324 GTAW - Carbon Steel**

In this hands-on course the learner will learn how to make fillet and groove welds in all positions on plain carbon steel using the GTAW process as well as perform GTAW weldments that pass visual inspection.

**31-442-325 GTAW - Aluminum**

In this hands-on course students will learn to make groove and fillet welds in all positions on aluminum using the GTAW process in compliance with the AWS specifications.

**31-442-326 GTAW - Stainless Steel**

In this hands-on course students will learn how to make fillet and groove welds in all positions on 3XX stainless steel using the GTAW process in accordance with AWS specifications.

**31-442-327 GMAW - Equipment**

In this hands-on course the student will identify GMAW equipment components as well as inspect those components for safety. The student will also set up GMAW equipment for welding plain carbon steel, aluminum and 3XX stainless steel.

**31-442-328 GMAW - Carbon Steel (S Process)**

In this hands-on course student will learn to make fillet and groove welds in all positions on plain carbon steel using the GMAW-S process in accordance with AWS Specifications.

**31-442-329 GMAW - Aluminum**

In this hands-on course student will learn to make fillet and groove welds in all positions on Aluminum using the GMAW process in accordance with AWS Specifications.

**31-442-330 GMAW - Stainless Steel**

In this hands-on course students will learn how to make fillet and groove welds in all positions on 3XX stainless steel using the GMAW process in accordance with AWS specifications.

**31-442-331 GMAW - Carbon Steel (Spray Transfer)**

In this hands-on course student will learn to make fillet and groove welds in all positions on plain carbon steel using the GMAW- Spray Transfer process in accordance with AWS Specifications.

**31-442-332 FCAW - Equipment**

In this hands-on course the student will identify FCAW equipment components as well as inspect those components for safety. The student will also set up FCAW equipment for welding plain carbon steel.

**31-442-333 FCAW - Carbon Steel (Gas Shielded)**

In this hands-on course the learner will learn how to make fillet and groove welds in all positions on plain carbon steel using the FCAW (Gas Shielded) process as well as perform FCAW weldments that pass visual inspection.

**31-442-336 SMAW**

In this hands-on course the learner will learn how to fillet and groove welds in all positions on plain carbon steel and 3XX stainless steel using SMAW process as well as perform SMAW weldments that pass visual inspection and in accordance with AWS specifications.

**31-457-317 Forming & Folding Metal**

In this hands-on course students will learn to form and fold metal using a forming roll, power press break, and a box and pan brake. Students will also learn to bend pipe.

**31-457-318 Fabricating**

In this hands-on course students will use different equipment to fabricate, including sawing equipment, drill and tap equipment, and hydraulic iron worker.

**31-457-334 Fabrication Planning & Drawing**

In this hands-on course students will learn how to properly form blueprints as well as create a project through planning, drawing and fabricating phases.

### **31-475-301 Carpentry I**

Students use a variety of construction hand and power tools in a safe and productive manner. They select the best construction types given the purpose of the structure. They prepare the construction site and use a builder's level to layout building lines and elevations. They identify building materials and select the appropriate fasteners for construction.

### **31-475-302 Carpentry II**

Students build walls and roofs using approved carpentry techniques. They select the correct tool for the job and use it proficiently. They work with others as a team to build a project in a reasonable time frame.

### **31-475-306 Blueprint Reading**

Students interpret blueprints for trade information. They draw sketches to convey ideas and utilize drawing software to prepare blueprints prior to building. They appreciate the importance of accuracy and completeness as well as understanding material.

### **31-502-301 Basic Hair Design**

Students apply haircutting, hair tapering, razor cutting, beard shaping and shaving techniques, using a variety of methods, products and tools with consideration for customer's needs and expectations. Students will also perform shampooing, conditioning treatments before practicing a variety of hairstyling skills such as thermal waving, blow outs, roller setting, thermal straightening, and pin curl placement to finish the desired design. Students will learn correct placement and care of wigs, hairpieces and extensions. Through analysis and consultation, students will identify scalp disorders so they can recommend hair and scalp treatments. Students also study anatomy and physiology of hair. Prerequisite: Student must be accepted into the Cosmetology program.

### **31-502-302 Salon/Spa Science**

Students learn the importance of a professional image, hygiene, grooming, and professional development and ethics necessary for a salon or spa employee. Students perform sanitation and disinfection according to the State of Wisconsin laws to keep the salon clean and safe. Students study anatomy, physiology related to the skin, and basics of chemistry and electricity in the salon clinic. First aid and safety are covered in this course to comply with standards of the industry. Prerequisite: Student must be accepted into the Cosmetology or Nail Technician program.

### **31-502-303 Chemical Restructuring**

Students perform chemical services using permanent waving and chemical relaxing techniques. Through the study of chemistry in this course, students understand how the hair is restructured chemically. Students wrap and process hair to permanently curl hair into different curl and design textures. Students chemically straighten hair using professional tools and products. Students practice client consultations and all safety and sanitation procedures. Prerequisite: Student must be accepted into the Cosmetology program.

### **31-502-304 Haircoloring and Techniques**

Students study the color wheel and the theory behind the "Law of Color." Students mix and apply temporary, semi-permanent, and permanent colors, demonstrate foil techniques and corrective color procedures. Students practice client analysis and consultations. Students explore different techniques in haircolor services related to industry trends. Students practice client consultations and all safety and sanitation procedures. Prerequisite: Student must be accepted into the Cosmetology program.

### **31-502-305 Nail Technology**

Students safely prepare working area for nail services. They adopt safety and sanitation procedures, identify nail disorders and diseases, and study the anatomy and physiology as related to the hands and feet. Students practice communication skills to identify each client's desires and needs. Students develop skills in manicuring, pedicuring and nail enhancements. Prerequisite: Student must be accepted into the Cosmetology or Nail Technician program.

### **31-502-307 Salon/Spa Management**

Students learn management, advertising and marketing skills involved in operating a salon/spa as a business. Students learn product knowledge, use and sales through the salon retail line. Students learn how to establish positive customer communications and relationships. Students practice math skills while learning receptionist responsibilities. Students learn the State of Wisconsin Rules and Regulations guidelines. Prerequisites: Salon/Spa Science (31-502-302) Nail Technology (31-502-305) both with a "C" or better.

### **31-502-311 Salon Services IV**

Students develop speed and advanced proficiency in all areas of chemical services, hair cutting, barbering techniques, color, nail technology, and skin care with increased attention to individual client needs. Working together as a team and cooperation with other students is assessed along with professional attitude, ethics, and conduct. Prerequisite: Salon Services III (31-502-310) with a "C" or better.

### **31-502-312 Salon Services V**

Students continue to develop speed and greater proficiency in all areas of advanced salon services, including chemical services, hair cutting, barbering techniques, color, nail technology, and skin care with increased attention to individual client needs. Working together as a team and cooperation with other students is assessed along with professional attitude, ethics, and conduct. Prerequisite: Salon Services IV (31-502-311) with a "C" or better.

### **31-502-313 Salon Services VI**

In this final salon services course the students are given a variety of required services to complete that show they are competent in this service and can complete this task with additional speed and attention to detail. The student is graded on salon management skills using computerized appointment booking and attention to closing out the cash register to balance the day's receipts. Daily running of a competent salon including cleanliness, sanitation, safety, inventory, and retail control, and organization are stressed to prepare the student as a competent employee. Prerequisite: Salon Services V (31-502-312) with a "C" or better.

### **31-502-322 Nail Services**

Students practice nail services on customers in a salon environment. They apply knowledge and skills learned in their related theory lab classes to hands-on work experience. Students perform all manicure and pedicure services as well as all nail extension services in a salon atmosphere. Prerequisites: Salon/Spa Science (31-502-302) Nail Technology (31-502-305) both with a "C" or better. Also enrolled in Salon/Spa Management.

### **31-508-302 Dental Chairside**

Prepares dental assistant student to chart oral cavity structures, dental pathology, and restorations and to assist a dentist with basic dental procedures including examinations, pain control amalgam restoration, and cosmetic restoration. Students will also develop the ability to educate patients about preventive dentistry, brushing and flossing techniques, and dental procedures, using lay terminology. Throughout the course, students will apply decoding strategies to the correct use and interpretation of dental terminology.

### **31-508-304 Dental and General Anatomy**

Prepares dental assistant students to apply fundamentals of general and dental anatomy to informed decision-making and to professional communication with colleagues and patients.

### **31-508-306 Dental Assistant Clinical**

Students apply skills developed in Dental and General Anatomy, Dental Health Safety, Dental Chairside, Dental Materials, Dental Radiography, and Professionalism in a clinical setting with patients. Emphasizes integration of core abilities and basic occupational skills.

### **31-508-307 Dental Assistant Professionalism**

Prepares dental assistant students for professional success in a dental practice or another dental health care environment. Students develop professional appearance and image. More importantly, they learn to work within ethical guidelines and legal frameworks. In preparation for entering the work force, dental assistants customize or develop their portfolios and lay out an ongoing professional development plan.

### **31-509-301 Medical Asst Admin Procedures**

Introduces medical assistant students to office management and business administration in the medical office. Students learn to schedule appointments, perform filing, record keeping, telephone and reception duties, communicate effectively with patients and other medical office staff, and keep an inventory of supplies. Students apply introductory medical coding skills and managed care terminology.

### **31-509-302 Human Body in Health & Disease**

Focuses on diseases that are frequently first diagnosed and treated in the medical office setting. Students learn to recognize the causes, signs, and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis and prevention of common diseases.

### **31-509-303 Medical Asst Lab Procedures I**

Introduces medical assistant students to laboratory procedures commonly performed by medical assistants in a medical office setting. Students perform routine laboratory procedures commonly performed in the ambulatory care setting under the supervision of a physician. Students follow laboratory safety requirements and federal regulations while performing specimen collection and processing, microbiology, and urinalysis testing.

### **31-509-304 Medical Asst Clin Procedures I**

Introduces medical assistant students to the clinical procedures performed in the medical office setting. Students perform basic examining room skills including screening, vital signs, patient history, minor surgery and patient preparation for routine and specialty exams in the ambulatory care setting.

### **31-801-310 Workplace Communication**

Students apply oral, written, listening, and non-verbal skills to workplace situations. Students discover how to use communication as the key to solving workplace problems, resolving conflicts, working as members of a team, and effectively giving and receiving criticism. Students develop an understanding of diversity in the workplace, harassment issues, and the impact of substance abuse on the job. Prerequisites: Communication 1 (73-851-710), or An undeclared major student.

### **31-801-330 Applied Communication Skills**

This course treats in a practical and applied manner the spectrum of communication skills necessary to function successfully in a career field with writing fundamentals, telephone courtesy, listening skills, oral communication, and job-seeking skills: resume, reference page, letter of application, thank you letter, and interview.

### **31-804-305 Applied Mathematics**

Students compute with rational numbers. They make and convert various measurements. Students use formulas to solve problems. They compute dimensions of geometric shapes. Students use statistical tools to represent and analyze data. They analyze various financial situations. Students use basic right triangle trigonometry to solve problems. In each topic area, students solve application problems. Prerequisites: Math Review (78-854-799), or Occup Math (30-804-313), or An undeclared major student.

### **31-804-314 Occupational Math - Business**

Students taking Occupational Math - Business organize data and represent data in graphical form. Students use graphs and statistical tools to represent and analyze data. They analyze various financial situations. Students also perform basic algebraic operations. They solve linear equations and rearrange algebraic formulas. In each topic area, students solve application problems. Prerequisite: Occupational Math (30-804-313), or Math Review (78-854-799)

### **31-804-315 Occupational Math - Technical**

Students taking Occupational Math - Technical make and convert various measurements. They compute dimensions of geometric shapes. Students use basic right triangle trigonometry to solve problems. They also perform basic algebraic operations. Students solve linear equations and rearrange algebraic formulas. In each topic area, students solve application problems. Prerequisite: Occupational Math (30-804-313) or Math Review (78-854-799)

### **32-070-301 Farm Machinery (Harvesting)**

Students operate, recondition, adjust, and maintain many of the different types of harvesting equipment used on modern farms. Students diagnose electro-hydraulic systems used on combines and forage harvesters. Students learn the different types of combine construction and how this affects productivity. Students check for field loss and adjust combines to provide maximum efficiency.

### **32-070-303 Chassis and Drive Systems**

Students diagnose and repair "live" power train problems which include clutches, transmissions, differentials, and PTOs. Students build skills necessary to diagnose and repair power trains on approved projects. Students use time management techniques during lab instruction while performing diagnostic tests and repairs. Students also use the latest computer resource information to gather parts and service information. Prerequisite: Basic Hydraulics (32-070-341)

### **32-070-305 Intro to Ag Electrical Systems**

Students apply the fundamentals of electricity and electronics as it relates to the tractor electrical system. Students gain an understanding of the basic electrical system, reading schematics used to diagnosis these systems and how to apply test procedures for the circuits being studied. Students will learn the various test equipment and meters. They will apply the proper use of the test equipment while learning the basic electrical systems and repair procedures.

### **32-070-309 Farm Machinery Maintenance**

Students learn to perform preventative maintenance procedures to a variety of agricultural equipment used in production agriculture. During this process the student gains an understanding of belt and chain drives, repair and adjustments, various types of bearings and bearing maintenance, PTO assemblies and associated repair procedures. Basic service maintenance of tractors is covered.

### **32-070-314 Ag Shop Safety & Practices**

Students learn skills required to become productive and efficient in the Agricultural service center. The skill set will include a working understanding of hand tools, power tools, lifting equipment, general shop equipment, fastener applications and the proper torquing procedures for the various fasteners and gasket/sealant application. The student's skills are improved through practice and evaluation in a safety conscious manner. Students will gain a further understanding of employment opportunities, customer and employer expectations as well as the policies and procedures related to the operation of an Agricultural dealership.

### **32-070-344 Air Conditioning**

Students diagnose air conditioning system problems and make necessary repairs. Students will apply the laws and requirements set forth by state and federal agencies and are given the opportunity to take the state mobile air conditioning certification test to repair air conditioning systems upon satisfactory completion of this program.

### **32-070-345 Advanced Electrical Systems**

Students build on fundamental electrical skills learned in the Starting and Charging Systems course. Students work with simulators and prior approved projects to develop diagnostic skills and repair techniques while learning and making repairs to lighting, control, and monitoring circuits. Students use onboard diagnostics systems and scan tools as an integral part of this course as well as factory technical manuals, online resources, and computer programs to access service and parts information to complete lab projects.

### **32-070-350 Ag Power Occup Internship**

Students apply technical theory and skills on the job. Students diagnose and repair agricultural tractors and equipment. Students practice good communication and customer relation skills. Students develop appropriate employment attitudes. Prerequisite: Farm Equipment II (32-070-348)

### **32-080-302 Farm Operations & Management Internship**

The student will have the opportunity to apply course work to a practical, on-the-job situation. Goals and task lists are followed. Prerequisites: Animal Nutrition (10-006-104) or Pest ID & Management/Crop Scouting (10-006-126) or Machinery Maintenance (32-070-323)

### **32-404-304 Shop Safety and Practices**

Students practice basic skills encountered as a technician servicing automobiles and light trucks including metal work; handtool, powertool, and fastener usage; measuring techniques, hoist operation, gasket/sealer application; and oxyacetylene and mig welding techniques. Students' skills are improved through practice in a safety conscious manner. Students examine employment opportunities, employer and customer expectations, and policies and procedures related to the operation of an auto service shop.

### **32-404-310 Auto Electrical I**

Students focus on developing the skills needed to diagnose, service, and repair electrical and electronic systems. Students learn the fundamental concepts of electrical systems and understand wiring schematics. Learners utilize basic and digital test equipment, and apply Ohm's Law to electrical circuit diagnosis.

### **32-404-312 Auto Electrical III**

Students focus on developing the skills needed to diagnose and repair automobile electrical accessories, including cruise control, windshield wipers, electric windows, electric door locks, instrumentation and power antennas. Students utilize test lights, digital test equipment and wiring schematics to employ a logical diagnostic procedure for determining electrical system problems. Prerequisite: Auto Electrical II (32-404-311)

### **32-404-314 Automotive Maintenance**

Students perform routine maintenance of the automobile including new and used car preparation, fluid checks and service, interior and exterior considerations, replacing filters and small parts, repairing tires, replacing belts, replacing wiper blades, and other repairs to maintain acceptable automobile performance.

### **32-404-323 Emission Control Systems**

Students diagnose and service emission control systems and perform exhaust gas analysis on automobiles and light trucks.

### **32-404-324 Automotive Computer Control Systems**

Students apply related theory and diagnostic procedures, to properly service and repair computerized control systems found on the modern day automobile, utilizing various types of diagnostic test equipment.

### **32-404-326 Auto Engine Performance**

Students perform ignition and fuel system maintenance and diagnostic procedures using a variety of diagnostic tools and test equipment. Students apply engine operating principles to perform diagnostic procedures on systems related to engine performance and emission control. Prerequisite: Automotive Maintenance (32-404-314) Shop Safety & Practices (32-404-304)

### **32-404-333 Automotive Brakes**

Students service and repair brake system problems using knowledge of brake system operation. Students use proper service tools and equipment to perform safe and quality brake system repair including disc brakes, drum brakes, parking brakes, and the brake hydraulic system. Students diagnose antilock brake system problems and perform necessary repairs.

### **32-404-350 Occupational Internship**

Students apply technical theory & skills, by maintaining, diagnosing and repairing automobiles and light trucks. Students practice the necessary personal and professional skills essential to be successful as an Automotive Technician

### **32-442-301 Related Welding**

The student creates weldments in flat, vertical, horizontal, and overhead positions. These weldments will utilize SMAW, MIG, TIG, brazing and oxyfuel. All operations will adhere to AWS Code.

### **32-442-308 Blueprint Reading-Welding 1**

Students learn the basic concepts and fundamentals of blueprint reading. Students apply the use of basic mechanical drafting skills to basic shop sketching. Students develop skills in recognizing basic lines and views in reading a welding print.

### **32-442-309 Blueprint Reading-Welding 2**

Students interpret the use of a wide variety of symbols and abbreviations used in welding and how they are applied to assembly and detailed prints. Students use their knowledge of welding symbols to assemble projects.

### **42-070-403 Youth Tractor Safety Certification**

This is a standard tractor certification course designed to fulfill the Wisconsin mandate that any youth under the age of 16 must complete a tractor and machinery certification course in order to operate agricultural machinery on public roads. This course will provide hands-on training and instruction in the following units: safety, instruments and controls, maintenance and safety checks, starting and stopping tractors, tractor safety on the farm, tractor hitches, PTO equipment, and a tractor driving skill test. Upon successfully completing a written and a tractor driving test, students over age 14 will be issued a federal certificate. Students under age 14 will be issued a certificate when they reach the age of 14. Students must be at least 12 years old.

#### **42-812-401 Driver Education Theory**

The mission of driver education in Wisconsin high schools is to provide students with the skills to drive safely. Driver and safety education is based on the belief that this is a critical lifelong skill affecting the conservation and quality of human health and life. In order to accomplish its mission, driver and safety education programs focus on providing learning opportunities for the development of the skills, knowledge, and thought processes necessary to become a safe and efficient driver, and a responsible user of the Highway Transportation System (HTS). Southwest Tech's Driver Education Program will prepare students with at least minimal capabilities for entry into the highway traffic system as vehicle operators, equip students with the knowledge and thought processes to enable them to make wise decisions as drivers and help students acquire the insight and motivation needed to become responsible users of the highway transportation system. Southwest Tech offers both traditional and online driver education to students within our district and throughout the state, as well as behind-the-wheel instruction for our district high schools. **THIS COURSE IS FOR WISCONSIN RESIDENTS ONLY.**

#### **42-812-402 Driver Education-Behind the Wheel**

Students put driver education theory into practice with behind-the-wheel instruction and observation of fellow drivers in a driver training vehicle. Students perform driving tasks and demonstrate the responsibilities that accompany them. Students obey traffic laws and regulations and develop safe and efficient driving patterns. Students experience the impact of natural forces and conditions on the driving environment, and they learn to identify hazardous conditions and react appropriately to avoid or minimize problems. Students practice safe, courteous, and defensive driving techniques.

#### **42-812-409 Driving for Adults**

Individualized instruction on the proper and safest operation of motor vehicle on the roadway.

#### **42-816-404 Motorcycle Driver Education**

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.

#### **42-816-410 3-Wheel Basic Rider Course**

The MSF 3 Wheel Basic Rider Course is a basic, entry-level, learn to ride 3 wheel motorcycle training and education course. Students will learn to be a safe, responsible 3-wheel motorcycle rider, develop the mental and physical skills for safe 3-wheel motorcycle riding. Create an understanding of risk awareness and risk-taking and develop a strategy to manage risk. Participants will learn how to safely shift, turn, and brake, as well as other riding techniques.

#### **42-816-414 Basic Rider Course 2**

The Basic Rider Course-2 (BRC2) is a one-day (8 hour) class for riders who may or may not possess a Wisconsin Class M Endorsement, have their own motorcycle, and have been riding for one to three years and have accumulated 3000 to 5000 miles on their current motorcycle. If a rider does not as yet have their Wisconsin Class M Endorsement, they may still participate on a Wisconsin motorcycle Instructional Permit. This course is not intended for a true novice rider, nor is it intended for a highly experienced or seasoned rider. Riders will use their own motorcycles and must pass a T-CLOCS inspection prior to beginning the course. Goals for the course include improving on a rider's street strategies, refining basic motorcycle skills, improving techniques and gaining a greater knowledge of risk awareness and risk management while riding.

#### **42-818-401 Group Dynamics**

The Group Dynamics / Traffic Safety School Program is one highway safety initiative within Wisconsin which aims to reduce the number and frequency of alcohol related crashes. Specifically, the course is designed to assist those involved in alcohol/traffic related offenses to make permanent changes in their drinking and driving behavior and attitudes. There is a minimum of 21 classroom hours contained in this alcohol educational program. A three point credit to your current driving record can be requested upon completion of this course. For all convicted of drunk driving if ordered through their treatment plan.

#### **42-818-402 Multiple Offender Program**

The Multiple Offender Program is a specialized education course for individuals who have experienced two or more operating while intoxicated (OWI) charges. Participants are encouraged to examine their drinking and driving behavior and attitudes, and to formulate an alternative lifestyle which will improve their ability to operate a vehicle safely. The Multiple Offender Program is not designed as a treatment program. It is intended to benefit the irresponsible drinker who is experiencing continual problems with drinking and driving. Individuals assessed as chemically dependent should not be referred to the program.

#### **47-458-404 CDL Preparation**

This course introduces students to the operations of Commercial Vehicles in Wisconsin. Units of study include: CDL qualifications / disqualifications, how to analyze hazards by driving, the operations of an air brake system, identifying the different types of combination commercial vehicles, examining special considerations for tanker vehicles and hauling hazardous material, and how to perform pre-trip inspections. The student will prepare to write the State Exam to obtain a CDL Learner's Permit.

#### **47-503-721 Firefighter I Certification (Part C)**

This 36-hour course prepares the participant to be able to perform fire fighting functions at a minimum nationally recognized level under direct supervision. Some of the 16 Wisconsin Technical College Districts will only offer this course as a 96+ hour course which incorporates Entry Level Fire Fighter Parts 1 & 2. The targeted audience is individuals who have completed the minimum fire fighting training requirements as specified in Comm 30.08, Employment standards, Department of Commerce, Chapter 30, Fire Department Safety and Health, and desire, or are required, to increase their knowledge and skills base to the next level. This course, when taken in conjunction with the Entry Level Fire fighter Part 1 (30 hours) and Part 2 (30 hours) courses, is designed to provide the Fire Fighter I candidate with the additional information needed to meet the job performance requirements (JPRs) defined in NFPA 1001, Standard for Fire Fighter Professional Qualifications, 2008 Edition, Sections 5.2 through 5.5. The participant must also take the Hazardous Materials Operation level course in order to meet the remainder of the NFPA Fire Fighter I JPRs. A written and practical skills certification exam is available to participants who successfully complete this course. A participant who completes this course and wishes to be certified has two years from the completion of the course to take the exams. Participants who successfully pass the certification exams will receive a State of Wisconsin Certificate with an IFSAC (International Fire Service Accreditation Congress) seal which can be accepted by other IFSAC accredited states or entities.

#### **47-504-434 Pursuit Refresher**

This course follows the curriculum of the Department of Justice for mandatory biannual pursuit training for law enforcement in Wisconsin.

**47-513-402 HACCP Certification: Accelerated**

This Introductory HACCP (Hazard Analysis and Critical Control Points) Course is accredited by the International HACCP Alliance and provides an introduction to HACCP for food processors. The relationship between food safety and HACCP in the food manufacturing setting will be discussed. HACCP plans, implementation and plan maintenance will be developed in order to prevent foodborne illness. Upon successful completion of the course, participants will receive a certificate of completion with an endorsement seal from the International HACCP Alliance. Prerequisite: 10-513-183 Manufacturing Practices for Food Industry and/or employment in the food manufacturing industry.

**47-531-440 Emergency Medical Responder (EMR) Adv Skills**

The WI Department of Health Services EMS Unit recognizes a statewide EMR scope of practice that exceeds the requisite knowledge contained with the "base" EMR curriculum given the inclusion of several optional skills. Services and personnel wishing to expand their local scope to include any of these optional disciplines must complete additional training beyond that of the "base" EMR curriculum. These modules are not taught as part of a "base" EMR course. The Modules included are: Non-visualized airway Epinephrine Administration via Auto-Injector Spinal Immobilization

**50-413-501 Industrial Electrician I**

Students demonstrate electrical safety and first aid; choose and properly utilize tools of the trade for installation, repair and test electrical devices; apply basic electrical theory to basic wiring; and begin to use the National Electric Code. Students must be indentured in the Industrial Electrician Apprenticeship Program.

**50-413-507 Industrial Electrician VII**

Students control processes using industrial solid state devices and apply digital fundamentals theory for industrial uses.

**50-413-521 Construction Electrician I**

Students practice basic and electrical safety, choose and properly utilize hand and power tools of the trade, and begin to use the National Electric Code and basic math.

**50-427-752 Vents and Venting Systems**

This course is designed to provide the apprentice with the skills to identify and design sanitary vent piping in a plumbing system in accordance with the Wisconsin Plumbing Code. The course focuses on theory, work experience, and the application of plumbing code principles through discussions, drawing exercises, work sheets, and evaluations. Prerequisites: Wisconsin indentured plumbing apprentice with a current state plumbing apprentice license.

**50-427-758 Plumbing Advanced Topics/TSA**

This course provides the apprentice with the opportunity to select and complete an applied plumbing project in collaboration with the instructor. Projects will apply the skills required to identify, design, install and service various plumbing applications that are listed in plumbing codes. Apprentices will use the code language and tables to in various plumbing systems in accordance with the Wisconsin Plumbing Code. The course builds upon the theory, work experience, and the application of plumbing code principles addressed in previous coursework to support completing an applied hands-on project. Prerequisites: Wisconsin indentured plumbing apprentice with a current state plumbing apprentice license.

**73-851-710 Communication 1**

Students write clear, complete sentences with correct grammar, give and follow directions, and demonstrate effective listening skills. Learners compose paragraphs, letters, documents, and job applications. Resources such as directories, schedules, and maps are used to apply written and oral skills to daily living.

**77-851-750 Fundamentals of Language**

This course introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. Students will also increase knowledge of grammar, punctuation, and mechanics usage as they build basic writing skills by applying rules of standard English in written documents while following the writing process.

**77-854-799 Math Review**

Students review whole number operations, fractions, decimals, percents, algebra, geometry, and trigonometry. The scope of the course is dependent on the student's ability and career objective. All concepts are reinforced through application problems specific to the student's career goal.

**77-856-799 Science Review**

Students review introductory chemistry, physics, biology and earth science. Students apply processes of science and scientific attitude to develop understanding of science concepts. Learners reinforce all concepts through application to problems specific to their career goals. Learners discuss program course assignments and concepts.

**77-890-730 Applied College Study Skills**

Students apply learning style information and study techniques in their personal study plans (previously created in Review of Study Techniques). Students practice specific strategies to increase confidence and enhance self-esteem as college learners. With the benefit of parallel support, students set goals to apply these strategies, monitor effectiveness of their own learning, recognize when assistance is needed, and ask for help to complete program course work.

**78-851-799 Communication Review**

Students develop and improve communication skills in the areas of listening, speaking, reading, and writing. Learners discuss course assignments and concepts, practice specific study skills that relate to their program courses, and complete activities that may include computer generated exercises, analysis of test materials, preparation of speeches or written documentation, and study of grammar and punctuation.

**78-854-799 Math Review**

Students review whole number operations, fractions, decimals, percents, algebra, geometry, and trigonometry. The scope of the course is dependent on the student's ability and career objective. All concepts are reinforced through application problems specific to the student's career goal.

**78-856-799 Science Review**

Students review introductory chemistry, physics, biology and earth science. Students apply processes of science and scientific attitude to develop understanding of science concepts. Learners reinforce all concepts through application to problems specific to their career goals. Learners discuss program course assignments and concepts.

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