

2020



2021

# CATALOG









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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 Academic Success Coaches who are dedicated to helping students achieve their goals. Thank you for choosing Southwest Tech. We look forward to your success!

Jason S. Wood, Ph.D., College President

## Mission Statement

Southwest Wisconsin Technical College provides education and training opportunities responsive to students, employers, and communities.

## Vision Statement

Southwest Wisconsin Technical College will be a preferred provider of education, source of talent, and place of employment in the region. We at the College change lives by providing opportunities for success.

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.

## 2020–2021 Academic Calendar

### AUGUST

- 5 Book Vouchers Begin
- 17 Fall Semester Begins for All Students
- 17–23 Drop/Add period

### SEPTEMBER

- 1 Begin Accepting Applications for 2021-2022
- 7 Campus Closed (Holiday)
- 11 Book Vouchers End
- 24 1st Semester Disbursement of Grants/Federal Loans

### OCTOBER

- 5-9 Program Completion forms due
- 9 End of First Eight Weeks
- 14 No Classes (Open House)
- 26 No Title IV Financial Aid Repayment for most students AFTER this date.

### NOVEMBER

- 9 Veteran Priority Registration
- 10 Continuing Student Registration Begins
- 23 New Student Registration Begins
- 26–27 Campus closed (Holiday)

### DECEMBER

- 7 Waitlist Registration Begins
- 11 Winter Graduation Ceremony
- 14 Grades/Course Assessments Due
- 16 Open Registration Begins

### WINTER BREAK

- December 14–January 15: No Classes
- December 24–January 1: Campus Closed

### JANUARY

- 1 Campus Closed (Holiday)
- 6 Book Vouchers Begin
- 18 Spring Semester Begins
- 18–24 Drop/Add period

### FEBRUARY

- 5 Book Vouchers End
- 25 2nd Semester Disbursement of Grants  
1st Half Disbursement of Federal Loans
- 22–26 Program Completion Form Due

### MARCH

- 1 Veteran Priority Registration
- 2 Continuing Student Registration Begins
- 12 End of First Eight Weeks
- 15–19 Spring Break–No classes
- 25 2nd Half Disbursement of Federal Loans

### APRIL

- 1 No Classes
- 2 Campus Closed (Holiday)
- 5 No Classes / New Student Registration Begins
- 8 No Title IV Financial Aid Repayment for most students AFTER this date.

### MAY

- 3 Waitlist Registration Begins
- 22 Spring Graduation Ceremony
- 24 Grades/Course Assessments due
- 31 Campus Closed (Holiday)

### JUNE

- 1 Summer Semester Begins
- 14 Open Registration Begins







## Accreditation

Southwest Wisconsin Technical College is accredited by the [Higher Learning Commission \(hlcommission.org\)](http://hlcommission.org), a regional accreditation agency recognized by the U.S. Department of Education. Southwest Tech has been accredited since 1976. In 2002, Southwest Tech was accepted as an AQIP institution, and in June, 2017 became a member of the Standard Pathway.

**Higher Learning Commission**  
**230 South LaSalle Street, Suite 7-500**  
**Chicago, IL 60604**  
**800.621.7400**

Programs offered by the college are also approved by the Wisconsin Technical College System and the Educational Approval Board for the Veterans Administration.

## 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.



# College Resources and Services

## Accommodations for People with Disabilities

Accommodations for persons with disabilities will be made to ensure equitable access to academic programs, services, and activities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 and Amended Act of 2008. For more information, please contact Disability Services at 608-822-2632 or 1-800-362-3322, ext. 2632; or email [disabilityservices@swtc.edu](mailto:disabilityservices@swtc.edu); TDD/ TTY 608.822.2072 (for the hearing impaired).

## 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 Chargers 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. ***Due to current restrictions, hours are limited.***

## Career Services

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 Handshake
- 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)

Visit [www.swtc.edu/careerservices](http://www.swtc.edu/careerservices) for a full list of services and contact information.

**Chargers Cupboard.** Southwest Tech has an internally supported food pantry, named Chargers Cupboard, which is located in the Knox Learning Center. All Southwest Tech students have access to the Chargers Cupboard. For more information on hours of operation and pick up procedures students should email library services at [library@swtc.edu](mailto:library@swtc.edu). Donations are always appreciated from students, staff, or community members!

## 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 12 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. The Child Care Center is operating at limited capacity this year. For further information visit [www.swtc.edu/childcare](http://www.swtc.edu/childcare)

## 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 cosmetologist with teaching experience 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. ***Due to current restrictions, Creative Elements Salon is closed until further notice.***



## Dining Services

Southwest Tech students can enjoy on-campus dining featuring daily specials. ***Due to current restrictions, Dining services is offering limited service and there will be no dine in option in the café.*** You can order items online at <https://swtc.chowcow.co> and pick up your meal at the café. Credit card and Charger Bucks accepted.

## 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 release agreement & health history on file. The Fitness Center is located in Building 1600, Room 1629. ***Due to current restrictions, the fitness center is closed until further notice.***

## 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 please contact the Director of Precollege and Service Occupations at 608-822-2369.

## Housing

The SWTC Real Estate Foundation offers apartment-style student housing, located within easy walking distance of campus, for 100 students each school year. Student Housing, which is available with a nine month (school year) lease as well as a summer three-month 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 submit 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, audiovisual 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. You can access these services by emailing [library@swtc.edu](mailto:library@swtc.edu)
- **Academic Services:** Through Academic Services, you will have access to support and develop your skills so that you will be successful in college as well as your future career. Academic Services staff provides support through individual and group tutoring for students seeking assistance with math, reading, writing, study skills, time management, test taking, and content related to program courses. Academic Services also provides foundational instruction through preparatory courses in math, reading, and writing. Students are welcome to visit [www.swtc.edu/academicservices](http://www.swtc.edu/academicservices) to schedule an appointment
- **Disability Services:** Southwest Wisconsin Technical College strives to make all learning experiences as accessible as possible. If you have a disability or think you have a disability which may impact your performance in this class, please contact Disability Services to initiate a conversation about possible accommodations by calling (608) 822-2632, emailing [disabilityservices@swtc.edu](mailto:disabilityservices@swtc.edu), or visiting [www.swtc.edu/disabilityservices](http://www.swtc.edu/disabilityservices).





## **Mental Health Counseling**

Southwest Tech provides individual and group counseling by a license counselor to assess, identify and meet students' needs. 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

Students are ultimately responsible for selecting and completing courses that meet curriculum requirements. Students are encouraged to consult with their student success coach and use degree audit located on MySWTC to ensure that graduation requirements are met.





# Academics and Grading

## Attendance

A student who has not dropped a course and has never attended a course is not automatically dropped. A student who has never attended and/or stops attending a course without officially withdrawing from the course will receive an "F" in the course at the end of the grading period.

## Credit Loads

Students may carry up to 20 credits per semester without written approval from their division dean. A minimum of 12 degree credits is required to be a full-time student.

## Grades/Status

Students may receive periodic progress reports; however, midterm evaluations are informational only. Semester grades are entered on a student's permanent record and used to compute grade point average. Students may review grades electronically on MySWTC.

## Definition of Grades/Status

**Incomplete ("I").** An Incomplete "I" grade may be assigned, at the discretion of the instructor, if a student encountered extenuating circumstances, which prevented completion of the course by the time the course has ended. The student must be passing the course at the time of the request and must have minimal course requirements to complete. The instructor may approve/disapprove the request. If approved, the student can be allowed additional time up to the end of the following semester, excluding summer, to complete the course requirements.

(If an incomplete is granted for a fall semester course, the student must complete requirements by the end of the spring semester. For a spring or summer semester course, the student must complete requirements by the end of the fall semester). It is the responsibility of the student to make arrangements to fulfill all course requirements. If not completed in the designated timeframe, a grade of "F" will automatically be assigned.

**Withdrawal ("W").** A student can withdraw from a course by notifying Student Services in writing (letter or email) or in person with their student success coach. The official withdrawal date is the date of notification to Student Services. Students who want to withdraw from courses should be mindful that no credit will be issued and a "W" (withdrawal) will appear on their transcript. Withdrawals are not accepted if less than 20 percent of a course remains. Students who leave the college without officially withdrawing may receive failing grades. Further, students who receive financial aid should consult with the Financial Aid Office concerning continued financial aid eligibility.

**Audit ("X").** A student who desires to review a subject or obtain a general understanding of it may enroll in the course as an audit. The student must complete a registration form and pay the same tuition as students registering for credit. Audited courses appear as an "X" on permanent student records and have no grade points associated with them. Audited courses are not figured into grade point average calculations. Audited courses do not count toward credit load or program requirements, or for financial aid. The normal refund policies apply. A student who initially audits a course may not later seek credit. However, a student may change from credit to audit if 20 percent or more of the course remains. (For courses less than one semester long, a student must change from credit to audit prior to the last 10 percent of the course.) Changing from credit to audit may affect a student's financial aid status.

Grade	Explanation	Grade points for each Credit Hour
A	Excellent	4
B	Above Average	3
C	Average	2
D	Below Average	1
F	Failing	0
I	Incomplete	0
S	Satisfactory	0
U	Unsatisfactory	0
W	Withdrawal	0
X	Audit	0
T	Transfer Credit	0

## Academic Probation & Denial Policy

Program students who do not achieve a minimum term GPA of 2.0 are placed on academic probation for the following term and are counseled to enroll in college prep courses, take a reduced load, or change programs. Students on probation who do not attain a term GPA of 2.0 by the end of their probationary term will be placed on Academic Denial and dropped from their program and courses. Courses prior to 2002 will not be used towards academic probation and denial.





**Repeat Course.** Any student may register and pay fees to repeat a course. Grades for both courses will appear on the student's transcript with denotation.

### **Grade Change Procedures**

Questions about a course grade that appear in a final grade report should immediately be brought to the attention of the instructor. Grade dispute procedures can be found in this handbook under the Academic Code of Conduct.

### **Grade Reports & Grade Point Average**

Students are able to review their grades and GPA electronically on their MySWTC. Final semester grades are used to calculate grade point average (GPA) each term. A cumulative GPA includes all credits completed at Southwest Tech (including high school transcript credit).

### **Graduation**

Candidates for graduation must earn at least 25 percent of their program credits and specifically 25 percent of their core courses from Southwest Tech. In some situations, a higher percentage of core courses are required to be taken from Southwest Tech. Please check with your program's division office for more information. Students must satisfactorily complete the required curriculum and maintain a cumulative GPA of 2.0 or above. In some programs, students must complete every course with no lower than a "C" grade to meet graduation requirements. A program completion application (PCA) form must be completed for each program the student is graduating from in order to process the graduation paperwork and receive a diploma. The PCA form can be found in the MySWTC student portal. Students with outstanding financial obligations to Southwest Tech will not receive their diploma until their financial obligations are met. Southwest Tech strongly encourages all students who have earned the right to graduate to participate in the commencement ceremony. No fee is required to participate.

### **Graduating with High Honors**

A graduate who completes all the required courses in his/her associate degree or technical diploma program and achieves a program cumulative GPA of 3.5 or above will graduate with high honor status. The program cumulative GPA for the term prior to graduation will be used to determine high honors. Participation in the graduation ceremony is required to receive a high honor cord, which the recipient may keep. The student will receive gold cords to be worn during the commencement program. Cumulative GPA is not rounded in determining eligibility for high honors. For example, a 3.49 GPA is not rounded to 3.5. Students who do not have prior term grades and/or students enrolled in one semester programs are not eligible for commencement ceremony high honor status. Southwest Tech transcripts prior to the 2002 year will not be calculated into program cumulative GPA in determining commencement ceremony high honor status.

### **Dean's List**

The Dean's List compiled of students enrolled in associate degree and technical diploma programs who have completed 12 or more credits during the semester and earned a grade point average (GPA) of 3.0 or higher for the semester (non-cumulative). Honors are not awarded to students who have an "I," or "F" grade on their semester transcript.

### **Job-Out**

Students who have secured employment related to their technical college program have the option of applying for a Job-Out. This refers to the process of completing course requirements outside of regularly scheduled classes. The student is excused from regular attendance but must complete the course requirements. A request for Job-Out may be made during the last four weeks before graduation. The student who loses his/her job and still wishes to obtain credit for the semester must return to school and complete the required coursework. Instructors or staff may request confirmation of the student's employment from the employer.

### **Repeat Courses**

Students cannot attempt a course more than three times without the permission of the appropriate dean. Grades for repeated courses will appear on the student's transcript with denotation.

### **Transcripts**

Official student transcripts are maintained in Student Services. Students may request transcripts at <https://www.swtc.edu/transcripts>. A \$10 fee is charged for all official transcripts. Official transcripts for any student with an outstanding financial obligation to the College will be held until the obligation is paid. Students can review unofficial transcripts via the MySWTC portal at any time at no cost. Students are encouraged to review their transcripts periodically to ensure that all courses, credits, and grades for work completed are properly recorded, as well as to know the progress being made toward completion of graduation requirements. Student success coaches are available to review transcripts with students.



## Transfer Credits

Southwest Tech recognizes that students come to college with experiences from other institutions that are equal to the learning in the classroom.

As part of the admission process, the student provides official transcripts from post-secondary accredited institutions to Student Services. The transcripts are reviewed and approved by the Student Success Coach and Registrar's Office. The grade for the course must be a "C" (2.0) or better and count toward completion of the program in order to transfer the credit.

- Due to some program requirements, there may be a time limitation for transferring core credits. Check with the program instructor for clarification.
- Program specific courses may be sent to the appropriate instructor or division dean for additional review and approval.
- Transferred credits are not figured into GPA.
- Southwest Tech credits are expressed in semester hours. When transferring credit that utilize another form of academic credit (quarter hours/trimester), the credits may not transfer seamlessly.

## Advanced Standing Credits

An agreement exists between the high school and Southwest Tech to award credits to students who successfully completed the course in the high school with a grade of "B" (3.0) or better and a teacher's recommendation. A certificate is issued to the student. The certificate is imaged to the student's Southwest Tech record. The advisor will submit the advanced standing form to have credits awarded. The student has up to 27 months after graduation to use the credits. Advanced standing credit may be accepted by other technical colleges offering the same or a similar course. Credits may only be awarded for the course specified in the agreement or with approval of the dean.

## Transcripted Credits

When an agreement exists between the high school and Southwest Tech to award credits to students who successfully completed the course in the high school, the course will appear on the Southwest Tech transcript with the grade awarded by the high school instructor.

## Appeals Process

The student will have the opportunity to appeal the decision. The steps for appealing are:

1. The student submits a letter to the division dean within one week of receiving the decision. This request must include the basis for why the student disagrees with the decision and relevant evidence.

2. The dean or designee will review the appeal and may request to meet with the student to gain further information.
3. The division dean will make a final decision after full consideration of the information. Within two weeks of receiving the student's appeal, the dean will communicate the final decision regarding the request to the student, the instructor and Student Services.
4. The decision of the dean is final. No additional review will be allowed.

## Credit for Prior Learning

Credit for prior learning gives students at Southwest Tech the opportunity to earn credit for college-level learning that was acquired outside of the classroom. There are six different ways to earn credit. Not all options are available for all classes. Please check your program page to see what is accepted for your program.

**Challenge Exam.** A challenge exam is developed by Southwest Tech faculty and allows the student to demonstrate that he/she can meet the competencies of the course. Depending on the course, a test may be a standard test or a demonstration test.

**Military Experience.** Credits may be awarded based on the training taken during military service and/or based on the position held in the military. Southwest Tech uses ACE (American Council on Education) recommendations for military credits.

**National Tests.** Southwest Tech is a CLEP testing center and accepts several CLEP tests for credit. Other national tests are also accepted including Advanced Placement (AP), DSST (DANTES), and Excelsior as examples.

**Industry Recognized Certificate Crosswalks.** Employers may offer training in the workplace that leads to an industry recognized certificate. Southwest Tech will recognize certificates that relate to the program courses and meet the competencies of the course.

**Portfolios.** A portfolio is a detailed documentation illustrating what you have learned and how it relates to a Southwest Tech course.

For more information and how to earn credit for prior learning, visit the credit for prior learning page at [www.swtc.edu/cpl](http://www.swtc.edu/cpl).







# 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 as soon as possible after Oct. 1 of the preceding calendar year. Southwest Tech requires the Free Application for Federal Student Aid (FAFSA), which is available online at [www.studentaid.gov](http://www.studentaid.gov). Continuing students should reapply for aid for the next academic year as soon as possible after Oct. 1 of the preceding calendar year 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:

- 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.
- If currently enrolled, be in good standing and maintaining satisfactory academic progress.

- Have a high school diploma, GED, HSED, or a home-schooled diploma.
- Be a U.S. citizen or eligible non-citizen.
- 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.

Apply online at [www.studentaid.gov](http://www.studentaid.gov)

## Consortium Agreements

Students simultaneously attending Southwest Tech and another postsecondary institution may qualify for financial aid for both. The student must 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: 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.

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. Student federal work-study checks are disbursed bi-weekly by direct deposit during. Students must complete accurate time sheets for each pay period.

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.



Please remember the following disbursement restrictions:

- No funds are disbursed before a semester begins.
- Students must present a current form of photo ID.
- Students must present an attendance certification card at the time they pick up their checks. Students who 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. In addition, 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. More- over, 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. If a student does not begin attendance in a course that starts after the date of record, financial aid funding may be adjusted resulting in repayment of the funds by the student.

### **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, Driver Safety Education Certification, EMT Emergency Medical Technician, and certificate programs.

### **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: 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.

**Financial Aid Questionnaire.** The Financial Aid questionnaire is posted on the student portal under My Financial Aid for students to complete and submit.

**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.

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.

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)**

#### **MINIMUM Standards for All Financial Aid Students.**

Students receiving financial aid must make Satisfactory Academic Progress toward the completion of course requirements in a certificate or degree program approved for aid. All applicable credits will be reviewed and included even if you did not receive financial aid for them. To be considered making satisfactory progress at Southwest Tech you must meet ALL of the following criteria:

**Grade Point Average Requirement.** Students must maintain a cumulative 2.0 grade point average (GPA). The GPA evaluation will not consider transfer grades. For course repeats, the higher grade is counted.

**Completion Rate Requirement.** A student must complete 67% of credits attempted. This is calculated by dividing total credits completed by total credits attempted. NOTE: Credits attempted is defined as the total credit(s) you are enrolled in after the 10% period for the course. All classes enrolled in including repeated courses, withdrawals, incompletes and transfer credits will be counted toward 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 Requirement.** Students are expected to complete their degree/diploma program within a maximum timeframe for financial aid purposes. Federal regulations stipulate that the maximum timeframe is 150% of the published credit requirement of each eligible program. This timeframe is based on total credits attempted, even if financial aid was not received while enrolled; and includes all classes students take at Southwest Tech, transfer into their program at Southwest Tech, repeat, fail, withdraw from or receive incompletes in.

*Example: A program that requires 64 credits for graduation.  $64 \times 150\% = 96$ . The maximum number of credits Southwest Tech would pay for this student to complete this diploma program is 96.*

*Example: A program that requires 32 credits for graduation.  $32 \times 150\% = 48$ . The maximum number of credits Southwest Tech would pay for this student to complete this diploma program is 48.*

Students who reach the maximum timeframe are immediately suspended from financial aid eligibility.

Students are allowed to change their program of study—as long as they are in compliance with Southwest Tech’s Satisfactory Academic Progress Policy—and remain eligible for financial aid. The maximum timeframe for financial aid for the new program will include all credits that the student has attempted including those not applicable to the new program. Financial Aid will not pay for more than two programs of study unless approved by the Financial Aid Manager.

**Consequences.** Federal regulations require that Southwest Tech monitor the academic progress of students. Academic Progress will be monitored by Financial Aid at the end of each term of attendance. 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.

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.

**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.

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

### **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. 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 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 6 credits (all in the same semester), passing those credits with at least a “C”, and paying for those credits on their own. During



reinstatement, a student is not allowed to drop any courses they are taking; and if a student chooses to take more than 6 credits during a reinstatement semester, they must pass all classes 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.

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

If a student chooses to retake a class for which they have received a passing grade (based on the program requirements), Southwest Tech will only pay for them to retake that class one time.

If a student retakes a class in which they received a non-passing, Southwest Tech will repeat payment for the course until the student passes successfully. Withdrawals (W grade), incompletes (I grade), repeats of classes and transfer credits accepted for your program are considered attempted credits. Withdrawals, audits and incompletes 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.

Any 'I' grades must be completed within 6 weeks of the end of that semester— regardless of any arrangement with the instructor. Unusual circumstances may be considered on a case-by-case basis.

**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.

**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)

### **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
- Hearing and Visually Handicapped Student Grant

### **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.**

**Financial Aid Advance.** Under certain circumstances, students may obtain a modest, short- term advance from the Financial Aid Office. Applications are available in the Financial Aid Office, which has the discretion to make or deny any advances.

### **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 September to March 31 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 Department of Veterans Affairs determines all eligibility. Veterans benefits DO NOT exclude you from receiving financial aid or scholarships.

## Federal Programs

Southwest Tech will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment to be provided by the Secretary under chapter 31 or 33 of this title.

Any covered individual is able to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 of this title. 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 Sept. 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 Aug. 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 veteran's 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: 608.822.2321

Grant County Veterans Service Officer: 608.723.2756

U.S. Department of Veterans Affairs:

<http://www.gibill.va.gov/>

Wisconsin Department of Veterans Affairs:

[dva.state.wi.us/](http://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:

- 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. 2321.
- 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.
- 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.
- 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.

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.

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 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.



# Tuition and Fees

## Tuition

**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.

**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.

## Fees

**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.

**Technology Fee:** All eligible students will be charged a technology fee of \$400 each semester for participating in our laptop program. For the 2020-21 school year, the College will issue a \$400 rebate per semester to offset the introduction of the Technology Fee. Rebates will be applied to the student's College account.

**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.

**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 \$50

**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 Students 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 deferment. 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 paper-work 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:

<u>Official Course Withdrawal</u>	<u>Fee Refunded</u>
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:

<u>Official Course Withdrawal</u>	<u>Fee Refunded Percent of Total</u>
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 In- come 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.

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. Please reference your web order number when initiating a return.

- Book returns must be initiated by first contacting [bookstore@swtc.edu](mailto:bookstore@swtc.edu) by August 21st.
- A 20% restocking fee will apply, provided that it is returned in the same condition (shrink wrapped, supplements included, etc.) as purchased.
- If the books are not requested to be returned by August 21st, the student will be advised to utilize our book buyback program.
- Purchases made after the first week of classes are subject to a 3-day return policy. A 20% restocking fee will apply.
- If a class is cancelled by Southwest Tech, the 20% restocking fee is waived. The book(s) must be returned within 7 days after the cancellation of the respective class.
- 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 must 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.
- CPR books are not returnable, per the American Heart Association.







# STUDENT RECORDS

## Textbook Buyback

The Chargers Bookstore has partnered with a third-party to help students get cash back for their textbooks online. Please go to [www.swtcbookstore.com](http://www.swtcbookstore.com) to access the Southwest Tech Bookstore's Buyback Platform.

Some things to keep in mind about our buyback platform:

- Please review the FAQ page on the Buyback Platform before engaging in our online buyback process.
- Our online buyback process features free shipping!
- Every effort is made to recycle textbooks; unfortunately, not all books are eligible for money back.

Student Services maintains current student records and officially archives all student academic records. Each student's complete file is kept in electronic format for a minimum of five years. After five years only official Southwest Tech grade transcripts may be archived; all other documents may be purged. Students are responsible for providing Southwest Tech with updated information so that their records are accurate and complete.

## Family Education Rights and Privacy Act (FERPA)

Access to Student Records is handled by the Registrar and observes the Family Education Rights and Privacy Act (FERPA) of 1974. This federal law governs the release and access of student records.

Schools must have written permission from the student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

## Student Rights under FERPA

- You have a right to review and inspect your Southwest Tech education records within 45 days of Student Services receiving your written request.
- You have the right to make a written request to amend your education records if you believe they are inaccurate or misleading.
- You have the right to provide written consent before Southwest Tech discloses personally identifiable information from your educational record except to the extent that FERPA authorizes disclosure without consent.
- You have the right to request that the college withhold directory information. You may do this online at <https://www.swtc.edu/forms/privacy-request-form>.
- You have the right to revoke a previously submitted request. You may do this by submitting the written request to Student Services.
- You have a right to file a complaint with the US Department of Education if you believe Southwest Tech has failed to comply with FERPA requirements (Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington DC, 20202-4605).

## Directory Information

Southwest Tech may release the following information, considered to be directory information, to the public without the student's prior consent. Students have the right to withhold any directory information that they wish by filling out a privacy request form. Once a year, Southwest Tech sends all students an annual notification of their rights.

- Student Name
- Address
- SWTC Email address
- Photographs
- Program of Study
- Enrollment Status (full- or part-time)
- Dates of Attendance
- Degrees and Awards Received
- Dates of Degrees
- Participation in officially recognized activities

A fee may be imposed for the location, reproduction and/or delivery of records. The fee will reflect the necessary and direct cost of location, reproduction or delivery of said record(s). There will be a special fee assigned to rush requests.



**Release of Student Lists.** Anyone can request what is defined as “directory information.” Students have the right to withhold any directory information that they wish by filling out a privacy request form. Directory releases are limited to inquiries for non-commercial use. Military branches of service may receive student list information of currently enrolled students as per Solomon Amendment. A Solomon Amendment request must be in writing stating that the information requested is for “recruitment purposes only.”

### **Disability Records**

Disclosure of a disability is voluntary, and a student’s records will be handled in a confidential manner as outlined in the amended Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act (ADA) Amendment Act of 2008 and the Family Educational Rights and Privacy Act of 1974, as amended. Records that document a student’s disability are securely housed in the Disability Services Center, Knox Learning Center, Building 300, Room 314, of the Southwest Tech campus. Personal information pertaining to a student’s disability will only be shared with a signed, written release at Southwest Tech.



# CAMPUS INFORMATION, POLICIES & PROCEDURES

## Social Security Numbers

Although providing social security numbers is voluntary, Southwest Tech is required to furnish them to the Wisconsin Technical College System State Board for reporting purposes, to the Internal Revenue Service for tax purposes, and to Wisconsin state and federal government officials for financial aid. The college does not use social security numbers for student identification. Each student is assigned a unique identification.

## 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 and the RAVE alert system.

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, it 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 a 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 Disability 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 email 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!

## Laptop Program

For the 2020-2021 academic year, all eligible students will receive a college issued laptop. Eligibility is defined as

- Minimum of 6 Program Credits
- Enrolled in a program that is eligible for Financial Aid
- Not on Academic Denial
- Good Financial Standing

All students will receive a rebate for the technology fee. Next year, the 2021-2022 academic year, all eligible students will be charged a technology fee of \$400 each semester. Two year program students will be able to keep the machine after two years. Short-term program students will need to turn the hardware back in.

## Smoking/Tobacco Products

Tobacco use is only allowed in designated tobacco use areas on campus (this includes smoke- less 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





## Soliciting

No sales or fundraising of any kind is allowed anywhere on campus unless it is an approved student activity or it has been approved by the vice president for administrative services.

## Fundraising

All fundraising projects on campus undertaken by student clubs or organizations must be reviewed and scheduled with the student activities coordinator located in Charley's. Fundraising on campus by outside organizations must receive pre-approval by the President's Office.

## Lost and Found

Lost and found is located in Student Services. Found items should be taken there and any losses should be reported promptly. Unclaimed items are donated to charity after a reasonable period.

## 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

Students and staff are automatically loaded into SWTC's Emergency Management System for Emergencies/Weather Alerts (RAVE). Southwest students and staff can login using your Southwest Tech username and password (Same as MySWTC/Schoolology) to confirm your cellular phone number. <https://getrave.com/login/swtc>

## 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 [www.swtc.edu](http://www.swtc.edu) for more details.

## Bulletin Boards

Students should regularly check campus bulletin boards for important information and announcements. Notices are limited to student-related activities. Alcohol and Tobacco cannot be advertised. All signs, flyers, posters, etc., not placed on bulletin boards will be removed. Instructors control what materials can be posted in classrooms.

## Student ID

Due to COVID-19 and to ensure the safety of our students and staff we are adjusting our Student ID process. Although we are doing everything we can to ensure Southwest Tech students will not need a student ID card for basic campus business and perks like community discounts, we will continue to meet the needs of all students in terms of IDs and clinical badges.

Please Email the following information to [library@swtc.edu](mailto:library@swtc.edu):

1. Name
2. 7-digit student ID number
3. Mailing address to send your ID
4. Headshot: Selfie of you standing against a solid background with nothing obstructing your face. Car photos will not be accepted.
5. Photo of your state ID or driver's license

## Important Things to Note:

- No state ID or driver's license? You may still request a student ID. Simply indicate in your email that you do not have this and I will work with you one on one to complete this process.
- Disclaimer: Your student ID card must have a signature in order for it to be valid for voting purposes. We are currently working out a process to obtain signatures virtually.



# 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.

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.

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 as 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 may be days or minutes before 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, Campus Safety <https://www.swtc.edu/student-resources/campus-services/campus-security-safety> 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 de- signee, 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: <http://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 emergency 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.

8. SWTC Campus statistics on certain crimes for the most recent three school years for which data is available.

<b>Reports:</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Murder/Non-negligent	0	0	0
Manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	1
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	3	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0

9. 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.
10. 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	1
Drug abuse violations	0
Weapons possessions	0
11. 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.







# Online Learning

Online Learning at Southwest Tech offers you flexibility. Whether you are a working adult looking to obtain a degree, or a high school student needing to pick up a few college credits, online learning can work for you.

## Online Associate Degree Programs

- Accounting
- Business Management
- Cancer Information Management (CIM)
- Early Childhood Education
- Health Information Technology (HIT)
- Leadership Development
- Nonprofit Leadership
- Supply Chain Management

## Online Technical Diploma Programs

- Accounting Assistant
- Child Care Services
- Driver Education
- Medical Coding Specialist
- Supply Chain Assistant

## Online Certificates for Career Advancement

- Logistics Certificate
- Production Planner Certificate
- Purchasing Agent/Buyer Certificate
- Tax Preparer Assistant

## Requirements for an Online Student

1. Chromebooks are not compatible with some testing features within Schoology (our Learning Management System.) Southwest Tech recommends not to use Chromebooks for classes.
2. Cable/broadband/DSL internet with a minimum speed of 1.5Mbps. You can test your local internet speed at [www.speedtest.net](http://www.speedtest.net). Higher bandwidth and speed will greatly assist you in your online learning environment, so where possible, a faster internet speed is recommended. Cable internet tend to be faster than DSL or 4G wireless, although DSL or 4G wireless may also work depending on other factors. Your computer, other software (such as anti spyware), other users on the system, and system configurations can all influence your ultimate line speed. Many instructors use videos as a part of their instruction, as well as synchronous meeting times (Skype, Adobe Connect, etc). Having an acceptable internet connection speed will be important to your success.
3. Convenient access to a computer that has one of the following current versions of Internet Browsers: Microsoft Internet Explorer, Google Chrome, Mozilla Firefox, and Safari. Call 608.822.2302 for verification of other browsers.
4. An active e-mail account (all Southwest Tech students are issued a free email account)
5. Word processing software (Microsoft Word is the recommended word processing software at Southwest Wisconsin Technical College. Free Microsoft Office software is available to all Southwest Tech students at <http://products.office.com/en-us/student>.)
6. Availability of 10-15 hours per week for each 3-credit course
7. Self-motivation and self-discipline

# Credit for Prior Learning

Credit for prior learning gives students at Southwest Tech the opportunity to earn credit for college-level learning that was acquired outside of the classroom. There are six different ways to earn credit. Not all options are available for all classes. Please check your program page to see what is accepted for your program. Transfer Credits: Credits earned at another accredited institution may transfer if related to the program of study and have a grade of "C" or better. Transfer credits also include advanced standing and transcribed credits completed in high school.

## Challenge Exam

A challenge exam is developed by Southwest Tech faculty and allows the student to demonstrate that he/she can meet the competencies of the course. Depending on the course, a test may be a standard test or a demonstration test.

## Military Experience

Credits may be awarded based on the training taken during military service and/or based on the position held in the military. Southwest Tech uses ACE (American Council on Education) recommendations for military credits.

## National Tests

Southwest Tech is a CLEP testing center and accepts several CLEP tests for credit. Other national tests are also accepted including Advanced Placement (AP), DSST (DANTES), and Excelsior as examples.

## Industry Recognized Certificate Crosswalks

Employers may offer training in the workplace that leads to an industry recognized certificate. Southwest Tech will recognize certificates that relate to the program courses and meet the competencies of the course.

## Portfolios

A portfolio is a detailed documentation illustrating what you have learned and how it relates to a Southwest Tech course.

For more information and how to earn credit for prior learning, visit the credit for prior learning page at [www.swtc.edu/cpl](http://www.swtc.edu/cpl).





# Accounting

This program is available 100% online.

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:

- Process financial transactions throughout the accounting cycle
- Analyze financial and business information to support planning and decision-making
- Perform payroll preparation, reporting, and analysis tasks
- Perform cost accounting preparation, reporting, and analysis tasks
- Perform organizational and/or individual tax accounting preparation, reporting, and analysis tasks
- Identify internal controls to reduce risk
- Utilize computers and calculators as they apply to the accounting profession

## 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.

## Related Degrees and Certificates

- Payroll Assistant Certificate
- Tax Preparer Assistant Certificate
- Accounting Assistant Technical Diploma

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>16 CREDITS</b>
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
10-103-118	Intermediate Microsoft Excel * OR *	
10-103-101	Microsoft PowerPoint	1
10-801-196	Oral/Interpersonal Communication	3
10-809-199	Psychology of Human Relations	3

<b>SEMESTER 2</b>		<b>18 CREDITS</b>
10-101-112	Accounting 2	4
10-101-121	Advanced Accounting Spreadsheets	3
10-101-123	Payroll Applications	2
10-101-126	Sage 50 (Peachtree)	1
10-101-127	QuickBooks	1
10-102-133	Career Planning in Business	1
10-801-195	Written Communication * OR *	
10-801-136	English Composition 1	3
10-804-123	Math with Business Applications	3

<b>SEMESTER 3</b>		<b>16 CREDITS</b>
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

<b>SEMESTER 4</b>		<b>16 CREDITS</b>
10-101-114	Accounting 4	4
10-101-118	Taxes 2	3
10-101-124	Accounting Systems and Procedure	3
10-801-197	Technical Reporting	3
10-809-195	Economics	3



# Accounting Assistant

This program is available 100% online.

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

## Program Basics

- Technical diploma - one year or more to complete.
- Day and evening classes.
- Available in Face-to-face and online class formats.
- 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.

## Related Degrees and Certificates

- Payroll Assistant Certificate
- Tax Preparer Assistant Certificate
- Accounting Associate Degree

Curriculum listed is tentative for the 2020-21 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
10-103-118	Intermediate Microsoft Excel * 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	Sage 50 (Peachtree)	1
10-101-127	QuickBooks	1
10-102-133	Career Planning in Business	1
10-801-195	Written Communication * OR *	
10-801-136	English Composition 1	3
10-804-123	Math with Business Applications	3





# Agribusiness, Science & Technology- Agribusiness Management

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

As a student in the Agribusiness Science & Technology-Agribusiness Management program, you'll 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: Solicits and communicates with potential customers and follows up to assure customer satisfaction.
- Service Representative: Samples and analyzes soils and feeds and recommends corrective measures.
- Manager Trainee: Works in areas of sales, promotion, personnel, finance, and administration.
- Crop Specialist: Works with farmers in evaluating crops, recommending alternative practices and chemicals.

## 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:

- Analyze opportunities in agriculture.
- Apply relevant technologies.
- Demonstrate professionalism skills within the agricultural career areas.
- Develop a management plan in agriculture.
- Apply economic and marketing strategies to agribusiness industry.

## 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

## Related Degrees

- Agribusiness Science & Technology-Agronomy
- Agribusiness Science & Technology-Animal Science
- Farm Operations & Management-Ag Mechanics
- Farm Operations & Management-Dairy

Curriculum listed is tentative for the 2020-21 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 19 CREDITS

10-006-104	Animal Nutrition * 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
10-070-104	Ag Safety, Electrical & Maintenance	2
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 15 CREDITS

10-006-134	Agricultural Equipment Management	3
10-006-137	Agribusiness Marketing & Promotion	3
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 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 *	
10-006-113	Precision Ag Technologies	3
10-006-168	Agribusiness Records and Analysis	3
10-809-195	Economics	3



## Agribusiness, Science & Technology-Agronomy

The curriculum offers the opportunity to manage, create, and produce crops by using correct agronomy principles and techniques. The student will obtain skills in crop protection, soil science, pest control, precision ag, and sustainable agriculture. This program also emphasizes in sales/service of ag materials and maintenance of agriculture equipment.

### Possible Careers:

- Sales Representative: Solicits and communicates with potential customers and follows up to assure customer satisfaction.
- Service Representative: Samples and analyzes soils and feeds and recommends corrective measures.
- Manager Trainee: Works in areas of sales, promotion, personnel, and administration.
- Crop Specialist: Works with farmers in evaluating crops, recommending alternative practices and chemicals.

### 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:

- Analyze opportunities in agriculture.
- Apply relevant technologies.
- Demonstrate professionalism skills within the agricultural career areas.
- Develop a management plan in agriculture.
- Develop a crop management plan.
- 

### 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

### Related Degrees

- Agribusiness Science & Technology-Animal Science
- Agribusiness Science & Technology-Agribusiness Management
- Farm Operations & Management-Ag Mechanics
- Farm Operations & Management-Crop Operations

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		19 CREDITS
10-006-116	Introduction to Soils	3
10-006-121	Agribusiness Computer Applications	2
10-006-160	Plant Science	3
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		18 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
10-070-101	Field Application Equipment	2
10-070-104	Ag Safety, Electrical & Maintenance	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
10-006-114	Legal Aspects of Agribusiness	3
10-006-128	Nutrient Management Planning	2
10-006-133	Agribusiness Financial Management * OR *	
10-006-136	Agricultural Commodity Marketing	3
10-006-135	Agribusiness Sales and Services	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 the Agribusiness Science & Technology-Agronomy program, you'll learn about:

- biotechnology
- plant breeding
- soil science
- pest control
- precision farming
- sustainable agriculture

### Possible Careers:

- Custom Application Specialist
- Crop Scouting Specialists
- Soil Sampling Specialists

### 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.

### Related Degrees:

- Agribusiness Science & Technology-Agronomy
- Agribusiness Science & Technology-Animal Science
- Agribusiness Science & Technology-Agribusiness Management
- Farm Operations & Management-Crop Operations

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>19 CREDITS</b>
10-006-116	Introduction to Soils	3
10-006-121	Agribusiness Computer Applications	2
10-006-160	Plant Science	3
10-006-169	Career Development in Agriculture	2
10-006-180	Animal Science	3
10-801-195	Written Communication	3
10-804-107	College Mathematics	3

<b>SEMESTER 2</b>		<b>18 CREDITS</b>
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
10-070-101	Field Application Equipment	2
10-070-104	Ag Safety, Electrical & Maintenance	2
10-801-196	Oral/Interpersonal Communication	3

<b>SEMESTER 3</b>		<b>3 CREDITS</b>
10-006-197	Agribusiness Internship	3



# 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

What you will learn:

- Animal Nutrition
- Healthy and Efficient Livestock Environment
- Milk and Meat Quality
- Reproduction Techniques and Artificial Insemination
- Farm Records and Analysis
- Soils and Forage Crop Production

### Possible Careers:

- Herds Person for Livestock operations
- Reproductive Specialist
- A.I. Technician
- Feed Sales
- Milk Quality and Meat Quality Specialist
- Livestock Care 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:

- Create a livestock Management Plan
- Analyze opportunities in Agriculture
- Apply Relevant Technology
- Demonstrate professionalism skills within the agricultural career areas
- Develop a management plan in agriculture

### 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 available
- Credit for prior learning may be available
- High school articulation courses accepted

### Related Degrees

- Agribusiness Science & Technology – Agronomy
- Agribusiness Science & Technology – Agribusiness Management
- Farm Operations & Management - Dairy
- Farm Operations & Management – Livestock Tech

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>16 CREDITS</b>
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

<b>SEMESTER 2</b>		<b>16 CREDITS</b>
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
10-070-104	Ag Safety, Electrical & Maintenance	2
10-801-196	Oral/Interpersonal Communication	3

<b>SEMESTER 3</b>		<b>3 CREDITS</b>
10-006-197	Agribusiness Internship	3

<b>SEMESTER 4</b>		<b>18 CREDITS</b>
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
10-006-158	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

<b>SEMESTER 5</b>		<b>15 CREDITS</b>
10-006-114	Legal Aspects of Agribusiness	3
10-006-133	Agribusiness Financial Management * OR *	
10-006-136	Agricultural Commodity Marketing	3
10-006-135	Agribusiness Sales and Services	3
10-006-153	Dairy Production Management * OR *	
10-006-157	Livestock Production Management	3
10-809-195	Economics	3



## Agribusiness, Science & Technology- Applicator Technician Certificate

The Applicator Tech 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.

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>10 CREDITS</b>
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
10-070-104	Ag Safety, Electrical & Maintenance	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.





## 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:

- Repair electrical systems
- Analyze an electronic system
- Repair hydraulic systems
- Follow industry safety standards
- Repair power trains/transmissions
- Repair internal combustion engines

### 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 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

### SEMESTER 1 15 CREDITS

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

### SEMESTER 2 15 CREDITS

32-070-341	Basic Hydraulics	4
32-070-346	Consumer Equipment Maintenance & Repair	3
32-070-347	Farm Equipment I	3
32-070-348	Farm Equipment II	3
32-806-303	Science of Mechanics	2

### SEMESTER 3 2 CREDITS

32-070-350	Ag Power Occup Internship	2
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### SEMESTER 4 16 CREDITS

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

### SEMESTER 5 14 CREDITS

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

The Southwest Tech Auto Collision Repair & Refinish Technician program is accredited by the National Institute for Automotive Service Excellence (ASE) Education Foundation.

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. This program is certified by the National Institute for Automotive Service Excellence (ASE) 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?

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.
- ASE Master Certified program.

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>17 CREDITS</b>
31-404-337	Auto Body Mechanics Chassis	2
31-404-347	Electrical Fundamentals	2
31-405-356	Auto Body Welding	3
31-405-364	Buffing & Detailing	2
31-405-365	Bolt-On Panels & Dent Repair	4
31-405-366	Fundamentals of Painting	2
31-804-305	Applied Mathematics	2
<b>SEMESTER 2</b>		<b>15 CREDITS</b>
31-404-338	Auto Body Mechanics HVAC & Restraints	2
31-405-367	Damage Analysis, Estimating, & Customer Service	3
31-405-368	Structural Repair	3
31-405-369	Intermediate Painting	2
31-405-370	Advanced Painting	3
31-801-310	Workplace Communication	2



## Automotive Technician

The Southwest Tech Automotive Technician program is accredited by the National Institute for Automotive Service Excellence (ASE) Education Foundation.

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 National Institute for Automotive Service Excellence (ASE) Education Foundation.

### Possible Careers:

- Auto Technician
- Auto Specialist
- Parts Specialist
- Service Manager

### 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 two years to complete.
- Day classes.
- High school articulation courses accepted.
- Financial aid available.
- Classes start in August.
- ASE Master Certified program.

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

#### SEMESTER 1 15 CREDITS

31-804-305	Applied Mathematics	2
32-404-310	Auto Electrical I	3
32-404-314	Automotive Maintenance	3
32-404-334	Automotive Service Fundamentals	3
32-404-335	Automotive Brakes	3
32-404-336	Advanced Braking Systems	1

#### SEMESTER 2 15 CREDITS

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
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#### SEMESTER 4 13 CREDITS

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 15 CREDITS

31-801-310	Workplace Communication	2
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:

The U.S. Department of Labor and the Wisconsin Department of Workforce Development statistics show that carpenters will continue to be in strong demand as both one of the top 30 occupations with the most annual openings and occupations with the most employed. Local job market data also supports the need for entry-level carpenters who have a good foundational background of knowledge and skills along with a desire to work. Carpenters may work alone or for small or large contractors. They may specialize in certain aspects of the trade such as rough or finish carpentry, remodeling, or repair work. They may build residential, agricultural, and/or commercial buildings.

### 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:

- Use hand and power tools and equipment
- Apply industry recognized safety practices and procedures
- Analyze sustainable building practices
- Interpret construction drawings
- Interpret building codes
- Demonstrate industry building practices and material application
- 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 2020-21 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
31-475-306	Blueprint Reading	3
31-475-308	Construction Framing Fundamentals	5
31-475-309	Closing in Techniques	5
31-804-305	Applied Mathematics	2

### SEMESTER 2 14 CREDITS

31-475-307	Estimating	2
31-475-310	High Performance Building	5
31-475-311	Interior & Exterior Trim	5
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.

The Business Management program may be completed during the day, in the evening, online, or through a combination of these options.

### 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:

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

### 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 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>15 CREDITS</b>
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
10-801-195	Written Communication * OR *	
10-801-136	English Composition 1	3
10-804-123	Math with Business Applications * OR *	
10-804-195	College Algebra with Applications	3
10-809-195	Economics	3

<b>SEMESTER 2</b>		<b>14 CREDITS</b>
10-101-111	Accounting 1	4
10-102-109	Business Law I	3
10-102-130	Management Principles	3
10-103-106	Beginning Microsoft Excel	1
10-104-130	Marketing Principles	3

<b>SEMESTER 3</b>		<b>16 CREDITS</b>
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
10-102-133	Career Planning in Business	1
10-809-143	Microeconomics	3

<b>SEMESTER 4</b>		<b>15 CREDITS</b>
10-102-108	Risk Management	3
10-102-115	Business Management Strategies	3
10-104-105	Selling Principles	3
10-801-198	Speech	3
10-809-199	Psychology of Human Relations * OR *	
10-809-198	Intro to Psychology	3





## Cancer Information Management

Cancer Information Management is 100% online program. Cancer registrars bridge the information gap by capturing a complete summary of the patient's disease from diagnosis through their lifetime. The information is not limited to the episodic information contained in the health care facility record. The summary or abstract is an ongoing account of the cancer patient's history, diagnosis, treatment, and current status.

In addition to managing and reporting cancer data, registrars serve in multiple other professional activities. Cancer registrars participate in cancer program, institution, and community benefit activities as part of the active leadership structure. Registrars provide benchmarking services, monitor quality of care and clinical practice guidelines, assess patterns of care and referrals, and monitor adverse outcomes including mortality and co-morbidity. Cancer registrars can provide consultative services on many issues including registry management and program standards.

The Southwest Tech Cancer Information Management program is accredited by the National Cancer Registrars Association (NCRA).

### Employment Opportunities:

- Hospital cancer programs
- Cancer treatment centers
- Oncology physician group practices
- Military and Department of Veterans Affairs 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 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
- Students must achieve a grade of C or better in each course of the program curriculum to be eligible to progress
- Credits transferrable for a Bachelor's degree in Health Information Management

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

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

<b>SEMESTER 2</b>		<b>15 CREDITS</b>
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

<b>SEMESTER 3</b>		<b>15 CREDITS</b>
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

<b>SEMESTER 4</b>		<b>13 CREDITS</b>
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

<b>SEMESTER 5</b>		<b>12 CREDITS</b>
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:

With the rise in two-career households and single parent families, the job market for trained childcare workers continues to flourish. Besides entering the job market, individuals who complete this program and decide to continue in the Early Childhood Education associate degree program will be given advanced standing for the completed courses. Graduates of this program may find jobs in the following types of occupations.

- Autism Therapy Assistant
- Child Care Teacher: Takes responsibility for planning and implementing developmentally appropriate programs for children in a child care setting
- Child Care Teacher's Assistant/Teacher's Aide: Assists the classroom teacher at the day care, pre-school, or elementary level
- In-home Provider/Nanny: Responsible for full- or part-time childcare in the child's home.
- Family Day Care Provider: Provides developmentally appropriate programming for eight or less children in provider's home.
- Head Start Teacher Assistant
- Paraprofessional in an Elementary School
- Preschool Teacher: Teaches in a program licensed by the Department of Health and Family Services

### 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:

- Relate knowledge of child development to practice
- Create relationships with children, family and the community
- Apply observation, documentation and assessment strategies
- Implement developmentally appropriate teaching and learning activities
- Demonstrate professionalism
- Follow 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 for Infant/Children
- Join The Registry of Wisconsin Early Care Professional Development
- Complete the Fieldprint Fingerprinting Check

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		15 CREDITS
10-307-148	ECE: Foundations of ECE	3
10-307-151	ECE: Infant & Toddler Dev	3
10-307-167	ECE: Hlth Safety & Nutrition	3
10-307-174	ECE: Introductory Practicum	3
10-809-172	Introduction to Diversity Studies	3

SEMESTER 2		15 CREDITS
10-307-108	ECE: Early Language and Literacy	3
10-307-177	ECE: Intermediate Practicum	3
10-307-179	ECE: Child Development	3
10-307-188	ECE: Guiding Child Behavior	3
10-801-195	Written Communication	3



## CNC Machine Operator/Programmer

Today's advanced manufacturing businesses are looking for employees that have experience with tools, machines, and mechanicals.

As a student in the CNC Machine Operator/Programmer 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 as a CNC Machine Operator/Programmer 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 Outcomes

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

- Apply basic safety practices in the machine shop
- Interpret industrial/engineering drawings
- Apply precision measuring methods to part inspection
- Perform programming, set-up and operation of CNC machine tools
- Perform basic manual machine tool equipment set-up and operation
- Some employers will require CPR and/or First Aid.

### 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 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		16 CREDITS
10-105-110	Computer Applications	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
31-801-310	Workplace Communication	2
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



## 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:

Career opportunities exist in all areas of the country. Graduates with this one-year technical diploma will have obtained their CompTIA A+ industry-recognized certification within the first six months of classes.

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### 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 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

### SEMESTER 1 16 CREDITS

10-103-106	Beginning Microsoft Excel	1
10-103-111	Beginning Microsoft Access	1
10-103-118	Intermediate Microsoft Excel	1
10-107-191	IT Concepts	2
10-150-130	Linux Essentials	2
10-154-101	Comp TIA A+ Essentials	2
10-620-156	Fiber Optic Cabling Technician	1
10-801-136	English Composition 1	3
10-804-133	Math & Logic	3

### SEMESTER 2 16 CREDITS

10-107-189	IT Career Development	1
10-150-115	Principles of Information Security	3
10-150-126	Premises Cabling Technician	2
10-150-129	Introduction to Networks	2
10-150-131	Mac OS Essentials	1
10-154-106	Comp TIA A+ Practical Applications	2
10-154-108	IT Help Desk Practicum	2
10-801-196	Oral/Interpersonal Communication	3



## 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.

### Possible Careers:

This program prepares graduates for licensing as a Cosmetology Practitioner (hair designer). A student taking the Nail Technology Certificate training will need to take a state board exam to practice as a Manicurist. A Cosmetology student can automatically practice all nail services that a Manicurist performs under the Cosmetology License.

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### 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 must complete 1550 hours of classroom instruction to meet the requirements of Southwest Wisconsin Technical College and the State of Wisconsin Department of Safety and Professional Services (DSPS). If you want to work in Wisconsin, get licensed in Wisconsin. Make the transition from graduate to licensed Cosmetologist in Wisconsin easy.

### 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:
- Perform shampoo, haircut, and style service
- Perform skin care services
- Perform chemical services
- Perform nail services
- Develop business practices for industry success

Curriculum listed is tentative for the 2020-21 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	Haircoloring 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		14 CREDITS
31-502-311	Salon Services IV	4
31-502-312	Salon Services V	5
31-502-313	Salon Services VI	5

### 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.
- Cosmetology students must achieve a grade of C or better in each of the 502 program area courses to be eligible to progress from Semester 1 to Semester 2 and from Semester 2 into Semester 3. Students should check with instructor for updated regulations for taking the state Cosmetology licensure exam.
- **Note: In order to qualify for licensure for your cosmetology state board exam, you must be 18 years of age, have completed a minimum 1550 hours of instruction and the requirements of the Southwest Tech Cosmetology Program.**

### To graduate from this program and be eligible to take the state licensing examination, each student must:

- Successfully meet all Southwest Tech program requirements.
- Receive a passing grade of C in all program courses.
- Complete a minimum of 1550 theory and practical hours of training.





## Criminal Justice-Law Enforcement

The Criminal Justice-Law Enforcement 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-Law Enforcement 2 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

Graduates of this degree may need to have further training to enter certain law enforcement fields. Talk to your advisor about careers you may be interested in.

### Possible Careers:

The profession of law enforcement, also known as police science, is becoming very people-oriented. Law enforcement officers spend a great deal of time communicating and interacting with an increasingly diverse population. Officers are more active in community relations and crime prevention, and they must always be able to react immediately to any level of emergency. Criminal Justice-Law Enforcement 2 prepares graduates for careers as:

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

Each of these careers may require special additional requirements and/or training.

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### Is This Program for You?

If you are interested in making a difference in your community by providing safety, order and serving those in need, a career in law enforcement may be for you.

### Students entering this program should have the following skills and abilities:

- The ability to work professionally and respectfully with diverse populations.
- Strong written and oral communication skills
- Analytical thinking and problem solving skills
- Strong internal motivation and the ability to work independently
- Strong attention to detail with the ability to rapidly perceive and process information
- The ability to work in various work conditions, including inclement weather, holidays, nights and weekends
- Have a strong moral and ethical background that promotes public service
- Possess the necessary physical, medical, emotional and psychological conditions necessary to meet the requirements of the profession
- The ability to respond to emergency situations in a calm, focused and safe manner
- Remain objective and non-biased in interactions with the public
- Possess driving records and criminal history backgrounds that free of disqualifying offenses

### 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.
- The majority of classes are offered face to face on campus. Some training sessions will be hosted during the evening and outdoors.
- Fall start.
- Financial aid available.
- Credit for prior learning may be available.

Curriculum listed is tentative for the 2020-21 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
10-801-195	Written Communication	3
10-801-196	Oral/Interpersonal Communication	3
10-804-107	College Mathematics	3
10-809-198	Intro to Psychology * OR *	
10-809-159	Abnormal Psychology	3

### SEMESTER 2 12 CREDITS

10-504-103	Criminal Law Studies	3
10-504-127	Emergency Response and Intervention	3
10-504-135	Law Enforcement Academy Prep * OR *	
10-504-128	Criminal Justice Internship	3
10-809-172	Introduction to Diversity Studies	3

### SEMESTER 3 8 CREDITS

10-504-160	Basic Introduction to Policing	2
10-504-161	Basic Police Response	2
10-504-162	Basic Police Tactics	2
10-504-163	Basic Police Investigations	2

### SEMESTER 4 19 CREDITS

10-504-164	Intermediate Police Tactics	3
10-504-165	Intermediate Police Traffic Response	3
10-504-166	Intermediate Police Investigations	4
10-504-167	Advanced Police Traffic Response	4
10-504-168	Advanced Police Investigations	3
10-504-169	Academy Scenario Assessment	2

### SEMESTER 5 12 CREDITS

10-504-120	Homeland Security/Terrorism	3
10-504-129	Criminal Evidence	2
10-504-134	Emergency Telecommunicator	2
10-504-154	Community Policing in a Diversity Society	3
10-504-155	Community Service Field Experience	2



## 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

Graduates of this degree may need to have further training to enter certain Law Enforcement fields. Talk to your advisor about careers you may be interested in.

### Possible Careers:

The profession of law enforcement, also known as police science, is becoming very people-oriented. Law enforcement officers spend a great deal of time communicating and interacting with an increasingly diverse population. Officers are more active in community relations and crime prevention, and they must always be able to react immediately to any level of emergency. Criminal Justice Studies prepares graduates for careers as:

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

Each of these careers may require special additional requirements and/or training.

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### Is This Program for You?

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.

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

#### SEMESTER 1 15 CREDITS

10-504-101	Intro to Criminal Justice Studies	3
10-801-195	Written Communication	3
10-801-196	Oral/Interpersonal Communication	3
10-804-107	College Mathematics	3
10-809-198	Intro to Psychology * OR *	
10-809-159	Abnormal Psychology	3

#### SEMESTER 2 17 CREDITS

10-504-103	Criminal Law Studies	3
10-504-119	Introduction to Corrections	3
10-504-127	Emergency Response and Intervention	3
10-504-134	Emergency Telecommunicator	2
10-504-135	Law Enforcement Academy Prep * OR *	
10-504-128	Criminal Justice Internship	3
10-809-172	Introduction to Diversity Studies	3

#### SEMESTER 3 16 CREDITS

10-503-100	Firefighting Principles	4
10-503-101	Hazmat Awareness & Ops	2
10-504-102	Constitutional Law Application	3
10-504-107	Criminal Investigation Application	3
10-504-126	Communication Principles for Emergency Services	3
10-504-153	Report Writing for Emergency Services	3

#### SEMESTER 4 14 CREDITS

10-504-120	Homeland Security/Terrorism	3
10-504-129	Criminal Evidence	2
10-504-152	Security Operations	3
10-504-154	Community Policing in a Diversity Society	3
10-531-105	Emergency Medical Technician 1	3
10-531-106	Emergency Medical Technician 2	3



## 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:

- Chef
- Sous Chef
- Personal Chef
- Lead Cook
- Food Service Sales Associate
- Chief Steward
- Purchasing Agent

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

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

### 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 achieve a grade of C in all core (316/317) courses to progress to the next semester and to graduate. Students must be 18 years old to operate a slicer and a 20-quart mixer.

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>14 CREDITS</b>
10-109-101	Introduction to Tourism	3
10-109-102	Hospitality Professional Devel Seminar 1	1
10-109-105	Hospitality Law	3
10-109-106	Hospitality Food Sanitation & Safety I	2
10-316-138	Cooking Principles and Equipment	2
10-801-136	English Composition 1	3

<b>SEMESTER 2</b>		<b>16 CREDITS</b>
10-109-107	Hospitality Food Sanitation & Safety II	1
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
10-316-142	Catering and Deli Production	2
10-316-165	Catering and Special Function Planning	2
10-317-104	Nutrition in Food Preparation	2
10-804-107	College Mathematics	3

<b>SEMESTER 3</b>		<b>6 CREDITS</b>
10-109-110	Hospitality Event Management: B	3
10-801-196	Oral/Interpersonal Communication	3

<b>SEMESTER 4</b>		<b>17 CREDITS</b>
10-316-107	Baking 1	2
10-316-133	Garde Manger: Decorative Foods	2
10-316-136	Gourmet Dining 1	1
10-316-137	Gourmet Service	1
10-316-143	Quantity Prep: Meat, Poultry, Seafood	2
10-317-136	Cost Control and Analysis	3
10-317-156	Exploring Wines	3
10-809-199	Psychology of Human Relations	3

<b>SEMESTER 5</b>		<b>13 CREDITS</b>
10-316-108	Baking 2	2
10-316-134	Gourmet Dining 2	3
10-316-159	Food Purchasing Analysis/ Sustainability	3
10-317-111	Menu Management	2
10-809-172	Introduction to Diversity Studies	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:

Graduates are qualified for management positions in many areas of the hospitality industry, including opportunities in hotels, restaurants, casinos, catering, and many more. Graduates will possess skills needed to own and operate their own businesses.

The Southwest Tech Career Connections Center offers services to assist students looking for job placement

### 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:

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

### 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 achieve a grade of C in all core (316/317) courses to progress to the next semester and to graduate. Students must be 18 years old to operate a slicer and a 20-quart mixer.

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>14 CREDITS</b>
10-109-101	Introduction to Tourism	3
10-109-102	Hospitality Professional Devel Seminar 1	1
10-109-105	Hospitality Law	3
10-109-106	Hospitality Food Sanitation & Safety I	2
10-316-138	Cooking Principles and Equipment	2
10-801-136	English Composition 1	3

<b>SEMESTER 2</b>		<b>16 CREDITS</b>
10-109-107	Hospitality Food Sanitation & Safety II	1
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
10-316-142	Catering and Deli Production	2
10-316-165	Catering and Special Function Planning	2
10-317-104	Nutrition in Food Preparation	2
10-804-107	College Mathematics	3

<b>SEMESTER 3</b>		<b>6 CREDITS</b>
10-109-109	Hospitality Event Management: A	3
10-801-196	Oral/Interpersonal Communication	3

<b>SEMESTER 4</b>		<b>15 CREDITS</b>
10-109-103	Event Management	3
10-109-108	Hospitality Supervision	3
10-317-136	Cost Control and Analysis	3
10-317-156	Exploring Wines	3
10-809-199	Psychology of Human Relations	3

<b>SEMESTER 5</b>		<b>16 CREDITS</b>
10-109-104	Hospitality Marketing	3
10-316-154	Managing Service	3
10-316-159	Food Purchasing Analysis/Sustainability	3
10-317-111	Menu Management	2
10-317-157	Cooperative Learning Experience	2
10-809-172	Introduction to Diversity Studies	3



## 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:

This course provides a strong foundation in basic dental assisting. There are job openings for dental assistants in Southwest Wisconsin. More job opportunities are available for graduates willing to relocate to urban areas.

- 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

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### 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 2020-21 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:

Employment in the childcare industry will grow well into the future. Potential jobs may include:

- Owner/Operator of family or group childcare centers.
- Director/Manager of family or group childcare centers.
- Preschool Teacher in a preschool setting licensed by the department of health and family services.
- Head Start Lead Teacher
- Autism Therapy Assistant
- Paraprofessional in an Elementary School
- Child Care Teacher in a licensed center.
- Exceptional Needs Aide in special education programs.
- In-Home Provider/Nanny.
- Head Start Lead Teacher
- Autism Therapy Assistant Paraprofessional in an Elementary School
- May transfer completed ECE associate degree to some universities.

Southwest Tech's Career Connections Center offers Services to assist students looking for job placement.

### 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
- 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

- Associate degree, requiring a minimum of two years to complete.
- Day classes.
- High school articulation and college transfer courses accepted.
- Complete First Aid/CPR with AED for Infants/Children
- Join The Registry of Wisconsin Early Care Professional Development
- Complete Fieldprint Fingerprinting Check
- 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.

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		15 CREDITS
10-307-148	ECE: Foundations of ECE	3
10-307-151	ECE: Infant & Toddler Dev	3
10-307-167	ECE: Hlth Safety & Nutrition	3
10-307-174	ECE: Introductory Practicum	3
10-809-172	Introduction to Diversity Studies	3

SEMESTER 2		15 CREDITS
10-307-108	ECE: Early Language and Literacy	3
10-307-177	ECE: Intermediate Practicum	3
10-307-179	ECE: Child Development	3
10-307-188	ECE: Guiding Child Behavior	3
10-801-195	Written Communication	3

SEMESTER 3		15 CREDITS
10-307-110	ECE: Social Studies, Art and Music	3
10-307-112	ECE: STEM	3
10-307-175	ECE: Preschool Practicum	3
10-804-123	Math with Business Applications	3
10-809-198	Intro to Psychology	3

SEMESTER 4		15 CREDITS
10-307-187	ECE: Children w Diff Abilities	3
10-307-195	ECE: Family & Community Rel	3
10-307-199	ECE: Advanced Practicum	3
10-801-196	Oral/Interpersonal Communication	3
10-809-128	Marriage & Family	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 offers a CDL Preparation course to better prepare students to take their CDL permit test, but does not offer a CDL Road Test. For information on how to attain your CDL, please access the Wisconsin Department of Transportation website.

### Possible Careers

This program prepares a student to advance to an electric line technician apprenticeship and related occupations. Employment has been excellent for graduates in the following types of jobs:

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

The Southwest Tech Career Connections Center offers Services to assist students looking for job placement.

### 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, Electrical 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 electrical theory
- Construct Overhead Electrical Distribution Systems
- Disassemble Overhead Electrical Distribution Systems
- Construct Underground Electrical Distribution Systems
- Construct Overhead Electrical Transmission System
- Disassemble Overhead Electrical Transmission System
- Maintain Electrical Systems
- Disassemble Underground Electrical Distribution Systems
- Demonstrate safe work practices
- 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.
- Students must achieve a "C" grade or better in each core (413) course of the program curriculum to be eligible to progress

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		15 CREDITS
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

Recent graduates of the Electro-Mechanical Technology program are employed in a diverse range of industries and occupations. The list below contains just a few examples of opportunities in one of the fastest growing career fields.

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### 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:

- Perform work safely
- Troubleshoot electrical and mechanical systems and devices
- Repair electrical and mechanical systems
- Communicate Technical Information
- Setup, Install, and Integrate electrical and mechanical systems and devices

### 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.

### Related Degrees

- Industrial Mechanic
- Instrumentation and Controls Technology

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>17 CREDITS</b>
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
10-620-138	Construction Electrical Wiring II	1
10-449-160	Industrial Safety Practices & Career Development	1
10-804-113	College Technical Math 1A	3

<b>SEMESTER 2</b>		<b>17 CREDITS</b>
10-620-107	Hydraulics and Pneumatics	3
10-620-162	Manual Machine Shop Fundamentals	2
10-620-161	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
10-809-199	Psychology of Human Relations	3

<b>SEMESTER 3</b>		<b>17 CREDITS</b>
10-620-126	Industrial Electrical Wiring	2
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

<b>SEMESTER 4</b>		<b>16 CREDITS</b>
10-620-117	Robotics	3
10-150-126	Premises Cabling Technician	2
10-620-150	Advanced Programmable Controls	2
10-620-159	Introduction to Frequency & Servo Drives	2
10-801-197	Technical Reporting	3
10-806-143	College Physics 1	4



## 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

Graduates of the program will be qualified and capable of maintaining and operating the increasingly dynamic and technologically advanced machinery found on a modern farm. The demand in this field is expected to remain high for several years in such jobs as:

- 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

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### 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, forage 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:

- Analyze 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 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

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>13 CREDITS</b>
10-006-116	Introduction to Soils	3
10-006-121	Agribusiness Computer Applications	2
10-006-169	Career Development in Agriculture	2
10-070-104	Ag Safety, Electrical & Maintenance	2
31-801-310	Workplace Communication	2
31-804-305	Applied Mathematics	2

<b>SEMESTER 2</b>		<b>12 CREDITS</b>
10-006-180	Animal Science	3
32-070-322	Operations of Field Equipment	3
32-070-324	On-Farm Machinery Maintenance	1
32-070-346	Consumer Equipment Maintenance & Repair	3
32-442-301	Related Welding	2

<b>SEMESTER 3</b>		<b>3 CREDITS</b>
32-080-302	Farm Operations & Management Internship	3

<b>SEMESTER 4</b>		<b>14 CREDITS</b>
10-006-113	Precision Ag Technologies	3
10-006-134	Agricultural Equipment Management	3
32-070-319	Forage Equipment	3
32-070-320	Grain Harvesting Equipment	3
32-080-307	Introduction to Farm Business Management	2

<b>SEMESTER 5</b>		<b>15 CREDITS</b>
10-070-101	Field Application Equipment	2
32-006-301	On-Farm Employment Relations	2
32-006-302	On-Farm Nutrient Management Planning	2
32-006-303	On-Farm Commodity Marketing	3
32-070-321	Tillage & Planting Equipment	3
32-080-308	Advanced Farm Business Management	3



## Farm Operations & Management- Crop Operations

The curriculum offers an opportunity to learn valuable skills that will increase the end potential on the farm. The student will obtain knowledge in agronomy, animal science, and the operation/maintenance of field equipment. This pathway also offers training in basic computer applications for management of farm resources and day to day business.

### Possible Careers

Graduates of this program will be qualified to perform skills of scouting of field crops, maintenance of farm equipment, and proper operation of tillage, planting, harvesting equipment. The demand in this field is expected to remain high for several years in such jobs as:

- Sales Representative: Solicits and communicates with potential customers and follows up to assure customer satisfaction.
- Service Representative: Samples and analyzes soils and feeds and recommends corrective measures.
- Manager Trainee: Works in areas of sales, promotion, personnel, and administration.
- Crop Specialist: Works with farmers in evaluating crops, recommending alternative practices and chemicals.
- Southwest Tech's Career Connections Center offers Services to assist students looking for job placement.

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### 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 agriculture
- Apply relevant technologies
- Demonstrate professionalism skills within the agricultural career areas
- Develop a management plan in agriculture
- 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

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>16 CREDITS</b>
10-006-116	Introduction to Soils	3
10-006-121	Agribusiness Computer Applications	2
10-006-160	Plant Science	3
10-006-169	Career Development in Agriculture	2
10-070-104	Ag Safety, Electrical & Maintenance	2
31-801-310	Workplace Communication	2
31-804-305	Applied Mathematics	2

<b>SEMESTER 2</b>		<b>13 CREDITS</b>
10-006-124	Pesticide Applicator Training	1
10-006-126	Pest ID & Mgt/Crop Scouting	3
10-006-180	Animal Science	3
32-070-322	Operations of Field Equipment	3
32-070-324	On-Farm Machinery Maintenance	1
32-442-301	Related Welding	2

<b>SEMESTER 3</b>		<b>3 CREDITS</b>
32-080-302	Farm Operations & Management Internship	3



## Farm Operations & Management- Crops

The curriculum offers the opportunity to obtain a vast knowledge of production agriculture all along while obtaining skills that can be used on the farm. The student will obtain a wide variety of skills in crop production, agronomy, and operation/maintenance of farm equipment. This program also emphasizes in the management and marketing of farm commodities within the agribusiness sector.

### Possible Careers

Graduates of the program will be qualified to manage production agriculture operations with a focus on crops production. The demand in this field is expected to remain high for several years in such jobs as:

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

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### 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
- Develop a management plan in agriculture
- Operate and maintain farm crop resources
- 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

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>16 CREDITS</b>
10-006-116	Introduction to Soils	3
10-006-121	Agribusiness Computer Applications	2
10-006-160	Plant Science	3
10-006-169	Career Development in Agriculture	2
10-070-104	Ag Safety, Electrical & Maintenance	2
31-801-310	Workplace Communication	2
31-804-305	Applied Mathematics	2

<b>SEMESTER 2</b>		<b>13 CREDITS</b>
10-006-124	Pesticide Applicator Training	1
10-006-126	Pest ID & Mgt/Crop Scouting	3
10-006-180	Animal Science	3
32-070-322	Operations of Field Equipment	3
32-070-324	On-Farm Machinery Maintenance	1
32-442-301	Related Welding	2

<b>SEMESTER 3</b>		<b>3 CREDITS</b>
32-080-302	Farm Operations & Management Internship	3

<b>SEMESTER 4</b>		<b>15 CREDITS</b>
10-006-113	Precision Ag Technologies	3
10-006-130	Row Crop Production Management	2
10-006-131	Forage Crop Production Management	2
32-070-319	Forage Equipment	3
32-070-320	Grain Harvesting Equipment	3
32-080-307	Introduction to Farm Business Management	2

<b>SEMESTER 2</b>		<b>14 CREDITS</b>
10-006-127	Soil Fertility and Fertilizers	2
10-070-101	Field Application Equipment	2
32-006-301	On-Farm Employment Relations	2
32-006-302	On-Farm Nutrient Management Planning	2
32-006-303	On-Farm Commodity Marketing	3
32-080-308	Advanced Farm Business Management	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 herdsperson skills, effective management skills, and the use of technology.

As a student in the Farm Operations & Management you will learn:

- Dairy cattle nutrition and ration balancing Formulation
- Reproduction and Artificial Insemination
- Dairy Cattle Health with prevention techniques
- Dairy cattle environments
- Financial analysis and record keeping

### Possible Careers

Graduates obtain positions in a wide variety of specialty areas, and there is a vast amount of potential for those who have mid-management or upper-management career aspirations. The demand in this field is expected to remain high for several years in such jobs as:

- Dairy cattle Herds person
- Parlor Manager
- Calf Manager
- Reproductive Specialist
- A.I. Technician

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### 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:

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

### 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

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>16 CREDITS</b>
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
10-070-104	Ag Safety, Electrical & Maintenance	2
31-801-310	Workplace Communication	2
31-804-305	Applied Mathematics	2

<b>SEMESTER 2</b>		<b>12 CREDITS</b>
10-006-123	Artificial Insemination Training	1
10-006-150	Farm Animal Reproduction	3
10-006-151	Animal Selection & Improvement - Dairy	2
32-080-305	Introduction to Farm Animal Nutrition	3
32-080-306	Introduction to Farm Animal Health	3

<b>SEMESTER 3</b>		<b>3 CREDITS</b>
32-080-302	Farm Operations & Management Internship	3

<b>SEMESTER 4</b>		<b>14 CREDITS</b>
10-006-116	Introduction to Soils	3
10-006-131	Forage Crop Production Management	2
10-006-144	Livestock Housing & Equipment	2
10-006-158	Ration Balancing & Formulation	2
32-070-319	Forage Equipment	3
32-080-307	Introduction to Farm Business Management	2

<b>SEMESTER 5</b>		<b>13 CREDITS</b>
10-006-153	Dairy Production Management	3
32-006-301	On-Farm Employment Relations	2
32-006-302	On-Farm Nutrient Management Planning	2
32-006-303	On-Farm Commodity Marketing	3
32-080-308	Advanced Farm Business Management	3

### Related Degrees

- Agribusiness Science & Technology-Animal Science
- Agribusiness Science & Technology-Agribusiness Management
- Farm Operations & Management-Dairy Technician
- Farm Operations & Management-Livestock Tech





## 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 herds person skills, effective management skills, and the use of technology.

As a student in the Farm Operations & Management you will learn:

- Basic Livestock nutrition
- Reproduction and Artificial Insemination
- Basic Dairy Cattle Health
- Milk Quality

### Possible Careers

Graduates obtain positions in a wide variety of specialty areas, and there is a vast amount of potential for those who have mid-management or upper-management career aspirations. The demand in this field is expected to remain high for several years in such jobs as:

- Dairy Cattle Assistant Herds Person
- Parlor Labor
- Assist Calf Manager
- A.I. Technician
- Cattle Feeder

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### 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:

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

### 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

### Related Degrees

- Agribusiness Science & Technology-Animal Science
- Agribusiness Science & Technology-Agribusiness Management
- Farm Operations & Management-Dairy
- Farm Operations & Management-Livestock Tech

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>16 CREDITS</b>
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
10-070-104	Ag Safety, Electrical & Maintenance	2
31-801-310	Workplace Communication	2
31-804-305	Applied Mathematics	2

<b>SEMESTER 2</b>		<b>12 CREDITS</b>
10-006-123	Artificial Insemination Training	1
10-006-150	Farm Animal Reproduction	3
10-006-151	Animal Selection & Improvement-Dairy	2
32-080-305	Introduction to Farm Animal Nutrition	3
32-080-306	Introduction to Farm Animal Health	3

<b>SEMESTER 3</b>		<b>3 CREDITS</b>
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. As a career pathway, this program offers you 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

Graduates of this program will be qualified to exhibit skills in performing repairs, maintenance, and setup of production agricultural equipment. The demand in this field is expected to remain high for several years in such jobs as:

- Farm Shop Maintenance Technician: technician that performs repairs and maintenance on agricultural equipment
- Farm Machinery Controller: performs setup of harvesting machinery based on crop along with checking key components for maximum efficiency
- Farm Equipment Operator: operation and control of farm tractors, implements, and heavy equipment
- Farm Maintenance Specialist: responsible for items as preventative maintenance and repairs on tractors, harvesters, and agricultural implements

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### 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, forage 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:

- Analyze opportunities in agriculture
- Apply relevant technologies
- Demonstrate professionalism skills within the agricultural career areas
- Operate and maintain farm equipment 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

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>13 CREDITS</b>
10-006-116	Introduction to Soils	3
10-006-121	Agribusiness Computer Applications	2
10-006-169	Career Development in Agriculture	2
10-070-104	Ag Safety, Electrical & Maintenance	2
31-801-310	Workplace Communication	2
31-804-305	Applied Mathematics	2

<b>SEMESTER 2</b>		<b>12 CREDITS</b>
10-006-180	Animal Science	3
32-070-322	Operations of Field Equipment	3
32-070-324	On-Farm Machinery Maintenance	1
32-070-346	Consumer Equipment Maintenance & Repair	3
32-442-301	Related Welding	2

<b>SEMESTER 3</b>		<b>3 CREDITS</b>
32-080-302	Farm Operations & Management Internship	3



# Farm Operations & Management- Livestock

The Livestock program prepares you to select, breed, care for, process, and market livestock of beef swine and small ruminates. You will learn

- Farm animal Reproduction and Artificial Insemination
- Livestock Nutrition and Ration Formulation
- Livestock environments and care
- Financial analysis and marketing of livestock enterprise

## Possible Careers

Graduates obtain positions in a wide variety of specialty areas, and there is a vast amount of potential for those who have mid-management or upper-management career aspirations. The demand in this field is expected to remain high for several years in such jobs as:

- Herds person for Livestock Operations
- Reproductive specialist for cattle
- Feed Sales and Consulting
- Artificial Insemination
- Animal Health and Care Specialist

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

## 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:

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

## 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

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>16 CREDITS</b>
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
10-070-104	Ag Safety, Electrical & Maintenance	2
31-801-310	Workplace Communication	2
31-804-305	Applied Mathematics	2

<b>SEMESTER 2</b>		<b>12 CREDITS</b>
10-006-123	Artificial Insemination Training	1
10-006-150	Farm Animal Reproduction	3
10-006-152	Animal Selection & Improvement - Livestock	2
32-080-305	Introduction to Farm Animal Nutrition	3
32-080-306	Introduction to Farm Animal Health	3

<b>SEMESTER 3</b>		<b>3 CREDITS</b>
32-080-302	Farm Operations & Management Internship	3

<b>SEMESTER 4</b>		<b>14 CREDITS</b>
10-006-116	Introduction to Soils	3
10-006-131	Forage Crop Production Management	2
10-006-144	Livestock Housing & Equipment	2
10-006-158	Ration Balancing & Formulation	2
32-070-319	Forage Equipment	3
32-080-307	Introduction to Farm Business Management	2

<b>SEMESTER 5</b>		<b>13 CREDITS</b>
10-006-157	Livestock Production Management	3
32-006-301	On-Farm Employment Relations	2
32-006-302	On-Farm Nutrient Management Planning	2
32-006-303	On-Farm Commodity Marketing	3
32-080-308	Advanced Farm Business Management	3



## Farm Operations & Management- Livestock Tech

The Livestock Tech program prepares you to select, breed and care for beef, hogs and small ruminants. You will learn:

- Basic nutrition for livestock
- Artificial Insemination of cattle
- Basic Reproduction
- Basic Animal Health

### Possible Careers

Graduates of the program will be qualified to manage production agriculture operations with a focus on livestock. The demand in this field is expected to remain high for several years in such jobs as:

- Assistant herds person for Livestock Operations
- Artificial Insemination
- Assistant Animal Health and Care Specialist
- Feed Mixer for animal operations

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### 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:

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

### 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

### Related Degrees

- Agribusiness Science & Technology-Animal Science
- Agribusiness Science & Technology -Agribusiness Management
- Farm Operations & Management -Dairy
- Farm Operations & Management -Dairy Technician

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>16 CREDITS</b>
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
10-070-104	Ag Safety, Electrical & Maintenance	2
31-801-310	Workplace Communication	2
31-804-305	Applied Mathematics	2

<b>SEMESTER 2</b>		<b>12 CREDITS</b>
10-006-123	Artificial Insemination Training	1
10-006-150	Farm Animal Reproduction	3
10-006-152	Animal Selection & Improvement - Livestock	2
32-080-305	Introduction to Farm Animal Nutrition	3
32-080-306	Introduction to Farm Animal Health	3

<b>SEMESTER 3</b>		<b>3 CREDITS</b>
32-080-302	Farm Operations & Management Internship	3



## Golf Course Management

The golf industry is demanding, requiring more multi-disciplined, business minded professionals than ever before. Southwest Wisconsin Technical College's associate degree program exceeds the industry's demands in the most efficient way possible, by providing a focused education and accredited associate's degree in golf course management in only two years.

Our golf course instructor, Scott Kennedy, is one of the most qualified PGA Professionals in the business. His thirty years experience make him an expert in innovative curriculum that focuses on business management, game improvement, modern teaching methods, cutting edge technology, and sound interpersonal skills.

### Possible Careers

Opportunities for employment in the golf industry are excellent, with Wisconsin having more golf courses per capita than any other state. Entry-level employment positions may include:

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

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### 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 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

#### SEMESTER 1 17 CREDITS

10-109-101	Introduction to Tourism	3
10-109-102	Hospitality Professional Devel Seminar	1
10-109-105	Hospitality Law	3
10-109-106	Hospitality Food Sanitation & Safety I	2
10-325-118	Golf Course Irrigation Systems	3
10-325-124	Player Development 1	2
10-801-136	English Composition 1	3

#### SEMESTER 2 14 CREDITS

10-325-101	Golf Course Operations	3
10-325-103	Pro Shop Management	3
10-325-107	Soils, Conservation, and Fertility	3
10-325-114	Techniques for Teaching Golf	2
10-804-107	College Mathematics	3

#### SEMESTER 3 6 CREDITS

10-325-106	Golf Course Internship I-Inside Operations * OR *	
10-325-112	Golf Course Internship II-Outside Operations	3
10-801-196	Oral/Interpersonal Communication	3

#### SEMESTER 4 15 CREDITS

10-109-103	Event Management	3
10-109-108	Hospitality Supervision	3
10-325-104	Club Financial Management	3
10-325-127	Turf Grass Horticulture	3
10-809-199	Psychology of Human Relations	3

#### SEMESTER 5 15 CREDITS

10-006-122	Pest Management	1
10-109-104	Hospitality Marketing	3
10-325-109	Integrated Turf Management	3
10-325-110	Golf Course Design and Renovation	2
10-325-113	Golf Course Equipment Repair	3
10-809-172	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

The combination of Web and graphic design curriculum in this degree prepares graduates to work for businesses that require support in both graphic and web design areas as a graphic designer and desktop publisher.

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### 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
- Program articulation with UW-Platteville in progress
- Student laptops are included in this program

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>16 CREDITS</b>
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
10-804-123	Math with Business Applications * OR *	
10-804-133	Math & Logic	3

<b>SEMESTER 2</b>		<b>18 CREDITS</b>
10-152-116	HTML & CSS	3
10-201-135	InDesign	3
10-201-137	Color Theory	3
10-201-138	Typography	3
10-201-142	Digital Marketing for Graphic Designers	3
10-801-196	Oral/Interpersonal Communication * OR *	
10-801-198	Speech	3

<b>SEMESTER 3</b>		<b>15 CREDITS</b>
10-201-136	Multimedia Concepts	3
10-201-139	Web Page Design 1	3
10-201-143	Beginning WordPress	2
10-201-144	Freelancing for Creatives	1
10-203-131	Introduction to Digital Photography	3
10-809-172	Introduction to Diversity Studies	3

<b>SEMESTER 4</b>		<b>17 CREDITS</b>
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

Health information technology management (HIT), is the practice of acquiring, analyzing, and protecting digital and traditional medical information. The health care industry depends on electronic information systems. As health data becomes more digitized, opportunities are created for trained health information technicians with the skills and knowledge 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. The Health Information Technology program will prepare you to become an expert in patient health data management.

### Possible Careers

All health care facilities such as: hospitals, clinics, nursing homes, surgery centers, insurance companies, consulting companies, government agencies, computer software companies and other health care settings. Possible employment for program graduates may include:

- Outpatient Coder
- Inpatient Coder
- Medical Coding Specialist
- Coding Analyst
- 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
- Coding Specialist
- Health Information Technicians
- Medical Office Administrators
- Clinical Data Analyst
- Compliance Auditors

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### 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 Outcome

- Apply data governance principles to ensure the quality of health data
- Apply coding and reimbursement systems
- Model professional behaviors and ethics
- Apply informatics and analytics in data use
- Apply organizational management techniques

### 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.
- Students must achieve a grade of C or better in each course of the program curriculum to be eligible to progress.
- Flexible, sequenced credential training starts with a Medical Coding Specialist Certificate (first year)
- Second year leads to Associate Degree in Health Information Technology Management.
- Credits transferrable 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 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

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

<b>SEMESTER 2</b>		<b>13 CREDITS</b>
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
10-530-197	ICD Diagnosis Coding	3
10-530-199	ICD Procedure Coding	2

<b>SEMESTER 3</b>		<b>14 CREDITS</b>
10-530-159	Health Revenue Management	3
10-530-165	Intermediate Coding	3
10-530-178	Healthcare Law & Ethics	2
10-530-184	CPT Coding	3
10-801-196	Oral/Interpersonal Communication	3

<b>SEMESTER 4</b>		<b>15 CREDITS</b>
10-530-163	Healthcare Stats and Analytics	3
10-530-164	Intro to Health Informatics	3
10-801-195	Written Communication	3
10-804-189	Introductory Statistics	3
10-809-198	Intro to Psychology	3

<b>SEMESTER 5</b>		<b>13 CREDITS</b>
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 setting. 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 setting.

### 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.

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### 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 2020-21 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
10-809-159	Abnormal Psychology	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
10-804-123	Math with Business Applications	3
10-809-195	Economics	3



## Individualized Technical Studies

The Individualized Technical Studies 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.

### Gainful Employment

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. Check out the Individualized Technical Studies Guide to find out more about the program.

### 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 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

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

<b>INDIVIDUALIZED TECHNICAL STUDIES CORE</b>	<b>40 CREDITS</b>
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 skill sets 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

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### 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.
- Be 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 and repair mechanical equipment.
- Research preventative maintenance techniques.
- Perform work safely
- 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 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		17 CREDITS
10-449-160	Industrial Safety Practices & Career Development	1
10-620-101	DC and AC Fundamentals	5
10-620-121	Mechanics and Materials	4
10-620-123	Construction Electrical Wiring 1	1
10-620-124	Welding for Maintenance	2
10-620-138	Construction Electrical Wiring 2	1
10-804-113	College Technical Math 1A	3

SEMESTER 2		17 CREDITS
10-620-107	Hydraulics and Pneumatics	3
10-620-148	Intro to Motor Controls	2
10-620-149	Intro to Programmable Controls	2
10-620-161	Advanced Mechanical Drives	3
10-620-162	Manual Machine Shop Fundamentals	2
10-804-114	College Technical Math 1B	2
10-809-199	Psychology of Human Relations	3



## 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

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### 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:

- Document Processes and Procedures
- Troubleshoot instrumentation and automation systems and devices
- Field calibrate process instrumentation
- Setup, install, and integrate instrumentation and automation systems and devices
- Configure smart instruments using HART communication protocol
- Some employers will require CPR and/or First Aid.

### 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

### Related Degrees

- Electro-mechanical Technology
- Industrial Mechanic

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

### SEMESTER 1 16 CREDITS

10-449-160	Industrial Safety Practices & Career Development	1
10-620-101	DC and AC Fundamentals	5
10-620-121	Mechanics and Materials	4
10-801-195	Written Communication * OR *	
10-801-136	English Composition 1	3
10-804-113	College Technical Math 1A	3

### SEMESTER 2 14 CREDITS

10-103-106	Beginning Microsoft Excel	1
10-103-118	Intermediate Microsoft Excel	1
10-620-107	Hydraulics and Pneumatics	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
10-809-199	Psychology of Human Relations	3

### SEMESTER 3 16 CREDITS

10-150-129	Introduction to Networks	2
10-513-183	Manufacturing Practices for Food Industry	1
10-620-151	Process Control Systems	5
10-620-156	Fiber Optic Cabling Technician	1
10-620-157	Fundamentals of Embedded Systems	1
10-801-197	Technical Reporting	3
10-809-172	Introduction to Diversity Studies	3

### SEMESTER 4 17 CREDITS

10-150-126	Premises Cabling Technician	2
10-513-184	HACCP Training	2
10-620-117	Robotics	3
10-620-150	Advanced Programmable Controls	2
10-620-154	Advanced Calibration Techniques & Analytics	3
10-620-159	Introduction to Frequency & Servo Drives	2
10-806-143	College Physics 1	3



## Laboratory Science Technician

Food quality technicians work in a fast-paced environment. Enjoy plenty of variety in your work day in the high-demand food processing industry. You'll work as part of a food quality team, producing internationally-recognized products, such as cheese, yogurt, butter, and more.

Making sure the food we eat is safe is just one of the responsibilities of a laboratory food quality technician. Learn how to:

- Conduct food quality and safety tests
- Report Results
- Evaluate the environment's effect on food quality
- Apply quality principles to food production
- Be involved in research and development of new products

Employers in the region are looking for Southwest Tech graduates in this program and offer plenty of opportunity for advancement in your career.

Southwest Tech's Laboratory Science Technician program is a one-year technical diploma with a four-week internship that will ensure you are workplace ready!

This program is offered in a convenient format. Most of your coursework will be completed online with once a week face-to-face laboratory sessions. In addition, with your successful completion of coursework you will graduate with a HACCP certificate.

### Possible Careers

Laboratory settings such as research, industrial, environmental, and food science labs. The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### Is This Program for You?

Successful lab science technicians enjoy working in a fast-paced environment with a combination of lab skills and experimenting in their day-to-day duties and are focused on quality and organization.

### 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
- Courses are a blend of online classes and face to face lab session learning. The lab sessions are scheduled on Mondays throughout the semester.
- The externship hours are based upon the facility hours as assigned
- Must earn at least a grade of C in core classroom/laboratory learning settings to be eligible to work under the direct supervision of a mentor in a four-week externship

Curriculum listed is tentative for the 2020-21 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
10-513-113	QA Lab Math	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
10-806-109	Fundamentals of Chemistry	2

#### SEMESTER 2 13 CREDITS

10-103-106	Beginning Microsoft Excel	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

The 100% online Leadership Development degree program is designed to meet the needs of working adults. The program provides leadership development training and education for individuals currently employed in supervisory positions or those who wish to prepare themselves for such a position.

- Earn prior learning credit for documented work experience.
- Select courses that fit your schedule and your lifestyle.
- Meet with an advisor to plan your individualized course schedule.

### 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? Leadership Development 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
- Apply effective leadership skills
- Apply Human Resource policies and procedures
- Perform leadership development functions to achieve organizational objectives

### Program Basics

The online Leadership Development program is designed specifically for individuals who work full-time with a minimum amount of discretionary time available to pursue educational goals. This allows you to learn at a faster pace to earn your degree faster.

- Associate degree, requiring a minimum of two years to complete.
- Students 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 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>12 CREDITS</b>
10-102-105	Introduction to Business	3
10-196-208	Personal Leadership	3
10-196-209	Team Building and Problem Solving	3
10-809-172	Introduction to Diversity Studies	3

<b>SEMESTER 2</b>		<b>6 CREDITS</b>
10-196-210	Legal Issues for Supervisors	3
10-809-195	Economics	3

<b>SEMESTER 3</b>		<b>13 CREDITS</b>
10-102-130	Management Principles	3
10-103-106	Beginning Microsoft Excel	1
10-196-119	Managerial Budgeting and Finance	3
10-196-211	Workplace Innovations	3
10-196-214	Leading Strategically	3

<b>SEMESTER 4</b>		<b>12 CREDITS</b>
10-102-129	Human Resources Management	3
10-623-110	Lean Concepts	3
10-801-196	Oral/Interpersonal Communication	3
10-804-123	Math with Business Applications	3

<b>SEMESTER 5</b>		<b>6 CREDITS</b>
10-196-213	Workplace Safety	3
10-801-195	Written Communication	3

<b>SEMESTER 6</b>		<b>11 CREDITS</b>
10-196-212	Training and Talent Development	3
10-196-215	Project Management Fundamentals	3
10-196-216	Leading Change	3
10-196-217	Leadership Development Career Experience	2



## 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

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>3 CREDITS</b>
10-182-115	Lean Principles	1
10-182-119	Problem Solving Using A-3 Format	1
10-182-122	Professional Networking and Development	1

<b>SEMESTER 2</b>		<b>7 CREDITS</b>
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.



## Medical Assistant

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.

The Southwest Wisconsin Technical College Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs ([www.caahep.org](http://www.caahep.org)) upon the recommendation of the Curriculum Review Board of the Association of Medical Assistants Endowment (AAMAE).

### Possible Careers

- **Medical Assistant:** Prepares a patient for examination or treatment, takes vital signs, sterilizes instruments, performs simple lab tests, performs electrocardiograms, and assists the physician as needed.
- **Claims Analyst:** Processes insurance claims on a computer.
- **EKG Technician:** Operates and maintains electrocardiographic machines, records the heart's electrical activity, and provides data for diagnosis and treatment of heart ailments by physicians.
- **Laboratory Assistant:** Performs simple laboratory procedures and venipunctures to collect blood specimens.
- **Medical Records Clerk:** Handles all patient medical records in areas such as progress notes and pulls records of patients on a daily basis.
- **Medical Office Assistant:** Performs a variety of duties such as bookkeeping, typing, filing, record keeping, customer relations, telephoning, general correspondence, appointments, and patient accounts.
- **Phlebotomist:** Draws blood samples from patients for lab tests and blood donations. Performs related duties involving patient care and specimen processing with strict adherence to safety procedures to prevent transmission of infectious diseases.

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

### 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.
- Students must achieve a "C" grade or better (78%) in each course of the program curriculum to be eligible to progress.

Curriculum listed is tentative for the 2020-21 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

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### Is This Program for You?

Job security is available nationwide: there is a critical shortage of qualified medical coders. This program prepares students for employment as entry-level coding specialists in health care facilities such as: hospitals, clinics, nursing homes, surgery centers, insurance companies, consulting companies, government agencies, computer software companies and other health care settings. Possible employment for program graduates may include:

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

### 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:

- Collect health data
- Model professional behaviors and ethics
- Use electronic applications to support coding and data collection
- Apply coding and reimbursement systems

### 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 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

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

<b>SEMESTER 2</b>		<b>13 CREDITS</b>
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
10-530-197	ICD Diagnosis Coding	3
10-530-199	ICD Procedure Coding	2

<b>SEMESTER 3</b>		<b>14 CREDITS</b>
10-530-159	Health Revenue Management	3
10-530-165	Intermediate Coding	3
10-530-178	Healthcare Law & Ethics	2
10-530-184	CPT Coding	3
10-801-196	Oral/Interpersonal Communication	3



## Medical Laboratory Technician

Learn to perform routine clinical laboratory tests such as hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, molecular and other emerging diagnostics. They develop communication skills, as this career requires frequent interactions with members of the healthcare team, external relations, customer service, and patient education. A combination of fundamental laboratory 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.

Graduates are prepared to complete the ASCP Board of Certification to become certified MLT.

### Possible Careers

- Medical Laboratory Technician - Performs routine laboratory tests on blood, urine, and body fluids to help in the diagnosis and treatment of disease and injury in hospitals, clinical laboratories, and reference laboratories.
- Laboratory Technician/Research Assistant - Performs routine and special laboratory tests in research, industrial, environmental and food science laboratory settings.

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

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### 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:

- Practice laboratory safety and regulatory compliance
- Collect and process biological specimens
- Monitor and evaluate quality control in the laboratory
- Apply modern clinical methodologies including problem solving and troubleshooting according to predetermined criteria
- Correlate laboratory results to diagnosis of clinical conditions and/or diseases
- Perform information processing in the clinical laboratory
- Model professional behaviors, communication, ethics, and appearance

### Program Basics

- Associate degree, requiring a minimum of two years to complete.
- 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.
- Students must achieve a grade of a C or better in each course of the program curriculum to be eligible to progress.
- Current Healthcare Provider CPR certification must be maintained throughout the clinical experience portion of the MLT Program.
- Sign off as qualified in Essential Functional Abilities after acceptance to the program and prior to clinical placement.

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>17 CREDITS</b>
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

<b>SEMESTER 2</b>		<b>17 CREDITS</b>
10-513-109	Blood Bank	4
10-513-114	Urinalysis	2
10-513-120	Basic Hematology	3
10-513-121	Coagulation	1
10-801-196	Oral/Interpersonal Communication	3
10-806-197	Microbiology	4

<b>SEMESTER 3</b>		<b>6 CREDITS</b>
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

<b>SEMESTER 4</b>		<b>14 CREDITS</b>
10-513-116	Clinical Chemistry	4
10-513-130	Advanced Hematology	2
10-513-133	Clinical Microbiology	4
10-513-180	Body Fluids Analysis	1
Elective	Elective 04	3

<b>SEMESTER 5</b>		<b>13 CREDITS</b>
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
10-513-170	Introduction to Molecular Diagnostics	2



## Midwife

Direct Entry Midwife is a two-year associate degree program that will train professional midwives who will qualify for certification and licensure in Wisconsin. Graduates of Direct Entry Midwife will provide hands-on holistic care for women of childbearing years and partner with women and other collaborative healthcare partners throughout the childbearing process.

This program emphasizes assessment in the low-risk pregnancy. A midwife conducts an initial assessment during pregnancy which includes nutritional assessment, overall health, risk level of the pregnancy, and then contracts and partners with the mother during the pregnancy to monitor fetal growth and development, overall health of the mother, and family support and resources available. The midwife will then assist the mother 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 as mother and child transition in the out of hospital setting.

This program is accredited by the [Midwifery Education Accreditation Council \(MEAC\)](#).

### Possible Careers

Graduates may provide care in clinics, private homes, and birthing centers. Midwives can work in both rural and urban settings. The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### Is This Program for You?

Do you have a committed interest in the Midwifery Model of 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 pre-natal 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:

- Acquire a foundation of theoretical knowledge, clinical assessment, critical thinking skills, and shared decision making
- Create the plan of care for the woman in the childbearing year
- Demonstrate holistic, competent care for women and families during the childbearing year

### 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
- Students must achieve a C or better in each course of the program curriculum to be eligible to progress
- Bridge track available for the already Certified Professional Midwife (CPM)
- Virtual access available for students who do not reside locally
- Program has a January start
- Completion of all Midwife program clinical work needs to be accomplished within 5 years of original program registration

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>15 CREDITS</b>
10-501-153	Body Structure and Function	3
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
10-801-195	Written Communication	3
10-809-198	Intro to Psychology * OR *	3
10-809-199	Psychology of Human Relations	3

<b>SEMESTER 2</b>		<b>7 CREDITS</b>
10-510-159	Midwife Clinic 1	1
10-801-196	Oral/Interpersonal Communication	3
10-809-172	Introduction to Diversity Studies	3

<b>SEMESTER 3</b>		<b>15 CREDITS</b>
10-510-140	Nutrition	3
10-510-153	Applied Pharmacology	2
10-510-160	Antepartum Theory	4
10-510-161	Antepartum Lab	1
10-510-162	Midwife Clinic 2	2
10-809-128	Marriage & Family	3

<b>SEMESTER 4</b>		<b>13 CREDITS</b>
10-510-148	Midwife Clinic lab I	1
10-510-150	OB/Medication Management	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
10-804-123	Math with Business Applications	3

<b>SEMESTER 5</b>		<b>4 CREDITS</b>
10-510-168	Midwife Clinic 5	2
10-510-169	Midwife Clinic 6	2

<b>SEMESTER 6</b>		<b>14 CREDITS</b>
10-510-146	Well Woman Gynecology	3
10-510-149	Professional Issues in Midwifery	2
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





## 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.

Note: In order to qualify for licensure for your manicurist state board exam, you must be 18 years of age, have completed a minimum 300 hours of instruction and completed the requirements of Southwest Tech Nail Technology Program.

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>10 CREDITS</b>
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 IT-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

Graduates are prepared for positions in a wide variety of organizations and businesses. Opportunities for employment exist in accounting firms, banks, schools, hospitals, insurance companies, manufacturing firms, and government agencies as:

- Network Administrator: Designs, implements, and maintains local area and wide-area computer networks needed for the efficient functioning of the firm
- Network Assistant: Assists the network administrator with all aspects of the firm's information network(s)
- Information Technology Support: Works directly with end users to maintain and troubleshoot information systems

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### 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 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>16 CREDITS</b>
10-103-106	Beginning Microsoft Excel	1
10-103-111	Beginning Microsoft Access	1
10-103-118	Intermediate Microsoft Excel	1
10-107-191	IT Concepts	2
10-150-130	Linux Essentials	2
10-154-101	Comp TIA A+ Essentials	2
10-620-156	Fiber Optic Cabling Technician	1
10-801-136	English Composition 1	3
10-804-133	Math & Logic	3

<b>SEMESTER 2</b>		<b>16 CREDITS</b>
10-107-189	IT Career Development	1
10-150-115	Principles of Information Security	3
10-150-126	Premises Cabling Technician	2
10-150-129	Introduction to Networks	2
10-150-131	Mac OS Essentials	1
10-154-106	Comp TIA A+ Practical Applications	2
10-154-108	IT Help Desk Practicum	2
10-801-196	Oral/Interpersonal Communication	3

<b>SEMESTER 3</b>		<b>16 CREDITS</b>
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

<b>SEMESTER 4</b>		<b>17 CREDITS</b>
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
10-150-133	Wireless Networking	2
10-809-199	Psychology of Human Relations	3



## Non-Profit Leadership

The 100% online program is designed to meet the needs of working adults. In many communities, nonprofit organizations exist to meet an unmet needs, delivering essential services to individuals, families and neighborhoods. These organizations and their staff play a critical role in building strong communities while also creating meaningful social change. SWTC's Non-Profit Leadership Program provides students with the skills and experiences to equip them for careers with social service organizations hospitals and clinics, foundations, government agencies—including emergency services, health and human services, and educational institutions—and other organizations providing direct services to residents and communities.

Students in the Nonprofit Leadership Program study non-profit strategic planning, management principles, board relations, non-profit branding and marketing, and fundraising. Courses in this program emphasize "learning by doing," ensuring that students graduate with practical, marketable skills that can be applied in a variety of non-profit and government career fields.

### Is This Program for You?

If you are interested in community service, are a task-driven self-starter, enjoy teamwork, and are drawn to jobs and activities that allow you to give back to others while creating meaningful change, the Non-Profit Leadership program may be a good fit for you.

### Students entering this program should:

- Interest in serving your community
- Enjoy working with people from a variety of backgrounds and experiences
- Approach their work with a high degree of integrity
- Be able to make decisions
- Be able to communicate clearly

### Program Outcomes

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

- Examine current trends in nonprofits
- Assess organizational goals and missions
- Develop organizational strategic plans
- Cultivate strategic partnerships across government, community and nonprofit sectors
- Create fundraising strategies and assess financial strength of nonprofit organizations
- Manage healthy and professional employee, board and volunteer relations

### Program Basics

The online Nonprofit Leadership program is designed specifically for individuals who work full-time with a minimum amount of discretionary time available to pursue educational goals. This allows you to learn at a faster pace to earn your degree faster.

- Associate degree, requiring a minimum of two years to complete.
- Classes are offered 100% online
- High school articulation courses accepted
- Financial aid available

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>12 CREDITS</b>
10-196-300	Foundations and Non-profits	3
10-196-301	Current Trends in Non-profits	3
10-196-302	Non-profit Strategic Planning	3
10-801-196	Oral/Interpersonal Communication	3

<b>SEMESTER 2</b>		<b>6 CREDITS</b>
10-809-166	Intro to Ethics: Theory & App	3
10-809-195	Economics	3

<b>SEMESTER 3</b>		<b>12 CREDITS</b>
10-102-130	Management Principles	3
10-196-119	Managerial Budgeting and Finance	3
10-196-303	Non-profit Leadership	3
10-196-305	Meeting and Event Planning	3

<b>SEMESTER 4</b>		<b>12 CREDITS</b>
10-102-129	Human Resources Management	3
10-196-304	Board Relations and Volunteer Management	3
10-196-306	Non-profit Branding and Marketing	3
10-804-123	Math with Business Applications	3

<b>SEMESTER 5</b>		<b>6 CREDITS</b>
10-196-307	Non-profit Revenue Generation 1	3
10-801-195	Written Communication	3

<b>SEMESTER 6</b>		<b>12 CREDITS</b>
10-196-216	Leading Change	3
10-196-308	Philanthropy and CRM	3
10-196-309	Non-profit Revenue Generation 2	3
10-196-310	Non-Profit Leadership Career Experience	3



## Nursing-Associate Degree

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.

This program is accredited by the [Accreditation Commission for Education in Nursing \(ACEN\)](#).

### Possible Careers

Opportunities include working in:

- Hospitals
- Physicians' clinics
- Nursing homes
- Extended care facilities
- Home health care
- Wellness centers

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### 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

- Day, evening/weekend and online classes available.
- Financial aid available to those that qualify.
- August program start date; however, some classes available in January.
- May take some courses immediately upon program acceptance.
- Students must achieve a grade of a C or better in each course of the program curriculum to be eligible to progress.
- Current Healthcare Provider CPR certification must be maintained throughout the program. (Courses must include CPR, and a hands-on exam must be taken.)
- Sign off as qualified in Functional Abilities for Nursing after acceptance to the program and prior to first clinical.
- Elective credits must be Associate Degree level courses and cannot be Fundamentals of Chemistry or Nursing Assistant.

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>19 CREDITS</b>
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

<b>SEMESTER 2</b>		<b>17 CREDITS</b>
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

<b>SEMESTER 3</b>		<b>18 CREDITS</b>
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 03	2

<b>SEMESTER 4</b>		<b>16 CREDITS</b>
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 04	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.

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		3 CREDITS
30-543-300	Nursing Assistant	3

This course is not eligible for financial aid.

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.

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### Possible Careers

There are many job openings for nursing assistants in Southwest Wisconsin as well as throughout the state. The nursing assistant performs basic nursing tasks under the supervision and direction of the registered nurse. Employment is found in nursing homes, hospitals and home health agencies. The Southwest Wisconsin Technical College Nursing Assistant Certificate is recognized by employing agencies in Southwest Wisconsin as excellent training for employment.

### 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:

- Communicate and interact effectively with clients, family and co-workers
- Maintain and protect client rights
- Report information and record observations
- Demonstrate the ethical and legal responsibilities of the NA/HHA
- Provide safe care to a diverse population, meeting personal, physical and psychosocial client needs
- Assist with client rehabilitation and restorative care, promoting independence
- Assist clients with long-term, disabling conditions including dementia, always focusing on the strengths of the client
- Work cooperatively in a team environment
- Eligible to take the WI NA Competency evaluation

### Program Basics

- Certificate as a Basic Nursing Assistant after 120 hours of training.
- Nursing home clinical component only.
- Classes offered on part-time basis fall and spring.
- Classes offered full-time on campus in summer.
- Qualified in functional abilities for Nursing Assistant program.



## 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.

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>9 CREDITS</b>
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

<b>SEMESTER 2</b>		<b>4 CREDITS</b>
10-101-123	Payroll Applications	2
10-101-126	Sage 50 (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 [gotoltc.edu](http://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

Potential career opportunities exist in the following locations:

- 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.

### 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.



## Physical Therapist Assistant

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.

The Physical Therapist Assistant Program at Southwest Wisconsin Technical College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703.706.3245; email: accreditation@apta.org; website: www.capteonline.org. If needing to contact the program/institution directly, please call 608.822.2653 or email splace@swtc.edu.

### Possible Careers

Employment opportunities for Physical Therapist Assistant include:

- 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.
- Educate patients, families and other health care providers.
- Integrate components of operational and fiscal practices of physical therapy service in a variety of settings.
- Implement a self-directed plan for career development, credentialing and lifelong learning.

### 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.
- Students must achieve a grade of a C or better in each course of the program curriculum to be eligible to progress.
- Current Healthcare Provider CPR certification must be maintained throughout the program. (Courses must include CPR, and a hands-on exam must be taken.)

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

### PREREQUISITES TO

PROGRAM CORE COURSES		16 CREDITS
10-801-195	Written Communication	3
10-801-196	Oral/Interpersonal Communication	3
10-806-177	General Anatomy & Physiology	4
10-809-188	Developmental Psychology	3
Elective	Elective (Highly Recommend Medical Terminology)	3

### SEMESTER 1

**13 CREDITS**

10-524-139	PTA Patient Interventions	4
10-524-140	PTA Professional Issues 1	2
10-524-156	PTA Applied Kinesiology 1	4
10-809-196	Intro to Sociology	3

### SEMESTER 2

**12 CREDITS**

10-524-142	PTA Therapeutic Exercise	3
10-524-143	PTA Therapeutic Modalities	4
10-524-147	PTA Clinical Practice 1	2
10-524-157	PTA Applied Kinesiology 2	3

### 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 *	3
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



## Production Planner

Production Planners are involved with the planning and controlling of 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 Production Planner 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.

### Related Degrees & Certificates

- Logistics or
- Purchasing Agent/Buyer
- Supply Chain Assistant Technical Diploma
- Supply Chain Management Associate Degree

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>7 CREDITS</b>
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

<b>SEMESTER 1</b>		<b>3 CREDITS</b>
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.



## Purchasing Agent/Buyer

Purchasing Agents/Buyers are involved with selecting and evaluating suppliers, creating and maintaining supplier relationships, and negotiating prices to minimize costs, and improve on time delivery. Completion of the Purchasing Agent/Buyer 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.

### Related Degrees & Certificates

- Logistics or
- Production Planner
- Supply Chain Assistant Technical Diploma
- Supply Chain Management Associate Degree

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>6 CREDITS</b>
10-182-105	Principles of Negotiations	1
10-182-111	Foundations of Inventory	1
10-182-115	Lean Principles	1
10-182-120	Purchasing Process	1
10-182-121	Evaluating the Purchasing Process	1
10-182-122	Professional Networking and Development	1

<b>SEMESTER 1</b>		<b>7 CREDITS</b>
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

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.



## Respiratory Therapist

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.

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.

### Possible Careers

The 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 are within hospitals, home health care agencies, clinics and extended care facilities. The graduate must be prepared to work in a highly technical environment under pressure to perform life-preserving procedures.

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### 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



## Supply Chain Assistant

Students can take as little as one year to complete this online Supply Chain Assistant Technical Diploma, which provides concentrated learning by focusing on occupational areas. 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

Many careers and job titles exist in supply chain management such as purchasing associate, material coordinator, production assistant, receiving lead, recycling specialist, cargo agent, and freight broker, among others.

With additional education and/or work experience, Supply Chain Assistant program graduates may have additional opportunities in roles such as shipping supervisor, buyer, materials planner, production scheduler, manufacturing supervisor, team leader, and transportation dispatcher, among others.

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### 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:

- Define (plan) operations, transportation, procurement and distribution
- Measure operations, transportation, procurement and distribution
- Analyze operations, transportation, procurement and distribution
- Improve operations, transportation, procurement and distribution
- Control operations, transportation, procurement and distribution

### 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 Materials Management Pathway Certificate and Logistics Pathway Certificate may be applied toward one-year Supply Chain Assistant Technical Diploma.
- Credits earned in one-year Supply Chain Assistant Technical Diploma may be applied to two-year Supply Chain Management Associate Degree.

### Related Degrees & Certificates

- Logistics Certificate
- Production Planner Certificate
- Purchasing Agent/Buyer Certificate
- Supply Chain Management Associate Degree

Curriculum listed is tentative for the 2020-21 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

Supply chain management includes a broad range of occupational titles. Those listed below are commonly found in industry, but specific titles will vary according to each individual employer. With additional education and/or work experience, Supply Chain Management program graduates may have additional opportunities in managerial roles such as plant manager, operations manager, production manager, warehouse manager, purchasing manager, inventory manager, distribution manager, transportation manager, logistics manager, and supply chain manager, among others.

The Southwest Tech Career Connections Center offers services to assist students looking for job placement.

### 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:

- Define (plan) operations, transportation, procurement and distribution
- Measure operations, transportation, procurement and distribution
- Analyze operations, transportation, procurement and distribution
- Improve operations, transportation, procurement and distribution
- Control operations, transportation, procurement and distribution

### Program Basics

- Associate degree
- 4 semesters – 60 credits
- 100% online, full or part time. Some courses available on campus.
- Classes start every four weeks
- Financial aid eligible
- Credit for prior learning may be available
- Specialize in Lean

### Related Degrees & Certificates

- Related Degrees & Certificates
- Logistics Certificate
- Production Planner Certificate
- Purchasing Agent/Buyer Certificate
- Supply Chain Assistant Technical Diploma

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>17 CREDITS</b>
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

<b>SEMESTER 2</b>		<b>16 CREDITS</b>
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

<b>SEMESTER 3</b>		<b>14 CREDITS</b>
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

<b>SEMESTER 4</b>		<b>13 CREDITS</b>
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.

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>9 CREDITS</b>
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

### 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.

### Program Basics

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

### 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



## Welding

The welding program trains students in manual, semiautomatic, and robotic welding processes used in a variety of fabrication and construction industries. Students develop skill proficiency through practice in over 19 welding processes, in all positions, and with a variety of metals. In addition, welding students learn to identify base and filler materials and their properties, operate equipment properly, practice correct procedures, test for strength and appearance, work safely and productively, be responsible for quality control, read blueprints for necessary information, measure and use math, and practice good interpersonal relations.

The Southwest Tech Welding program is accredited by the American Welding Society, 8669 NW 36 Street, #130, Miami, Florida 33166. 305-443-9353 / 800-443-9353 (voice) 305-443-7559 (Fax).

### Possible Careers

Welding is the most common way of permanently joining metal parts, so welders are employed in a wide variety of manufacturing and construction jobs, including automotive and equipment manufacturing, structural building, maintenance, and repair. Welders may work on land or underwater, inside and outside.

- Welding Technicians, Supervisors, Inspectors, Instructors, Repair Shop Owners
- Pipe Layers, Plumbers, Pipe Fitters and Steam Fitters
- Aircraft Body and Bonded Structure Repairers
- Aircraft Structure Assemblers
- Welder-Fitters
- Weld Fabricators
- Iron Workers
- Ship Building Workers
- Bridge Construction Workers

### Is This Program for You?

Do you enjoy building things? Are you mechanically inclined, with strong math skills? Does a job working independently appeal to you? Welding may be a great career choice.

### Students entering this program should:

- Enjoy building things.
- Have good math skills.
- Have manual dexterity.
- Be able to work with little direction or supervision.
- Have good vision (glasses are acceptable).
- Have good hand-eye coordination.
- Be able to concentrate with patience on detailed work.

### Program Outcomes

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

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

### Program Basics

- Technical diploma, requiring a minimum of nine months to complete.
- Day or Evening classes available.
- High school articulation courses accepted.
- Class will be held August to May or January to December.
- Financial aid available.

Curriculum listed is tentative for the 2020-21 academic year. Current students should view their Degree Audit in the Student Portal.

<b>SEMESTER 1</b>		<b>16 CREDITS</b>
31-442-310	Equipment Safety	1
31-442-311	Oxyfuel Gas Cutting & Gouging	1
31-442-312	Arc Cutting & Gouging	1
31-442-313	Plasma Cutting & Gouging	1
31-442-314	Oxyfuel Equipment	1
31-442-315	Oxyfuel Brazing & Welding- Carbon Steel	1
31-442-316	Oxyfuel Brazing & Welding- Stainless Steel	1
31-442-320	SMAW - Equipment	1
31-442-336	SMAW	2
31-457-317	Forming & Folding Metal	1
31-457-318	Fabricating	1
31-457-334	Fabrication Planning & Drawing	1
31-804-305	Applied Mathematics	2
32-442-308	Blueprint Reading-Welding 1	1

<b>SEMESTER 2</b>		<b>14 CREDITS</b>
31-442-323	GTAW - Equipment	1
31-442-324	GTAW - Carbon Steel	1
31-442-325	GTAW - Aluminum	1
31-442-326	GTAW - Stainless Steel	1
31-442-327	GMAW - Equipment	1
31-442-328	GMAW - Carbon Steel (S Process)	1
31-442-329	GMAW - Aluminum	1
31-442-330	GMAW - Stainless Steel	1
31-442-331	GMAW - Carbon Steel (Spray Transfer)	1
31-442-332	FCAW - Equipment	1
31-442-333	FCAW - Carbon Steel (Gas Shielded)	1
31-801-310	Workplace Communication	2
32-442-309	Blueprint Reading-Welding 2	1



# Apprenticeships

Because the construction and industrial trades 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. In a typical week apprentices attend Southwest Tech one day a week and work for their employer the remaining time.

Southwest Tech's Electrical, Plumbing, and Mechatronics 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.

## Architecture & Construction

50-413-2 • Apprenticeship • 17 Credits

### 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.

#### Program Outcomes

A student successfully completing this program will be able to do the following:

- 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 2020-21 academic year.

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

**This course is not eligible for financial aid.**



## Industrial Electrician Apprenticeship

The industrial electrician maintains and repairs many different types of electrical equipment. They may also modify or install electrical equipment like motors, transformers, generators, machine controls and lighting systems in industrial, commercial and public establishments. The electrician is responsible for the periodic inspection of equipment to locate and repair defects before breakdowns occur.

The Industrial Electrician Apprenticeship Program is four years in length. The apprentice attends 720 hours of paid related instruction classes at Southwest Tech.

Typical duties of electricians include:

- performing preventive maintenance.
- replacing units or parts such as wiring, fuses, circuit breakers, coils or switches; measuring, cutting, bending, threading and installing circuits.
- using test meter.
- working from blueprints and diagrams.
- making mathematical computations.
- troubleshooting AC and DC drives.
- installing programmable logic controllers.

### Program Outcomes

A student successfully completing this program will be able to do the following:

- Maintain safe working practices through the use of safety guidelines.
- Select, maintain and properly use tools and equipment.
- Install and maintain power distribution and lighting systems.
- Install and maintain industrial machinery and equipment including panel building.
- Install and maintain material handling equipment, welding equipment and robotics.
- Install and maintain general plant equipment.
- Install and maintain communication systems.
- Install and maintain high voltage equipment, including sub-stations.
- Read, interpret and revise drawings and specifications.
- Select, install and maintain motor drives and controls.

Curriculum listed is tentative for the 2020-21 academic year.

SEMESTER 1		20 CREDITS
50-413-501	Industrial Electrician I	4
50-413-502	Industrial Electrician II	4
50-413-503	Industrial Electrician III	2
50-413-504	Industrial Electrician IV	2
50-413-505	Industrial Electrician V	2
50-413-506	Industrial Electrician VI	2
50-413-507	Industrial Electrician VII	2
50-413-508	Industrial Electrician VIII	2

**This course is not eligible for financial aid.**





## Mechatronics Technician Apprenticeship

A Mechatronics Technician is an electrical, mechanical, and electronics systems technician in industrial plants. The job includes work in automation and robotics in modern manufacturing processes. Work processes include installing, repairing, and maintaining equipment/devices. Workers typically troubleshoot, operate, and debug industrial computer and communication systems, including Programmable Logic Controls (PLC), and Human Machine Interface (HMI) technologies. They also machine metal and other materials, fabricate parts, and weld/join components.

The Mechatronics Technician Apprenticeship program is five years in length, with a minimum 10,000 hours. The apprentice attends 864 hours of paid, related instruction classes at Southwest Tech and will complete the Transition to Trainer course in the final year.

### Possible Careers

- Robotics Technicians
- Mechanical Engineering Technicians
- Manufacturing Production Technicians
- Electrical and Electronics Repairers
- Industrial Machinery Mechanics
- Automation Technician
- Machine Wireman
- Control Panel Assembler
- Machinist
- Converting Mechanic
- Maintenance Helper
- Field Service Technician
- Maintenance Mechanic
- Industrial Electrician
- Maintenance Technician
- Industrial Mechanic
- Manufacturing Technician
- Industrial Technician
- Mechanical Assembly Technician
- Oiler
- Machine Checkout Technician

### Program Outcomes

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

- Expand Perform work safely
- Install mechanical equipment
- Install electrical equipment
- Maintain mechanical equipment
- Troubleshoot mechatronic systems
- Operate machine shop tools and machines
- Weld and fabricate parts
- Maintain automation systems
- Modify devices and systems
- Maintain documents and records
- Local options and work processes

Curriculum listed is tentative for the 2020-21 academic year.

#### SEMESTER 1 4 CREDITS

50-620-701	Trade Math Review for Mechatronics Apprentices	1
50-620-702	Mechatronic Principles	2
50-620-703	DC Electricity for Mechatronics	1

#### SEMESTER 2 4 CREDITS

50-620-704	AC Electricity for Mechatronics	1
50-620-705	Motors & Motor Control for Mechatronics	2
50-620-706	Electrical Codes for Mechatronics	1

#### SEMESTER 3 4 CREDITS

50-620-708	Fluid Power Systems for Mechatronics Apprentices	2
50-620-709	Servos and Drives for Mechatronics	1
50-620-710	Power Transmission Systems for Mechatronics	1

#### SEMESTER 4 4 CREDITS

50-620-711	Machining Concepts for Mechatronics	2
50-620-712	Introduction to Programmable Logic Controllers	2

#### SEMESTER 5 4 CREDITS

50-620-714	HMI Technologies & PLC Applications for Mechatronics	2
50-620-715	Introduction to Robotics Systems for Mechatronics	2

#### SEMESTER 6 4 CREDITS

50-620-711	Machining Concepts for Mechatronics	2
50-620-712	Introduction to Programmable Logic Controllers	2



## 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.

Included in the 572 hours of day school and 260 hours of night school Plumbing Apprenticeship training:

- OSHA 30-hour Safety Training
- Water distribution
- Cross connection control
- Sanitary drains
- Vents and venting
- Private onsite wastewater treatment systems
- Green plumbing
- Solar hot water
- Water reuse
- Storm water
- State of Wisconsin Department of Safety and Professional Services Administrative Code

### Program Outcomes

A student successfully completing this program will be able to do the following:

- 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 2020-21 academic year.

<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

**This course is not eligible for financial aid.**



## 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. This consists of 15 credits of general education distributed across Communications, Social Science, Behavioral Science, Math and/or Science categories as well as 6 elective Associate Degree Level Technical Studies or additional general education credits.
- 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 2020-21 academic year.

### COMMUNICATIONS 6 CREDITS

10-801-136	English Composition 1
10-801-195	Written Communication
10-801-196	Oral/Interpersonal Communication
10-801-197	Technical Reporting
10-801-198	Speech

### SOCIAL SCIENCE 3 CREDITS

10-809-122	Intro to American Government
10-809-128	Marriage & Family
10-809-143	Microeconomics
10-809-166	Intro to Ethics: Theory & App
10-809-172	Introduction to Diversity Studies
10-809-195	Economics
10-809-196	Intro to Sociology

### BEHAVIORAL SCIENCE 3 CREDITS

10-809-159	Abnormal Psychology
10-809-188	Development Psychology
10-809-198	Intro 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 1A
10-804-114	Technical Math 1B
10-804-118	Interm Algebra w Apps
10-804-123	Math w Business Apps
10-804-133	Math & Logic
10-804-189	Introductory Statistics
10-804-195	College Algebra w Apps
10-804-196	Trigonometry with Apps
10-806-154	General Physics 1
10-806-177	Gen Anatomy & Physiology
10-806-179	Adv Anatomy & Physiology
10-806-186	Intro to Biochemistry
10-806-189	Basic Anatomy
10-806-197	Microbiology

### ASSOCIATE DEGREE LEVEL TECHNICAL STUDIES OR ADDITIONAL GENERAL EDUCATION 6 CREDITS

Students in this program are required to take 6 credits of Associate Degree Level Technical Studies (10-xxx-xxx) or an additional 6 General Education credits. The additional General Education credits may come from the list above. Contact the program Advisor to discuss options or credits for consideration.

### 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.



# Continuing Education

## Agriculture Training

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
- 1 annual Dairy Goat Academies providing hands-on training
- 48-hour mentorship focusing on kidding, breeding, milking, general chores, and student choice
- Managing Risks on Farm

**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.

#### Beginning Farm Management

- Open to high school juniors and seniors
- Focuses on developing a business plan for a production agriculture career

#### Adult Farm Management Course Offerings:

- Livestock Management
- Financial Management
- Crop Management
- Nutrient Management Planning

#### Individual instruction is available in the following areas:

- Financial Analysis
- Business and Marketing Planning
- Feasibility Study/Cash Flow
- Farm Succession Planning
- Nutrient Management Planning Update
- Computer Software Training

**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 training and technical assistance in the areas of leadership, lean, continuous improvement, maintenance, compliance, safety, computer software and technical skill training. Customized training and technical assistance is provided by industry experts, who will work with you and your team to solve production problems, increase productivity, and reduce costs through targeted employee training programs. Open enrollment training opportunities are available anytime and can be accessed via our continuing education portal at **[www.swtc.edu/bisreg](http://www.swtc.edu/bisreg)**, if you don't see the training you are looking for reach out to us through our website **[www.swtc.edu/bis](http://www.swtc.edu/bis)**, email **[bis@swtc.edu](mailto:bis@swtc.edu)** or call **608.822.2324**.

## Health Training

### 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 [djanssen@swtc.edu](mailto:djanssen@swtc.edu) or call 608.822.2750 for more information.

### 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. Email [djanssen@swtc.edu](mailto:djanssen@swtc.edu) or call 608.822.2750 for more information.



## Outreach Centers

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

Gretchen Kamps, Basic Education Instructor  
608.751.3812

Sharon Buss, English Language Learner Instructor  
608.778.5341

### Dodgeville (Springate Mall)

316 Spring St.

Kathy Korb, Basic Education Instructor  
608.930.2878, kkorb@swtc.edu

### Platteville

150 East Pine Street

Terry Temperly, Basic Education Instructor  
608.732.7132

### Prairie du Chien

1304 S. Marquette Road

Mike McCoy, Basic Education Instructor  
608.326.0718, mmccoy@swtc.edu

### Richland Center

373 W. Sixth Street  
608.822.2618

Cindy Rasmussen, Basic Education Instructor  
crasmussen@swtc.edu

Janna Drier, Basic Education Instructor  
jdrier@swtc.edu

Craig Woodhouse, Regional Engagement Coordinator  
608.822.2371, cwoodhouse@swtc.edu

### Fennimore

Southwest Tech  
1800 Bronson Boulevard  
Knox Learning Center, Room 368

Maggie May, Basic Education Instructor  
608.822.2633, mmay@swtc.edu

Robin Dickman, Basic Education Instructor  
608.822.2633, rdickman@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. Visit [www.swtc.edu/ems](http://www.swtc.edu/ems) for current course offerings. 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. Visit [www.swtc.edu/fire](http://www.swtc.edu/fire) for current course offerings.

**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. **Email [publicsafety@swtc.edu](mailto:publicsafety@swtc.edu) or call 608.822.2700 for more information** about the following courses:

#### **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. The criteria was established by the Wisconsin Department of Justice, Training and Standards Bureau.

#### **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.

#### **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 will be issued a state certificate. Students over age 14 will be issued a federal certificate. Students under age 14 will be issued a federal certificate when they reach the age of 14. Students must be at least 12 years old.







# Community Education & Services

## 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. Visit [www.swtc.edu/cpr](http://www.swtc.edu/cpr) for current course offerings. **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.**



# Course Descriptions

## **10-006-104 Animal Nutrition**

**3.00 Credits**

The student will demonstrate how to formulate and balance rations for all forms of livestock. In addition, they will also be able to know the nutritional needs of various species and identify different feedstuffs. Students will be familiar with the laws and regulations on livestock feeding along with reading, interpreting, and making recommendations from feed test reports and tags. They will also be able to successfully understand the digestive systems of monogastric and ruminant animals.

## **10-006-113 Precision Ag Technologies**

**3.00 Credits**

Student will study fundamental processes of the Global Positioning System (GPS) with emphasis on its application to agricultural production. Technical aspects of the GPS satellites, differential correction, and hardware will be covered. The specific applications of the technology in agriculture for navigation, mapping, soil management, variable rate technology (VRT), and yield monitoring will be discussed and demonstrated by the student. Student will gain exposure to technology cost, and potential economic benefit of technology application. Student will also be introduced to the operation of Geographic Information Systems (GIS).

## **10-006-114 Legal Aspects of Agribusiness**

**3.00 Credits**

Course provides the student with information pertinent to the regulation and legal liability of an agribusiness. Course content includes several topics relevant to anyone employed in the industry of agriculture. Specific units include; legal descriptions and applications, agricultural legislation, government sponsored programs offered through the USDA and WDATCP, contractual agreements, insurance, debt collection, bankruptcy, transportation, and employment liability. Upon successful completion of this course, the student will demonstrate knowledge of and ability to access laws pertaining to and regulating the industry of agriculture.

## **10-006-116 Introduction to Soils**

**3.00 Credits**

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**

**2.00 Credits**

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.

## **10-006-122 Pest Management**

**1.00 Credit**

Students will learn the principles and methods used in the control of pests found on Golf Courses. Preparation for the Wisconsin Commercial Pesticide Applicator licensing will include restricted use regulations, applicator safety, environmental safety, equipment calibration, and production label interpretations. Course topics will include pesticide mode of action, interpretation of aerial photos, and integrated pest management practices (IPMs). During the course, students will complete that exam for licensing as a Wisconsin Commercial Pesticide Applicator for Golf Courses.

## **10-006-123 Artificial Insemination Training**

**1.00 Credit**

This course is designed for the student wishing to learn artificial insemination of cattle as a career choice or to be used for personal farm purposes. Co-requisite: Farm Animal Reproduction (10-006-150)

## **10-006-124 Pesticide Applicator Training**

**1.00 Credit**

The learner will develop a strong understanding and basis of pest application training techniques, methods and standards used in the industry today. This class prepares students to take the Commercial Pesticide Applicator Certifying and Licensing exam category 1.1 Field and Vegetable Crops for the state of Wisconsin.

## **10-006-125 Crop Protection Products**

**2.00 Credits**

Course provides information related to current products and practices used in protection of crops. Protection of crops both during the growing season and while in storage following harvest will be covered.

## **10-006-126 Pest ID & Mgt/Crop Scouting**

**3.00 Credits**

The student will learn and develop skills, practices, and principles of identifying and managing pests that are a problem for a variety of common regionally grown agricultural crops. The student will learn control measures and application; proper use and safety measures; how to identify insects, weeds, and diseases in crops; various stages of growth related to timeliness of treatment; and methods of applying control measures. The student will learn principles to follow regarding the different ways of crop scouting.

## **10-006-127 Soil Fertility and Fertilizers**

**2.00 Credits**

Course will cover the fundamental and applied principles and concepts of soil fertility and plant nutrition. Attention will be given to the nutrient requirements of the commonly produced agronomic crops of our area. Course will provide the student with the information necessary to plan and produce agronomic crops based on crop needs and available resources. Students will be able to interpret soil test reports and make recommendation based on given information for related crop plants. In-field activities will be used to effectively reinforce the material presented in class.

## **10-006-128 Nutrient Management Planning**

**2.00 Credits**

Course will cover advanced application of nutrient management principles. Special attention will be given to nutrient credits and the management of applied nutrients in consideration of the environment. Meeting requirements of the 590 standard will be followed.

## **10-006-130 Row Crop Production Management**

**2.00 Credits**

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**

**2.00 Credits**

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 2.00 Credits**  
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)

**10-006-133 Agribusiness Financial Management 3.00 Credits**  
This course will cover financial documents and practices as they relate to agribusinesses. Students will learn how agribusinesses use financial statements to analyze the financial health of a business. This course will give students a basic understanding of how to manage working capital and obtain financing. Management of activities that determine financial health of a business will be explored.

**10-006-134 Agricultural Equipment Management 3.00 Credits**  
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.

**10-006-135 Agribusiness Sales and Services 3.00 Credits**  
Course will offer the student knowledge necessary in a career of sales and customer service. Units of study will include customer behavioral traits, lead development, sales openings, product knowledge, transactional analysis, sales closings, and customer service. Students will document knowledge and skill development through preparation of individual career progress project. The student will be required to create videotaped sales presentations for examination in class.

**10-006-136 Agricultural Commodity Marketing 3.00 Credits**  
Operation and use of agricultural commodity markets and institutions as applied to enterprise and firm risk management. Cash markets; futures markets and futures option markets; basis; hedging and forward pricing; price discovery; fundamental analysis; technical analysis and risk management strategies. Activities of commodity futures exchanges; the mechanics of trading futures contracts; the use of futures trading for hedging and forward pricing; and options, basis behavior, and hedging strategies for selected commodities.

**10-006-137 Agribusiness Marketing & Promotion 3.00 Credits**  
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.

**10-006-138 Employment Relations 2.00 Credits**  
Introduces topics that relate to employment in an agricultural environment. Topics include personality, relationships, decision-making and social relations as they apply to everyday living and working in both family and non-family businesses. Personnel management techniques include: development of goals, determining personnel needs, finding and recruiting the right people, training, performance appraisals, promotions and terminations.

**10-006-142 Introduction to Animal Health 2.00 Credits**  
This class is designed to introduce the student to the study of farm animal health. During this course students will study animal anatomy, basic immune system function and common diseases (causes, treatments and prevention). They will become familiar with genetic abnormalities and animal behavior. Finally, the student should gain a grasp of the uses of antibiotics, vaccines and hormones.

**10-006-144 Livestock Housing & Equipment 2.00 Credits**  
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 3.00 Credits**  
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 3.00 Credits**  
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.

**10-006-150 Farm Animal Reproduction 3.00 Credits**  
The student will learn the physiology and anatomy of the male and female reproductive tract of livestock. Also, covered in this course are hormones that effect the reproductive tract and the estrus cycle of the female. The student will become familiar with the reproductive disease of males and females. Finally an introduction to the common reproductive protocols and technology used within the industry.

**10-006-151 Animal Selection & Improvement - Dairy 2.00 Credits**  
The student will gain fundamentals in genetics of livestock selection in this course. A historical perspective will be studied through Mendelian theory, followed by the study of current bull proving process. Mastery of the terminology and theory will be used for application of sire selection and dairy cattle evaluation. Genomics will also be used to apply current theories to dairy cattle selection.

**10-006-152 Animal Selection & Improvement - Livestock 2.00 Credits**  
The student will become familiar with terminology, genetics, and selection of livestock that promotes high impact productive cattle and hogs. Basic study of genetics and genomics will be used to make selection and mating decisions that will improve performance of livestock. A variety of classroom activities and field trips will be used to achieve the objectives of this class.



**10-006-153 Dairy Production Management** **3.00 Credits**  
The student will study a variety of topics relevant to the dairy industry for the present and future planning of the industry. An overview of all aspects of the dairy industry ranging from health, nutrition, production, management practices, technology, reproductive, economics, food safety, contracts and employability opportunities. The continued important topic and animal welfare will be addressed. The course will be thoughtful engaging for those learners who have a strong desire for employment and those who have interests in farming.

**10-006-157 Livestock Production Management** **3.00 Credits**  
The student will study a variety of topics relevant to the livestock (beef, swine, and small ruminants) industry for the present and future planning of the industry. An overview of all aspects of the livestock industry ranging from health, nutrition, production, management practices, technology, reproductive, economics, food safety, contracts and employability opportunities. The continued important topic and animal welfare will be addressed. The course will be thoughtful engaging for those learners who have a strong desire for employment and those who have interests in farming.

**10-006-158 Ration Balancing & Formulation** **2.00 Credits**  
Students study the recommended practices, care and feeding of the dairy, beef, sheep, goats and swine through computer balancing of rations. Also included is a review of the macronutrients and the study of micronutrients, metabolic disorders, their symptoms, causes, prevention, and treatments. Field trips will be utilized to emphasize recommended feeding practices with various feeding systems.

**10-006-160 Plant Science** **3.00 Credits**  
Provides fundamental knowledge of plant components and their functions. Topics include pollinating and propagating plants, germinating seeds, plant nutrients, and factors affecting photosynthesis, respiration, and transpiration. Participants will experience plant components and their functions through the completion of hands-on activities.

**10-006-163 Agribusiness Management** **3.00 Credits**  
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.

**10-006-168 Agribusiness Records and Analysis** **3.00 Credits**  
This course will cover the creation and analysis of records used in the agribusiness industry. Units of study include business planning based on record keeping systems used. Practical application of commercial business and farm tax forms will be performed. Advance use of depreciation schedules, net worth statements, and cash flow analysis will be applied. Long term planning will also include investment strategies to maximize net worth. Focus will be placed on the 21 financial ratios and performance indicators. Upon successful completion of this course, the student will demonstrate the ability to complete applicable tax forms, make producer recommendations, determine ramifications of business activity, and calculate both personal and business financial health.

**10-006-169 Career Development in Agriculture** **2.00 Credits**  
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** **3.00 Credits**  
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** **3.00 Credits**  
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)

**10-070-101 Field Application Equipment** **2.00 Credits**  
Students learn to operate, recondition and maintain field application equipment such as manure spreaders, fertilizer spreaders and field sprayers used on modern farms and cooperatives. Students learn calibration procedures for liquid and dry fertilizer applicators. They will learn common terminology used when working with control monitors and associated equipment.

**10-070-104 Ag Safety, Electrical & Maintenance** **2.00 Credits**  
Students will learn skills necessary to help them make general repairs and identify proactive maintenance steps of all types of equipment throughout a farmstead. Safety while performing daily tasks will be included in every unit. Emphasis areas include selecting personal protective equipment, working around cattle, crop storage, farm chemicals and fluids storage, safety awareness of electrical systems both on equipment and around the farmstead, selecting proper tools to perform maintenance procedures, and ATV safety. Students will gain an understanding of viewing the farmstead with a safety focus to recognize farm hazards and being aware of corrective measures that are needed to make the farmstead safe for all personnel on the farm.

**10-090-101 Beginning Farm Management** **3.00 Credits**  
Students will study topics such as business planning, recordkeeping, financial statements, crop planning, livestock management, human resource management, marketing management and risk management. In addition, the course includes time to work with students on transition planning with owner generation, drafting operating agreements, financial statements, loan application preparation, livestock housing design, crop scouting, feed inventory calculations, nutrient management planning, and computerized recordkeeping training.

**10-101-101 Accounting 1, Part 1** **2.00 Credits**  
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.

**10-101-102 Accounting 1, Part 2** **2.00 Credits**  
Students will continue the study of introductory accounting. The area of accounting systems is studied, looking at more specific topics and how they relate to accounting principles. Prerequisite: Accounting 1, Part 1 (10-101-101)

**10-101-111 Accounting 1** **4.00 Credits**  
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** **4.00 Credits**  
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****4.00 Credits**

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)

**10-101-114 Accounting 4****4.00 Credits**

Students study the noncurrent asset, liability, and stockholders' equity sections of the balance sheet. Students complete a comprehensive practice set to further develop an understanding of financial accounting concepts. Prerequisite: Accounting 3 (10-101-113)

**10-101-116 Cost Accounting****3.00 Credits**

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****3.00 Credits**

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.

**10-101-118 Taxes 2****3.00 Credits**

Students learn basic federal, state, and local tax law as it relates to corporations, partnerships, estates, trusts, and exempt organizations. Students will learn to apply their knowledge by preparing tax returns using both manual and computerized preparation methods.

**10-101-121 Advanced Accounting Spreadsheets****3.00 Credits**

Students will plan, create, format, and modify Microsoft Excel worksheets for accounting applications. Students will use the software to apply mathematical and statistical commands, apply functions, and create and modify pivot tables, and graphs. Pre-requisites: Beginning Microsoft Excel (10-103-106) Co-requisite: Accounting 2 (10-101-112)

**10-101-123 Payroll Applications****2.00 Credits**

Students identify federal and state laws affecting payroll, and determine coverage for FICA, federal and state income tax, and unemployment taxes. Students complete payroll tax forms, journal entries, and a comprehensive practice set. Prerequisites: Accounting 1 (10-101-111) or Accounting 1, Part 1 (10-101-101)

**10-101-124 Accounting Systems and Procedure****3.00 Credits**

The learner will examine the systems development life cycle including systems principles and internal controls. They will then apply these principles and controls to various systems analysis, designs, and implementation projects. Pre-requisites: Accounting 2 (10-101-112), Beginning Microsoft Excel (10-103-106)

**10-101-125 Managerial Accounting****3.00 Credits**

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****1.00 Credit**

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.

**10-101-129 Sage 50 (Peachtree)****1.00 Credit**

Students develop a basic understanding of a computerized accounting system while working with Sage 50 Peachtree Complete accounting software. Students will set up service and merchandising businesses, record customer, vendor, inventory, general ledger, and payroll transactions, and generate financial reports. Pre-requisites: Accounting 1 (10-101-111) or Accounting 1 Part 2 (10-101-102)

**10-102-104 Principles of Finance****3.00 Credits**

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****3.00 Credits**

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****3.00 Credits**

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****3.00 Credits**

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****3.00 Credits**

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****3.00 Credits**

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****3.00 Credits**

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** **3.00 Credits**  
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** **1.00 Credit**  
Every new business faces challenges. A good business plan provides an objective look at the big picture issues for the potential business venture. Students will complete a business plan for their business concept in this course. Students will evaluate their business concept and develop the marketing, operations, and financial components for this concept.

**10-102-132 Operations Management** **3.00 Credits**  
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)

**10-102-133 Career Planning in Business** **1.00 Credit**  
Students will develop strategies to secure employment and make career decisions. Topics include: career research, goal setting, preparation of employment-related correspondence, professional profile development, and effective employment interviewing skills.

**10-102-151 Personal Finance** **1.00 Credit**  
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** **1.00 Credit**  
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** **1.00 Credit**  
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** **1.00 Credit**  
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** **1.00 Credit**  
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.

**10-103-117 Intermediate Microsoft Word** **1.00 Credit**  
This course introduces intermediate level features of Microsoft Word. Students will learn to create multi-page documents containing tables, charts, SmartArt images, and WordArt. Other topic areas covered include the use of headers, footers, styles & themes.

**10-103-118 Intermediate Microsoft Excel** **1.00 Credit**  
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** **3.00 Credits**  
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.

**10-104-130 Marketing Principles** **3.00 Credits**  
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.

**10-105-110 Computer Applications** **1.00 Credit**  
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

**10-107-189 IT Career Development** **1.00 Credit**  
Students will learn job seeking skills and practice appropriate work environment attitudes while projecting a professional image. Students will build a job interview portfolio, participate in mock interviews, and be required to research a particular job and company. Final versions of resumes, cover letters, and follow-up letters will be required. Common interviewing and communication skills required for the IT professional will also be addressed. This is a second-year class for IT students.

**10-107-191 IT Concepts** **2.00 Credits**  
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.

**10-109-101 Introduction to Tourism** **3.00 Credits**  
Introduces new students to the broad spectrum of the leisure services industry. Typical career areas include food service, lodging, travel/tourism, and recreation. The course explores educational options and program career opportunities as well as historical and operational perspectives of the career areas mentioned.

**10-109-102 Hospitality Professional Devel Seminar** **1.00 Credit**  
Students will learn the challenges and opportunities in various careers in the hospitality and tourism industry.

**10-109-103 Event Management** **3.00 Credits**  
Students will learn to create, plan, organize and execute events related to the hospitality and tourism industry. Emphasis will be placed on events in the resort, food service and golf areas. The students will focus on design, internal management and post event evaluation of each event.



**10-109-104 Hospitality Marketing 3.00 Credits**  
Students will learn to develop and analyze marketing strategies, sales techniques, promotional tools, and market research for the hospitality and tourism industry.

**10-109-105 Hospitality Law 3.00 Credits**  
Students explore the legal liabilities of the hospitality and tourism industry and apply legal principles using case studies. Special consideration is given to legal issues in the culinary, resort and golf industries.

**10-109-106 Hospitality Food Sanitation & Safety I 2.00 Credits**  
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.

**10-109-107 Hospitality Food Sanitation & Safety II 1.00 Credit**  
Students use information gained from Hospitality Food Sanitation & Safety I to guide the lab sessions contained in this course. Conditions which cause food contamination and spoilage, safe food handling techniques, and how to prevent accidents are reviewed and applied in a "live" kitchen environment. Pre-requisites: Hospitality Food Sanitation & Safety I (10-109-106)

**10-109-108 Hospitality Supervision 3.00 Credits**  
Students investigate procedures involved in hiring and supervising personnel including relevant laws, types of communication, training employees, goal setting and professional interactions. Special emphasis is given to the hospitality, tourism and golf industries.

**10-109-109 Hospitality Event Management: A 3.00 Credits**  
Students apply the principles of food service management to an internship experience through classroom discussion and supervised on-the-job experience. Special attention is given to management applications in the hospitality and tourism industry. Prerequisites: Catering and Special Functions Planning (10-316-165) Nutrition in Food Preparation (10-317-104)

**10-109-110 Hospitality Event Management: B 3.00 Credits**  
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. Classroom focus is on the food preparation issues of hospitality and tourism industry. Prerequisites: Hospitality Food Sanitation and Safety II (10-109-107) Cooking Principles and Equipment (10-316-138) Quantity Prep: Garde-Manger (10-316-139) Quantity Prep: Soups and Sauces (10-316-140) Quantity Prep: Fruits and Vegetables (10-316-141) Catering and Deli Production (10-316-142) Catering and Special Functions Planning (10-316-165) Nutrition in Food Preparation (10-317-104)

**10-150-102 Cisco Networking 4.00 Credits**  
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. Prerequisite: Introduction to Networks (10-150-129)

**10-150-103 Firewall/VPN 3.00 Credits**  
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.

**10-150-105 Advanced Communication Networks 3.00 Credits**  
Learners will work with advanced communication networks implementing various wireless and Wide Area Networks (WANs). Learners will also implement multiple collaboration systems, including email and instant messaging systems as well as Intra/Internet web services on both Windows and Linux operating systems. Prerequisite: Cisco Networking (10-150-102)

**10-150-107 Internship/Field Study 3.00 Credits**  
Students will obtain on-the-job experience in an information technology department. The individual student will work in an area of information systems that parallels the student's area of concentration. Prerequisites: Cisco Networking (10-150-102) Windows Server Administration (10-150-128)

**10-150-115 Principles of Information Security 3.00 Credits**  
The learner will have the working knowledge and skills required to identify risk and participate in risk mitigation activities, provide infrastructure, application, operational and information security, apply security controls to maintain confidentiality, integrity and availability. They will also identify appropriate technologies, products, and operate with an awareness of applicable policies, laws and regulations. These skills will prepare the learner for the CompTIA Security+ Certification examination, which is approved by the Department of Defense to meet IAT Level II and IAM Level I requirements as defined in DoD 8570.01-M. Prerequisites: Comp TIA A+ Essentials (10-154-101)

**10-150-121 VMWare VCP Essentials 3.00 Credits**  
This hands-on training course allows the learner to explore installation, configuration, and management of VMware® vSphere, which consists of VMware ESXi/ESX and VMware vCenter Server. Students are introduced to virtualization and storage management concepts using VMware server virtualization products. The learner will be introduced to all the objectives for the VMware VCP industry certification exam. Prerequisite: Cisco Networking (10-150-102)

**10-150-125 Cyber Crime Forensics & Investigation Awareness 2.00 Credits**  
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.

**10-150-126 Premises Cabling Technician 2.00 Credits**  
This course will introduce the learner to the knowledge and skills required in the installation of copper, fiber and wireless networks. An exploration of cabling types, termination techniques, design and testing will be conducted. Learners will practice using the tools and the skills required to terminate copper, fiber and wireless. At the completion of this course, the learner will complete the requirements for the CPCT certification with a written and hands-on examination.



**10-150-128 Windows Server Administration** **3.00 Credits**  
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)

**10-150-129 Introduction to Networks** **2.00 Credits**  
Learners will install, operate, configure, secure and troubleshoot networks. This is an entry-level networking course that learners will explore the fundamentals of LAN and WAN technologies including routing, switching and wireless. Learners will work directly with Cisco routers and switches configuring IPv4 and IPv6 by implementing switched networks using VLANs, Access Control Lists (ACLs) and routing technologies.

**10-150-130 Linux Essentials** **2.00 Credits**  
The learner will practice the fundamentals of the Linux operating system and command line, and basic open source concepts. Learners will be able to comprehend how Linux is used and the basics of the command line. The learner will also apply troubleshooting skills using the built-in Linux command line help. This course builds the foundational knowledge for progressively mastering the manipulation of Linux file systems, scripting, and security. The learner will be introduced to all of the objectives of the LPI Linux Essentials industry certification exam.

**10-150-131 Mac OS Essentials** **1.00 Credit**  
The learner will be introduced to the skills, knowledge, and tools to support and maintain the users of a Mac Operating System connected to a network. The learner will explore Mac OS features and functionality, including how to find more information about the Mac OS. Troubleshooting the Mac OS will also be a skill introduced in this course.

**10-150-132 Voice Over IP Administration** **2.00 Credits**  
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)

**10-150-133 Wireless Networking** **2.00 Credits**  
The learner will be introduced to the design, planning, implementation, operation and troubleshooting of Wireless Networking. The course will provide a comprehensive overview of technologies, security, and design best practices. The learner will conduct hands-on installations and configurations of Wireless Client Adapters, Routers, Access Points, Repeaters, Bridges and other wireless devices using multiple-vendor equipment. Prerequisites: Cisco Networking (10-150-102)

**10-152-116 HTML & CSS** **3.00 Credits**  
Students will learn the fundamentals and techniques of developing websites using XHTML/CSS. Topics include common HTML tags, tables, linking, image manipulation, forms, and cascading style sheets (CSS). Topics include HTML 5 and CSS 3.

**10-154-101 Comp TIA A+ Essentials** **2.00 Credits**  
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** **2.00 Credits**  
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.

**10-154-108 IT Help Desk Practicum** **2.00 Credits**  
Students will demonstrate acquired skills by participating in the student-run help desk. Students will be required to schedule jobs, document steps taken and services performed, and open and close tickets under the supervision of an IT instructor. Prerequisites: CompTIA A+ Essentials (10-154-101) OR Corequisite: CompTIA A+ Practical Applications (10-154-106)

**10-182-105 Principles of Negotiations** **1.00 Credit**  
Students will be introduced to negotiating skills, strategies, tools, and techniques. Students will develop their own negotiating skills as they explore topics in communication, strategy, perception, bias, leverage, ethics, global negotiations, and managing difficult negotiations.

**10-182-110 Supply Chain Management Internship** **2.00 Credits**  
Students will obtain practical, hands-on experience while applying skills developed in the Supply Chain Management program at an approved site with employer and instructor supervision. Professional behavior, good communication, and positive interpersonal skills will also be demonstrated. Students must have approval from the instructor to enroll in this course.

**10-182-111 Foundations of Inventory** **1.00 Credit**  
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** **1.00 Credit**  
Learners will examine the benefits and challenges of forecasting and its use in accurate scheduling of customer demand.

**10-182-113 Shop Floor Control** **1.00 Credit**  
Learners will develop an effective plan to manage the flow of materials and labor through the production process.

**10-182-114 Managing Inventory Levels** **1.00 Credit**  
Learners will develop an effective plan to minimize the cost of inventory while still meeting customer demand.

**10-182-115 Lean Principles** **1.00 Credit**  
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** **1.00 Credit**  
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** **1.00 Credit**  
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** **1.00 Credit**  
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 1.00 Credit**  
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 1.00 Credit**  
Learners will examine the role of purchasing within an organization and explore basic purchasing activities.

**10-182-121 Evaluating the Purchasing Process 1.00 Credit**  
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 1.00 Credit**  
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 1.00 Credit**  
Learners will examine the unique requirements of providing an intangible product and formulate strategies to cultivate customer satisfaction.

**10-182-124 Service Delivery Systems 1.00 Credit**  
Learners will design delivery systems that meet the needs of service based customers.

**10-182-125 Benefits and Challenges of an ERP System 1.00 Credit**  
Learners will review the processes that make up a business enterprise and examine the advantages and disadvantages of implementing Enterprise Resource Planning (ERP) software.

**10-182-126 Supply Chain Process Modeling 1.00 Credit**  
Learners will develop process modeling strategies to improve existing supply chains.

**10-182-127 Technology in the Supply Chain 1.00 Credit**  
Learners will investigate technology advances that have improved the efficiency supply chain management.

**10-182-128 Global Supply Chain Management 1.00 Credit**  
Learners will explore strategies and gain insight into developing an international supply chain.

**10-182-129 Global Sourcing 1.00 Credit**  
Learners will examine the process of identifying, qualifying, and negotiating the purchase of goods from global sources.

**10-182-130 Global Logistics 1.00 Credit**  
Learners will consider factors that affect global transportation of both imports and exports.

**10-182-131 Lean Six Sigma(1): Select/Define a Project 1.00 Credit**  
Learners will select a problem and define its parameters by creating a project charter. Prerequisite: Introductory Statistics (10-804-189)

**10-182-132 Lean Six Sigma(2): Measure/Analyze 1.00 Credit**  
Learners will collect and analyze data to address a defined problem. Prerequisite: Lean Six Sigma(1): Select/Define a Project (10-182-131) Introductory Statistics (10-804-189)

**10-182-133 Lean Six Sigma(3): Improve/Control 1.00 Credit**  
Learners will implement a solution to a defined problem and create a control system to monitor and maintain the improvement. Prerequisite: Lean Six Sigma(1):Select/Define a Project (10-182-131) Lean Six Sigma(1):Measure/Analyze (10-182-132) Introductory Statistics (10-804-189)

**10-182-134 The Role of Logistics 1.00 Credit**  
Learners will develop an understanding of logistics within a supply chain.

**10-182-135 Transportation Management 1.00 Credit**  
Learners will examine the methods and requirements of transporting materials in a supply chain.

**10-182-136 Warehousing 1.00 Credit**  
Learners will determine how to properly apply warehousing to a supply chain to reduce cost and improve efficiency.

**10-196-124 Budget Analysis 1.00 Credit**  
Students will evaluate 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.

**10-196-125 Change Management 1.00 Credit**  
Students will look at organizational change from a managerial standpoint, developing a change management strategy for an organization, taking into consideration how employees may react to change. The student will also analyze how strategic leadership plays a role in an organization, as well as the overall role of leaders and managers in organizational change.

**10-196-127 Concepts of Problem Solving 1.00 Credit**  
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.

**10-196-128 Conflict Resolution 1.00 Credit**  
Students will learn about different conflict resolution techniques that can be used by a manager or leader within an organization given real-world scenarios. The students will also evaluate the importance of consultation, team building, trust, and win-win outcomes from a managerial standpoint in the resolution of organizational conflict.

**10-196-130 Diversity 1.00 Credit**  
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.

**10-196-137 Financial Management 1.00 Credit**  
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.

**10-196-139 Global Business 1.00 Credit**  
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.



**10-196-141 Labor Force Issues 1.00 Credit**

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 1.00 Credit**

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.

**10-196-144 Managing Bias 1.00 Credit**

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 1.00 Credit**

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 1.00 Credit**

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 1.00 Credit**

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.

**10-196-155 Production Management 1.00 Credit**

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 1.00 Credit**

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 1.00 Credit**

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 1.00 Credit**

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.

**10-196-159 Recruitment and Hiring 1.00 Credit**

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 1.00 Credit**

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.

**10-196-162 Workplace Social Responsibility 1.00 Credit**

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 1.00 Credit**

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.

**10-196-175 Ethics 1.00 Credit**

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.

**10-196-194 Orientation and Onboarding 1.00 Credit**

The student will look at the organization from a human resources management perspective. The student will focus on the different components of the orientation and onboarding process for new employees. The student will develop an orientation and onboarding program for an actual organization in this course.

**10-196-197 Business Analytics 1.00 Credit**

Students will learn about descriptive, predictive, and prescriptive analytics, and how organizations effectively use each type of analytics to make effective decisions. Students will learn about the importance of good data when making decisions, why not all data is good, and why there is still a human component needed in decision making. Students will use real-world examples of companies making data-driven decisions.





**10-196-198 Foundations and Nonprofits** **1.00 Credit**  
Students will look at some of the main business concepts as they pertain to non-profit organizations and foundations. These main concepts include budgeting, governance, laws, and human resource management. The students will gain insight into how non-profits and foundations differ from for-profit companies in regard to these different business concepts.

**10-196-199 Policies and Procedures** **1.00 Credit**  
Students will learn about the importance of having policies and procedures in an organization. Students will learn what role Human Resources plays in developing, maintaining, and enforcing policies and procedures in the organization. Students will write effective procedures and policies for a given organization or department.

**10-196-201 Employee Training and Certification** **1.00 Credit**  
Students will learn about the importance of ongoing training and development for employees within an organization. Students will develop a training plan for an organization or a specific department within an organization, and will also explore external certification opportunities and how they can be useful in helping employees to further develop their skills needed on the job.

**10-196-208 Personal Leadership** **3.00 Credits**  
Students will learn about time management and personal planning, emotional intelligence, effective communication, assertiveness and stress management related to the challenges of a supervisor.

**10-196-209 Team Building and Problem Solving** **3.00 Credits**  
Students will learn the benefits and challenges of group work, necessary roles in a team, stages of team development, meeting facilitation, different approaches to problem solving, consensus, data acquisition, analysis, developing alternative solutions, implementation and evaluation.

**10-196-300 Foundations and Non-profits** **3.00 Credits**  
Students will gain an introduction into concepts of nonprofit organizations as well as foundation types and their purposes and operations. Students will explore the differences between nonprofits and for-profit organizations as well as the general purpose and principles of foundations.

**10-196-301 Current Trends in Non-profits** **3.00 Credits**  
An introductory course aimed at providing an overview of the essential functions of a nonprofit organization. In this course students are introduced to the fundamentals of effective mission and vision statements, strategic planning, operations management, Board development, and budgeting.

**10-196-302 Non-profit Strategic Planning** **3.00 Credits**  
Analyze current business and development strategies, recognize trends, develop vision and mission statements, identify funding benchmarks, measure business and development efforts against benchmarks, recommend future directions and strategies and stakeholders (with input from program, donors, potential donors). By the end of this course, students will have an opportunity to develop a mock strategic plan for a nonprofit organization.

**10-201-101 Design Fundamentals** **3.00 Credits**  
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.

**10-201-110 Pre-Press Management** **3.00 Credits**  
Students develop skills and techniques that are necessary to perform before a project is printed to ensure the project's highest quality. Students will learn proofreading skills and techniques and how to apply color management. Students will learn and use Adobe Acrobat 9.0 to perform pre-press operations.

**10-201-124 Portfolio Introduction** **1.00 Credit**  
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** **3.00 Credits**  
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: HTML & CSS (10-152-116) Illustrator (10-201-134) InDesign (10-201-135) Typography (10-201-138) Co-requisite: Web Page Design 2 (10-201-140)

**10-201-129 Graphic and Web Design Projects** **3.00 Credits**  
This is a project-based course where students will apply marketing concepts to brand a product or service across various mediums. Students will develop a consistent brand for a product or service that is carried through on various design projects: logo, business card, product guide, packaging, and mobile app. The students will participate in a final presentation where they pitch their ideas and prototypes to a fictitious development team. Prerequisites: Design Fundamentals (10-201-101) Illustrator (10-201-134) InDesign (10-201-135) Co-requisite: Web Page Design 2 (10-201-140)

**10-201-133 Photoshop** **3.00 Credits**  
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** **3.00 Credits**  
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.

**10-201-135 InDesign** **3.00 Credits**  
This course prepares the student to use Adobe's standard page layout software. Using Adobe InDesign, students will turn out professional-looking layouts for both print and web. Through practical exercises, students become fluent in constructing multi-page documents, master pages and digital publishing as well as tricks and time efficient techniques to keep work clean and professional. Prerequisites: Design Fundamentals (10-201-101) Photoshop (10-201-133)

**10-201-136 Multimedia Concepts** **3.00 Credits**  
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.

**10-201-137 Color Theory** **3.00 Credits**  
Students will explore the fundamental components of color. Lectures and exercises introduce color theory, psychology, perception, value, harmonies and trends. Students will use a wide range of tools, techniques and media on a variety of assignments to learn how one can communicate with color.



**10-201-138 Typography****3.00 Credits**

This course prepares the learner to learn the basics of identifying, choosing, and using typefaces. Students will classify type by families, interpret choices for legibility and readability and compare best practices for using type. This course will prepare students to design type and develop creative documents using type. This is a living plan. Topics may change as the tenor of this class commands.

**10-201-139 Web Page Design 1****3.00 Credits**

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. Prerequisites: Photoshop (10-201-133) and HTML & CSS (10-152-116)

**10-201-140 Web Page Design 2****3.00 Credits**

This course will focus on more advanced website design and development skills. Students will learn the importance of responsive design and gain hands-on experience in producing responsive websites for computer, tablet and mobile devices. Students will use advanced features in Dreamweaver and are exposed to content management systems like Word Press. Prerequisites: Web Page Design 1 (10-201-139) HTML & CSS (10-152-116)

**10-201-141 Professional Portfolio Assessment****2.00 Credits**

Students will complete professional portfolios containing examples of their work that demonstrate competency as a graphic/web designer. Resumes will be completed and students will practice job search and interview skills. Students will role-play in a mock interview utilizing their portfolios and demonstrating competence of what was learned. Prerequisite: Illustrator (10-201-134) InDesign (10-201-135) Corequisite: Web Page Design 2 (10-201-140)

**10-201-142 Digital Marketing for Graphic Designers****3.00 Credits**

This course focuses on how graphic designers can achieve marketing objectives using digital technologies and media. Students will gain an appreciation for current mobile marketing strategies and the importance of being adaptable with communication techniques. Students will learn how to develop relevant, appropriate content based on different media outlets. A focus on marketing analytics is included in this course.

**10-201-143 Beginning WordPress****2.00 Credits**

WordPress is one of the most popular and fastest growing open source content management systems available today. This course provides an introduction to WordPress for building and managing websites. Students will learn the differences between WordPress.com and WordPress.org. In addition, students will learn how to install WordPress, use a theme and plugins, and how to add and manage content. Prerequisite: HTML & CSS (10-152-116)

**10-201-144 Freelancing for Creatives****1.00 Credit**

Nearly every type of design service needed by most businesses could be provided by a freelancer, including marketing, publicity, advertising, web programming, and other creative works performed by a graphic designer. In this course students will learn what it takes to be a freelancer: finding work, setting budgets, creating contracts, and other money-related issues.

**10-203-131 Introduction to Digital Photography****3.00 Credits**

Students will explore the operations of a digital camera and explore photography as an artform. Students will develop habits for professional work, and create a wide range of images for portfolio-quality production. Students will develop knowledge and understanding of the digital camera, the fundamentals to stronger photographs, and basic photo editing. This is a living plan. Topics may change as the tenor of this class commands.

**10-307-108 ECE: Early Language and Literacy****3.00 Credits**

This course explores strategies to encourage the development of early language and literacy knowledge and skill building in children birth to 8 years of age. Learners will investigate the components of literacy including; literacy and a source of enjoyment, vocabulary and oral language, phonological awareness, knowledge of print, letters and words, comprehensions and an understanding of books and other texts. Theories and philosophies regarding children's language and literacy development will be addressed. Dual language learning will be examined within the context of developmentally appropriate practices. Assessment tools for early language and literacy acquisition will be reviewed.

**10-307-110 ECE: Social Studies, Art and Music****3.00 Credits**

This course will focus on beginning level curriculum development in the specific integrated content areas of social studies, art, music and movement (SSAMM).

**10-307-112 ECE: STEM****3.00 Credits**

This course will focus on beginning level curriculum development in the specific integrated content areas of science, technology, engineering, and mathematics.

**10-307-148 ECE: Foundations of ECE****3.00 Credits**

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.

**10-307-151 ECE: Infant & Toddler Dev****3.00 Credits**

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.

**10-307-167 ECE: Hlth Safety & Nutrition****3.00 Credits**

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: Introductory Practicum****3.00 Credits**

In this 3-credit practicum course you will learn about and apply the course competencies in an actual early childhood setting. You will explore the standards for quality early childhood education, demonstrate professional behaviors, and meet the requirements for training in the Wisconsin Model Early Learning Standards.



**10-307-175 ECE: Preschool Practicum 3.00 Credits**  
This 3-credit course will apply as the capstone course in The Registry Preschool Credential. You will be placed or working in an early childhood setting with 3-5 year old children and create a portfolio that prepares you for The Registry commission. In this course you will be implementing regulations and standards for quality early childhood education, applying knowledge of child development and positive guidance, utilizing observation and assessment techniques, and assessing developmentally appropriate environments for preschoolers. Pre-requisite: ECE Introductory Practicum (10-307-174)

**10-307-177 ECE: Intermediate Practicum 3.00 Credits**  
In this 3-credit course you will be implementing regulations and standards for quality early childhood education, applying knowledge of child development and positive guidance, utilizing observation and assessment techniques, and assessing developmentally appropriate environments for children. Prerequisite: ECE: Introductory Practicum (10-307-174)

**10-307-179 ECE: Child Development 3.00 Credits**  
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 3.00 Credits**  
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 3.00 Credits**  
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.

**10-307-195 ECE: Family & Community Rel 3.00 Credits**  
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.

**10-307-199 ECE: Advanced Practicum 3.00 Credits**  
In this final 3-credit practicum course you will demonstrate competence in supporting child development through observations, assessment, and implementation of teaching strategies as you work in and learn about and apply the course competencies in an actual early childhood setting. You will demonstrate a high level of skill in fostering relationships with children, families, and early childhood professionals, and use skills learned in a lead teacher role to develop a career plan to transition from student to early childhood education professional. Prerequisite: ECE: Intermediate Practicum (10-307-177) ECE: Preschool Practicum (10-307-175)

**10-316-107 Baking 1 2.00 Credits**  
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. Pre-requisite: Hospitality Food Sanitation & Safety I (10-109-106) Hospitality Food Sanitation & Safety II (10-109-107)

**10-316-133 Garde Manger: Decorative Foods 2.00 Credits**  
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: Hospitality Food Sanitation & Safety I (10-109-106) Hospitality Food Sanitation & Safety II (10-109-107)

**10-316-136 Gourmet Dining 1 1.00 Credit**  
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 a positive "front" and "back" of the house relationship. Prerequisites: Catering and Deli Production (10-316-142) Catering and Special Function Planning (10-316-165)

**10-316-137 Gourmet Service 1.00 Credit**  
Students are introduced to types and execution of dining room service appropriate to various restaurant operations to understand the "front" and "back" of the house relationship. Students develop and apply skills in a simulated restaurant environment. Focus is on a positive "front" and "back" of the house relationship. Prerequisites: Catering and Deli Production (10-316-142) Catering and Special Function Planning (10-316-165)

**10-316-138 Cooking Principles and Equipment 2.00 Credits**  
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 2.00 Credits**  
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: Hospitality Food Sanitation & Safety II (10-109-107)

**10-316-140 Quantity Prep: Soups and Sauces 2.00 Credits**  
Students apply the principles of and develop skills in the production of stocks, soups, gravies, and sauces utilizing standardized recipes. Co-requisite: Hospitality Food Sanitation & Safety (10-109-107)

**10-316-141 Quantity Prep: Fruits and Vegetables 2.00 Credits**  
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: Hospitality Food Sanitation & Safety II (10-109-107)

**10-316-142 Catering and Deli Production 2.00 Credits**  
Students prepare hors d'oeuvres, main dishes, vegetables, starches, salads, and garnishes. They plan production of buffets, use of equipment, garnishing techniques, and styles of service. Prerequisites: Cooking Principles and Equipment (10-316-138) Co-requisites: Hospitality Food Sanitation and Safety II (10-109-107) Quantity Prep: Garde Manger (10-316-139) Quantity Prep: Soups and Sauces (10-316-140) Quantity Prep: Fruits and Vegetables (10-316-141)



**10-316-143 Quantity Prep: Meat, Poultry, Seafood** **2.00 Credits**  
Students learn the principles of protein cookery in relation to the preparation of meat, fish, and poultry. Students identify meat cuts, prepare basic types of meat and seafood, and determine appropriate cooking methods. Prerequisite: Hospitality Food Sanitation and Safety I (10-109-106) Hospitality Food Sanitation and Safety II (10-109-107)

**10-316-154 Managing Service** **3.00 Credits**  
Students learn to serve foods and beverages competently and gain knowledge in managing guest complaints, serving guests with special needs, and service for buffets and special meals, including payment methods and security. Prerequisite: 10-109-106 Hospitality Food Sanitation & Safety I 10-109-107 Hospitality Food Sanitation & Safety II 10-316-165 Catering and Special Function Planning

**10-316-159 Food Purchasing Analysis/Sustainability** **3.00 Credits**  
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. Additional focus is on the food purchasing issues facing the hospitality and tourism industry.

**10-316-165 Catering and Special Function Planning** **2.00 Credits**  
Students receive hands-on experience in special functions and banquet planning and facilitation. Students learn to analyze planning and organization of on-premise catered functions. Emphasis is directed toward assessing the importance of supervision, personnel, preparation, service and evaluation of buffet style catering. Co-requisite: Hospitality Food Sanitation and Safety II (10-109-107)

**10-317-104 Nutrition in Food Preparation** **2.00 Credits**  
Students learn the necessary tools to focus on the fundamentals of nutrition and diet and the importance of healthy eating as well as marketing this life span in relation to all food service operations. Students use nutritional guidelines to analyze, modify and prepare recipes. They gain experience reading nutritional labels and recognize foods and fluids that are appropriate for their restaurant patron. Corequisite: Hospitality Food Sanitation and Safety II(10-109-107)

**10-317-111 Menu Management** **2.00 Credits**  
Students learn the introduction and foundation of the food industry. Students complete exercises that emphasize the basics formulations of various diets, presentations, and influences, and develop the theme of shaping the menu to best perform its functions of controlling and directing the food service operation. Prerequisite: Cost Control and Analysis (10-317-135)

**10-317-136 Cost Control and Analysis** **3.00 Credits**  
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. Special emphasis is given to issues in the hospitality and tourism industry.

**10-317-156 Exploring Wines** **3.00 Credits**  
Students examine the history and production of wine and the role that it plays in food service operations. Units of study will include: 1. Theory and practice of sensory evaluation. 2. The science of winemaking 3. Growing wine grapes. 4. Principles and practices of wine evaluation. 5. Basic Wine Service 6. Matching wine with food. 7. Decoding wine labels. Special consideration will be given to the value of wine service in the hospitality and tourism industry.

**10-317-157 Cooperative Learning Experience** **2.00 Credits**  
Students apply the principles of food service management to an internship experience through supervised on-the-job experience. Prerequisites: Hospitality Supervision (10-109-108)

**10-325-101 Golf Course Operations** **3.00 Credits**  
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.

**10-325-103 Pro Shop Management** **3.00 Credits**  
Students study policies and procedures for inventory control systems, work schedules, sales and service, product lines, pricing strategies, vendors and suppliers, quality control issues, tournament operations and programs, golf cart operations, teaching programs, and practice range operations.

**10-325-104 Club Financial Management** **3.00 Credits**  
Students study budgeting, banking, cash control procedures, the accounting cycle, financial reports, payroll procedures, labor costs, depreciation expense, and financial controls.

**10-325-106 Golf Course Internship I-Inside Operations** **3.00 Credits**  
Students are placed at golf courses throughout the state where they complete their first internship focused on inside operations. They assist the general manager as assigned with food and beverage management, record keeping, pro shop management, promotion and marketing, and computers.

**10-325-107 Soils, Conservation, and Fertility** **3.00 Credits**  
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.

**10-325-109 Integrated Turf Management** **3.00 Credits**  
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. Students study integrated pest management strategies (IPM). Prerequisite: Turf Grass Horticulture (10-325-127)

**10-325-110 Golf Course Design and Renovation** **2.00 Credits**  
Students learn maintenance procedures for non-turf areas, bunkers, and ornamental plantings. They study the protection of environmentally sensitive areas, the management of water hazards, and the care of trees. Students also learn the safety issues with golf design and appropriate renovation techniques / procedures.

**10-325-112 Golf Course Internship II-Outside Operations** **3.00 Credits**  
At the conclusion of their on-campus course work, students are placed at golf courses throughout the state where they complete their second internship focused on outside operations. They study hazard communication and irrigation programs, develop fertilizer and cross-training programs, evaluate Integrated Pest Management practices, and facilities maintenance.

**10-325-113 Golf Course Equipment Repair** **3.00 Credits**  
Students study safe operating procedures, basic repairs, and maintenance practices to develop their understanding of the principles behind the operation of turf management and recreational equipment.

**10-325-114 Techniques for Teaching Golf** **2.00 Credits**  
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.





**10-325-118 Golf Course Irrigation Systems 3.00 Credits**  
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 2.00 Credits**  
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 3.00 Credits**  
Biological principles of growing horticultural crops with an emphasis toward turfgrass- including anatomy, reproduction, light, temperature, water, nutrition, and growth and development. Laboratory exercises emphasize environmental factors and permit detailed observation of plant growth.

**10-449-160 Industrial Safety Practices & Career Development 1.00 Credit**  
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. 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.

**10-501-101 Medical Terminology 3.00 Credits**  
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 2.00 Credits**  
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 2.00 Credits**  
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.

**10-501-153 Body Structure and Function 3.00 Credits**  
The learner will become familiarized with the body structures, the functions, and examine the interrelationship between structure and function.

**10-503-100 Firefighting Principles 3.00 Credits**  
This course will provide the student an understanding of the principles of firefighting and fire department operations. It includes fire behavior, use of personal protective equipment, fire attack, and extinguishing methods.

**10-503-101 Hazardous Material Awareness & Operations 2.00 Credits**  
This course will provide the student with the necessary training to operate at awareness and operational level for hazardous materials response in emergency situations.

**10-504-101 Introduction to Criminal Justice Studies 3.00 Credits**  
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 an 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.

**10-504-103 Criminal Law Studies 3.00 Credits**  
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 2.00 Credits**  
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 3.00 Credits**  
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 3.00 Credits**  
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 3.00 Credits**  
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.

**10-504-127 Emergency Response and Intervention 3.00 Credits**  
Students will explore various unique challenges facing law enforcement officers operating in the criminal justice system. Specifically, students will examine contemporary issues surrounding tactical response options, active shooter response, hostage situations, mass panic and civil disorders, public health and pandemic response, natural disaster, and hazardous materials response. Students will examine the role of law enforcement professionals within the greater emergency management spectrum as it relates to the incident command structure.

**10-504-128 Criminal Justice Internship 2.00 Credits**  
Students will participate in activities that will directly prepare them for the law enforcement academy. This course is designed for students that are actively seeking enrollment in a law enforcement academy and includes extensive fitness training as well as skills necessary to be an officer in Wisconsin.

**10-504-128 Criminal Justice Internship 3.00 Credits**  
Students will participate in activities that will directly prepare them for the law enforcement academy. This course is designed for students that are actively seeking enrollment in a law enforcement academy and includes extensive fitness training as well as skills necessary to be an officer in Wisconsin.

**10-504-129 Criminal Evidence 2.00 Credits**  
Students recognize and appreciate the legal process and procedures involved in developing a case. They explore the history and necessity for having legal guidelines. Students practice collecting a variety of evidence including: trace, biological, fingerprint, and impression, and prepare a case for court. Prerequisites: Constitutional Law Application (10-504-102) Criminal Law Studies (10-504-103) Communications Principles/Emergency Services (10-504-126) Criminal Investigation Application (10-504-107)

**10-504-134 Emergency Telecommunicator 2.00 Credits**  
Based on standards and guidelines developed by the International Academies of Emergency Dispatch, we will discuss issues relevant to one and two person communications centers and provide tips and recommendations on how to be a better call taker and dispatcher. Topics covered: • Telecommunication Essentials/Roles and Responsibilities • Call Management • Proper Call Classification/Coding • Legal Considerations • Dispatch Stress This is a National Certification.

**10-504-135 Law Enforcement Academy Prep 3.00 Credits**  
Students will participate in activities that will directly prepare them for the law enforcement academy. This course is designed for students that are actively seeking enrollment in a law enforcement academy and includes extensive fitness training as well as skills necessary to be an officer in Wisconsin.

**10-504-135 Law Enforcement Academy Preparatory 2.00 Credits**  
Students will participate in activities that will directly prepare them for the law enforcement academy. This course is designed for students that are actively seeking enrollment in a law enforcement academy and includes extensive fitness training as well as skills necessary to be an officer in Wisconsin.

**10-504-152 Security Operations 3.00 Credits**  
Students will explore the various topics related to the security field. Such exploration will include reviewing security roles in our society; exploring the essential functions of security operations; discussing the critical functions of security management; understanding the various security applications and challenges; and examining future trends and challenges related to the security fields. In this course, students will also have the opportunity to apply various methods in practical exercises.

**10-504-154 Community Policing in a Diversity Society 3.00 Credits**  
Students will explore key insights and information relevant to criminal justice professionals engaged in law enforcement contacts with a variety of cultures, physical or mental conditions, and environmental challenges. Students identify principles, techniques and behaviors that promote community service and effective interaction in a diverse society. Students will learn to recognize and respond to people with mental illness by utilizing knowledge and community resources. They identify the differences in policing techniques given a variety of environments, and the importance of being able to recognize and adapt quickly in order to solve, rather than create or add to, a problem situation. They apply principles and techniques of good communication, decision-making, and problem solving-oriented policing. They implement principles and techniques of crime prevention and gaining community support for police efforts.

**10-508-101 Dental Health Safety 1.00 Credit**  
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 2.00 Credits**  
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 2.00 Credits**  
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.

**10-510-140 Nutrition 3.00 Credits**  
Learners examine and use basic nutrition principles in planning and evaluating preconception, pregnancy, lactation, and infant nutrition. They practice conducting routine nutrition screening, evaluate the impact of food safety, and promote healthy diets. Learners adhere to the MANA core competencies for basic midwifery practices as it relates to basic nutrition practices

**10-510-146 Well Woman Gynecology 3.00 Credits**  
The learner will meet competencies set forth in the care of the well woman from childbearing through menopause; to include history and physical exams, methods of contraception, infertility, unplanned/unwanted pregnancy, human sexuality, and STDs. Prerequisite: Antepartum Theory (10-510-160) and Antepartum Lab (10-510-161)

**10-510-148 Midwife Clinic lab I 1.00 Credit**  
The learner will review and discuss their clinical experience and provide a formal case study presentation with analysis and critical thinking for positive client outcome. Prerequisites: Antepartum Theory (10-510-160) and Antepartum Lab (10-510-161)





**10-510-149 Professional Issues in Midwifery** **2.00 Credits**  
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** **1.00 Credit**  
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** **2.00 Credits**  
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) Midwife Clinic 1 (10-510-159) Midwife Clinic 2 (10-510-162) Midwife Clinic 3 (10-510-163) Midwife Clinic 4 (10-510-167) Midwife Clinic 5 (10-510-168)

**10-510-153 Applied Pharmacology** **2.00 Credits**  
The learner will classify medications into correct drug categories and apply basic pharmacology principles. The learner will apply basic pharmacodynamics to identify common medications, medication preparation, and administration of medications used by the major body systems.

**10-510-154 Midwife Research** **1.00 Credit**  
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.

**10-510-155 Introduction to Midwifery Practice** **2.00 Credits**  
The learner will become familiar with the history and development of the CPM, basic principles of midwifery practice with an emphasis on basic healthcare and counseling skills using the Midwifery Model of Care, childbirth education for the consumer, diversity issues, basic terminology, and professional communication skills.

**10-510-156 Midwife Science Lab** **1.00 Credit**  
The learner will become familiar with basic theory and performance of beginning essential health care skills necessary to care for the woman during the childbearing year.

**10-510-157 Physical Exam for the Midwife** **2.00 Credits**  
The learner will become familiar with the needed theory and skills to perform a complete physical exam using an in-depth system approach.

**10-510-158 Introduction to Midwife Clinic** **1.00 Credit**  
The learner will prepare to observe, interact, and analyze maternity services in a variety of clinical settings within classroom and community interaction. The learner will participate in attendance of various childbirth education classes, breastfeeding support meetings, and exploration of public health services.

**10-510-159 Midwife Clinic 1** **1.00 Credit**  
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** **4.00 Credits**  
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** **1.00 Credit**  
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** **2.00 Credits**  
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** **1.00 Credit**  
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)

**10-510-164 Intrapartum** **3.00 Credits**  
Intrapartum focuses on normal labor and birth. The learner will be able to determine the steps of the normal labor process including mechanisms of labor and birth, how to assess the mother and neonate's well-being, and screening for complications in each stage of labor. Prerequisites: Antepartum Theory (10-510-160) Antepartum Lab (10-510-161)

**10-510-165 Postpartum** **1.00 Credit**  
Postpartum focuses on the normal postpartum period of pregnancy. The learner will gain an understanding of the normal events of the entire postpartum period, assess for deviations from normal and identify appropriate response. Prerequisites: Antepartum Theory (10-510-160) Antepartum Lab (10-510-161)

**10-510-166 Neonate** **1.00 Credit**  
Neonate focuses on the normal newborn period, including breastfeeding. The learner will gain an understanding and be able to assess for normal newborn physical and behavioral characteristics and identify common complications affecting the neonate. Prerequisite: Antepartum Theory (10-510-160) Antepartum Lab(10-510-161)

**10-510-167 Midwife Clinic 4** **2.00 Credits**  
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** **2.00 Credits**  
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** **2.00 Credits**  
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)

**10-510-170 Midwife Clinic 7** **3.00 Credits**  
The learner will focus on refinement of all pertinent counseling and management skills for independent direct entry midwifery practice using the Midwives Model of Care. Prerequisite: Midwife Clinic 6 (10-510-169)

**10-513-109 Blood Bank** **4.00 Credits**  
Focuses on blood banking concepts and procedures including blood typing, compatibility testing, work ups for adverse reaction to transfusions, disease states and donor activities. Prerequisites: Basic Immunology Concepts (10-513-115)

**10-513-110 Basic Lab Skills** **1.00 Credit**  
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** **2.00 Credits**  
This course provides opportunities for learners to perform routine venipuncture, routine capillary puncture, and special collection procedures.

**10-513-113 QA Lab Math** **1.00 Credit**  
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.

**10-513-114 Urinalysis** **2.00 Credits**  
This course prepares you to perform a complete urinalysis which includes physical, chemical, and microscopic analysis. You will explore renal physiology and correlate urinalysis results with clinical conditions. Prerequisite: Basic Lab Skills (10-513-110) General A&P (10-806-177)

**10-513-115 Basic Immunology Concepts** **2.00 Credits**  
This course provides an overview of the immune system including laboratory testing methods for diagnosis of immune system disorders, viral and bacterial infections. Co-requisite: Basic Lab Skills (10-513-110) General A&P (10-806-177)

**10-513-116 Clinical Chemistry** **4.00 Credits**  
Introduces clinical chemistry techniques and procedures for routine analysis using photometric, potentiometric and separation techniques. Topics in this course include pathophysiology and methodologies for carbohydrates, lipids, proteins, renal function and blood gas analysis. Additional topics include hepatic, cardiac markers, tumor markers, endocrine function, miscellaneous body fluids, toxicology, enzymes and electrolytes. Prerequisites: Intro to Biochemistry (10-806-186)

**10-513-120 Basic Hematology** **3.00 Credits**  
This course covers the theory and principles of blood cell production and function and introduces you to basic practices and procedures in the hematology laboratory. Prerequisite: Basic Lab Skills (10-513-110) General A&P (10-806-177)

**10-513-121 Coagulation** **1.00 Credit**  
This course introduces the theory and principles of coagulation and explores mechanisms involved in coagulation disorders. Emphasis is placed upon laboratory techniques used to diagnose disease and monitor treatment. Prerequisite: Basic Lab Skills (10-513-110) General A&P (10-806-177)

**10-513-130 Advanced Hematology** **2.00 Credits**  
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)

**10-513-133 Clinical Microbiology** **4.00 Credits**  
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)

**10-513-140 Advanced Microbiology** **2.00 Credits**  
This course provides an overview of acid fast organisms, fungi, parasites, and anaerobic bacteria. The organisms, their pathophysiology, epidemiology, the diseases and conditions that they cause, laboratory methods of handling, culturing and identification will be discussed. Prerequisite: Clinical Microbiology (10-513-133)

**10-513-141 Pre-Clinical Experience** **2.00 Credits**  
This course provides a comprehensive theory review prior to the start of the clinical experience. Students also engage in professional development activities including communication skills and continuing education requirements. Prerequisite: Clinical Microbiology (10-513-133)

**10-513-151 Clinical Experience 1** **3.00 Credits**  
In this clinical you will practice the principles and procedures of laboratory medicine as an entry level Clinical Laboratory Technician in a clinical laboratory setting. You will learn to operate state of the art instruments and report results on Laboratory Information Systems. Prerequisites: Advanced Hematology (10-513-130) Clinical Chemistry (10-513-116)

**10-513-152 Clinical Experience 2** **4.00 Credits**  
Provides continuing practice for the principles and procedures of laboratory medicine as an entry level Clinical Laboratory Technician in a clinical laboratory setting. You will learn to operate state of the art instruments and report results on laboratory Information Systems. Prerequisite: Advanced Hematology (10-513-130) Clinical Chemistry (10-513-116)

**10-513-170 Introduction to Molecular Diagnostics** **2.00 Credits**  
Introduces the principles and application of molecular diagnostics in the clinical laboratory. Prerequisites: Clinical Microbiology (10-513-133)

**10-513-180 Body Fluids Analysis** **1.00 Credit**  
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)

**10-513-188 Manufacturing Practices for Food Industry** **1.00 Credit**  
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 be introduced to each GMP requirements and explore 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 3.00 Credits**  
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.

**10-520-102 Ethics for the Profession 3.00 Credits**  
Students demonstrate their understanding of the Ethical Standards of Human Service Professionals through reflection, class discussion, and case studies. Students apply a model for ethical decision-making to real-world scenarios. Students examine the ethical issues involved in current controversies that affect human services. Prerequisite: Introduction to Human Services (10-520-101)

**10-520-103 Issues In ATODA 3.00 Credits**  
Students examine the impact of legal and illegal drug use upon individuals and society. Students analyze the physiological and psychological effects of drugs. Students identify local resources for ATODA services and investigate current treatment strategies. Students reflect upon their attitudes and values about drug use, and how these beliefs may influence their work as human service providers. Prerequisite: Written Communications (10-801-195)

**10-520-104 Community Resources and Services 3.00 Credits**  
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.

**10-520-105 Interviewing and Counseling Techniques 3.00 Credits**  
Students demonstrate entry-level interviewing skills through role-plays and simulations. Students apply the “strengths perspective” and “solution-focused” techniques to client interactions. Prerequisite: Introduction to Human Services (10-520-101)

**10-520-106 Issues of Gerontology 3.00 Credits**  
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)

**10-520-107 Disability Studies 3.00 Credits**  
Students examine disability as a “social construct” created by the non-disabled community. Students analyze the barriers that prevent many people with disabilities from full participation in society. Students identify the causes and characteristics of various disabling conditions. Students reflect on their attitudes and beliefs about working with people with disabilities. Students investigate resources for people with disabilities as well as strategies for increasing inclusion. Prerequisites: Ethics for the Profession (10-520-102) Community Resources & Services (10-520-104)

**10-520-108 Methods of Social Casework 3.00 Credits**  
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 3.00 Credits**  
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)

**10-520-112 Children, Youth, & Family 3.00 Credits**  
Students will explore the issues and concerns affecting the family system. Students will develop strategies for working effectively with families. Students will learn about child abuse/neglect investigations, foster care, and community-based interventions with children and adolescents. Students will examine models of practice for working with at-risk youth and strengthening families. Prerequisites: Ethics for the Profession (10-520-102) Community Resources & Services (10-520-104)

**10-520-121 Field Study I 4.00 Credits**  
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)

**10-520-122 Field Study II 4.00 Credits**  
Students demonstrate advanced skills and techniques used in the field. Students examine their progress toward 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. Prerequisite: Field Study I (10-520-121)

**10-524-139 PTA Patient Interventions 4.00 Credits**  
An introduction to basic skills and physical therapy interventions performed by the physical therapist assistant.

**10-524-140 PTA Professional Issues 1 2.00 Credits**  
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 4.00 Credits**  
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 4.00 Credits**  
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 3.00 Credits**  
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 4.00 Credits**  
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)

**10-530-110 Introduction to Cancer Registry Management 3.00 Credits**  
Introduces cancer registries: hospital and central registries, as well as legal issues, confidentiality, types of registries, data usage, other disease registries, and registry operations and functions. Prerequisites: Foundations of HIM (10-530-162) Advanced Anatomy & Physiology (10-806-179)



**10-530-111 Cancer Disease Management 4.00 Credits**  
Introduces the pathophysiology of cancer and the study of oncology disease processes. Diagnostic and staging procedures include lab, pathology, radiography, and surgical procedures with treatment modalities to include surgery, chemotherapy, radiation therapy, immunotherapy, etc., with emphasis on the major sites of cancer, clinical trials, and research protocols. Prerequisites: Medical Terminology (10-501-101) Advanced Anatomy & Physiology (10-806-179)

**10-530-112 Oncology Coding and Staging 4.00 Credits**  
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 3.00 Credits**  
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 3.00 Credits**  
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)

**10-530-115 Cancer Patient Follow-up 2.00 Credits**  
Focuses on cancer patient follow-up methodologies, ethical issues, confidentiality, identification of second primaries, recurrence, and spread of disease, survival data with physician and patient follow up resources and activities. Prerequisites: Oncology Coding and Staging (10-530-112) Cancer statistics and Epidemiology (10-530-113) Abstracting Principles and Practice I (10-530-114)

**10-530-116 Abstracting Principles and Practice II 3.00 Credits**  
Applies principles of cancer registry abstracting, identifies and selects appropriate clinical information from medical records in alignment with cancer registry core data requirements: recording, coding, and staging site specific cancer information using manual and computerized applications. Prerequisites: Abstracting Principles and Practice I (10-530-114) Advanced Anatomy & Physiology (10-806-179) Intro to Cancer Registry Management (10-530-110) Cancer Disease Management (10-530-111) Oncology Coding and Staging (10-530-112) Cancer Statistic & Epidemiology (10-530-113)

**10-530-117 Cancer Registry Management Practicum 3.00 Credits**  
Experiential learning in a cancer registry setting to gain hands-on experience of all aspects of registry organizations, operations, and protocols. Supervised clinical experience performing tasks in registry management, quality improvement, and assessment. Prerequisites: Oncology Coding and Staging (10-530-112) Cancer statistics and Epidemiology (10-530-113) Abstracting Principles and Practice I (10-530-114) Intro to Health Informatics (10-530-164) Introduction to Diversity (10-809-172) Introduction to Psychology (10-809-198)

**10-530-118 CTR Prep 1.00 Credit**  
Prepares the student for the Certified Tumor Registrar (CTR) examination. Students will review the CTR Certification Examination Candidate Handbook and complete the exam application, organize open-book resources and study tools, prepare for the exam environment, and complete timed practice quizzes and exams. (Note: Student must have already completed or have concurrent enrollment in 10-530-115, 10-530-116, 10-530-117, and 10-530-161). Prerequisites: Oncology Coding and Staging (10-530-112) Cancer statistics and Epidemiology (10-530-113) Abstracting Principles and Practice I (10-530-114) Intro to Health Informatics (10-530-164)

**10-530-159 Health Revenue Management 3.00 Credits**  
Prepares learners to compare and contrast health care payers, evaluate the reimbursement cycle and compliance with regulations. Learners assign payment classifications with entry level proficiency using computerized encoding and grouping software. Pre-requisites: 10-530-162 Foundations of HIM; 10530-197 ICD Diagnosis Coding; 10-530-199 ICD Procedure Coding Co-requisite: 10-530-184 CPT Coding

**10-530-161 Health Quality Management 3.00 Credits**  
Explores the programs and processes used to manage and improve healthcare quality. Addresses regulatory requirements as related to performance measurement, assessment, and improvement, required monitoring activities, risk management and patient safety, utilization management, and medical staff credentialing. Emphasizes the use of critical thinking and data analysis skills in the management and reporting of data. Note: HIT program students must have already completed or have concurrent enrollment in Healthcare Stats and Analytics (10-530-163). Prerequisites: Foundation of HIM (10-530-162)

**10-530-162 Foundations of HIM 3.00 Credits**  
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 3.00 Credits**  
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)

**10-530-164 Intro to Health Informatics 3.00 Credits**  
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)

**10-530-165 Intermediate Coding 3.00 Credits**  
Prepares students to assign ICD and CPT/HCPCS codes supported by medical documentation and official coding guidance to support appropriate reimbursement. Students will participate in CDI activities, including preparation of appropriate physician queries in accordance with compliance guidelines. Pre-requisite: 10-530-197 ICD Diagnosis Coding Co-requisite: 10-530-184 CPT Coding Note: Students must have already completed or have concurrent enrollment in Healthcare Revenue Management (10-530-159) and ICD Procedure Coding (10-530-199).





**10-530-166 HIT Capstone** **1.00 Credit**  
Prepares the student to enter the workforce. Topics may include resume and cover letter writing, interviewing skills, portfolio preparation, and RHIT examination preparation. Corequisites: Health Quality Management (10-530-161) Management of HIM Resources (10-530-164) Prerequisite: Intermediate Coding (10-530-165)

**10-530-167 Management of HIM Resources** **3.00 Credits**  
Examines the principles of management to include planning, organizing, human resource management, directing, and controlling as related to the health information department. Prerequisite: Foundations of HIM (10-530-162) Intro to Health Informatics (10-530-164)

**10-530-178 Healthcare Law & Ethics** **2.00 Credits**  
Examines regulations for the content, use, confidentiality, disclosure, and retention of health information. An overview of the legal system and ethical issues are addressed. Prerequisite: Foundations of HIM (10-530-162)

**10-530-182 Human Diseases for the Health Professions** **3.00 Credits**  
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** **3.00 Credits**  
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)

**10-530-196 Professional Practice** **3.00 Credits**  
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** **3.00 Credits**  
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)

**10-530-199 ICD Procedure Coding** **2.00 Credits**  
Prepares students to assign ICD procedure codes supported by medical documentation with entry level proficiency. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD procedure codes to case studies and actual medical record documentation. Corequisites: Human Diseases for the Health Professions (10-530-182)

**10-531-105 Emergency Medical Technician 1** **3.00 Credits**  
This course provides the foundational knowledge for future Emergency Medical Technicians and Emergency Medical Responders. Topics include: basic human anatomy, performing a patient assessment, traumatic injury management, airway management, and Basic Life Support cardiac resuscitation. Upon successful completion, candidates will be eligible to participate in the National Registry of EMTs Emergency Medical Responder exams for Wisconsin EMR certification.

**10-531-106 Emergency Medical Technician 2** **3.00 Credits**  
This course provides the student with the skills to perform patient assessment, stabilize/immobilize injuries and provide basic treatment of medical emergencies at the Emergency Medical Technician Basic (EMT) level. Successful completion of this course makes you eligible to attempt the NREMT cognitive and psychomotor exam at the EMT level. Pre-requisite: Emergency Medical Technician 1 or equivalency. Pre-requisite: Emergency Medical Technician 1 (10-531-105) or equivalency.

**10-543-101 Nursing Fundamentals** **2.00 Credits**  
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** **3.00 Credits**  
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** **2.00 Credits**  
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** **2.00 Credits**  
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** **3.00 Credits**  
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** **2.00 Credits**  
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** **3.00 Credits**  
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 2.00 Credits**  
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 3.00 Credits**  
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 1.00 Credit**  
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 3.00 Credits**  
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 3.00 Credits**  
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 3.00 Credits**  
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 5.00 Credits**  
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.

**10-620-107 Hydraulics and Pneumatics 3.00 Credits**  
Students examine the principles of fluidic and pneumatic power. Students investigate the operation and applications of devices used in these systems along with the symbolic representation of these devices. Utilizing this information the student will build, analyze, and troubleshoot hydraulic and pneumatic circuits in a laboratory setting. Prerequisites: College Technical Math 1A (10-804-113) or College Technical Math 1 (10-804-115)

**10-620-117 Robotics 3.00 Credits**  
Students will use the RoboWare Millennium Edition software to program the Mitsubishi RV-Mx and RV-Ex series of industrial robots to perform a variety of specific tasks. Major topics of study include: robot overview, robot components, robot applications, and robot programming using Roboware Millennium Edition software. Prerequisite: Fundamentals of Embedded Systems (10-620-157)

**10-620-121 Mechanics and Materials 4.00 Credits**  
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 1.00 Credit**  
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 2.00 Credits**  
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 2.00 Credits**  
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 II(10-620-138)

**10-620-138 Construction Electrical Wiring II 1.00 Credit**  
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)

**10-620-148 Intro to Motor Controls 2.00 Credits**  
Students operate, install, and troubleshoot relay and variable frequency drive control of A/C electric motors found in industrial and commercial applications. Students will learn to develop and read schematics, including ladder logic, wire typical relay applications, test and monitor A/C electrical equipment and troubleshoot equipment as necessary. Prerequisite: DC and AC Fundamentals (10-620-101)

**10-620-149 Intro to Programmable Controls 2.00 Credits**  
Students design, program, operate, and troubleshoot discrete input/ output PLC functions utilizing Allen Bradley Control Logix programming software. Students will develop ladder logic programs on a PC, transfer them to and from a PLC, and monitor PLC operations. Co-requisites: Machine Control I-A (10-620-127)or Intro to Motor Controls (10-620-148)

**10-620-150 Advanced Programmable Controls 2.00 Credits**  
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 5.00 Credits**  
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. Prerequisite: DC & AC Fundamentals (10-620-101)





**10-620-156 Fiber Optic Cabling Technician 1.00 Credit**  
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. This course is a recommended preparation activity for those interested in pursuing the Fiber Optics Association (FOA) Certified Fiber Optic Technician (CFOT) written and hands-on certification exam.

**10-620-157 Fundamentals of Embedded Systems 1.00 Credit**  
Automobiles, smartphones, E-textiles, and the “Internet of Things”. Embedded systems 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 invisible, but key component of embedded systems; the microcontroller. Learners will study the architecture, operation, and programming of a small microcontroller as found in many common consumer and industrial products. Major topics of study include: number systems and codes, digital basics, microcontrollers vs. PCs, and basic microcontroller programming. Learners will practice classroom theory by developing a variety of microcontroller based solutions to solve simulated industrial tasks. Note: Learners enrolled in this course are strongly encouraged to bring a laptop with one available USB port and a minimum of Windows XP to this course. Prerequisite: DC & AC Fundamentals (10-620-101)

**10-620-159 Introduction to Frequency & Servo Drives 2.00 Credits**  
Students operate, wire, program, and troubleshoot variable frequency and servo drives found in industrial and commercial applications. Students will learn to develop and read schematics, wire typical drive applications, troubleshoot and monitor the control of A/C electrical motors. Prerequisites: DC & AC Fundamentals (10-620-101) Intro to Motor Controls (10-620-148) Intro to Programmable Controls (10-620-149) Introduction to Networks (10-150-129)

**10-620-160 Industrial Safety Practices & Career Development 1.00 Credit**  
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. 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.

**10-620-161 Advanced Mechanical Drives 2.00 Credits**  
This course examines both preventative and predictive maintenance concepts as they apply to mechanical drive systems on industrial machines. Students will develop skills related to assessing machine conditions and equipment breakdowns using correct troubleshooting procedures. Prerequisites: Mechanics and Materials (10-620-121)

**10-620-162 Manual Machine Shop Fundamentals 3.00 Credits**  
This course teaches students to set up and operate engine lathes, band saws, milling machines, and hydraulic surface grinders to fabricate within tolerances specified in projects according to prints provided. Students will use and identify machine shop tooling and measurement equipment.

**10-801-136 English Composition 1 3.00 Credits**  
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 3.00 Credits**  
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 3.00 Credits**  
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 3.00 Credits**  
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 3.00 Credits**  
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 3.00 Credits**  
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.

**10-804-113 College Technical Math 1A 3.00 Credits**  
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.

**10-804-114 College Technical Math 1B 2.00 Credits**  
This course is a continuation of College Technical Mathematics 1A. Topics include: performing operations on polynomials; solving quadratic and rational equations; formula rearrangement; solving systems of equations; and oblique 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 4.00 Credits**  
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** **3.00 Credits**  
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** **3.00 Credits**  
Students will apply mathematical problem solving techniques. Topics will include symbolic logic, sets, algebra, Boolean algebra, and number bases.

**10-804-189 Introductory Statistics** **3.00 Credits**  
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** **3.00 Credits**  
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.

**10-804-196 Trigonometry with Applications** **3.00 Credits**  
Topics include circular functions, graphing of trigonometry functions, identities, equations, trigonometric functions of angles, inverse functions, solutions of triangles complex numbers, DeMoivre's Theorem, polar coordinates, and vectors. Prerequisite: Intermediate Algebra w/ Applications (10-804-118) with a grade of "C" or better

**10-806-109 Fundamentals of Chemistry** **2.00 Credits**  
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.

**10-806-154 General Physics 1** **4.00 Credits**  
Presents the applications and theory of basic physics principles. This course emphasizes problem-solving, laboratory investigation, and applications. Topics include unit conversion and analysis, vectors, translational and rotational kinematics, translational and rotational dynamics, heat and temperature, and harmonic motion and waves. Prerequisite: College Technical Math IA (10-804-113)OR College Algebra with Applications (10-804-195)AND Trigonometry with Apps (10-804-196) OR High School Pre-Calculus with a "C" grade or higher

**10-806-177 General Anatomy & Physiology** **4.00 Credits**  
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** **4.00 Credits**  
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** **4.00 Credits**  
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** **3.00 Credits**  
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** **4.00 Credits**  
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** **3.00 Credits**  
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** **3.00 Credits**  
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** **3.00 Credits**  
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)



**10-809-159 Abnormal Psychology** **3.00 Credits**  
Students survey the essential features, possible causes, and assessment and treatment of the various types of abnormal behavior from the viewpoint of the major theoretical perspectives in the field of abnormal psychology. Students will be introduced to the diagnosis system of the Diagnostic and Statistical Manual of Mental Disorders (DSM-IV). In addition, the history of the psychology of abnormality will be traced. Cultural and social perspectives in understanding and responding to abnormal behavior will be explored as well as current topics and issues within abnormal psychology.

**10-809-166 Intro to Ethics: Theory & App** **3.00 Credits**  
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** **3.00 Credits**  
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** **3.00 Credits**  
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** **3.00 Credits**  
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** **3.00 Credits**  
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** **3.00 Credits**  
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** **3.00 Credits**  
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.

**10-834-110 Elem Algebra With Apps** **3.00 Credits**  
This course offers traditional algebra topics with applications. Learners develop algebraic problem solving techniques needed for technical problem solving and for more advanced algebraic studies. Topics include linear equations, exponents, polynomials, rational expressions, and roots and radicals. Successful completion of this course prepares learners to succeed in technical mathematics courses.

**30-504-400 Physical Fitness** **1.00 Credit**  
Through classroom lecture and on-campus lab students will apply Phases I-II Health Fitness WI Department of Justice 720 Academy curriculum framework program requirements. Pre-requisite: Acceptance into the Law Enforcement Academy

**30-504-402 Overview of Investigations** **2.00 Credits**  
Through classroom lecture, on-campus lab, and WI Department of Justice 720 Academy integration exercises students will learn and apply skills addressed in the following Department of Justice 720 Academy curriculum framework Phase I topics: Constitutional Law I, Crimes I, Interviews, and Report Writing. This course will also include WI DOJ 720 Academy Integration Exercises. Prerequisite: Acceptance into the Law Enforcement Academy

**30-504-403 Overview of Patrol Response** **2.00 Credits**  
Through classroom lecture, and on-campus lab, and WI Department of Justice integration exercises students will learn and apply skills addressed in the following WI Department of Justice 720 Academy curriculum framework Phase I topics: Critical Thinking and Decision-Making, Basic Response (RESPOND), Radio Procedures, Introduction to TraCS, Traffic Law Enforcement, and First Aid/CPR/AED. This course will also include WI DOJ 720 Academy Integration Exercises. Prerequisite: Acceptance into the Law Enforcement Academy

**30-504-404 Overview of Tactics** **1.00 Credit**  
Through classroom lecture, and on-campus lab and WI Department of Justice 720 Academy integration exercises, students will learn and apply skills addressed in the following Department of Justice 720 Academy curriculum framework Phase I topics: Fundamentals of Firearms, Vehicle Contacts I, Officer Wellness, and DAAT. This course will also include WI DOJ 720 Academy Integration Exercises. The DOJ Phase I Written Examination will be administered during this course. Prerequisite: Acceptance into the Law Enforcement Academy

**30-504-405 Principles of Emergency Vehicle Response** **2.00 Credits**  
Through classroom lecture, and on-campus lab, and WI Department of Justice 720 Academy integration exercises students will learn and apply skills addressed in the following Department of Justice 714 Academy Phase II topics: Emergency Vehicle Operation and Control (EVOC) and Vehicle Contacts II. This course will also include WI DOJ 720 Academy Integration Exercises. Prerequisite: Acceptance into the Law Enforcement Academy

**30-504-406 Principles of Investigations** **1.00 Credit**  
Through classroom lecture, and on-campus lab, and WI Department of Justice 720 Academy integration exercises students will learn and apply skills addressed in the following Phase II topics of the WI Department of Justice 720 Academy curriculum framework: Constitutional Law II, Physical Evidence Collection, and Crisis Management. This course will also include WI DOJ 720 Academy Integration Exercises. The DOJ Phase II Written Examination will be administered during this course. Prerequisite: Acceptance into the Law Enforcement Academy

**30-504-407 Principles of Tactics** **5.00 Credits**  
Through classroom lecture and on-campus lab students will learn and apply skills addressed in the following Phase II topics from the Department of Justice 720 Academy curriculum frameworks: DAAT, Firearms II, Tactical Response, and Tactical Emergency Casualty Care. The Phase II Written Examination will be administered during this course. This course will also include WI DOJ 720 Academy Integration Exercises. Prerequisite: Acceptance into the Law Enforcement Academy





**30-504-408 Application of Traffic Response 3.00 Credits**  
Through classroom lecture, on-campus lab, and WI Department of Justice integration exercises, students will learn and apply skills addressed in the following Phase III topics from the WI Department of Justice 720 Academy curriculum framework: Traffic Law Enforcement-Core and Radar, Traffic Crash Investigations & Incident Management, Operating a Motor Vehicle While Intoxicated (OMVWI), Standardized Field Sobriety Tests (SFST), Hazardous Materials & Weapons of Mass Destruction, Incident Command System & NIMS, Report Writing, Physical Fitness, and Integration Exercises. Prerequisite: Acceptance into the Law Enforcement Academy

**30-504-409 Application of Investigations 1.00 Credit**  
Through classroom lecture, and on-campus lab, and WI Department of Justice 720 Academy integration exercises students will learn and apply skills addressed in the following Phase II topics of the Department of Justice 720 Academy curriculum framework: Ethics II: Moral Reasoning and Professional Responsibility, Cultural Competence II: Fair and Impartial Policing, Interrogations, Testifying in Court, Crimes III, and Physical Evidence Collection II. This course will also include WI DOJ 720 Academy Integration Exercises. Prerequisite: Acceptance into the Law Enforcement Academy

**30-504-410 Sensitive Crimes 2.00 Credits**  
Through classroom lecture, and on-campus lab, students will learn and apply skills addressed in the following Phase III topics from the WI Department of Justice 720 Academy curriculum framework: Domestic, Juvenile Law, Victims, Sexual Assault, and Child Maltreatment. This course will also include WI DOJ 720 Academy Integration Exercises. The DOJ Phase III Written Examination will be administered during this course. Prerequisite: Acceptance into the Law Enforcement Academy

**30-504-411 Scenario Testing 1.00 Credit**  
Students will follow the DOJ Guidelines on Scenario Testing. Prerequisite: Acceptance into the Law Enforcement Academy

**30-531-305 Emergency Medical Technician 1 2.00 Credits**  
This course provides the foundational knowledge for future Emergency Medical Technicians and Emergency Medical Responders. Topics include: basic human anatomy, performing a patient assessment, traumatic injury management, airway management, and Basic Life Support cardiac resuscitation. Upon successful completion, candidates will be eligible to participate in the National Registry of EMTs Emergency Medical Responder exams for Wisconsin EMR certification. Prerequisite: Emergency Medical Technician entry requirements

**30-531-306 Emergency Medical Technician 2 3.00 Credits**  
This course provides the student with the skills to perform patient assessment, stabilize/immobilize injuries and provide basic treatment of medical emergencies at the Emergency Medical Technician Basic (EMT) level. Prerequisite: Emergency Medical Technician (30-531-3) entry requirements Emergency Medical Technician 1 (30-513-305) or equivalency.

**30-543-200 Nursing Assistant - Short Term 2.00 Credits**  
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.

**30-543-300 Nursing Assistant 3.00 Credits**  
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 (1st 8 Weeks) 1.00 Credit**  
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.

**30-804-313 Occupational Math (2nd 8 Weeks) 1.00 Credit**  
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 3.00 Credits**  
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 3.00 Credits**  
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 3.00 Credits**  
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.

**31-404-311 Automotive Mechanics for Auto Body Tech I 3.00 Credits**  
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 3.00 Credits**  
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

**31-404-337 Auto Body Mechanics Chassis 2.00 Credits**  
Students evaluate, diagnose, and repair damage to automotive drivetrains, steering and suspension systems, and braking systems as it applies to collision damaged vehicles.



**31-404-338 Auto Body Mechanics HVAC & Restraints 2.00 Credits**  
Students evaluate, diagnose, and repair damage to automotive cooling, air conditioning, fuel, intake, exhaust, and restraints systems as it applies to collision damaged vehicles.

**31-404-347 Electrical Fundamentals 2.00 Credits**  
Students gain the ability to apply the fundamentals of electricity and electronics with automotive as its emphasis. Students apply the principles of Ohm's law, circuit requirements, current flow, voltage, electrical schematics and symbols. Students gain a working knowledge of scan tools and test meters. Students recognize the importance of Advanced Driver Assistance Systems and the other electrical safety devices built into the motor vehicle and diagnoses and repairs electrical problems.

**31-405-356 Auto Body Welding 3.00 Credits**  
Students weld light gauge sheet metal using MIG welding. Students learn personal safety and safe work procedures 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.

**31-405-364 Buffing & Detailing 2.00 Credits**  
The student learns safe work procedures and uses vehicle cleaning equipment to detail vehicles. The student learns the proper methods to buff and polish automotive finishes.

**31-405-365 Bolt-On Panels & Dent Repair 4.00 Credits**  
Students remove, replace and adjust hoods, fenders, bumpers, and doors. They repair minor dents on steel body panels.

**31-405-366 Fundamentals of Painting 2.00 Credits**  
The student learns safe work procedures for personal safety and environmental compliance. Students perform surface preparation procedures and learn the proper use and care of refinishing equipment. Students mix refinish materials and apply it to practice panels.

**31-405-367 Damage Analysis, Estimating, & Customer Service 3.00 Credits**  
The student analyzes damaged vehicles and estimates repair costs with a computer. The student uses electronic measuring systems to diagnose damage to vehicle structure and repairs damage using proper equipment and safety procedures. The student participates in customer service scenarios. Pre-requisite: Bolt-On Panels & Dent Repair (31-405-365)

**31-405-368 Structural Repair 3.00 Credits**  
The student uses proper procedures and equipment operation to repair and replace damaged structural panels on unibody and full frame vehicles. Pre-requisite: Bolt-On Panels & Dent Repair (31-405-365)

**31-405-369 Intermediate Painting 2.00 Credits**  
The student safely mixes and applies various refinish products to a vehicle. The student sprays primers, waterborne base colors, and clear coats on vehicles. Pre-requisite: Fundamentals of Painting (31-405-366)

**31-405-370 Advanced Painting 3.00 Credits**  
The student inspects and analyzes paint defects and determines corrective action. The student learns to develop a refinish repair plan and perform the proper safety procedures. Matching existing vehicle finish with blending techniques is performed on vehicles. Co-requisite: Intermediate Painting (31-405-369)

**31-408-308 Construction Safety and Health 1.00 Credit**  
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 4.00 Credits**  
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 4.00 Credits**  
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 5.00 Credits**  
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.

**31-413-306 Electric Power Dist Fund 2A 4.00 Credits**  
The student is introduced to the theory of three-phase electrical power systems, including wye and delta systems. Student studies single- and three-phase transformer; construction, principles of operation, connections as well as secondary power supply systems. Skills in electrical system grounding principles and over voltage equipment will be developed. Safety topics related to electrical line work will be highlighted. Prerequisite: Electric Power Distribution Fund 1A (31-413-303)

**31-413-307 Electric Power Dist Fund 2B 4.00 Credits**  
The student is introduced to electrical power line apparatus such as; over current equipment, voltage regulators and kilowatt hour meters. Components and functions of an electrical substation, underground distribution systems, street lighting equipment, along with the sources of communication interference from electrical sources. Safety related topics are included. Prerequisite: Electric Power Distribution Fund 1B (31-413-304).

**31-413-308 Electric Power Dist Fund 2C-AppLab 4.00 Credits**  
The student integrates lab concepts in advanced levels of topics such as; aerial climbing, rope knots and slices, electrical connectors, electrical test equipment, as well as hand tools. Application and installation of various electrical apparatus in a lab environment is completed by the students. Overhead transmission structures are constructed, protective grounding is introduced and live line work such as; rubber gloving and hot stick use is practiced (de-energized lines). Underground related equipment is introduced including cable terminating tools and cable locating equipment. Student installs UD cable and terminate cable. Student also operates a modern combination trencher-cable plow. Safety for the various lab activities is stressed. Prerequisite: Electric Power Dist Fund 1C-App Lab (31-413-305).

**31-420-320 Intro to Print Reading 1.00 Credit**  
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 1.00 Credit**  
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 1.00 Credit**  
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 1.00 Credit**  
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 1.00 Credit**  
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 1.00 Credit**  
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 1.00 Credit**  
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 1.00 Credit**  
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 1.00 Credit**  
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 1.00 Credit**  
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 1.00 Credit**  
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)

**31-420-331 Advanced Print Reading 1.00 Credit**  
Print reading is learning a new language in graphic or symbolic form for the purpose of manufacturing or assembling mechanical components. Units include: orthographic projection, sketching, dimensioning, machine process callout, tolerance, finish, title blocks, notes, hole types, threads, symbols and callouts. Prerequisite: Intro to Print Reading (31-420-320)

**31-420-332 Advanced Measuring Equipment 1.00 Credit**  
Provides instruction in the care and use of measurement tools and inspection equipment necessary to maintain quality standards in the manufacturing environment. Semi-precision through high-precision measurement tools, gages, inspection sheets and processes, direct and comparative inspection methods will be covered. Prerequisite: Intro Quality Practices & Measurement Equipment (31-420-326)

**31-420-333 Intro to Mastercam Lathe 1.00 Credit**  
Introduction to computer aided machining of 2 dimension parts using CAM software. Students will use CAM software to create lengths, diameters, chamfer, counterbore, external threads and parting off in CNC lathes.

**31-420-334 Intro to Computer Numerical Control Prog Mill 1.00 Credit**  
Students apply skills in the programming and operation of a machining center using G-code. Explore basic metrology, tool selection and work hold devices. Rapid and Linear Interpolation, Circular Interpolation, Drilling, Bolt Circles, Subroutines and Subprograms, Cutter Compensation and Pocket Milling.

**31-420-335 Intro to Computer Numerical Control Prog Lathe 1.00 Credit**  
An introduction to planning and writing programs for computer numerically controlled turning centers using G and M code. Students learn to write basic programs for CNC lathes, proof programs and run programs in CNC machine tools. Programming basics will include multiple tool programs, tool nose compensation and canned cycles.

**31-420-336 Basic CNC Operation Mill 1.00 Credit**  
The setup of CNC Machining centers is covered in this course. Applications include selection of tools and workholding devices, setting tool offsets and work coordinate positions, calling programs, proofing programs, and minor edits and machine adjustments. Co-requisite: Intro to Computer Numerical Control Prog Mill (31-420-334)

**31-420-337 Basic CNC Operation Lathe 1.00 Credit**  
The setup of CNC turning centers is covered in this course. Applications include selection of tools and workholding devices, setting tool offsets and work coordinate positions, calling programs, proofing programs, and minor edits and machine adjustments. Co-requisite: Intro to Computer Numerical Control Prog Lathe (31-420-335)

**31-420-338 Intro to CMM 1.00 Credit**  
Students will clean a CMM to a white glove, paper test, calibrate, and setup a workspace. Students will follow prewritten CMM program to obtain part dimensions. Co-requisite: Basic CNC Operation Mill (31-420-336)

**31-420-339 Advanced CMM 1.00 Credit**  
Students will develop part specific programs to verify parts that have been produced in lab. Students will apply GD&T to verify parts are within critical dimensions. Co-requisite: Intro to CMM (31-420-338)

**31-420-340 Geometric Dimensioning & Tolerance 1.00 Credit**  
Recognition and interpretation of geometric dimensioning and tolerancing symbols and application as applied to prints for the manufacture of parts. Co-requisite: Advanced Measuring Equipment (31-420-332)

**31-420-341 Fixture Basic Lathe & Mill 1.00 Credit**  
The fundamentals of workholding and fixturing for CNC turning and milling are covered in this course. Students will apply what they learn by determining workholding needs, recognizing problems with CNC machine operation, change and adjust tooling and fixtures and perform multiple part setups. Co-requisite: Basic CNC Operation Lathe (31-420-337) and Basic CNC Operation Mill (31-420-336)



**31-420-342 CNC Machine Speeds & Feeds 1.00 Credit**  
Students will determine cutting speeds for carbide tooling on mill and lathes. Students will calculate feed per tooth and inches per minute for various cutters and materials. Students will calculate proper spindle speeds for milling and drilling operations. Prerequisite: Manual Machine Speeds & Feeds (31-420-324)

**31-420-343 Processes of Manufacturing 1.00 Credit**  
Students learn to apply manufacturing requirements to the design of mechanisms by studying manufacturing disciplines. These disciplines include metallurgy, steel identification, casting, forging, cold working metals, plastics, and other specialized processes. The students will receive hands on work with MIG welding. Tours of various area manufacturing facilities will give the students new insight into various manufacturing processes. Co-requisite: Basic CNC Operation Lathe (31-420-337) and Basic CNC Operation Mill (31-420-336)

**31-420-344 Advanced Mastercam Mill & Lathe 1.00 Credit**  
This will be a continuation of Mastercam Mill & Lathe 2D where students will draw within software multiple mill and lathe parts. Then post to CNC machines to finish parts. Prerequisite: Intro to Mastercam Mill 2D (31-420-328) Co-requisite: Intro to Mastercam Lathe (31-420-333)

**31-420-345 Precision Machining Internship 2.00 Credits**  
Students apply technical theory and skills on the job. Students will setup and perform production part runs. Students will verify critical dimensions on parts and develop appropriate employment attitudes.

**31-442-310 Equipment Safety 1.00 Credit**  
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 1.00 Credit**  
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 1.00 Credit**  
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 1.00 Credit**  
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 1.00 Credit**  
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 1.00 Credit**  
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 1.00 Credit**  
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 1.00 Credit**  
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 1.00 Credit**  
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 1.00 Credit**  
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 1.00 Credit**  
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 1.00 Credit**  
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 1.00 Credit**  
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) 1.00 Credit**  
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 1.00 Credit**  
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 1.00 Credit**  
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) 1.00 Credit**  
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 1.00 Credit**  
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) 1.00 Credit**  
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 2.00 Credits**  
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 1.00 Credit**  
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** **1.00 Credit**  
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** **1.00 Credit**  
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.

**31-475-306 Blueprint Reading** **3.00 Credits**  
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.

**31-475-307 Estimating** **2.00 Credits**  
Students specify materials, labor, and costs associated with a project. They consider weather, availability of materials, special tools, and equipment that will be necessary. They coordinate work with other trades to maximize efficiency. Prerequisites: Carpentry II (31-475-302) OR Closing in Techniques (31-475-309) AND Blueprint Reading (31-475-306)

**31-475-308 Construction Framing Fundamentals** **5.00 Credits**  
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.

**31-475-309 Closing in Techniques** **5.00 Credits**  
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.

**31-475-310 High Performance Building** **5.00 Credits**  
Students layout and build rafters, trusses, special beams, stairs, and other building members. They rough in for windows, doors, archways, bookcases, and other finishing considerations. They apply a variety of roofing and flooring materials. Prerequisites: Carpentry II (31-475-302) OR Closing in Techniques (31-475-309) AND Blueprint Reading (31-475-306)

**31-475-311 Interior & Exterior Trim** **5.00 Credits**  
Students finish the interior of a building project. They hang windows and doors, build cabinets, hang and tape drywall, cut and apply trim, and install stairs and banisters. Prerequisites: Carpentry II (31-475-302) or Closing in Techniques (31-475-309) and Blueprint Reading (31-475-306)

**31-501-308 Pharmacology for Allied Health** **2.00 Credits**  
Introduces students to classifying medications into correct drug categories and applying basic pharmacology principles. Students apply basic pharmacodynamics to identifying common medications, medication preparation, and administration of medications used by the major body systems.

**31-502-301 Basic Hair Design** **5.00 Credits**  
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. Pre-requisite: Student must be accepted into the Cosmetology program.

**31-502-302 Salon/Spa Science** **2.00 Credits**  
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. Pre-requisite: Student must be accepted into the Cosmetology or Nail Technician program.

**31-502-303 Chemical Restructuring** **2.00 Credits**  
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. Pre-requisite: Student must be accepted into the Cosmetology program.

**31-502-304 Haircoloring and Techniques** **3.00 Credits**  
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. Pre-requisite: Student must be accepted into the Cosmetology program.

**31-502-305 Nail Technology** **3.00 Credits**  
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. Pre-requisite: Student must be accepted into the Cosmetology or Nail Technician program.

**31-502-306 Basic Facials** **2.00 Credits**  
Students perform facial cleansing, massage manipulations, and mask application. They also perform complete facials, apply makeup and eyelashes, and remove superfluous hair. Students identify tools, equipment, and implements through, light therapy and electrolysis when performing a facial. Prerequisite: Salon/Spa Science (31-502-302) with a "C" or better.

**31-502-307 Salon/Spa Management** **2.00 Credits**  
Students learn management, advertising and book keeping skills involved in operating a salon/spa as a business. Students learn how to establish positive customer communications and relationships. Students practice math skills while learning receptionist responsibilities. Students plan a salon/spa business using the requirements of Wisconsin guidelines. Students learn the State of Wisconsin Rules and Regulations guidelines. Students prepare for job opportunities. Pre-requisites: Salon/Spa Science (31-502-302) AND Nail Technology (31-502-305). Both with a "C" or better.

**31-502-308 Salon Services I** **3.00 Credits**  
Students begin practicing cosmetology services on customers in a salon environment. They apply knowledge and skills learned in their related theory and lab classes to hands-on work experience. Prerequisites: Basic Hair Design (31-502-301) Salon/Spa Science (31-502-302) Chemical Restructuring (31-502-303) Hair Coloring and Techniques (31-502-304) Nail Technology (31-502-305) with a "C" or better.

**31-502-309 Salon Services II** **4.00 Credits**  
Students perform a variety of salon services for customers in a salon setting. Professional attitude, ethics, and conduct are evaluated during this work experience as well. Intermediate salon skills such as nail extensions, chemical straighteners, and barbering are assessed. Prerequisite: Salon Services I (31-502-308) with a "C" or better.



**31-502-310 Salon Services III** **4.00 Credits**  
Students develop greater proficiency with intermediate salon skills such as nail extension, chemical straighteners, and barbering while working in a salon setting with customers. Professional attitude, ethics, and conduct are evaluated during this work experience as well. Prerequisite: Salon Services II (31-502-309) with a "C" or better.

**31-502-311 Salon Services IV** **4.00 Credits**  
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** **5.00 Credits**  
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** **5.00 Credits**  
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** **3.00 Credits**  
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** **5.00 Credits**  
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** **2.00 Credits**  
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** **3.00 Credits**  
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. Pre-requisite: 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.

**31-508-307 Dental Assistant Professionalism** **1.00 Credit**  
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** **2.00 Credits**  
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** **3.00 Credits**  
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** **2.00 Credits**  
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** **4.00 Credits**  
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.

**31-509-305 Med Asst Lab Procedures 2** **2.00 Credits**  
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. Prerequisite: Medical Asst Lab Procedures I (31-509-303)

**31-509-306 Med Asst Clin Procedures 2** **3.00 Credits**  
Prepares medical assistant students to perform patient care skills in the medical office setting. Students perform clinical procedures including administering medications, assisting with minor surgery, performing an electrocardiogram, assisting with respiratory testing, educating patients/community, and maintaining clinical equipment in an ambulatory care setting. Prerequisite: Medical Asst Lab Procedures I (31-509-303) Medical Asst Clin Procedures I (31-509-304)

**31-509-307 Med Office Insurance & Finance** **2.00 Credits**  
Introduces medical assistant students to health insurance and finance in the medical office. Students perform bookkeeping procedures, apply managed care guidelines, and complete insurance claim forms. Students use medical coding and managed care terminology to perform insurance-related duties. Prerequisite: Medical Terminology (10-501-101) Intro to Digital Literacy (10-501-107)

**31-509-309 Medical Law, Ethics & Profess** **2.00 Credits**  
Prepares students to display professionalism and perform within ethical and legal boundaries in the health care setting. Students maintain confidentiality, examine legal aspects of the medical record, perform risk management procedures, and examine legal and bioethical issues.





**31-509-310 Medical Assistant Practicum** **3.00 Credits**  
Requires medical assistant students to integrate and apply knowledge and skills from all previous medical assistant courses in actual patient care settings. Learners perform medical assistant administrative, clinical, and laboratory duties under the supervision of trained mentors to effectively transition to the role of a medical assistant. Corequisite: Medical Assistant Clinical Procedures 2 (31-509-306)

**31-513-181 Quality Lab Microbiology 1** **2.00 Credits**  
This course provides an overview of microbiological theory, testing, and control. 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. Corequisite: Basic Lab Skills (10-513-110) QA Lab Math (10-513-113)

**31-513-182 Quality Lab Skills 1** **1.00 Credit**  
The learner will be introduced to dairy food chemistry and applicable laboratory skills. Topics covered will include basic chemistry principles used in dairy food testing and quality analysis. Students will be introduced to testing performed in a dairy food manufacturing lab, standard laboratory methods and proper techniques. Emphasis will be placed on laboratory safety, laboratory equipment utilization, and quality techniques. Two semesters of high school Chemistry could replace the Fundamentals of Chemistry Co-requisite. Corequisites: Basic Lab Skills (10-513-110) QA Lab Math (10-513-113) Fundamentals of Chemistry (10-806-109)

**31-801-310 Workplace Communication** **2.00 Credits**  
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.

**31-804-305 Applied Mathematics** **2.00 Credits**  
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.

**31-804-314 Occupational Math - Business** **1.00 Credit**  
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.

**31-804-315 Occupational Math - Technical** **1.00 Credit**  
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.

**32-006-301 On-Farm Employment Relations** **2.00 Credits**  
Introduces topics that relate to employment on a farm. Topics include personality, relationships, decision-making and social relations as they apply to everyday living and working in both family and non-family businesses. Personnel management techniques include: development of goals, determining personnel needs, finding and recruiting the right people, training, performance appraisals, promotions and terminations. Students will also learn about creating handbooks, writing job descriptions, and proper paperwork to have on file for employees.

**32-006-302 On-Farm Nutrient Management Planning** **2.00 Credits**  
Students will define reasons for developing a nutrient management plan for farms and the necessary components of a nutrient management plan according to the NRCS WI NM 590 standard. Topics discussed will be soil testing, conservation plans, manure management, and management of nutrient credits and applied nutrients (nitrogen, phosphorus, potassium) and pH. Specialized software will be used to create a nutrient management plan.

**32-006-303 On-Farm Commodity Marketing** **3.00 Credits**  
Students will learn the operation and use of agricultural commodity markets as it applies to enterprise risk management. Topics include cash markets; futures markets and futures option markets; basis; hedging and forward pricing; price discovery; fundamental analysis; technical analysis and risk management strategies. Students will participate in simulated commodity activities using real-time pricing to practice the concepts taught during the course.

**32-070-301 Farm Machinery (Harvesting)** **5.00 Credits**  
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** **5.00 Credits**  
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** **3.00 Credits**  
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** **5.00 Credits**  
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.

**32-070-311 Diesel Engines I** **5.00 Credits**  
Students learn concepts of the diesel engine operation and diagnostic processes used to locate problems within the engine. Students work with the maintenance and repair of the cooling system, lubrication system, fuel system and intake/exhaust systems. Students will use nozzle testing and repair equipment to make repairs to injection nozzles in the lab. Students will understand proper injection pump failure diagnosis and on tractor adjustments are emphasized as well as an insight into the specialized diesel component repair field that they may find employment in.

**32-070-312 Diesel Engines II** **5.00 Credits**  
Students learn how the internal components of the diesel engine work together in theory and in the lab as they apply repair techniques to a diesel engine overhaul project. Students learn how to properly measure the components and make informed decisions on the repair processes warranted as compared to the equipment specifications. This process includes developing a repair estimate to be shared with the customer.





**32-070-314 Ag Shop Safety & Practices** **1.00 Credit**  
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 torqueing 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.

**32-070-319 Forage Equipment** **3.00 Credits**  
Students learn the principles of the field operation and reconditioning of hay harvesting equipment. Students learn the different designs of hay cutting equipment and the maintenance procedures associated with the different designs found today. They move through the course to the hay harvesting equipment including small square balers, large square balers, round balers and forage harvesters. Students will learn the repair and field adjustment to the knotters used on small and large square balers, the wrapping options found on round balers and forage harvesters and their headers.

**32-070-320 Grain Harvesting Equipment** **3.00 Credits**  
Students learn proper operating procedures, adjust, and maintain many of the different types of harvesting equipment used on modern farms. 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.

**32-070-321 Tillage & Planting Equipment** **3.00 Credits**  
This course will primarily focus on tillage, planting and seeding equipment adjustments along with diagnostic procedures for making the equipment as efficient in the field as possible. The learner will also be able to define what the difference is between the primary and secondary tillage equipment.

**32-070-322 Operations of Field Equipment** **3.00 Credits**  
Students learn the operating principles of production equipment used on crop, livestock and dairy farms in southwest Wisconsin. Emphasis is placed on understanding the principle of machine adjustments to achieve optimum efficiency of the machine with the overall goal of reducing downtime during that critical planting and harvesting season. Students will develop a pre-season maintenance schedule based off of equipment used on their farm.

**32-070-324 On-Farm Machinery Maintenance** **1.00 Credit**  
Students will develop skills necessary to prepare farm equipment for the upcoming season applying information from the equipment's owner's manual to ensure the proper maintenance procedures are used to adjust the machine to achieve the best productivity it was designed for. During this process students will gain knowledge of common lubricants, service requirements, filters, belts, chains and implement drive systems.

**32-070-341 Basic Hydraulics** **4.00 Credits**  
Students disassemble, inspect, and repair hydraulic cylinders, pumps, and valves. Students apply hydraulic theory and principles by drawing hydraulic systems using ISO symbols. Students operate open and closed center hydraulic simulators to relate to the differences in pressure and flow.

**32-070-343 Applied Hydraulics** **4.00 Credits**  
Students learn the working fundamentals of hydraulic systems found on today's agricultural equipment including tractors, combines, skid steers loaders and related equipment through class discussion and lab demonstrations. Students will use hydraulic pressure gauges, flowmeters, diagnostic flow charts and manufacturer technical manuals as they apply theory to lab projects to enforce theory discussion and develop hands-on skills. Students also use the latest computer resource information available to gather parts and service information as it pertains to their lab project. Pre-requisite: Basic Hydraulics (32-070-341)

**32-070-344 Air Conditioning** **2.00 Credits**  
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** **4.00 Credits**  
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.

**32-070-346 Consumer Equipment Maintenance & Repair** **3.00 Credits**  
Students learn the repair concepts of home owner consumer products including Lawn & Garden tractors, riding lawn mowers, snow blowers, string trimmers, and chainsaws. Students learn basic design concepts and the repair and maintenance of the equipment found in everyday residences for home upkeep. Prerequisites: Ag Shop Safety and Practice (32-070-314) OR Farm Shop Safety and Maintenance (10-070-103) OR Ag Safety, Electrical, & Maintenance (10-070-104)

**32-070-347 Farm Equipment I** **3.00 Credits**  
Students learn the principles of field operation and reconditioning of tillage and planting equipment. Students learn methods of testing, calibrating, adjusting and maintaining the different types of seeding equipment. Emphasis is placed on getting the planting unit field-ready, and how to instruct the customer on proper field operation of the seeding equipment. Prerequisites: Shop Safety & Practices (32-404-304A) or Ag Shop Safety and Practice (32-070-314)

**32-070-348 Farm Equipment II** **3.00 Credits**  
Students learn the principles of the field operation and reconditioning of hay harvesting equipment. Students learn the different designs of hay cutting equipment and the maintenance procedures associated with the different designs found today. They move through the course to the hay harvesting equipment including small square balers, large square balers, round balers. Students will learn the repair and field adjustment to the knotters used on small and large balers and the wrapping options found on round balers.

**32-070-350 Ag Power Occup Internship** **2.00 Credits**  
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** **3.00 Credits**  
The student will have the opportunity to apply course work to a practical, on-the-job situation. Goals and task lists are followed. Pre-requisites: Operations of Field Equipment (32-070-322) OR Pest ID & Management Crop Scouting (10-006-126) OR Introduction to Farm Animal Health (32-080-306)

**32-080-305 Introduction to Farm Animal Nutrition** **3.00 Credits**  
This course will cover the basics of animal nutrition. Students will learn the digestive systems of monogastric and ruminant animals; nutritional needs of various farm animals; identify feedstuffs; understand animal feeding laws and regulations; how to read a feed test report; vitamin and mineral requirements of animals; and how to take a feed sample. Ration balancing will be introduced.



**32-080-306 Introduction to Farm Animal Health 3.00 Credits**  
Students will develop an understanding of farm animal anatomy, behavior, and their health. Focus will be on immune system function and common diseases for various species (causes, treatments, and prevention). Students will develop an understanding of the ethical use of antibiotics, vaccines, and hormones.

**32-080-307 Introduction to Farm Business Management 2.00 Credits**  
This course will cover the financial aspects of managing a farm. Topics of study will include: risk management, business structures, tax preparation, budgeting, balance sheets, cost of production, calculating cash flows, understanding the loan process, and depreciation. Students will use Excel and other computer applications to develop an understanding of topics.

**32-080-308 Advanced Farm Business Management 3.00 Credits**  
The student will be able to evaluate the major strengths and weaknesses of a farm business using income statements, bench marking, and the farm financial ratios. Understanding how to manage the farm for tax purposes along with succession planning will also be covered. Students will also explore various farming enterprises and techniques to manage profit margins. Excel and other computer applications will be used to evaluate a farm business.

**32-404-310 Auto Electrical I 3.00 Credits**  
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.

**32-404-311 Auto Electrical II 3.00 Credits**  
Students focus on developing the skills needed to diagnose, service, and repair electrical and electronic systems, including batteries, starting, charging, lighting, and computer control systems. Students utilize advanced techniques to diagnose and repair circuit faults. Prerequisite: Auto Electrical I (32-404-310) Automotive Service Fundamentals (32-404-334)

**32-404-312 Auto Electrical III 3.00 Credits**  
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 3.00 Credits**  
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.

**32-404-315 Engine Repair 5.00 Credits**  
Students apply information and skills in repairing automotive engines, including in-car repairs, removal and replacement of parts, and cylinder head rebuilding. Complete engine disassembly is discussed and performed. Prerequisite: Automotive Service Fundamentals (32-404-334)

**32-404-321 Automatic Transmissions 5.00 Credits**  
Students diagnose, service, and repair automatic transmissions. Students practice safe and practical shop procedures through automatic transmission disassembly, cleaning, inspection, and reassembly. Prerequisites: Automotive Computer Control Systems (32-404-324)

**32-404-322 Suspension & Steering 5.00 Credits**  
Students learn the fundamental concepts of suspension geometry and will analyze, diagnose, and repair automotive suspension and steering systems. Learners diagnose driving and handling concerns caused by steering and suspension system problems and misalignment concerns. Students operate computerized alignment equipment to perform four-wheel alignments on automobiles and operate wheel balancing equipment. Prerequisite: Automotive Service Fundamentals (32-404-334)

**32-404-323 Emission Control Systems 2.00 Credits**  
Students diagnose and service emission control systems and perform exhaust gas analysis on automobiles and light trucks. Co-requisite: Auto Engine Performance (32-404-326)

**32-404-324 Automotive Computer Control Systems 4.00 Credits**  
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. Co-requisite: Emission Control Systems (32-404-323)

**32-404-325 Manual Drivetrains & Axles 5.00 Credits**  
Students perform service, diagnostic and repair procedures on manual transmission/transaxles, drive axles, differentials and transfer cases. Prerequisite: Automotive Service Fundamentals (32-404-334)

**32-404-326 Auto Engine Performance 4.00 Credits**  
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. Corequisite: Auto Electrical III (32-404-312)

**32-404-332 Heating and Air Conditioning 3.00 Credits**  
Students service, repair, and maintain automotive air conditioning systems using knowledge of how the system operates. Students diagnose problems using the appropriate equipment. Students test systems for leaks, recycle and recharge refrigerant, and remove and replace system components. Prerequisites: Auto Electrical III (32-404-312)

**32-404-334 Automotive Service Fundamentals 3.00 Credits**  
Students practice basic skills encountered as a technician servicing automobiles and light trucks including metal work; handtool, power tool, 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.

**32-404-335 Automotive Brakes 3.00 Credits**  
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.

**32-404-336 Advanced Braking Systems 1.00 Credit**  
Students diagnose, service, and repair electrical and electronic systems relating to anti-lock brakes and electronic stability control systems. Students will learn the theory of operation, perform diagnostic procedures and practice problem-solving methods.

**32-404-350 Occupational Internship 2.00 Credits**  
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 2.00 Credits**

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 1.00 Credit**

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 1.00 Credit**

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.

**32-806-303 Science of Mechanics 2.00 Credits**

Students compute work, power, acceleration, heat, pressure, and other physical quantities. They explore simple machines and their applications. Students apply those physical quantities to automotive and agricultural power situations. Prerequisites: Applied Mathematics (31-804-305) or Math-Occupational (30-804-313) and Occupational Math-Technical (31-804-315) with a "C" or higher

**42-812-401 Driver Education Theory - Barneveld 0.75 Credit**

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 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 or 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.

**42-812-401 Driver Education Theory - Benton 0.75 Credit**

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**42-812-401 Driver Education Theory - Boscobel 0.75 Credit**

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**42-812-401 Driver Education Theory - Cuba City 0.75 Credit**

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**42-812-401 Driver Education Theory - Dodgeville 0.75 Credit**

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**42-812-401 Driver Education Theory - Highland 0.75 Credit**  
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 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 or 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.

**42-812-401 Driver Education Theory - Iowa Grant 0.75 Credit**  
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**42-812-401 Driver Education Theory - Lancaster 0.75 Credit**  
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**42-812-401 Driver Education Theory - Mineral Point 0.75 Credit**  
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**42-812-401 Driver Education Theory - Online 0.75 Credit**  
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**42-812-401 Driver Education Theory - Online - Darlington 0.75 Credit**  
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**42-812-401 Driver Education Theory - Online - Darlington HS 0.75 Credit**

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**42-812-401 Driver Education Theory - Platteville 0.75 Credit**

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**42-812-401 Driver Education Theory - River Ridge 0.75 Credit**

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**42-812-401 Driver Education Theory - Southwestern 0.75 Credit**

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 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.

**42-812-401 Driver Education Theory- Online 0.75 Credit**

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**42-812-402 Driver Education-Behind the Wheel - Barneveld 0.30 Credit**

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.

**42-812-402 Driver Education-Behind the Wheel - Benton 0.30 Credit**

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.







**42-812-402 Driver Education-Behind the Wheel - Potosi 0.30 Credit**  
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.

**42-812-402 Driver Education-Behind the Wheel - River Ridge 0.30 Credit**  
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.

**42-812-402 Driver Education-Behind the Wheel - Riverdale 0.30 Credit**  
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.

**42-812-402 Driver Education-Behind the Wheel-Southwestern 0.30 Credit**  
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.

**42-812-402 Driver Education-Behind the Wheel-Dodgeville 0.30 Credit**  
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.

**42-812-408 Point Reduction 0.30 Credit**  
Traffic Safety-Point Reduction is a 12-hour course. The primary focus of the course is to encourage students to examine their driving behavior and attitudes, and to determine personal change required to improve their ability to operate a vehicle safely. You can take this course to reduce the demerit point total on your driving record by three points. Enrollment can be on a voluntary basis, at the request of the courts, or on recommendation by the Division of Motor Vehicles.

**42-812-409 Driving for Adults ( 1-3 hours of instruction) 0.10 Credit**  
Individualized instruction on the proper and safest operation of motor vehicle on the roadway.

**42-812-409 Driving for Adults ( 3-6 hours of instruction) 0.10 Credit**  
Individualized instruction on the proper and safest operation of motor vehicle on the roadway.

**42-812-409 Driving for Adults (3 - 6 hours of instruction) 0.10 Credit**  
Individualized instruction on the proper and safest operation of motor vehicle on the roadway.

**42-812-409 Driving for Adults(1-3 hours of instruction) 0.10 Credit**  
Individualized instruction on the proper and safest operation of motor vehicle on the roadway.

**42-816-404 Motorcycle Driver Education 0.40 Credit**  
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.

**42-816-410 3-Wheel Basic Rider Course 0.40 Credit**  
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 0.20 Credit**  
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 0.55 Credit**  
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 0.85 Credit**  
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.



**47-070-403 Youth Tractor Safety Certification 0.60 Credit**  
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.

**47-090-401 Goat-Academy 0.40 Credit**  
The Goat Academy will include continuing education for dairy and meat goat farm producers covering nutrition, genetics, reproduction, financial management, risk management, business planning, milk quality, herd health, recordkeeping, and marketing. Students will have the opportunity to network with farm producers and business and industry representatives.

**47-090-402 Goat-Reproduction and Breeding Program 0.20 Credit**  
Students will learn the goat reproductive anatomy and how heat cycles are timed to utilize all genetics to the fullest potential through natural and artificial breeding. Students will discuss methods of detecting heats and artificial insemination. Practical hands-on applications in the areas of: breeding systems and breeding records will allow students opportunities to practice and solidify their skills.

**47-090-405 Goat-Business Promotion and Marketing 0.20 Credit**  
Students will gain an understanding of the role a farm owner/operator plays in public relations today. Students will be exposed to methods of public relations like social media and direct contact with the public. Students will identify proper animal handling techniques. Finally, students will be required to complete a promotional project before completion of this course. Practical hands-on applications in the areas of: down animal care, body conditioning scoring, and animal flow allow students opportunities to practice and solidify their skills.

**47-090-408 Goat-Kid Management 0.25 Credit**  
Students will learn basic kid care procedures to promote healthy replacement dairy goat does. Students will identify and discuss kid management practices focusing around proper nutrition, vaccination protocols, housing needs, and labor needs. Students will build a set of Standard Operating Procedures for kid care on their operation. Practical hands-on applications in the areas of: initial kid care, fresh and pre-fresh doe care, kid health, and kid nutrition will help students practice and solidify their skills.

**47-090-413 Nutrient Management Planning 0.60 Credit**  
Students will learn and understand the various aspects of how to develop an effective nutrient management plan including crop rotations, crop yield goals, soil, plant, manure and water test results. The development of farm nutrient management plans is becoming a reality and is under a county ordinance or a Wisconsin pollution discharge elimination system permit (WPDES) from Wisconsin's Department of Natural Resources (DNR). A nutrient management plan is also required when a landowner voluntarily accepts government cost-share dollars for the installation of manure storage of barnyard runoff control structures.

**47-090-414 Goat-Herd Health 0.34 Credit**  
Students will be introduced to dairy goat herd health. Students will gain a basic understanding of practices in the areas of kidding/parturition, hoof care, udder health, common diseases, and parasites. Students will discuss management protocols needed on farm to promote healthy animals. Students will write basic protocols for a commercial dairy goat operation. Practical hands-on applications in the areas of milking procedures, medication administration, kidding procedures, and hoof care allow students opportunities to practice and solidify their skills.

**47-090-421 Nutrient Management Planning Update 0.25 Credit**  
This update course is designed for producers that have successfully completed the full curriculum course (Nutrient Management Planning 47090-413) and are certified to write their own nutrient management plan. The update course will provide the producer access to a computer lab and instructors to assist with questions in updating their nutrient management plan.

**47-090-434 Dairy Goat-Introduction to the Industry 0.20 Credit**  
Students will gain basic knowledge of the goat industry through farm tours and class time. This course will cover breeds, terminology, operations, and basics of the commercial goat operation. It will cover the differences between a good and poor operation, as well as how to establish a successful operation and begin purchasing animals. Practical application of an on-farm tour will help the student become familiar with the industry and the terms.

**47-090-435 Dairy Goat-Writing a Business Plan 0.15 Credit**  
A business plan is an important management tool for a farm operation that provides strategic direction to the business's sustainability and profit opportunity. Students will identify the sections of a business plan, analyze the information to be included in each section, and then write a business plan for the dairy goat operation they are planning to operate. Students will build a plan for their operation with assistance from the course instructor and through peer reviewing.

**47-090-436 Dairy Goat-Farm Records & Financial Mgmt 0.25 Credit**  
This course will focus on establishing farm financial records as well as analysis of the financial records. Students will discuss the management decisions that can be made from financial records, compare written versus computerized record keeping systems, and develop a plan for keeping financial records for their dairy goat operation. Students will be able to define the purpose of basic financial statements like a balance sheet, budget, and cash flow. Upon completion of this course, students will develop a balance sheet and outline the components needed to build a budget and cash flow for their dairy goat operation.

**47-090-438 Dairy Goat-Kid Management 0.15 Credit**  
Students will learn basic kid care procedures to promote healthy replacement dairy goat does. Students will identify and discuss kid management practices focusing around proper nutrition, vaccination protocols, housing needs, and labor needs. Students will build a set of Standard Operating Procedures for kid care on their operation.

**47-090-439 Dairy Goat-Herd Health 0.20 Credit**  
Students will be introduced to dairy goat herd health. Students will gain a basic understanding of management practices in the areas of kidding/parturition, hoof care, udder health, common diseases and parasites. Students will discuss management protocols needed on farm to promote healthy animals. Students will write basic protocols for a commercial dairy goat operation.

**47-090-440 Dairy Goat-Nutrition 0.15 Credit**  
Students will learn basic nutrition guidelines for a commercial dairy goat operation. Students will identify common feed stuffs, analyze nutritional quality of common feed stuffs and discuss nutritional requirements needed for dairy does, bucks, and wethers. Students will calculate a balanced ration for a dairy goat herd using computer based resources.

**47-090-441 Dairy Goat-Genetics and Selection 0.15 Credit**  
Through this course, students will learn how to select animals for their best genetic traits to maximize production and profit potential for a commercial dairy goat operation. Students will outline their farm's breeding program using DHIA (Dairy Herd Improvement Association) and ADGA (American Dairy Goat Association) resources to gain an adequate background in genetic evaluation. Students will complete a genetic plan that promotes the marketing strategy intended for their dairy goat operation.



**47-090-443 Dairy Goat-Production Records and Analysis 0.15 Credit**  
Students will identify production records needed to analyze the success of a commercial dairy goat operation. Students will discuss methods of record keeping and will learn how to analyze production records by comparing to industry standards. During this course animal Identification options for proper record keeping will be analyzed. Students will identify and implement a recordkeeping system for their farm operation.

**47-090-495 Crop Management-Soil Health & Farm Wealth 0.30 Credit**  
This course will assist producers with understanding how soil health can increase their profitability. Participants will examine various research trials, crop rotations, and nutrient management planning focused on each producer's goals. Emphasis will include overcoming current weather patterns and the resulting issues of crop and forage quality, poor performing acres and soil health.

**47-090-496 Financial Mgmt-Plan for Changing Markets 0.55 Credit**  
Producers will determine the cost of production for each enterprise on the farm. By creating a set of budgets, the farmer will be more confident in cash flow planning, while also being more adept to utilizing marketing tools to mitigate risks on their farms. Individual on-farm assistance will be provided to help students complete a year-end financial analysis and risk management plan for their farm.

**47-090-497 Livestock Management-Farm Animal Welfare 0.30 Credit**  
This course will focus on improving best practices on the farm related to animal welfare management. Topics ranging from herd health and nutrition, to overall animal productivity will show both efficiency and sustainability on the farm. Producers will analyze how these activities on farm translate financially to their operation.

**47-090-498 On-farm Financial Analysis (20hrs) - Part 1 0.50 Credit**  
Producers will work with the instructor to complete a whole farm and/or enterprise analysis for their farm business.

**47-090-498 On-farm Financial Analysis (20hrs) - Part 2 0.50 Credit**  
Producers will work with the instructor to complete a whole farm and/or enterprise analysis for their farm business.

**47-090-499 Goat-Milking Facilities and Housing 0.20 Credit**  
Students will have the opportunity to learn basic principles of designing the correct facilities based on the environment, feeding system, waste removal systems, and factors which influence dairy goat health. Students will identify standard milk house requirements, parlor needs for dairy goat operations, and feed storage options. Students will discuss how facility needs will be balanced with labor availability and efficiencies. Practical hands-on applications in the areas of: milk house and parlor design, labor needs, and milking area maintenance will help students practice and solidify their skills.

**47-103-315 Microsoft Power BI 0.40 Credit**  
This course is designed to provide an overview on the structure and possible business uses of Microsoft Power BI software.

**47-141-401 Workplace Spanish 0.40 Credit**  
Students will receive instruction and practical examples of using Spanish in workplace setting. This course can be customized for various industries.

**47-141-402 Spanish for the Workplace 1 0.15 Credit**  
Participants will learn about Hispanic/Latino culture and basic Spanish words and phrases to improve their understanding of and communication with native Spanish-speakers in the workplace. Topics covered will include: culture/traditions, introductory conversations, common Spanish phrases, basic workplace commands, making inquiries and asking questions, expressing conditions/emotions, and safety/emergency phrases

**47-182-402 Lean-White Belt 0.20 Credit**  
Lean White Belt will provide the learner with an overview of Lean concepts and an introduction and review of the concepts of 5S Visual.

**47-182-403 Lean-Yellow Belt 0.30 Credit**  
Lean Yellow Belt builds on the Lean concepts 5S Visual skills gained in the Lean White Belt training and builds on those by adding in quality problem solving techniques and project management skills and tools which can be used in the workplace.

**47-196-479 Leadership Academy-Complete 0.60 Credit**  
This is the full Leadership Academy but packaged as one class rather than 7, encompasses the curriculum in the following courses: 47-196-472 Stress Management, 47-196-473 Time Management, 47-196-474 Change Management, 47-196-475 Creating Work Teams, 47-196-476 Managing Work Teams, 47-196-477 Managing Communication and 47-196-478 Leadership

**47-196-480 Strengths Finder 0.10 Credit**  
This course discusses the Strengths Finder Assessment and how individuals can use Strengths Finder within an employment setting to improve productivity and outcomes.

**47-196-481 5 Behaviors of a Cohesive Team 0.20 Credit**  
This course uses the DiSC assessment to help participants understand their teams and how they can increase productivity given DiSC make-up in work groups.

**47-196-482 Everything DiSC 0.20 Credit**  
This course uses the DiSC assessment to help participants understand their teams and how they can increase productivity given DiSC make-up in work groups, this course does not require the additional assessment that is used in the 5 Behaviors of a Cohesive Team course.

**47-196-483 DiSC Work of Leaders 0.20 Credit**  
Students will receive instruction on how to use the DiSC assessment to improve the performance of their Leadership teams.

**47-196-484 Leadership Academy-Person 0.30 Credit**  
This course encompasses previous Leadership Academy courses Time, Stress, and Change Management, as well as incorporating Strengths Finder assessment, to help individuals focus on personal leadership skills.

**47-196-485 Leadership Academy-Leader 0.30 Credit**  
This course encompasses previous Leadership Academy course, Managing Communication, as well as incorporating Emotional Intelligence concepts along with an Agile EQ assessment, to help individuals focus on the skills a leaders needs to be effective in their role.

**47-196-486 Leadership Academy-Team 0.30 Credit**  
This course encompasses previous Leadership Academy courses, Creating and Managing Work Teams and Leadership Styles, as well as incorporating a DiSC assessment, to help individuals focus on the skills leaders need to bring to effective team management.

**47-196-487 Emotional Intelligence 0.20 Credit**  
This course is designed as a stand-alone course to provide instructions on Emotional Intelligence and offer an Agile EQ assessment to individuals.

**47-196-488 Productive Conflict 0.20 Credit**  
This course is designed as a stand-alone course to provide instructions on Productive Conflict resolution techniques and offer a DiSC assessment to individuals.





**47-311-400 Responsible Beverage Server 0.10 Credit**  
This course is designed for people wishing to become a bartender in the State of Wisconsin. Students apply state laws and local ordinances relating to alcohol beverage service, identify the effects of alcohol on the body and behaviors associated with impairments, describe ramifications of intoxication on management, staff, customers, and the public, and apply strategies to reduce potential liability. This course is a requirement for a person to obtain an operator's license for selling alcoholic beverages. It also meets training requirements for tobacco retailers.

**47-455-455 Transition to Trainer: Your Role as a Journey Worker 0.20 Credit**  
Apprenticeship training is a collaborative partnership: employer and employee associations, government, and educational institutions each play a part. In reality, most learning takes place through the daily interaction between an apprentice and his/her co-workers. Surveys have shown that the apprentices are least satisfied with the on-the-job portion of their training--particularly the ability of journey level workers and supervisors to pass on their knowledge of the trade. You have already learned to use the tools of your chosen trade. In this workshop you will be introduced to a new set of basic tools--the tools of a jobsite trainer. You will explore the skills that are necessary to be an effective trainer, discover how to deliver hands-on training, and examine the process for giving useful feedback. During the workshop you will build a Training Toolkit to take back to your work on the job.

**47-458-404 CDL Preparation 0.60 Credit**  
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.

**47-458-404 CDL Preparation - Online 0.60 Credit**  
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.

**47-503-470 Firefighter State Testing Practical Exam 0.25 Credit**  
Practical examination for the Wisconsin State Firefighter Certification

**47-503-710 Entry Level Firefighter 1.50 Credits**  
This course is designed to prepare the student to meet the minimum requirements for structural firefighting in the State of Wisconsin as outlined in SPS 330. Upon successful completion on the course, the student will be qualified to participate in structural firefighting operations as a member of a fire department. The course focuses on safe working practices and the use of personal protective equipment, as well fire ground operations including; building search and rescue; forcible entry procedures; hoseline deployment; use of ground ladders; tactical ventilation; fire suppression operations; and salvage and overhaul operations.

**47-503-721 Firefighter I Certification (Part C) 0.89 Credit**  
This 36-hour course prepares the participant to be able to perform firefighting 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 Firefighter Parts 1 & 2. The targeted audience is individuals who have completed the minimum firefighting 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 Firefighter Part 1 (30 hours) and Part 2 (30 hours) courses, is designed to provide the Firefighter I candidate with the additional information needed to meet the job performance requirements (JPRs) defined in NFPA 1001, Standard for Firefighter 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 Firefighter 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.

**47-503-741 Entry Level Driver/Operator Part 1 Driving 0.30 Credit**  
This 12-hour course introduces the participant to the basic knowledge and skills necessary to perform fire apparatus driving and pumping duties for their respective fire departments. The targeted audience is individuals who expect to be appointed or have recently been appointed to driver/operator-pumper duties on their respective fire departments. This course, when taken in sequential order with Entry Level Operator-Pumper, is designed to provide the new pumper operator with the information needed to comply with the minimum pumper operator training requirements as specified in Comm 30.08, Employment standards, Department of Commerce, Chapter Comm 30, Fire Department Safety and Health.

**47-503-742 Entry Level Driver/Operator Part 2 Pump 0.44 Credit**  
This 18-hour course introduces the participant to the basic knowledge and skills necessary to perform fire apparatus driving and pumping duties for their respective fire departments. The targeted audience is individuals who expect to be appointed or have recently been appointed to driver/operator-pumper duties on their respective fire departments. This course, when taken in sequential order with Entry Level Operator-Pumper, is designed to provide the new pumper operator with the information needed to comply with the minimum pumper operator training requirements as specified in Comm 30.08, Employment standards, Department of Commerce, Chapter Comm 30, Fire Department Safety and Health.

**47-503-742 Entry Level Driver/Operator Part 2 Pump 0.45 Credit**  
This 18-hour course introduces the participant to the basic knowledge and skills necessary to perform fire apparatus driving and pumping duties for their respective fire departments. The targeted audience is individuals who expect to be appointed or have recently been appointed to driver/operator-pumper duties on their respective fire departments. This course, when taken in sequential order with Entry Level Operator-Pumper, is designed to provide the new pumper operator with the information needed to comply with the minimum pumper operator training requirements as specified in Comm 30.08, Employment standards, Department of Commerce, Chapter Comm 30, Fire Department Safety and Health.





**47-503-746 Entry Level Driver/Operator Part 3 Aerial Operation**  
**0.15 Credit**

Entry Level Driver/Operator-Aerial This 6-hour course introduces the participant to the basic knowledge and skills necessary to perform fire apparatus driving and aerial operation duties for their respective fire departments. The targeted audience is individuals who expect to be appointed, or have recently been appointed, to driver/operator-aerial duties on their respective fire departments. This course, when taken after completion of Entry Level Driver/Operator-Pumper, Part 2 is designed to provide the new aerial operator with the information needed to comply with the minimum aerial operator training requirements as specified in Comm 30.08, Department of Commerce, Chapter Comm 30, Fire Department Safety and Health.

**47-503-748 Entry Level Driver/Operator Part 4 Water Tender Operations**  
**0.15 Credit**

This course will offer instruction in the safe operation of fire department water tenders. Classroom lecture and hands-on operation of department water tenders will help to prepare firefighters to understand the hazards of driving these special duty vehicles. Pre-requisites: Entry Level/Driver/Operator and Entry Level Driver/Operator Pumper courses

**47-503-780 Hazardous Materials Operations Level** **0.50 Credit**

Hazardous Materials Operations Level This 16-hour course prepares the participant to perform the minimum hazardous material incident operations associated with firefighting functions at an advanced nationally recognized level under general supervision. The targeted audience is individuals who have completed, or are in the process of completing, the Firefighter I Job Performance Requirements (JPRs) in NFPA 1001. This course is designed to provide the Firefighter I candidate with the information needed to meet the JPRs in Chapter 5, Core Competencies for Operations Level Responders, and Section 6.6., Mission-Specific Competencies: Product Control, of NFPA 472. The participant must also take the Firefighter I course in order to meet the remainder of the NFPA Firefighter I JPRs. Participants who were certified as Firefighter I or Firefighter II prior to 2008 and wish to be certified to the Driver/Operator- Pumper/Aerial, Fire Officer I & II, or Fire Instructor, must have completed this course as a prerequisite to these certification levels.

**47-504-413 Jail Acad-Intro to Corrections** **0.05 Credit**

Students will learn key concepts and requirements underlying county jail operations and an introduction to the role of the jail officer as a corrections professional. Issues covered include the purposes and goals for county jails, key Wisconsin statutes and Administrative Code requirements on jails, and the role of state and national standards for jail operations. Students will learn about the professional responsibilities of a jail officer. This course will also feature an overview of the curriculum and premises of the basic jail officer training course. Pre-requisites: Basic Jail Academy students must meet minimum standards as defined by the Wisconsin Training and Standards.

**47-504-415 Jail Academy: Maintain Jail Security** **0.20 Credit**

Students will learn basic concepts, guidelines and skills for fulfilling an officer's role in a jail security program. Key focuses of training include searching inmates; control and use of jail keys and locking systems; conducting security checks; counting inmates; searching inmate living areas; control of weapons, tools, utensils and housekeeping equipment; and use of surveillance and communications equipment. Students will have the opportunity to practice skills and techniques in simulated situations. Pre-requisites: Basic Jail Academy students must meet minimum standards as defined by the Wisconsin Training and Standards.

**47-504-416 Jail Acad-Jail Hostage Response** **0.10 Credit**

Students will learn key concepts and guidelines regarding what to do in the event of being taken hostage in a jail. Students will learn indicators of possible pending hostage situations, and key hostage survival techniques in the event of a jail hostage situation. In addition, students will learn guidelines for proper action during a tactical operation to end a hostage situation. Finally, students will learn guidelines for proper action in the aftermath of a hostage situation, including guidelines for effective emotional survival, both short-term and long-term. Prerequisites: Basic Jail Academy students must meet minimum standards as defined by the Wisconsin Training and Standards.

**47-504-417 Jail Acad-Professional Communication** **0.60 Credit**

Students will learn key concepts and principles underlying professional verbal communication in a correctional setting, and basic skills for effective communication with inmates and others with whom an officer comes into contact. Students will learn fundamentals of communication, general communication skills such as positive listening and asking questions or giving orders, overcoming barriers to effective communication, and skills for using the Basic Contact Model and Disturbance Resolution Contacts, including mediation, arbitration and crisis intervention. Guidelines for effectively communicating in the workplace are also featured. A key premise of this course is that Professional Communication Skills must be viewed in the context of unified tactical training, and is based on application of the First Responder Philosophy and Disturbance Resolution. Students will practice communication skills in a variety of simulated situations. Prerequisites: Basic Jail Academy students must meet minimum standards as defined by the Wisconsin Training and Standards.

**47-504-418 Jail Acad-Admit and Release Inmates** **0.25 Credit**

Students will learn principles, concepts, legal requirements and skills involved in the processes of admitting and releasing inmates from jail custody. Key issues include the steps involved in receiving prisoners for intake, completing admissions records, orienting new inmates to the jail environment, determining classification for housing assignments and other purposes, and releasing inmates from custody. Students will practice key skills, including fingerprinting and completion of health screening forms. Prerequisites: Basic Jail Academy students must meet minimum standards as defined by the Wisconsin Training and Standards.

**47-504-420 Jail Acad-Inmate Supervision and Behavior Control** **0.30 Credit**

Students will learn principles, guidelines and skills for supervising jail inmates and controlling inmate behavior. Key issues include the significance of jail security and inmate safety in effective supervision, skills for observing inmates, guidelines for effective staff-inmate relations, fraternization, and guideline to identify and avoid inmate manipulation attempts. In regard to inmate behavior control, both positive behavior control strategies and negative behavior approaches (punishment for rules violations) are featured. The state legal requirements for discipline of inmates are a key focus. Students will practice supervision and behavior control skills in simulated situations. Prerequisites: Basic Jail Academy students must meet minimum standards as defined by the Wisconsin Training and Standards.

**47-504-422 Jail Acad-Super Special Inmate/Crisis Intervention** **0.34 Credit**

Students will learn concepts, guidelines and skills for proper supervision of "special" inmates in a jail setting, primarily including those who are emotionally distressed, mentally disordered, suicide risks, and/or developmentally disabled. Key issues to be covered include intake screening, recognition of problem situations or possible disorders, guidelines for management and supervision of inmates, and documentation. Students will also learn basic crisis intervention skills for responding to inmates undergoing various categories of crises. Students will practice key skills in simulated situations. Pre-requisites: Basic Jail Academy students must meet minimum standards as defined by the Wisconsin Training and Standards.



**47-504-425 Jail Acad-Prepare Reports 0.15 Credit**  
Students will learn basic requirements, guidelines and skills for proper and professional documentation of jail activities and incidents. Key focuses of training include general guidelines for documentation of activities, values and benefits of jail incident reports, and guidelines for writing reports. Additionally, there is a focus is on writing use of force reports as well as reports on incidents involving possible violations of statutes or ordinances. Students will practice writing narrative reports. Pre-requisites: Basic Jail Academy students must meet minimum standards as defined by the Wisconsin Training and Standards.

**47-504-426 Jail Acad-Correctional Law 0.20 Credit**  
Students will learn key concepts and principles underlying legal requirements for jail operations and guidelines for protecting the legal rights of inmates. Key issues covered include rules and standards governing jail operations, structure of the court system, overview of civil liability, and key constitutional rights of inmates. Students will also learn how applicable Wisconsin statutes and Administrative Code requirements reflect or expand upon the broader constitutional protections for inmates. Prerequisites: Basic Jail Academy students must meet minimum standards as defined by the Wisconsin Training and Standards.

**47-504-434 Pursuit Refresher 0.10 Credit**  
This course follows the curriculum of the Department of Justice for mandatory biannual pursuit training for law enforcement in Wisconsin.

**47-504-439 Jail Acad-Jail Health Care 0.30 Credit**  
Students will learn basic concepts, guidelines and skills enabling them to fulfill the role and duties of an officer in assisting with provision of adequate health care to jail inmates. The legal duty to ensure provision of adequate health care to inmates is featured. Key issues include intake screening for inmate health care needs, responding to inmate health care needs or requests, control and delivery of medications, and identification and proper response to a variety of common health care problems or situations. Additionally, students will learn key requirements and guidelines regarding maintenance of health care records and documents. Prerequisites: Basic Jail Academy students must meet minimum standards as defined by the Wisconsin Training and Standards.

**47-504-442 Jail Academy Fire Safety 0.20 Credit**  
Students will learn basic concepts, guidelines and skills enabling them to fulfill the role of an officer in assisting with an overall fire safety program in a jail. Basic information on causes of jail fires and factors associated with fires and fire safety are a focus. Students will learn basic fire prevention and control guidelines. Key psychomotor skills taught include extinguishing small fires, responding to alarms, donning and using self-contained breathing apparatus, and search-and-rescue operations. Students will practice key skills. Prerequisites: Basic Jail Academy students must meet minimum standards as defined by the Wisconsin Training and Standards.

**47-504-463 Vehicle Contacts 0.05 Credit**  
Students review and identify threat assessment opportunities before and during vehicle contacts and practice proper procedures for conducting high-risk vehicle contacts in a safe manner.

**47-504-515 Jail Academy Orientation 0.05 Credit**  
Orientation to Jail Academy rules and procedures. Pre-requisites: Acceptance into the Jail Academy

**47-504-516 Jail Academy Jail Officer Wellness 0.10 Credit**  
Students will learn the importance of a healthy lifestyle when working as a jail officer. The topics to be focused on include stress relaxation techniques and how to implement healthy habits. Pre-requisites: Acceptance into the Jail Academy

**47-504-517 Jail Academy Phase I Testing 0.25 Credit**  
Students will participate in integration exercises on Phase I material and complete a written exam. Pre-requisite: Basic Jail Academy Students must meet minimum standards as defined by the Wisconsin Training and Standards.

**47-504-518 Jail Academy Investigations 0.05 Credit**  
Jail Officers will learn the basic investigation skills needed to respond to crime scenes. The focus will be on protecting the scene and evidence. Pre-requisite: Acceptance into the Jail Academy

**47-504-519 Jail Academy: Suicide Prevention 0.10 Credit**  
Students will learn how to recognize the clues and signs of a co-worker, or themselves, in crisis which could lead to suicide. The students will also learn to ask the question: "Are you thinking of committing suicide?" Pre-requisite: Acceptance into the Jail Academy

**47-504-520 Jail Academy: POSC I 0.40 Credit**  
Students will learn the basic conceptual framework and physical skills for application of Principles of Subject Control (POSC), which is the system for proper use of force in correctional setting. Students will learn the legal basis for and limitations on use of force; key concepts, including the Control Theory, the First Responder Philosophy, and Disturbance Resolution; and the key components of Disturbance Resolution: approach considerations, intervention options, and follow-through considerations. Additionally, students will learn to articulate use of force actions, both verbally and in writing. Students will practice the psychomotor skill tactics and techniques that are set forth as trained use of force options. The first section will focus on knowledge and concepts. Pre-requisite: Basic Jail Academy Students must meet minimum standards as defined by the Wisconsin Training and Standards.

**47-504-521 Jail Academy: POSC II 0.60 Credit**  
Students focus on the hands on skill development of Principles of Subject Control. Pre-requisite: Basic Jail Academy Students must meet minimum standards as defined by the Wisconsin Training and Standards.

**47-504-522 Jail Academy Phase II Testing 0.55 Credit**  
Students will participate in integration exercises, training scenarios, and evaluation scenarios as part of training experience and complete a written exam. Pre-requisite: Basic Jail Academy Students must meet minimum standards as defined by the Wisconsin Training and Standards.

**47-504-523 VCQB: Vehicle Close Quarter Battle 0.40 Credit**  
Vehicle CQB is an accelerated shooting class focused on positional shooting and a critical look at how we have historically fought in and around vehicles. Students will push the boundaries of "traditional" cover and concealment utilizing various cars and trucks in a true 3D environment. Drills will incorporate critical weapon employment while engaging threats in, around, from, over and under vehicles with a heavy emphasis on problem solving. Live ballistic demos with a variety of ammunition will be conducted as the class explores ballistic deflection, deformation, penetration and terminal effect in direct correlation to various vehicle mediums. Both days of this course will be long days, so come prepared. Pre-requisite: Law Enforcement or Military



**47-504-524 VCQB Instructor 1.00 Credit**  
VCQB® Instructor is an accelerated shooting class focused on positional shooting and critical light manipulations in and around vehicles. Students will push the boundaries of “traditional” cover and concealment utilizing various cars and trucks in a true 3D environment. Drills will incorporate critical weapon employment while engaging threats in, around, from, over and under vehicles with a heavy emphasis on problem solving. Lighting principles and threat assessment all play a major factor in this course. Live ballistic demos with a variety of ammunition will be conducted as the class explores ballistic deflection, deformation, penetration and terminal effect in direct correlation to various vehicle mediums. Classroom portions will include video diagnostics, statistics, tactics and the science behind why we win and lose around vehicles. The final day of the VCQB® instructor program will give students non-lethal training curriculum to advance their department’s status quo past static square range tactics. This dynamic curriculum is developed in a drill format that allows students to experience common avenues of attack by motivated threats in and around vehicles. The curriculum ensures the highest performance from students prior to them encountering an actual engagement. Students will leave with a full instructor packet to include extensive lesson plans, a PowerPoint slideshow, video diagnostics, diagrams, and relevant studies. This course will have long days and a night shoot (depending on range logistics). Upon satisfactory completion of this 40 hour course students will be awarded a VCQB® Instructor Certification. Pre-requisite: Law Enforcement or Military

**47-504-525 High Risk Vehicle Stops Instructor Workshop 0.40 Credit**  
High Risk Vehicle Stops Instructor Workshop takes a critical look at the traditional “Felony Car Stop”. An extensive live vehicle ballistics demo on various mediums will examine bullet deflection and deformation. A comprehensive look at vehicular cover and concealment will then be directly applied to the footwork and logistics of high risk stops and approaches. Various force on force simulation scenarios, along with video and the ballistics data collected, will be utilized to both validate and debunk an array of high risk vehicle tactics. This is a problem solving course, come prepared. Pre-requisite: Law Enforcement or Military

**47-504-526 Preparatory Academy Make-Up 0.20 Credit**  
Students will complete any missed Academy time, in which the student could not make-up without additional instructor hours. Students must be accepted into the Academy and have approval of the Academy Director to take this class.

**47-504-902 Jail Academy: Ethics & Ethical Decision Making 0.10 Credits**  
Students will learn basic concepts and guidelines regarding ethics and ethical decision-making in a correctional environment, such as a county jail. Students will explore belief systems, social pressures, moral problems, decision-making and the consequences of decisions. The course includes a specific focus on common ethical problems and dilemmas that may occur in a jail setting. Basic Jail Academy students must meet minimum standards as defined by the Wisconsin Training and Standards.

**47-504-920 Firearms Update for Agencies 0.10 Credit**  
Students will qualify in a variety of firearms courses that meet the agency standards.

**47-510-450 Respiratory Home Care Basics 0.40 Credit**  
Participants will learn how to confidently care for loved ones and friends who are ill or recovering from a new or long term respiratory illness in the comfort of their homes.

**47-510-480 Birth Doula Labor Support Workshop 0.75 Credit**  
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.

**47-531-402 First Responder Refresher 0.55 Credit**  
First Responders update and practice their skills in a scenario based patient care exercise format. Organizations are encouraged to recommend specific areas of skills and enrichment needed by their members. Wisconsin Standard First Responders will additionally interface their training with the EMS Provider they normally support. This course does not include CPR recertification or advanced skill refresher

**47-531-403 Emergency Medical Technician(EMT)-Refresher 0.75 Credit**  
Student demonstrates updated knowledge and new techniques used to respond to an emergency as an ambulance attendant. Students integrate critical thinking, updated emergency care concepts and skills in managing an overall prehospital treatment plan for their patient. Prerequisite: EMT-Basic (30-531-301) or EMT-Basic (47-531-401)

**47-531-405 Heartsaver CPR/AED 0.10 Credit**  
This course teaches basic CPR skills. Course content includes adult CPR and AED use and choking as well as optional modules in child CPR and AED use and infant CPR, including child and infant choking.

**47-531-410 NREMT Practical Test 0.10 Credit**  
We would like the EMT students to be able to register and pay their practical testing fees online through the CE portal.

**47-531-411 NREMT Advanced Practical Test 0.10 Credit**  
We would like the AEMT students to be able to register and pay their practical testing fees online through the CE portal.

**47-531-414 Heartsaver CPR/AED First Aid 0.15 Credit**  
This course teaches basic first aid and is designed to meet OSHA regulations. First aid basics include topics such as scene safety, finding the problem, calling for help, and more; Medical emergencies (including choking, breathing problems, shock and more); Injury emergencies (including actions for bleeding, broken bones, burns and more); Environmental emergencies (including actions for bites and stings, temperature-related and poison emergencies) Adult CPR and AED is included in this course. Optional modules include child and infant CPR.

**47-531-436 BLS for Healthcare Provider-CPR 0.10 Credit**  
This course provides instruction in the critical concepts of high-quality CPR and the AHA Chain of Survival. The course includes 1-rescuer and 2-rescuer CPR/AED for adult/child/infant. The differences between adult child and infant rescue techniques will be learned. Other skills such as bag-mask techniques for adult, child and infant, as well as introduction to CPR with an advanced airway will be taught. Rescue breathing and relief of choking for adult, child and infant will be taught as well. This course fulfills the requirements for CPR for the health related courses offered through Southwest Technical College.



**47-531-437 BLS for Healthcare Provider-CPR Recertification 0.05 Credit**  
This course provides recertification in the critical concepts of high-quality CPR and the AHA Chain of Survival. The course includes 1-rescuer and 2-rescuer CPR/AED for adult/child/infant. The differences between adult child and infant rescue techniques will be learned. Other skills such as bag-mask techniques for adult, child and infant, as well as introduction to CPR with an advanced airway will be taught. Rescue breathing and relief of choking for adult, child and infant will be taught as well. This course fulfills the recertification requirements for CPR for the health related courses offered through Southwest Technical College.

**47-531-438 12 Hour AEMT Refresher 0.30 Credit**  
This course fulfills the 42 hour AEMT refresher requirement when taken in conjunction with a 30 hour EMT refresher. Pre-requisites: 30 Hour EMT Refresher

**47-531-443 Evaluation for BLS for HCP Recert 0.05 Credit**  
This is the practical evaluation component of the Health Care Provider CPR recertification course (online version). Students must be evaluated by a CPR instructor after taking the on-line BLS for HCP recert course. Students must demonstrate the practical skills from the course. Prerequisite: Online course through American Heart Association

**47-531-452 HeartCode BLS 0.10 Credit**  
HeartCode BLS online classroom training with testing via Voice-Assisted Manikins (VAMs) for skills verification. There is no direct interaction with a certified AHA instructor, however an instructor is available during skills testing if there are questions or equipment issues/concerns.

**47-531-454 EMS Continuing Education 24 hours annually 0.60 Credit**  
This course is continuing education for EMS which covers various topics with lecture and hands-on time.

**47-817-485 NFPA 70 E Arc Flash Safety 0.15 Credit**  
For managers, maintenance technicians, electricians, and safety officers.  
• Discuss electrical safety program requirements • Examine hazard risk assessments on equipment and proper selection of PPE. • Assess materials through competency testing. • Successful completion fulfills Wisconsin Continuing Ed DSPS #15707 (5 hours)

**47-817-485 Safety NFPA 70E Arc Flash 0.15 Credit**  
For managers, maintenance technicians, electricians, and safety officers.  
• Discuss electrical safety program requirements • Examine hazard risk assessments on equipment and proper selection of PPE. • Assess materials through competency testing. • Successful completion fulfills Wisconsin Continuing Ed DSPS #15707 (5 hours)

**50-413-501 Industrial Electrician I 4.00 Credits**  
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.

**50-413-502 Industrial Electrician II 4.00 Credits**  
Students apply the theory of magnetism and electromagnetism (generation and utilization) to motor control, line diagrams and devices using basic trigonometry, and code wiring methods. Students must be indentured in the Industrial Electrician Apprenticeship Program.

**50-413-507 Industrial Electrician VII 2.00 Credits**  
Students control processes using industrial solid state devices and apply digital fundamentals theory for industrial uses.

**50-413-508 Industrial Electrician VIII 2.00 Credits**  
Students program electronically programmable devices, smart motor controllers and programmable logic controllers.

**50-413-521 Construction Electrician I 2.00 Credits**  
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.

**50-413-527 Construction Electrician VII 2.00 Credits**  
Students gain knowledge in load calculations, commercial/industrial lighting, specialty lighting, standby and emergency systems, and basic electronic theory.

**50-413-528 Construction Electrician VIII 2.00 Credits**  
Students work with fire alarm systems, specialty transformers, advanced solid state controls, HVAC controls, welding machinery, heat tracing, and freeze protection.

**50-427-751 Sanitary Drains 1 2.00 Credits**  
Plumbing related instruction of sanitary drain systems. Course includes a review of codes and trade practices related to sanitary drains, drainage systems, components and applications. Prerequisites: Wisconsin indentured plumbing apprentice with a current state plumbing apprentice license.

**50-427-752 Vents and Venting Systems 2.00 Credits**  
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 2.00 Credits**  
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.

**50-427-762 Plumbing Blueprint Reading 1.25 Credits**  
Provides instructional material for plumbing apprentices to develop the ability to interpret trade blueprints and to plan the installation of the required plumbing. Skills covered include identifying blueprint features, interpreting specifications, reading a blueprint for the purpose of layout work, listing material from print, and coordinating installation of piping with other trades. Blueprint reading practice will be offered while working with an actual print. Prerequisites: Wisconsin indentured plumbing apprentice with a current state plumbing apprentice license.

**50-427-763 Plumbing PRI Independent Study 1.00 Credit**  
Provides additional hours for plumbing apprentices who require time to complete their 572 hours of paid related requirement. Up to 72 hours can be scheduled as need in an independent study format. Course hours can be used to make up for time lost due to injury or illness, or to catch-up apprentices who start mid-term for example. Prerequisites: Wisconsin indentured plumbing apprentice with a current state plumbing apprentice license.





**50-427-770 Plumbing PRI Independent Study - Makeup Hours 0.50 Credit**  
Provides additional hours for plumbing apprentices who require time to complete their 572 hours of paid related requirement. Up to 72 hours can be scheduled as need in an independent study format. Course hours can be used to make up for time lost due to injury or illness, or to catch-up apprentices who start mid-term for example. Prerequisites: Wisconsin indentured plumbing apprentice with a current state plumbing apprentice license.

**50-620-707 Welding Basics for Mechatronics 1.00 Credit**  
Course compares common welding processes and develops apprentice skills related to welding, cutting, heating and using oxy-gas. Welding with arc and MIG will help develop competency working with metal. Additional course learning outcomes may include common cutting and joining techniques associated with applicable trade work processes. Students must be indentured in the Mechatronics Technician Apprenticeship Program.

**50-620-714 HMI Technologies & PLC Applications for Mechatronics 2.00 Credits**  
Human machine interface devices, software and technologies will be examined for mechatronic systems. Apprentices will work in a lab/shop/training center setting to create touchscreens, set-up networks, and configure systems. Students must be indentured in the Mechatronics Technician Apprenticeship Program.

**50-620-715 Introduction to Robotic Systems for Mechatronics 2.00 Credits**  
Course introduces the apprentice to the robot teach pendant and methods of robot jogging. Learners will be taught to replace servo motors, re-master the robot, and back up robot software and programs. Maintenance, servicing and safety will be emphasized. Cable management systems will be examined. Students must be indentured in the Mechatronics Technician Apprenticeship Program.

**50-620-716 Introduction to Robotic Integration 3.00 Credits**  
Mechatronic apprentices will explore offsets, vision systems and system integration using robotic simulation and capstone project. The project will tie everything learned during their apprenticeship together – safety, machine integration, vision systems, CNC, machine applications for robotics, troubleshooting, and work documentation. Students must be indentured in the Mechatronics Technician Apprenticeship Program.

**73-851-710 Communication 1 1.00 Credit**  
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.

**73-854-710 Math 1 1.00 Credit**  
Students use addition, subtraction, multiplication, and division with whole numbers and fractions. Learners apply the English measurement system, manage personal finances, demonstrate the basic functions of a calculator, and identify geometric shapes. Students use estimation in problem solving and check answers for logical outcomes.

**73-856-710 Science 1 1.00 Credit**  
Students establish a knowledge base in personal hygiene, nutrition, plants, animals, the human body, ecosystems, the universe, laws of matter and motion, and simple machines. Students relate this knowledge to life situations and job or learning goals.

**73-858-710 Reading 1 1.00 Credit**  
Students develop a basic sight vocabulary, use word attack skills to decode words, comprehend a variety of written and illustrative materials at a literal level and transfer skills to the workplace, school, and everyday life. Learners employ basic learning strategies to process written materials, use informational resources, and demonstrate responsibility for learning.

**73-859-710 Social Studies 1 1.00 Credit**  
Students establish a basic knowledge of people, places, and environments and their relationship to world history and geography. Learners demonstrate knowledge of cultural diversity and the advantages of existing within a global economy. Students gain content knowledge through use of various resources and interaction with others.

**73-862-710 Employability Skills 1 1.00 Credit**  
Students participate in various self-awareness exercises and acquire knowledge of expectations in school/work settings. Learners complete interest and personal style inventories, set personal short-and long-term goals, explore career clusters and sources of information about job opportunities.

**74-851-720 Communication 2 1.00 Credit**  
Students compose compound and complex sentences, and combine sentences into unified paragraphs. Students select appropriate format and use the writing process to compose written documents, including essays. Learners edit work and revise errors using various resources and technology. Communication skills are applied to create messages, give and receive criticism, solve problems, and follow rules for group interaction.

**74-854-720 Math 2 1.00 Credit**  
Students apply decimals, percents, probability, ratio and proportion to real life situations. Learners use the metric measurement system, interpret tables and graphs, apply basic geometric concepts and formulas, and master pre-algebra skills. Learners apply concepts to real life situations such as tax forms, consumerism, and budgeting. Students develop a sense of numeracy, using mathematical language, and apply critical thinking to problem solving.

**74-856-720 Science 2 1.00 Credit**  
Students develop a broader knowledge in physical science, environmental issues, and health. Learners master scientific concepts including climate, cell theory, genetics, energy, and basic chemical reactions. Students apply the scientific method to integrate these concepts into daily life.

**74-858-720 Reading 2 1.00 Credit**  
Students develop independent reading skills. Students use word analysis strategies, build vocabulary, and comprehend at an inferential and critical level, interpret context clues, and apply information from content. Students set goals, manage time and resources, select appropriate materials for tasks, and use technology.

**74-859-720 Social Studies 2 1.00 Credit**  
Students develop a basic knowledge of the United States including history, geography, sociology, and psychology. Learners demonstrate knowledge of rights, freedoms, responsibilities, and beliefs that support life in a democratic republic. Students summarize the roles that individuals, groups, and institutions play in regard to economic, cultural, political, and foreign policy issues.





**74-862-720 Employability Skills 2** **1.00 Credit**  
Students explore sound practices related to getting and keeping a job. Learners complete a job application, resume, cover letter, post-interview letter, and job interview. Students identify appropriate ways to dress for a job. Students identify appropriate ways to adjust to a new job and to cope with a job loss or rejection.

**75-861-710 Beginning English as a Second Language (ESL)** **1.00 Credit**  
Students practice understanding, speaking, reading and writing basic English skills. In listening, the student comprehends short utterances, simple courtesy expressions, and main themes. In writing, students copy, list and label concrete terms and fill in simple autobiographical information on forms. In reading and speaking, students recognize and communicate limited sight-word vocabulary.

**75-861-730 Low Beginning English as a Second Language** **1.00 Credit**  
Students listen to decipher the main idea of a dialog. Students read short passages with general comprehension and produce simple oral and written sentences.

**75-861-750 High Beginning English as a Second Language** **1.00 Credit**  
Students understand questions and answers, and hold simple face-to-face conversations. In reading, students read for information and identify supporting details. In writing, students write short letters and paragraphs using simple grammatical structures.

**75-861-770 Low Intermediate English as a Second Language** **1.00 Credit**  
Students converse with native speakers and understand familiar topics. In listening, students identify mood and attitude of the speaker, and master polite expressions. In reading, students use context clues, and skimming and scanning skills. In writing, students take notes in class and write short essays which are comprehensive to a native speaker.

**75-861-790 High Intermediate English as a Second Language** **1.00 Credit**  
Students communicate at work and can satisfy the social demands of conversation with sensitivity to both informal and formal language. In listening, students comprehend abstract discussions. In writing, students use both informal and formal prose, can paraphrase and summarize, and can produce complex sentence structures with accuracy.

**76-851-730 Communication 3** **1.00 Credit**  
Students apply knowledge of the eight parts of speech, grammar and usage, and sentence mechanics to increase the quality of written and spoken communication. Learners write sentences, paragraphs, and essays to convey meaning clearly and correctly. Students use resources, technology, critical analysis, teamwork, and problem-solving skills to continually improve communication. Learners transfer these skills to other courses and settings.

**76-854-730 Math 3** **1.00 Credit**  
Students apply algebra and geometry concepts such as exponents, radicals, equations, scientific notation, formulas, and triangle theory. Learners develop graphs and tables, interpret statistics, and apply English and metric measurement systems. Students select appropriate technology and value the use of math in other courses and daily life.

**76-856-730 Science 3** **1.00 Credit**  
Students utilize the fundamental principles of biology, chemistry, and physics in investigation of science related issues. Learners research topics, analyze scientific data for validity and application of daily life, and report the findings. Students assess the interrelatedness of science, technology, and society.

**76-858-730 Reading 3** **1.00 Credit**  
Students apply critical thinking to analyze word origins, develop a specialized vocabulary, assess content validity, and adjust reading strategies to the difficulty of the material. Students organize, integrate, and reconstruct information from multiple sources, including prior experience. Students apply reading strategies and monitor effectiveness of their own learning. Learners transfer these skills to other courses and settings.

**76-859-730 Social Studies 3** **1.00 Credit**  
Students review a basic knowledge of history, political science, geography, economics, sociology, and psychology as they relate to world issues and concerns. Learners access information from a variety of resources in order to be informed citizens who impact policy formation. Students analyze their own and other opinions on important issues. Students perform an in-depth study of state and federal constitutions, local government operation, and the rights and responsibilities of U.S. citizens.

**76-862-730 Employability Skills 3** **1.00 Credit**  
Students prepare to make a smooth transition into a specific occupational training program or meaningful employment. Learners compile current data on technological updates, job trends, and employment statistics in a field of their choice. Students apply sound practices related to getting and keeping a job.

**76-890-701 Adult Basic Education Pathway Orientation** **1.00 Credit**  
As a result of this course, students will explore the different options available to them in the Adult Basic Education program. Students will complete the TABE or a TABE-CLAS-E assessment. They will identify their goals and develop a Personal Education Plan.

**77-854-799 Math Review** **1.00 Credit**  
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.

**77-854-799 Math Review (1st 8 Weeks)** **1.00 Credit**  
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.

**77-854-799 Math Review (2nd 8 Weeks)** **1.00 Credit**  
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.

**77-854-799 Math Review Online (1st 8 Weeks)** **1.00 Credit**  
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.

**77-854-799 Math Review Online (2nd 8 Weeks)** **1.00 Credit**  
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.

**77-854-799 Math Review: Advanced Nursing Skills** **1.00 Credit**  
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.



**77-854-799 Math Review: Nursing Skills** **1.00 Credit**  
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.

**77-854-799 Math Review: PTA Kinesiology** **1.00 Credit**  
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.

**78-851-799 Communication Review (Walk-In)** **1.00 Credit**  
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 (Walk-In)** **1.00 Credit**  
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 (Walk-In)** **1.00 Credit**  
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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