

CATALOG

THIS IS WHERE
YOU SUCCEED

2022–2023





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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.

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.

Please reference the Student Handbook for policies regarding financial aid, grading, and conduct.

www.swtc.edu/handbook

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.

2022–2023 Academic Calendar

JULY

15 Fall Semester Book Deferment Opens

AUGUST

22 Fall Semester Begins
28 Drop/Add Period Ends (for full term classes)

SEPTEMBER

1 Begin Accepting Applications for 2023-2024
5 Campus Closed (Holiday)
20 Book Deferment Ends
29 1st Semester Disbursement of Grants
1st Half Disbursement of Federal Direct Subsidized and Unsubsidized Loans

OCTOBER

7 Program Completion Forms Due
14 End of First Eight Weeks
27 2nd Half Disbursement of Federal Loans

NOVEMBER

1 No Title IV Financial Aid Repayment for Most Students AFTER This Date.
11 Veteran Priority Registration
14 Continuing Student Registration Begins
28 New Student Registration Begins
24–25 Campus Closed (Holiday)

DECEMBER

1 Spring Semester Book Deferment Opens
5 Waitlist Registration Begins
14 Open Registration Begins
16 Winter Graduation Ceremony
19 Grades/Course Assessments Due

WINTER BREAK

December 19–January 13: No Classes
December 26–January 2: Campus Closed

JANUARY

16 Spring Semester Begins
22 Drop/Add Period Ends (for full term classes)

FEBRUARY

14 Book Deferment Ends
17 Program Completion Forms Due
23 2nd Semester Disbursement of Grants

MARCH

10 End of First Eight Weeks
13–17 Spring Break—No classes
23 2nd Half Disbursement of Federal Loans
27 Veteran Priority Registration
28 Continuing Student Registration Begins

APRIL

6 No Classes
7 Campus Closed (Holiday)
17 New Student Registration Begins

MAY

15 Waitlist Registration Begins
20 Spring Graduation Ceremony
22 Grades/Course Assessments Due
29 Campus Closed (Holiday)

JUNE

5 Summer Semester Begins
19 Open Registration Begins



Accreditation

Southwest Wisconsin Technical College is accredited by the [Higher Learning Commission](http://hlcommission.org) (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.

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. 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.

Accounting

10-101-1 • Associate Degree • 66 Credits

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

Related Degrees and Certificates

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

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.

Curriculum listed is tentative for the 2022-23 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
10-101-121	Advanced Accounting Spreadsheets	3
10-101-123	Payroll Applications	2
10-101-127	QuickBooks	1
10-101-129	Sage 50 (Peachtree)	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

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

SEMESTER 4		16 CREDITS
10-101-114	Accounting 4	4
10-101-118	Taxes 2	3
10-101-124	Accounting Systems and Procedures	3
10-801-197	Technical Reporting	3
10-809-195	Economics	3

Accounting Assistant

31-101-1 • Technical Diploma • 34 Credits

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

Related Degrees and Certificates

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

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.

Curriculum listed is tentative for the 2022-23 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
10-101-127	QuickBooks	1
10-101-129	Sage 50 (Peachtree)	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

10-006-7 • Associate Degree • 69 Credits

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.

Related Degrees

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

Program Basics

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

Curriculum listed is tentative for the 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		16 CREDITS
10-006-116	Introduction to Soils	3
10-006-121	Agribusiness Computer Applications	2
10-006-169	Career Development in Agriculture	2
10-006-180	Animal Science	3
10-801-195	Written Communication * OR *	
10-801-136	English Composition 1	3
10-804-107	College Mathematics	3

SEMESTER 2		17 CREDITS
10-006-104	Animal Nutrition * OR *	
10-006-126	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
10-801-196	Oral/Interpersonal Communication	3

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

SEMESTER 4		17 CREDITS
10-006-134	Agricultural Equipment Management	3
10-006-137	Agribusiness Marketing & Promotion	3
10-006-163	Agribusiness Management	3
10-101-101	Accounting 1, Part 1	2
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

10-006-5 • Associate Degree • 69 Credits

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.

Related Degrees

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

Program Basics

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

Curriculum listed is tentative for the 2022-23 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

31-006-3 • Technical Diploma • 40 Credits

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 Technician 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

Curriculum listed is tentative for the 2022-23 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	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

Agribusiness, Science & Technology-Animal Science

10-006-6 • Associate Degree • 68 Credits

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

Related Degrees

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

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

Curriculum listed is tentative for the 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		16 CREDITS
10-006-116	Introduction to Soils	3
10-006-121	Agribusiness Computer Applications	2
10-006-169	Career Development in Agriculture	2
10-006-180	Animal Science	3
10-801-195	Written Communication * OR *	
10-801-136	English Composition 1	3
10-804-107	College Mathematics	3

SEMESTER 2		16 CREDITS
10-006-104	Animal Nutrition	3
10-006-123	Artificial Insemination Training	1
10-006-142	Introduction to Animal Health	2
10-006-150	Farm Animal Reproduction	3
10-006-151	Animal Selection & Improvement-Dairy * OR *	
10-006-152	Animal Selection & Improvement-Livestock	2
10-070-104	Ag Safety, Electrical & Maintenance	2
10-801-196	Oral/Interpersonal Communication	3

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

SEMESTER 4		18 CREDITS
10-006-131	Forage Crop Production Management	2
10-006-144	Livestock Housing & Equipment	2
10-006-146	Milk Production * OR *	
10-006-147	Meat Quality	3
10-006-158	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

SEMESTER 5		15 CREDITS
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

Agricultural Power & Equipment Technician

32-070-1 • Technical Diploma • 62 Credits

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 2022-23 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

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

31-405-1 • Technical Diploma • 32 Credits

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 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		17 CREDITS
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

SEMESTER 2		15 CREDITS
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

32-404-2 • Technical Diploma • 60 Credits

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 2022-23 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

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

31-475-1 • Technical Diploma • 28 Credits

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 10-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 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		15 CREDITS
31-408-308	Construction Safety and Health	1
31-475-312	Introduction to Building Trades	1
31-475-313	Site Layout, Foundations and Formwork	2
31-475-314	Floor and Wall Framing	3
31-475-315	Blueprint Reading	2
31-475-316	Roof Systems	2
31-475-317	Exterior Finishes	2
31-804-305	Applied Mathematics	2

SEMESTER 2		13 CREDITS
31-475-318	Residential Estimating	2
31-475-319	Building Science and Sustainability	1
31-475-320	Insulation, Drywall Installing & Finishing	2
31-475-321	Cabinet Construction and Installation	1
31-475-322	Interior Finishes and Stair Construction	3
31-475-323	Windows, Doors, and Hardware Installation	2
31-801-310	Workplace Communication	2

Business Management

10-102-3 • Associate Degree • 60 Credits

This program is available 100% online.

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 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		15 CREDITS
10-102-105	Introduction to Business	3
10-102-131	Developing a Business Plan	1
10-102-151	Personal Finance	1
10-103-105	Beginning Microsoft Word	1
10-801-195	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

SEMESTER 2		14 CREDITS
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

SEMESTER 3		16 CREDITS
10-102-104	Principles of Finance	3
10-102-110	Business Law 2	3
10-102-129	Human Resources Management	3
10-102-133	Career Planning in Business	1
10-809-143	Microeconomics	3
10-809-199	Psychology of Human Relations * OR *	
10-809-198	Intro to Psychology	3

SEMESTER 4		15 CREDITS
10-102-108	Risk Management	3
10-102-115	Business Management Strategies	3
10-102-132	Operations Management	3
10-104-105	Selling Principles	3
10-801-198	Speech	3

Cancer Information Management

10-530-5 • Online Associate Degree • 62 Credits

This program is 100% online.

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 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

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

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

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

SEMESTER 4		13 CREDITS
10-530-112	Oncology Coding and Staging	4
10-530-113	Cancer Statistics and Epidemiology	3
10-530-114	Abstracting Principles and Practice I	3
10-530-164	Intro to Health Informatics	3

SEMESTER 5		12 CREDITS
10-530-115	Cancer Patient Follow-up	2
10-530-116	Abstracting Principles and Practice II	3
10-530-117	Cancer Registry Management Practicum	3
10-530-118	CTR Prep	1
10-530-161	Health Quality Management	3

Child Care Services

31-307-1 • Technical Diploma • 30 Credits

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 2022-23 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

Cosmetology

31-502-1 Technical Diploma • 44 Credits

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 Cosmetology student can automatically practice all nail services that a Manicurist performs under the Cosmetology License.

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

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

To graduate and be eligible to take the state licensing exam, students must:

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

Program Basics

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

Curriculum listed is tentative for the 2022-23 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
31-502-314	Salon Services I - Fundamentals	3
31-502-315	Salon Services II - Basic Concepts	4
31-502-316	Salon Services III - Skill Building	4

SEMESTER 3		14 CREDITS
31-502-317	Salon Services IV - Intermediate Skills	4
31-502-318	Salon Services V - Proficiency Building	5
31-502-319	Salon Services VI - Advanced Techniques	5

Curriculum listed is tentative for the 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		5 CREDITS
31-502-302	Salon/Spa Science	2
31-502-305	Nail Technology	3

SEMESTER 2		5 CREDITS
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.

Nail Technician

30-502-4 Technical Diploma • 10 Credits

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

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.

Criminal Justice Studies

10-504-5 • Associate Degree • 61 Credits

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 2022-23 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
10-504-103	Criminal Law Studies	3
10-801-195	Written Communication	3
10-801-196	Oral/Interpersonal Communication	3
10-804-107	College Mathematics	3

SEMESTER 2		14 CREDITS
10-504-102	Constitutional Law Application	3
10-504-107	Criminal Investigation Application	3
10-504-134	Emergency Telecommunicator	2
10-504-154	Community Policing in a Diversity Society	3
10-809-172	Introduction to Diversity Studies	3

SEMESTER 3		17 CREDITS
10-504-119	Introduction to Corrections	3
10-504-120	Homeland Security/Terrorism	3
10-504-127	Emergency Response and Intervention	3
10-504-129	Criminal Evidence	2
10-504-135	Law Enforcement Academy Prep * OR *	
10-504-128	Criminal Justice Internship	3
10-809-198	Intro to Psychology * OR *	
10-809-159	Abnormal Psychology	3

SEMESTER 4		15 CREDITS
10-503-100	Firefighting Principles	4
10-503-101	Hazmat Awareness & Ops	2
10-504-126	Communication Principles for Emergency Services	3
10-531-105	Emergency Medical Technician 1	3
10-531-106	Emergency Medical Technician 2	3

Criminal Justice-Law Enforcement 2

10-504-6 • Associate Degree • 70 Credits

The Criminal Justice-Law Enforcement 2 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.

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:

- 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
- Work in various work conditions, including inclement weather, holidays, nights and weekends
- 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 are 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 2022-23 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
10-504-103	Criminal Law Studies	3
10-801-195	Written Communication	3
10-801-196	Oral/Interpersonal Communication	3
10-804-107	College Mathematics	3

SEMESTER 2		14 CREDITS
10-504-102	Constitutional Law Application	3
10-504-107	Criminal Investigation Application	3
10-504-134	Emergency Telecommunicator	2
10-504-154	Community Policing in a Diversity Society	3
10-809-172	Introduction to Diversity Studies	3

SEMESTER 3		14 CREDITS
10-504-120	Homeland Security/Terrorism	3
10-504-127	Emergency Response and Intervention	3
10-504-129	Criminal Evidence	2
10-504-135	Law Enforcement Academy Prep * OR *	
10-504-128	Criminal Justice Internship	3
10-809-198	Intro to Psychology * OR *	
10-809-159	Abnormal Psychology	3

SEMESTER 4		18 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
10-504-164	Intermediate Police Tactics	3
10-504-165	Intermediate Police Traffic Response	3
10-504-166	Intermediate Police Investigations	4

SEMESTER 5		9 CREDITS
10-504-167	Advanced Police Traffic Response	4
10-504-168	Advanced Police Investigations	3
10-504-169	Academy Scenario Assessment	2

Criminal Justice-Law Enforcement

720 Academy

10-504-6 • Technical Diploma • 24 Credits

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. The training instructors are a combination of educators and active or retired law enforcement officers. The training is delivered via lecture, group discussion, hands-on exercises, and scenario participation.

Completion of the Law Enforcement Academy makes you eligible for Law Enforcement certification in the State of Wisconsin.

Minimum Qualifications:

Please verify that you have met the following minimum qualifications as set forth in Wisconsin State Statute and Chapter LES 2, of Wisconsin Administrative Code:

- I am a citizen of The United States of America.
- I am or will be at least 18 years of age by the completion of training.
- I possess a valid Wisconsin driver’s license or such other valid operator’s permit recognized by the Wisconsin DOT as authorizing operation of a motor vehicle in Wisconsin.
- I possess a general educational development diploma or am a high school graduate who has completed a secondary education program through a public school, private school, an equivalency diploma program, or home education program within the United States or its territories.
- **I have earned at least 60 associate degree level college credits or higher, or an associate degree or higher from a college or university accredited by an accrediting agency recognized by the US Department of Education.** Completing Southwest Tech’s Criminal Justice Studies associate degree fulfills this requirement. (Law enforcement and tribal law enforcement officers who do not meet this requirement at the time of employment, have 5 years from their date of employment to meet this requirement.)
- I have not been convicted of a federal felony, or of any offense which if committed in Wisconsin could be punished as a felony, and has not been convicted of a misdemeanor crime of domestic violence (18 U.S.C. §922(g)(9)), or I have been granted an absolute and unconditional pardon.

Program Outcomes

- The Law Enforcement 720 Academy is designed to lead to a license for Law Enforcement Officer in the state of Wisconsin.

Curriculum listed is tentative for the 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

		24 CREDITS
30-504-420	Police Concepts	5
30-504-421	Police Tactics	2
30-504-422	Advanced Police Tactics	5
30-504-423	Police Emergency Response	4
30-504-424	Police Investigations	2
30-504-425	Police Traffic Response	3
30-504-426	Police Sensitive Crimes	3

Data Analytics

10-102-1 • Associate Degree • 60 Credits

This program is 100% online.

Join one of the fastest-growing fields, Data Analytics, by earning an Associate Degree in Applied Sciences from Southwest Wisconsin Technical College.

Big data is a huge part of business today. Learning the skills will set you up for a successful career as a data analyst. Graduates of this program are in high demand in many industries, including healthcare, manufacturing, insurance, and finance.

- Learn the role of analyzing data for employers gathering information necessary to identify data needs.
- Apply critical-thinking skills through the use of data.
- Develop effective communication skills with stakeholders through your findings and offer solutions, while recommending opportunities for improvement with the use of data.
- 100% Online Asynchronous Courses— login on anytime anywhere to complete your coursework.
- Flexible schedule – with courses starting every 8 weeks you will focus on mastering specific topics before moving on to new ones.
- All current American Council on Education (ACE) credit recommendations are eligible for prior learning credit evaluation at Southwest Tech.

Helpful Academic Background

- Consumer math
- Algebra
- Computer skills

Program Outcomes

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

- Perform elicitation, validation, and analysis of requirements to meet a business need
- Interpret and analyze data based on statistical data analysis concepts
- Effectively communicate information in various formats to appropriate audiences
- Value and safeguard the ethical use of data in all aspects of their profession
- Transform findings from data resources into actionable business strategies

Program Basics

- Associate degree requiring a minimum of two years to complete.
- 4 semesters – 60 credits
- 100% online, full or part time. Some courses available on campus.
- Classes start every eight weeks.
- Financial aid available.
- Credit for prior learning may be available.
- Program starts in August or January, and is available in online as well as modified plan formats.

Curriculum listed is tentative for the 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1 15 CREDITS

10-102-152	Data Analytics 1	3
10-102-153	Elicitation & Collaboration Techniques	3
10-102-154	Databases	3
10-102-156	Ethics in Data Analytics	3
10-804-189	Introductory Statistics	3

SEMESTER 2 12 CREDITS

10-102-155	Business Intelligence & Visualization	3
10-102-157	Data Analytics 2	3
10-196-209	Team Building and Problem Solving	3
10-801-196	Oral/Interpersonal Communication	3

SEMESTER 3 7 CREDITS

10-103-118	Intermediate Microsoft Excel	1
10-809-166	Intro to Ethics: Theory & App	3
10-809-195	Economics	3

SEMESTER 4 12 CREDITS

10-102-130	Management Principles	3
10-102-158	Business Analytics & Insights	3
10-102-160	Software Applications	3
10-196-215	Project Management Fundamentals	3

SEMESTER 5 14 CREDITS

10-102-161	Strategy Analysis & Evaluation	3
10-102-162	Programming in Data Analytics	3
10-102-163	Data Analytics Career Experience-Internship	2
10-623-110	Lean Concepts	3
10-801-197	Technical Reporting	3

Dental Assistant

30-508-2 • Short-Term Technical Diploma • 16 Credits

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 2022-23 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

10-307-1 • Associate Degree • 60 Credits

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 2022-23 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

31-413-2 • Technical Diploma • 30 Credits

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 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 2022-23 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

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

Electro-Mechanical Technology

10-620-1 • Associate Degree • 66 Credits

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

Related Degrees

- Industrial Mechanic
- Instrumentation and Controls Technology

Program Basics

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

Curriculum listed is tentative for the 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		17 CREDITS
10-620-101	DC and AC Fundamentals	5
10-620-121	Mechanics and Materials	4
10-620-123	Construction Electrical Wiring I	1
10-620-124	Welding for Maintenance	2
10-620-138	Construction Electrical Wiring II	1
10-620-163	Intro to Mechatronics	1
10-804-113	College Technical Math 1A	3

SEMESTER 2		17 CREDITS
10-449-160	Industrial Safety Practices & Career Development	1
10-620-107	Hydraulics and Pneumatics	3
10-620-148	Intro to Motor Controls	2
10-620-149	Intro to Programmable Controls	2
10-620-162	Manual Machine Shop Fundamentals	3
10-620-164	Intro to Preventative Maintenance	1
10-804-114	College Technical Math 1B	2
10-809-199	Psychology of Human Relations	3

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

SEMESTER 4		15 CREDITS
10-150-126	Premises Cabling Technician	2
10-620-117	Robotics	3
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	3

Emergency Medical Technician/ Advanced Emergency Medical Technician

EMT: 30-531-3 (5 Credits) AEMT: 30-531-6 (4 Credits) • Technical Diploma

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.

Curriculum listed is tentative for the 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

30-531-305	Emergency Medical Technician 1	2
30-531-306	Emergency Medical Technician 2	3

30-531-303	Advanced Emergency Medical Technician (AEMT)	4
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This course is not eligible for financial aid.

Emergency Medical Technician–Paramedic

31-531-1 • Technical Diploma • 46 Credits

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

Students entering this program should:

- Desire to serve community
- Ability to make decisions in stressful situations
- Willingness to be a lifelong learner
- Enjoy high paced lifestyle

Program Outcomes

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

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

The EMT-Paramedic program is shared with Lakeshore Technical College (LTC). View the course curriculum, requirements, and apply online at www.gotoltc.edu.

Location

The EMT-Paramedic program will be offered in a Face-To-Face format in Dodgeville (specific location to be determined).

Beginning January, 2022

Virtual lecture will be on location in Dodgeville: Monday, Wednesday, and Friday, 8 a.m. - 1 p.m.

Lab skills will also be held in Dodgeville: Tuesdays, 8 a.m. - 5 p.m.

Farm Operations & Management-Ag Mechanics

32-080-4 • 2-Year Technical Diploma • 57 Credits

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 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

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

SEMESTER 2		12 CREDITS
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

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

SEMESTER 4		14 CREDITS
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

SEMESTER 5		15 CREDITS
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-Dairy

32-080-3 • 2-Year Technical Diploma • 58 Credits

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

Related Degrees

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

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 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1 16 CREDITS

10-006-121	Agribusiness Computer Applications	2
10-006-146	Milk Production	3
10-006-169	Career Development in Agriculture	2
10-006-180	Animal Science	3
10-070-104	Ag Safety, Electrical & Maintenance	2
31-801-310	Workplace Communication	2
31-804-305	Applied Mathematics	2

SEMESTER 2 12 CREDITS

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

SEMESTER 3 3 CREDITS

32-080-302	Farm Operations & Management Internship	3
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SEMESTER 4 14 CREDITS

10-006-116	Introduction to Soils	3
10-006-131	Forage Crop Production Management	2
10-006-144	Livestock Housing & Equipment	2
10-006-158	Ration Balancing & Formulation	2
32-070-319	Forage Equipment	3
32-080-307	Introduction to Farm Business Management	2

SEMESTER 5 13 CREDITS

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

Farm Operations & Management-Dairy Technician

31-080-3 • 1-Year Technical Diploma • 31 Credits

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:

- 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

Related Degrees

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

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 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		16 CREDITS
10-006-121	Agribusiness Computer Applications	2
10-006-146	Milk Production	3
10-006-169	Career Development in Agriculture	2
10-006-180	Animal Science	3
10-070-104	Ag Safety, Electrical & Maintenance	2
31-801-310	Workplace Communication	2
31-804-305	Applied Mathematics	2

SEMESTER 2		12 CREDITS
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

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

Farm Operations & Management- Farm Ag Maintenance

31-080-2 • 1-Year Technical Diploma • 28 Credits

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 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

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

SEMESTER 2		12 CREDITS
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

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

Farm Operations & Management-Livestock

32-080-6 • 2-Year Technical Diploma • 58 Credits

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 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		16 CREDITS
10-006-121	Agribusiness Computer Applications	2
10-006-147	Meat Quality	3
10-006-169	Career Development in Agriculture	2
10-006-180	Animal Science	3
10-070-104	Ag Safety, Electrical & Maintenance	2
31-801-310	Workplace Communication	2
31-804-305	Applied Mathematics	2
SEMESTER 2		12 CREDITS
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
SEMESTER 3		3 CREDITS
32-080-302	Farm Operations & Management Internship	3
SEMESTER 4		14 CREDITS
10-006-116	Introduction to Soils	3
10-006-131	Forage Crop Production Management	2
10-006-144	Livestock Housing & Equipment	2
10-006-158	Ration Balancing & Formulation	2
32-070-319	Forage Equipment	3
32-080-307	Introduction to Farm Business Management	2
SEMESTER 5		13 CREDITS
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

31-080-7 • 1-Year Technical Diploma • 31 Credits

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

Curriculum listed is tentative for the 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		16 CREDITS
10-006-121	Agribusiness Computer Applications	2
10-006-147	Meat Quality	3
10-006-169	Career Development in Agriculture	2
10-006-180	Animal Science	3
10-070-104	Ag Safety, Electrical & Maintenance	2
31-801-310	Workplace Communication	2
31-804-305	Applied Mathematics	2

SEMESTER 2		12 CREDITS
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

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

Related Degrees

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

Golf Course Management

10-325-1 • Associate Degree • 67 Credits

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 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		17 CREDITS
10-109-101	Introduction to Tourism *OR*	3
10-325-108	Tournament Promotions	2
10-109-102	Hospitality Professional Development Seminar *OR*	1
10-325-102	Career & Leadership Development	2
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		18 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
10-325-128	Spring Internship: Clubhouse * OR *	
10-325-131	Spring Internship: Maintenance	1
10-801-196	Oral/Interpersonal Communication	3
10-804-107	College Mathematics	3

SEMESTER 3		1 CREDIT
10-325-129	Summer Internship: Clubhouse * OR *	
10-325-132	Summer Internship: Maintenance	1

SEMESTER 4		16 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
10-325-130	Fall Internship: Clubhouse * OR *	
10-325-133	Fall Internship: Maintenance	1
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

10-201-2 • Associate Degree • 66 Credits

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 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		16 CREDITS
10-201-101	Design Fundamentals	3
10-201-124	Portfolio Introduction	1
10-201-133	Photoshop	3
10-201-134	Illustrator	3
10-801-136	English Composition 1	3
10-804-123	Math with Business Applications * OR *	
10-804-133	Math & Logic	3

SEMESTER 2		18 CREDITS
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

SEMESTER 3		15 CREDITS
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

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

Health Information Technology

10-530-1 • Online Associate Degree • 60/61 Credits

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 Outcomes

- 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 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

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

SEMESTER 2		13 CREDITS
10-501-107	Digital Literacy for Healthcare	2
10-530-162	Foundations of HIM	3
10-530-182	Human Diseases for the Health Professions	3
10-530-197	ICD Diagnosis Coding	3
10-530-199	ICD Procedure Coding	2

SEMESTER 3		14 CREDITS
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

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

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

Human Services Associate

10-520-3 • Associate Degree • 65 Credits

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.
- Students must achieve a "C" grade or better in all courses within the curriculum to be eligible to progress.

Curriculum listed is tentative for the 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		15 CREDITS
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

SEMESTER 2		15 CREDITS
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

SEMESTER 3		19 CREDITS
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

SEMESTER 4		16 CREDITS
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

Associate Degree • 60-70 Credits

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

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 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

GENERAL STUDIES CORE	21-30 CREDITS
Communications	6
Social Science	3
Behavioral Science	3
Mathematics / Science	3
Additional General Education (from any category above)	6-15
INDIVIDUALIZED TECHNICAL STUDIES CORE	40 CREDITS
Program Emphasis (minimum of 20 credits from one area)	

Industrial Mechanic

31-620-1 • 1-Year Technical Diploma • 34 Credits

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 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		17 CREDITS
10-620-101	DC and AC Fundamentals	5
10-620-121	Mechanics and Materials	4
10-620-123	Construction Electrical Wiring 1	1
10-620-124	Welding for Maintenance	2
10-620-138	Construction Electrical Wiring 2	1
10-620-163	Intro to Mechatronics	1
10-804-113	College Technical Math 1A	3

SEMESTER 2		17 CREDITS
10-449-160	Industrial Safety Practices & Career Development	1
10-620-107	Hydraulics and Pneumatics	3
10-620-148	Intro to Motor Controls	2
10-620-149	Intro to Programmable Controls	2
10-620-162	Manual Machine Shop Fundamentals	3
10-620-164	Intro to Preventative Maintenance	1
10-804-114	College Technical Math 1B	2
10-809-199	Psychology of Human Relations	3

Instrumentation and Controls Technology

10-620-3 • Associate Degree • 64 Credits

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.

Related Degrees

- Electro-mechanical Technology
- Industrial Mechanic

Program Basics

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

Curriculum listed is tentative for the 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		16 CREDITS
10-620-101	DC and AC Fundamentals	5
10-620-121	Mechanics and Materials	4
10-620-163	Intro to Mechatronics	1
10-801-195	Written Communication * OR *	
10-801-136	English Composition 1	3
10-804-113	College Technical Math 1A	3

SEMESTER 2		15 CREDITS
10-449-160	Industrial Safety Practices & Career Development	1
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
10-513-188	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

IT-Computer Support Technician

31-154-6 • Technical Diploma • 32 Credits

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 2022-23 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
10-150-134	Windows Support	1
10-154-106	Comp TIA A+ Practical Applications	2
10-154-109	IT Help Desk Fundamentals	1
10-801-196	Oral/Interpersonal Communication	3

IT-Network Specialist

10-150-2 • Associate Degree • 65 Credits

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 2022-23 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
10-150-134	Windows Support	1
10-154-106	Comp TIA A+ Practical Applications	2
10-154-109	IT Help Desk Fundamentals	1
10-801-196	Oral/Interpersonal Communication	3

SEMESTER 3		16 CREDITS
10-150-102	Cisco Networking	4
10-150-132	Voice Over IP Administration	2
10-150-135	Windows Server Administration	2
10-150-136	Cloud Computing	2
10-801-197	Technical Reporting	3
10-809-195	Economics	3

SEMESTER 4		17 CREDITS
10-150-103	Firewall/VPN	3
10-150-105	Advanced Communication Networks	3
10-150-107	Internship/Field Study * OR *	
10-150-108	Advanced IT Help Desk	3
10-150-121	VMWare VCP Essentials	3
10-150-133	Wireless Networking	2
10-809-199	Psychology of Human Relations	3

Leadership Development

10-196-1 • Online Associate Degree • 60 Credits

This program is 100% online.

The Leadership Development online 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 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		12 CREDITS
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

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

SEMESTER 3		13 CREDITS
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

SEMESTER 4		12 CREDITS
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

SEMESTER 5		6 CREDITS
10-196-213	Workplace Safety	3
10-801-195	Written Communication	3

SEMESTER 6		11 CREDITS
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

Medical Assistant

31-509-1 • 1-Year Technical Diploma • 32 Credits

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) 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 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 2022-23 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

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

Medical Coding Specialist

31-530-2 • 1-Year Technical Diploma • 33/34 Credits

This program is 100% online.

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 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		6/7 CREDITS
10-501-101	Medical Terminology	3
10-806-189	Basic Anatomy * OR *	3
10-806-177	General Anatomy & Physiology	4
SEMESTER 2		13 CREDITS
10-501-107	Digital Literacy for Healthcare	2
10-530-162	Foundations of HIM	3
10-530-182	Human Diseases for the Health Professions	3
10-530-197	ICD Diagnosis Coding	3
10-530-199	ICD Procedure Coding	2
SEMESTER 3		14 CREDITS
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

10-513-1 • Associate Degree • 64 Credits

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 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		17 CREDITS
10-513-110	Basic Lab Skills	1
10-513-111	Phlebotomy	2
10-513-113	QA Lab Math	1
10-513-115	Basic Immunology Concepts	2
10-801-195	Written Communication	3
10-806-177	General Anatomy & Physiology	4
10-806-186	Intro to Biochemistry	4

SEMESTER 2		17 CREDITS
10-513-109	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

SEMESTER 3		6 CREDITS
10-809-172	Introduction to Diversity Studies * OR *	
10-809-196	Intro to Sociology	3
10-809-188	Developmental Psychology * OR *	
10-809-198	Intro to Psychology	3

SEMESTER 4		11 CREDITS
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

SEMESTER 5		13 CREDITS
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)

10-510-6 • Associate Degree • 68 Credits

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 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		15 CREDITS
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 *	
10-809-199	Psychology of Human Relations	3

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

SEMESTER 3		15 CREDITS
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

SEMESTER 4		13 CREDITS
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

SEMESTER 5		4 CREDITS
10-510-168	Midwife Clinic 5	2
10-510-169	Midwife Clinic 6	2

SEMESTER 6		14 CREDITS
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

Nonprofit Leadership

10-196-6 • Associate Degree • 60 Credits

This program is 100% online.

The Nonprofit Leadership 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 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		12 CREDITS
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

SEMESTER 2		6 CREDITS
10-809-166	Introduction to Ethics	3
10-809-195	Economics	3

SEMESTER 3		12 CREDITS
10-102-130	Management Principles	3
10-196-303	Non-profit Leadership	3
10-196-305	Meeting and Event Planning	3
10-196-311	Nonprofit Financial Tools for Decisions	3

SEMESTER 4		12 CREDITS
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

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

SEMESTER 6		12 CREDITS
10-196-216	Leading Change	3
10-196-308	Community & Social Services in Nonprofits	3
10-196-309	Non-profit Revenue Generation 2	3
10-196-310	Non-profit Leadership Career Experience	3

Nursing Assistant

30-543-1 • Certificate • 2 Credits

Nursing Assistants play an important role in basic patient/resident care activities in hospitals, nursing homes, and other health care settings, including home health care. The Nursing Assistant course meets state and federal requirements for training and testing, and is open to individuals 16 years of age or older. The course also serves as one prerequisite for individuals applying for the Nursing-Associate Degree program.

The Southwest Tech Nursing Assistant Program is approved by the Wisconsin Department of Health and Family Services, preparing the student to be successful in meeting state and federally regulated competencies as a nursing assistant. The graduating student is eligible to take the National Nurse Aid Assessment Program Exam, which includes both a written and skills exam.

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.

Curriculum listed is tentative for the 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		2 CREDITS
30-543-201	Nursing Assistant (81 hours) *OR*	
30-543-300	Nursing Assistant	2

This course is not eligible for financial aid.

Nursing-Associate Degree

10-543-1 • Associate Degree • 70 Credits

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 and January program start dates.
- 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 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		19 CREDITS
10-543-101	Nursing Fundamentals	2
10-543-102	Nursing Skills	3
10-543-103	Nursing Pharmacology	2
10-543-104	Nsg: Intro Clinical Practice	2
10-801-195	Written Communication	3
10-806-177	General Anatomy & Physiology	4
10-809-188	Developmental Psychology	3

SEMESTER 2		17 CREDITS
10-543-105	Nursing Health Alterations	3
10-543-106	Nursing Health Promotion	3
10-543-107	Nsg: Clin Care Across Lifespan	2
10-543-108	Nsg: Intro Clinical Care Mgt	2
10-801-196	Oral/Interpersonal Communication	3
10-806-179	Adv Anatomy & Physiology	4

SEMESTER 3		18 CREDITS
10-543-109	Nsg: Complex Health Alterations 1	3
10-543-110	Nsg: Mental Health Comm Con	2
10-543-111	Nsg: Intermed Clin Practice	3
10-543-112	Nursing Advanced Skills	1
10-806-197	Microbiology	4
10-809-198	Intro to Psychology	3
Elective	Elective 03	2

SEMESTER 4		16 CREDITS
10-543-113	Nsg: Complex Health Alterat 2	3
10-543-114	Nsg: Mgt & Profess Concepts	2
10-543-115	Nsg: Adv Clinical Practice	3
10-543-116	Nursing Clinical Transition	2
10-809-196	Intro to Sociology * OR *	
10-809-197	Contemporary Amer Society	3
Elective	Elective 04	3

Physical Therapist Assistant

10-524-1 • Associate Degree • 64 Credits

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 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

PREREQUISITES TO

PROGRAM CORE COURSES		4 CREDITS
10-806-177	General Anatomy & Physiology	4

SEMESTER 1 16 CREDITS

10-524-139	PTA Patient Interventions	4
10-524-140	PTA Professional Issues 1	2
10-524-156	PTA Applied Kinesiology 1	4
10-801-195	Written Communication	3
10-801-196	Oral/Interpersonal Communication	3

SEMESTER 2 13 CREDITS

10-524-142	PTA Therapeutic Exercise	3
10-524-143	PTA Biophysical Agents	4
10-524-157	PTA Applied Kinesiology 2	3
10-809-188	Developmental Psychology	3

SEMESTER 3 16 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
10-524-147	PTA Clinical Practice 1	2
10-809-198	Intro to Psychology * OR *	
10-809-199	Psychology of Human Relations	3

SEMESTER 4 15 CREDITS

10-524-148	PTA Clinical Practice 2	3
10-524-149	PTA Rehab Across the Lifespan	2
10-524-150	PTA Professional Issues 2	2
10-524-151	PTA Clinical Practice 3	5
10-809-172	Introduction to Diversity Studies	3

Supply Chain Assistant

31-182-1 • 1-Year Technical Diploma • 32 Credits

This program is 100% online.

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

Related Degrees & Certificates

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

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 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.

Curriculum listed is tentative for the 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		14 CREDITS
10-103-106	Beginning Microsoft Excel - 4 week class	1
10-103-118	Intermediate Microsoft Excel - 4 week class	1
10-182-103	Purchasing	3
10-182-104	Inventory Management	3
10-623-110	Lean Concepts	3
10-804-123	Math with Business Applications	3

SEMESTER 2		12 CREDITS
10-182-107	Logistics	3
10-182-108	Global Supply Chain Management	3
10-182-109	Service Operations Management	3
10-182-137	Technology in the Supply Chain	3

SEMESTER 3		6 CREDITS
10-801-195	Written Communication	3
10-804-189	Introductory Statistics	3

Supply Chain Management

10-182-1 • Associate Degree • 61 Credits

This program is 100% online.

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

Related Degrees & Certificates

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

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

Curriculum listed is tentative for the 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1 14 CREDITS

10-103-106	Beginning Microsoft Excel - 4 week class	1
10-103-118	Intermediate Microsoft Excel - 4 week class	1
10-182-103	Purchasing	3
10-182-104	Inventory Management	3
10-623-110	Lean Concepts	3
10-804-123	Math with Business Applications	3

SEMESTER 2 12 CREDITS

10-182-107	Logistics	3
10-182-108	Global Supply Chain Management	3
10-182-109	Service Operations Management	3
10-182-137	Technology in the Supply Chain	3

SEMESTER 3 6 CREDITS

10-801-195	Written Communication	3
10-804-189	Introductory Statistics	3

SEMESTER 4 12 CREDITS

10-101-101	Accounting 1, Part 1	2
10-101-127	QuickBooks	1
10-102-130	Management Principles	3
10-196-215	Project Management Fundamentals	3
10-809-199	Psychology of Human Relations	3

SEMESTER 5 11 CREDITS

10-182-138	Supply Chain Capstone	2
10-623-112	Lean Six Sigma	3
10-623-113	Process Mapping/Problem Solving	3
10-801-196	Oral/Interpersonal Communication	3

SEMESTER 6 6 CREDITS

10-809-172	Introduction to Diversity Studies	3
10-809-195	Economics	3

Surgical Technology

10-512-1 • Associate Degree • 61 Credits

Surgical technologists are allied health professionals who are an integral part of the team of medical practitioners providing surgical care to patients in a variety of settings.

The surgical technologist works under medical supervision to facilitate the safe and effective conduct of invasive surgical procedures. This individual works under the supervision of a surgeon to ensure that the operating room or environment is safe, that equipment functions properly, and that the operative procedure is conducted under conditions that maximize patient safety.

A surgical technologist possesses expertise in the theory and application of sterile and aseptic technique and combines the knowledge of human anatomy, surgical procedures, and implementation tools and technologies to facilitate a physician's performance of invasive therapeutic and diagnostic procedures.

Possible Careers

Employment opportunities for Surgical Technology include:

- Surgical Technologist Scrub Role
- Central Supply Technologist
- Surgical Technologist/Private Scrub
- Second Assisting Technologist (with additional education Surgical First Assistant)
- Laser/Endoscopic Technologist
- Tissue/Organ Procurement
- GI Technologist
- OB Technologist
- Surg Tech Instructor
- Vet Technician

Is This Program for You?

- Students who are successful in this field:
- Possess a strong sense of responsibility, considerable patience and concern for others
- Function well as a team member
- Possess manual dexterity and fine motor coordination
- Perform accurately and efficiently under pressure
- Psychological and physical stamina

Helpful Academic Background:

- Biology, Chemistry, and Mathematics
- Computers
- Customer and Personal Service

Program Outcomes

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

- Apply healthcare and technological science principles to the perioperative environment
- Maintain principles of sterile technique in the surgical environment
- Provide a safe, efficient, and supportive environment for the patient
- Prepare the patient, operating room and surgical team for the preoperative phase
- Perform intraoperative case management in the scrub role
- Perform postoperative case management
- Function as an ethical, legal, and professional member of the healthcare team as determined by governing bodies

• Program Basics

- Face-to-Face and Online courses
- Shared courses with the Nursing Program
- Financial aid available to those that qualify
- Summer program start date
- 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.)
- Students who complete this program can pursue transfer to bachelor degree programs.

Curriculum listed is tentative for the 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

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

SEMESTER 2		13 CREDITS
10-512-125	Intro to Surgical Technology	4
10-512-126	Surgical Tech Fundamentals 1	4
10-512-127	Exploring Surgical Issues	2
10-801-198	Speech * OR *	
10-801-196	Oral/Interpersonal Communication	3

SEMESTER 3		15 CREDITS
10-512-128	Surgical Tech Fundamentals 2	4
10-512-129	Surgical Pharmacology	2
10-512-130	Surgical Skills Application	2
10-801-136	English Composition 1 * OR *	
10-801-195	Written Communication	3
10-806-197	Microbiology	4

SEMESTER 4		13 CREDITS
10-512-131	Surgical Interventions 1	4
10-512-132	Surgical Technology Clinical 1	3
10-512-133	Surgical Technology Clinical 2	3
10-809-198	Intro to Psychology	3

SEMESTER 5		13 CREDITS
10-512-135	Surgical Technology Clinical 3	3
10-512-136	Surgical Technology Clinical 4	3
10-512-142	Surgical Interventions II	4
10-809-172	Introduction to Diversity Studies	3

University Transfer Liberal Arts/Science

20-800-1 • 20-800-2 • Associate Degree

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

31-442-1 • Technical Diploma • 30 Credits

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 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		16 CREDITS
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

SEMESTER 2		14 CREDITS
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

Certificates

Certificate programs provide an opportunity to get a start on a new career or enhance your current skills. Many of the credits earned can be directly applied to a technical diploma or associate degree!

Agriculture, Food, and Natural Resources

Agribusiness, Science & Technology- Applicator Technician Certificate

61-006-4 • Certificate • 10 Credits

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 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		10 CREDITS
10-006-124	Pesticide Applicator Training	1
10-006-125	Crop Protection Products	2
10-006-126	Pest ID & Mgt/Crop Scouting	3
10-070-101	Field Application Equipment	2
10-070-104	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.

Agriculture, Food, and Natural Resources

Farm Operations & Management- Reproduction Technician

61-080-1 • Certificate • 9 Credits

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

Related Degrees

- Agribusiness Science & Technology - Agribusiness Management
- Agribusiness Science & Technology - Agronomy/Agronomy Technician
- Agribusiness Science & Technology - Animal Science
- Agribusiness Science & Technology - Applicator Technician
- Farm Operations & Management - Ag Mechanics
- Farm Operations & Management - Dairy/Dairy Technician
- Farm Operations & Management - Farm Ag Maintenance
- Farm Operations & Management - Livestock/Livestock Tech

Curriculum listed is tentative for the 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		9 CREDITS
10-006-123	Artificial Insemination Training	1
10-006-150	Farm Animal Reproduction	3
10-006-151	Animal Selection & Improvement - Dairy	2
32-080-306	Introduction to Farm Animal Health	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.

Logistics

61-182-1 • Pathway Certificate • 14 Credits

This program is 100% online.

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

Curriculum listed is tentative for the 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		5 CREDITS
10-103-106	Beginning Microsoft Excel	1
10-103-118	Intermediate Microsoft Excel	1
10-623-110	Lean Concepts	3

SEMESTER 2		9 CREDITS
10-182-107	Logistics	3
10-182-108	Global Supply Chain Management	3
10-182-137	Technology in the Supply Chain	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.

Business, Management, & Administration

Payroll Assistant Certificate

61-101-3 • Certificate • 13 Credits

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 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		9 CREDITS
10-101-111	Accounting 1	4
10-103-105	Beginning Microsoft Word	1
10-103-106	Beginning Microsoft Excel	1
10-801-196	Oral/Interpersonal Communication	3

SEMESTER 2		4 CREDITS
10-101-123	Payroll Applications	2
10-101-127	QuickBooks	1
10-101-129	Sage 50 (Peachtree)	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.

Business, Management, & Administration

Production Planner

61-182-5 • Certificate • 11 Credits

This program is 100% online.

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 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		8 CREDITS
10-103-106	Beginning Microsoft Excel	1
10-103-118	Intermediate Microsoft Excel	1
10-182-104	Inventory Management	3
10-623-110	Lean Concepts	3

SEMESTER 2		3 CREDITS
10-182-137	Technology in the Supply Chain	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.

Purchasing Agent/Buyer

61-182-4 • Certificate • 14 Credits

This program is 100% online.

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 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		8 CREDITS
10-103-106	Beginning Microsoft Excel	1
10-103-118	Intermediate Microsoft Excel	1
10-182-103	Purchasing	3
10-623-110	Lean Concepts	3

SEMESTER 2		6 CREDITS
10-182-108	Global Supply Chain Management	3
10-182-137	Technology in the Supply Chain	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.

Finance

Tax Preparer Assistant

61-101-2 • Pathway Certificate • 12 Credits

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 2022-23 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		12 CREDITS
10-101-111	Accounting 1	4
10-101-117	Taxes 1	3
10-103-105	Beginning Microsoft Word	1
10-103-106	Beginning Microsoft Excel	1
10-801-196	Oral/Interpersonal Communication	3

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

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

Construction Electrician Apprenticeship

50-413-2 • Apprenticeship • 17 Credits

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 2022-23 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

50-413-1 • Apprenticeship • 20 Credits

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 property 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 2022-23 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

50-620-1 • Apprenticeship • 24 Credits

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 2022-23 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

50-620-707	Welding Basics for Mechatronics	1
50-620-716	Introduction to Robotic Integration	3

Plumbing Apprenticeship

50-427-5 • Apprenticeship • 21 Credits

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 2022-23 academic year.

SEMESTER 1		4 CREDITS
50-427-751	Sanitary Drains 1	2
50-427-752	Vents and Venting Systems	2
SEMESTER 2		4 CREDITS
50-427-753	Water Distribution 1	2
50-427-754	Water Distribution 2	2
SEMESTER 3		4 CREDITS
50-427-755	Sanitary Drains 2	2
50-427-756	Private On-site Wastewater Treatment Systems (POWTS)	2
SEMESTER 4		4 CREDITS
50-427-757	Green Plumbing Applications	2
50-427-758	Plumbing Advanced Topics/TSA	2
ELECTIVES		5 CREDITS
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

10-499-5 • Associate Degree • 60 Credits

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.

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.

Program Basics:

- Associate degree
- Day, evening, or online classes available
- Financial aid available
- Classes start in June, August, or January

Curriculum listed is tentative for the 2022-23 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**.

- 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 with experiential learning components
- An annual Goat Management Academy providing hands-on training

Visit www.swtc.edu/dairygoat, email 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

Business & Industry

Southwest Tech, through its Business & Industry Services office, provides a full array of education, training and performance improvement solutions fit your needs. 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. 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, if you don't see the training you are looking for reach out to us through our website www.swtc.edu/bis, email bis@swtc.edu or call 608.822.2323.

Leadership Training: Leadership Training can fill the leadership skill gaps in your company or organization through customized training. We offer a variety of options for training in core values, time, stress and change management, as well as workshops in Strengths Finder, Everything DiSC Workplace, workplace communication and much more. No matter which option you choose, we use the same formula for success, first we Grow the Person, then we Develop the Leader, and finally we Build the Team.

LEAN Training: As a continuous improvement model, Lean focuses on the reduction of non-value added activities (waste) in product/service delivery processes. Although Lean has its roots firmly in manufacturing, the principles and practices have been effectively implemented in health care, education, government, banking and other service industries.

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 or call 608.822.2741 for more information

Spanish for the Workplace: Learn about Hispanic/Latino culture and basic Spanish words and phrases to improve workplace communication with native Spanish-speakers. Topics include introductory conversations, common Spanish phrases, basic workplace commands, making inquiries and asking questions and safety/emergency phrases.

Mental Health First Aid: Mental Health First Aid teaches you how to identify, understand, and respond to signs of mental illness and substance use disorders. This training gives you the skills you need to reach out and provide initial support to someone who may be developing a mental health or substance use problem and help connect them to the appropriate care.

Industrial Training: Electro-Mechanical Technology training, such as motor control, mechatronics, electrical wiring and more can be customized to fit the needs of your business. In addition, our Welding trailer can be brought on-site for customized training at your facility!

Compliance and Safety: Learn about OSHA standards, policies and procedures, or discuss electrical safety program requirements. Whatever your needs, we can help you stay compliant and up to date when it comes to safety training.

Small Business Development: We can offer customized training in areas such as Microsoft Word/Excel, Marketing (social media), QuickBooks, Customer Service and more! We can also provide Strategic Planning and Business Development consultation.

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 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 nhubbard@swtc.edu or call 608.822.2318 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, Room 258

Jayci Reilly, Basic Education Instructor
608.482.2699

Sharon Buss, English Language Learner Instructor
608.778.5341

Dodgeville

Temporary Location
Dodgeville Family Chiropractic
1206 N. Johns Street

Kathy Korb, Basic Education Instructor
608.930.2878
kkorb@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

Platteville

150 East Pine Street

Terry Temperly, Basic Education Instructor
608.732.7132

Prairie du Chien Memorial Library

125 S. Waucoma Avenue

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

Jerry Lynch, Basic Education Instructor
jlynch@swtc.edu

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

Richard Buchholz, Basic Education Instructor
rbuchholz@swtc.edu

Glee Brechler, Basic Education Instructor
gbrechler@swtc.edu

Public Safety Training

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 for current course offerings. **Email 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 for current course offerings.

Email 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 or call 608.822.2700 for more information** about the following courses:

200-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 5-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. 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.

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.**

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 trafficsafety@swtc.edu or call 608.822.2709 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 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 for current course offerings. **Email 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 driversed@swtc.edu or call 608.822.2466 for more information.**

Driver Safety Education Certification

This 9-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:

- Wisconsin provisional, lifetime, or master educator license
- Completion of either a Bachelors or Masters degree
- Employment with CESA, Technical College, K-12 School or DOT driving school
- Good verbal and non-verbal communication skills

Email driversed@swtc.edu or call 608.822.2466 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 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 trafficsafety@swtc.edu or call 608.822.2709 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 trafficsafety@swtc.edu or call 608.822.2709 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 trafficsafety@swtc.edu or call 608.822.2709 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 trafficsafety@swtc.edu or call 608.822.2709 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.

- Fire Extinguisher Safety Training
- Basic ropes, knots, and climbing equipment awareness with rappelling activity
- Fire Extinguisher User for Public and Businesses
- General Fire Safety

Email 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 or call 608.822.2700 for more information.**

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. **Email trafficsafety@swtc.edu or call 608.822.2709 for more information.**

Course Descriptions

10006-104-LEC Animal Nutrition

3 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.

10006-113-LEC Precision Ag Technologies

3 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).

10006-114-LEC Legal Aspects of Agribusiness

3 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.

10006-116-LEC Introduction to Soils

3 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.

10006-121-LEC Agribusiness Computer Applications

2 Credits

Students will develop skills in the use of agricultural applications of computer technologies including: creating and using spreadsheets in Excel; creating and using documents in Word; creating documents in PowerPoint; using email; using farm financial record keeping programs; using an iPad and apps; and appropriate social media etiquette.

10006-122-LAB Pest Management

1 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.

10006-123-LEC Artificial Insemination Training

1 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.

10006-124-LEC Pesticide Applicator Training

1 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.

10006-125-LEC Crop Protection Products

2 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.

10006-126-LEC Pest ID & Mgt/Crop Scouting

3 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.

10006-127-LEC Soil Fertility and Fertilizers

2 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.

10006-128-LEC Nutrient Management Planning

2 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.

10006-130-LEC Row Crop Production Management

2 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.

10006-131-LEC Forage Crop Production Management

2 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.

10006-132-LEC Spatial Data Collection in Agriculture 2 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)

10006-133-LEC Agribusiness Financial Management 3 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.

10006-134-LEC Agricultural Equipment Management 3 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.

10006-135-LEC Agribusiness Sales and Services 3 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.

10006-136-LEC Agricultural Commodity Marketing 3 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.

10006-137-LEC Agribusiness Marketing & Promotion 3 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.

10006-138-LEC Employment Relations 2 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.

10006-139-LEC Farm Business Management 3 Credits

The student will be able to evaluate the major strengths and weaknesses of a farm business, develop and implement financial documents needed to run a farm business, utilize a computer for business purposes, identify the differences in business structures, set business benchmarks, understand a business plan, have knowledge of the agriculture loan process, set records up according to farm tax guidelines, and be able to address labor management issues from both employer and employee viewpoints.

10006-142-LEC Introduction to Animal Health 2 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.

10006-144-LEC Livestock Housing & Equipment 2 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.

10006-146-LEC Milk Production 3 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.

10006-147-LEC Meat Quality 3 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.

10006-150-LEC Farm Animal Reproduction 3 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.

10006-151-LEC Animal Selection & Improvement - Dairy 2 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.

10006-152-LEC Animal Selection & Improvement-Livestock 2 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.

10006-153-LEC Dairy Production Management 3 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.

10006-157-LEC Livestock Production Management 3 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.

10006-158-LEC Ration Balancing & Formulation 2 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.

10006-160-LEC Plant Science 3 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.

10006-163-LEC Agribusiness Management 3 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.

10006-168-LEC Agribusiness Records and Analysis 3 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.

10006-169-LEC Career Development in Agriculture 2 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.

10006-180-LEC Animal Science 3 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.

10006-197-OCF Agribusiness Internship 3 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)

10070-101-LEC Field Application Equipment 2 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.

10070-102-LEC Basic Ag Electrical Systems 2 Credits
Students apply the fundamentals of electrical systems as it relates to agricultural equipment. Students gain an understanding of the basic starting and charging systems, lighting systems and accessory system. Students will use digital multi-meters and test lights to diagnose common electrical problems found in agricultural equipment.

10070-103-LEC Farm Shop Safety and Maintenance 2 Credits
Students learn skills required to make general repairs in the farm shop. Skill set will include a working understanding of hand tools, power tools, lifting equipment, general shop equipment. Fastener applications and the proper torqueing procedures for the various fasteners and gasket/sealant application. Students will gain knowledge of belts, roller chains and tensioning techniques. The student's skills are improved through lab practice while working in a safety conscious manner. Emphasis will be placed on safety considerations when working in the farmstead setting.

10070-104-LEC Ag Safety, Electrical & Maintenance 2 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.

10090-101-OCB Beginning Farm Management 3 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.

10101-101-LEC Accounting 1, Part 1 2 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.

10101-111-LEC Accounting 1 4 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.

10101-112-LEC Accounting 2 4 Credits
Students expand upon basic accounting concepts and principles developed in Accounting I 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)

10101-113-LEC Accounting 3 4 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)

10101-114-LEC Accounting 4 4 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.

Pre-requisite: Accounting 2 (10-101-112)

10101-116-LEC Cost Accounting 3 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)

10101-117-LEC Taxes 1 3 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.

10101-118-LEC Taxes 2 3 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.

10101-121-LAB Advanced Accounting Spreadsheets 3 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)

10101-123-LEC Payroll Applications 2 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)

10101-124-LEC Accounting Systems and Procedures 3 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)

10101-125-LEC Managerial Accounting 3 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)

10101-127-LAB QuickBooks 1 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.

10101-129-LAB Sage 50 (Peachtree) 1 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)

10102-104-LEC Principles of Finance 3 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)

10102-105-LEC Introduction to Business 3 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.

10102-108-LEC Risk Management 3 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.

10102-109-LEC Business Law I 3 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.

10102-110-LEC Business Law 2 3 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)

10102-115-LEC Business Management Strategies 3 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)

10102-129-LEC Human Resources Management 3 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.

10102-130-LEC Management Principles 3 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.

10102-131-LEC Developing a Business Plan 1 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.

10102-132-LEC Operations Management 3 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)

10102-133-LEC Career Planning in Business 1 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.

10102-151-LEC Personal Finance 1 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.

10102-152-LEC Data Analytics 1 3 Credits
In this course, the learner will learn the basic concepts of data analysis and how they are used to drive business processes. The learner will identify and retrieve relevant data sources, and to prepare data for analysis with pre-configured and custom tools. Upon completion of this course, the learner will be able to prepare data for further analysis to drive decision making for business.

10102-153-LEC Elicitation & Coll Techniques 3 Credits
The learner will learn the ability to define stakeholders and use the stakeholder analysis to conduct elicitation activities accurately capturing information needs, documenting and confirming results. Facilitates meetings and communication plan to support ongoing collaboration.

10102-154-LEC Databases 3 Credits
In this course, the learner will explore concepts, design, documentation, and implementation of various database systems, including proprietary and open source technologies. The learner will implement Structured Query Language (SQL) to store, retrieve, and manipulate data. The learner will create queries, normalize database structures, and create stored procedures. Upon completion of this course, the learner will be prepared to develop and maintain databases used in application development.

10102-155-LEC Business Intelligence and Visualization 3 Credits
In this course, the learner will learn to organize, manage, and analyze very large data sets from various sources. The learner will use software tools to present complex data in visually meaningful representations that can be communicated to business stakeholders. Upon completion, the learner will learn how to transform raw data into meaningful information that will be utilized for data-driven decision making.

10102-156-LEC Ethics in Data Analytics 3 Credits
In this course, the learner will discover the risks, challenges, and opportunities data presents to the greater good. It will cover the moral implications of concepts such as social marketing, fraud, risk management, and data privacy. Upon completion the learner will be able to evaluate risks and results of data utilization, anticipate the shifts and safeguards in the industry, and assess the company's rights and responsibilities in data collection and usage.

10102-157-LEC Data Analytics 2 3 Credits
In this course, the learner will build upon the skills learned in Data Analytics 1. The learner will work with large data sets and organize that information for effective data analysis. The learner will utilize commercial data analysis software packages, and create custom computer programs to analyze data. Upon completion of the course, the learner will be able to perform analysis of relevant data with various software tools, and use the generated information to help make informed business decisions.

Pre-requisite:
Data Analytics 1 (10-102-152)

10102-158-LEC Business Analytics & Insights 3 Credits
The learner will learn to prioritize and trace requirements, organize large amounts of data, understand and model requirements using various analysis techniques; verify, validate and communicate the requirements.

10102-160-LEC Software Applications 3 Credits
The learner will learn to use BA software tools- Visio, Sharepoint, OneNote, and advanced Excel involving scenarios and case studies.

10102-161-LEC Strategy Analysis & Evaluation 3 Credits
The learner will identify and define business needs; understand business structure, strategy, and impact of work efforts; define the importance of vision, strategy, goals and objectives; and define solution scope. Effectively facilitate change management.

Pre-requisite:
Business Intelligence and Visualization (10-102-155)

10102-162-LEC Programming in Data Analytics 3 Credits
In this course, the learner will investigate the fundamentals of computer programming using the Python and/or R programming language. The learner will examine data types, variables, conditional statements, looping, array structures, and structured programming techniques. Upon completion of the course, the learner will be able to use Python and/or R to apply problem-solving skills to create applications for delivery to various platforms.

10102-163-OCF Data Analytics Career Experience (Internship) 2 Credits
Students will obtain practical, hands-on experience while applying skills developed in the Data Analytics program at an approved site with employer and instructor supervision. Professional behavior, good communication, and positive interpersonal skills will also be demonstrated.

10103-101-LEC Microsoft PowerPoint 1 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.

10103-105-LEC Beginning Microsoft Word 1 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.

10103-106-LEC Beginning Microsoft Excel 1 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.

10103-111-LEC Beginning Microsoft Access 1 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.

10103-117-LEC Intermediate Microsoft Word 1 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.

10103-118-LEC Intermediate Microsoft Excel 1 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.

10104-105-LEC Selling Principles 3 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.

10104-130-LEC Marketing Principles 3 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.

10105-110-LAB Computer Applications 1 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

10107-189-LEC IT Career Development 1 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.

10107-191-LEC IT Concepts 2 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.

10109-101-LEC Introduction to Tourism 3 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.

10109-102-LEC Hospitality Professional Devel Seminar 1 Credit
Students will learn the challenges and opportunities in various careers in the hospitality and tourism industry.

10109-103-LEC Event Management**3 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.

10109-104-LEC Hospitality Marketing**3 Credits**

Students will learn to develop and analyze marketing strategies, sales techniques, promotional tools, and market research for the hospitality and tourism industry.

10109-105-LEC Hospitality Law**3 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.

10109-106-LEC Hospitality Food Sanitation & Safety I**2 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.

10109-107-LEC Hospitality Food Sanitation & Safety II**1 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)

10109-108-LEC Hospitality Supervision**3 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.

10150-102-LAB Cisco Networking**4 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)

10150-103-LEC Firewall/VPN**3 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.

Pre-requisite:

10-150-102 Cisco Networking

10150-105-LEC Advanced Communication Networks**3 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)

10150-107-OCIP Internship/Field Study**3 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) OR

Windows Server Administration (10-150-135))

10150-108-LEC Advanced IT Help Desk**3 Credits**

Students will demonstrate acquired skills by participating in the student-run help desk at SWTC. Students will be required to mentor support technicians, schedule jobs, document steps taken and services performed, open tickets as well as review closed tickets under the supervision of an IT instructor. Students will work with the public and other students four (4) hours per week for the entire semester.

Prerequisites:

Comp TIA A+ Essentials (10-154-101)

Comp TIA A+ Practical Applications (10-154-106)

Cisco Networking (10-150-102), AND

IT Help Desk Practicum (10-154-108) OR

IT Help Desk Fundamentals (10-154-109)

10150-115-LEC Principles of Information Security**3 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)

10150-121-LEC VMWare VCP Essentials**3 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)

10150-125-LEC Cyber Crime Forensics and Investigation Awareness 2 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.

10150-126-LEC Premises Cabling Technician 2 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.

10150-128-LEC Windows Server Administration 3 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)

CompTIA A+ Essentials (10-154-101)

10150-129-LEC Introduction to Networks 2 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.

10150-130-LEC Linux Essentials 2 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.

10150-131-LEC Mac OS Essentials 1 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.

10150-132-LEC Voice Over IP Administration 2 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)

10150-133-LEC Wireless Networking 2 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)

10150-134-LAB Windows Support 1 Credit

This course will introduce the learner to a Microsoft Windows client-server environment including automated administrative tasks using PowerShell, ADDS account management, introduction to group policy, Windows deployment and remote administration tasks. Learners will demonstrate acquired skills in a simulated enterprise environment.

Prerequisites:

IT Concepts (10-107-191)

CompTIA A+ Essentials (10-154-101)

10150-135-LAB Windows Server Administration 2 Credits

This course will focus on planning, implementing, and managing the core infrastructure of a Windows client-server environment using the latest Windows server technology. Learners will work with on-premises Active Directory and Azure IaaS (Azure AD), network access and data security, Group Policy and Remote Access services. At the completion of this course, the learner will demonstrate their skills by implementing a simulated enterprise environment.

Prerequisites:

Introduction to Networks (10-150-129)

Windows Support (10-150-134)

10150-136-LAB Cloud Computing 2 Credits

In this course, the learner will be introduced to cloud fluency exploring the latest cloud services available from providers such as Amazon, Google, and Microsoft. Learners will implement and manage a working compute and storage environment using the three cloud providers. At the completion of this course, the learner will demonstrate their skills by implementing cloud-based services for an enterprise environment.

Prerequisite:

Windows Support (10-150-134)

10152-116-LEC HTML & CSS 3 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.

10154-101-LEC Comp TIA A+ Essentials 2 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.

10154-106-LEC Comp TIA A+ Practical Applications 2 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.

10154-108-LEC IT Help Desk Practicum 2 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.

Prerequisite: CompTIA A+ Essentials (10-154-101) OR
Corequisite: Comp TIA A+ Practical Applications (10-154-106)

10154-109-LAB IT Help Desk Fundamentals 1 Credit
This course will explore fundamental IT help desk responsibilities, including project management concepts, software installation, basic networking, performing root cause analysis when troubleshooting and demonstrate effective documentation techniques using ticket management software. Important soft skills, including customer service skills relevant to the help desk professional will also be practiced and assessed. Learners will demonstrate acquired skills by participating in the student-run help desk under the supervision of an IT instructor or other campus supervisor.

Prerequisites:
IT Concepts (10-107-191) *AND*
CompTIA A+ Essentials (10-154-101) OR
CompTIA A+ Practical Applications (10-154-106)

10182-103-LEC Purchasing 3 Credits
Learners will examine the role of purchasing within an organization and explore basic purchasing activities. Learners will develop an evaluation for the purchasing function to include analyzing ordering quantities, selecting and evaluating suppliers, and monitoring cost. Students will be introduced to negotiating skills, strategies, tools, and techniques, and will develop their own negotiating skills as they explore topics in communication, strategy, perception, bias, leverage, ethics, global negotiations, and managing difficult negotiations.

10182-104-LEC Inventory Management 3 Credits
Learners will develop an effective plan to minimize the cost of inventory while still meeting customer demand. Learners will create a foundation for managing materials and labor in an organization to include creating bills of materials and routings and understanding inventory records and transactions. Learners will examine the benefits and challenges of forecasting and its use in accurate scheduling of customer demand. Learners will develop an effective plan to manage the flow of materials and labor through the production process.

10182-105-LEC Principles of Negotiations 1 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.

10182-107-LEC Logistics 3 Credits
Learners will develop an understanding of logistics within a supply chain. Learners will examine the methods and requirements of transporting materials in a supply chain, and determine how to properly apply warehousing to a supply chain to reduce cost and improve efficiency.

10182-108-LEC Global Supply Chain Management 3 Credits
Learners will explore strategies and gain insight into developing an international supply chain. Learners will examine the process of identifying, qualifying, and negotiating the purchase of goods from global sources, and consider factors that affect global transportation of both imports and exports.

10182-109-LEC Service Operations Management 3 Credits
Learners will examine the unique requirements of providing an intangible product and formulate strategies to cultivate customer satisfaction. Learners will design delivery systems that meet the needs of service based customers and provide the required level of customer service.

10182-110-OCF Supply Chain Management Internship 2 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.

10182-111-LEC Foundations of Inventory 1 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.

10182-112-LEC Forecasting and Scheduling 1 Credit
Learners will examine the benefits and challenges of forecasting and its use in accurate scheduling of customer demand.

10182-113-LEC Shop Floor Control 1 Credit
Learners will develop an effective plan to manage the flow of materials and labor through the production process.

10182-114-LEC Managing Inventory Levels 1 Credit
Learners will develop an effective plan to minimize the cost of inventory while still meeting customer demand.

10182-115-LEC Lean Principles 1 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.

10182-116-LEC 5S and TPM 1 Credit
Learners will examine the benefits and challenges of conducting a 5S strategy, visual management and TPM techniques in the workplace to stabilize processes.

10182-117-LEC Standard Work and Mistake Proofing 1 Credit
Learners will examine the lean tools used to standardize a process. Learners will develop standard work practices that reduce errors and increase efficiency.

10182-118-LEC Process Mapping 1 Credit
Learners will develop micro and macro level process maps to identify and remove waste and to improve process flow.

10182-119-LEC Problem Solving Using A-3 Format 1 Credit
Learners will utilize the A-3 Problem Solving format to complete projects that address the root cause and improve processes by eliminating waste.

10182-120-LEC Purchasing Process 1 Credit
Learners will examine the role of purchasing within an organization and explore basic purchasing activities.

10182-121-LEC Evaluating the Purchasing Process 1 Credit
Learners will develop an evaluation for the purchasing function to include analyzing ordering quantities, evaluating suppliers, and monitoring cost.

10182-122-LEC Professional Networking and Development 1 Credit
Learners will develop networking and professional development plans to assist in career progression in the supply chain management field.

10182-123-LEC Introduction to Service Operations 1 Credit
Learners will examine the unique requirements of providing an intangible product and formulate strategies to cultivate customer satisfaction.

10182-124-LEC Service Delivery Systems 1 Credit
Learners will design delivery systems that meet the needs of service based customers.

10182-125-LEC Benefits and Challenges of an ERP System 1 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.

10182-126-LEC Supply Chain Process Modeling 1 Credit
Learners will develop process modeling strategies to improve existing supply chains.

10182-127-LEC Technology in the Supply Chain 1 Credit
Learners will investigate technology advances that have improved the efficiency supply chain management.

10182-128-LEC Global Supply Chain Management 1 Credit
Learners will explore strategies and gain insight into developing an international supply chain.

10182-129-LEC Global Sourcing 1 Credit
Learners will examine the process of identifying, qualifying, and negotiating the purchase of goods from global sources.

10182-130-LEC Global Logistics 1 Credit
Learners will consider factors that affect global transportation of both imports and exports.

10182-131-LEC Lean Six Sigma(1): Select/Define a Project 1 Credit
Learners will select a problem and define its parameters by creating a project charter.

Prerequisite:
Introductory Statistics (10-804-189)

10182-132-LEC Lean Six Sigma(2): Measure/Analyze 1 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)

10182-133-LEC Lean Six Sigma(3): Improve/Control 1 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)

10182-134-LEC The Role of Logistics 1 Credit
Learners will develop an understanding of logistics within a supply chain.

10182-135-LEC Transportation Management 1 Credit
Learners will examine the methods and requirements of transporting materials in a supply chain.

10182-136-LEC Warehousing 1 Credit
Learners will determine how to properly apply warehousing to a supply chain to reduce cost and improve efficiency.

10182-137-LEC Technology in the Supply Chain 3 Credits
Learners will investigate technology advances that have improved the efficiency of supply chain management and review the processes that make up a business enterprise and examine the advantages and disadvantages of implementing Enterprise Resource Planning (ERP) software. Learners will develop process modeling strategies to improve existing supply chains.

10182-138-LEC Supply Chain Capstone 2 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 will also demonstrated knowledge of the program TSA's (Technical Skill Attainment).

Co-requisites:
Inventory Management (10-182-104)
Purchasing (10-182-103)
Logistics (10-182-107).

10196-119-LEC Managerial Budgeting and Finance 3 Credits
The learner applies the skills and tools necessary to make sound financial decisions and recommendations. Each learner will demonstrate the application of financial planning, budgeting, cost measures, activity-based costing, and control measures.

10196-123-LEC Applied Problem Solving 1 Credit
Students will use a real-world organizational and supervisory situation to define a problem, examine all the necessary data related to the problem, use creative techniques to derive possible solutions to the problem, come up with the most effective solution based on data, and create an implementation plan for resolving the problem. The project students will complete will be in a formalized document.

10196-124-LEC Budget Analysis 1 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.

10196-125-LEC Change Management 1 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.

10196-126-LEC Change Process 1 Credit
Learners will have the opportunity to outline a change process for an organization. Within this outline and analysis, the student will take into consideration outside factors that may affect the change process, including both internal and external challenges. The student will explore transformational change within and organization and its benefits to the organization and the change process.

10196-127-LEC Concepts of Problem Solving 1 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.

10196-128-LEC Conflict Resolution**1 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.

10196-129-LEC Creating Work Teams**1 Credit**

The student will learn about the importance of effective teamwork within an organizational setting. The student will learn how to establish a team that will be effective in accomplishing the team goals, and will include the importance of development of the roles and responsibilities of team leadership, facilitation, recording, and participation in creating an effective team. The student will evaluate a team situation based on the stages and process of team development.

10196-130-LEC Diversity**1 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.

10196-131-LEC Employee Discipline**1 Credit**

The student will learn about how to manage different aspects and levels of employee discipline. The student will learn techniques to use when supervising difficult employees as well as use different strategies to help improve employee performance. Finally, the student will learn how to implement disciplinary and termination procedures that comply with the law.

10196-133-LEC Employment Law**1 Credit**

The student will gain an overall understanding of the laws and regulations in place regarding employees and employers. The student will learn about the EEOC, FERPA, and ADA regulations among others. The course will look at employment law from a managerial standpoint in terms of what an organization can and cannot do in regard to employment and labor. This includes the rights and responsibilities of both the employer and the employee.

10196-137-LEC Financial Management**1 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.

10196-139-LEC Global Business**1 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.

10196-140-LEC Human Resources Development**1 Credit**

The student will examine the different aspects of human resources management. Some of these aspects include the role of the human resources department in the organization as a whole as well as the role of human resources in helping to develop employees. The student will apply basic rules of management concerning personnel given real-life examples.

10196-141-LEC Labor Force Issues**1 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.

10196-142-LEC Leadership**1 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.

10196-143-LEC Managing Communication**1 Credit**

The student will look at the different aspects of effective communication in an organization. Some of the topics the student will explore include different forms of communication, tools for dealing with different forms of communication, barriers to communication, and the importance of effective communication in the organization. Emphasis will be placed on the importance of assertive communication as a manager in an organization.

10196-144-LEC Managing Bias**1 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.

10196-145-LEC Managing Work Teams**1 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.

10196-147-LEC Organizational Development**1 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.

10196-149-LEC Planning and Control**1 Credit**

The student will look at the organization from a managerial perspective in terms of the organization's overall goals, objectives, and priorities. The student will look at topics such as establishing priorities for an organization, the planning process for achieving goals, and the controlling process for getting results. The student will use an actual organization to complete the required activities in this course.

10196-150-LEC Organizational Structure**1 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.

10196-156-LEC Project Management 1**1 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.

10196-157-LEC Project Management 2**1 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)

10196-159-LEC Recruitment and Hiring**1 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.

10196-162-LEC Workplace Social Responsibility**1 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.

10196-163-LEC Stress Management**1 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.

10196-170-LEC Supervisor Roles**1 Credit**

The student will look at the different roles a supervisor takes on in an organization. Some of these roles will include motivating the workforce, practicing effective management skills, and leading by example. The supervisor role is very important in the work place, and in this course the student will look at real organizational examples to learn about the different roles.

10196-171-LEC Time Management**1 Credit**

The student will learn about how to best manage his or her time based on his or her current activities and schedule. The student will set personal goals and learn to prioritize tasks and manage time effectively to achieve personal goals. The student will assess how procrastination and time wasters can affect achieving goals set, and will also assess the importance of delegation in an effective time management strategy.

10196-173-LEC Sales and Marketing**1 Credit**

The student will apply the role of management in making decisions concerning organizational marketing based on the industry, competition, and other internal and external factors. The student will also learn about sales tactics, upselling, customer relationship and retention, and the relationship between marketing and sales in a business.

10196-174-LEC Customer Service**1 Credit**

The student will learn about the different concepts associated with customer service in business. The student will define internal and external customers, and will apply different strategies to meet or exceed the expectations of the internal and external customer. Finally, the student will learn about management's role in setting and maintaining the customer service expectations.

10196-175-LEC Ethics**1 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.

10196-194-LEC Orientation and Onboarding**1 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.

10196-195-LEC Human Resources & the Bargaining Unit**1 Credit**

Students will learn about the role that Human Resources professionals play in organizations that have one or more unions. Students will learn about the laws associated with bargaining units, the negotiation process for contract negotiations, and methods to improve management/employee relations.

10196-196-LEC Employee Performance Assessment**1 Credit**

The student will create guidelines and formal plans for assessing employee performance based on a specific organization. Included in those guidelines will be a formalized performance appraisal plan, as well as an assessment strategy. The student will also use this organization to discuss how he or she can apply specific leadership behaviors to improve individual, team, and organizational performance.

10196-197-LEC Business Analytics**1 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.

10196-198-LEC Foundations and Nonprofits**1 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.

10196-199-LEC Policies and Procedures**1 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.

10196-200-LEC Workplace Safety**1 Credit**

The student will investigate an organization in terms of different forms of safety. Some of the concepts that the students will explore include fire protection, electrical safety, 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. The student will also explore safety from a human resources office perspective. The student will look at safety awareness and preparedness, inspections, and maintaining a safe and healthy work environment.

10196-201-LEC Employee Training and Certification**1 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.

10196-202-LEC Social Media Management**1 Credit**

Students will have the opportunity to examine the different social media outlets that exist today and look at them from a business marketing perspective. Students will examine the pros and cons of using social media as a business marketing channel. Students will have the opportunity to create a basic social media marketing plan for a business based on one or more social media sites.

10196-203-LEC Mediation Strategies**1 Credit**

The student will learn about the different steps in the mediation process and what the mediator's role is in each step. The student will learn about different strategies to effectively mediate during disputes that two parties cannot otherwise resolve on their own.

10196-204-LEC Managing Virtual Teams 1 Credit
The student will focus on the differences between managing teams that are in one location and managing teams that are spread out across multiple locations, including how to effectively hold meetings, how to effectively motivate virtual teams, how to keep virtual teams cohesive, and how to manage communication within a virtual team environment. Students will learn about some of the main pitfalls to consider when managing virtual teams and how to avoid them.

10196-205-LEC Compensation and Benefits 1 Credit
Students will learn about the different ways that employees can be compensated in an organization and when the different compensation strategies are most effective. Students will also learn about the different forms of benefits that organizations offer to employees in addition to compensation. Students will have the opportunity to build a compensation and benefits package for an organization and explain the rationale for how they designed the package.

10196-206-LEC Human Resources 1 Credit
Students will learn about the purpose of the Human Resources department within an organization and why it is important to support the organization's most valuable resources - its human resources. Students will learn the different functions and responsibilities that fall within the human resources department and why this department is important to the success of the organization.

10196-207-LEC Budget & Finance 1 Credit
Students will learn about how to apply the components of a budget to financial statements and learn about how the budget looks on paper. Students will be able to see how different budget changes affect the financial statement and financial position of the organization.

10196-208-LEC Personal Leadership 3 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.

10196-209-LEC Team Building and Problem Solving 3 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.

10196-210-LEC Legal Issues for Supervisors 3 Credits
Students will learn legal practices of recruiting, interviewing, hiring, selection, evaluation/promotion, employee discipline, firing, EEOC and nondiscrimination, employee privacy, workplace harassment, FMLA, ADA and unions.

10196-211-LEC Workplace Innovations 3 Credits
Student will implement the use of inventive thinking techniques and innovative methods to improve work processes in multiple workplace environments; research and analyze the use of technology in businesses to promote innovation in the workplace; develop an innovative, entrepreneurial, and entrepreneurial mindset.

10196-212-LEC Training and Talent Development 3 Credits
Students will become acquainted with the principles and methods for training employees on the job. Experience practical training exercises that include the development of learning objectives and receipt of feedback through a training evaluation. Spend time organizing the training function within an organization and career planning for individual employees.

10196-213-LEC Workplace Safety 3 Credits
Students will learn safety awareness, federal/state/local compliance, inspections, risk analysis, workplace violence, substance abuse, health hazards, first aid, CPR, fire and electrical safety, and emergency preparedness.

10196-214-LEC Leading Strategically 3 Credits
Students will explore the organizational interrelationships that exist between strategy, structure, and the behavior of various size companies.

10196-215-LEC Project Management Fundamentals 3 Credits
Students will become familiar with the role of project management, developing a project proposal, demonstration of relevant software, working with project teams, sequencing tasks, charting progress, dealing with variations, budgets and resources, implementation, and assessment.

10196-216-LEC Leading Change 3 Credits
Students will learn to resolve challenges and handle the personnel dynamics in facilitating change within an organization.

10196-217-OCF Leadership Development Career Experience 2 Credits
TBD

Pre-requisite:
10-196-213 Workplace Safety

10196-300-LEC Foundations and Non-profits 3 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.

10196-301-LEC Current Trends in Non-profits 3 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.

10196-302-LEC Non-profit Strategic Planning 3 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.

10196-303-LEC Non-profit Leadership 3 Credits
Students will learn about strategies that leaders use specifically to lead those who work in nonprofit organizations. This will include leading volunteers and effectively leading organizations where the mission is not to increase stakeholder wealth or to create a profit, but rather the strategy and mission is to provide a community service or to be socially responsible.

10196-304-LEC Board Relations and Volunteer Management 3 Credits
A dynamic course that focuses on developing and engaging a cohesive and strategic board of directors. Topics include defining the role of the board, strengthening the working relationship between staff members and board members, and organizing and facilitating effective meetings, publishing meeting minutes, and agreeing on tasks/next steps.

10196-305-LEC Meeting and Event Planning 3 Credits
Students will explore different aspects of planning professional meetings and events, including scheduling, budgeting, marketing, venues, agendas, meeting and event invitations and RSVPs, speakers and presenters, facilitating the meeting, etc. Students will use scheduling software such as Microsoft Outlook and other software programs to assist with planning meetings and events. By the end of this course, students will have an opportunity to develop draft meeting agendas and a mock event plan.

10196-306-LEC Nonprofit Branding and Marketing 3 Credits
Students will explore: What is nonprofit marketing, inbound marketing for nonprofits, creating a nonprofit marketing plan on a limited budget, and marketing strategies for nonprofit organizations as well as budget considerations for marketing proposals. Students will also explore guerilla marketing techniques, e.g. press releases, blog posts, social media, through the creation of a marketing plan. By the end of this course, students will have an opportunity to develop a mock marketing plan for a nonprofit organization.

10196-307-LEC Nonprofit Revenue Generation 1 3 Credits
In this dynamic class you will learn how to: apply fundamental fundraising principles and ethics to your organization strategy, develop a gift agreement(s) for scholarship, designated, field of interest funds, and analyze the planning and execution of a capital campaign to improve your campaigns, and plan and prepare key sections of a grant application.

10196-308-LEC Community & Social Service in Nonprofits 3 Credits
Students will gain knowledge of direct service work, including engaging with a client population on an interpersonal level. Students will learn the operational needs of serving at-risk clients, oversee daily activities on-site, and effectively act as advocates to clients to receive necessary care and services.

10196-309-LEC Nonprofit Revenue Generation 2 3 Credits
Build revenue streams for your nonprofit organization. They are essential to accomplish the organization mission and provide consistent operations' support. Discover how to increase revenue from your current activities. Develop strategies for building new ones. Know how to effectively set prices or fees. Understand the 20% that generates 80% of your revenue--the necessity to identify and secure lead gifts as a foundation for any campaign. These are basic concepts that will yield greater results.

10196-310-LEC NonProfit Leadership Career Experience 3 Credits
TBD

10196-311-LEC Nonprofit Financial Tools for Decisions 3 Credits
The learner will explore relevant reporting tools that lead to enhanced decision-making and precise results. Students will utilize budgeting and financial reports for planning and identification of key performance indicators.

10201-101-LEC Design Fundamentals 3 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.

10201-110-LEC Pre-Press Management 3 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.

Prerequisites:
Illustrator (10-201-134) and InDesign (10-201-135)

10201-124-LEC Portfolio Introduction 1 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.

10201-128-OCIP Internship/Field Study 3 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)

10201-129-LAB Graphic and Web Design Projects 3 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)

10201-133-LEC Photoshop 3 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.

10201-134-LEC Illustrator 3 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.

10201-135-LEC InDesign 3 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)

10201-136-LEC Multimedia Concepts 3 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.

10201-137-LEC Color Theory**3 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.

10201-138-LEC Typography**3 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.

10201-139-LEC Web Page Design 1**3 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)

10201-140-LEC Web Page Design 2**3 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)

10201-141-LEC Professional Portfolio Assessment**2 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)

10201-142-LEC Digital Marketing for Graphic Designers**3 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.

10201-143-LEC Beginning WordPress**2 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)

10201-144-LEC Freelancing for Creatives**1 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.

10203-131-LEC Introduction to Digital Photography**3 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.

10307-108-LEC ECE: Early Language and Literacy**3 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.

10307-110-LEC ECE: Social Studies, Art and Music**3 Credits**

This course will focus on beginning level curriculum development in the specific integrated content areas of social studies, art, music and movement (SSAMM).

10307-112-LEC ECE: STEM**3 Credits**

This course will focus on beginning level curriculum development in the specific integrated content areas of science, technology, engineering, and mathematics.

10307-148-LEC ECE: Foundations of ECE**3 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.

10307-151-LEC ECE: Infant & Toddler Dev**3 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.

10307-167-LEC ECE: Hlth Safety & Nutrition**3 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.

10307-174-OCF ECE: Introductory Practicum 3 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.

10307-175-OCF ECE: Preschool Practicum 3 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)

10307-177-OCF ECE: Intermediate Practicum 3 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)

10307-179-LEC ECE: Child Development 3 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.

10307-187-LEC ECE: Children w Diff Abilities 3 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.

10307-188-LEC ECE: Guiding Child Behavior 3 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.

10307-195-LEC ECE: Family & Community Rel 3 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.

10307-199-LEC ECE: Practicum 4 3 Credits
Students learn about and apply the course competencies in an actual child care setting. Students analyze children's growth and development based on assessment; integrate strategies that support diversity and anti-bias perspectives; promote professional behaviors and practices; implement meaningful curriculum; create respectful, reciprocal relationships; evaluate early childhood education programs for quality; explore professional options in early childhood education.

Prerequisite:
ECE: Practicum 3 (10-307-197)

10307-199-OCF ECE: Advanced Practicum 3 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)

10325-101-LEC Golf Course Operations 3 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.

10325-102-LEC Career and Leadership Development 2 Credits
Course emphasis is placed on business organizational structures within the golf industry, career planning, goal setting, leadership, and job seeking skills.

10325-103-LEC Pro Shop Management 3 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.

10325-104-LEC Club Financial Management 3 Credits
Students study budgeting, banking, cash control procedures, the accounting cycle, financial reports, payroll procedures, labor costs, depreciation expense, and financial controls.

10325-106-OCF Golf Course Internship I-Inside Operations 3 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.

10325-107-LEC Soils, Conservation, and Fertility 3 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.

10325-108-LAB Tournament Promotions 2 Credits
Students work in cooperation with a local golf course to apply promotion, marketing, and business principles to the development of plans and implementation of a group golf tournament program or outing.

10325-109-LEC Integrated Turf Management 3 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)

10325-110-LEC Golf Course Design and Renovation 2 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.

10325-112-OCF Golf Course Internship II-Outside Operations 3 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.

10325-113-LEC Golf Course Equipment Repair 3 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.

10325-114-LEC Techniques for Teaching Golf 2 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.

10325-118-LEC Golf Course Irrigation Systems 3 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.

10325-124-LEC Player Development 1 2 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.

10325-127-LEC Turf Grass Horticulture 3 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.

10325-128-OCF Spring Internship: Clubhouse 1 Credit
Course will focus on tournament and league organization/prep including complete entry forms, rules of competition, checklist, entry fee, prize payouts, and financial breakdowns. Students will learn multi-day tournament set up as well as league play.

10325-129-OCF Summer Internship: Clubhouse 1 Credit
This class is designed to complement the work experience a student will receive during a summer internship: The student will report on Tournament activities worked. The student will Shadow/Report Food and Beverage Director as well as teaching Professional. The Student will report on staffing levels and show mastery of point of sale equipment.

10325-130-OCF Fall Internship: Clubhouse 1 Credit
In this course students will recap the summer experience and connect the important relationship between revenue and expense and how the customer service experience plays a vital role in a clubs success.

10325-131-OCF Spring Internship: Maintenance 1 Credit
This course is designed to help prepare the student for a summer internship by introducing them to an Integrated Pest Management plan, Turf types found on their internship site, and equipment used on the internship site.

10325-132-OCF Summer Internship: Maintenance 1 Credit
During this course Students will be exposed to the hands on maintenance of an operational golf course. The students will focus on and report back on the following areas of the clubs maintenance operation: staff scheduling, chemical & fertilization programs, equipment needs/repairs/costs, irrigation schedules, and the club's overall integrated pest management program.

10325-133-OCF Fall Internship: Maintenance 1 Credit
In this course the Student will recap their experience at the golf facility as well as complete the experience with a winterization procedure where necessary. The student will analyze the Chemical and Fertilizer program performance as well as the irrigation schedule. The student will report on rounds played and their relationship to the maintenance practices. The student will analyze equipment needs and repair cost associated with the facility.

10449-160-LEC Industrial Safety Practices & Career Development 1 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.

10501-101-LEC Medical Terminology 3 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.

10501-104-LEC Culture of Healthcare 2 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.

10501-107-LEC Digital Literacy for Healthcare 2 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.

10501-153-LEC Body Structure and Function 3 Credits
The learner will become familiarized with the body structures, the functions, and examine the interrelationship between structure and function.

10503-100-LAB Firefighting Principles 4 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.

10503-101-LEC Hazmat Awareness & Ops**2 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.

10504-101-LEC Introduction to Criminal Justice Studies**3 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.

10504-102-LEC Constitutional Law Application**3 Credits**

Learners will diagram the structure of the criminal justice system, identify situations where constitutional rules are applicable; identify situations where an officer may use reasonable suspicion to contact a subject; identify the elements of a lawful arrest; identify search-related activities where the 4th amendment is not applicable; identify the requirements that pertain to search warrants; analyze situations where an officer may conduct a search without a warrant; compare the requirements for conducting routine searches with those for searching disabled persons and strip searches, identify the requirements of the laws governing confessions and statements; and analyze the various requirements that evidence must meet before it can be admitted in court.

10504-103-LEC Criminal Law Studies**3 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.

10504-107-LEC Criminal Investigation Application**3 Credits**

The learner will describe the role evidence plays in criminal investigations and prosecutions; apply the steps for processing crime scenes; apply appropriate strategies to locate, handle, and package evidentiary items; document the crime scene; recognize the unique investigative issues for crimes against life; apply appropriate strategies to secure the scene, collect and preserve evidence, and investigate a death; recognize the dynamics of victimization; apply knowledge of the definitions and responsibilities for law enforcement; analyze the role of law enforcement in responding to domestic abuse; intervene and apply appropriate investigative strategies; respond to an officer-involved domestic violence incident; analyze the role of law enforcement in responding to sexual abuse; demonstrate investigative techniques in a simulated sexual assault case; and identify other resources that can assist in sexual assault cases.

10504-111-LEC Criminology**3 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.

10504-119-LEC Introduction to Corrections**3 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.

10504-120-LEC Homeland Security/Terrorism**3 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.

10504-126-LEC Communication Principles for Emergency Services**3 Credits**

Students will learn how to write a wide variety of law enforcement reports to accurately and fairly convey necessary information for use by investigators, prosecutors, and the public. Students will discuss the role of communication and how to apply specific communication skills and the strategies in a variety of simulated situations. Principles, guidelines, and techniques for law enforcement response to persons with possible mental disorders, alcohol or drug problems, dementia disorders, and/or developmental disabilities will be investigated. Students will practice the basics of presenting effective court testimony and will have the opportunity to practice giving testimony based on a report they have previously written. Students will learn techniques and procedures necessary to interview or interrogate a variety of individuals, including adult and juvenile witnesses, suspects, and victims.

10504-127-LEC Emergency Response and Intervention**3 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.

10504-128-OCP Criminal Justice Internship**3 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.

10504-129-LEC Criminal Evidence**2 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.

10504-134-LEC Emergency Telecommunicator**2 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.

10504-135-LAB Law Enforcement Academy Prep 3 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.

10504-152-LEC Security Operations 3 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.

10504-153-LEC Report Writing for Emergency Services 3 Credits
The learner will explain the context of report writing, take effective field notes, organize information in reports, write narratives, describe what information should be included in certain types of reports, prepare for court, describe how to be an effective witness, and testify as a witness in court.

10504-154-LEC Community Policing in a Diversity Society 3 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.

10504-155-LAB Community Service Field Experience 2 Credits
The student learner will develop and complete a meaningful community service project. During this project, the student will create community partnerships that foster a sense of social responsibility, and will potentially expose the student to diversity and multiculturalism. At the same time the student will develop life-long skills, community and professional partnerships while gaining real world communication and employment skills.

10504-160-LEC Basic Introduction to Policing 2 Credits
This is a basic overview of basic criminal justice systems. This course includes the Phase I material of Academy Orientation, Fundamentals of Criminal Justice, Ethics, Cultural Competency, Agency Policy, and Professional Communication. Pre-requisite: Acceptance into the 720 Law Enforcement Academy

10504-161-LEC Basic Police Response 2 Credits
This is a basic overview of patrol responses in law enforcement. It includes the Phase I courses of Critical Thinking and Decision Making, Basic Response, Radio Procedures, Traffic Law Enforcement, First Aid/CPR/AED, and Integration Exercises. Pre-requisite: Acceptance into the 720 Law Enforcement Academy

10504-162-LAB Basic Police Tactics 2 Credits
This is a basic overview of police tactics. It includes the Phase I courses of Fundamentals of Firearms, Vehicle Contacts I, Officer Wellness, DAAT, 4 hours of Integration Exercises, 4 hours of Written Exams, and Physical Readiness.

Pre-requisite:
Acceptance into the 720 Law Enforcement Academy

10504-163-LEC Basic Police Investigations 2 Credits
This is a basic overview of police investigations. It includes the Phase I courses of Constitutional Law I, Crimes I, Interviews, and Report Writing. Pre-requisite: Acceptance into the 720 Law Enforcement Academy

10504-164-LAB Intermediate Police Tactics 3 Credits
This course builds on the basic overview of tactics and to an advanced level. It includes the Phase II courses of DAAT, Firearms II, and TECCLEO part I.

Pre-requisite:
Successful completion of Phase I of the Law Enforcement Academy

10504-165-LAB Intermediate Police Traffic Response 3 Credits
This course is a covers the complexity of law enforcement driving and vehicle stops. It includes the Phase II courses of EVOC, Community Service Lab, Vehicle Contacts II, 4 hours of Written Exams, and Integration Exercises.

Pre-requisite:
Successful completion of Phase I of the Law Enforcement Academy

10504-166-LAB Intermediate Police Investigations 4 Credits
This course is a covers the complexity of law enforcement driving and vehicle stops. It includes the Phase II courses of PCS, Tactical Response, Constitutional Law II, Physical Evidence Collection, TECCLEO part 2, Crisis Management, and Physical Readiness.

Pre-requisite:
Successful completion of Phase I of the Law Enforcement Academy

10504-167-LAB Advanced Police Traffic Response 4 Credits
This course is a covers the complexity of law enforcement traffic and emergency encounters. It includes the Phase III courses of Traffic Law-Radar, Traffic Crash, OWI/SFST, HAZMAT, ICS, Cultural Competence II, Ethics II part 1, Officer Wellness, 4 hours of Written Exam, and Integration Exercises.

Pre-requisite:
Successful completion of Phase II of the Law Enforcement Academy.

10504-168-LAB Advanced Police Investigations 3 Credits
This course is a covers the complexity of law enforcement investigations. It includes the Phase III courses Ethics II part 2, Interrogations, Testifying in Court, Crimes II, Evidence, Domestics, Juvenile Law, Victims, Sexual Assault, Child Maltreatment, Physical Readiness, and Report Writing. Pre-requisite: Successful completion of Phase II of the Law Enforcement Academy.

10504-169-LAB Academy Scenario Assessment 2 Credits
Students participate in prescribed complex scenarios to assess their ability to perform as a law enforcement officer in Wisconsin. Students will complete the Fitness Assessment and additional material. Pre-requisite: Successful completion of Phase III of the Law Enforcement Academy.

10508-101-LAB Dental Health Safety 1 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.

10508-103-LEC Dental Radiography 2 Credits
Prepares dental auxiliary students to operate x-ray units and expose bite-wing, 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.

10508-113-LEC Dental Materials**2 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.

10510-114-LEC IV Therapy**1 Credit**

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

Prerequisite:

LPN, first year nursing program completion, EMT, or other persons as designated by job role.

10510-140-LEC Nutrition**3 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

10510-146-LAB Well Woman Gynecology**3 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)

Antepartum Lab (10-510-161)

10510-148-LAB Midwife Clinic Lab I**1 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)

Antepartum Lab (10-510-161)

10510-149-LEC Professional Issues in Midwifery**2 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.

10510-150-LEC OB/Medication Management**1 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.

Co-requisites:

Intrapartum (10-510-164)

Postpartum (10-510-165)

Neonate (10-510-166)

10510-152-LAB Midwife Clinic Lab II**2 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 5 (10-510-168)

10510-153-LEC Applied Pharmacology**2 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.

10510-154-LEC Midwife Research**1 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.

10510-155-LEC Introduction to Midwifery Practice**2 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.

10510-156-LAB Midwife Science Lab**1 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.

10510-157-LEC Physical Exam for the Midwife**2 Credits**

The learner will become familiar with the needed theory and skills to perform a complete physical exam using an in-depth system approach.

10510-158-OCP Introduction to Midwife Clinic**1 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.

10510-159-OCP Midwife Clinic 1**1 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)

10510-160-LEC Antepartum Theory**4 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)

10510-161-LAB Antepartum Lab**1 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)

10510-162-OCP Midwife Clinic 2**2 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)

10510-163-OCP Midwife Clinic 3**1 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)

10510-164-LEC Intrapartum**3 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)

10510-165-LEC Postpartum**1 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)

10510-166-LEC Neonate**1 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)

10510-167-OCP Midwife Clinic 4**2 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)

10510-168-OCP Midwife Clinic 5**2 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)

10510-169-OCP Midwife Clinic 6**2 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)

10510-170-OCP Midwife Clinic 7**3 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)

10512-125-LEC Intro to Surgical Technology**4 Credits**

Provides the foundational knowledge of the occupational environment. Principles of sterilization and disinfection are learned. Surgical instruments are introduced. Preoperative patient care concepts are simulated. Lab practice is included.

Prerequisites:

General Anatomy & Physiology (10-806-177)and

Medical Terminology (10-501-101)

10512-126-LEC Surgical Tech Fundamentals 1**4 Credits**

Focuses on preparing the patient and operating room for surgery. Principles of sterile technique are emphasized as the student moves into the scrub role. Lab practice is included.

Prerequisites:

Medical Terminology (10-501-101)

General Anatomy & Physiology (10-809-177)

Corequisites:

Intro to Surgical Technology (10-512-125)

10512-127-LEC Exploring Surgical Issues**2 Credits**

Explores a variety of issues related to surgical technology. Emphasis is placed is on becoming a professional member of the surgical team.

Corequisites:

Intro to Surgical Technology (10-512-125)

Surgical Tech Fundamentals 1 (10-512-126)

10512-128-LAB Surgical Tech Fundamentals 2**4 Credits**

Focuses on enhancing surgical technology skills while functioning as a sterile team member. Lab is included.

Prerequisites:

Surgical Fundamentals 1 (10-512-126)

Medical Terminology (10-501-101)

Advanced Anatomy & Physiology (10-806-179)

Corequisites:

Surgical Pharmacology (10-512-128)

Surgical Skills Application (10-512-130)

Microbiology (10-806-197)

10512-129-LEC Surgical Pharmacology**2 Credits**

Basic study of drug classifications, care, and handling of drugs and solutions, application of mathematical principles in dosage calculations, terminology related to pharmacology, anesthesia, and drugs used in surgery.

Prerequisites:

Intro to Surgical Technology (10-512-125)

Surgical Fundamentals 1 (10-512-126)

10512-130-LAB Surgical Skills Application 2 Credits

Provides a transition from the academic to the clinical setting. Learners integrate the surgical technologist skills as they apply to various surgical procedures.

Prerequisites:

Surgical Technology (10-512-125)

Surgical Fundamentals 1 (10-512-126)

Corequisites:

Surgical Fundamentals 2 (10-512-128)

Surgical Pharmacology (10-512-129)

10512-131-LEC Surgical Interventions 1 4 Credits

Provides the foundational knowledge of surgical core and specialty procedures. Examines the pathophysiology, diagnostic interventions, health sciences, and surgical techniques for a variety of procedures.

Prerequisites:

Surgical Tech Fundamentals 2 (10-512-128)

Surgical Pharmacology (10-512-129)

Surgical Skills Application (10-512-130)

10512-132-OCP Surgical Technology Clinical 1 3 Credits

Apply basic surgical theories, principles, and procedural techniques in the operating room. Students begin to function as team members under the guidance of the instructor and authorized clinical personnel.

Prerequisite:

Surgical Tech Fundamentals 2 (10-512-128)

Surgical Skills Application (10-512-130)

Corequisite:

Surgical Interventions (10-512-131)

10512-133-OCP Surgical Technology Clinical 2 3 Credits

Further experience in a clinical setting allows the student to continue to improve technical skills while accepting more responsibilities during surgical procedures.

Prerequisite:

Surgical Technology Clinical 1 (10-512-132)

Corequisite:

Surgical Interventions 1 (10-512-131)

10512-135-OCP Surgical Technology Clinical 3 3 Credits

Further experience in a clinical setting allows the student to continue to improve technical skills while accepting more responsibilities during surgical procedures.

Prerequisite:

Surgical Interventions 1 (10-512-131)

Surgical Technology Clinical 2 (10-512-133)

Corequisite:

Surgical Interventions 2 (10-512-142)

10512-136-OCP Surgical Technology Clinical 4 3 Credits

During this clinical course the student will function relatively independently. Serves as a transition from a student perspective to an employee by utilizing advanced skills for an entry level Surgical Technologist.

Prerequisite:

Surgical Technology Clinical 3 (10-512-135)

Corequisite:

Surgical Interventions 2 (10-512-142)

10512-142-LEC Surgical Interventions II 4 Credits

Expands knowledge of core and specialty surgical procedures by incorporating pathophysiology, diagnostic interventions, health sciences, and surgical techniques.

10513-109-LEC Blood Bank 4 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)

10513-110-LAB Basic Lab Skills 1 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.

10513-111-LEC Phlebotomy 2 Credits

This course provides opportunities for learners to perform routine venipuncture, routine capillary puncture, and special collection procedures.

10513-113-LEC QA Lab Math 1 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.

10513-114-LEC Urinalysis 2 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)

10513-115-LEC Basic Immunology Concepts 2 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)

10513-116-LEC Clinical Chemistry 4 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)

10513-120-LEC Basic Hematology 3 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)

10513-121-LAB Coagulation 1 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)

10513-130-LEC Advanced Hematology**2 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)

10513-133-LEC Clinical Microbiology**4 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)

10513-140-LEC Advanced Microbiology**2 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)

10513-141-LEC Pre-Clinical Experience**2 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)

10513-151-OCF Clinical Experience 1**3 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)

10513-152-OCF Clinical Experience 2**4 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)

10513-170-LEC Introduction to Molecular Diagnostics**2 Credits**

Introduces the principles and application of molecular diagnostics in the clinical laboratory.

Prerequisites:

Clinical Microbiology (10-513-133)

10513-180-LEC Body Fluids Analysis**1 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)

10513-184-LEC HACCP Training**2 Credits**

This course provides an introduction to HACCP (Hazard Analysis and Critical Control Points) for food processors. The relationship between food safety and HACCP will be discussed in the food manufacturing setting. The principles of HACCP will be explored. HACCP plans, implementation and plan maintenance will be developed in order to prevent foodborne illness. Upon successful completion of the course, students will receive a certificate of completion.

Prerequisite:

Manufacturing Practices for Food Industry (10-513-188)

10513-188-LEC Manufacturing Practices for Food Industry**1 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.

10520-101-LEC Introduction to Human Services**3 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.

10520-102-LEC Ethics for the Profession**3 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)

10520-103-LEC Issues In ATODA**3 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)

10520-104-LEC Community Resources and Services**3 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.

10520-105-LEC Interviewing and Counseling Techniques**3 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)

10520-106-LEC Issues of Gerontology**3 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)

10520-107-LEC Disability Studies**3 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)

10520-108-LEC Methods of Social Casework**3 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)

Corequisite:

Professional Documentation in Human Services (10-520-109)

10520-109-LEC Professional Documentation in Human Services**3 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)and

Interviewing & Counseling Techniques (10-520-105)

Corequisite:

Methods of Social Casework (10-520-108)

10520-112-LEC Children, Youth, & Family**3 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)

10520-121-LAB Field Study I**4 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)

10520-122-LAB Field Study II**4 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)

10524-139-LEC PTA Patient Interventions**4 Credits**

An introduction to basic skills and physical therapy interventions performed by the physical therapist assistant.

10524-140-LEC PTA Professional Issues 1**2 Credits**

Introduces the history and development of the physical therapy program, legal and ethical issues, the interdisciplinary health care team, and professional communication skills.

10524-142-LEC PTA Therapeutic Exercise**3 Credits**

Provides instruction on the implementation of a variety of therapeutic exercise principles. Learners implement, educate, adapt, and assess responses to therapeutic exercises.

Prerequisite:

PTA Applied Kinesiology 1 (10-524-156)

10524-143-LEC PTA Biophysical Agents**4 Credits**

Develops the knowledge and technical skills necessary to perform numerous therapeutic modalities likely to be utilized as a PTA.

Prerequisite:

PTA Patient Interventions (10-524-139)

10524-144-LEC PTA Princ of Neuro Rehab**4 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)

10524-145-LEC PTA Princ of Musculo Rehab**4 Credits**

Integrates concepts of musculoskeletal pathologies, physical therapy interventions, and data collection in patient treatment.

Prerequisite:

PTA Applied Kinesiology 2 (10-524-157)

10524-146-LEC PTA Cardio & Integ Mgmt**3 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)

10524-147-OCP PTA Clinical Practice 1**2 Credits**

Provides a part-time clinical experience to apply foundational elements, knowledge, and technical skills pertinent to physical therapy practice.

Prerequisites:

PTA Applied Kinesiology 1 (10-524-156)

10524-148-OCP PTA Clinical Practice 2**3 Credits**

Provides another part-time clinical experience to apply foundational elements, knowledge, and technical skills required of the entry level physical therapist assistant in various practice settings.

Prerequisites:

PTA Princ of Neuro Rehab (10-524-144)

PTA Clinical Practice (10-524-147)

10524-149-LEC PTA Rehab Across the Lifespan**2 Credits**

A capstone course that integrates concepts of pathology, physical therapy interventions and data collection across the lifespan. In addition the PTA's role in health, wellness, and prevention; reintegration, and physical therapy interventions for special patient populations will be addressed.

Prerequisites:

PTA Princ of Neuro Rehab (10-524-144)

PTA Princ of Musculo Rehab (10-524-145)

10524-150-LEC PTA Professional Issues 2**2 Credits**

Incorporates professional development, advanced legal and ethical issues, healthcare management and administration, and further development of professional communication strategies.

Prerequisites:

PTA Professional Issues (10-524-140)

10524-151-OC PTA Clinical Practice 3**5 Credits**

Provides a full-time clinical experience to apply foundational elements, knowledge, and technical skills required of the entry level physical therapist assistant in various practice settings.

Prerequisites:

PTA Princ of Neuro Rehab (10-524-144)

PTA Princ of Musculo Rehab (10-524-145)

10524-156-LEC PTA Applied Kinesiology 1**4 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)

10524-157-LEC PTA Applied Kinesiology 2**3 Credits**

Applies basic principles from PTA Applied Kinesiology 1 to the axial skeleton and upper quadrant including location and identification of muscles, joints and other landmarks. Assess range of motion and strength of the axial skeleton and upper quadrant. Integrates analysis of posture.

Prerequisites:

General Anatomy & Physiology, (10-806-177)

PTA Applied Kinesiology 1, (10-524-156)

PTA Patient Interventions, (10-524-139)

PTA Professional Issues 1, (10-524-140)

10530-110-LEC Introduction to Cancer Registry Management**3 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)

10530-111-LEC Cancer Disease Management**4 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)

10530-112-LEC Oncology Coding and Staging**4 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)

10530-113-LEC Cancer Statistics and Epidemiology**3 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)

10530-114-LEC Abstracting Principles and Practice I**3 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)

10530-115-LEC Cancer Patient Follow-up**2 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)

10530-116-LEC Abstracting Principles and Practice II**3 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)

10530-117-LAB Cancer Registry Management Practicum 3 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)

10530-118-LEC CTR Prep 1 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)

10530-159-LEC Health Revenue Management 3 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

10530-161-LEC Health Quality Management 3 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)

10530-162-LEC Foundations of HIM 3 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).

10530-163-LEC Healthcare Stats and Analytics 3 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)

10530-164-LEC Intro to Health Informatics 3 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)

10530-165-LEC Intermediate Coding 3 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).

10530-166-LEC HIT Capstone 1 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 (10-530-167)

Prerequisite:

Intermediate Coding (10-530-165)

10530-167-LEC Management of HIM Resources 3 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)

10530-178-LEC Healthcare Law & Ethics 2 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)

10530-182-LEC Human Diseases for the Health Professions 3 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)

10530-184-LEC CPT Coding**3 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)

10530-196-LEC Professional Practice**3 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)

10530-197-LEC ICD Diagnosis Coding**3 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)

10530-199-LEC ICD Procedure Coding**2 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)

10531-101-LEC Emergency Medical Technician (inactive)**5**

Students will demonstrate the skills necessary to respond to emergency calls and provide efficient and immediate care to critically ill and injured patients, both at the location of the emergency and during transport to the appropriate medical facility. Students will integrate critical thinking, emergency care concepts and skills in managing patients into an over-all pre-hospital treatment plan and to coordinate this plan with the receiving hospital staff. Successful completion of this course can lead to licensure by the State of Wisconsin as an EMT.

10531-105-LAB Emergency Medical Technician 1**3 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.

10531-106-LAB Emergency Medical Technician 2**3 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.

Emergency Medical Technician 1 (10-531-105) or equivalency.

10543-101-LEC Nursing Fundamentals**2 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.

10543-102-LAB Nursing Skills**3 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.

10543-103-LEC Nursing Pharmacology**2 Credits**

Students are introduced to the principles of pharmacology, including drug classifications, effects on the body, and nursing process when administering medications.

10543-104-CLN Nsg: Intro Clinical Practice**2 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.

10543-105-LEC Nursing Health Alterations**3 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)

10543-106-LEC Nursing Health Promotion**3 Credits**

Students explore topics related to health promotion and nursing care in the context of the family, such as reproductive issues, pregnancy, labor and delivery, postpartum, the newborn, and the child. Recognizing the spectrum of healthy families, students learn to discern patterns associated with adaptive and maladaptive behaviors applying mental health principles that support healthy lifestyle choices, including nutrition, exercise, stress management, empowerment, and risk reduction practices. Learners study family dynamics, functions, discipline styles, and stages of development.

Prerequisite:

Nursing: Intro to Clinical Practice (10-543-104)

Nursing Pharmacology (10-543-103)

Corequisite:

Developmental Psychology (10-809-188)

10543-107-CLN Nsg: Clin Care Across Lifespan 2 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)

10543-108-CLN Nsg: Intro Clinical Care Mgt 2 Credits
Students apply nursing concepts and therapeutic nursing interventions to groups of clients while using leadership, management, and team building skills.

Prerequisite:
Nursing: Intro to Clinical Practice (10-543-104)

10543-109-LEC Nsg: Complex Health Alterations 1 3 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)

10543-110-LEC Nsg: Mental Health Comm Con 2 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)
Corequisite: Intro to Psychology (10-809-198)

10543-111-CLN Nsg: Intermed Clin Practice 3 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)

10543-112-LAB Nursing Advanced Skills 1 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)

10543-113-LEC Nsg: Complex Health Alterat 2 3 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)

10543-114-LEC Nsg: Mgt & Profess Concepts 2 Credits
Students explore nursing management and professional issues related to the role of the RN. Emphasis is placed on preparing for RN practice.

Prerequisites:
Nsg: Complex Health Alterations 1 (10-543-109)
Nsg: Interned Clin Practice (10-543-111)

10543-115-CLN Nsg: Adv Clinical Practice 3 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.

Prerequisites:
Nsg: Complex Health Alterations 1 (10-543-109)
Nsg: Interned Clin Practice (10-543-111)

10543-116-CLN Nursing Clinical Transition 2 Credits
Students integrate knowledge learned in previous courses in transitioning to the role of the graduate nurse by engaging in relatively independent clinical decisions, delegation, and collaboration to achieve client and organizational outcomes. Continued professional development is fostered.

Prerequisites:
Nsg: Complex Health Alterations 1 (10-543-109)
Nsg: Interned Clin Practice (10-543-111)

10543-159-LEC LPN to RN Bridge 3 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.

10606-102-LEC Technical Drafting II/Design 4 Credits
Students use ANSI standards in creating dimensioned detail drawings, dimensioned assembly drawings, and assembly drawings. Students perform basic descriptive geometry techniques. The CAD system is used on all drawings. The basic design and applications of the following mechanism are presented: fasteners, bearings, couplings, gears, springs, chain, and belts.

Prerequisites:
Technical Drafting I/Blueprint Reading (10-606-108) or
Print Reading (10-606-127)

10620-101-LEC DC and AC Fundamentals 5 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.

10620-107A-LEC Hydraulics and Pneumatics Mod A(2cr) 2 Credits
Students examine the basic principles of fluid power, compressed air, and fluidic devices. Students will learn symbols, limitations and application of valves, solenoids, hydraulic motors, and the fluids used. With this knowledge they will design hydraulic and pneumatic systems in labs.

Prerequisites:
College Technical Math 1A (10-804-113) or
College Technical Math 1 (10-804-115)

10620-107B-LEC Hydraulics and Pneumatics Mod B(1cr) 1 Credit
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.

10620-107-LEC Hydraulics and Pneumatics 3 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)

10620-117-LEC Robotics 3 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)

10620-121-LEC Mechanics and Materials 4 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.

10620-123-LEC Construction Electrical Wiring I 1 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)

10620-124-LEC Welding for Maintenance 2 Credits
The student creates weldments in flat, vertical, horizontal, and overhead positions; these weldments will utilize SMAW, MIG, TIG, brazing and oxy-fuel. All operations will adhere to AWS Code.

10620-126-LEC Industrial Electrical Wiring 2 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)

10620-131-LEC Electrical Wiring - Basic 1 Credit
Students apply related code applications, OSHA safety standards, and use testing instruments through class participation and simulated field activities. Night class for Plumbing Apprenticeship Program.

10620-138-LEC Construction Electrical Wiring II 1 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)

10620-148-LEC Intro to Motor Controls 2 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)

10620-149-LEC Intro to Programmable Controls 2 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)

10620-150-LEC Advanced Programmable Controls 2 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)

10620-151-LEC Process Control Systems 5 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)

10620-154-LEC Advanced Calibration Techniques & Analytics 3 Credits
Students will learn industry standard calibration and analytical procedures as it applies to process control. Topics covered include the areas of temperature, pressure, level, and flow.

Prerequisite:
Process Control Systems (10-620-151)

10620-156-LEC Fiber Optic Cabling Technician 1 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.

10620-157-LEC Fundamentals of Embedded Systems 1 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)

10620-158-LEC Fiber Optic Outside Plant Specialist 1 Credit
Students will be introduced to installing, testing, and troubleshooting fiber optic cabling. This course focuses primarily on Outside Plant (OSP) single-mode cable operations. Learning outcomes include identifying, installing, preparing, terminating, splicing, and testing OSP fiber cable to existing standards and industry specifications. The course prepares students to take the Fiber Optics Association (FOA) CFOS/O, OSP hands-on and written exam in order to earn industry recognized credentials. Prior to participation in the course, students will be asked to provide proof of CFOT certification.

10620-159-LEC Introduction to Frequency & Servo Drives 2 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)

10620-161-LAB Advanced Mechanical Drives 2 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.

Pre-requisite:
Mechanics and Materials (10-620-121)

10620-162-LEC Manual Machine Shop Fundamentals 3 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.

10620-163-LAB Intro to Mechatronics 1 Credit
Students will learn foundational information and develop hands-on skill in the areas of Mechanical, Electrical, and Control Technology. Topics covered include the areas of pneumatics, electricity, sensors, actuators, and controls.

10620-164-LAB Intro to Preventative Maintenance 1 Credit
Students will be familiar with industry trends and predictive maintenance techniques, such as, IR thermography, vibration analysis, oil analysis, and ultrasonic.

10623-110-LEC Lean Concepts 3 Credits
Learners will develop techniques to identify and eliminate non-value-added activities in a process using 5S, TPM, Standard Work, and Mistake Proofing. Learners will explore the characteristics of an organizational culture necessary to support and sustain a lean enterprise.

10623-112-LEC Lean Six Sigma 3 Credits
Learners will apply the DMAIC (Define, Measure, Analyze, Improve, Control) model. Learners will select a problem and define its parameters by creating a project charter, collect and analyze data to address the defined problem, implement a solution to the defined problem and create a control system to monitor and maintain the improvement

Prerequisite:
Introductory Statistics (10-804-189)

10623-113-LEC Process Mapping/Problem Solving 3 Credits
Learners will utilize the A-3 Problem Solving format to complete projects that address the root cause and improve processes by eliminating waste. Learners will develop micro and macro level process maps such as Operational, Spaghetti, and Cross Functional to identify and remove waste and to improve process flow. Learners will utilize Value Stream Mapping (VSM) techniques to create a current state map to identify waste in a process and develop a future state map to reduce and/or eliminate identified waste.

10625-102-LEC Human Elements - Quality on the Job 3 Credits
Learner will develop a working definition of quality that is appropriate to today's workplace. They will relate the importance of customer focus, prevention quality model and systems thinking as an approach to continuous quality improvement. They will demonstrate the benefits and challenges of working as a team and appreciate the benefits of diversity on a work team.

10801-136-LEC English Composition 1 3 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.

10801-195-LEC Written Communication 3 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.

10801-196-LEC Oral/Interpersonal Communication 3 Credits
Students demonstrate competency in speaking, verbal and nonverbal communication, and listening skills through individual presentations, group activities and other projects.

10801-197-LEC Technical Reporting 3 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.

10801-198-LEC Speech 3 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.

10801-199-LEC Communication Techniques/Special Pops 1 Credit
Students will be able to do the hand formations for the alphabet and over 500 signs. In addition, students will be able to interpret and sign simple sentences, identify the characteristics of the deaf culture, American Sign Language (ASL), and the uses of signing in everyday life. There is no prerequisite.

10804-107-LEC College Mathematics**3 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.

10804-113-LEC College Technical Math 1A**3 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.

10804-114-LEC College Technical Math 1B**2 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.

10804-118-LEC Intermediate Algebra with Applications**4 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.

10804-123-LEC Math with Business Applications**3 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.

10804-133-LEC Math & Logic**3 Credits**

Students will apply mathematical problem solving techniques. Topics will include symbolic logic, sets, algebra, Boolean algebra, and number bases.

10804-189-LEC Introductory Statistics**3 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.

10804-195-LEC College Algebra with Applications**3 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.

10804-196-LEC Trigonometry with Applications**3 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

10806-109-LEC Fundamentals of Chemistry**2 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.

10806-134-LEC General Chemistry**4 Credits**

Students will explore the fundamentals of chemistry. Topics include the metric system, problem-solving, periodic relationships, chemical reactions, chemical equilibrium, properties of water: acids, bases, and salts: and gas laws.

10806-143-LEC College Physics 1**3 Credits**

Presents the applications and theory of basic physics principles. This course emphasizes problem solving, laboratory investigation and applications. Topics include laboratory safety, unit conversions and analysis, kinematics, dynamics, work, energy, power, temperature, and heat.

Pre-requisites:

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 grade of C or higher.

10806-177-LEC General Anatomy & Physiology**4 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)

10806-179-LEC Adv Anatomy & Physiology**4 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.

10806-186-LEC Intro to Biochemistry 4 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)

10806-189-LEC Basic Anatomy 3 Credits
Examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems.

10806-197-LEC Microbiology 4 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

10809-122-LEC Intro to Amer Government 3 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.

10809-128-LEC Marriage & Family 3 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.

10809-143-LEC Microeconomics 3 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)

10809-159-LEC Abnormal Psychology 3 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.

10809-166-LEC Intro to Ethics: Theory & App 3 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.

10809-172-LEC Introduction to Diversity Studies 3 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.

10809-188-LEC Developmental Psychology 3 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.

10809-195-LEC Economics 3 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.

10809-196-LEC Intro to Sociology 3 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.

10809-197-LEC Contemporary Amer Society 3 Credits
Students examine the network of interdependent social systems which affect learners as employees, family members, and citizens. In this interdisciplinary course, learners will study public policy issues which illustrate how our traditional institutions such as family, education, government, work, and media are being changed by global, political, demographic, multicultural, and technological trends. By exploring contemporary issues, learners will expand their use of creative and critical thinking skills in evaluating information, making decisions, advocating positions, and participating in the democratic process.

10809-198-LEC Intro to Psychology 3 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

10809-199-LEC Psychology of Human Relations 3 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.

10834-110-LEC Elem Algebra With Apps 3 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.

10999-999-LEC Elective Credit 10 Credits

30443-310-LEC Fundamentals of Building Trades Safety 4 Credits
Students develop safety consciousness and practice approved construction site safety and health procedures. Students protect themselves by using hearing, eye, respiratory, foot, and other personal protection equipment. Students will learn safe and efficient techniques to repair existing building and build new structures.

30443-311-LEC Basic Carpentry 3 Credits
Students build and repair walls, shelving, and other building related structures. They use a variety of hand and power tools; choose the associated building materials. They repair and install windows, doors, stairs, and other building components.

30443-312-LEC Basic Electrical 3 Credits
Students repair, replace, and install branch circuits according to NEC requirements. They install and maintain outlets, lighting systems, and other minor building electrical devices. They practice safe use of tools and materials associated with electrical work.

30443-314-LEC Blueprint Reading for Construction 2 Credits
Students learn basic sketching and print reading as applied to the construction trade. Students develop and read working drawings including specifications, line and symbol identification, dimensions, and scales.

30443-331-LEC Basic Plumbing 3 Credits
Students install and repair minor plumbing, including faucets, and hot water heaters. They are careful to maintain health and safety. They clean drains and unplug fixtures. They use basic plumbing hand and power tools and materials appropriately.

30504-400-LAB Physical Fitness 1 Credit
Through classroom lecture and on-campus lab students will apply Phases II-III Health Fitness WI Department of Justice 720 Academy curriculum framework program requirements.

Pre-requisite:
Acceptance into the Law Enforcement Academy

30504-401-LEC Overview of Criminal Justice 1 Credit
Through classroom lecture and WI Department of Justice 720 Academy integration exercises, students will learn and apply skills addressed in the following WI Department of Justice 720 Academy Phase I curriculum framework topics: Academy Orientation, Fundamentals of Criminal Justice, Ethics, Cultural Competency, Agency Policy, and Professional Communication. This course will also include WI DOJ 720 Academy Integration Exercises.

Prerequisite:
Acceptance into the Law Enforcement Academy

30504-402-LEC Overview of Investigations 2 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

30504-403-LEC Overview of Patrol Response 2 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

30504-404-LEC Overview of Tactics 1 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

30504-405-LEC Principles of Emergency Vehicle Response 2 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

30504-406-LEC Principles of Investigations 1 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

30504-407-LEC Principles of Tactics 5
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

30504-408-LEC Application of Traffic Response 3 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

30504-409-LEC Application of Investigations 1 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

30504-410-LEC Sensitive Crimes 2 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 Violence, 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

30504-411-LAB Scenario Testing 1 Credit
Students will follow the DOJ Guidelines on Scenario Testing.

Prerequisite:
Acceptance into the Law Enforcement Academy

30504-420-LEC Police Concepts 5 Credits
Through classroom lecture and WI Department of Justice 720 Academy integration exercises, students will learn and apply skills addressed in the following WI Department of Justice 720 Academy Phase I curriculum framework topics: Academy Orientation, Fundamentals of Criminal Justice, Ethics I, Professional Communication I, Constitutional Law I, Interviews, Report Writing I, Critical Thinking & Decision Making, Basic Response (RESPOND), Radio Procedures, Intro to TraCS, Traffic Law Enforcement I, First Aid CPR/AED, Cultural Competence, Agency Policy, Crimes I, and Phase I Fitness.

Prerequisite: Acceptance into the Law Enforcement Academy

30504-421-LEC Police Tactics 2 Credits
Through classroom lecture and WI Department of Justice 720 Academy integration exercises, students will learn and apply skills addressed in the following WI Department of Justice 720 Academy Phase I curriculum framework topics: Fundamentals of Firearms I, DAAT I, Vehicle Contacts I, Officer Wellness I, Integration Exercises, Phase I Written Exam, and 10 hours of Crisis Management.

Prerequisite: Acceptance into the Law Enforcement Academy

30504-422-LAB Advanced Police Tactics 5 Credits
Through classroom lecture and WI Department of Justice 720 Academy integration exercises, students will learn and apply skills addressed in the following WI Department of Justice 720 Academy Phase II curriculum framework topics: Professional Communication II, Constitutional Law II, 10 hours of Crisis Management, Vehicle Contacts II, DAAT II, Phase II Fitness, Tactical Emergency Casualty Care, and Tactical Response.

Pre-requisite: Acceptance into the Law Enforcement Academy

30504-423-LAB Police Emergency Response 4 Credits
Through classroom lecture and WI Department of Justice 720 Academy integration exercises, students will learn and apply skills addressed in the following WI Department of Justice 720 Academy Phase II curriculum framework topics: Fundamentals of Firearms II, EVOC, Physical Evidence Collection I, Integration Exercises II, and Phase II Written Exam.
Pre-requisite: Acceptance into the Law Enforcement Academy

30504-424-LEC Police Investigations 2 Credits
Through classroom lecture and WI Department of Justice 720 Academy integration exercises, students will learn and apply skills addressed in the following WI Department of Justice 720 Academy Phase III curriculum framework topics: Crimes III, Report Writing III, Officer Wellness II - Suicide Prevention, Ethics II: Moral Reasoning & Professional Responsibility, Cultural Competence II, Physical Evidence Collection II, Interrogations, Victims, Sexual Assault, and Testifying in Court.

Pre-requisite: Acceptance into the Law Enforcement Academy

30504-425-LAB Police Traffic Response 3 Credits
Through classroom lecture and WI Department of Justice 720 Academy integration exercises, students will learn and apply skills addressed in the following WI Department of Justice 720 Academy Phase III curriculum framework topics: Traffic Law Enforcement II, Traffic Investigations & Incident Management, OMVWI/SFST, Hazardous Materials & WMD, and Phase III Fitness.

Pre-requisite: Acceptance into the Law Enforcement Academy

30504-426-LAB Police Sensitive Crimes 3 Credits
Through classroom lecture and WI Department of Justice 720 Academy integration exercises, students will learn and apply skills addressed in the following WI Department of Justice 720 Academy Phase III curriculum framework topics: Incident Command System & NIMS, Juvenile Law, Child Maltreatment, Domestic Violence, Integration Exercises III, Phase III Written Exam, and Scenario Assessment.

Pre-requisite: Acceptance into the Law Enforcement Academy

30531-303-LEC Advanced Emergency Medical Technician (AEMT) 4 Credits
Student demonstrates advanced knowledge and skills necessary to respond to an emergency as an advanced life support ambulance attendant. Students demonstrate and integrate critical decision making with advanced emergency care concepts and skills in patient treatment in the pre-hospital setting. Items needed for enrollment: * Current licensure by the State of Wisconsin as an EMT

30531-304-LEC Emergency Medical Services 1 Credit
Students will learn how to perform an initial medical assessment for an injury or medical condition, how to provide immediate treatment for a variety of injuries and conditions, and how to perform cardiopulmonary resuscitation (CPR) and use an automated external defibrillator (AED).

30531-305-LEC Emergency Medical Technician 1 2 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

30531-306-LEC Emergency Medical Technician 2 3 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.

30543-200-LEC Nursing Assistant - Short Term 2 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.

30543-201-LEC Nursing Assistant - 81 Hour 2 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.

30543-300-LEC Nursing Assistant 2 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.

30543-302-LEC Nursing Assistant Advanced 2 Credits
Students demonstrate knowledge and skills in the following areas: measuring blood pressure; obtaining vital signs of pediatric clients; admissions and discharge of clients; preoperative and postoperative care of clients; and supportive care of clients with IVs, clients receiving oxygen, and clients with casts or in traction. Assigned clinical hours provide the student an opportunity for skill application in the hospital setting.

Prerequisites:
Nursing Assistant (30-543-300)OR
Nursing Assistant - 81 Hour (30-543-201)OR
Nursing Assistant - Short Term (30-543-200)

30804-313-LEC Occupational Math 1 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.

30812-301-LEC Driver Education Classroom Instruction 3 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.

30812-302-LEC Driver Education In-Car Instruction 3 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.

30812-303-LEC Driver Education Safety 3 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.

31106-321-LEC Microsoft Word 2 Credits
Students will learn basic and intermediate features of Microsoft Word, word processing software including multipage documents, headers/footers, mail merge, columns, tables, templates, and basic graphics.

31404-337-LAB Auto Body Mechanics Chassis 2 Credits
Students evaluate, diagnose, and repair damage to automotive drivetrains, steering and suspension systems, and braking systems as it applies to collision damaged vehicles.

31404-338-LAB Auto Body Mechanics HVAC & Restraints 2 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.

31404-347-LEC Electrical Fundamentals 2 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.

31405-356-LEC Auto Body Welding 3 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 Oxy-fuel and Plasma Cutting. They perform Aluminum MIG welding and MIG brazing.

31405-364-LAB Buffing & Detailing 2 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.

31405-365-LAB Bolt-On Panels & Dent Repair 4 Credits
Students remove, replace and adjust hoods, fenders, bumpers, and doors. They repair minor dents on steel body panels.

31405-366-LAB Fundamentals of Painting 2 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.

31405-367-LAB Damage Analysis, Estimating, & Customer Service 3 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)

31405-368-LAB Structural Repair 3 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)

31405-369-LAB Intermediate Painting 2 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)

31405-370-LAB Advanced Painting 3 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)

31408-301-LEC Bricklaying/Masonry I 5 Credits
Students study the materials and processes used in masonry. Students develop an understanding of masonry work and learn to communicate using trade terms. Students learn to lay bricks and blocks by building straight walls, corners, and jambs. Students develop skills in handling and caring for bricklaying tools, spreading mortar, laying bricks and blocks to a line, and striking joints.

31408-302-LEC Bricklaying/Masonry II 5 Credits
Students build their masonry knowledge and skills by practicing trade techniques using masonry materials in a variety of bonds and patterns. Students become proficient at mixing mortar and setting up to work. Students learn to recognize quality structures and appreciate the beauty of a properly struck and finished wall. Students build speed and proficiency by completing masonry projects.

31408-303-LEC Bricklaying/Masonry III 5 Credits
Students develop skill in detailed and technical masonry work including building arches, floors, and fireplaces, as well as walls. Emphasis is on accepted trade standards and practices.

Prerequisite:
Bricklaying/Masonry II (31-408-302)

31408-304-LEC Bricklaying/Masonry IV 5 Credits
Students build a major permanent project(s) using masonry materials and tools to develop their skills in plan reading, estimating, and trade techniques.

Prerequisite:
Bricklaying/Masonry II (31-408-302)

31408-306-LEC Sketching and Print Reading 2 Credits
Students learn basic sketching and print reading as applied to the masonry trade. Students develop and read working drawings including specifications, line and symbol identification, dimensions, and scales.

31408-307-LEC Estimating 2 Credits
Students apply basic methods of estimating and develop systems for doing quantity surveys. Students learn to use mathematics and their masonry construction knowledge to estimate materials, time, and cost for projects.

31408-308-LEC Construction Safety and Health 1 Credit
This course introduces students to construction safety principles associated with OSHA, the Focus Four Hazards that include fall hazards, caught-in-between hazards, struck-by hazards and electrical hazards. Students will learn to properly utilize personal protective equipment, fall protection, scaffold and ladders, and other construction safety related equipment to help avoid health hazards and injury. Students will have the opportunity to earn the OSHA 10-hour certification credential.

31413-303-LEC Electric Power Distribution Fund 1A 4 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.

31413-304-LEC Electric Power Distribution Fund 1B 4 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.

31413-305-LAB Electric Power Dist Fund 1C-App Lab 5 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.

31413-306-LEC Electric Power Dist Fund 2A 4 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)

31413-307-LEC Electric Power Dist Fund 2B 4 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).

31413-308-LAB Electric Power Dist Fund 2C-AppLab 4 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).

31420-320-LEC Intro to Print Reading 1 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.

31420-321-LEC Machine Shop Safety Practices & Maintenance 1 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.

31420-322-LEC Intro to Manual Mill 1 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.

31420-323-LEC Intro to Manual Lathe 1 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.

31420-324-LEC Manual Machine Speeds & Feeds 1 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.

31420-325-LEC Tooling & Materials of Manufacturing 1 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.

31420-326-LEC Intro to Quality Practices & Measurement Equipment 1 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.

31420-327-LEC Intro to Surface Grinding 1 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.

31420-328-LEC Intro to Mastercam Mill 2D 1 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.

31420-329-LEC Advanced Manual Mill 1 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)

31420-330-LEC Advanced Manual Lathe Machine 1 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)

31420-331-LEC Advanced Print Reading 1 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.

Co-requisite:

Intro to Print Reading (31-420-320)

31420-332-LEC Advanced Measuring Equipment 1 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.

31420-333-LEC Intro to Mastercam Lathe 1 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.

31420-334-LEC Intro to Computer Numerical Control Prog Mill 1 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.

31420-335-LEC Intro to Computer Numerical Control Prog Lathe 1 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.

31420-336-LEC Basic CNC Operation Mill 1 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.

31420-337-LEC Basic CNC Operation Lathe 1 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.

31420-338-LEC Intro to CMM 1 Credit

Students will clean a CMM to a white glove, paper test, calibrate, and set-up a workspace. Students will follow prewritten CMM program to obtain part dimensions.

Co-requisite:

Basic CNC Operation Mill (31-420-336)

31420-339-LEC Advanced CMM 1 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)

31420-340-LEC Geometric Dimensioning & Tolerance 1 Credit

Recognition and interpretation of geometric dimensioning and tolerancing symbols and application as applied to prints for the manufacture of parts.

Pre-requisite:

Intro to Print Reading (31-420-320)

31420-341-LEC Fixture Basic Lathe & Mill 1 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.

Pre-requisite:
Basic CNC Operation Mill (31-420-336)

31420-342-LEC CNC Machine Speeds & Feeds 1 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.

31420-343-LEC Processes of Manufacturing 1 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.

31420-344-LEC Advanced Mastercam Mill & Lathe 1 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)

31420-345-OC Precision Machining Internship 2 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.

31442-310-LEC Equipment Safety 1 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.

31442-311-LEC Oxyfuel Gas Cutting & Gouging 1 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.

31442-312-LEC Arc Cutting & Gouging 1 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.

31442-313-LEC Plasma Cutting & Gouging 1 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.

31442-314-LEC Oxyfuel Equipment 1 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.

31442-315-LEC Oxyfuel Brazing & Welding-Carbon Steel 1 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.

31442-316-LEC Oxyfuel Brazing & Welding-Stainless Steel 1 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.

31442-320-LEC SMAW - Equipment 1 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.

31442-323-LEC GTAW - Equipment 1 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.

31442-324-LEC GTAW - Carbon Steel 1 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.

31442-325-LEC GTAW - Aluminum 1 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.

31442-326-LEC GTAW - Stainless Steel 1 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.

31442-327-LEC GMAW - Equipment 1 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.

31442-328-LEC GMAW - Carbon Steel (S Process) 1 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.

31442-329-LEC GMAW - Aluminum 1 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.

31442-330-LEC GMAW - Stainless Steel 1 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.

31442-331-LEC GMAW - Carbon Steel (Spray Transfer) 1 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.

31442-332-LEC FCAW - Equipment 1 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.

31442-333-LEC FCAW - Carbon Steel (Gas Shielded) 1 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.

31442-335-LEC Welding for Plumbers 1 Credit
Students perform oxy-fuel brazing in all positions on copper and stainless steel tubing using various filler metals. Students perform Shielded Metal Arc Welding in all positions on steel and stainless steel pipe.

31442-336-LEC SMAW 2 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.

31457-317-LEC Forming & Folding Metal 1 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.

31457-318-LEC Fabricating 1 Credit
In this hands-on course students will use different equipment to fabricate, including sawing equipment, drill and tap equipment, and hydraulic iron worker.

31457-334-LEC Fabrication Planning & Drawing 1 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.

31475-306-LEC Blueprint Reading 3 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.

31475-307-LEC Estimating 2 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)
Blueprint Reading (31-475-306)

31475-308-LEC Construction Framing Fundamentals 5 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.

31475-309-LEC Closing in Techniques 5 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.

31475-310-LEC High Performance Building 5 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)
Blueprint Reading (31-475-306)

31475-311-LEC Interior & Exterior Trim 5 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)
Blueprint Reading (31-475-306)

31475-312-LEC Introduction to Building Trades 1 Credit
Introduces the learner to the fundamental building materials and methods of residential construction. Students will practice safe operation of hand tools and power tools. Various types of joining methods and general shop safety practices will be covered. Students will apply building trades skills by completing a small wood working project.

31475-313-LAB Site Layout, Foundations, and Formwork 2 Credits
Students will be introduced to building elevations, measuring and layout methods using a builder's level, laser level, and total station. The construction applications of concrete and concrete forms for footings, foundation walls, and flat work will be analyzed.

31475-314-LAB Floor and Wall Framing 3 Credits
Students will learn to recognize and apply the materials, methods, and procedures required to frame walls and flooring systems. The safe operation of hand tools and portable power tools will be executed as students measure and layout floor and wall framing.

31475-315-LAB Blueprint Reading 2 Credits
This course introduces students to blueprint reading and the basic components, including the various types, symbols, and abbreviations. Students will practice analyzing and reading various types of working drawings, detailed drawings, elevations, and floor plans used in residential construction.

31475-316-LAB Roof Systems 2 Credits
Students will evaluate and apply the principles of roof framing, truss layout, and dormer framing. Various types of roof shapes and pitches are examined. Types of underlayment and the proper installation are explored and practiced. Various connectors and fasteners are utilized. Multiple types of roofing materials and proper installation methods are introduced including wood, architectural metal, and asphalt.

31475-317-LAB Exterior Finishes 2 Credits
Students will explore and apply methods and materials used in residential structures including: soffit and fascia installation, various types of siding installation and various types of trim. Proper types of fasteners and methods of fastening will also be covered.

31475-318-LAB Residential Estimating 2 Credits
Students will apply quantity survey and quantity take-off methods of residential estimating through the study and interpretation of construction plans and specifications. Material pricing and projections will be conducted using residential estimating forms, spreadsheet planning tools, and estimating software.

Prerequisites:
Blueprint Reading (31-475-315)
Roof Systems (31-475-316)
Exterior Finishes (31-475-317)

31475-319-LEC Building Science and Sustainability 1 Credit
Students will explore innovative construction design techniques focused on energy efficient and sustainable conservation practices. Alternative energy systems will be analyzed and differentiated in applied learning lab activities.

Prerequisites: Blueprint Reading (31-475-315),
Roof Systems (31-475-316), and Exterior Finishes (31-475-317)

31475-320-LAB Insulation, Drywall Installing, and Finishing 2 Credits

Students will explore and apply best practices in construction insulation methods. Fiberglass, loose-fill, dense pack, batt insulation, rigid polystyrene (EPS) (XPS) (ISO), and spray foam applications will be covered. Drywall installation and finishing will be discussed and practiced in the lab. Methods of patching, repairing, and applying a decorative finish will be covered.

Prerequisites:

Blueprint Reading (31-475-315)

Roof Systems (31-475-316)

Exterior Finishes (31-475-317)

31475-321-LAB Cabinet Construction and Installation 1 Credit

Students will be introduced to cabinet design and construction methods used in cabinet making and installation. Installation of specialty cabinetry hardware, drawer and case construction and installation will be covered.

Prerequisites:

Blueprint Reading (31-475-315)

Roof Systems (31-475-316)

Exterior Finishes (31-475-317)

31475-322-LAB Interior Finishes and Stair Construction 3 Credits

This course introduces students to the materials and techniques used to finish the interior of a residential home. Students will apply installation techniques in a base, casing, crown molding, and complete a stair balustrade and hand rail.

Prerequisites:

Blueprint Reading (31-475-315)

Roof Systems (31-475-316)

Exterior Finishes (31-475-317)

31475-323-LAB Windows, Doors, and Hardware Installation 2 Credits

Students will follow the proper installation techniques for interior and exterior doors and window installation. The various types and installation of door hardware will be analyzed and applied.

Prerequisites:

Blueprint Reading (31-475-315)

Roof Systems (31-475-316)

Exterior Finishes (31-475-317)

31501-308-LEC Pharmacology for Allied Health 2 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.

31502-301-LEC Basic Hair Design 5 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 explore 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.

Pre-requisite:

Student must be accepted into the Cosmetology program.

31502-302-LEC Salon/Spa Science 2 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.

31502-303-LEC Chemical Restructuring 2 Credits

Students perform chemical services using permanent waving and chemical relaxing techniques. Students understand how the hair is restructured chemically through the study of chemistry in this course. 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.

31502-304-LEC Haircoloring and Techniques 3 Credits

Students practice client analysis and consultations related to haircoloring services. Students study the color wheel and the theory behind the Law of Color. Students practice communication skills to identify each client's desires and needs. Students mix and apply various types of hair colors, demonstrate foil techniques and corrective color procedures. Students explore different techniques in hair color services related to industry trends. Students practice all safety and sanitation procedures related to the state laws and rules.

Pre-requisite:

Student must be accepted into the Cosmetology program.

31502-305-LEC Nail Technology 3 Credits

Students practice client analysis and consultations related to nail services. Students safely prepare working area for nail services. They study nail disorders and diseases and review 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. Students practice all safety and sanitation procedures related to the state laws and rules.

Pre-requisite:

Student must be accepted into the Cosmetology or

Nail Technician program.

31502-306-LEC Basic Facials 2 Credits

Students explore the importance of proper skin care services. Students explain pertinent information during a client consultation and skin analysis. Students perform facials including massage, hair removal, makeup and band lash application.

Pre-requisite:

Salon/Spa Science (31-502-302) with a C or better.

31502-307-LEC Salon/Spa Management 2 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.

31502-311-LEC Salon Services IV**4 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.

31502-312-LEC Salon Services V**5 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.

31502-313-LEC Salon Services VI**5 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.

31502-314-LAB Salon Services I - Fundamentals**3 Credits**

Students begin practicing the fundamentals of 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) all with a C or better.

31502-315-LAB Salon Services II - Basic Concepts**4 Credits**

Students perform a variety of salon services for customers in a salon setting. Students conduct basic concepts related to professional attitude, ethics, and the practice of salon skills performed in the salon atmosphere.

Prerequisite:

Salon Services I – Fundamentals (31-502-314) with a C or better.

31502-316-LAB Salon Services III - Skill Building**4 Credits**

Students continue performing various salon skills with greater proficiency while building skills performed in salon services.

Prerequisite:

Salon Services II – Basic Concepts (31-502-315) with a C or better.

31502-317-LAB Salon Services IV - Intermediate Skills**4 Credits**

Students develop intermediate skills in service areas of hair cutting, barbering techniques, chemical services, nail technology, and skin care services with increased attention to individual client needs.

Prerequisite:

Salon Services III – Skill Building (31-502-316) with a C or better.

31502-318-LEC Salon Services V - Proficiency Building**5 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. Students work together as a team and cooperation with other students is assessed along with professional attitude, ethics, and conduct.

Prerequisite:

Salon Services IV – Intermediate Skills (31-502-317) with a C or better.

31502-319-LAB Salon Services VI - Advanced Techniques**5 Credits**

Students perform a variety of advanced techniques and required services. Students show competency in these services and can complete these tasks with additional speed and attention to detail. Students demonstrate salon management skills using computerized appointment booking and attention to closing out the cash register to balance the day's receipts. Students demonstrate competency in running a salon, including paying attention to cleanliness, sanitation, safety, inventory, retail control and organization.

Prerequisite:

Salon Services V – Proficiency Building (31-502-318) with a C or better.

31502-322-LAB Nail Services**3 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.

Pre-requisites:

Salon/Spa Science (31-502-302)

Nail Technology (31-502-305) both with a C or better.

Co-requisite:

Salon/Spa Management (31-502-307)

31502-393-LEC State Board Preparation**1 Credit**

Students review the theory of Barber Cosmetology to prepare for the Wisconsin State Board Exam. Students practice practical skills in the areas of; tint retouch, chemical relaxing, shampooing, permanent waving, hair-cutting, thermal blow drying and thermal curling, according to the State Board standards. Students practice all safety and sanitation procedures according to the state of Wisconsin laws. Students participate in a mock state board evaluation.

Co-requisite:

Salon Services 6 (31-502-357)

31508-302-LEC Dental Chairside**5 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.

31508-304-LEC Dental and General Anatomy**2 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.

31508-306-LAB Dental Assistant Clinical 3 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.

31508-307-LEC Dental Assistant Professionalism 1 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.

31509-301-LEC Medical Asst Admin Procedures 2 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.

31509-302-LEC Human Body in Health & Disease 3 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.

31509-303-LEC Medical Asst Lab Procedures I 2 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.

31509-304-LEC Medical Asst Clin Procedures I 4 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.

31509-305-LEC Med Asst Lab Procedures 2 2 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)

31509-306-LEC Med Asst Clin Procedures 2 3 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)

31509-307-LEC Med Office Insurance & Finance 2 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)

31509-309-LEC Medical Law, Ethics & Profess 2 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.

31509-310-OC Medical Assistant Practicum 3 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)

31801-310-LEC Workplace Communication 2 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.

31804-305-LEC Applied Mathematics 2 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.

31804-314-LEC Occupational Math - Business 1 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.

31804-315-LEC Occupational Math - Technical 1 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.

32006-301-LEC On-Farm Employment Relations 2 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.

32006-302-LEC On-Farm Nutrient Management Planning 2 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.

32006-303-LEC On-Farm Commodity Marketing 3 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.

32070-301-LEC Farm Machinery (Harvesting) 5 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.

32070-303-LEC Chassis and Drive Systems 5 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)

32070-305-LEC Intro to Ag Electrical Systems 3 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.

32070-309-LEC Farm Machinery Maintenance 5 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.

32070-311-LEC Diesel Engines I 5 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.

32070-312-LEC Diesel Engines II 5 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.

32070-314-LEC Ag Shop Safety & Practices 1 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.

32070-319-LEC Forage Equipment 3 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.

32070-320-LEC Grain Harvesting Equipment 3 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.

32070-321-LEC Tillage & Planting Equipment 3 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.

32070-322-LEC Operations of Field Equipment 3 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.

32070-324-LEC On-Farm Machinery Maintenance 1 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.

32070-341-LEC Basic Hydraulics 4 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.

32070-343-LEC Applied Hydraulics**4 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)

32070-344-LEC Air Conditioning**2 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.

32070-345-LEC Advanced Electrical Systems**4 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.

32070-346-LEC Consumer Equipment Maintenance & Repair**3 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)

32070-347-LEC Farm Equipment I**3 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.

Prerequisite:

Ag Shop Safety and Practice (32-070-314)

32070-348-LEC Farm Equipment II**3 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.

32070-350-OCF Ag Power Occup Internship**2 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)

32080-302-OCF Farm Operations & Management Internship**3 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)

32080-305-LEC Introduction to Farm Animal Nutrition**3 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.

32080-306-LEC Introduction to Farm Animal Health**3 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.

32080-307-LEC Introduction to Farm Business Management**2 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.

32080-308-LEC Advanced Farm Business Management**3 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.

32404-310-LEC Auto Electrical I**3 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.

32404-311-LEC Auto Electrical II**3 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.

Prerequisites:

Auto Electrical I (32-404-310)

Automotive Service Fundamentals (32-404-334)

32404-312-LEC Auto Electrical III**3 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)

32404-314-LEC Automotive Maintenance 3 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.

32404-315-LEC Engine Repair 5 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)

32404-321-LEC Automatic Transmissions 5 Credits
Students diagnose, service, and repair automatic transmissions. Students practice safe and practical shop procedures through automatic transmission disassembly, cleaning, inspection, and reassembly.

Prerequisite:
Automotive Computer Control Systems (32-404-324)

32404-322-LEC Suspension & Steering 5 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)

32404-323-LEC Emission Control Systems 2 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)

32404-324-LEC Automotive Computer Control Systems 4 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)

32404-325-LEC Manual Drivetrains & Axles 5 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)

32404-326-LEC Auto Engine Performance 4 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)

32404-332-LEC Heating and Air Conditioning 3 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.

Prerequisite:
Auto Electrical III (32-404-312)

32404-334-LEC Automotive Service Fundamentals 3 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.

32404-335-LAB Automotive Brakes 3 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.

32404-336-LAB Advanced Braking Systems 1 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.

32404-339-OCF Applied Automotive Maintenance 1 Credit
Students apply automotive maintenance skills, provide lab support, and mentor fellow students taking the Automotive Maintenance course. Expanding on the fundamental concepts of automotive maintenance, students develop advanced knowledge, skills, and abilities to prepare for the ASE Automotive Maintenance G1 certification exam. Particular emphasis is placed on learning outcomes associated with engine repair, automatic and manual transmissions, brakes, steering and suspension, electrical diagnosis, and HVAC systems.
Pre-requisite: Automotive Maintenance (32-404-314)

32404-350-OCF Auto Tech Occupational Internship 2 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

32442-301-LEC Related Welding 2 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.

32442-302-LAB Related Welding 1 Credit
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.

32442-308-LEC Blueprint Reading-Welding 1 1 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.

32442-309-LEC Blueprint Reading-Welding 2 1 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.

32806-303-LEC Science of Mechanics 2 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

42070-403-LEC Youth Tractor Safety Certification 0.6 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.

42442-415-LEC Pro/Am Welding 0.4 Credit

Welding Career exploration and applied welding experience with the support of industry professionals.

42504-401-LEC Firearms Safety Fundamentals 0.1 Credit

Students will explore firearms safety and care, review basic nomenclature of pistols, shotguns, and rifles. Foundational firearms safety protocol will be emphasized and reinforced. Students will learn range safety rules, etiquette, and procedures. This class will be a required pre-requisite for firearms range courses, shooting activities, or Shooting Team membership. Students must be legally eligible to possess a firearm.

42504-501-LAB Competitive Pistol Shooting 0.1 Credit

Students will receive instruction and practical experience in a competitive shooting format. The focus will be on safety and skill development.

42504-502-LAB Competitive Rifle Shooting 0.1 Credit

Students will receive instruction and practical experience in a competitive rifle shooting format. The focus will be on safety and skill development.

42504-513-LEC WI Firearms Qualification Course 0.05 Credit

The primary purpose of this course is to establish a uniform standard for handgun proficiency testing of Wisconsin law enforcement. A secondary purpose of this qualification standard is to establish retiree standards under 2011 Wisconsin Act 35. This qualification standard is designed to support local efforts to ensure officers meet a minimum proficiency in handgun operation.

42531-419-LAB Family & Friends CPR 0.05 Credit

At the end of this course, students will demonstrate proficiency in the following CPR skills: Adult/Child CPR, Adult/Child Choking, Optional Module: Infant CPR and choking. This course is designed for students who desire to learn CPR but do not need a credentialed course completion card (certification). Upon successful completion of this course students will receive a Participation Card.

42812-401-LEC Driver Education Theory 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 of the Highway Transportation System (HTS). Southwest Tech's Driver Education Program will prepare students with at least minimal capabilities for entry into the highway traffic system as vehicle operators, equip students with the knowledge and thought processes to enable them to make wise decisions as drivers and help students acquire the insight and motivation needed to become responsible users of the highway transportation system. Southwest Tech offers both traditional and online driver education to students within our district and throughout the state, as well as behind-the-wheel instruction for our district high schools. THIS COURSE IS FOR WISCONSIN RESIDENTS ONLY.

42812-402-LAB Driver Education-Behind the Wheel 0.3 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.

42812-403-LEC Wisconsin Traffic Right-of-Way 0.1 Credit

As of August 1, 2012, any person who receives a citation and is convicted for failure to yield under Wisconsin statute 346.18 will be required to attend a failure to yield right-of-way course. If your operating privilege is suspended, you will not be eligible to reinstate until you have successfully completed the failure to yield right-of-way course. This course has been designed to reacquaint you with vehicle right-of-way rules and provide awareness of keeping motorcyclists, pedestrians and bicyclists safe. (Wisconsin Department of Transportation). Southwest Tech is an approved training site for the failure to yield right-of-way course.

42812-408-LEC Point Reduction 0.3 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.

42812-409-LAB Driving for Adults 0.1 Credit

Individualized instruction on the proper and safest operation of motor vehicle on the roadway.

42816-404-LAB Motorcycle Driver Education 0.4 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.

42816-405-LAB Introductory Motorcycle Experience 0.05 Credit
A two-hour, first-touch experience with a motorcycle and not designed to teach a person to ride. As a familiarization program that points out the primary parts and controls of a typical motorcycle, it helps a potential rider determine whether motorcycling is a good personal choice. A person is given the option to manipulate the controls while astride a motorcycle, and is led into a BRC as a formal way to learn to ride. Also embedded in the experience is a self-assessment component to ensure a person is aware of the risks and requirements for being a good, safe and responsible rider.

42816-408-LAB Scooter Safety Basic Rider 0.4 Credit
The Basic Scooter Rider Course teaches skills and defensive riding tactics to students who want to obtain a class M Driving permit. Classes consist of ten full hours of actual range riding and six hours of classroom instruction from veteran riders trained and certified by the Motorcycle Safety Foundation and approved by the WI Department of Transportation. Students must provide their own scooter with an engine size of 50cc or more. Scooters or mopeds (engines less than 50cc) do not require a Class M license endorsement. At the end of the riding portion of the class students will take the Basic Rider Level II Riding Test commonly referred to as the road test. Passing this class will allow you to receive your MSF Completion Card and the Wisconsin Department of Transportation Skills Waiver form.

42816-410-LAB 3-Wheel Basic Rider Course 0.4 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.

42816-414-LAB Basic Rider Course 2 0.2 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.

42818-401-LEC 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.

42818-402-LEC 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.

42818-403-LEC Juvenile AODA 0.3 Credit
Students explore consequences of use of alcohol and other drugs and learn about risks. They complete an inventory of their thoughts, feelings and values, examine their decision-making skills, and learn strategies to strengthen them. They learn accurate information about alcohol and other drugs and about Wisconsin laws relating to those substances. They utilize the stages of change model to develop a personal action plan to avoid future problems with alcohol and other drugs.

47070-403-LEC Youth Tractor Safety Certification 0.6 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.

47090-401-LEC Goat-Academy 0.4 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.

47090-402-LEC Goat-Reproduction and Breeding Program 0.2 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.

47090-403-LEC Risk Management Seminar (2 hrs) 0.05 Credit
This seminar is designed to provide training on operational and strategic risks present on the modern agriculture farm. Farm owners, managers, renters, or workers with decision-making responsibilities will discuss and analyze management tools available to mitigate risks on their farms.

47090-404-LEC Farm Operations Seminar (4 hrs) 0.1 Credit
This seminar will focus on the everyday needs of farm owners, managers, renters, or workers with decision-making responsibilities, providing educational opportunities to learn about current issues management topics and policies of farming.

47090-405-LEC Goat-Business Promotion and Marketing 0.2 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.

47090-407-LEC Livestock Management 0.6 Credit
Producers will acquire the skills, techniques, and concepts necessary for sound feeding management; determining feed values - economics of feed; nutritional terminology and requirements; feed consumption of livestock; understanding feed tag labels for protein, energy, minerals and vitamins; evaluation of base feed and feeding programs; and metabolic disease of lactating livestock. All competencies will be assessed using actual farm financials or with simulations established by the instructor.

47090-408-LEC 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.

47090-410-LEC Crop Management**0.6 Credit**

Producers will study all aspects of crop production, management, and economics. Specific topics related to variety, selection planning, pests control, harvesting, storage, safety, and marketing are covered. Crop rotations and tillage methods will be discussed in relation to nutrient management plans. The farm cropping program is an integral part of the total farm business management plan. Risk management will be addressed through the use of crop insurance and marketing strategies. Crop management emphasizes the analysis of the farm business and planning of cropping practices and strategies. All competencies will be assessed using actual farm financials or with simulations established by the instructor.

47090-411-LEC Financial Management**0.6 Credit**

Producers completing this course will be able to evaluate and implement financial record programs, evaluate sources of credit, construct budgets, comply with financial rules and regulations, prioritize capital expenditures, formulate an insurance plan, complete a business analysis, implement tax management strategies, adopt an estate plan, and compile a financial plan summary. Production and financial decisions will be made based on your farm business analysis. All competencies will be assessed using actual farm financials or with simulations established by the instructor.

47090-413-LEC Nutrient Management Planning**0.6 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.

47090-414-LEC Goat-Herd Health**0.35 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.

47090-415-LEC Goat-Meat Production**0.25 Credit**

Students will be introduced to meat goat production. Students will gain a basic understanding of management practices in the areas of: breed selection, nutrition, parasites, showing, finances and recordkeeping applicable to the meat goat industry. Students will discuss management protocols needed on farm to promote healthy animals. Students will write basic protocols for a meat goat operation.

47090-421-LEC 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.

47090-425-LEC Livestock Management - Reproduction**0.3 Credit**

This course will include updates on breeding techniques such as embryo transfer, artificial insemination, female/male selection, cloning, sex semen, and mating systems. Methods of improving reproductive performance and ethics of using reproductive technologies will be assessed using the students' farm or within class discussion.

47090-426-LEC Crop Management-Land Mgmt/Conservation**0.3 Credit**

This course will cover crop production and management techniques for common Wisconsin field crops. Information will be provided on crop seed selection, crop fertilizers and crop responses to fertilizer, crop pest management, and crop production management decision making. Soil and water conservation topics will include conservation tillage methods, crop rotations, land management practices, cover crops, and equipment selection and setup. The course goal is to improve crop yields while sustaining the soil and water resources of southwest Wisconsin farms.

47090-433-LEC Financial Management-Risk Management**0.55 Credit**

This course is designed to provide training on operational and strategic risks present on the modern agriculture farm. Producers will be able to define both operational and strategic risks and identify these risks on their own farms. Producers will discuss and analyze management tools available 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.

47090-434-LEC Dairy Goat-Introduction to the Industry**0.2 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.

47090-435-LEC 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.

47090-436-LEC 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.

47090-440-LEC 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.

47090-441-LEC 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.

47090-443-LEC 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.

47090-451-LEC Financial Management-Cost Management 0.6 Credit

This course is designed to assist producers with understanding cost containment, profit margins, profitability ratios, costs of production, and feed costs. Students will discuss actions needed to prosper during times of commodities' price down turn. Students will examine management methods that will assist them in improving their operation's profit margins.

47090-452-LEC Livestock Management-Economics of Technology 0.6

Students will examine new and emerging technologies in livestock production. Students will discuss technologies such as rumination collars/ear tag IDs, implants, cameras, Moocall tail clips, embryo transfer, production records analysis, repro synchronization/protocols, robotic milking, and automatic calf feeders. Students will analyze cost effectiveness of implementing such technologies into their farming practices.

47090-453-LEC Dairy Goat-Artificial Insemination 0.2 Credit

Students will review the male and female goat reproductive tract and hormones that effect the reproductive tract and the estrus cycle of the female. Students will identify hormones used for inducing heats. Students will practice artificially inseminating a goat on farm as part of this course.

47090-454-LEC Goat Management Academy 0.2 Credit

The Goat Management Academy will include continuing education for dairy and meat goat farm producers covering nutrition, genetics, reproduction, financial management, risk management, business planning, milk and meat quality, herd health, recordkeeping, and marketing. Students will have the opportunity to network with farm producers and industry representatives.

47090-460-LEC Crop Management-Crop Trait Selection 0.3 Credit

This course will assist producers with understanding how crop trait selection can increase their profitability. Participants will examine various research trials, seed variety data and yield performance of hybrid plants. Utilizing local farmer test plot data combined with industry yield results, participants will evaluate their farming operations to improve overall crop management decisions.

47090-461-LEC Financial Mgmt-Benchmarking Labor Costs 0.55 Credit

Producers will understand the cost of labor on their farms. Each participant will be able to compare his or her labor costs and hours to other similar operations. This benchmarking will allow management personal to utilize labor in the most cost effective way and increase overall performance of the farm.

47090-462-LEC Livestock Mgmt-Replacement Management 0.3 Credit

This course will focus on understanding the cost of raising young stock. Participants will manage inventory of animals and focus on needed replacements to grow or stabilize their farms. Topics will range from feed costs to housing to genetics. Participants will analyze how to improve the overall financial impact of managing replacement animals on their farms.

47090-463-LEC Risk Management Seminar (4 hrs) 0.1 Credit

This seminar is designed to provide training on operational and strategic risks present on the modern agriculture farm. Farm owners, managers, renters, or workers with decision-making responsibilities will discuss and analyze management tools available to mitigate risks on their farms.

47090-464-LEC On-farm Financial Analysis (2 hrs) 0.05 Credit

Producers will work with the instructor to complete a whole farm and/or enterprise analysis for their farm business.

47090-465-LAB On-farm Financial Analysis (4 hrs) 0.1 Credit

Producers will work with the instructor to complete a whole farm and/or enterprise analysis for their farm business.

47090-466-LAB On-farm Financial Analysis (6 hrs) 0.15 Credit

Producers will work with the instructor to complete a whole farm and/or enterprise analysis for their farm business.

47090-467-LAB On-farm Financial Analysis (8 hrs) 0.2 Credit

Producers will work with the instructor to complete a whole farm and/or enterprise analysis for their farm business.

47090-468-LAB On-farm Financial Analysis (10 hrs) 0.25 Credit

Producers will work with the instructor to complete a whole farm and/or enterprise analysis for their farm business.

47090-469-LAB On-farm Financial Analysis (12 hr) 0.3 Credit

Producers will work with the instructor to complete a whole farm and/or enterprise analysis for their farm business.

47090-470-LAB On-farm Business & Market Planning (4 hrs) 0.1 Credit

Producers will work with the instructor to develop a narrative business and market plan to meet their farm business goals.

47090-471-LEC On-farm Business & Market Planning (6 hr) 0.15 Credit

Producers will work with the instructor to develop a narrative business and market plan to meet their farm business goals.

47090-472-LAB On-farm Business & Market Planning (8 hrs) 0.2 Credit

Producers will work with the instructor to develop a narrative business and market plan to meet their farm business goals.

47090-473-LAB On-farm Business & Market Planning (10 hr) 0.25 Credit

Producers will work with the instructor to develop a narrative business and market plan to meet their farm business goals.

47090-474-LAB On-farm Feasibility Study/Cash Flow (4 hrs) 0.1 Credit

Producers will work with the instructor to develop a feasibility study or cash flow for their farm business analyzing potential profitability.

47090-475-LAB On-farm Feasibility Study/Cash Flow (6 hr) 0.15 Credit

Producers will work with the instructor to develop a feasibility study or cash flow for their farm business analyzing potential profitability.

47090-476-LAB On-farm Feasibility Study/Cash Flow (8 hrs) 0.2 Credit

Producers will work with the instructor to develop a feasibility study or cash flow for their farm business analyzing potential profitability.

47090-477-LAB On-farm Feasibility Study/Cash Flow (10hr) 0.25 Credit

Producers will work with the instructor to develop a feasibility study or cash flow for their farm business analyzing potential profitability.

47090-478-LAB On-farm Succession Planning (4 hrs) 0.1 Credit

Producers will work with the instructor to develop a succession plan that will include business goals, needs and expectations of the business and all personnel involved, financial viability, physical inventory of farm assets, and discussion of estate plan goals.

47090-479-LAB On-farm Succession Planning (6 hrs) 0.15 Credit
Producers will work with the instructor to develop a succession plan that will include business goals, needs and expectations of the business and all personnel involved, financial viability, physical inventory of farm assets, and discussion of estate plan goals.

47090-480-LAB On-farm Succession Planning (8 hrs) 0.2 Credit
Producers will work with the instructor to develop a succession plan that will include business goals, needs and expectations of the business and all personnel involved, financial viability, physical inventory of farm assets, and discussion of estate plan goals.

47090-482-LAB On-farm Nutrient Mgt Plan Update (2 hrs) 0.05 Credit
Producers will work with the instructor to update their 590 nutrient management plans as outlined in the WI NRCS 590 Standard.

47090-483-LAB On-farm Nutrient Mgt Plan Update (4 hrs) 0.1 Credit
Producers will work with the instructor to update their 590 nutrient management plans as outlined in the WI NRCS 590 Standard.

47090-484-LEC On-farm Nutrient Mgt Plan Update (6 hrs) 0.15 Credit
Producers will work with the instructor to update their 590 nutrient management plans as outlined in the WI NRCS 590 Standard.

47090-485-LAB On-farm Nutrient Mgt Plan Update (8 hrs) 0.2 Credit
Producers will work with the instructor to update their 590 nutrient management plans as outlined in the WI NRCS 590 Standard.

47090-486-LAB On-farm Computer Software Training (2 hrs) 0.05 Credit
Producers will work with the instructor to learn software set-up and/or software data entry needs for the purpose of excelling farm business management.

47090-487-LAB On-farm Computer Software Training (4 hrs) 0.1 Credit
Producers will work with the instructor to learn software set-up and/or software data entry needs for the purpose of excelling farm business management.

47090-488-LAB On-farm Computer Software Training (6 hrs) 0.15 Credit
Producers will work with the instructor to learn software set-up and/or software data entry needs for the purpose of excelling farm business management.

47090-489-LAB On-farm Computer Software Training (8 hrs) 0.2 Credit
Producers will work with the instructor to learn software set-up and/or software data entry needs for the purpose of excelling farm business management.

47090-490-LEC Farm Operations Seminar (2 hr) 0.05 Credit
This seminar will focus on the everyday needs of farm owners, managers, renters, or workers with decision-making responsibilities, providing educational opportunities to learn about current issues management topics and policies of farming.

47090-491-LEC Farm Operations Seminar (6 hr) 0.15 Credit
This seminar will focus on the everyday needs of farm owners, managers, renters, or workers with decision-making responsibilities, providing educational opportunities to learn about current issues management topics and policies of farming.

47090-492-LEC Farm Operations Seminar (8 hr) 0.2 Credit
This seminar will focus on the everyday needs of farm owners, managers, renters, or workers with decision-making responsibilities, providing educational opportunities to learn about current issues management topics and policies of farming.

47090-493-LEC Risk Management Tools to Protect Your Farm 0.15 Credit
Students will define risk management and how it applies to farm operations. Time will be spent learning about various risk management tools and how they will apply to individual farm businesses. Risk management tools included are crop insurance programs, whole farm revenue, and the rainfall index. Students will evaluate a risk management plan for various farm operations.

47090-494-LEC Organic Financial Management 0.55 Credit
Producers will use their own records to complete a financial analysis of their organic farming operation. Through this project, they will calculate their cost of production and other key financial numbers to help make everyday business management decisions. Producers will also be able to benchmark their farm numbers against the FINBIN database to assess key management choices, while networking with other organic farmers and discussing current issues on their operations. Producers will receive individual on-farm hours, which will be focused on completing a beginning and ending balance sheet as well as a complete financial analysis.

47090-495-LEC Crop Management-Soil Health & Farm Wealth 0.3 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.

47090-496-LEC 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.

47090-497-LEC Livestock Management-Farm Animal Welfare 0.3 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.

47090-498-LAB On-farm Financial Analysis (20hrs) 0.5 Credit
Producers will work with the instructor to complete a whole farm and/or enterprise analysis for their farm business.

47090-499-LEC Goat-Milking Facilities and Housing 0.2 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.

47101-129-LEC Quickbooks Seminar 0.05 Credit
Students will learn to use QuickBooks accounting software for small business operations. Students will record business transactions such as sales, purchases, inventory, and payroll transactions. Basic computer knowledge is required for this course.

47103-315-LEC Microsoft Power BI 0.4 Credit
This course is designed to provide an overview on the structure and possible business uses of Microsoft Power BI software.

47103-402-LEC Microsoft Word Basic 0.05 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.

47103-403-LEC Microsoft Word Advanced 0.05 Credit

Students will learn advanced features of Microsoft Word, produce mailable office documents, newsletters, tables and develop software problem-solving skills through office-oriented applications. After completing this course, students will have a thorough knowledge of word processing capabilities.

47103-404-LEC Microsoft Excel Basic 0.05 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.

47103-405-LEC Microsoft Excel Advanced 0.05 Credit

Students will learn basic to advanced features of Microsoft Excel. Students will explore formatting, functions and formulas, charts, PivotTables, database features, and more to become comfortable in using this spreadsheet program.

47104-410-LEC Social Media Marketing (2 hrs) 0.05 Credit

This course provides an overview of the effective use of social media tools to conduct marketing activities for target markets. Students will explore the history and development of social media platforms such as Facebook, Twitter, YouTube, and LinkedIn, and learn how to effectively integrate them into the marketing plan.

47106-410-LEC Computer Software Applications 1 Credit

Students will use basic functions of a variety of software packages. Word processing, spreadsheet, and database applications will be introduced.

47141-401-LEC Workplace Spanish 0.4 Credit

Students will receive instruction and practical examples of using Spanish in workplace setting. This course can be customized for various industries.

47141-402-LEC 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

47141-403-LEC Spanish for the Workplace (2 hr) 0.05 Credit

In this course, participants will learn about Hispanic culture and basic Spanish words and phrases to improve their understanding of and communication with native Spanish-speakers in the workplace.

47182-402-LEC Lean-White Belt 0.2 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.

47182-403-LEC Lean-Yellow Belt 0.3 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.

47182-407-LEC Logistics 0.9 Credit

Students will develop an understanding of logistics within a supply chain including the flow of goods and information from the point of origin to the point of consumption. Students will examine topics such as facility location, order management, packaging and materials handling, and transportation. Students will complete an in-depth evaluation of transportation management including classification, documentation, contracts, and freight claims. Global transportation, transportation services, forward and reverse logistics, and related technology will also be addressed.

47182-408-LEC Global Supply Chain Management 0.9 Credit

Students will explore strategies and gain insight into developing an international supply chain. Students will investigate cultural, logistical, and financial factors as they examine the process of identifying, qualifying, and negotiating the purchase of goods from global sources. Students will also consider factors that affect global transportation of both imports and exports including selection of transportation modes, procedures and documentation, product classifications, and pricing. Students will gain an understanding of ISO, Incoterms, the harmonized system, and NAFTA.

47182-439-LEC Introduction to Lean (2 hrs) 0.05 Credit

Get an overview of LEAN. This course is designed to introduce Lean concepts and terminology to familiarize participants with what LEAN is and what it can do for a business.

47196-411-LEC Trends and Issues in the Work Place 1 Credit

In Trends and Issues in the Workplace the participant will examine emerging trends and issues impacting today's workplace. The participant will design strategies and develop skills appropriate for dealing with the trends and issues of the contemporary workplace. Specific course content will vary significantly offering to offering based on unique needs and interest of course participants.

47196-461-LEC Workplace Communication 0.4 Credit

Participants will assess the challenges associated with communicating in an increasingly diverse workplace. Participants will examine a systematic approach to communication and will apply specific strategies and techniques to improve workplace communication and to neutralize barriers to effective communication. Participants will consider options available in communicating a message and select appropriate means based on various factors. Participants will practice communicating effectively to achieve win/win outcomes in conflict situations.

47196-464-LEC Performance Management 0.4 Credit

Participants will examine the important role that performance management plays in organizational success. Participants will develop an appreciation for the dual focus of performance management (formal review and daily feedback). Participants will apply techniques to plan, prepare for, and conduct annual performance reviews. Special emphasis will be placed on the need for timely and accurate performance documentation. Participants will examine some of the hidden influences to poor employee performance that are often the result of inadequate performance feedback. Participants will practice utilizing a coaching strategy to provide effective daily feedback.

47196-465-LEC Change Management 0.4 Credit

Participants will value the need for organizational change and will examine their role as organizational change agents. They will identify driving forces and restraining forces to change in general and to their organization specifically. Participants will examine various process and content change models and select or develop a model to initiate change in a workplace setting.

47196-467-LEC Personal Leadership 0.6 Credit

Participants will examine challenges to their current time management skills and select techniques to address the challenges. Participants will self-assess the effectiveness of current stress coping skills and consider alternative approaches to prevent stress from turning into distress. Participants will identify factors that may be impacting their assertiveness in communication and practice techniques to improve personal assertiveness.

47196-469-LEC Knowing Yourself 0.6 Credit

The DiSC model of behavioral styles is based on the observations made by Dr. William Marston, a Columbia University Professor, in the 1920s. Since that time more than 40 million people have utilized the model to become more effective in their communication and collaboration. Workshop participants will complete an on-line profile prior to the workshop and receive a detailed and personalized report that will become the source material for self-examination and to develop strategies to deal more effectively with all behavioral styles.

- DiSC Behavioral Styles
- How Others Perceive Your Style
- Recognizing Other Styles
- Adapting Communication to Different Styles

47196-472-LEC Leadership Academy-Stress Management 0.1 Credit

[Non-credit accelerated format] In the Leadership Academy- Stress Management course, the student will develop techniques 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.

47196-473-LEC Leadership Academy-Time Management 0.1 Credit

[Non-credit accelerated format] In the Leadership Academy - Time Management course the student will apply techniques to best manage his or her time based on his or her current activities and schedule. The student will set personal goals and learn to prioritize tasks and manage time effectively to achieve personal goals. The student will assess how procrastination and time wasters can affect achieving goals set, and will also assess the importance of delegation in an effective time management strategy.

47196-474-LEC Leadership Academy-Change Management 0.1 Credit

[Non-credit accelerated format] In the Change Management course students will develop 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.

47196-475-LEC Leadership Academy-Creating Work Teams 0.1 Credit

[Non-credit accelerated format] In the Leadership Academy-Creating Work Teams course the student will assess the importance of effective teamwork within an organizational setting. The student will learn how to establish a team that will be effective in accomplishing the team goals, and will include the importance of development of the roles and responsibilities of team leadership, facilitation, recording, and participation in creating an effective team. The student will evaluate a team situation based on the stages and process of team development.

47196-476-LEC Leadership Academy-Managing Work Teams 0.1 Credit

[Non-credit accelerated format] In the Leadership Academy -Managing Work Teams course the student will focus on team meetings and gathering group consensus. The student will explore some of the different habits of interdependence and demonstrate the ability to effectively plan and document a team meeting from a managerial standpoint. The student will use real-life examples to illustrate his or her skills.

47196-477-LEC Leadership Academy-Managing Communication**0.1 Credit**

[Non-credit accelerated format] In the Leadership Academy -Managing Communication course, the student will examine the different aspects of effective communication in an organization. Some of the topics the student will explore include different forms of communication, tools for dealing with different forms of communication, barriers to communication, and the importance of effective communication in the organization. Emphasis will be placed on the importance of assertive communication as a manager in an organization.

47196-478-LEC Leadership Academy - Leadership 0.1 Credit

[Non-credit accelerated format] In the Leadership Academy - Leadership course, students will use critical thinking to look into the different aspects of leadership. Students will explore different types of leadership, including participative leadership, and the effectiveness of each. Students will also look at the impact that different types of power have on an organization and the employees by examining real-life examples.

47196-479-LEC Leadership Academy 24 0.6 Credit

This Leadership Academy includes a full StrengthsFinder 2.0 assessment and discussion, in addition to curriculum on Stress, Time, and Change Management, Creating and Managing Work Teams, Managing Communication and Leadership. As with all Leadership Academies, first we Grow the Person, then we Develop the Leader and finally we Build the Team.

47196-480-LEC Strengths Finder 0.1 Credit

This course discusses the Strengths Finder Assessment and how individuals can use Strengths Finder within an employment setting to improve productivity and outcomes.

47196-481-LEC 5 Behaviors of a Cohesive Team 0.2 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.

47196-482-LEC Everything DiSC Workplace 0.2 Credit

This training will teach participants to understand themselves and others while learning to appreciate different priorities, preferences and values each individual brings to the workplace. With personalized insights and actionable strategies, participants learn how to adapt to the style of others, ultimately improving engagement, collaboration, and the overall quality of the workplace.

47196-483-LEC Everything DiSC Work of Leaders 0.2 Credit

This training will connect unique leadership styles to real world demands. It brings together best practices from 300 experts in over 150 organizations, in addition to the most prominent scholars to provide participants with an actionable path toward more effective leadership. It helps leaders understand their own leadership styles and how their tendencies influence their effectiveness in specific leadership situations.

47196-484-LEC Leadership Academy-Person 0.3 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.

47196-485-LEC Leadership Academy-Leader 0.3 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.

47196-486-LEC Leadership Academy-Team 0.3 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.

47196-487-LEC Emotional Intelligence 0.2 Credit
This course is designed as a stand-alone course to provide instructions on Emotional Intelligence and offer an Agile EQ assessment to individuals.

47196-488-LEC Productive Conflict 0.2 Credit
This training will increase self-awareness around conflict behaviors. Participants will learn how to effectively respond to the uncomfortable and unavoidable challenges of workplace conflict. Rather than focus on a step-by-step process for conflict resolution, participants gain personalized techniques to curb destructive behaviors so that conflict can become more productive, ultimately improving workplace relationships and results.

47196-489-LEC Leadership Academy 36 0.9 Credit
This Leadership Academy includes StrengthsFinder2.0, Everything DiSC Workplace, Productive Conflict and Work of Leaders assessments and discussions in addition to added curriculum on Stress, Time and Change Management, Creating and Managing Work Teams and Managing Communication. As with all Leadership Academies, first we Grow the Person, then we Develop the Leader and finally we Build the Team.

47196-491-LEC Project Management Essentials 0.2 Credit
This course is designed as a stand alone course using the Franklin Covey designed content to enhance the project management skills of participants.

47196-492-LEC Meeting Advantage 0.1 Credit
This course is designed as a stand alone course using the Franklin Covey designed content to assist participants in conducting efficient and effective meetings.

47196-493-LEC The 5 Choices to Extraordinary Productivity 0.2 Credit
This course is designed as a stand alone course using the Franklin Covey designed content to assist participants knowledge of how to implement choices to improve their productivity.

47196-494-LEC The 6 Critical Practices for Leading a Team 0.1 Credit
This course is designed as a stand alone course using the Franklin Covey designed content to assist participants understand the steps necessary to lead and effective team.

47196-495-LEC Charger Community Builders 1 0.3 Credit
This course is designed to enhance the roles of individuals involved in community leadership positions. The course will define community leadership and its importance, the community change formula and how it impacts the ability to create change, how to use one-to-one relational meetings i.e.) power with vs. power over, and the role of insider vs. outsider approaches to change, the cycle of dynamic organizing, and the positive uses of relational power to create desired outcomes.

47196-497-LEC Leadership Academy 28 0.7 Credit
Leadership Academy 28 includes both a full StrengthsFinder2.0 and Everything DiSC Workplace assessment and discussion in addition to added curriculum on Stress, Time and Change Management, Creating and Managing Work Teams, Managing Communication and Leadership. As with all Leadership Academies, first we Grow the Person, then we Develop the Leader and finally we Build the Team.

47196-499-LEC Leadership Academy 40 1 Credit
Leadership Academy 40 includes StrengthsFinder2.0, Everything DiSC Workplace, Everything DiSC Productive Conflict and Everything DiSC Work of Leaders assessments and discussions. Students will also go one step further with an introduction to daring and armored leadership through the popular program Dare to Lead, in addition to added curriculum on Stress, Time and Change Management, Creating and Managing Work Teams, Managing Communication and Leadership. As with all Leadership Academies, first we Grow the Person, then we Develop the Leader and finally we Build the Team.

47196-500-LEC Strengths Finder (2 hrs) 0.05 Credit
This course discusses the Strengths Finder Assessment and how individuals can use Strengths Finder within an employment setting to improve productivity and outcomes.

47196-501-LEC Dare to Lead 0.1 Credit
This course will focus on developing the courage-building skills necessary to help leaders move from armored leadership to daring leadership. It introduces Rumbling with Vulnerability, Living into our Values, Braving Trust, and Learning to Rise.

47196-502-LEC Courageous Conversations 0.1 Credit
Dialogue and accountability skills are foundational to inclusive and engaged workplaces. This course will help participants identify their conflict styles and offloading strategies, recognize go-to narratives and how to re-write new ones that align with their goals, and learn skills for engaging in dialogue and cultivating courage.

47196-503-LEC Leadership Academy DEI 0.9 Credit
This Diversity, Equity, and Inclusion Leadership Academy includes a full Emotional Intelligence assessment and discussion as well as conversation on Unconscious Bias, Power Dynamics, Productive Conflict and more!

47196-505-LEC Leadership Academy 8 0.2 Credit
This Leadership Academy includes training on Core Values in addition to full StrengthsFinder 2.0 and Everything DiSC Workplace assessments.

47303-427-LEC Food Service Worker Update/WI Food Manager Cert 0.3 Credit
This class is for the general public to maintain their restaurant license. Students review the conditions which cause food contamination and spoilage, safe food handling techniques, and how to prevent accidents. Students use state and federal regulations, and apply Hazard Analysis and Critical Control Points (HACCP) principles.

47303-431-LEC Dietary Manager Update 0.5 Credit
A training program that helps Dietary Managers to remain current with policy changes and issues with their profession. Update will include lecture and lab work and cover issues of food sanitation and safety, nutrition, diet therapy, food service and production.

47303-432-LEC Home & Farm Food Production 0.6 Credit
This course is designed to provide information and business partners/resources for the learner to start a food processing small business. Course topics will include business planning, license and regulations, commercial kitchen requirements and social media skills.

47311-400-LEC Responsible Beverage Server 0.1 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.

47420-401-LAB Machine Shop I 0.75 Credit
Students apply skills in the programming, set-up, and operation of a machining center using G-code. Explores feeds and speeds, basic metrology and tool selection. May include rapid and linear interpolation, circular interpolation, drilling, bolt circles, absolute and incremental positioning, subroutines and subprograms, cutter compensation and pocket milling.

47423-401-LEC Maintenance Mechanic Seminar 1 Credit
Students participate in updates, new innovations, and/or focused learning having to do with maintenance topics.

47427-499-LEC Plumbing Prep Test-Out 0.2 Credit

This course is an option for an apprentice plumber to complete instead of the full 54 hour PREP FOR PLUMBERS LICENSE EXAM. The apprentice must arrange with their instructor and technical college district to take this proctored 300 question multiple choice test. There are two 150 question sections to be completed by the apprentice on scantron answer sheets. To pass the apprentice must score 75% or better on each section. This course is a simulation of the state journey worker test where you must pass each section independently.

47442-401-LEC Related Welding Seminar 1 Credit

Students weld using a specific process, position, and materials related to their employment.

47442-407-LAB GMAW – Stainless Steel 24HR 0.6 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.

47442-408-LAB GTAW – Stainless Steel 24HR 0.6 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.

47455-455-LEC Transition to Trainer: Your Role as a Journey Worker 0.2 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.

47458-404-LEC CDL Preparation 0.6 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.

47501-401-LEC Mental Health First Aid - Adult 0.25 Credit

This course will teach you how to identify, understand, and respond to signs of mental illness and substance use disorders. It will give you the skills needed to reach out and provide initial support to someone who may be developing a mental health or substance abuse problem and help connect them to the appropriate care.

47503-401-LEC Training For Fire Fighters 0.25 Credit

This general course for firefighters at all levels of certification offers a broad base of subject matter, primarily in developing technology.

47503-402-LEC Hazard Material Awareness 0.2 Credit

This course provides the minimum level of training for first responders at a hazardous materials incident. Students will learn how to recognize a hazardous materials incident, identify hazardous materials, defensive operations, and use of the Emergency Response Guidebook.

47503-403-LEC Hazard Material Decontamination 0.6 Credit

Students will learn the operational principles of decontamination for hazardous materials incidents. Topics include, but are not limited to reasons to decontaminate, types of decontamination, medical emergencies, and patient care. There is also set up of a decontamination line and hands-on decontamination of patients.

47503-406-LEC HazMat Refresher Training 0.2 Credit

This course is a hands-on refresher for hazmat skills for hazmat operations and technician level responders. Skills covered will include, but not be limited to: response planning, personal protective equipment, product control, and decontamination.

47503-407-LEC Grain Bin Rescue 0.2 Credit

Students will learn the strategies and tactics for emergency rescue related to grain bin engulfment. Course work will include, but not be limited to safety practices, bin construction, formations of voids, cofferdam principles and concepts, stages of grain bin rescue, handling and removing casualties, post incident debriefing.

Prerequisite:

Confined Space Rescue Technician - (47-503-494)

47503-408-LEC Hazardous Materials Technician 2 Credits

Upon completion of this course, students will be hazardous materials technicians. The course covers chemical, biological, and nuclear hazards including chemical makeup, packaging, transportation, releases, and control measures. Practical training includes identification of materials, proper use of protective equipment, air monitoring, and spill control measures.

Prerequisite:

Hazardous Materials Operations (47-503-403)

47503-410-LAB Ice Rescue Technician Refresher 0.1 Credit

This course satisfies the requirement of an annual refresher of the skills for Ice Rescue Technician. The course consists of hands-on training in Personal Protective Equipment, rescue equipment usage, and rescue maneuvers.

47503-412-LEC Live Fire Training 0.25 Credit

This offering is the culmination of training for the entry level firefighter. The student will demonstrate knowledge of basic firefighting skills in a live fire environment. The student will be accompanied by a certified fire instructor.

Prerequisite:

Entry Level Firefighter I and II (47-503-467)

No cost if affiliated with a Wisconsin Fire Department

47503-415-LEC Extreme FD - TEN-23 0.2 Credit

This seminar course focuses on lessons from the fire ground. Students will learn why fire ground communications fail, how to complete a 360 degree size-up in less than 2 minutes, and why our basic skills may be our biggest weakness. This course stresses points that are designed to improve fire ground operations.

47503-417-LEC Training Officer Boot Camp 0.2 Credit

Training Officer Boot Camp is an 8 hour course designed for current and future fire instructors. Are you tired of repeating the same old training over and over? Learn simple, proven, affordable methods for designing a training program that will re-energize your department.

47503-421-LEC Fire Arson Invest 0.4 Credit

The students will identify and describe the challenges and techniques of fire investigation. The students will examine fire behavior and chemistry. The student will analyze the process of collection and preservation of evidence. The student will examine and evaluate investigative techniques used to determine cause and origin of all types of fires.

47503-436-LEC Confined Space Entry 0.4 Credit
After completion of this course, the student will identify a confined space and the psychological effects of a confined space. The student will explain the OSHA laws regarding confined space rescue. The student will demonstrate the competencies necessary to safely manage a confined space entry rescue. These skills will include atmospheric monitoring, use of personal protective equipment, rigging, and patient assessment and packaging.

47503-452-LEC Vehicle Extrication 1-Hand Tools 0.3 Credit
The student will demonstrate competencies in the principles, safety, and proper usage of extrication hand tools.

47503-453-LEC Vehicle Extricate 2-Power 0.4 Credit
This course will provide firefighters and EMT's with working knowledge of principles and techniques of vehicle extrication while using hydraulic power tools. Each student will be exposed to a working knowledge of the hydraulic power tools available.

47503-454-LEC Vehicle Extrication Advanced 0.2 Credit
This course will provide firefighters and EMTs with working knowledge of advanced principles and techniques of vehicle extrication using hand and power tools. This class will be flexible to meet the needs of individual departments for specialized training.

47503-455-LEC Veh Extricate 4- Farm 0.3 Credit
This course will provide firefighters and EMTs with working knowledge of principles and techniques for extrication from farm equipment. It is intended to be flexible and meet the training needs of individual departments.

47503-458-LAB Fire In-service Training /Burn Building 0.5 Credit
This course provides in-service training for firefighters. The course is designed to be flexible and provide a variety of in-service training that would be able to be held in the training building. This course can be up to 10 hours in length.

47503-459-LEC Strategy & Tactics for Initial Company Operations 0.4 Credit
This course is designed to develop the management skills needed by Company Officers to accomplish assigned tactics at structure fires. Classroom sessions include scenario driven group activities including, but not limited to size up, fire containment, exposure protection, rescue, water supply, and salvage/overhaul.

47503-462-LAB Fire Extinguisher Training (2 hrs) 0.05 Credit
This course covers the basic use of portable fire extinguishers. It is designed for a small group setting with a lecture that describes the construction and application of fire extinguishers and a lab that provides the student with practical hands-on operation with live fire.

47503-463-LEC Fire Extinguisher Training (8 hrs) 0.2 Credit
This course provides basic fire extinguisher training for the layperson as well as fire service personnel.

47503-466-LEC Fire Dept In Service Training 0.1 Credit
To provide fire departments a method to give consistent training to the members of their department. This training is intended to provide all fire departments with their local training requirements. All training is developed with the departments training personnel and Southwest Tech's staff. Southwest Tech's staff will be the training agency and instructors. Lesson plans will/are developed by Southwest Tech to meet the needs of the department utilizing this service.

47503-468-LEC Vehicle Fire Suppression Procedures 0.25 Credit
This course provides training in vehicle fire suppression techniques.

47503-470-LAB Firefighter State Testing Practical Exam 0.25 Credit
Practical examination for the Wisconsin State Firefighter Certification

47503-473-LEC S-190 Introduction to Wildland Firefighting 1 Credit
This course is designed to meet the entry level requirements for Wildland Firefighting by incorporating Introduction to Wildland Fire Behavior and Wildland Firefighter Training into one course. Students will learn the basics of wildland fire behavior and basic firefighting skills. This course also contains basic wildland fire safety and survival procedures.

47503-474-LEC S130/190 Wildland Firefighting (32hrs) 0.8 Credit
This course is designed to meet the entry level requirements for Wildland Firefighting by incorporating Introduction to Wildland Fire Behavior and Wildland Firefighter Training into one course. Students will learn the basics of wildland fire behavior and basic firefighting skills. This course also contains basic wildland fire safety and survival procedures.

47503-475-LEC Wildland Firefighting for Wisc. Fire Dept 0.15 Credit
This course is designed to provide basic training in Wildland fire suppression to fire departments in Wisconsin. The course covers safety, fire behavior, firefighting techniques and incident command.

47503-476-LEC S-290 Intermediate Wildland Fire Behavior 0.8 Credit
This is a classroom-based skills course designed to prepare the prospective fireline supervisor to undertake safe and effective fire management operations. It is the second course in a series that collectively serves to develop fire behavior prediction knowledge and skills.

Prerequisites:
S-190 Intro to Wildland Firefighting (47-503-473)

47503-477-LEC S-234 Ignition Operations 0.8 Credit
This is an entry-level course providing training in the functional roles and responsibilities connected with firing operations. The course covers planning, ignition procedures and techniques, and equipment applicable to wild land and prescribed fire. This course also addresses the role of the ignition specialist or firing boss as the organization manages escalation from a non-complex to a complex fire situation. Note: This course is not intended to qualify or certify any personnel in the use, storage, or transport of any firing device. Rather, it is to provide the potential firing boss a description of available equipment and the requirements specific to each such device.

47503-478-LEC S-390 Intro to Wildland Fire Behavior Calculations 0.8 Credit
This course is designed to introduce fire behavior calculations by manual methods, using nomograms and the Fire Behavior Handbook Appendix B. The student gains an understanding of the determinants of fire behavior through studying inputs (weather, slope, fuels, and fuel moisture). The student also learns how to interpret fire behavior outputs, documentation processes, and fire behavior briefing components.

Prerequisites:
S-290 Intermediate Wildland Fire Behavior (47-503-476)

47503-480-LEC OSHA Compliance Training 0.65 Credit
The student will be able to identify the provisions of the OSH Act and how to implement it in the workplace. Topics include, but are not limited to, general and specific discussions on industry standards, fire protection and prevention, hazardous materials, rights and responsibilities, recordkeeping (such as MSDS sheets), and voluntary protection programs.

47503-483-LEC Rope Rescue 1 Credit
This course is a pre-requisite to all technical rescue certification courses. This course addresses NFPA 1600, Standards for technical Rescue Technical Professional Qualifications. Students will receive intensive hands-on training. Topics covered will include: Laws and regulations, rescuer safety, victim management, site operations, rescue equipment, knots, anchors, and anchor systems, belaying, rappelling, lowering systems, raising systems, stretcher rigging and tending, maintenance, ropes and rigging. A major portion of the course will be hands-on at a simulated rescue site.

47503-484-LEC Rapid Intervention**0.4 Credit**

Firefighters will train in personal escape procedures and entrapped firefighter extrication and removal. Methods and techniques of survival will be taught utilizing both lecture and lab. Firefighters will also be introduced to standards and regulations for Rapid Intervention Training teams, firefighter safety, rescue and extrication operations, accountability and NFPA 1500.

Prerequisites:

Firefighter Part 1 entry level (47-503-417)

Firefighter Part 2 Entry Level (47-503-418)

**47503-485-LEC Introduction to Fire Inspection Principles & Practices
0.6 Credit**

This course is designed to provide an introduction to fire inspection principles and practices illustrating the complexity of today's building designs and systems. Students will be able to describe fire prevention principles related to common fire hazards. Students will be able to identify building construction types and systems. Students will participate in fire inspection surveys of various occupancies.

Prerequisites:

Firefighter Part 1 entry level (47-503-417)

Firefighter Part 2 Entry Level (47-503-418)

47503-495-LEC Arson Detection, Cause and Origin**0.35 Credit**

Students will be able to identify the indicators of an intentionally set fire, preserve evidence, and report the information to the appropriate officials.

Prerequisites:

Firefighter Part 1 entry level (47-503-417)

Firefighter Part 2 Entry Level (47-503-418)

**47503-496-LEC Introduction to Fire Inspection Principles & Practices
0.4 Credit**

Upon completion of this course, the student will have the basic knowledge and skills to conduct fire inspections for the purpose of fire prevention.

47503-497-LEC Ice Rescue Technician**0.2 Credit**

Students will be provided with the principles and techniques necessary for a water rescue.

47503-498-LEC Trench Rescue**0.8 Credit**

Students will learn the strategies and tactics used to affect an emergency rescue for collapse of a trench. Course work will include, but will not be limited to rescuer safety, understanding OSHA regulations involving trenches and excavations; preplanning; assessing soil composition; cave-in evaluation; stabilization and shoring using wood; hydraulic and air shores.

**47503-499-LEC Emergency Bracing and Shoring for Structural Collapse
0.8 Credit**

Students will learn the strategies and tactics for emergency bracing and shoring associated with structural collapse. Course work will include, but not be limited to safety practices, indications of collapse, formations of voids, shoring principles and concepts, stages of search and rescue, handling and removing casualties, post incident debriefing. Students will be required to take an online course as a prerequisite. This course, Structural Collapse Technician Training - Structural Engineering Systems, is through the US army Corps of Engineers.

Prerequisite:

Before coming to the first class, students must complete Structural Collapse Technician Training - Structural Engineering Systems and provide the certificate to the instructor. Students will not be allowed to take the course without a certificate of completion for the above mentioned course. The course can be found at

<http://rsc.usace.army.mil/training/level2/us&r/index.html>

47503-710-LEC Entry Level Firefighter**1.5 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.

47503-711-LEC Entry Level Firefighter Part A**0.75 Credit**

The student will: * identify the roles and responsibilities of a firefighter in the fire service * define the basic functions of the fire service * describe the basic types of fire apparatus and tools and their functions * demonstrate competencies in basic firefighting techniques such as search and rescue, ventilation, and ladder basics * identify and describe the correct use of hose lines and fire streams * identify and analyze general safety procedures and the use of personal protective clothing * describe the correct procedures and techniques for the use of self-contained breathing apparatus (SCBA) * identify potential hazardous materials incidents Successful completion of this course and Entry Level Firefighter 2 (47-503-518) will fulfill the requirements for NFPA 1001. No cost if affiliated with a Wisconsin fire department.

47503-712-LEC Entry Level Firefighter Part B**0.75 Credit**

The student will: * identify the roles and responsibilities of a firefighter in the fire service * define the basic functions of the fire service * describe the basic types of fire apparatus and tools and their functions * demonstrate competencies in basic firefighting techniques such as search and rescue, ventilation, and ladder basics * identify and describe the correct use of hose lines and fire streams * identify and analyze general safety procedures and the use of personal protective clothing * describe the correct procedures and techniques for the use of self-contained breathing apparatus (SCBA) * identify potential hazardous materials incidents Successful completion of this course and Entry Level Firefighter 1 (47-503-517) will fulfill the requirements for NFPA 1001. No cost if affiliated with a Wisconsin fire department.

47503-721-LEC Firefighter I Certification (Part C)**0.9 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.

47503-730-LEC Firefighter II Certification 1.05 Credits

This 42-hour course prepares the participant to perform firefighting functions at an advanced nationally recognized level under general supervision. The targeted audience is individuals who have completed the training required to meet the Firefighter I JPRs in NFPA 1001, and desire to increase their knowledge and skills base to the next level. This course, when taken after completion of the Firefighter I and Hazardous Materials Operation Level is designed to provide the Firefighter II candidate with the information needed to meet the job performance requirements (JPRs) in NFPA 1001, Standard for Firefighter Professional Qualifications, 2008 Edition. 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

47503-740-LEC Entry Level Driver/Operator Pumper 0.8 Credit

Entry Level Driver/Operator-Pumper, Parts 1 and 2
These 15-hour (30 hours total) courses introduce 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. These courses, when taken in sequential order, are 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.

47503-741-LEC Entry Level Driver/Operator Part 1 Driving 0.3 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.

47503-742-LEC 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.

47503-743-LEC Certified Driver/Operator Pumper 1.65 Credits

These 33-hour (66 hours total) courses prepare the participant to perform fire apparatus maintenance, driving, positioning, operating/pumping and testing functions at a minimum nationally recognized level. The targeted audience is individuals who have completed the training required to meet the Firefighter I JPRs of NFPA 1001, Standard for Firefighter Professional Qualifications, Chapter 3, and desire, or are required, to increase their knowledge and skill set to progress to the fire apparatus driver/operator-pumper level. These courses, when taken in sequential order, are designed to provide the Fire Apparatus Driver/Operator-Pumper candidate with the information needed to meet the job performance requirements (JPRs) in National Fire Protection Association (NFPA) 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications, Chapter 2 and 3. The curriculum for this course is based on the International Fire Service Training Association (IFSTA) Pumping Apparatus Driver/Operator Handbook, 2nd Edition. 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

47503-744-LEC Certified Driver/Operator Part I 0.85 Credit

Candidates will be instructed in driving fire apparatus. This course is based on the requirements defined in NFPA 1002, The Standard for Fire Apparatus Driver/Operator Professional Qualifications. The course includes classroom instruction and practical skills in driving fire apparatus. Certification is awarded upon the candidate passing written and practical skills exams.

Pre-requisites:
Certified Firefighter, 1 Credit

47503-745-LEC Certified Driver/Operator Part II 0.85 Credit

Candidates will be instructed in operation of fire pumps. This course is based on the requirements defined in NFPA 1002, The Standard for Fire Apparatus Driver/Operator Professional Qualifications. The course includes classroom instruction and practical skills in fire pumps. Certification is awarded upon the candidate passing written and practical skills exams.

Pre-requisites:
Certified Firefighter 1 Credit

47503-746-LEC Entry Level Driver/Operator Part 3 Aerial Operation 0.15 Credit

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.

47503-747-LEC Fire Apparatus Driver/Operator-Aerial 0.9 Credit
 This 36-hour course prepares the participant to be able to perform aerial fire apparatus driving, positioning, operating and testing functions at a minimum nationally recognized level. The targeted audience is individuals who have completed the training required to meet the Firefighter I JPRs of NFPA 1001, Standard for Firefighter Professional Qualifications, Chapter 3, and desire, or are required, to increase their knowledge and skill set to progress to the fire apparatus driver/operator-aerial level. This course is designed to provide the Driver/Operator-Aerial candidate with the information needed to meet the job performance requirements (JPRs) in National Fire Protection Association (NFPA) 1002, Standard for Fire Apparatus Driver/Operator Professional Qualifications, Chapter 4. The course curriculum is taken from the International Fire Service Training Association (IFSTA) Aerial Apparatus Driver/Operator Handbook, 2nd Edition. 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.

47503-748-LEC 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

47503-749-LEC Entry Level Driver/Operator Part 5 Tow Vehicle/Trailer Oper 0.15 Credit
 This course will offer instruction in the safe operation of fire department tow vehicles and trailers. Classroom lecture and hands-on operation of department tow vehicles will help to prepare firefighters to understand the hazards, proper hook-up and operation of tow vehicles and trailers.
 Pre-requisites:
 Entry Level/Driver/Operator-driving and Entry Level Driver/Operator Pumper courses

47503-750-LEC Certified Fire Inspector 1.5 Credits
 Fire Inspector I, Parts 1 and 2
 This 60-hour course prepares the participant to perform fire inspection functions at a minimum nationally recognized level under general supervision. The targeted audience is individuals who expect to be appointed, or have recently been appointed to conduct fire inspections through their fire department or public or private agency. This course is designed to meet the job performance requirements (JPRs) defined in NFPA 1031- Standard for Professional Qualifications for Fire Inspector and Plan Examiner. 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.

47503-763-LEC Fire Officer I 1 Credit
 This 40-hour course prepares the participant to perform firefighting supervisor functions at a minimum nationally recognized level. The targeted audience is individuals who have completed at least the training required to meet the Firefighter II JPRs of NFPA 1002, Standard for Firefighter Professional Qualifications, Chapter 4, and desire or are required to increase their knowledge and skills to progress to the Fire Officer I Level. Completion (not certification) of the 40-hour Fire Instructor I course is also required in order to become certified as Fire Officer I. This course is designed to provide the Fire Officer I candidate with the information needed to meet the job performance requirements (JPRs) in National Fire Protection Association (NFPA) 1021, Standard for Fire Officer Professional Qualifications, Chapter 2. Curriculum for the course is based on the Jones and Bartlett, Fire Officer Principles and Practices, 2nd Edition textbook. 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 exam. Participants who successfully pass the certification exams will receive a State of Wisconsin Certificate.

47503-764-LEC Fire Officer II 1 Credit
 This 40-hour course prepares the participant to perform firefighting supervisor/manager functions at a minimum nationally recognized level. The targeted audience is individuals who have completed the training required to meet the Fire Officer I JPRs of NFPA 1021, Standard for Firefighter Professional Qualifications, Chapter 2, and desire or are required to increase their knowledge and skills to progress to the Fire Officer II Level. This course is designed to provide the Fire Officer II candidate with the information needed to meet the job performance requirements (JPRs) in National Fire Protection Association (NFPA) 1021, Standard for Fire Officer Professional Qualifications, Chapter 3. It is based on the International Fire Service Training Association (IFSTA) Fire Department Company Officer, 3rd Edition textbook/Maryland Fire and Rescue Institute (MFRI), Fire Officer II curriculum. Note: This course will soon be sent to committee for revision with a new course anticipated by the end of 2011.

47503-780-LEC Hazardous Materials Operations Level 0.5 Credit
 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.

47503-790-LEC Fire & Emerg Svcs Inst I (FESI I) 1 Credit
 This 40 hour course prepares the participant to perform fire instruction duties at a minimum nationally recognized level. This course is designed to provide the Instructor I Candidate (must be Certified FF II) with the information needed to meet the job performance requirements (JPRs) in National Fire Protection Association (NFPA) 1041, Standard for Fire Service Instructor Professional Qualifications, Chapter 2. Course curriculum is based on the International Fire Service Training Association (IFSTA) Fire and Emergency Services Instructor, 7th Edition Textbook. A written exam and 30 hours of supervised instruction will complete the certification process for 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 and fulfill the supervised instruction requirement (30 hours). 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.

47503-791-LEC Fire & Emerg Svcs Instr II (FESI-II) 0.8 Credit

This 32-hour course prepares candidates with the skills and abilities to develop individual lesson plans for a specific topic including learning objectives, instructional aids, and evaluation instruments; schedule training sessions based on the overall training plan of an AHJ; and supervise and coordinate the activities of other instructors. This course is designed to provide the Fire and Emergency Services Instructor II candidate with the information and skills needed to meet the job performance requirements (JPR's) in National Fire Protection Association (NFPA) 1041, Standard for Fire and Emergency Services Instructor Professional Qualifications, 2019 Edition, Chapter 5.

Prerequisite:

Fire and Emergency Services Instructor I

47503-916-LEC Health and Safety Program Manager-00722 0.35 Credit

This course examines the Health and Safety Officer's role in identifying, evaluating, and implementing policy and procedures that affect health and safety aspects for first responders. Risk analysis, wellness, and other occupational safety issues will be the main emphasis of this course.

47503-917-LEC Incident Safety Officer-00729 0.45 Credit

This course examines the Safety Officer's role at emergency responses. This course focuses on operations within an Incident Command System (ICS) as a Safety Officer and emphasizes response to all-hazards types of situations.

47504-401-LEC Beyond Off Duty Survival:Bring Family into Your World 0.2 Credit

This class analyzes what off duty threats they may face and how to respond safely and tactically. It addresses how to help teach their families how to stay safe and respond appropriately. In addition, surviving in personal relationships because of your job will be discussed.

Prerequisite:

Public Safety Personnel or spouse

47504-402-LAB DAAT/Firearms/Vehicle Contacts 0.05 Credit

This course involves new & refresher techniques for DAAT, Firearms, and Vehicle Contacts.

Prerequisite:

Employment as a certified law enforcement officer.

47504-403-LEC Active Shooter 0.2 Credit

The purpose of this course is to give the student a basic understanding of Active Shooter Response. Prerequisite: Employment as a certified law enforcement officer.

47504-404-LEC Laser Training 0.15 Credit

At the end of this block of instruction, the student will be able to achieve the following objectives in accordance with information received during the instruction period: * Describe the principles of laser speed measurement * Identify and discuss the laws, court decisions, regulations, policies, and procedures that affect laser speed measurement and speed enforcement * Identify the specific laser devices used by your agency and describe their components, features, and functions * Demonstrate the ability to test and operate the laser devices you will use * Demonstrate the ability to prepare and present records and testimony in a laser speed-measuring device enforcement case. Prerequisite: Employment as a certified law enforcement officer. Must have RADAR certification.

47504-405-LEC Survival Spanish for Jail Facilities 0.6 Credit

This program is designed for non-Spanish-speaking correctional officers and jail support staff to provide functional Spanish language skills for monitoring and managing Spanish-speaking prisoners in city and county jails. Emphasis is placed on officer safety, effective prisoner management, institutional security, and protection from legal liability.

Prerequisites:

Employment as a certified law enforcement officer.

47504-406-LAB AIS Training 0.05 Credit

Students will participate in the Advanced Interactive Firearms System to discover how to effectively integrate judgment and firearms accuracy in scenario based training.

Prerequisites:

Employment as a certified law enforcement officer.

47504-407-LEC Managing Inmate Behavior 0.2 Credit

Vandalism, contraband, gambling, assaults, manipulation, and self-harm. Inmates who engage in chronic misconduct not only disrupt institutional safety and security practices but they also wear down employee morale and wellbeing. Using guidelines and suggestions from the National Institute of Corrections (2010), this class will focus on three core concepts: activity-focused, reformatory, and reintegration practices. Participants will examine the six elements needed for effective inmate behavior management, identify obstacles and learn buy in tactics for successful program implementation, learn realistic tips, tools, and activities needed for successful management of difficult inmate behavior, and learn indispensable self-care practices necessary to survive the field of corrections. Participants can expect hands-on activities, small group discussions, and an interactive, flexible learning environment.

47504-408-LEC Professional Communication Refresher 0.1 Credit

This class will examine professional communication including ethics, respect, appearance, demeanor, empathy, and attitude. Participants will learn how to engage in active listening whether with victims, offenders, co-workers, or family members, identify communication traps such as personalizing, defending, and responding passively to conflict, and examine the four styles of communication. Participants can expect hands-on activities, small group discussions, and an interactive, flexible learning environment.

47504-409-LEC TASER Operator 0.15 Credit

This course prepares officers for the safe use and deployment of TASER devices. Course topics will include deployment considerations, proper follow through, care of subjects, and legal considerations involving use of force in compliance with Wisconsin law enforcement standards.

47504-410-LEC Coping with Adversity and Change 0.2 Credit

Provides an examination of the uniqueness of stress experienced by law enforcement. Fewer people, less equipment, less support, lower budgets, and a demanding work environment creates a theater in which we are asked to continue to act with dignity and surety and dedicate ourselves to the well-being of others. There are proven ways to address these issues, to move forward and create a sense of personal well-being while doing an outstanding job. The concepts of change and adversity are discussed. It is virtually impossible to excel in today's world without a good grasp of the ways in which the world has changed and the advantages of proper stress management. Law enforcement officers, lawyers, and others in the criminal justice system are being asked to work more diligently than ever; to accept additional tasks that will allow them to succeed; to be ever mindful of terrorism and related issues; to do more with less; and to support each other. Every employee impacts upon the organization. One of the most difficult concepts to understand as we continue our progress into the twenty-first century is 'change'. Change alone has caused more problems in organizations, as well as in the day-to-day lives of individuals, than any other issue. Change can be silent and is often unobservable. Change creates stress and with that, the potential harmful effects that follow. Whether the enemy we face is terrorism or overwhelming stress at work, we can learn strategies to take care of ourselves so we can better serve others in times of need. Our problems stem not from balancing our abilities but rather our ability to balance. It is time to ask the question; Is my job a passion, or just a pension? Do I want to stay bitter, or get better?

Prerequisite:

Employment as a certified law enforcement officer.

47504-411-LEC Vehicle Contacts 0.6 Credit
Students will learn the legal basis for making vehicle contacts, how to conduct a threat assessment to help determine the appropriate type of contact, and how to conduct different types of vehicle contacts. Vehicle contact techniques are psychomotor skills, which means that they involve both the brain and muscles. For that reason, students will spend much of the time in Vehicle Contacts on the driving range practicing the techniques required for on the job performance.

Prerequisite:
Employment as a certified law enforcement officer.

47504-412-LAB Ground Defense 0.2 Credit
This course will introduce and prepare officers for use of force encounters that end up on the ground. Officers will learn proper falling techniques, defense positions, escape techniques, ground strikes, and weapon retention. Participants must be in good physical condition and currently employed by a law enforcement agency to attend this course.

Prerequisite:
Employment as a certified law enforcement officer.

47504-413-LEC Jail Acad-Intro to Corrections 0.1 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.

47504-415-LEC Jail Academy: Maintain Jail Security 0.2 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.

Prerequisites:
Basic Jail Academy students must meet minimum standards as defined by the Wisconsin Training and Standards.

47504-416-LEC Jail Acad-Jail Hostage Response 0.1 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.

47504-417-LEC Jail Acad-Professional Communication 0.6 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.

47504-418-LEC Jail Acad-Admit and Release Inmates 0.2 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.

47504-419-LEC Corrections Training: Suicide Assessment 0.2 Credit
This class will address baseline facts and figures of suicide in the general population, profiles of those most likely to commit suicide/contributing factors, how they do it, screening, high risk periods and red flags, and best practices and safety measures. If they threaten suicide what are the clear protocols and best practices in how to effectively connect with people threatening to harm themselves. The SAFER model for crisis intervention will be discussed as well as Postvention if they do commit suicide. Finally, students will discuss debriefing models for staff and inmates.

Prerequisite:
Employment as a certified law enforcement officer.

47504-420-LEC Jail Acad-Inmate Supervision and Behavior Control 0.3 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.

47504-421-LEC Tactical Introduction 0.7 Credit
This course will focus on Room Entry Techniques, Covert Techniques, Mirroring, Movement Shooting, Breaching, Tactical First Aid, Proactive SWAT Operations, Principles of Dynamic Entry, Briefings, Execution of a Search Warrant, and First Responder to Hostage/Barricade Situations.

Prerequisite:
Employment as a certified law enforcement officer.

47504-422-LAB Jail Acad-Super Special Inmate/Crisis Intervention 16 hr 0.4 Credit

In this course, 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-requisite:

Basic Jail Academy students must meet minimum standards as defined by the Wisconsin Training and Standards.

47504-422-LEC Jail Acad-Super Special Inmate/Crisis Intervention 0.35 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.

47504-423-LEC Instructor Development Course 0.8 Credit

Prepares criminal justice instructor candidates to create a learning environment that supports learners and results in the achievement of designated learning outcomes. Emphasizes teaching and learning techniques that promote active learning, support learners with a variety of learning preferences and needs, and generate continuous improvement in teaching and learning.

Prerequisite:

Employment as a certified law enforcement officer.

47504-424-LEC Incident Response to Terrorism Bombings 0.1 Credit

This four hour session includes an introduction to energetic materials (explosives), familiarization with devices and device components, response protocol for responding to pre and post-detonation incidents, etc. The course will be focused on improvised devices and components.

Pre-requisite:

Employment as a certified law enforcement officer.

47504-425-LEC 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.

47504-426-LEC Jail Acad-Correctional Law 0.2 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.

47504-428-LAB AIS/TASER Refresher 0.1 Credit

Officers will practice scenario based firearms skills using the Interactive Firearms System. They will also utilize a live cartridge and simulation incident for TASER recertification which includes the new Version 16 software update.

Prerequisite:

Employment as a certified law enforcement officer.

47504-429-LEC Legal Update for Corrections 0.1 Credit

This class is an overview of the state statutory requirements that apply to county jail operations in WI. The class covers the following areas: general county jail operations, criminal statutes affecting jail staff members and criminal statutes affecting inmates.

47504-430-LEC Corrections Professional Communication Refresher 0.1 Credit

The class will review the pre-attack warning signs, EDP designations of Short Term, Long Term and Chemical Abuser and relative positioning and body language of subjects. Participants will review methods for Mediation, Arbitration and Crisis Intervention as used in the Jail setting. Participants will be involved in scenarios requiring students to work through situations that could either de-escalate or escalate depending on their use of Professional Communications.

47504-432-LAB Police Update - Firearms 1 Credit

Any law enforcement class that has to do with firearms, i.e. Legal requirements, policies, techniques of handguns and shotguns, and all firearms range shooting.

47504-434-LEC Pursuit Refresher 0.1 Credit

This course follows the curriculum of the Department of Justice for mandatory biannual pursuit training for law enforcement in Wisconsin.

47504-437-LEC Narco Pouch Training 0.15 Credit

The student reviews identification of illegal drugs by general appearance and characteristics and field test the substances by properly using field testing methods approved by the Wisconsin State Crime Laboratory. The student also reviews proper packaging techniques for illegal drug submissions to the laboratory.

Prerequisite:

Employment as a certified law enforcement officer.

47504-438-LAB Death Notification Seminar 0.2 Credit

The death notification seminar explores several aspects of what it means to make a compassionate, effective death notification. In addition to exploring who should be a notifier, issues of stress are discussed. Critical Incident Stress and Post Traumatic Stress Disorder as it relates to those who make the notification are covered in the material. There is also Crisis Intervention Communication exercises, what to say and do and what NOT to say and do when making death notifications. A number of death notification scenarios are presented and discussed. This half day training uses a number of video clips, group exercise, role play, and discussion as a part of the training.

Prerequisite:

Employment as a certified law enforcement officer.

47504-439-LEC Jail Acad-Jail Health Care 0.2 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.

47504-440-LAB TASER Operator Refresher 0.1 Credit

Students will discuss the changes in Taser and updated information. Each officer's proficiency will be analyzed by deploying two cartridges.

47504-441-LEC Radar Training 0.6 Credit

Officers learn principles of radar/laser speed measurement device operation and speed detection, and apply those principles to traffic enforcement strategies to control speed of vehicles on streets and highways in order to reduce potential traffic crashes to the greatest extent possible.

47504-442-LEC Jail Academy Fire Safety 0.2 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.

47504-443-LEC Substance Use Disorders 0.1 Credit

This class will provide a general overview of addiction as it relates to the complexities of the brain, the effect of neuroadaptation (tolerance), and the bio-psycho-social-cultural influences of substance use disorders. Participants will learn how psychoactive drugs (chemicals that alter mood and behavior) transform the healthy brain into a diseased, crime-committing mindset. Participants are encouraged to bring case examples and questions in order to facilitate a straight-forward discussion about the disease of addiction and its impact on law enforcement. Participants can expect an interactive, flexible learning environment.

47504-444-LEC Motivational Interviewing 0.1 Credit

Today, Motivational Interviewing (MI) is recognized internationally as an evidence-based practice for reducing the challenging behaviors related to obesity, addiction, and other health problems. MI is not a form a therapy but rather a style of communication which reduces power struggles, lowers defensiveness, and improves active listening skills. Using guidelines and suggestions from the National Institute of Corrections (2012), this class will provide an overview of MI skills and tools specific to the field of law enforcement. From investigations to staff interactions, participants will learn how to reduce resistance to change, elicit motivation change talk, and improve overall staff confidence. Participants will be given an opportunity to practice MI skill sets in a hands-on, interactive learning environment.

47504-445-LEC Professional Self-Care and Burnout Prevention 0.1 Credit

Shift work, over-time, policy changes, poor communication, reduced budgets, low wages, public scrutiny, race relations, and safety risks. Working in the field of law enforcement is often a thankless, exhausting career choice which requires officers to juggle a multitude of job expectations, function under the public eye, and manage personal/family obligations. As a result, law enforcement officers are at an increased risk for suicide, addiction, mental illness, domestic abuse, and skewed professional boundaries. This class will define professional burnout, outline practical, wellness-based methods of recovery, and examine prevention practices specific to law enforcement. Participants will gain practical strategies based in mindfulness, stress reduction, voluntary simplicity, assertive communication, time management and wellness-based coping strategies. Participants can expect hands-on activities, small group discussions, and an interactive, flexible learning environment.

47504-447-LEC Mental Health First Aid for Public Safety 0.2 Credit

This course is designed for police, first responders, corrections officers, and other public safety audiences. This is an 8 hour course that teaches a 5-step action plan encompassing the skills, resources, and knowledge to help an individual in crisis connect with appropriate professional, peer, and self-help care. This course teaches the unique factors and warning signs of mental health problems, builds understanding of the importance of early intervention, and most importantly, teaches individuals how to help someone in crisis or experiencing a mental health challenge.

47504-449-LEC Hostage Negotiations 1 Credit

Students observe and practice techniques for planning response to hostage situations and for negotiating with hostage takers to seek a safe resolution of a situation, including release of any hostages and safe apprehension of law breakers. They demonstrate collaboration with other law enforcement officers and agencies involved in the response to the situation, and use proper channels and protocols for the coordinated response.

47504-450-LEC DAAT Instructor 2.4 Credits

This course prepares Wisconsin Law Enforcement Standards Board (LESB) certified officers to effectively administer and teach the DAAT training program. This course emphasizes teaching and learning techniques that promote active learning, support learners with a variety of learning preferences and needs, and generate continuous improvements in teaching and learning. The goal of this program is to prepare certified officers who are proficient in using DAAT techniques to deliver LESB-approved DAAT curriculum.

Prerequisite:

Employment as a certified law enforcement officer

47504-451-LEC Defense/Arrest Tactics (DAAT) Refresher 0.1 Credit

Students assess contact and tactical situations, determine approaches, and practice verbal and physical exercises for taking and maintaining control of various situations. They review statistics and information about situations in which officers have been killed or assaulted and identify strategies to reduce risks in similar situations. They practice exercises in the use of non-lethal personal weapons, and identify the appropriate level of force to use given a set of facts and circumstances of a situation.

47504-452-LEC DAAT 1.2 Credits

Students will learn the legal basis and limitations on the use of force, the incident response and disturbance resolution models, approach considerations, intervention options, and follow-through considerations. Included in the discussion on the disturbance resolution model is a discussion on protocols for off-duty actions. Students will learn the recommendations and protocols for off-duty response and guidelines for interaction between on-duty and off-duty, retired, and plainclothes officers. DAAT techniques are psychomotor skills, which mean that they involve both the brain and muscles. For that reason, students will spend much of the time in DAAT actually practicing the techniques-learning the skills first in isolation, and then eventually applying them in simulations.

47504-454-LEC Firearms 1.35 Credits
Students will learn the legal basis and limitations on the use of deadly force, deadly force decision-making, firearms safety and care, how the semi-automatic pistol works, basic shooting fundamentals, clearing malfunctions, position and movement, and finally practicing in live-fire exercises. Firearms techniques are psychomotor skills, which means that they involve both the brain and muscles. For that reason, students will spend much of the time in Firearms actually practicing the techniques-learning the skills first in isolation, and then eventually applying them in simulations.

47504-456-LEC ARIDE 0.4 Credit
ARIDE was created to address the gap in training between Standardized Field Sobriety Testing (SFST) and the Drug Evaluation and Classification (DEC) training. This training will cover:

- Review of the Standardized Field Sobriety Tests (SFST) and recertification
- Common drugs of abuse in the community, and those arrested for driving drug impaired
- Role of divided attention tests in assessing impairment
- Observable effects of each of the seven drug categories
- Observable effects of various drug combinations
- Medical conditions that appear similar to drug impairment
- Pertinent case law relating to OWI and drugged driving cases.

Prerequisite:
Certified Law Enforcement Officer.

47504-457-LEC Tactical Response 0.1 Credit
Students will learn the basics of room clearing, tactical movement, use of cover and concealment, and the application to emergency situations.

47504-459-LEC Active Shooter/Firearms Training 0.05 Credit
Officers will participate in active shooter training with use of fx/simulations weapons. Prerequisite: Employment as a certified law enforcement officer.

47504-460-LEC Interviews and Interrogations 0.8 Credit
Students distinguish between interview and interrogation situations and techniques, construct questions appropriate to the situation to elicit accurate information, follow legal procedures that allow evidence gained to be admissible in court, observe behavioral symptoms which tend to indicate truth or deception in subject responses, practice techniques that encourage admissions and confessions, make appropriate notes of the interview or interrogation and preserve the evidence by recording or reducing to writing the essential elements of the interview or interrogation.

47504-461-LEC Vehicle Contacts Instructor 0.6 Credit
This course prepares Wisconsin Law Enforcement Standards Board (LESB) certified officers to effectively administer and teach the vehicle contacts training program. This course emphasizes teaching and learning techniques that promote active learning, support learners with a variety of learning preferences and needs, and generate continuous improvements in teaching and learning. The goal of this program is to prepare certified officers who are proficient in making vehicle contacts to deliver the LESB-approved vehicle contact curriculum.

Prerequisite:
Employment as a certified law enforcement officer.

47504-462-LEC Field Training Officer 1 Credit
This 40 hour course by Field Training Associates teaches the coaching model Field Training and Evaluation Process which places maximum emphasis on preparing the FTO to serve as a Trainer and Performance Coach for the Probationer utilizing the ten-category Daily Observation Report as well as the two-page Weekly Performance Summary Report. They teach an EEOC-compliant process which places maximum focus on coaching for a self-reliant probationer who can certify for solo assignment.

47504-464-LEC EVOC for EMS 0.2 Credit
Students identify laws governing operation of emergency vehicles, describe how different environmental and roadway factors affect vehicle handling, perform vehicle inspections, experience vehicle dynamics in operating vehicles under different conditions, back vehicles safely through a course using vehicle mirrors, and discover effects of vehicle motion upon patients in the ambulance.

47504-465-LEC Constitutional Law 0.75 Credit
The overall purpose of this portion of Wisconsin's law enforcement officer recruit training course is to train recruit candidates in the structure of the criminal justice system, including criminal procedure. Students will learn the legal basis for law enforcement action such as arrest, use of force and search and seizure, as well as the limits on law enforcement activity.

47504-466-LEC Physical Evidence 0.2 Credit
Students will learn to effectively collect and process physical evidence to aid in investigations.

47504-468-LEC Tactical Fitness 0.4 Credit
The mission of the Tactical Fitness Program is to provide superior tactical fitness education and training to Wisconsin's law enforcement agencies to best prepare officers for the physical perils of daily duty.

47504-471-LEC Dispatcher/Call Taker Training 0.4 Credit
Students will review a variety of calls for law enforcement service and prioritize those calls, and will determine the information that law enforcement needs for various call types prior to their arrival on the scene. They will develop strategies for obtaining information in support of law enforcement and determine the appropriate means for communicating that information. They will identify factors that contribute to stress for dispatchers and law enforcement, and will develop methods and practices that will assist them in dealing with the stress.

47504-474-LEC Impaired Driving and Legal Update 0.2 Credit
Students identify strategies for stopping, testing, and processing drivers suspected of illegally operating a vehicle due to usage of alcohol or other drugs. They identify the required forms to be completed for an OWI arrest and the information to be given to the suspect. They discuss proper collection, packaging, and transfer of evidence to the lab for evaluation, and discuss court cases that define or modify statutory provisions to be enforced.

47504-476-LEC Jail Hostage Response 0.1 Credit
Students will learn key concepts and guidelines for proper response if taken hostage in a jail. The course covers basic background information on jail hostage situations, including common reasons for such incidents, warning factors, and some common characteristics of officers that have been taken hostage in jails and prisons. Other key issues include guidelines for what to do and not do if taken hostage and what to do if there is a tactical operation to end a hostage situation. Finally, students will learn about key issues regarding the aftermath of possible jail hostage situations, including common investigative activities and what to perhaps expect in regard to emotional and psychological reactions.

Prerequisite:
Employment as a certified law enforcement officer.

47504-477-LEC Instructor Development Course-MIT 0.8 Credit

Qualifies an instructor to be a Master Instructor for the Instructor Development course. Candidates will facilitate an Instructor Development Course; which prepares criminal justice instructor candidates to create a learning environment that supports learners and results in the achievement of designated learning outcomes. Emphasizes teaching and learning techniques that promote active learning, support learners with a variety of learning preferences and needs, and generate continuous improvement in teaching and learning.

Prerequisite:

Employment as a certified law enforcement officer and eligible to be certified as an MIT by Wisconsin Training and Standards.

47504-481-LEC Principles of Subject Control (POSC) 0.1 Credit

Students review techniques of restraint and control. This course is designed for officers working in a jail setting. This is a practical course and students will participate in hands-on practice.

47504-488-LEC Executive Survival: Policing in the 21st Century 0.65 Credit

This program is designed for senior law enforcement executives focusing on the emerging challenges facing our profession. This highly interactive program follows the FBI -LEEDA Cops Teaching Cops model of professional development. The seminar uses a wide range of source material and calls upon the participant's professional experience to facilitate individual development and enrich the learning environment. The course first looks inward to identify the forces of change and emerging trends within the law enforcement community, such as the challenges of merging the perspectives of Traditionalist, Baby Boom, Generation X and Millennial employees and presents leadership strategies to manage and adapt to the future conditions. The program also looks into the future to forecast several emerging global Megatrends that are expected to shape conditions for the next few decades; discuss how those trends will affect the global law enforcement community and how police executives can influence and shape future conditions

47504-490-LEC Emergency Mental Health for Corrections Officers 0.2 Credit

This training will cover the basics of what the corrections officer needs to know and do for mental health emergencies occurring in the jail or correctional setting. Mental health emergencies covered in the training will include: signs and symptoms of acute mental illness/psychosis; suicidal threats and behaviors; violence and aggression due to mental illness, and, emergency detentions (Chapter 51.15). The corrections officer will learn basic skills on how to approach, talk with and assist inmates who are psychotic, suicidal, or escalating and threatening violence. Training will highlight distinctions between acute vs. ongoing risk of suicide; how to set up safety plans within a correctional setting, and, work effectively with community mental health professionals to determine if inmate can be safely managed in the jail/correctional setting. Criteria/standards for emergency detentions (Chapter 51.15) will be reviewed to ensure proper utilization during mental health emergencies in jail/correction settings. Training will include role play scenarios to practice basic skills listed above so the correction officer may begin to develop competency in managing mental health emergencies in the jail/correction setting.

47504-491-LEC Mental Health Issues for Law Enforcement 0.2 Credit

This course will focus on:

- 1) Chapter 51
 - What the law says and why
 - Definition of mental illness and dangerousness
 - The problem of intoxication
 - Involuntary versus voluntary treatment
- 2) Working with mental health
 - Similarities and differences between law enforcement and mental health workers
 - Communication and confidentiality
- 3) A brief introduction to mental illness and dangerousness
 - What is mental illness?
 - The major mental illnesses
 - The personality disorders
 - Suicide risk assessment and management
 - Violence risk assessment and management

Prerequisites:

Employment as a certified law enforcement officer.

47504-493-LAB Tactical Firearms 0.2 Credit

This course will focus on advanced firearms skills and tactics that are applicable to tactical teams. The course consists of a variety of practical drills, including both individual and team-based live-fire exercises designed to increase the learner's proficiency and confidence in the operation and usage of firearms.

Prerequisite:

Law Enforcement Officer and Member of the Iowa or Grant County Tactical Teams

47504-494-LAB Tactical Marksman 0.2 Credit

This course will consist of specific tactical and firearms skills related to law enforcement snipers and sniper teams. In this course, the learner will discover how to effectively integrate judgment and firearms accuracy in a wide variety of scenario based simulations.

Prerequisite:

Law Enforcement Officer and Member of the Iowa or Grant County Tactical Teams

47504-495-LAB Tactical Team Procedures 0.2 Credit

The learner will conduct a variety of practical exercises and drills designed to elevate the learner's performance and proficiency in the area of tactical team operations. In this course, the learner will specifically focus on the concepts involving tactical team movement in various environments and specialized skills, such as breaching, flash-bang deployment, and active shooter response.

Prerequisite:

Law Enforcement Officer and Member of the Iowa or Grant County Tactical Teams

47504-497-LEC Substance Abuse and Mental Illness 0.1 Credit

Students will analyze substance abuse, mental illness, and addictive behavior as it presents itself in a jail setting. Discussions will focus on potential ways to handle issues in the jail setting.

Prerequisite:

Employment as a certified law enforcement officer.

47504-498-LEC Stress Management for Law Enforcement 0.1 Credit

Students will discuss stress, fatigue, assessment and awareness. Prevention and Maintenance strategies will be analyzed.

Prerequisites:

Employment as a certified law enforcement officer.

47504-499-LEC Room Clearing for Patrol Officers Basic 0.4 Credit

This course will provide patrol officers with strategies, tactics, and techniques for clearing rooms/ structures with minimal back-up. There will be classroom lecture, combined with hands-on practical exercise designed to expose the students to the strategies/tactics and allow the students to improve their proficiency with repetition and scenario based training.

47504-500-LEC Sexual Predators 0.4 Credit

Students will examine the mindset of sexually violent individuals. This course examines the why behind the crime and its addictive progressions. Discussion is on the perspective of psychology and disturbing viewpoints from some of the most dangerous sex offenders and murderers behind bars.

47504-501-LAB Handgun and Rifle Instructor 1.5 Credits

This is a 56+ hour course, taught by a Master Instructor Trainer, prepares instructor candidates for certification as a Handgun and Rifle instructor. Must have completed the 32-hour CJ-IDC course before attending, OR be a currently-certified LESB instructor, and have 3 years full-time experience. To attend, must apply via form DJ-LE-336 (include completed Skills Competency Checklist for handgun and rifle).

47504-502-LAB Rifle Instructor 0.6 Credit

This 24+ hour course, taught by a Master Instructor Trainer, prepares LESB-certified Handgun instructors for certification as a Rifle instructor. Must be a currently-certified LESB Handgun instructor. To attend, must apply via form DJ-LE-336 (include completed Skills Competency Checklist for rifle).

47504-503-LEC Positivity Change Resiliency 0.1 Credit

This program gives individuals, teams, leaders, and organizations the practical tools to maximize their strengths in order to exceed expectations for productivity and success using Strengths to Drive Employee Engagement. Goals: Understand the 12 elements of employee engagement and the measurable relationship between employee engagement and organization results. Examine factors critical to building engagement and understand the impact they have on performance outcomes. Recognize that each employee is motivated differently and learn strength-based tools to capitalize on these differences. Learn strategies for creating a culture of employee engagement, including methods that will engage every employee.

47504-504-LEC Law of Leadership and Strength Finder 0.1 Credit

There are few constants in the workplace today, but change is one of them and it seems to be happening more rapidly than ever. The manner in which we, as leaders, communicate expectations and implementation of change significantly influences how our employees respond. During this class, we'll work with you to develop an effective, proactive change strategy, discover appropriate ways to react to an unplanned change, and minimize the potential of negative reactions from your employees.

47504-505-LEC Sexual Harassment: Where's the Line? 0.1 Credit

Whether male or female, old or young, no one is immune from the direct impact or indirect consequences of sexual harassment. Loosely defined as an unwelcome behavior of a sexual nature (EEOC, 2017), sexual harassment allegations have recently dominated the daily headlines. From political leaders to celebrities, those who unwelcomely solicit sexual services, speak in sexual innuendos, or share in sexist joke-telling are guilty of stepping really close to - if not over - the line of sexual harassment. Whether the victim of unsolicited sexual advances or the perpetrator of sexual discrimination tactics, we all need to do our part to create a healthy, judgement-free work environment. Participants will also identify sexual discrimination risk factors and red flags specific to the field of law enforcement and corrections. Lastly, participants will develop a proactive plan for reducing the number of sexual harassment incidences in their workplace.

47504-506-LEC Suicide Prevention in Law Enforcement 0.1 Credit

In 2012, it was estimated that 126 officers committed suicide (Badge of Life Study). Of those officers, 91% were male; the majority of whom used a firearm to end their life. Whether a rookie patrol officer or a seasoned jail lieutenant, law enforcement and correctional officers are faced with numerous job-related challenges which impact mental health and contribute to risk factors linked directly to suicide. Participants will learn how to identify emotional triggers, develop realistic prevention strategies, and reduce suicide risk factors. Participants will also examine the relationship between post-traumatic stress disorder (PTSD) and suicide ideation. Lastly, participants will engage in small group discussions in order to develop suicide prevention strategies specific to their comfort level and belief system.

47504-507-LEC Resilience in Law Enforcement and Jail 0.2 Credit

This course identifies risk factors that might impede resiliency; what predicts psychological resilience following a traumatic incident; and strategies to build resilience and facilitate recovery. This is an interactive course that offers the latest that research has to offer as well as practical applications that can be utilized in the field.

47504-508-LEC TEMS 1 Credit

This is a comprehensive course in the applied science of tactical medicine and rescue techniques. The knowledge obtained regarding high-threat rescue techniques and tactical operation medical treatment modalities utilizing TECC will empower the tactical rescuer to become adaptable and successful in a high-threat environment. The medical skills taught in this class are equivalent to those used in Rescue Task Force.

47504-509-LEC Read, Recognize, and Respond 0.2 Credit

Calibre Press offers techniques to successfully build rapport, calm the irrational and present yourself as an aware and tactically sound professional law enforcement officer. Course topics will include but not be limited to:

- Beyond Words – Calibre's Premier Communication Content!!
- Solutions for Successful De-Escalation
- Detecting Deception
- Verbal & Non-Verbal Cues – Did You See Them?
- Treating People with Dignity and Respect – It's a Must!
- Recognizing Pre-Attack Indicators – The Visual Edge
- The Professional Mindset: Professionalism During ALL Encounters
- Understanding the Pros and Cons of Stress Response
- Benefits of Command Presence

47504-510-LEC Tactical Response Instructor 0.8 Credit

This course prepares Wisconsin Law Enforcement Standards Board (LESB) certified officers to effectively administer and teach the Tactical Response training program. This course emphasizes teaching and learning techniques that promote active learning, support learners with a variety of learning preferences and needs, and generate continuous improvements in teaching and learning.

47504-511-LEC Active Shooter Awareness for Industry 0.05 Credit

The student will explore concepts related to active shooter response and initial trauma care for injured victims, with the focus of bringing the student to an awareness level of training in these respective areas. The course will focus on the US DHS Run, Hide, Fight active shooter response and the Stop the Bleed course that focuses on initial trauma care for victims.

47504-514-LEC Suicide Prevention and Mental Health Disorders in Correction 0.1 Credit

Participants will review the diagnostic criteria for mental health disorders. Participants will discuss various suicide prevention screening techniques. Lastly, participants will learn how to provide brief, effective interventions in order to promote safety, mental health recovery, and improved staff-to-inmate relations.

47504-515-LEC Jail Academy Orientation 0.05 Credit

Orientation to Jail Academy rules and procedures.

Pre-requisite: Acceptance into the Jail Academy

47504-516-LEC Jail Academy Jail Officer Wellness 0.1 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-requisite: Acceptance into the Jail Academy

47504-517-LAB 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.

47504-518-LEC 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

47504-519-LEC Jail Academy: Suicide Prevention 0.1 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

47504-520-LAB Jail Academy: POSC I 0.4 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.

47504-521-LAB Jail Academy: POSC II 0.6 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.

47504-522-LAB 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.

47504-523-LAB VCQB: Vehicle Close Quarter Battle 0.4 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

47504-524-LEC VCQB Instructor 1 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

47504-525-LAB High Risk Vehicle Stops Instructor Workshop 0.4 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

47504-526-LEC Preparatory Academy Make-Up 0.2 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.

47504-527-LEC Arrest Your Stress: Self-Care for LE & CO 0.05 Credit

Coined by author and researcher Spinaris (2012), correctional fatigue is a term used to describe a unique set of circumstances, symptoms, and conditions experienced by individuals who work in corrections and law enforcement. Whether felt by a community probation agent, correctional officer, social worker, or law enforcement official, symptoms of correctional fatigue include physical ailments, mental stressors, and emotional challenges. Participants will identify the differences and overlaps between classic burnout, vicarious trauma, compassion fatigue, PTSD, and correctional fatigue. Participants will learn the importance of developing a resilient outlook using coping strategies based in self-care, wellness, and work-life balance. Lastly, participants can expect small group discussions, interactive learning and supportive feedback.

47504-528-LEC Cognitive Blind Spot: Bias/Stereotype/Micro 0.05 Credit

Like the blind spot experienced when driving a vehicle, cognitive blind spots are a common occurrence experienced by all humans. Biases are formed throughout our lifetime and serve to influence our thoughts, actions, beliefs and value system. Participants will define and discuss the similarities and differences between implicit biases, stereotypes, and microaggressions. Participants will discuss the positive and negative impacts of biases on personal relationships, professional interactions and interpersonal communication. The goal of this class is not to fix or change individual biases but to respectfully discuss how cognitive blind spots impact our work in law enforcement and corrections. Participants can expect small group discussions, interactive learning and supportive feedback. Lastly, participants are encouraged to bring case scenarios, questions, and specific examples of biases in order to further the discussion-focused class.

47504-529-LEC Undercover Investigations 0.2 Credit

Undercover investigations require unique skills and safety considerations that are not taught to the average Law Enforcement Officer. This training teaches Officers the entire process of undercover work from organizing a safe operation to courtroom testimony. In this course, Officers will learn how to: Effectively organize safe undercover and controlled drug buys, Control situations while maintaining an undercover identity, Safely plan and execute search warrants and buy busts, Maximize the productivity of confidential informants, Turn minor arrests into major drug seizures, Properly document undercover actions in reports, Testify effectively in court, and Preserve physical and mental well-being.

47504-530-LEC SFST Instructor 0.4 Credit

Prepares law enforcement professionals to effectively administer and teach the Operating While Impaired (OWI)/Standardized Field Sobriety Testing (SFST) training program. Emphasizes teaching and learning techniques that promote active learning, support learners with a variety of learning preferences and needs, and generate continuous improvement in teaching and learning. Admittance only permitted for:

- Applicants who have completed the 32-hour Instructional Development Course and have been certified by DOJ Training & Standards LESB. Applicants must submit the following before class:
- DJ-LE-336 (Topic Specific Instructor Course Application)
- Acadis Training History Report
- DJ-LE-310 (Student Release of Information)

47504-531-LAB Magnified Optics 0.2 Credit

Patrol Rifle Magnified Optics is a 1-day training course designed to show law enforcement officers how to properly setup and utilize low-power variable optics (LPVOs), and red dot / magnifier combinations effective in a patrol environment. Students who are taking this course should be proficient patrol rifle users, comfortable with basic rifle marksmanship and weapon manipulations. This course emphasizes the versatility of a magnified optic on the patrol rifle, and the strengths it provides officers at short-medium ranges (inside 100 yards) specifically in target identification, and making shots requiring a high degree of accuracy. This course is especially beneficial for police officers who are making the transition from a red dot sight to an LPVO, or adding a magnifier to their existing red dot optic equipped patrol rifle. This course is not a sniper class or DMR class – student rifles must have true 1x capability, and should be setup in a typical patrol-rifle configuration. Bipods, heavy barrels and other DMR style setups are not recommended. This course is designed around lightweight, all-purpose patrol rifles with red dots / magnifier combos and LPVOs in the 1-4, 1-6, 1-8, 1-10 power range. Student Materials:

- Patrol rifle with red dot / magnifier combination or low-power variable optic capable of true 1x magnification. All rifles should be setup in a patrol rifle configuration (not a DMR / sniper configuration).
- Tactical sling, 3 magazines and 250 rounds ammunition
- Method of carrying spare magazine (pouch, pocket, plate carrier, etc)
- Notetaking material
- Appropriate duty gear applicable to one's assignment

47504-532-LAB Red Dot Training 0.2 Credit

This course is designed to help students who are proficient iron-sighted handgun shooters successfully transition to utilizing a pistol with a slide-mounted optic. Student Materials:

- Pistol with pistol mounted optic
- 3 magazines with 250 pistol rounds
- Holster
- Spare batteries & tools needed to zero/adjust optic

47504-533-LAB Carbine Movement 0.2 Credit

This course is designed to teach law enforcement officers the fundamentals of movement with a carbine. Officers will learn how to move into and out of shooting positions (moving THEN shooting), as well as when and how to effectively engage targets while moving (shooting ON THE MOVE). Additionally, students will learn that the biggest gain in their ability to engage targets quickly does not come from their ability to shoot faster, it comes from increased efficiency in their movement and weapon presentation. Student Materials:

- Carbine with tactical sling
- 3 magazines with 250 rounds of ammunition
- Appropriate duty gear & method to carry spare magazine

47504-534-LAB Lowlight Engagement 0.4 Credit

This course covers the use of white light in conjunction with the handgun and/or patrol rifle. The course begins with a classroom session providing background on the physiological response officers have to lowlight environments, how the human eye works, and common challenges and misperceptions which are common in lowlight environments. Understanding these challenges can be critical in helping an officer make sound tactical decisions and properly articulating the use of deadly force. Officers will learn tactics and techniques for utilizing white light both solo, and as a small team, indoors and outside, as well as avoiding common mistakes made with white light. Officers will be subjected to difficult target discrimination drills, teaching them how to properly identify targets before engaging in lowlight environments. Student Materials:

- Pistol and/or carbine with 300 rounds of ammunition for each
- Duty gear
- Weapon mounted light (highly recommended for pistol, required for rifle)
- Backup light with spare batteries

47504-535-LEC Jail Academy: Respect Cultural Diversity 0.1 Credit
In this 200 hour jail academy course, students will examine the different cultures found in the jail and the community. They will learn how their own culture influences their behavior including biases they weren't aware that they had (implicit biases). Further, they will examine the terms and cultures surrounding those in the SOGIE (sexual orientation, gender identity, and gender expression) community. Each of these areas will be discussed in relation to how they pertain to creating safety and security in the jail. Pre-requisite: Basic Jail Academy students must meet minimum standards as defined by the Wisconsin Training and Standards.

47504-536-LEC Law Enforcement In-Service Training-2 hr 0.05 Credit
To provide law enforcement agencies a method to give consistent training to the members of their agency. This training is intended to provide all law enforcement agencies with their local training requirements. All training is developed with the agency's training personnel and Southwest Tech's staff. Southwest Tech's staff will be the training agency and instructors. Lesson plans will/are developed by Southwest Tech instructors to meet the needs of the agency utilizing this service.

47504-537-LEC Law Enforcement In-Service Training-4 hr 0.1 Credit
To provide law enforcement agencies a method to give consistent training to the members of their agency. This training is intended to provide all law enforcement agencies with their local training requirements. All training is developed with the agency's training personnel and Southwest Tech's staff. Southwest Tech's staff will be the training agency and instructors. Lesson plans will/are developed by Southwest Tech instructors to meet the needs of the agency utilizing this service.

47504-538-LEC Law Enforcement In-Service Training-6 hr 0.15 Credit
To provide law enforcement agencies a method to give consistent training to the members of their agency. This training is intended to provide all law enforcement agencies with their local training requirements. All training is developed with the agency's training personnel and Southwest Tech's staff. Southwest Tech's staff will be the training agency and instructors. Lesson plans will/are developed by Southwest Tech instructors to meet the needs of the agency utilizing this service.

47504-539-LEC Law Enforcement In-Service Training-8 hr 0.2 Credit
To provide law enforcement agencies a method to give consistent training to the members of their agency. This training is intended to provide all law enforcement agencies with their local training requirements. All training is developed with the agency's training personnel and Southwest Tech's staff. Southwest Tech's staff will be the training agency and instructors. Lesson plans will/are developed by Southwest Tech instructors to meet the needs of the agency utilizing this service.

47504-540-LEC Transition to Defensive Tactics Instructor 0.2 Credit
This is the 8-hour transition course to Defensive Tactics for either POSC or DAAT certified instructors. DAAT and POSC Instructors attending this transition course are expected to review the DAAT and POSC basic course student manuals prior to attending class. Special focus should be on familiarization with the skills competencies listed in the course guide, the incident response RESPOND model (DAAT) and the First Responder Philosophy (POSC).

47504-902-LEC Jail Academy: Ethics & Ethical Decision Making 0.1 Credit
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.

47504-904-LEC Basic Narcotics Investigations 0.4 Credit
This course is designed for the law enforcement officer who has limited knowledge in the area of narcotics investigations and is interested in the current investigative techniques and tactics. Topics to be covered include drug identification and current trends, case initiation and management, informant development and management, controlled buys, surveillance, undercover work, and search warrant development.

47504-907-LEC Firearms Instructor 1 Credit
This course prepares Wisconsin Law Enforcement Standards Board (LESB) certified officers to effectively administer and teach the firearms training program. This course emphasizes teaching and learning techniques that promote active learning, support learners with a variety of learning preferences and needs, and generate continuous improvements in teaching and learning. The goal of this program is to prepare certified officers who are proficient in using firearms to deliver LESB-approved firearms curriculum.

47504-911-LEC Firearms Training - Pistol 0.2 Credit
Designed for patrol officers, tactical team officers, narcotics officers, warrant service teams, etc. Officers will be exposed to combat shooting techniques based on methods used by top competitive pistol shooters and military special operations units, which have been tailored to the specific needs of law enforcement professionals. Officers will receive instruction on advanced shooting techniques while emphasizing fundamentals of marksmanship. Officers will receive instruction on weapons manipulations, reloading techniques, immediate action drills, shooting from cover, shooting on the move, and engaging multiple targets. Officers attending this course will have their limits tested and WILL improve their shooting, weapons handling, movement, and above all CONFIDENCE in themselves and their weapons systems.

47504-912-LEC SFST Refresher 0.1 Credit
Review and refresher of SFST techniques and paperwork.

47504-913-LEC Jail Suicide Assessment, Prevention & Postvention 0.2 Credit
This course examines the problem of jail suicides, and presents the latest information on how to best assess & screen an inmate for Suicide risk. Suicide prevention plans are presented as well as effective crisis communication techniques for dealing with an inmate who is suicidal. Models for debriefing are also discussed for use in the aftermath of a suicide. In addition, crisis communication strategies for working with people suffering from mental illness are presented. This training draws from the latest research and best practice information from a large number of sources including the Department of Justice. This training includes discussion, group exercises, and powerful video scenario vignettes as a part of the training.

47504-917-LEC Tactical Functional Training Instructor 0.4 Credit
The Tactical Functional Training (TFT) Instructor course is designed to educate officers on how to integrate a TFT program into their lifestyle that would address the many physical challenges/ailments of an officer throughout his/her career. TFT is based upon a unique combination of movements and exercises designed from the ground up to specifically focus on the needs of the law enforcement professional. TFT utilizes proven science/techniques, which have been utilized by athletes for years, to develop a more mobile, explosive, agile officer and reduce officer injuries. The initial TFT Instructor Course will address the following topics: instruction and application of fitness journals and TFT movements, development and administration of TFT Tactical Combines, facility design (designing a training center on a limited budget), review and implementation of the stabilizer concept, how to address officer fitness accountability. The course includes both a Phase I and Phase II TFT journal.

47504-918-LEC Advanced Tactical Functional Training Instructor 0.2 Credit

The Advanced Tactical Functional Training Instructor course will build upon the principles covered in the TFT Instructor Course. This course will focus on the long-term development and incorporation of TFT principles in to an officer's lifestyle. Students will review proper nutrition principles and utilize the TFT 21 Day Challenge to modify nutritional behaviors. The development of TFT Tactical Combines will be discussed and students will create a combine specifically designed to assess the fitness needs of the student's specific occupational duties. Participants will discuss considerations for implementing TFT training principles in to use of force training to prevent injuries and to educate fellow officers on the importance of overall fitness in the use of force training.

47504-919-LEC Wound Ballistics 0.2 Credit

Students will utilize the rigorous FBI Ammunition Testing Protocol, firearms training officers are able to test ammunition side-by-side in order to make informed decisions on the duty ammunition their department will carry. All firearms and ammunition are provided by ATK, and testing is hands-on by officers and allows them to document the entire process from start to finish.

47504-920-LEC Firearms Update for Agencies 0.2 Credit

Students will qualify in a variety of firearms courses that meet the agency standards.

47504-921-LAB Pursuit Driving for Law Enforcement 0.05 Credit

Law Enforcement Officers will practice driving techniques utilized in a pursuit situation.

47504-922-LEC Canine Tactical Operations 0.75 Credit

The goal of this three day course will be to educate and train canine handlers and SWAT team members on the deployment of police service dogs in a SWAT operation and high risk patrol tactical environment. This will be accomplished through classroom education and practical application. Learning objectives of SKIDDS and CATS

- The students will identify and list at least 6 areas where a police service dog could be used.
- The students will identify and list at least 4 traits that are needed in a SWAT dog.
- The team will demonstrate how a properly trained police service dog can be utilized in a SWAT deployment by locating a hidden suspect during a training scenario.
- The students will demonstrate slow, quiet and coordinated team movement in training exercises and live scenarios.
- The team will demonstrate appropriate searching techniques by safely finding a hidden suspect without being removed from the scenario.
- Each student will demonstrate a suitable tactical outing technique by removing the police service dog from a bite.
- The team will demonstrate how to take a suspect into custody by using the officer safety techniques taught in the lecture during training exercises and live scenarios.

47504-924-LEC Pursuit Intervention Technique 0.2 Credit

This 8 hour training program will certify officers in performing the Pursuit Intervention Technique (PIT). Training will cover applicable court cases with pursuit and use of force issues, a review of model pursuit and PIT policies, the decision making process and proper skills in performing the PIT maneuver. Students will conduct numerous successful PIT maneuvers at various speeds. In addition to first time students this course is recommended as a refresher course for officers with prior PIT training.

47504-927-LEC Patrol Rifle Instructor 0.8 Credit

The learner will explore the issues surrounding the instruction of patrol rifle safety, operation and tactics to the law enforcement audience. The learner will demonstrate proficiency in this course by producing and delivering course lesson plans, as well as demonstrating the skills associated with safe and proficient operation of the police patrol rifle.

Prerequisites:

Certified Law Enforcement Officer

Certified Firearms Instructor or permission of course instructor

47504-931-LEC DNR Basil Irwin Training 0.3 Credit

This training is to improve officer survival skills through friendly competition and an exchange of information between conservation officers in the Midwestern states. A training seminar is in conjunction with each match covering such topics as weaponry, tactics, legal updates, new policy and review of actual officer shooting situations.

47504-932-LEC Emergency Response Unit (ERU) 0.2 Credit

Training revolves around handgun recertification, handgun course of fire, riot control, & room clearing.

47504-934-LEC Wisconsin Firearms Qualification Course 0.1 Credit

The primary purpose of this course is to establish a uniform standard for handgun proficiency testing of Wisconsin law enforcement. A secondary purpose of this qualification standard is to establish retiree standards under 2011 Wisconsin Act 35. This qualification standard is designed to support local efforts to ensure officers meet a minimum proficiency in handgun operation.

47504-943-LEC Dispatch Inservice 0.2 Credit

Based on standards and guidelines developed by the National 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 will be; • Telecommunication Essentials/Roles and Responsibilities • Call Management • Proper Call Classification/Coding • Legal Considerations • Dispatch Stress This material is introductory and is intended for both the new and seasoned dispatcher. If interested, this material is offered in a 40 hour certification course where topics will be expanded and elaborated.

Prerequisite: Law enforcement officer or student

47504-945-LEC Emergency Telecommunicator Certification 1 Credit

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.

47504-947-LEC Leadership in Police Organizations 3 Credits

This is a three (3) week course that is based on a leadership model first developed at West Point. This model is built on the concept of dispersed leadership and is applicable to all personnel at all levels of a law enforcement organization. This model is flexible and establishes a leadership framework that relies on an agency's core values and mission, challenging both formal and informal leaders to influence personnel by understanding theory that drives human behavior. This understanding allows leaders within an organization to more effectively influence employee motivation, satisfaction and performance and reach organizational goals and objectives. Course material will provide strategies that will challenge participants to re-examine their organizational roles and inspire them to develop and improve their leadership skills to achieve their leadership potential.

47504-949-LEC Prescription Drug Crime Training**0.15 Credit**

This course addresses:

- Prescription Drug Identification and Trends
- Lawful Prescribing
- Abuse and Diversion
- Major Case Study
- RX Patrol

Prerequisite:

Certified Law Enforcement Officer

47504-952-LEC Drug, Mental Health, and the Incarcerated Population**0.2 Credit**

Participants will review the diagnostic criteria for both substance use disorders and mental illness. Additionally, Participants will learn how to recognize and differentiate between the physical and psychological signs of substance use withdrawal and active mental health symptomology. There will also be an overview of both Treatment and Courts and Secondary Trauma Burnout.

47504-956-LEC Nark II Instructor**0.1 Credit**

Training will cover:

- Ability to train other officers in the correct use of field tests
- Safety precautions
- Evidence handling
- Court certification
- Use of field tests to confirm probable cause
- All field tests meet NIJ Standard (court requirement)

47504-971-LAB POSC Refresher**0.2 Credit**

Students will review hands-on techniques from POSC to refresh their skills and develop techniques.

47504-974-LEC Legal Update**0.2 Credit**

New statutes will be reviewed including the DNA law, cases on search and seizure, confessions, traffic, and OWI laws.

47504-985-LEC Physical Readiness Test**0.05 Credit**

All Law Enforcement academy candidates and law enforcement recruits must complete and pass the physical readiness test. The test must be completed at a DOJ certified law enforcement academy. This test will meet that standard.

Pre-requisite:

Physicians Assessment

47504-986-LEC Domestic Violence**0.2 Credit**

Cross-training among the various disciplines responsible for responding to a report of domestic violence is essential in ensuring that each professional understands, respects, and values the roles and responsibilities of their colleagues. This multidisciplinary response is considered best practice as it provides a collaborative, victim-centered response to sensitive crimes by reducing the potential for re-victimization by the criminal justice system and begins the process of healing for the victim. It also ensures an offender-focused response by gathering all of the facts of a case, drawing attention to the actions and behaviors of the offender, and holding the perpetrator of the crime accountable for their actions. These FREE, two-day trainings are open to law enforcement, victim advocates, medical personnel, prosecutors, victim/witness specialists, and other community collaborations. Through presentations, videos, group and panel discussions, we will address topics such as: the dynamics of victimization, trauma-informed investigations, working on a coordinated community response team, gaining offender accountability, stalking, and lethality assessment.

47504-989-LEC Drugs, Mental Health, and the Incarcerated Population**0.2 Credit**

Participants will review the diagnostic criteria for both substance use disorders and mental illness. Participants will learn how to recognize and differentiate between the physical and psychological signs of substance use withdrawal and active mental health symptomology. Participants will study successful methods for assisting incarcerated individuals through the various physical, emotional, and psychological phases of addiction, mental illness, personality disorders, and criminality. In addition, participants will learn how to provide brief, effective interventions in order to promote safety, recovery, and improved staff-to-inmate relations. Specifically, participants will learn how to avoid power-struggles with staff-intensive clients as well as how to provide helpful interventions using cognitive behavioral interventions. Participants can expect the learning environment to include: active learning, small group discussions, case study reviews, role-playing scenarios, brief videos, and open question/answer format. The training will conclude with a brief overview of professional burnout and self-care skills. Students are encouraged to bring case scenarios, questions, and specific examples of difficult situations in order to further the discussion-focused class.

47504-991-LEC Scenario Instructor**0.35 Credit**

The purpose of the course is to ensure the SI understands the critical importance of proper safety precautions; to ensure the SI has demonstrated competency via practice, repetition, and implementation of safety requirements; to ensure the SI has demonstrated competency in the role of ECO in training and testing scenarios, including in-scenario coaching and guidance; debriefing; evaluation; directing role players; ensuring compliance with safety standards

Pre-requisite:

Training and Standards Law Enforcement Instructor

47504-993-LEC QPR for Law Enforcement**0.05 Credit**

Question, Persuade, and Refer are three steps that will help you identify when someone is in crisis and what you can do to save their life. QPR for Law Enforcement recognizes that Law Enforcement officers have different stressors than the general public. The course is focused on statistics and information related to law enforcement. We know that too many police officers take their own life. It is time that we learn how to reach out to our co-workers and stop this tragedy from happening. This course satisfies the requirement to become a LESB Certified Wellness instructor.

47504-995-LEC Crisis Intervention Team Training**1 Credit**

CIT is a comprehensive training session designed to assist first responders in recognizing and understanding the signs and symptoms of mental illness. Students will learn various options to facilitate de-escalation of the mental health consumer in crisis, legal issues, resources in your community, and how to reduce the potential for crisis and injury to all involved.

47504-996-LEC Tactical Emergency Critical Care for Law Enforcement**0.2 Credit**

Students will learn how to provide self-care and buddy aid in cases where medical aid cannot immediately respond to an officer's life-threatening injury. These skills are meant for situations where basic first aid procedures or CPR are not effective on a regular basis.

47504-998-LEC Crisis Intervention Partner Training**0.6 Credit**

Crisis Intervention Partner training or CIP training is an adaptation of the CIT training that runs 24 hours and is customized for various audiences. CIP is designed to help individuals better understand and improve interactions with people who experience mental health crisis. Through information and practice, CIP will train participants to effectively use attitudes, beliefs, and verbal/non-verbal skills as a part of their response to crisis situations.

47504-999B-LEC Sexual Predators 0.4 Credit
Students will examine the mindset of sexually violent individuals. This course examines the why behind the crime and its addictive progressions. Discussion is on the perspective of psychology and disturbing viewpoints from some of the most dangerous sex offenders and murderers behind bars.

47508-401-LEC Dental OSHA Safety 0.6 Credit
Participants will review annual updates to OSHA safety requirements, discuss the proper use of Material Safety Data Sheets, blood borne pathogens, OSHA compliance checklist and review a model safety plan. This course is eligible for CEU credits.

47510-480-LEC 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.

47513-402-LEC HACCP Certification: Accelerated 0.5 Credit
This Introductory HACCP (Hazard Analysis and Critical Control Points) Course is accredited by the International HACCP Alliance and provides an introduction to HACCP for food processors. The relationship between food safety and HACCP in the food manufacturing setting will be discussed. HACCP plans, implementation and plan maintenance will be developed in order to prevent foodborne illness. Upon successful completion of the course, participants will receive a certificate of completion with an endorsement seal from the International HACCP Alliance.

Prerequisite:
10-513-183 Manufacturing Practices for Food Industry and/or employment in the food manufacturing industry

47520-402-LEC Gerontology Issues for Home Care 0.6 Credit
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 and end-of-life care. Students examine their attitudes and beliefs about working with elders. Students identify service providers for older adults.

47520-404-LEC Disability Studies in Community Settings 0.6 Credit
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.

47530-402-LEC ICD-10 Workforce Training 1 Credit
Prepares coders for ICD-10-CM/PCS implementation by introducing the new code sets. This class will familiarize coders with the organization and structure of the new code set and the similarities and differences between ICD-9 and ICD-10. Discussion will cover coding conventions and introduce system guidelines.

47531-402-LEC 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

47531-403-LEC Emergency Medical Technician(EMT)-Refresher 1 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.

47531-405-LEC Heartsaver CPR/AED 0.1 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.

47531-406-LEC CPR AED Heartsaver Recertification 0.1 Credit
This recertification course refreshes 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.

Prerequisite:
Heartsaver CPR AED

47531-408-LEC Heartsaver First Aid 0.1 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). CPR and AED is NOT included in this course.

47531-409-LEC Medical Interventions-Refresher 0.25 Credit
EMT's and other healthcare professionals will review and, where appropriate, recertify in the skills necessary to administer selected medications to patients with specific medical conditions. These interventions may utilize the patient's own medications or medications carried by the provider. Providers learn the signs, symptoms, drug action and protocols to be followed for each intervention. This training may lead to State of Wisconsin certification for a particular intervention.

47531-410-LAB NREMT Practical Test 0.1 Credit
We would like the EMT students to be able to register and pay their practical testing fees online through the CE portal.

47531-411-LAB NREMT Advanced Practical Test 0.1 Credit
We would like the AEMT students to be able to register and pay their practical testing fees online through the CE portal.

47531-412-LEC EMS Continuing Education 0.05 Credit
Student demonstrates updated knowledge and new techniques used to respond to an emergency as an advance life support ambulance attendant. Students integrate renewed and updated advanced skills into their prehospital treatment plan.

47531-414-LEC 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.

47531-416-LEC Tactical Emergency Casualty Care for 1st Responders
0.1 Credit

This course is based off the concepts instructed in the Wisconsin Department of Justice law enforcement recruit academy. In this course, students will learn how to provide self-care and buddy aid in cases where medical aid cannot immediately respond to a patient's life-threatening injury. These skills are meant for situations where basic first aid procedures or CPR are not effective and advanced care will be delayed. Completion of this course is recommended prior to attending Rescue Task Force (RTF) training.

47531-430-LEC EMT-CPR **0.45 Credit**

Student demonstrates recognition and responding to life-threatening emergencies such as cardiac arrest, respiratory arrest, and foreign-body airway obstruction. Students demonstrate skills of CPR for victims of all ages. Students recognize emergencies and provide the first three links in the American Heart Association Chain of Survival.

47531-434-LEC Emer Medical Resp (EMR) Core Cont/BLS CPR **1.35 Credit**

Upon successful completion of a Wisconsin EMR program, the student should be able to:

1. Prepare for incident response and EMS operations.
2. Integrate pathophysiology principles and assessment findings for a variety of patient encounters.
3. Demonstrate EMR skills associated with established standards and procedures for a variety of patient encounters.
4. Communicate effectively with others.
5. Demonstrate professional behavior.
6. Meet state and national competency requirements for EMR credentialing.

47531-436-LEC BLS for Healthcare Provider-CPR **0.1 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.

47531-437-LEC 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.

47531-438-LEC 10 Hour AEMT Refresher **0.25 Credit**

This course fulfills the 50 hour AEMT refresher requirement when taken in conjunction with a 40 hour EMT refresher.

Pre-requisite:

47-531-403 EMT Refresher

47531-439-LEC WI Medical First Responder-Standard & CPR with Advanced Skill **1.75 Credits**

Students who take this course will be taught skills that will enable them to:

- 1) Activate appropriate elements of the EMS systems
- 2) Provide immediate emergency medical care to sick and injured persons
- 3) Control the emergency scene and prepare for the arrival of the ambulance

In addition, depending upon medical direction and operational plans, the first responder will be taught advanced skills modules per WI protocols:

- 1) Proper use of a non-visualized advance airway
- 2) Proper administration of epinephrine
- 3) Proper techniques in complete spinal immobilization

47531-440-LEC Emergency Medical Responder (EMR) Adv Skills
0.5 Credit

The WI Department of Health Services EMS Unit recognizes a statewide EMR scope of practice that exceeds the requisite knowledge contained with the base EMR curriculum given the inclusion of several optional skills. Services and personnel wishing to expand their local scope to include any of these optional disciplines must complete additional training beyond that of the base EMR curriculum. These modules are not taught as part of a base EMR course. The Modules included are:

- Non-visualized airway
- Epinephrine Administration via Auto-Injector
- Spinal Immobilization

47531-441-LEC WI Medical First Responder Refresher-Advanced Skills
0.6 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 enrichment needed by members. Wisconsin Standard First Responders will additional interface their training with the EMS provider they normally support. This course does not include CPR re-certification. This course will include the optional modules of advanced skills recertification for Epinephrine, Complete spinal Immobilization, and Non-visualized airway.

Prerequisite: Medical First Responder (47-531-439)

47531-443-LAB Evaluation for BLS for HCP Recert **0.05**

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

47531-444-LEC CPR Instructor **0.2 Credit**

The CPR Instructor course is for individuals who would like to teach the American Heart Association's CPR courses.

Prerequisites:

Current Provider card in one of the following: Healthcare Provider, Heartsaver AED and Adult, Child, and Infant CPR or Heartsaver AED and Heartsaver CPR.

If desiring to teach Heartsaver First Aid individual must have a current provider card in: Heartsaver First Aid in addition to the current CPR Provider card.

47531-445-LEC CPR Instructor Recertification **0.1 Credit**

This course is designed to provide a CPR instructor recertification to teach CPR through the American Heart Association. The CPR instructor must successfully complete this course every two years in order to keep CPR Instructor status through the American Heart Association.

Prerequisite:

CPR Instructor Course (47-531-444)

47531-447-LEC Advanced Cardiac Life Support 0.35 Credit

Healthcare Providers will enhance their skills in the treatment of the adult victim of a cardiac arrest or other cardiopulmonary emergency. Advanced Cardiac Life Support (ACLS) emphasizes the importance of basic life support CPR to patient survival; the integration of effective basic life support with advanced cardiovascular life support interventions; and the importance of effective team interaction and communication during resuscitation.

Prerequisites:

BLS for Healthcare Providers
Basic Cardiac Rhythm Recognition

47531-448-LEC Advanced Cardiac Life Support-Recertification 0.2 Credit

This is the mandatory recertification course for Healthcare Providers who have Advanced Cardiac Life Support Certification. This recertification course must be taken every two years in order to keep a current Advanced Cardiac Life Support Certification through American Heart Association.

Prerequisites:

BLS for Healthcare Providers
Advanced Cardiac Life Support
Basic Cardiac Rhythm Recognition

47531-449-LEC RN to EMT Basic Transition Course 1.5 Credits

Learners who are current registered nurses will incorporate critical thinking, decision-making, and problem-solving skills, as well as care skills the RN has already developed, and apply them to the pre-hospital emergency care setting. After the successful completion of this course, including didactic, skills practice, and ambulance clinical experiences, the student will be eligible to complete the National Registry EMT Basic Practical and Written Certification Exam. Successful completion of the exam allows the student to apply for a Wisconsin EMT Basic license. Pre-hospital Care Skills covered during the course include such topics as the following:

• Medical and Trauma Patient Assessment • Airway Management/Dual Lumen Airway • Spinal Immobilization and other Splinting Techniques • Pediatric, Geriatric, Obstetrical Emergencies • Ambulance Operations • Multi-Casualty Incident • Weapons of Mass Destruction The student will be required to spend time outside of class to meet course requirements. Prerequisites: • Proof of current Registered Nurse Licensure • Record of current immunization status • Waiver for caregiver background check or copy of background check • BLS for Health Care Providers • Current Healthcare Provider CPR Certified

47531-450-LEC Missing Person Training 0.05 Credit

Course will provide information to enhance the student's public safety response skills. The student will demonstrate appropriate way to set up, conduct and manage a missing person incident.

47531-451-LEC AEMT Refresher 1.25 Credit

Student will receive and update knowledge and techniques used to respond to an emergency as an Advanced Emergency Medical Technician (AEMT). Students will integrate critical thinking and advanced emergency care concepts and skills in managing an overall pre-hospital treatment plan for the patient. This 42 hour course fulfills a requirement for WI State license renewal as an Advanced EMT (AEMT)

47531-452-LEC HeartCode BLS 0.1 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.

47531-453-LEC EMS Continuing Education 0.1 Credit

This course is continuing education for EMS which covers various topics with lecture and hands-on time.

47531-454-LEC EMS Continuing Education 24 hours annually 0.6 Credit

This course is continuing education for EMS which covers various topics with lecture and hands-on time.

47531-464-LEC EMS EVOC 0.2 Credit

Students identify laws governing operation of emergency vehicles, describe how different environmental and roadway factors affect vehicle handling, perform vehicle inspections, experience vehicle dynamics in operating vehicles under different conditions, back vehicles safely through a course using vehicle mirrors, and discover effects of vehicle motion upon patients in the ambulance.

47531-465-LEC Rescue Task Force Training for Law Enforcement, Fire & EMS 0.2 Credit

Rescue Task Force Training is the merging of three or more public safety disciplines in response to a mass casualty incident. Contemporary training and preparation for such events focus heavily on law enforcement response while often overlooking the critical role of fire and emergency medical services. In rural areas, with longer response times and limited resources, it may be necessary to utilize all available resources. In this type of response, law enforcement will provide security for both emergency responders and citizens, EMS will be the pre-hospital medical providers to care for the injured, while fire service members will be essential contributors in the evacuation of injured victims. This 4-hour course examines the specific roles and responsibilities of law enforcement, fire services and EMS in regards to the protection and security of other first responders. This course is an expansion of traditional active shooter training and incorporates concepts of the protective service model.

47531-466-LEC Critical Incident Stress Debriefing 0.7 Credit

Crisis Intervention is NOT psychotherapy; rather, it is a specialized acute emergency mental health intervention which requires specialized training. As physical first aid is to surgery, crisis intervention is to psychotherapy. Thus, crisis intervention is sometimes called emotional first aid. Designed to present the core elements of a comprehensive, systematic, and multi-component crisis intervention curriculum, this course will prepare participants to understand a wide range of crisis intervention services for both the individual and for groups. Fundamentals of Critical Incident Stress Management (CISM) will be outlined and participants will leave with the knowledge and tools to provide several group crisis interventions, specifically demobilizations, defusings, and the Critical Incident Stress Debriefing (CISD). The need for appropriate follow-up services and referrals when necessary will also be discussed. This course is designed for anyone in the fields of Business & Industry Crisis Intervention, Disaster Response, Education, Emergency Services, Employee Assistance, Healthcare, Homeland Security, Mental Health, Military, Spiritual Care, and Traumatic Stress.

47575-401-LEC Comm Based Res Facility Caregiver-Block I-Client Related 0.9 Credit

The student understands the role and duties of CBRF caregivers in caring for normal aging to dementia clients. The student applies principles of resident rights in problem solving challenging behaviors. The student demonstrates the application of personal cares, activities, safety features, and an Individual Service Plan (ISP) for CBRF clients. The student meets regulatory certification requirements through competency testing for Alzheimer's and advanced caregiver population.

47575-402-LEC Comm Based Res Facility Caregiver-Block II-Stand Precaution 0.2 Credit

The student demonstrates standard precaution principles through competency testing.

47575-403-LEC Comm Based Res Fac Caregiver-Block III-Mgt & Admin of Medica 0.6 Credit

MOD A -The student demonstrates management and administration of medications to CBRF clients through competency testing. MOD B - The student understands principles of CBRF clients' dietary needs, menu planning, food preparation and sanitation. The student demonstrates dietary competency through performance testing.

47620-404-LEC Advanced Mechanical Drives 0.6 Credit

This course examines both preventive 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. Students will also explore the basic skills of rigging utilizing hoists, slings, lifts, wire rope, and chain slings

47620-406-LEC DC and AC Fundamentals 0.6 Credit

Students will explore and apply the principles of DC and AC electricity and components: 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. Students will also explore the basic skills of basic soldering/desoldering, breadboarding, and troubleshooting skills.

47620-407-LEC Hydraulics & Pneumatics 3 Credits

Students examine the principles of fluidic and pneumatic power. Students investigate the operation and applications of devices used in these systems along with symbolic representation of these devices. Utilizing this information the student will build, analyze, and troubleshoot hydraulic and pneumatic circuits in a laboratory setting.

47620-409-LAB PLC Training Seminar 1 Credit

Students identify PLC's, how they work, and how they can be used to control various automated equipment.

47620-410-LEC Machine Control 1 Credit

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.

47620-411-LAB Machine Control (35 hrs) 0.9 Credit

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 include dial calipers, micrometers, levels, and rules.

47620-413-LEC Machinery Lubrication 101 0.6 Credit

This seminar provides foundational skills in lubrication best practices for Industrial Machinery. Covered will be methods for selecting, storing, delivering, filtering and testing lubricants to boost machine reliability and efficiency.

47620-414-LEC Introduction to Thermal Imaging 0.6 Credit

This seminar provides an overview to help you learn how to discover and troubleshoot potential problems with electrical, mechanical, insulation integrity and building envelope issues faster using thermal imaging technology.

47620-416-LEC Bearing Failure Analysis 0.6 Credit

This seminar will provide an introduction to bearings, including components, structure, lubrication and common causes of bearing failure. Students will learn to uncover the true root causes of bearing damage that reduce service life.

47620-419-LEC Introduction to Programmable Logic Control (PLC's) 0.6 Credit

No prior automation knowledge is assumed for this introductory level class which explores ladder logic programming, utilizing the RS Logix's 5000 platform for programming. Topics covered will be basic logic, including bits, timers, counters, and math and compare functions to perform real world applications.

47620-422-LEC Fiber Optic Testing Specialist 0.2 Credit

This course will prepare the learner for high level technical assessment of fiber optic networks. The learner will cover fiber optic testing from concept to completion, including visual inspection and cleaning, visual tracing and fault location, optical power measurement, insertion loss testing and OTDR testing. At the conclusion of this course, the learner will be able to test fiber optic components, cable plants during and after installation as well as conduct troubleshooting of fiber networks. This course is a recommended preparation activity for those interested in pursuing the Fiber Optics Association (FOA) Certified Fiber Optic Specialist, Testing (CFOS/T) written and hands-on certification exam. Prerequisite is the CFOT certification from the FOA.

47620-424-LEC Working with Fiber Optics 0.6 Credit

Students will learn about and practice the skills that are 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. * The Fiber Optics Association (FOA) Certified Fiber Optic Technician (CFOT) exam is included in the cost of the course.

47620-426-LEC Industrial Electricity 0.6 Credit

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.

47623-430-LEC Lean Culture 2 Credits

The learner applies the skill to transition from a traditional manufacturing business to a lean enterprise. This transformation involves many changes, some are technical changes that eliminate waste and improve the manufacturing operation; however, most important to Lean Enterprise development is the adoption of a culture to support these improves. Each learner will recognize the requirements and techniques of how to build and sustain a Lean Culture.

47623-432-LEC Principles of Lean Manufacturing 0.5 Credit
The learner applies a systematic approach to eliminating waste in the manufacturing process. Each learner will learn how to eliminate the eight forms of waste, use the 5-S approach to organization, reduce batch sizes, utilize point-of-use storage, use pull systems, implement cellular/flow, implement quality at the source, and involve employees. Includes live simulation activities.

47623-433-LEC Value Stream Mapping 0.5 Credit
The learner applies a method to visually depict material and information flow through an operation. Each learner will learn the principles and techniques of Value Stream Mapping process and draw a map of the current state of a sample company; apply Lean concepts to develop an improved future state, draw it; and identify the next steps needed to achieve the future state.

47623-435-LEC 5S/Visual Workplace 0.5 Credit
The learner will transform a manufacturing operation into one with enhanced communication and productivity. Each learner will employ the 5-S's and methodology in your operation; and implement visual workplace techniques. Case studies and examples will be used.

47623-439-LEC Introduction to LEAN (2 hrs) 0.05 Credit
Get an overview of LEAN. This course is designed to introduce Lean concepts and terminology to familiarize participants with what LEAN is and what it can do for a business.

47801-406-LEC Communication & Perception Training 0.05 Credit
This course will examine communication principles and perceptions of how teams view the individual members.

47804-434-LEC B2H Math Prep for Healthcare 0.35 Credit
Students compute with rational numbers. Students use ratio and proportion and formulas to solve problems. In each topic area, students solve application problems with a health care emphasis.

47812-407-LEC Driver Education - Van 0.1 Credit
The State of Wisconsin requires all drivers of passenger vans which can carry twelve (12) passengers or more, that are owned by the State, to complete a driver's training program to improve the driver's awareness of the potential hazards of driving a large vehicle and the driver's ability to handle a large vehicle on the road.

47817-482-LEC Safety - Construction 1 Credit
Students study OSHA standards that apply to construction site safety. Topics include personal safety, hygiene, ladders, and scaffolds, trenching and excavating, protecting the worksite, machinery and equipment safety, fire protection, housekeeping, and material handling.

47817-483-LEC Safety - Industrial 1 Credit
Students study OSHA standards that apply to industrial work sites. They improve their awareness of safety to better prevent accidents from occurring. The student will learn personal protection, industrial hygiene, hazardous materials, machine guarding, fire protection, noise limitations, and other topics.

47817-484-LEC Safety Voluntary Compliance - OSHA 0.25 Credit
Students develop safety consciousness and practice approved OSHA standards for personal and workplace safety.

47817-485-LEC 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)

47817-486-LAB Safety for Forklift 0.1 Credit
Students realize the importance of safety when driving forklifts. They learn to apply OSHA standards to work situations, build safety consciousness, and avoid dangerous situations.

50413-501-LEC Industrial Electrician I 4 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.

50413-502-LEC Industrial Electrician II 4 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.

50413-503-LEC Industrial Electrician III 2 Credits
Students apply AC theory while measuring AC resistive, inductive, capacitive and combination circuits, using various measuring instruments and math formulas.

50413-504-LEC Industrial Electrician IV 2 Credits
Students examine advanced motor control (contractors, magnetic starters, timers and other control devices), along with transformers for control and distribution of electricity.

50413-505-LEC Industrial Electrician V 2 Credits
Students apply power factor correction, recognize the different types of AC motors (single phase), power distribution systems, specialty transformers, and code sections covering them.

50413-506-LEC Industrial Electrician VI 2 Credits
Students work with 3-phase motors, look up and apply the National Electric Code sections covering motor installation, electromechanical and solid state motor control.

50413-507-LEC Industrial Electrician VII 2 Credits
Students control processes using industrial solid state devices and apply digital fundamentals theory for industrial uses.

50413-508-LEC Industrial Electrician VIII 2 Credits
Students program electronically programmable devices, smart motor controllers and programmable logic controllers.

50413-521-LEC Construction Electrician I 2 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.

50413-522-LEC Construction Electrician II 2 Credits
Students apply basic electrical theory and test equipment, look up and apply the National Electric Code covering devices of the trade beginning with commercial and residential wiring.

50413-523-LEC Construction Electrician III 2 Credits
Students apply electrical AC theory while using DC-AC motors to explore grounding, conduit bending, boxes and fitting.

50413-524-LEC Construction Electrician IV 2 Credits
Students examine conductor installation, cable traps, conductor termination and splices to be used in the installation of electrical services, circuit breakers and fuses, motor control devices, and electric lighting.

50413-525-LEC Construction Electrician V 2 Credits
Students gain knowledge in loading calculations, conductor selection, over current protection, raceways and boxes, wiring devices, and distribution equipment.

50413-526-LEC Construction Electrician VI 2 Credits
Students work with distribution system transformers, basic lighting, motor calculations, motor maintenance, motor controls, electricity in HVAC, and hazardous locations.

50413-527-LEC Construction Electrician VII 2 Credits
Students gain knowledge in load calculations, commercial/industrial lighting, specialty lighting, standby and emergency systems, and basic electronic theory.

50413-528-LEC Construction Electrician VIII 2 Credits
Students work with fire alarm systems, specialty transformers, advanced solid state controls, HVAC controls, welding machinery, heat tracing, and freeze protection.

50413-535-LEC Construction Safety/Health OSHA 1 Credit
The students develop a safety consciousness for working on construction sites. This is accomplished by studying the OSHA Code of Federal Regulations for the construction industry. Students gain knowledge through instructor presentations, class discussions, video presentations, and learning exercises. Students receive an OSHA card upon successful completion of this course.

50427-512-LEC Level & Transit Plumbers 0.75 Credit
Students practice using the builder's level, transit, and laser to lay-out building lines, grades, set pipe runs, and measure elevations and distances.

Prerequisites:
Wisconsin indentured plumbing apprentice with a current state plumbing apprentice license

50427-558-LEC Isometric Interpretation & Drawing 0.5 Credit
This course will instruct the apprentice in the different areas of paper and pencil drawing. By using drafting tools the apprentice will draw plan view, isometric, cross section, elevation, and detail drawings. Using industry standards, the apprentice will label the drawings they have completed. The drawings will also be sized and vented per Wisconsin Administrative Code, Chapters 81-87.

50427-751-LEC Sanitary Drains 1 2 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.

50427-752-LEC Vents and Venting Systems 2 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.

50427-753-LEC Water Distribution 1 2 Credits
This course provides the apprentice with the skills to identify, design, install and service various applications for water supply systems 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. Course topics will include commercial to single family and private well pump systems. 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.

50427-754-LEC Water Distribution 2 2 Credits
This course provides the apprentice with the skills to identify, design, install and service cross connection controls, water treatment equipment and multi-purpose piping systems in various plumbing systems in accordance with the Wisconsin Plumbing Code. 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.

50427-755-LEC Sanitary Drains 2 2 Credits
This course provides the apprentice with the skills to identify, design, install and service various applications for storm water, clear water, and drainage systems. Apprentices will use the code language and tables to in various plumbing systems in accordance with the Wisconsin Plumbing Code. The course focuses on theory, work experience, and the application of plumbing code principles through discussions, drawing exercises, work sheets, and evaluations.

Prerequisites:
Wisconsin indentured plumbing apprentice with a current state plumbing apprentice license.

50427-756-LEC Private On-site Wastewater Treatment Systems (POWTS) 2 Credits
This course provides the apprentice with the skills to identify, design, install and service various applications for private onsite wastewater treatment systems that are listed in plumbing codes or individual component manuals. Apprentices will use the code language and tables to in various plumbing systems in accordance with the Wisconsin Plumbing Code. Other topics will include pretreatment, soil evaluation, site planning and new technologies. 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.

50427-757-LEC Green Plumbing Applications 2 Credits
This course provides plumbing apprentices with an introduction to green applications. Apprentices will be instructed on how to identify, install and maintain a variety of green products and systems. They will apply the Wisconsin Plumbing Code to various installations. This introduction will give an apprentice the basic knowledge to study for a variety of green certifications.

Prerequisites:
Wisconsin indentured plumbing apprentice with a current state plumbing apprentice license.

50427-758-LEC Plumbing Advanced Topics/TSA 2 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.

50427-760-LEC Plumbing Applications 1 Credit

Examines a variety of real-life applications used in the plumbing trades and typically covered in paid related instruction. The units address the hows and whys behind joints and connections, rigging and signaling, hydraulics and pneumatics, plumbing and the environment, gas pipe applications, and applied electricity for plumbers.

Prerequisites: Wisconsin indentured plumbing apprentice with a current state plumbing apprentice license.

50427-761-LEC Plumbing Service and Repair 1.25 Credits

This course is designed to provide apprentices with the academic and hands-on experience needed to perform plumbing service and repair tasks. Emphasis is placed on the safe and responsible use of tools and equipment. Topics include clogged drains, garbage disposers, water treatment equipment, water closets, urinals, flush valves, cold weather plumbing problems, water systems, pumps and faucets.

Prerequisites:

Wisconsin indentured plumbing apprentice with a current state plumbing apprentice license.

50427-762-LEC 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.

50427-763-LEC Plumbing PRI Independent Study 1 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.

50427-770-LEC Plumbing PRI Independent Study-Makeup Hours 0.5 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.

50620-701-LEC Trade Math Review for Mechatronics Apprentices 1 Credit

Course competencies include building apprentice skills working with fractions, decimals, formulas and ratios commonly used by the trade. Measurement, tolerances and interpreting trade related information will help apply math concepts to industrial and manufacturing work processes. Basic algebra, geometry and trigonometry will be applied to mechatronics job duties and tasks. Converting between US and metric units is also included. Course provides a foundation for mechanical and electrical problem-solving involving math. Students must be indentured in the Mechatronics Technician Apprenticeship Program.

50620-702-LEC Mechatronic Principles 2 Credits

Course learning outcomes will examine both introductory mechanical & electrical concepts as a foundation for future coursework and on-the-job learning. Troubleshooting principles associated with mechatronics will also be introduced. Apprentices will explore safety, rigging, measurement, mechanical principles, electrical principles, mechanisms, metallurgy, and troubleshooting. Students must be indentured in the Mechatronics Technician Apprenticeship Program.

50620-703-LEC DC Electricity for Mechatronics 1 Credit

This course introduces the fundamental concepts and computations related to DC electricity. Emphasis is placed on circuit analysis and the problem-solving skills necessary for the maintenance of mechatronic systems and manufacturing equipment. Competencies related to metering and safe use of measuring devices are included. Students must be indentured in the Mechatronics Technician Apprenticeship Program.

50620-704-LEC AC Electricity for Mechatronics 1 Credit

This course is designed to introduce the mechatronic technician apprentice to the basic concepts of alternating current. Emphasis is placed on circuit analysis and the problem-solving skills necessary for the maintenance of mechatronic systems and manufacturing equipment. Students must be indentured in the Mechatronics Technician Apprenticeship Program.

50620-705-LEC Motors & Motor Control for Mechatronics 2 Credits

This course examines the fundamentals of electric motors and motor control. Apprentices will learn to recognize and draw basic symbols, use the language of motor control, and apply these in industry adopted formats. Apprentices will also learn to draw and read ladder and wiring diagrams, and be introduced to the logic used in motor control. Learners will apply this logic to correctly interpret, install, service, and wire control circuits. Wiring of panels, machines, and systems will also be examined. Students must be indentured in the Mechatronics Technician Apprenticeship Program.

50620-706-LEC Electrical Codes for Mechatronics 1 Credit

Apprentices will examine the National Electric Code and apply information to work practices involving mechatronic systems. Terminology needed to communicate and coordinate electrical work with other trades will be explored. Students must be indentured in the Mechatronics Technician Apprenticeship Program.

50620-707-LEC Welding Basics for Mechatronics 1 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.

50620-708-LEC Fluid Power Systems for Mechatronics Apprentices 2 Credits

Course learning outcomes include inspecting, testing, servicing, and troubleshooting hydraulic, pneumatic, compressed air, and vacuum systems. Apprentices will review safety procedures for various common maintenance tasks. Students must be indentured in the Mechatronics Technician Apprenticeship Program.

50620-709-LEC Servos and Drives for Mechatronics 1 Credit

Course introduces concepts, terminology, and safety associated with drives and servos used in industry and manufacturing. Course is designed to give the apprentice the knowledge required to program, service and maintain variable frequency drives and related equipment. Course learning outcomes include setting up and programming drives in a lab, shop or training center setting. Students must be indentured in the Mechatronics Technician Apprenticeship Program.

50620-710-LEC Power Transmission Systems for Mechatronics 1 Credit

Course learning outcomes include examining mechanical power transmission systems and components. Belts, chain drives, gears & gear drives, couplings, and clutches & brakes will be examined. Apprentices will develop skills inspecting, installing, and maintaining power transmission systems and troubleshooting failures. Apprentices will also learn about safety, documenting work performed, communicating the status of work, and working collaboratively. Students must be indentured in the Mechatronics Technician Apprenticeship Program.

50620-711-LEC Machining Concepts for Mechatronics 2 Credits

Course introduces cutting, drilling, lathes, and milling operations to apprentices in mechatronics. Course topics also include work holding devices, measuring tools and measurement, safety, machine guards, tooling, print reading, and speeds & feeds. Math skills will be applied to machining related work practices. Students must be indentured in the Mechatronics Technician Apprenticeship Program.

50620-712-LEC Introduction to Programmable Logic Controllers 2 Credits

This course is designed to teach the fundamentals of programmable logic controller and its programming software. The course will introduce terminology, concepts, schematic reading and basic programming. Technologies and PLC use in manufacturing and mechatronic systems will be emphasized. Students must be indentured in the Mechatronics Technician Apprenticeship Program.

50620-714-LEC HMI Technologies & PLC Applications for Mechatronics 2 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.

50620-715-LEC Introduction to Robotic Systems for Mechatronics 2 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.

50620-716-LEC Introduction to Robotic Integration 3 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.

60103-602-LEC Introduction to Facebook

0.1 Credit

Get on board with Facebook, the #1 online social networking site. Connect with friends and family around your world! In this workshop, you will learn how to create, use, and maintain your Facebook page. A full discussion of the Facebook privacy policies and settings will be included. Topics:

- Getting Started with Facebook
- Understanding Facebook Privacy
- Creating Your Landing Page
- Understanding News Feed
- Your Timeline
- Facebook Settings for Maximum Privacy
- Uploading Pictures and Videos
- Search Feature
- Friend Requests
- Messages
- Notifications
- Groups
- Facebook for Mobile Devices
- Alternative Social Networking Sites to Facebook

60303-608-LAB Cooking

0.1 Credit

Whether you are an expert in the kitchen or a beginning home cook; Southwest Tech's cooking series will provide hands-on tips and tricks that will help make the kitchen a fun place to be.

60504-901-LEC Beginners Handgun Course

0.2 Credit

This course is intended for those students with little to no experience handling or shooting a handgun. The course will be divided between classroom lecture and live-fire instruction. In this course, students will explore basic handgun safety, handgun maintenance, handgun shooting fundamentals, handgun reloading procedures, handgun malfunction issues, basic ballistic principles. Students will discover and discuss both semi-auto and revolvers.

Prerequisites: Students participating in this course must do the following:

- Submit to a Criminal Background Check
- Sign the Southwest Tech Liability Waiver
- Sign the acknowledgement of the Firearms Range Rules
- Register 14 days prior to course (no walk-ins)

60504-902-LEC Womens Beginners Handgun Course

0.2 Credit

This course is intended for those students with little to no experience handling or shooting a handgun. The course will be divided between classroom lecture and live-fire instruction. In this course, students will explore basic handgun safety, handgun maintenance, handgun shooting fundamentals, handgun reloading procedures, handgun malfunction issues, basic ballistic principles, basic self-defense targeting. Students will discover and discuss both semi-auto and revolvers.

Prerequisites: Students participating in this course must do the following:

- Submit to a Criminal Background Check
- Sign the Southwest Tech Liability Waiver
- Sign the acknowledgement of the Firearms Range Rules
- Register 14 days prior to course (no walk-ins)

60504-903-LEC Basic Revolver Course

0.2 Credit

This course is intended for those students with experience handling or shooting a revolver. The course will be divided between classroom lecture and live-fire instruction. In this course, students will explore basic handgun safety, handgun maintenance, handgun shooting fundamentals, handgun reloading procedures, handgun malfunction issues, basic ballistic principles.

Prerequisites: Students participating in this course must do the following:

- Submit to a Criminal Background Check
- Sign the Southwest Tech Liability Waiver
- Sign the acknowledgement of the Firearms Range Rules
- Register 14 days prior to course (no walk-ins)

60504-904-LEC Concealed Carry Training 0.1 Credit
This course will meet the required instruction as part of the recently enacted State of Wisconsin Concealed Carry Law. Students will discuss the requirements and legal issues surrounding concealed carry in the State of Wisconsin. This course is classroom only and will not feature live fire situations. Students will receive a certificate of completion to include with the concealed carry application.

60504-905-LEC Basic Semi-Auto Handgun Course 0.2 Credit
This course is intended for those students with experience handling or shooting a semi-auto handgun. The course will be divided between classroom lecture and live-fire instruction. In this course, students will explore basic handgun safety, handgun maintenance, handgun shooting fundamentals, handgun reloading procedures, handgun malfunction issues, basic ballistic principles.

Prerequisites: Students participating in this course must do the following:

- Submit to a Criminal Background Check
- Sign the Southwest Tech Liability Waiver
- Sign the acknowledgement of the Firearms Range Rules
- Register 14 days prior to course (no walk-ins)

60504-906-LEC NRA Range Safety Officer 0.25 Credit
This course develops NRA Certified Range Safety Officers with the knowledge, skills, and attitude essential to organizing, conducting, and supervising safe shooting activities and range operations. This course is nine hours long and is conducted in a classroom and at a shooting facility. Range Safety Officer candidates will learn roles and responsibilities of an RSO; Range Standard Operating Procedures (SOPs); range inspection; range rules; range briefings; emergency procedures; and firearm stoppages and malfunctions

60504-907-LEC NRA Basic Pistol Instructor 0.4 Credit
The NRA Pistol Instructor Training Course develops NRA Certified Instructors who possess the knowledge, skills, and attitude necessary to conduct the NRA Basic Pistol Shooting Course. The course will include Basic Instructor Training which covers the NRA Basic Firearm Training Program, using a training team, course organization, learning theory which focuses on Total Participant Involvement, training materials, and training aids. The length of the course is 16 hours and will take place in the classroom and on the range.

60504-908-LAB Basic Handgun 0.1 Credit
This course is intended for those students with experience handling or shooting a semi-auto handgun. In this course, students will review basic handgun safety, handgun maintenance, handgun shooting fundamentals, handgun reloading procedures, handgun malfunction issues, drawing and recovering from a holster, and basic ballistic and ammunition principles. The course will consist of range demonstration, dry-fire and live-fire drills.

60504-909-LAB Intermediate Handgun 0.1 Credit
This course is intended to provide the student with additional handgun shooting skills above the basic level. Topics covered in this course include: positional shooting (high knee, low knee, double knee, rollover prone and seated) and multiple target shooting. Students will have the opportunity to practice learned skills on reactive steel targets. It is suggested that students attend the Basic Handgun course prior to attending the course.

60504-910-LAB Advanced Handgun 0.1 Credit
This course is intended to provide the student with additional handgun shooting skills above the basic and intermediate levels. Topics covered in this course include: shooting from behind obstructions, shooting moving targets and shooting while moving. It is suggested that students attend Basic and Intermediate courses prior to attending the advanced course.

60504-911-LAB Basic Hunting Shotgun 0.1 Credit
This course will focus on the basic fundamentals associated with the use of a hunting shotgun. The following topics will be discussed as part of this course: shotgun nomenclature, shotgun ammunition type and purpose, operation of single shot, pump and semi-auto shotgun actions, loading and unloading procedures, disassembly and maintenance procedures and live-fire skills practice. The focus of the live-fire skills portion will be on safe weapon handling and accuracy development. Students will be required to provide shotgun, ammunition and cleaning kit. Persons under the age of 18 may attend with proof of completion of Hunters Safety Training and with parental permission. Parents must remain at the range during training for students under age 18.

60504-912-LAB Basic Precision Hunting Rifle 0.1 Credit
This course will focus on the basic fundamentals associated with the use of a precision (scoped) hunting rifle. The following topics will be discussed as part of this course: bolt-action nomenclature, hunting ammunition type and purpose, operation of bolt action rifles, loading and unloading procedures, disassembly and maintenance procedures, sighting-in scoped rifles, properly fitting scoped rifles to the shooter, positional shooting/rested shooting positions and live-fire skills practice. The focus of the live-fire skills portion will be on safe weapon handling and accuracy development to distances of 100 yards. Students will need to provide rifle, ammunition and cleaning kit. Persons under the age of 18 may attend with proof of completion of Hunters Safety Training and with parental permission. Parents must remain at the range during training for students under age 18.

60504-913-LAB Basic Semi-Auto Hunting Rifle 0.1 Credit
This course will focus on the basic fundamentals associated with the use of an AR-style semi-automatic hunting rifle. The following topics will be discussed as part of this course: rifle nomenclature, rifle ammunition type and purpose, loading and unloading procedures, weapon operation, disassembly and maintenance procedures and live-fire skills practice. The focus of the live-fire skills portion will be on safe weapon handling and accuracy development. Students will need to provide rifle, ammunition and cleaning kit. Persons under the age of 18 may attend with proof of completion of Hunters Safety Training and with parental permission.

60504-914-LAB Basic Defensive Driving Course 0.1 Credit
Students will have the opportunity to explore and practice advanced defensive driving skills. The course will focus on forward serpentine maneuvers, evasive decision making, controlled braking, cornering maneuvers, and parking maneuvers designed to develop students' safe vehicle handling skills and abilities. The course will consist of a brief lecture followed by hands-on driving drills and maneuvers.

60504-916-LAB Public Open Range Shoots 0.1 Credit
The Public Open Range Shoots will allow members of the general public to train and participate in the use of the Southwest Tech Firearms Training Facility under the guidance of a certified firearms instructors. This course is administered by outside organizations contracting with Southwest tech to offer these events.

60504-917-LAB Hunting Rifle Sight In Course 0.1 Credit
The Hunting Rifle Sight In course will allow members of the general public to sight in their hunting rifles at the Southwest Tech Firearms Training Facility under the guidance of certified firearms instructors and/or hunting safety instructors. This course is administered by outside organizations contracting with Southwest tech to offer these events.

60504-918-LAB Designated Marksman Open Shoots 0.1 Credit
The Designated Marksman Open Shoot will provide a venue for law enforcement designated marksman in the Southwest Wisconsin region to practice necessary position skills and share collective knowledge and experience. Such topics will include basic, intermediate and advanced precision rifle marksmanship skills and topics involving field craft and deployment techniques.

60504-924-LAB Basic Self Defense Applications 0.05 Credit
The learner will explore various self defense techniques, including focused strikes, defensive stances, defensive movement, tactical falling techniques, edged weapons defense and basic ground defense tactics. The learner will also review the requirements surrounding the use of force in self defense.

60504-925-LAB Firearms Safety and Awareness 0.2 Credit
This course is designed for students with little firearms experience that are interested in learning general information concerning a wide variety of firearms and firearms safety. In this course the following weapons will be discussed: semi-auto handguns, revolvers, shotguns, and rifles. Specifically, the different types of rifle and shotgun actions will be discussed, the different types of sights available for weapons, fundamental firearms safety rules, safe storage of weapons and ammunition, weapon and ammunition nomenclature, safe loading and unloading of weapons (including revolver, semi-auto handguns, pump shotguns and magazine-fed rifles), and weapon disassembly and maintenance. Students will have the opportunity to handle and fire these weapons on the firearms range with the assistance of a certified firearms instructor.

60504-926-LEC Basic Weapon Orientation 0.1 Credit
Students will be exposed to a variety of weapons and how to safely handle and maintain those weapons. This course will be tailored to the individual student needs.

60504-930-LEC Civilian Firearms Safety 0.1 Credit
The learner will explore basic handgun safety, including: Safety Rules, Loading/Unloading, Drawing/Recovery (basic level), and Fundamentals of Accuracy. This course is designed to prepare the student for live fire shooting.

Pre-requisite: Preregistration

60504-931-LEC NRA Basic Pistol Shooting 0.2 Credit
NRA Basic Pistol Shooting Course introduces students to the knowledge, skills and attitude necessary for owning and using a pistol safely. Through this course, the students will learn about pistol parts and operation, ammunition, gun safety, pistol shooting fundamentals, and pistol shooting activities. Course topics include: gun safety rules, proper operation of revolvers and semi-automatic pistols, ammunition knowledge and selection, pistol selection and storage, shooting fundamentals, pistol inspection and maintenance, marksmanship, and shooting range safety.

60504-996-LAB Basic Handgun Weapon Orientation 0.1 Credit
Students will be able to safely experience a variety of firearms on a basic level. They will have the opportunity to evaluate and fire different types of handguns. Safe handling, loading, reloading, carrying, and holstering techniques will be emphasized.

Prerequisites:
Basic Firearms Safety Course or
Basic Handgun Safety Course

73851-710-LEC Communication 1 1 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.

73854-710-LEC Math 1 1 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.

73856-710-LEC Science 1 1 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.

73858-710-LEC Reading 1 1 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.

73859-710-LEC Social Studies 1 1 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.

73860-710-LEC Digital Literacy 1 3 Credits
Through this course students will develop basic computer skills: operating a computer, using the mouse and keyboard, identifying computer devices, navigating the Windows operating system, creating and organizing files, using common software applications (ex: Microsoft Word and email), and accessing social media. In addition, students will learn how to safely access the internet and identify security threats.

73862-710-LEC Employability Skills 1 1 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.

74851-720-LEC Communication 2 1 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.

74854-720-LEC Math 2 1 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.

74856-720-LEC Science 2 1 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.

74858-720-LEC Reading 2 1 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.

74859-720-LEC Social Studies 2 1 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.

74860-720-LEC Digital Literacy 2 3 Credits
Students will build on the concepts learned in Digital Literacy 1 (73-860-710). The student will use Windows and the Windows 10 Operating System. They will develop skills needed to manage documents, create and send email, back up files, search the internet, and identify security features and threats.

74862-720-LEC Employability Skills 2 1 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.

75861-710-LEC Beginning English as a Second Language (ESL) 1 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.

75861-730-LEC Low Beginning English as a Second Language 1 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.

75861-750-LEC High Beginning English as a Second Language 1 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.

75861-770-LEC Low Intermediate English as a Second Language 1 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.

75861-790-LEC High Intermediate English as a Second Language 1 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.

75861-791-LEC Advanced English as a Second Language 1 Credit
Students write clear, multi-paragraph essays, comprehend and participate in all modes of communication effectively as well as comprehend reading materials for everyday life. Students increase and enhance command of the English language.

76851-730-LEC Communication 3 1 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.

76854-730-LEC Math 3 1 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.

76856-730-LEC Science 3 1 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.

76856-750-LEC Science Review: Health Occupations 3 Credits
Upon completion of this course, students will accurately make and convert basic and multidimensional measurements using both the Metric and English systems. They will create and interpret tables and graphs. Students will use models to describe objects and events not easily observed. Students will use the scientific method to solve problems. All areas will be applied to the health care field.

76857-701-LEC HSED Health 3 Credits
Students will assess their current health practices and develop goals for improved health. Topics covered include: physical and emotional health; sexuality and relationships; drugs, alcohol and tobacco; communicable diseases; safety and first aid and environmental health. At the completion of this course, students will be able to pass the HSED Health examination.

76858-730-LEC Reading 3 1 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.

76859-730-LEC Social Studies 3 1 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.

76859-731-LEC Civics 3 Credits
Through this course students will prepare to take the 100 question Civics Examination that is required for all students earning their GED/HSED in the State of Wisconsin. The concepts of government and citizenship will be explored.

76860-730-LEC Digital Literacy 3 3 Credits
Students will build on the concepts learned in Digital Literacy 2 (74-860-720). The students will use personalization features to access software programs; edit documents, manage their email account, and practice email safety; perform basic file management techniques; and learn how antivirus software protects your computer and data.

76862-730-LEC Employability Skills 3 1 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.

76890-701-LEC Adult Basic Education Pathway Orientation 1 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.

77851-710-LEC Communication Basics 3 Credits

Communication Basics is designed to help learners improve their reading and writing skills. Students will develop reading strategies to improve their vocabulary and comprehension skills when reading course textbooks and materials. Students will apply knowledge of grammar, word usage, spelling, and sentence mechanics at the basic and intermediate levels to write sentences and paragraphs to communicate information effectively. Students will also use resources and technology in combination with critical-thinking and problem-solving skills to improve their reading and writing so that they can transfer these skills to other courses and settings.

77851-720-LEC Communication Review: Technical Diploma 3 Credits

Through this course students will develop writing skills that cover standard English practices and organization of an essay. Writing assignments are designed to help the learner grasp fundamental rules of English grammar and organize ideas. This course develops a student's ability to structure their thoughts in sentences, paragraphs, and essays within their technical degree coursework.

77851-725-LEC Communication Review: Associate Degree 3 Credits

Through this course students will develop writing skills that cover standard English practices and organization of an essay. Writing assignments are designed to help the learner grasp fundamental rules of English grammar and organize ideas. This course develops a student's ability to structure their thoughts in sentences, paragraphs, and essays within their associate degree coursework.

77851-750-LEC Fundamentals of Language 3 Credits

This course introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. Students will also increase knowledge of grammar, punctuation, and mechanics usage as they build basic writing skills by applying rules of standard English in written documents while following the writing process.

77854-707-LEC Financial Literacy 1 Credit

Students will explore types of credit cards, loans to avoid, monthly budgeting, checkbook register entry, and monthly reconciliation and amortization table loan scenarios in order to make wise money decisions.

77854-790-LEC Math Review: Nursing Skills 3 Credits

Students taking this course compute with rational numbers; fractions, decimals, and percents. Students use their computational skills with rational numbers to solve application problems. Students will use knowledge of mathematical notation and the orders of operation and calculator usage skills to evaluate expressions. Students will then use the notation and calculator usage skills to solve problems requiring the use of formulas or proportions. These foundation skills will prepare students for measurement and drug calculation problems found in Nursing Skills and subsequent courses in the nursing program.

77854-791-LEC Math Review: Advanced Nursing Skills 3 Credits

Students will review the skills needed to use dimensional analysis to solve a variety of both general and healthcare-related problems. Students will convert measurements in both the metric and English systems. Students will solve problems involving basic and multi-dimensional measurements. Students will solve basic drug dosage problems. Students will also setup and compute application problems on concentration, dilutions, and administration rates.

77854-792-LEC Math Review: PTA Kinesiology 3 Credits

Students taking this course compute with rational numbers; fractions, decimals, and percents. Students use their computational skills with rational numbers to solve application problems. Students will use knowledge of mathematical notation and the orders of operation and calculator usage skills to evaluate expressions. Students will then use the notation and calculator usage skills to solve problems requiring the use of formulas or proportions. These skills will provide a foundation that will prepare students for the math-related concepts found in Kinesiology and other courses in the PTA program.

77854-793-LEC Math Calculations for Health Occupations 3 Credits

Students will review and use the metric place-value chart to solve problems. Students apply the fundamentals of dimensional analysis to solve measurement conversion problems commonly encountered in nursing. Students will apply dimensional analysis computational skills to solve entry-level drug calculation problems (tablets, capsules, or volume), IV flow rate problems (both pump and drip infusion), and IV-related problems (duration of infusion or diluent requirements).

77854-799-LEC Math Review 3 Credits

Students taking this course compute with rational numbers; fractions, decimals, and percents. Students use their computational skills with rational numbers to solve application problems. Student will use knowledge of mathematical notation and the orders of operation and calculator usage skills to evaluate expressions. Students will then use the notation and calculator usage skills to solve problems requiring the use of formulas or proportions.

77860-710-LEC Computer Basics 1 Credit

Through this course learners will develop the strategies to develop basic computer skills for success in college. Through hands on experiences, learners will apply these skills through application with their program classes. Specific applications will vary according to the program in which the student is enrolled.

77860-712-LEC HESI Preparation and College Success 1 Credit

Students will prepare for the Health Education Services, Inc. (HESI) Examination while learning evidence-based approaches to promoting significant learning and college success.

77890-730-LEC Applied College Study Skills 1 Credit

Students apply learning style information and study techniques in their personal study plans (previously created in Review of Study Techniques). Students practice specific strategies to increase confidence and enhance self-esteem as college learners. With the benefit of parallel support, students set goals to apply these strategies, monitor effectiveness of their own learning, recognize when assistance is needed, and ask for help to complete program course work.

77890-731-LEC Review of Reading Strategies 1 Credit

Provides learners with opportunities to develop and expand reading skills including comprehension, fluency, and vocabulary. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

78851-798-LEC Communication Review 1 Credit

Develops writing skills through assignments that cover standard English practices and organization of an essay. Writing assignments are designed to help the learner grasp fundamental rules of English grammar and organize ideas. This course develops a student's ability to structure their thoughts in sentences, paragraphs, and essays.

78851-799-LEC Communication Review: Walk-In 3 Credits

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.

78854-799-LEC Math Review: Walk-In 3 Credits

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.

78856-799-LEC Science Review: Walk-in 1 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.

78859-799-LEC Social Science Review 1 Credit

Students develop and practice specific study skills related to learning concepts in the areas of psychology, human relations, sociology, and economics. Students analyze print materials, produce written documents, and apply critical thinking to social science concepts that relate to their program courses. Learners reinforce all concepts through application to problems specific to their career goals.

78890-730-LEC Applied College Study Skills 1 Credit

Students apply learning style information and study techniques in their personal study plans (previously created in Review of Study Techniques). Students practice specific strategies to increase confidence and enhance self-esteem as college learners. With the benefit of parallel support, students set goals to apply these strategies, monitor effectiveness of their own learning, recognize when assistance is needed, and ask for help to complete program course work.



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