Southwest Tech

CATALOG

2018–2019

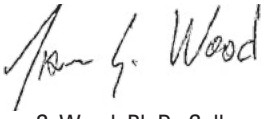
Southwest Tech Programs

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



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

Mission Statement

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

Vision Statement

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

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

2018–2019 Academic Calendar

AUGUST

6	Book Vouchers Begin
16–18	Welcome Days
20	Fall semester begins for all students
20–26	Drop/Add period

SEPTEMBER

1	Begin accepting applications for 2019-2020
3	Campus closed (Holiday)
6	All school picnic
27	1st Semester Disbursement of Grants/1st Half Disbursement of Federal Loans

OCTOBER

1-5	Program Completion forms due
17	No Classes (Open House)
12	End of first eight weeks
25	2nd Half Disbursement of grants/2nd Half Disbursement of Federal Loans

NOVEMBER

12	Veteran Priority Registration
13	Continuing Student Registration begins
22–23	Campus closed (Holiday)
28	New Student Registration begins

DECEMBER

3	Waitlist Registration begins
14	December graduation ceremony
17	Grades/Course Assessments due

WINTER BREAK

December 17–January 13: No classes
December 24–January 1: Campus closed

JANUARY

1	Campus closed (Holiday)
14	Spring semester begins
14–20	Drop/Add period

FEBRUARY

21	2nd Semester Disbursement of Grants/1st Half Disbursement of Federal Loans
25	Program Completion forms due this week

MARCH

1	Program Completion forms deadline
4	Veteran Priority Registration
5	Continuing Student Registration begins
8	End of first eight weeks
11–15	Spring Break–No classes
28	2nd Half Disbursement of Federal Loans

APRIL

1	New Student Registration begins
19	Campus Closed (Holiday)
22	No Classes

MAY

8	All school picnic
13	Waitlist Registration begins
18	Spring Graduation Ceremony
20	Grades/Course Assessments due
27	Campus closed (Holiday)

JUNE

4	Summer semester begins

Accreditation

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

Southwest Tech is accredited by The Higher Learning Commission and is a member of the North Central Association of Colleges and Schools. Southwest Tech maintains its accreditation with The Higher Learning Commission by participating in the Academic Quality Improvement Program (AQIP) and undertaking continuous improvement initia-tives. Southwest Tech was accepted as an AQIP institution in 2002 and has been accredited since 1976.
Programs offered by the college are also approved by the Educational Approval Board for the Veterans Administration.
For more information visit www.ncahlc.org or call (800) 621-7440.

Core Abilities

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

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

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

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

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

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

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

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

Campus Resources and Services

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

Adult Basic Education
Adult Basic Education is a series of courses for individuals who seek to increase knowledge or refresh skills in core academic areas. A variety of courses are offered in the following areas: English, math, reading, social studies, science, civics, health, English language learners, and employability skills. Courses are individually paced and/or offered as group instruction. The course level is dependent upon an assessment given by the instructors. All courses are free.

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

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

Career Connections
Southwest Tech's Career Placement Office, offers students and alumni free personalized job seeking assistance, from part-time jobs to get through college to full-time careers. In the classroom, students learn necessary skills to succeed in their chosen fields; Career Connections helps students develop the skills needed to get the job. These skills include:
- Job searching utilizing Wisconsin TechConnect
- Portfolio development
- Assistance with cover letters and resumes
- Interview skills, including arranging mock interviews with local industry employers
- Networking through events such as workshops and Job Fairs
- Professional Dress (Career Clothes Closet and Scrubs Closet provides free clothing for students)

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

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

Charley's Student Center
Charley's provides numerous games, computers, TVs, and a place to study or hangout. Charley's is located in Building 400, Room 415.

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

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

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

Fitness Center
The Fitness Center is equipped with weight machines, bikes, cross trainers, and treadmills. The aerobics room offers space to work out to the latest exercise videos/CDs. Check with the Student Activities Coordinator for the hours. The weight and aerobics rooms are accessible only to users who have registered with the student activities coordinator and have a release agreement & health history on file. The Fitness Center is located in Building 1600, Room 1629.

GED/HSED
Adults who wish to obtain a General Education Development (GED) certificate or a High School Equivalency Diploma (HSED) can enroll in basic education classes on campus or at one of the basic education outreach sites in the Southwest Tech District. For more information on GED/HSED preparation, please contact the Basic Education Director at 608.822.2369.

Housing

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

Karen R. Knox Learning Center

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

- **Library Services.** The Southwest Tech Library, located in the Knox Learning Center, contains books, journals/magazines, audio visual materials, online resources, study rooms, the Chargers Cupboard, and so much more. Southwest Tech students, instructors, and staff may check out materials from the Library. The public is also welcome. District residents who can present valid identification may receive a visitor's card and enjoy full library privileges. If a book, magazine article, or audiovisual is not available at Southwest Tech, the Library can request it from other sources at no charge. Reference assistance is available at the circulation desk, (608) 822-2336. Computer workstations, black/white and color printer/scanner is also available. There is a nominal charge for copies that are charged to your student print account. A photocopying machine is available to students and staff at a minimal charge.
- **Academic Services.** Through Academic Services, you'll have access to support through preparatory courses, individual, and/or small-group tutoring. Whether you prefer to stop in to the Knox Learning Center for help when you need it or arrange regular meetings, our tutors and academic success coaches are available to help whenever works for you. We help students with study skills, time management, test taking tips, content area help and are able to assist with reading, writing and math.
- **Support Services Center.** The Support Services Center (SSC) located in Building 300, Room 314, provides a variety of services. These services include peer tutoring, equipment checkout, accommodations for students with disabilities, and information about assistive technology. To learn more about these services contact the SSC by email, accom@swtc.edu, or by phone, 608.822.2632 (TDD/TTY 608.822.2072).

Mental Health Counseling

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

Student Services

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

Student Success Coaches

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

The Student Success Coaching staff provides the following:

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

Student Technology Help Center (Tech Ninjas)

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

Financial Aid

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

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

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

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

Application Procedures

Priority Date–April 15. Incoming students who plan to begin classes in August are encouraged to apply for financial aid as soon as possible after October 1 of the preceding calendar year. Southwest Tech requires the Free Application for Federal Student Aid (FAFSA), which is available online at www.fafsa.gov. Continuing students should reapply for aid for the next academic year as soon as possible after October 1 of the preceding calendar year to ensure they are eligible the following fall term. (January enrollees should apply for financial aid as soon as they begin the admission process.) Students who are in default or owe repayment of Title IV aid are ineligible for any grants, loans, or work-study. Students must fulfill the following requirements to be considered for financial aid:

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

Consortium Agreements

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

Disbursement Guidelines

Financial aid funds are disbursed in the following manner:

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

Southwest Tech follows the Wisconsin Technical College System "Refund Policy" on page 14.

Distribution Policy

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

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

Enrollment Changes/Date of Record

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

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

Federal Repayment Policy

Students who receive financial aid and withdraw or drop out of all Southwest Tech courses prior to the date when 60 percent of a semester is completed may have to return some of the federal student aid that was disbursed. That date is typically toward the end of the October for first semester and late March/early April for second semester. For the few programs with unique class schedules (i.e., classes that begin later in a semester), financial aid distribution dates and repayment policy dates are adjusted accordingly so that all students are subject to the same standards.

Students who withdraw after having received Title IV aid (excluding work-study) may have to repay unearned funds based on the percentage of the term not yet completed. Students who fail to attend any classes must return 100 percent of Title IV aid received. Students who withdraw during the term may keep a certain amount of aid based on the number of days of attendance over the total number of days in the semester, expressed as a percentage. Southwest Tech calculates the dollar amount as a percentage of the costs of attending the College for the term (including but not limited to tuition, fees, room and board, books, supplies, transportation, and miscellaneous expenses).

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

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

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

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

Ineligible Programs

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

Online/ITV

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

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

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

Receiving Payment

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

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

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

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

- GPA: cumulative 2.0 or higher.
- Pace: A student must complete 67% of credits attempted. This is calculated by dividing total credits completed by total credits attempted.

  Example: Term 1 – start with 12 credits, withdraw from 3 credits and complete 9 credits; pace is 75% (9/12). Term 2 – start with 12 credits, withdraw from 6 credits and complete 6 credits; pace is 63% (15/24).

- **Maximum Timeframe:** Students are expected to complete their degree/diploma program within a maximum timeframe for financial aid purposes. Federal regulations stipulate that the maximum timeframe is 150%of the published credit requirement of each eligible program. This timeframe is based on total credits attempted, even if financial aid was not received while enrolled; and includes all classes students take at Southwest Tech, transfer into their program at Southwest Tech, repeat, fail, withdraw from or receive incompletes in.

  Example: A program that requires 64 credits for graduation. 64 x150% = 96. The maximum number of credits Southwest Tech would pay for this student to complete this diploma program is 96.

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

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

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

Additional Information

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

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

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

Financial Aid Warning

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

Financial Aid Suspension

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

Financial Aid Appeal

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

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

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

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

Miscellaneous

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

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

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

Types of Funds Available: Employment

- Federal Work-Study Program (FWS)

Types of Funds Available: Grants

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

Types of Funds Available: Loans

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

No student loans will be certified after May 1 for the preceding school year. For more information and details regarding the funding options please contact Southwest Tech's Financial Aid department by calling 1.800.362.3322 ext. 2660.

Financial Aid Advance

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

Types of Funds Available: Scholarships

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

Veterans/Military Benefits

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

Federal Programs

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

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

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

State Programs

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

- **Wisconsin GI Bill**. The Wisconsin GI Bill provides a full waiver ("remission") of tuition and fees for eligible veterans and their dependents for up to eight full-time semesters or 128 credits at any University of Wisconsin System or Wisconsin Technical College System institution for continuing education, or for study at the undergraduate or graduate level.
- **Veterans Education (VetEd) Reimbursement Grant.** Veterans who did not enlist from the State of Wisconsin may apply for VetEd through their County Veterans Service Officer, apply online, or download an application, WDVA 2200. Applications must be submitted within 60 days of the start of the term. As this is a reimbursement grant, students must pay tuition in full by the due date.
- **Wisconsin National Guard Tuition Grant.** The Wisconsin National Guard Tuition Grant is a reimbursement grant, which means the student must pay their tuition in full by the due date. For additional information on this grant, please visit the Wisconsin Department of Military Affairs at dma.wi.gov. The grant form must be submitted to Southwest Tech Veteran Services at the start of each term or within 60 days of the end of the term.

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

Contact Information:

- Southwest Tech Veterans Office 608.822.2316
- Grant County Veterans Service Officer 608.723.2756
- U.S. Department of Veterans Affairs: www.gibill.va.gov
- Wisconsin Department of Veterans Affairs: www.dva.state.wi.us

Students Called to Active Duty

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

1. Students who have been called to active duty should contact the Veterans Service Officer in the Financial Aid Office. This person is available in person or via phone 608.822.3262, Ext. 2316.
2. If the student is activated well into the semester, he or she is encouraged to work with his/her instructors individually to decide what to do about the balance of the semester work.
3. Students will be asked to provide a copy of their active duty orders to the Veterans Office and Student Services. If the student is unable to provide a copy in person, a parent, spouse or other individual may submit a copy on his/her behalf. This may be done either in person, via fax, or through the mail.
4. A formal withdrawal process must be initiated. The student or his/her representative may initiate the procedure on the student's behalf. Students must officially withdraw to receive refunds of tuition/fees and may receive failing grades if they do not withdraw. Additionally, students who are receiving GI Bill Education Benefits and do not officially withdraw could find themselves in an overpayment situation with the Veterans' Administration.
5. The College will provide a full refund of tuition and fees to students called into active service. Tuition and fee refunds will first be directed to repay Federal financial aid. In some cases SWTC is required to utilize a portion of the tuition and fee refund to reduce the student loan debt. SWTC will repay the College and student portion of federal grants. The student will then receive a refund check in the mail.
6. The College will provide priority readmission to students who are ordered or inducted into active service. Admission back into the student's program will take place upon the student's request at the next semester opportunity. It may be possible that a student will wait a semester due to program/course sequencing.

Tuition & Fees

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

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

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

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

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

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

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

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

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

Transcript Request Fee
Students may request transcripts online at www.swtc.edu/transcripts. A $10 fee is charged for each official transcript requested.

Examples of Other Fees Student Are Responsible for Depending on Enrollment in a Course or Program:
- Tools, Equipment and Safety Gear
- Uniform
- CMA (Certified Medical Assistant) National Testing
- National Nurse Aid Assessment Program
- Background Check
- Immunizations and Health Examinations
- Certification or Board Examination Fees

Deferred Payment of Tuition & Fees
Agency or Employer Funded

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

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

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

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

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

Refunds before First Class Meeting
If Southwest Tech cancels a course, students can apply for a complete refund of tuition paid.

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

Refunds after the First Class Meeting

All Courses except Open Entry Courses

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

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

Refunds after the First Class Meeting

Open Entry Courses

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

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

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

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

Delinquent Accounts

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

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

Returned Check Charge

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

Student Billing

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

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

Your tuition statements will be sent to you via e-mail only. At any time your bill can be viewed at MySWTC. Non-attendance or non-payment does not constitute a cancellation of registration, and students will be responsible for tuition and fees not paid.

Payment options:

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

Textbook Return Policy

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

- Returns of books will be accepted until the 1st Friday of the new semester. The refund will be calculated at 80% of the original price of the book provided it is returned in the same condition (shrink wrapped, supplements included, etc.) as purchased.
- If the books are not returned before the 1st Friday of the new semester, the student will be advised of our next book buy back session.
- Purchases made after the first week of classes are subject to a 3-day return policy. A restocking fee will apply.
- Lifelong learning (CPR) books are not returnable.
- If a class is cancelled by Southwest Tech, the restocking fee is waived. The book must be returned immediately.
- Books purchased with cash or check will be refunded by check and mailed to you. This normally takes two weeks.
- Books purchased with credit or debit card will have refund applied back to that card.
- Texts with publishing defects can be exchanged at the time it is discovered.
- Lab/supply kits are non-returnable. These include Nursing, Direct Entry Midwife, Medical Assistant, Physical Therapist Assistant, Cosmetology, Nail Technician, Dental Assistant, Auto Collision Repair & Refinish Technician, and Plumbing Apprenticeship.

Textbook Buyback

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

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

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

Campus Information, Policies, & Procedures

Campus Closures

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

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

Whenever the College closes, the College will remain closed for the entire day, including evening classes. In the event that the College needs to close later in the day due to weather, a decision on evening classes will be communicated by 4:00 p.m.

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

Parking and Traffic Regulations

The following traffic and parking regulations are in effect:

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

Parking for Persons with Disabilities

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

Student Technology

Email

All students receive a Southwest Tech email when they sign up for their MySWTC account. All students are responsible for checking their Southwest Tech student accounts for important correspondence from the College. Southwest Tech's e-mail system is the College's main form of communication with students and staff.

MySWTC

All enrolled students are automatically issued a MySWTC account. Students can find information about financial aid, book lists, and class registration.

Schoology

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

Smoking/Tobacco Products

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Students' Right to Know

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

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

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

Equal Opportunity Statement

Statement for the Southwest Wisconsin Technical College District Board

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

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

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

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

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

Employees discriminating against students will be subject to discipline under appropriate Southwest Tech employment policies and, as applicable, collective bargaining agreements. Students discriminating against other students, staff, or nonemployees will be subject to discipline under procedures included in the Southwest Tech Student Handbook and Employees' and Students' Right to Know. The College will take necessary corrective action to remedy any instances when discrimination is determined to have occurred.

The Southwest Wisconsin Technical College District Board has an established procedure for resolving complaints relating to discrimination. Alleged acts of discrimination shall be filed directly with the District Affirmative Action Officer. Complaints must be filed within three hundred (300) calendar days from the date of the action causing the complaint. Reports of alleged acts of discrimination or inquiries concerning the equal opportunity policies of the District should be addressed to:

Krista Weber, Equal Opportunity Officer
Southwest Wisconsin Technical College
1800 Bronson Boulevard
Fennimore, WI 53809
608.822.2315
TDD 608.822.2072

Jason S. Wood, Ph.D.
President

March 1982
Revised, January 2016

Non-Discrimination Notice

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800.362.3322, Ext. 2315 (TDD: 608.822.2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.

Accommodations Statement

Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, services, and employment in accordance with Section 504 of the Rehabilitation Act of 1973 and the ADA Amendments Act of 2008 (ADAAA) standards. Applicants with disabilities who need accommodations to take the Health Education Systems, Inc (HESI) entrance exam for Southwest Tech must contact the Testing Center (608.822.2313) to schedule their testing appointment. Applicants requesting extended time, large print forms, audio versions, or a personal room for taking the Accuplaceror HESI because of a disability must provide documentation to support their request prior to scheduling a date for testing. Southwest Tech reviews accommodation requests case by case. All documentation submitted to the College is subject to the Family Educational Rights and Privacy Act of 1974 as amended. For more information, please contact Disability Services at 608.822.2631 or 1.800.362.3322, extension 2631; or emai accom@swtc.edu; TDD/ TTY 608.822.2072 (for the hearing impaired).

ATODA Services Provided Through Southwest Tech

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

Student Assistance.

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

Complaint Process

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

All complaints must first be filed with Southwest Tech using the Southwest Tech Complaint Form located at www.swtc.edu/complaints.

Complaints reviewed/Non-Discrimination

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

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

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

Harassment Policy

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

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

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

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

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

Harassment, intimidation or bullying is defined as any gesture or written, verbal or physical act, or any use of electronic communication that

- is motivated by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability; or,

- by any other distinguishing characteristic; and
- a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his/her person or damage to his/her property; or
- has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the College.

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

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

In addition, employees who believe they are the subject of illegal harassment or discrimination may also file a complaint with the Equal Employment Opportunity Commission or the State of Wisconsin, Equal Rights Division. The deadline for filing a complaint is 300 days, which runs from the last date that unlawful harassment occurs. Please be aware, however, that filing a complaint with either of these agencies does not alleviate you from the responsibility of filing an internal complaint with the College.

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

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

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

Campus Safety and Security

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

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

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

Report a concern at www.swtc.edu/concerns.

What will the Behavioral Intervention Team do?
They are trained to:
- Verify and document the information
- Assess the information and intervene, if necessary
- Evaluate the response to the intervention
- Follow-up to keep everyone informed

How to Help Someone in Crisis

Warning Signs

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

Violence is a Process

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

Indicators of Violence Potential (Not a Profile)

- Poor impulse control
- Feels consistently wronged
- Obsession
- New kind of energy or tone
- Failure to recognize the feelings or rights of others
- Fascination with weapons and/or guns
- Verbal intimidation
- Talking or writing about committing acts of violence
- Vandalism or property damage
- Repeated loss of temper
- Physical disruption or fighting, stalking

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

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

If the Worst Happens:

Survival strategies in the event of an active threat

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

On and Off Campus Resources

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

State of Wisconsin & Federal Legal Sanctions

Wisconsin

The Uniform Controlled Substances Act, Chapter 961 of the Wisconsin Statutes, regulates controlled substances and outlines specific penalties for the violation of the regulations. A first-time conviction for possession of a controlled substance can result in a sentence of up to one year in prison and a fine of up to $5,000. Sec. 961.41(3g), Stats. A person convicted of manufacturing a controlled substance, delivering a controlled substance, or possessing a controlled substance with an intent to manufacture or deliver, can be imprisoned for up to 30 years and fined up to $1,000,000. Secs. 961.41(1) and (1m), Stats. Penalties vary according to the type of drug involved, the amount of drug confiscated, the number of previous convictions, and the presence of any aggravating factors. The distribution of a controlled substance to a minor can lead to the doubling of an authorized sentence term. Sec. 961.46, Stats. Wisconsin has formidable legal sanctions that restrict the use of alcohol in various situations. It is illegal to procure for, sell, dispense or give away alcohol to anyone who has not reached the legal drinking age of 21 years. Sec. 125.07(1)(a)(1), Stats. Every adult has a legal obligation to prevent the illegal consumption of alcohol on premises owned by the adult or under the adult's control. Sec. 125.07(1)(a)(3), Stats. A first-time violator of either of the above subsections can be fined up to $500. It is against the law for an underage person to procure or attempt to procure an alcoholic beverage, to falsely represent his or her age for the purpose of obtaining alcohol, to enter premises licensed to sell alcohol, or to consume or possess alcohol on licensed premises. Sec. 125.07(4)(a), Stats. A first-time underage violator of Section 125.07(4)(bs), Stats., can be fined up to $500, ordered to participate in a supervised work program, and have their driver's license suspended.

Federal

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

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

Reporting of Student Convictions

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

Wisconsin Sex Offender Registry Web Site

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offenders Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, Southwest Wisconsin Technical College is providing a link to the Wisconsin Department of Corrections Sex Offender Registry.

This act requires that institutions of higher education issue a statement advising the campus community where law enforcement information provided by the state concerning registered sex offenders may be obtained. It also requires registered sex offenders in a state to provide notice to each institution of higher education in the state which the person is employed, carries a vocation, or is a student.

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

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

Crime Awareness and Campus Security Act

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

Campus Security Policy & Campus Crime Statistics

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

1. Reporting criminal activity and emergencies. When a security problem or an emergency situation arises, contact the College receptionist in Building 400 or dial "0." Accidents, vandalism, and theft may also be reported to the Fennimore Police Department by calling 911. Emergency telephones are located outside Buildings 100, 400, 1500, and 1700 for use after school hours. You may also report incidents to concerns@swtc.edu.

   A Security Incident Report should be completed on all security situations and emergencies. Report forms are available from Student Services or the Maintenance Department in Building 400.

   Maintenance and Student Services are responsible for security and emergency situations at Southwest Tech. If you have safety or security questions or concerns, please contact the Director of Facilities at Ext. 2401.

2. Security and access to campus facilities. Most campus buildings and facilities are accessible to members of the campus community, including guests and visitors, during normal business hours Monday through Friday and during limited Saturday hours when classes or programs are offered. All doors are locked and periodically checked at other times.

3. Statement of current policies concerning campus law enforcement. Southwest Tech cooperates with the Fennimore Police Department, which periodically patrols campus parking lots during the day and the entire campus at other times.

4. How and when students and employees are informed about campus security procedures and practices. Information is presented to new students during orientation sessions and to new employees during employee orientation. Specific topics on personal security may be presented to students and employees during scheduled "lunch and learn" sessions, email messages and text messages. The Emergency Response Plan is available on the Southwest Tech website.

5. Programs that inform students and employees about crime prevention. Orientations address the subject of crime prevention and are available to all students and new employees. In addition, all students and college employees receive a student/employee handbook.

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

	2013-14	2014-15	2015-16
Murder/Manslaughter	0	0	0
Sex Offenses:			
Forcible or non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	5	0
Motor Vehicle Theft	0	0	0

7. Policy concerning monitoring and recording through local police agencies of criminal activity at off-campus student organizations whose participants are students of the institution. Southwest Tech currently has no off-campus student organizations recognized by the institution.

8. Statistics concerning the number of arrests for the following crimes occurring on campus for the most recent school year for which data is available.

Liquor law violations	1
Drug abuse violations	1
Weapons possessions	0

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

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 Programs

- Business Management
- Cancer Information Management
- Child Care Services
- Early Childhood Education
- Health Information Technology
- Leadership Development
- Medical Coding Specialist
- Supply Chain Assistant
- Supply Chain Management

Requirements for an Online Student

Chromebooks are not compatible with some testing features within Schoology (our Learning Management System.) Southwest Tech recommends not to use Chromebooks for classes.

- 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.
- Convenient access to a computer that has one of the following current versions of Internet Browsers:
  – Microsoft Internet Explorer
  – Mozilla Firefox
  – Google Chrome
  – Safari

  Call 608.822.2302 for verification of other browsers.
- An active e-mail account (all Southwest Tech students are issued a free email account)
- 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.
- Availability of 10-15 hours per week for each 3-credit course
- Self-motivation and self-discipline

Career Pathways

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

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

Credit for Prior Learning: *Experience Pays!*

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

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

This may be the result of:

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

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

Visit www.swtc.edu/cpl for more information.

Accounting

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

Possible Careers:

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

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

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

Program Basics

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

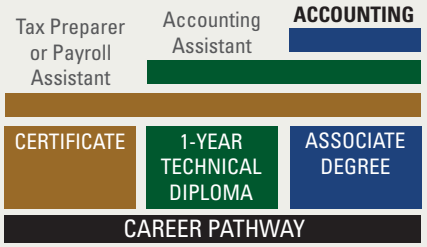
Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

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
10-101-126	Peachtree	1
10-101-127	QuickBooks	1
10-801-195	Written Communication * OR *	
10-801-136	English Composition 1	3
10-804-123	Math with Business Applications	3
10-890-101	Professional Development Seminar	1

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

SEMESTER 4		17 CREDITS
10-101-114	Accounting 4	4
10-101-118	Taxes 2	4
10-101-124	Accounting Systems and Procedure	3
10-801-197	Technical Reporting	3
10-809-195	Economics	3



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

Accounting Assistant

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

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

Possible Careers:

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

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

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

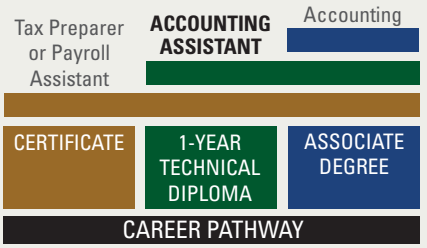
Program Basics

- Technical diploma - one year or more to complete.
- Day and evening classes.
- 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 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		16 CREDITS
10-101-111	Accounting 1	4
10-101-117	Taxes 1	3
10-103-105	Beginning Microsoft Word	1
10-103-106	Beginning Microsoft Excel	1
10-103-118	Intermediate Microsoft Excel * OR *	
10-103-101	Microsoft PowerPoint	1
10-801-196	Oral/Interpersonal Communication	3
10-809-199	Psychology of Human Relations	3

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



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

Agribusiness, Science & Technology: Agribusiness Management

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

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

Possible Careers:

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

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

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

Program Basics

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

Curriculum listed is tentative for the 2018-19 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
10-101-101	Accounting 1, Part 1	2
10-801-196	Oral/Interpersonal Communication	3

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

SEMESTER 4		18 CREDITS
10-006-134	Agricultural Equipment Management	3
10-006-137	Agribusiness Marketing & Promotion	3
10-006-163	Agribusiness Management	3
10-801-197	Technical Reporting	3
10-804-189	Introductory Statistics * OR *	
10-804-123	Math with Business Applications	3
10-809-199	Psychology of Human Relations * OR *	
10-809-172	Introduction to Diversity Studies	3

SEMESTER 5		16 CREDITS
10-006-128	Nutrient Management Planning	2
10-006-135	Agribusiness Sales and Services	3
10-006-138	Employment Relations	2
10-006-150	Farm Animal Reproduction * OR *	
10-006-113	Precision Ag Technologies	3
10-006-168	Agribusiness Records and Analysis	3
10-809-195	Economics	3

Agribusiness, Science & Technology: Agronomy

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

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

Possible Careers:

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

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

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

Program Basics

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

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

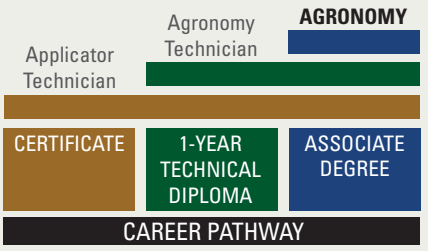
SEMESTER 1		19 CREDITS
10-006-116	Introduction to Soils	3
10-006-121	Agribusiness Computer Applications	2
10-006-160	Plant Science	3
10-006-169	Career Development in Agriculture	2
10-006-180	Animal Science	3
10-801-195	Written Communication * OR *	
10-801-136	English Composition 1	3
10-804-107	College 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
10-070-102	Basic Ag Electrical Systems	2
10-801-196	Oral/Interpersonal Communication	3

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

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

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



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

Agribusiness, Science & Technology: Agronomy Technician

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

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

Possible Careers:

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

Students entering this program should:

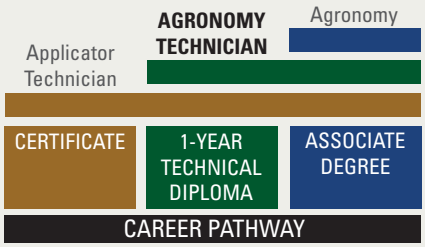
- Have a strong attention to detail.
- Enjoy working with people.
- Be willing to try new and innovative ideas.
- Have a good understanding of agriculture.
- Enjoy science and mathematics

Curriculum listed is tentative for the 2018-19 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
10-070-102	Basic Ag Electrical Systems	2
10-801-196	Oral/Interpersonal Communication	3

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



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

Agribusiness, Science & Technology: Animal Science

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

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

Possible Careers:

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

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

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

Program Basics

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

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

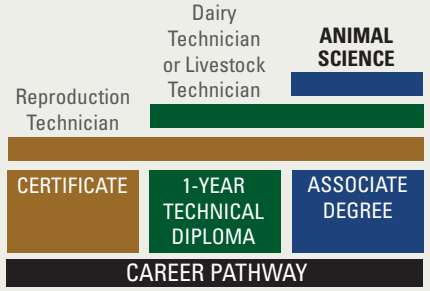
SEMESTER 1		16 CREDITS
10-006-116	Introduction to Soils	3
10-006-121	Agribusiness Computer Applications	2
10-006-169	Career Development in Agriculture	2
10-006-180	Animal Science	3
10-801-195	Written Communication * OR *	
10-801-136	English Composition 1	3
10-804-107	College Mathematics	3

SEMESTER 2		16 CREDITS
10-006-104	Animal Nutrition	3
10-006-123	Artificial Insemination Training	1
10-006-142	Introduction to Animal Health	2
10-006-150	Farm Animal Reproduction	3
10-006-151	Animal Selection & Improvement - Dairy * OR *	
10-006-152	Animal Selection & Improvement - Livestock	2
10-070-103	Farm Shop Safety and Maintenance	2
10-801-196	Oral/Interpersonal Communication	3

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

SEMESTER 4		18 CREDITS
10-006-131	Forage Crop Production Management	2
10-006-144	Livestock Housing & Equipment	2
10-006-146	Milk Production * OR *	
10-006-147	Meat Quality	3
10-006-148	Dairy Ration Balancing & Formulation * OR *	
10-006-149	Livestock Ration Balancing & Formulation	2
10-006-163	Agribusiness Management	3
10-804-189	Introductory Statistics * OR *	
10-804-123	Math with Business Applications	3
10-809-199	Psychology of Human Relations * OR *	
10-809-172	Introduction to Diversity Studies	3

SEMESTER 5		15 CREDITS
10-006-114	Legal Aspects of Agribusiness	3
10-006-135	Agribusiness Sales and Services	3
10-006-153	Dairy Production Management * OR *	
10-006-154	Beef Production Management * OR *	
10-006-155	Swine Production Management	3
10-801-197	Technical Reporting	3
10-809-195	Economics	3



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

Agricultural Power & Equipment Technician

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

Possible Careers:

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

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

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

Program Basics

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

Curriculum listed is tentative for the 2018-19 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 Maint & 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
2-070-350	Ag Power Occup Internship	2

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

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

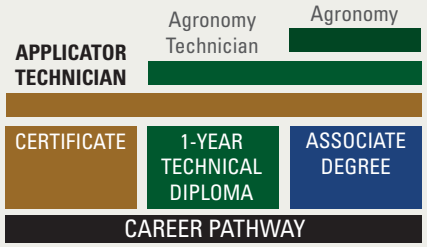
Applicator Technician Certificate

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

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

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

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



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

Auto Collision Repair & Refinish Technician

This program is accredited by the National Automotive Technicians Education Foundation (NATEF).

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

Possible Careers:

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

Is This Program for You?

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

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

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

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

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

Students entering this program should:

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

Program Outcomes

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

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

Program Basics

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

Automotive Technician

This program is accredited by the National Automotive Technicians Education Foundation (NATEF).

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

Possible Careers:

- Auto 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 one year to complete.
- Day classes.
- High school articulation courses accepted.
- Financial aid available.
- Classes start in the fall and summer.
- ASE Master Certified program.

Curriculum listed is tentative for the 2018-19 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
32-404-333	Automotive Brakes	4
32-404-334	Automotive Service Fundamentals	3

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

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

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

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

Building Trades–Carpentry

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

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

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

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

Possible Careers:

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

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

- Use hand and power tools and equipment
- Apply industry recognized safety practices and procedures
- Analyze sustainable building practices
- Interpret construction drawings
- Interpret building codes
- Demonstrate industry building practices and material application
- Attain the OSHA 30-hour Construction certification as an orientation to occupational safety and health for workers.

Program Basics

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

Business Management

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

Possible Careers:

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

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

- 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

Curriculum listed is tentative for the 2018-19 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
10-102-132	Operations Management	3
10-809-143	Microeconomics	3
10-890-101	Professional Development Seminar	1

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

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.

Cancer Information Management

This program is accredited by the National Cancer Registrars Association (NCRA).

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

Employment Opportunities:

- Hospital cancer programs
- Cancer treatment centers
- Oncology physician group practices
- Military and 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 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 executives2
- Want a career where you can choose to work on your own, with others, or some of both.
- Have a strong knowledge of medical terminology.
- Employ good critical thinking and communication skills.

Program Outcomes

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

Program Basics

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

Curriculum listed is tentative for the 2018-19 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

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

Possible Careers:

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

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

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

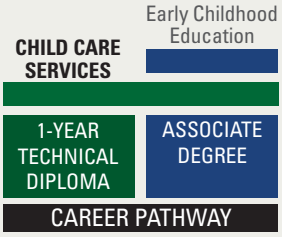
Program Basics

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

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

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

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



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

CNC Machine Operator/Programmer

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

As a student in the CNC Machine Operator/Programmer program, you'll learn to operate a variety of machine tools, setup, operate, and program CNC machines, read and analyze engineering drawings, and use precision measuring and inspection instruments.

Possible Careers

- Machinists
- CNC machinists
- Quality control inspector
- CNC Operator
- CNC programmers
- Field service representatives

Is This Program for You?

Are you a problem solver who is good with machines and tools? Have you been told that you have a good eye for detail and that you are a creative thinker? A career as a CNC Machine Operator/Programmer may be a great fit.

Students entering this program should:

- Have good reading and math skills.
- Have good hand-eye coordination.
- Pay attention to details and neatness.
- Have a mechanical aptitude.
- Enjoy researching technical information.
- Have good communication skills.
- Enjoy problem solving.
- Think creatively.

Program Outcomes

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

- Apply basic safety practices in the machine shop
- Interpret industrial/engineering drawings
- Apply precision measuring methods to part inspection
- Perform programming, set-up and operation of CNC machine tools
- Perform basic manual machine tool equipment set-up and operation

Program Basics

- Technical diploma
- Classes are offered daytime, face to face, and on campus
- Fall start
- Credit for prior learning may be available

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		15 CREDITS
10-105-110	Computer Applications	1
10-890-101	Professional Development Seminar	1
31-420-320	Intro to Print Reading	1
31-420-321	Machine Shop Safety Practices & Maintenance	1
31-420-322	Intro to Manual Mill	1
31-420-323	Intro to Manual Lathe	1
31-420-324	Manual Machine Speeds & Feeds	1
31-420-325	Tooling & Materials of Manufacturing	1
31-420-326	Intro to Quality Practices & Measurement Equipment	1
31-420-327	Intro to Surface Grinding	1
31-420-328	Intro to Mastercam Mill 2D	1
31-420-329	Advanced Manual Mill	1
31-420-330	Advanced Manual Lathe Machine	1
31-804-305	Applied Mathematics	2

SEMESTER 2		16 CREDITS
31-420-331	Advanced Print Reading	1
31-420-332	Advanced Measuring Equipment	1
31-420-333	Intro to Mastercam Lathe	1
31-420-334	Intro to Computer Numerical Control Prog Mill	1
31-420-335	Intro to Computer Numerical Control Prog Lathe	1
31-420-336	Basic CNC Operation Mill	1
31-420-337	Basic CNC Operation Lathe	1
31-420-338	Intro to CMM	1
31-420-339	Advanced CMM	1
31-420-340	Geometric Dimensioning & Tolerance	1
31-420-341	Fixture Basic Lathe & Mill	1
31-420-342	CNC Machine Speeds & Feeds	1
31-420-343	Processes of Manufacturing	1
31-420-344	Advanced Mastercam Mill & Lathe	1
31-420-345	Precision Machining Internship	2

Computer Support Technician

The Computer Support Technician program prepares students to effectively interact with PC, Mac, and mobile users, providing first-line technical support. Students are trained in a hands-on atmosphere to install, support, and troubleshoot PC, Mac, mobile, and audio/video devices.

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

Possible Careers:

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

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 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

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

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

Cosmetology

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

Possible Careers:

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

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

Program Basics

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

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

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

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

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

Criminal Justice Studies

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

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

Possible Careers:

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

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

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

Program Basics

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

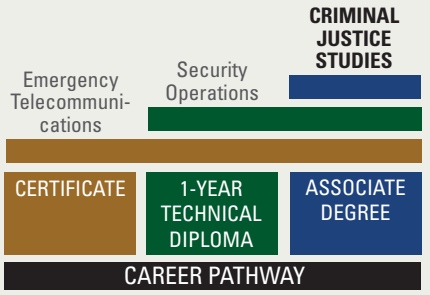
Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		15 CREDITS
10-504-101	Introduction to Criminal Justice Studies	3
10-504-111	Criminology	3
10-504-119	Introduction to Corrections	3
10-801-195	Written Communication	3
10-801-196	Oral/Interpersonal Communication	3

SEMESTER 2		17 CREDITS
10-504-102	Constitutional Law Application	3
10-504-107	Criminal Investigation Application	3
10-504-126	Communication Principles for Emergency Services	3
10-504-134	Emergency Telecommunicator	2
10-504-152	Security Operations	3
10-504-153	Report Writing for Emergency Services	3

SEMESTER 3		16 CREDITS
10-150-125	Cyber Crime Forensics and Investigation Awareness	2
10-504-103	Criminal Law Studies	3
10-504-120	Homeland Security/Terrorism	3
10-504-135	Law Enforcement Academy Preparatory	2
10-804-107	College Mathematics	3
10-809-198	Intro to Psychology	3

SEMESTER 4		15 CREDITS
0-504-127	Emergency Response and Intervention	3
10-504-129	Criminal Evidence	2
10-504-154	Community Policing in a Diverse Society	3
10-809-159	Abnormal Psychology	3
10-809-172	Introduction to Diversity Studies	3
10-890-101	Professional Development Seminar	1



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

Culinary Arts

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

Possible Careers:

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

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

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

Program Basics

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

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

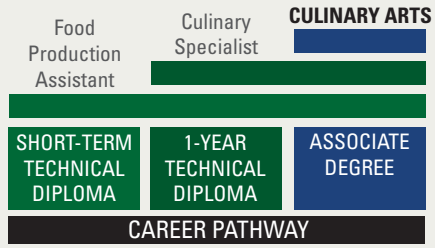
SEMESTER 1		15 CREDITS
10-316-107	Baking 1	2
10-316-138	Cooking Principles and Equipment	2
10-316-139	Quantity Prep: Garde-Manger	2
10-316-140	Quantity Prep: Soups and Sauces	2
10-316-141	Quantity Prep: Fruits and Vegetables	2
10-317-120	Food Sanitation and Safety	2
10-801-196	Oral/Interpersonal Communication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

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

SEMESTER 3		2 CREDITS
10-316-148	Food Service Internship 1	2

SEMESTER 4		17 CREDITS
10-316-130	Gourmet Dining 1	2
10-316-133	Garde Manger: Decorative Foods	2
10-316-158	Food Purchasing Analysis/ Sustainability	2
10-317-135	Cost Control and Analysis	2
10-801-195	Written Communication	3
10-809-172	Introduction to Diversity Studies	3
10-809-198	Intro to Psychology * OR *	
10-809-199	Psychology of Human Relations	3

SEMESTER 5		15 CREDITS
10-316-134	Gourmet Dining 2	3
10-317-111	Menu Management	2
10-317-132	Specialty Foods	2
10-317-155	Exploring Wines	2
10-809-195	Economics	3
10-809-196	Intro to Sociology	3



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

Culinary Management

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

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

Possible Careers:

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

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

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

Program Basics

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

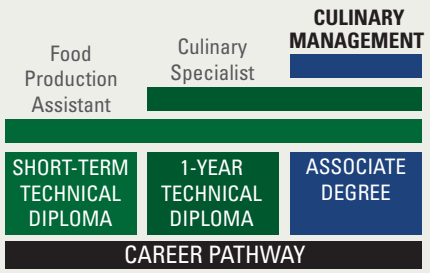
Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

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

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

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

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



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

Culinary Specialist

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

Possible Careers:

The food service industry is the #1 retail employer in the United States. Demand for well-trained culinary staff is at an all-time high. Graduates are qualified for a non-management cook or chef position on a food production and service team.

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

- Apply basic principles of nutrition.
- Demonstrate basic culinary skills.
- Assist in food service management.
- Assist in planning menus.
- Explore food service financial information

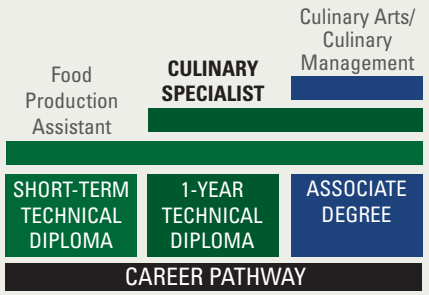
Program Basics

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

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

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

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



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

Dental Assistant

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

Curriculum listed is tentative for the 2018-19 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

Possible Careers:

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

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

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

Program Basics

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

Early Childhood Education

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

Possible Careers:

- 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.
- Child Care Teacher in a licensed center.
- Exceptional Needs Aide in special education programs.
- In-Home Provider/Nanny.
- May transfer completed ECE associate degree to some universities.

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

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

Program Basics

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

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

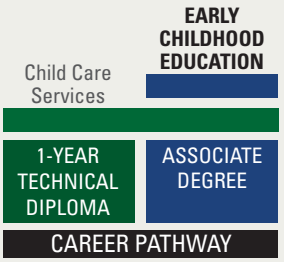
Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

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

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

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

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



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

Electrical Power Distribution

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

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

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		16 CREDITS
10-890-101	Professional Development Seminar	1
31-413-303	Electric Power Distribution Fund 1A	4
31-413-304	Electric Power Distribution Fund 1B	4
31-413-305	Electric Power Dist Fund 1C-App Lab	5
31-804-305	Applied Mathematics	2

SEMESTER 2		15 CREDITS
10-105-110	Computer Applications	1
31-413-306	Electric Power Dist Fund 2A	4
31-413-307	Electric Power Dist Fund 2B	4
31-413-308	Electric Power Dist Fund 2C-AppLab	4
31-801-310	Workplace Communication	2

Possible Careers

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

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

- Apply 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

Program Basics

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

Electro-Mechanical Technology

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

Possible Careers

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

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

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

Program Basics

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

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

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

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

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

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

Emergency Telecommunications Certificate

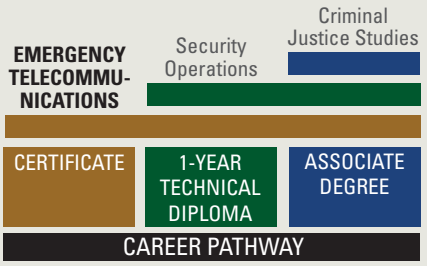
Answer one of the most important calls a person may make. Be the link in emergency situations and the difference between life and death in a crisis. As a student in the Emergency Telecommunications pathway certificate, you will study topics such as the following:

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

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		**14 CREDITS**
10-504-107	Criminal Investigation Application	3
10-504-126	Communication Principles for Emergency Services	3
10-504-134	Emergency Telecommunicator	2
10-504-152	Security Operations	3
10-504-153	Report Writing for Emergency 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.



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

Farm Operations & Management: Ag Mechanics

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

Possible Careers

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

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

- 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 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 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

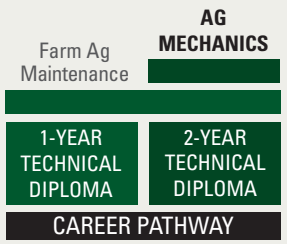
SEMESTER 1		14 CREDITS
10-006-116	Introduction to Soils	3
10-006-121	Agribusiness Computer Applications	2
10-006-169	Career Development in Agriculture	2
10-070-103	Farm Shop Safety and Maintenance	2
10-801-195	Written Communication * OR *	
10-801-136	English Composition 1	3
31-804-305	Applied Mathematics	2

SEMESTER 2		16 CREDITS
10-006-180	Animal Science	3
10-070-102	Basic Ag Electrical Systems	2
32-070-322	Operations of Field Equipment	3
32-070-323	Machinery Maintenance	3
32-070-346	Consumer Equipment Maint & Repair	3
32-442-301	Related Welding	2

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

SEMESTER 4		15 CREDITS
10-006-134	Agricultural Equipment Management	3
10-006-139	Farm Business Management	3
10-809-199	Psychology of Human Relations * OR *	
10-809-172	Introduction to Diversity Studies	3
32-070-319	Forage Equipment	3
32-070-320	Grain Harvesting Equipment	3

SEMESTER 5		13 CREDITS
10-006-113	Precision Ag Technologies	3
10-006-138	Employment Relations	2
10-006-168	Agribusiness Records and Analysis	3
10-070-101	Field Application Equipment	2
32-070-321	Tillage & Planting Equipment	3



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

Farm Operations & Management: Crop Operations

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

Possible Careers

- 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?

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

Students entering this program should:

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

Program Outcomes

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

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

Program Basics

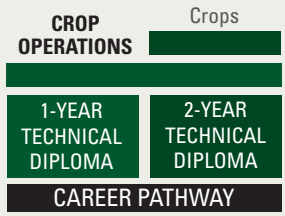
- Technical Diploma – requiring a minimum of one year to complete
- Classes are offered daytime, face to face, and on campus
- Fall or Spring Start
- Credit for prior learning may be available
- High school articulation courses accepted

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		17 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
10-070-103	Farm Shop Safety and Maintenance	2
10-801-195	Written Communication	3
31-804-305	Applied Mathematics	2

SEMESTER 2		12 CREDITS
10-006-124	Pesticide Applicator Training	1
10-006-126	Pest ID & Mgt/Crop Scouting	3
10-006-180	Animal Science	3
32-070-322	Operations of Field Equipment	3
32-442-301	Related Welding	2

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



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

Farm Operations & Management: Dairy

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

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

Possible Careers

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

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

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

Program Basics

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

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

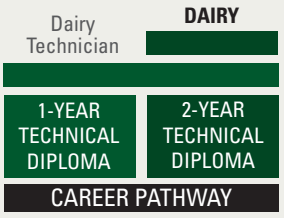
SEMESTER 1		16 CREDITS
10-006-121	Agribusiness Computer Applications	2
10-006-146	Milk Production	3
10-006-169	Career Development in Agriculture	2
10-006-180	Animal Science	3
10-801-196	Oral/Interpersonal Communication	3
10-804-107	College Mathematics	3

SEMESTER 2		17 CREDITS
10-006-104	Animal Nutrition	3
10-006-123	Artificial Insemination Training	1
10-006-139	Farm Business Management	3
10-006-142	Introduction to Animal Health	2
10-006-150	Farm Animal Reproduction	3
10-006-151	Animal Selection & Improvement - Dairy	2
10-809-199	Psychology of Human Relations * OR *	
10-809-172	Introduction to Diversity Studies	3

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

SEMESTER 4		18 CREDITS
10-006-116	Introduction to Soils	3
10-006-131	Forage Crop Production Management	2
10-006-144	Livestock Housing & Equipment	2
10-006-148	Dairy Ration Balancing & Formulation	2
10-006-168	Agribusiness Records and Analysis	3
10-801-195	Written Communication * OR *	
10-801-136	English Composition 1	3
32-070-319	Forage Equipment	3

SEMESTER 5		15 CREDITS
10-006-128	Nutrient Management Planning	2
10-006-136	Agricultural Commodity Marketing	3
10-006-153	Dairy Production Management	3
10-070-103	Farm Shop Safety and Maintenance	2
10-804-189	Introductory Statistics * OR *	
10-804-123	Math with Business Applications	3
32-080-303	Animal Health - Dairy	2



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

Farm Operations & Management: Dairy Technician

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

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

Possible Careers

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

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

- Manage Dairy Cattle
- Analyze opportunities in Agriculture
- Apply Relevant Technology
- Demonstrate professionalism skills within the agricultural career areas

Program Basics

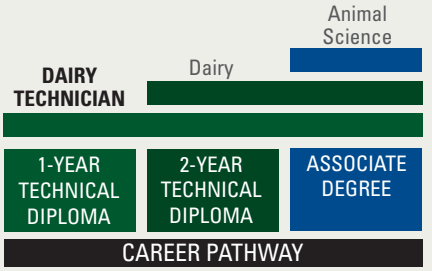
- Technical Diploma – requiring a minimum of one year to complete
- Classes are offered daytime, face to face, and on campus
- Fall or Spring Start
- Credit for prior learning may be available
- High school articulation courses accepted

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

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

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

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



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

Farm Operations & Management: Farm Ag Maintenance

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

Possible Careers

- 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, & heavy equipment
- Farm Maintenance Specialist: responsible for items as preventative maintenance and repairs on tractors, harvesters, and agricultural implements

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

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

Program Basics

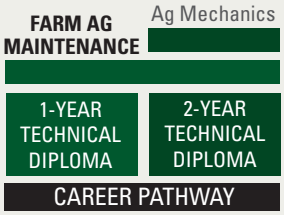
- Technical Diploma – requiring a minimum of two years to complete
- Classes are offered daytime, face to face, and on campus
- Fall or Spring Start
- Credit for prior learning may be available
- High school articulation courses accepted

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		14 CREDITS
10-006-116	Introduction to Soils	3
10-006-121	Agribusiness Computer Applications	2
10-006-169	Career Development in Agriculture	2
10-070-103	Farm Shop Safety and Maintenance	2
10-801-195	Written Communication	3
31-804-305	Applied Mathematics	2

SEMESTER 2		16 CREDITS
10-006-180	Animal Science	3
10-070-102	Basic Ag Electrical Systems	2
32-070-322	Operations of Field Equipment	3
32-070-323	Machinery Maintenance	3
32-070-346	Consumer Equipment Maint & Repair	3
32-442-301	Related Welding	2

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



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

Farm Operations & Management: Livestock Tech

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

Possible Careers

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

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

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

Program Basics

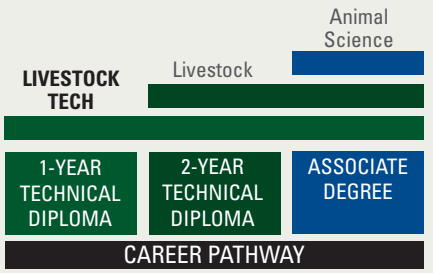
- Technical Diploma – requiring a minimum of one year to complete
- Classes are offered daytime, face to face, and on campus
- Fall or Spring Start
- Credit for prior learning may be available
- High school articulation courses accepted

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

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

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

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



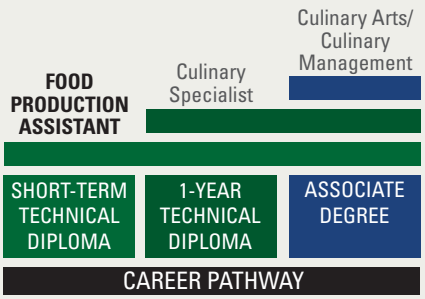
Credits earned in the Livestock Tech one-year Technical Diploma may be applied toward the Livestock two-year Technical Diploma or the Animal Science two-year Associate Degree.

Food Production Assistant

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

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

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



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

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

Work Duties
- Inspect and clean food preparation areas, such as equipment and work surfaces, or serving areas to ensure safe and sanitary food-handling practices.
- Ensure food is stored and cooked at correct temperature by regulating temperature of ovens, broilers, grills, and roasters.
- Ensure freshness of food and ingredients by checking for quality, keeping track of old and new items, and rotating stock.
- Turn or stir foods to ensure even cooking.
- Season and cook food according to recipes or personal judgment and experience.
- Bake, roast, broil, and steam meats, fish, vegetables, and other foods.
- Weigh, measure, and mix ingredients according to recipes or personal judgment, using various kitchen utensils and equipment.
- Portion, arrange, and garnish food, and serve food to waiters or patrons.
- Observe and test foods to determine if they have been cooked sufficiently, using methods such as tasting, smelling, or piercing them with utensils.
- Wash, peel, cut, and seed fruits and vegetables to prepare them for consumption.

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

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

Program Outcomes
At the completion of this program, students are expected to be able to:
- Demonstrate basic culinary skills.
- Practice food service operations.
- Apply principles of safety and sanitation in food service operations.

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

Golf Course Management

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

Possible Careers

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

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

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

Program Basics

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

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

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

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

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

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

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

Graphic & Web Design

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

Possible Careers

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.

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes:

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

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

Program Basics

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

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

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

SEMESTER 2		18 CREDITS
10-152-116	HTML & CSS	3
10-201-135	InDesign	3
10-201-137	Color Theory	3
10-201-138	Typography	3
10-804-123	Math with Business Applications * OR *	
10-804-133	Math & Logic	3
10-809-195	Economics	3

SEMESTER 3		15 CREDITS
10-104-107	Marketing Communication	3
10-201-136	Multimedia Concepts	3
10-201-139	Web Page Design 1	3
10-203-131	Introduction to Digital Photography	3
10-809-172	Introduction to Diversity Studies	3

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

Health Information Technology

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

Possible Careers

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

Is This Program for You?

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

Students entering this program should:

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

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

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

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

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

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

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

Program Outcome

The associate's degree Health Information Management Program is in Candidacy Status, pending accreditation review by the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM).

Program Basics

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

Human Services Associate

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

Possible Careers

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

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

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

Program Basics

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

Curriculum listed is tentative for the 2018-19 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
10-804-123	Math with Business Applications	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
10-809-159	Abnormal Psychology	3
10-809-195	Economics	3

Individualized Technical Studies

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

Possible Careers

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

Is This Program for You?

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

Program Basics:

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

Curriculum listed is tentative for the 2018-19 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

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

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

Possible Careers

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

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

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

Program Basics

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

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

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

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

Instrumentation and Controls Technology

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

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

Possible Careers

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

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

- 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

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 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		19 CREDITS
10-620-101	DC and AC Fundamentals	5
10-620-121	Mechanics and Materials	4
10-620-137	Industrial Safety Practices	1
10-801-195	Written Communication * OR *	
10-801-136	English Composition 1	3
10-804-113	College Technical Math 1A	3
10-809-172	Introduction to Diversity Studies	3

SEMESTER 2		17 CREDITS
10-103-106	Beginning Microsoft Excel	1
10-103-118	Intermediate Microsoft Excel	1
10-620-107	Hydraulics and Pneumatics	3
10-620-147	Solid State Devices I	4
10-620-148	Intro to Motor Controls	2
10-620-149	Intro to Programmable Controls	2
10-804-114	College Technical Math 1B	2
10-806-109	Fundamentals of Chemistry	2

SEMESTER 3		16 CREDITS
10-150-129	Introduction to Networks	2
10-513-181	Lab Science Microbiology	4
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

SEMESTER 4		18 CREDITS
10-150-126	Premises Cabling Technician	2
10-620-117	Robotics	3
10-620-150	Advanced Programmable Controls	2
10-620-154	Advanced Calibration Techniques & Analytics	3
10-806-154	General Physics 1	4
10-809-199	Psychology of Human Relations	3
10-890-101	Professional Development Seminar	1

Laboratory Science Technician

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

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

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

Possible Careers

Laboratory settings: research, industrial, environmental and food science labs.

Is This Program for You?

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

Students entering this program should:

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

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		16 CREDITS
10-103-105	Beginning Microsoft Word	1
10-513-110	Basic Lab Skills	1
10-513-113	QA Lab Math	1
10-513-181	Lab Science Microbiology	4
10-513-182	Intermediate Lab Skills	2
10-513-183	Manufacturing Practices for Food Industry	2
10-801-195	Written Communication	3
10-806-109	Fundamentals of Chemistry	2

SEMESTER 2		13 CREDITS
10-103-106	Beginning Microsoft Excel	1
10-513-184	HACCP Training	2
10-513-185	Advanced Lab Skills	2
10-513-186	Food Science Microbiology Testing	3
10-513-187	Lab Science Practicum	2
10-801-197	Technical Reporting	3

Program Outcomes

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

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

Program Basics

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

Leadership Development

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

Possible Careers

- Supervisor
- Manager
- Production manager
- Human Resources Manager

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

1. Utilize quality strategies and tactics
   - Explain the function of data in quality
   - Identify internal and external stakeholder needs
   - Manage a quality project
   - Apply quality tools
2. Apply effective leadership skills
   - Demonstrate coaching skills
   - Develop effective teams
   - Apply motivation strategies
   - Assess situational needs
   - Describe characteristics and traits of effective leaders
   - Demonstrate self-management skills including time and stress management
3. Apply Human Resource policies and procedures
   - Write a job description and job specifications
   - Create a targeted recruitment plan
   - Identify selection criteria
   - Design a training plan
   - Apply a performance appraisal plan
   - Explain the importance of conformance with applicable employment laws
4. Perform supervisory management functions to achieve organizational objectives
   - Develop a plan to facilitate change
   - Identify staffing needs
   - Establish action steps to meet goals and objectives
   - Utilize the control function to monitor performance
   - Recognize and promote a safe workplace
   - Select and apply appropriate means of communication to communicate effectively within an organization

Program Basics

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

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		16 CREDITS
10-103-105	Beginning Microsoft Word * OR *	
10-103-106	Beginning Microsoft Excel * OR *	
10-103-111	Beginning Microsoft Access	1
10-196-128	Conflict Resolution	1
10-196-129	Creating Work Teams	1
10-196-141	Labor Force Issues	1
10-196-142	Leadership	1
10-196-143	Managing Communication	1
10-196-144	Managing Bias	1
10-196-145	Managing Work Teams	1
10-196-163	Stress Management	1
10-196-171	Time Management	1
10-801-196	Oral/Interpersonal Communication	3
10-809-196	Intro to Sociology * OR *	
10-809-197	Contemporary Amer Society	3

SEMESTER 2		16 CREDITS
10-103-117	Intermediate Microsoft Word * OR *	
10-103-118	Intermediate Microsoft Excel	1
10-196-125	Change Management	1
10-196-126	Change Process	1
10-196-130	Diversity	1
10-196-131	Employee Discipline	1
10-196-132	Employee Performance	1
10-196-133	Employment Law	1
10-196-140	Human Resources	1
10-196-151	Orientation and Training	1
10-196-159	Recruitment and Hiring	1
10-809-195	Economics	3
10-809-198	Intro to Psychology * OR *	
10-809-199	Psychology of Human Relations	3

SEMESTER 3		16 CREDITS
10-196-123	Applied Problem Solving	1
10-196-127	Concepts of Problem Solving	1
10-196-154	Process Management	1
10-196-155	Production Management	1
10-196-158	Quality Management	1
10-196-162	Workplace Social Responsibility	1
10-196-170	Supervisor Roles	1
10-182-115	Lean Principles	1
10-196-174	Customer Service	1
10-196-175	Ethics	1
10-801-136	English Composition 1	3
10-804-123	Math with Business Applications	3

SEMESTER 4		15 CREDITS
10-196-124	Budget Analysis	1
10-196-137	Financial Management	1
10-196-138	Financial Statements	1
10-196-139	Global Business	1
10-196-147	Organizational Development	1
10-196-149	Planning and Control	1
10-196-150	Organizational Structure	1
10-196-156	Project Management 1	1
10-196-157	Project Management 2	1
10-196-160	Safety Application	1
10-196-161	Safety Management	1
10-196-173	Sales and Marketing	1
10-801-197	Technical Reporting	3

Logistics

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

Possible job titles associated with logistics include:

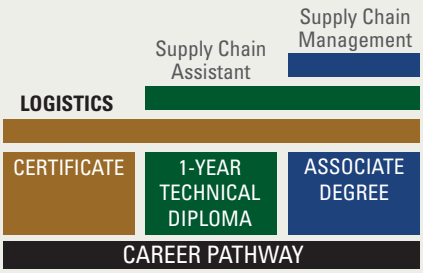
- Load Planner
- Logistics Coordinator
- Intermodal Dispatcher
- Shipping Clerk
- Supervisor
- International Coordinator
- Shipping and Receiving Operator

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

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

SEMESTER 2		7 CREDITS
10-182-105	Principles of Negotiations	1
10-182-128	Global Supply Chain Management	1
10-182-129	Global Sourcing	1
10-182-130	Global Logistics	1
10-182-134	The Role of Logistics	1
10-182-135	Transportation Management	1
10-182-136	Warehousing	1

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



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

Medical Assistant

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

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

Curriculum listed is tentative for the 2018-19 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

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 or work experience:

- Medical Office Manager
- Medical Transcriptionist
- Insurance Coding Specialist

Is This Program for You?

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

Students entering this program should:

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

Program Outcomes

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

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

Program Basics

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

Medical Coding Specialist

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

Possible Careers

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

Is This Program for You?

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

Students entering this program should:

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

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

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

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

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

Program Outcomes

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

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

Program Basics

- Technical Diploma
- May take the program in modified plan
- All courses offered online
- Financial aid available
- Medical Coding students must achieve

a grade of C or better in each course of the program curriculum to be eligible to progress.

Medical Laboratory Technician

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

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

Possible Careers

Medical Laboratory Technician - Performs routine laboratory tests on blood, urine, and body fluids to help in the diagnosis and treatment of disease and injury in:

- Hospital
- Clinical laboratory
- Reference laboratory

Laboratory Technician/Research Assistant - Performs routine and special laboratory tests in:

- Laboratory settings: research, industrial, environmental and food science labs.

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

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

Is This Program for You?

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

Students entering this program should:

- Have good reading, math, and comprehension skills.
- Be in good physical and emotional health.
- Be flexible, adaptable, and enjoy working with people.
- Be self-confident, independent, and a self-directed learner.
- Meet Wisconsin Caregiver Law requirements.

Program Outcomes

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

- 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.
- 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.
- Sign off as qualified in Essential Functional Abilities after acceptance to the program and prior to clinical placement.

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

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

SEMESTER 2		17 CREDITS
10-513-114	Urinalysis	2
10-513-120	Basic Hematology	3
10-513-121	Coagulation	1
10-801-196	Oral/Interpersonal Communication	3
10-806-197	Microbiology	4
10-543-109	Blood Bank	4

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

SEMESTER 4		15 CREDITS
10-513-130	Advanced Hematology	2
10-513-116	Clinical Chemistry	4
10-513-133	Clinical Microbiology	4
10-513-180	Body Fluids Analysis	1
Elective	Elective	3

SEMESTER 5		12 CREDITS
10-513-134	Laboratory Experience	1
10-513-140	Advanced Microbiology	2
10-513-141	Pre-Clinical Experience	2
10-513-151	Clinical Experience 1	3
10-513-152	Clinical Experience 2	4
10-513-170	Introduction to Molecular Diagnostics	2

Midwife

This program is accredited by the Midwifery Education Accreditation Council (MEAC).

Graduates of this program will provide holistic care for women of childbearing years and partner with women and other collaborative healthcare partners throughout the childbearing process. A midwife conducts an initial assessment during pregnancy which includes nutritional, overall health, risk level of the pregnancy, and then partners with the mother to monitor fetal growth and development, overall health of the mother, and family support and resources available. The midwife will then assist in labor and birth of the child in home or birthing center settings. The midwife follows the birth of the child with instruction on lactation technique, initial care of newborn, and assessment of family support.

Possible Careers

Graduates may provide care in clinics, private homes, and birthing centers. Midwives can work in both rural and urban settings.

Is This Program for You?

Do you have a committed interest in the midwifery model of prenatal and well-women care? Are you tolerant of different lifestyles, values, beliefs, and cultures? Are you a self-confident, independent, and self-directed learner? You may find a career in Midwifery rewarding.

Students entering this program should:

- Be tolerant of different lifestyles, values, beliefs, and cultures.
- Be able to maintain confidentiality.
- Have a committed interest in 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:

1. Acquire a foundation of theoretical knowledge, clinical assessment, critical thinking skills, and shared decision making
   - Use critical thinking to evaluate clinical findings
   - Optimize intuition as authoritative knowledge
   - Demonstrate effective communication and written skills
   - Apply care principles, support and information regarding reproductive health
2. Create the plan of care for the woman in the childbearing year
   - Demonstrate an integrated understanding of the whole picture
   - Use conscious analysis of the challenges and goals in creating the plan of care
   - Identify with the woman the goals and challenges of her care
   - Maximize the teaching and learning process to maintain health and nutrition of clients served
   - Construct clinical decisions to assure positive outcomes for mother and newborn
   - ummarize how to incorporate high quality, culturally relevant, and holistic midwifery care in a variety of settings
3. Demonstrate holistic, competent care for women and families during the childbearing year
   - Function within the Midwives Model of Care
   - Uphold professional standards for the Certified Professional Midwife
   - Assume responsibility for collaboration with other team members and healthcare professionals
   - Anticipate the need for referral to local and regional resources and services available to families in community
   - Demonstrate assessment skills of preconception, pregnancy, birth, postpartum and newborn
   - Perform assistance with the natural birthing process as indicated
   - Facilitate continuity of care within the context of the midwife setting

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.
- Bridge track available for the already Certified Professional Midwife (CPM)
- Virtual access for students who live 3 hours or more from campus.
- Program has a January start
- Completion of All Midwife program clinical work needs to be accomplished within 10 years of original program registration.

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		14 CREDITS
10-501-153	Body Structure and Function	3
10-510-140	Nutrition	3
10-510-153	Applied Pharmacology	2
10-510-155	Introduction to Midwifery Practice	2
10-510-156	Midwife Science Lab	1
10-510-157	Physical Exam for the Midwife	2
10-510-158	Introduction to Midwife Clinic	1

SEMESTER 2		7 CREDITS
10-510-159	Midwife Clinic 1	1
10-801-195	Written Communication	3
10-809-172	Introduction to Diversity Studies	3

SEMESTER 3		16 CREDITS
10-510-160	Antepartum Theory	4
10-510-161	Antepartum Lab	1
10-510-162	Midwife Clinic 2	2
10-804-123	Math with Business Applications	3
10-809-128	Marriage & Family	3
10-809-198	Intro to Psychology * OR *	
10-809-199	Psychology of Human Relations	3

SEMESTER 4		15 CREDITS
10-510-146	Well Woman Gynecology	3
10-510-148	Midwife Clinic Lab I	1
10-510-163	Midwife Clinic 3	1
10-510-164	Intrapartum	3
10-510-165	Postpartum	1
10-510-166	Neonate	1
10-510-167	Midwife Clinic 4	2
10-801-196	Oral/Interpersonal Communication	3

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

SEMESTER 6		12 CREDITS
10-510-149	Professional Issues in Midwifery	2
10-510-150	OB/Medication Management	1
10-510-152	Midwife Clinic Lab II	2
10-510-154	Midwife Research	1
10-510-170	Midwife Clinic 7	3
10-809-166	Intro to Ethics: Theory & App	3

Nail Technician Certificate

Completing these courses prepares individuals to take the State of Wisconsin examination to become licensed manicurists.

Students enrolled in the Cosmetology Program who also complete the Nail Technician Certificate will only need to take one State licensing exam to be certified in both professional areas.

Credits earned in the Nail Technician Certificate may be applied toward the Cosmetology Technical Diploma.

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		**10 CREDITS**
31-502-305	Nail Technology	3
31-502-302	Salon/Spa Science	2
31-502-307	Salon/Spa Management	2
31-502-322	Nail Services	3

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

Network Specialist

The Network Specialist program prepares students to maintain and support local and wide area networks, computer communications systems including router and switch configurations, hardware & software infrastructure management/design, voice and video over IP, private telephone systems (PBX), voicemail systems, and video production. Network Specialists are needed in almost any business using local and/or wide area networks, the Internet or Intranets, and telephony systems.

Possible Careers

- Network Administrator
- Network Assistant
- Information Technology Support

Is This Program for You?

Do you have strong analytical and technical skills? If the challenge of creating a computer network strategy, troubleshooting problems, and installing hardware and software appeals to you, this program may help make your career dreams a reality.

Students entering this program should:

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

Program Outcomes

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

- Develop effective interpersonal skills.
- Use effective electronic, oral, and written communication skills.
- Demonstrate and adhere to ethical policies and procedures within the regulatory environment.
- Implement computer networks.
- Select appropriate devices for each network based on design criteria.
- Implement client systems on a network.
- Troubleshoot the communications network when problems arise and develop a plan for a solution.
- Install and upgrade hardware and software.
- Maintain the organization's communication network.
- Assist with network design, testing, and documentation for implementing a communication network.
- Demonstrate knowledge of basic communications network electronics.
- Install, support, and maintain a Local Area Network (LAN) and/or Wide Area Network (WAN).
- Implement and maintain a voice communications network.

Program Basics

- Associate degree, requiring a minimum of two years to complete.
- High school articulation courses accepted.
- Financial aid available.
- Classes start in August and January.
- Modified plan available.

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

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

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

SEMESTER 3		16 CREDITS
10-150-102	Cisco Networking	4
10-150-128	Windows Server Administration	3
10-150-132	Voice Over IP Administration	2
10-196-156	Project Management 1	1
10-801-197	Technical Reporting	3
10-809-195	Economics	3

SEMESTER 4		18 CREDITS
10-150-103	Firewall/VPN	3
10-150-105	Advanced Communication Networks	3
10-150-107	Internship/Field Study * OR *	
10-150-108	Advanced IT Help Desk Practicum	3
10-150-121	VMWare VCP Essentials	3
10-804-189	Introductory Statistics	3
10-809-199	Psychology of Human Relations	3

Nursing-Associate Degree

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

The Associate Degree Nursing program prepares students with the knowledge and skills needed to work successfully as registered nurses (RN) and function with judgment and technical competence when providing care for patients. The program offers classroom discussion, independent learning projects, labs, and hands-on clinical experiences in area healthcare agencies. Our well-rounded curriculum features state-of-the-art technology, including adult, pediatric, and obstetric simulators. Students are eligible to take the licensing exam (NCLEX-RN) for Registered Nurses after completion of all 70 credits in the program.

Possible Careers

Opportunities include working in:

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

Is This Program for You?

Nurses must work well under pressure, and they typically enjoy math, science, communications, and problem solving. If you are independent, compassionate, and are committed to helping people, you may find nursing to be very rewarding.

Students entering this program should:

- Have good reading and comprehension skills.
- Be in good physical and emotional health.
- Be flexible, adaptable, and enjoy working with people.
- Be self-confident, independent, and a self-directed learner.
- Meet Wisconsin Caregiver Law requirements.

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

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

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

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

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

Program Outcomes

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

- Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving professional identity as a nurse committed to evidence-based practice, caring, advocacy, and quality care.
- Demonstrate appropriate written, verbal, and non-verbal communication in a variety of clinical contexts.
- Integrate social, mathematical, and physical sciences, pharmacology, and pathophysiology in clinical decision making.
- Provide patient centered care under supervision by participating in the nursing process across diverse populations and health care settings.
- Minimize risk of harm to patients, members of the health care team, and self through safe individual performance and participation in system effectiveness of processes and protocols.
- Lead the multidisciplinary health care team to provide effective care throughout the lifespan.
- Use information technology to communicate, manage data, mitigate error, and support decision making.

Program Basics

- Complete a physical exam, provide documentation of a recent two-step TB Skin Test , and meet all program health requirements. Students are responsible for all costs associated with meeting these requirements.
- Complete Background Information Disclosure BID (costs paid by the student)
- Complete Emergency Care Course.

Nursing Assistant

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

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

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

This course is not eligible for financial aid.

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

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

- Complete a physical exam, provide documentation of a recent two-step TB Skin Test, and meet all health requirements as approved by the College Health Educator. Students are responsible for ALL costs associated with meeting these requirements.
- Complete Background Information Disclosure BID (costs paid by the student)
- Complete Emergency Care Course.

Payroll Assistant Certificate

Learn the basics of managing payroll. As a student in the Payroll Assistant Certificate, you will learn to review time sheets, work charts, and calculate wages, exemptions, transfers, and deductions.

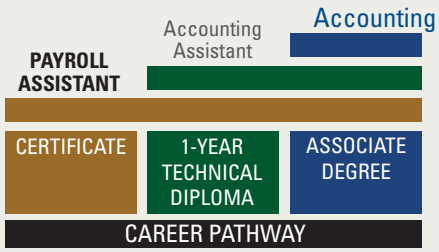
Career Pathway
Credits earned in the Payroll Assistant Pathway Certificate may be applied toward the one-year Accounting Assistant Technical Diploma and the Accounting Associate Degree.

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

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

SEMESTER 1		**4 CREDITS**
10-101-123	Payroll Applications	2
10-101-126	Peachtree	1
10-101-127	QuickBooks	1

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



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

Pharmacy Technician

The Pharmacy Technician program is a shared program between Southwest Tech and Lakeshore Technical College (LTC). Please call 888.468.6582 or visit www.gotoltc.edu for more information or to apply.

The Pharmacy Tech program is a shared program with Lakeshore Technical College (LTC). View the course curriculum, requirements and apply online at the LTC Pharmacy Tech program page.

This program trains students to assist registered pharmacists in institutional and community pharmacies. Pharmacy technicians perform many tasks, including record keeping, preparation of medications, and distribution and delivery of medications.

Students in the program attend core program courses via live interactive TV sent from Lakeshore Technical College to Southwest Tech. Students also receive laboratory training in local pharmacies, participate in real-world, hands-on training during a four week clinical program, and take general studies classes at Southwest Tech.

Possible Careers

- Community pharmacies
- Home IVs
- Nursing home pharmacies
- Hospital pharmacies

Is This Program for You?

If you are attentive to detail, organized, a good communicator, and like math, science, and working with people, a career as a pharmacy technician may be your prescription for success.

Students entering this program should:

- Be able to deal with pressure and stress.
- Have a genuine passion for serving your community.
- Have both assertive and compassionate characteristics.
- Be able to work well in a team environment.
- Have good communication skills.

Program Outcomes

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

- Package and label drugs for prescription dispensing.
- Prepare and deliver unit dose drugs to the nursing services of hospitals or nursing homes.
- Prepare parenteral admixtures under aseptic and sterile conditions.
- Receive and inventory drug shipments.
- Maintain records, including patient profiles.
- Facilitate communications for third-party reimbursement.
- Compound solutions, ointments, lotions, suppositories, and other medications.
- Comprehend and utilize medical and drug terminology common to the pharmaceutical environment.
- Practice ethical standards and recognize legal implications of your actions as they relate to yourself, the pharmacist, and the pharmacy.

Physical Therapist Assistant

This program is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE).

Physical therapist assistants work under the supervision of a physical therapist. Their duties include: assisting the physical therapist with treatment programs according to the plan of care; training patients in exercises and activities of daily living; conducting treatments; using special equipment; administering modalities and other treatment procedures; and reporting to the physical therapist about the patient's responses.

Possible Careers

Opportunities include working in:

- Hospitals
- Rehabilitation Centers
- Outpatient Clinics
- Sports Medicine Centers
- Skilled Nursing and Long-Term Care Facilities
- Schools
- Specialty Units
- Home Health Agencies

Is This Program for You?

Do you have an interest in helping others and enjoy working with people from a variety of backgrounds and abilities? Do you enjoy working independently, and are you in good physical and emotional health? If so, the Physical Therapist Assistant program may provide the opportunity you need to launch a great career.

Students entering this program should:

- Have good reading, math, and comprehension skills.
- Be in good physical and emotional health.
- Be flexible, adaptable, and enjoy working with people.
- Be self-confident, independent, and a self-directed learner.
- Meet Wisconsin Caregiver Law requirements.

Program Outcomes

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

- Demonstrate clear and collaborative communication with patients, families, and health care team.
- Exhibit behaviors and conduct that reflect respect and sensitivity according to physical therapy practice standards.
- Function under the supervision of a physical therapist in a safe, legal, ethical manner to ensure the safety of patients, self, and others throughout the clinical interaction.
- Produce documentation to support the delivery of physical therapy services.
- Demonstrate critical thinking skills to implement and modify treatment within a plan of care under the direction and supervision of a physical therapist.
- Perform data collection essential for carrying out the plan of care under the direction and supervision of the physical therapist.
- Perform technically competent, evidence-based physical therapy interventions under the direction and supervision of the physical therapist.
- 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.
- Current Healthcare Provider CPR certification must be maintained throughout the program.

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

PREREQUISITES TO PROGRAM CORE COURSES		16 CREDITS
10-809-188	Developmental Psychology	3
10-801-196	Oral/Interpersonal Communication	3
10-806-177	General Anatomy & Physiology	4
10-801-195	Written Communication	3
	Elective	3

Highly Recommended: Medical Terminology

SEMESTER 1		13 CREDITS
10-524-156	PTA Applied Kinesiology 1	4
10-524-139	PTA Patient Interventions	4
10-524-140	PTA Professional Issues 1	2
10-809-196	Intro to Sociology	3

SEMESTER 2		12 CREDITS
10-524-157	PTA Applied Kinesiology 2	3
10-524-142	PTA Therapeutic Exercise	3
10-524-143	PTA Therapeutic Modalities	4
10-524-147	PTA Clinical Practice 1	2

SEMESTER 3		14 CREDITS
10-524-144	PTA Princ of Neuro Rehab	4
10-524-145	PTA Princ of Musculo Rehab	4
10-524-146	PTA Cardio & Integ Mgmt	3
10-809-198	Intro to Psychology (OR)	
10-809-199	Psychology of Human Relations	3

SEMESTER 4		15 CREDITS
10-524-148	PTA Clinical Practice 2	3
10-524-149	PTA Rehab Across the Lifespan	2
10-524-150	PTA Professional Issues 2	2
10-524-151	PTA Clinical Practice 3	5
10-809-172	Introduction to Diversity Studies	3

Production Planner

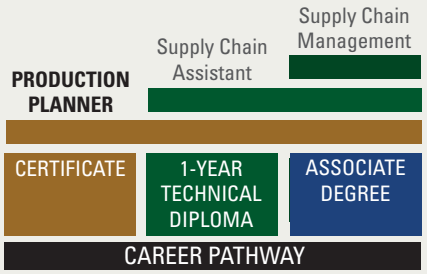
Production Planners are involved with the planning and controlling of the flow of materials and information to effectively manage an organization's resources, minimize costs, and provide high levels of customer service. Completion of the Production Planner Pathway Certificate will prepare you for an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

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		**7 CREDITS**
10-182-111	Foundations of Inventory	1
10-182-112	Forecasting and Scheduling	1
10-182-113	Shop Floor Control	1
10-182-114	Managing Inventory Levels	1
10-182-115	Lean Principles	1
10-182-119	Problem Solving Using A-3 Format	1
10-182-122	Professional Networking and Development	1

SEMESTER 1		**3 CREDITS**
10-182-125	Benefits and Challenges of an ERP System	1
10-182-126	Supply Chain Process Modeling	1
10-182-127	Technology in the Supply Chain	1

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



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

Purchasing Agent/Buyer

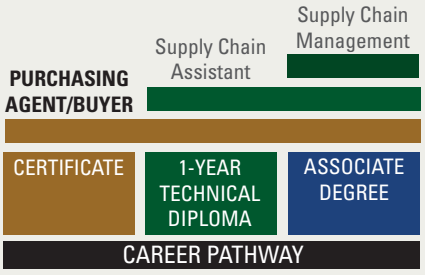
Purchasing Agents/Buyers are involved with selecting and evaluating suppliers, creating and maintaining supplier relationships, and negotiating prices to minimize costs, and improve on time delivery. Completion of the Purchasing Agent/Buyer Pathway Certificate will prepare you for an introductory position within supply chain management, help you cross train in a new area, or expand your skills within a short time period.

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

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

SEMESTER 1		**7 CREDITS**
10-182-125	Benefits and Challenges of an ERP System	1
10-182-126	Supply Chain Process Modeling	1
10-182-127	Technology in the Supply Chain	1
10-182-128	Global Supply Chain Management	1
10-182-129	Global Sourcing	1
10-182-130	Global Logistics	1
10-182-134	The Role of Logistics	1

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



Credits earned in the Purchasing Agent/Buyer Pathway Certificate may be applied toward the one-year Supply Chain Assistant Technical Diploma and the two-year Supply Chain Management Associate Degree.

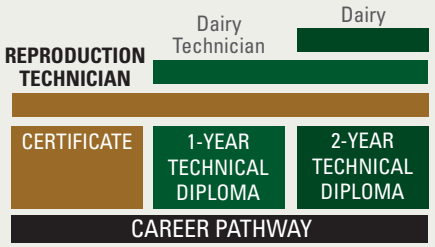
Reproduction Technician Certificate

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

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

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

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



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

Respiratory Therapist

The Respiratory Therapist Program is a shared program between Southwest Tech and Western Technical College. Please call 800.322.9982 or visit www.westerntc.edu for more information or to apply.

This program teaches students to evaluate, treat, and manage patients of all ages with respiratory illnesses and other cardiopulmonary disorders in a wide variety of clinical settings. Graduates are qualified for admission to the entry-level and advanced practitioner examinations to become a registered respiratory therapist.

The Respiratory Therapist program prepares practitioners to work with physicians in diagnosing, treating, and monitoring patients of all ages with lung diseases or disorders. Respiratory care practitioners are responsible for delivery and monitoring of patients on oxygen, inhaled medications and breathing exercises/treatments, and the management of patients requiring artificial airways and mechanical ventilation. Career opportunities exist within hospitals, home health care agencies, clinics and extended care facilities. Graduates must be prepared to work in a highly technical environment under pressure to perform life-preserving procedures.

Students in this program take general studies classes at Southwest Tech in their first year and all core program classes and clinicals at Western Technical College.

Possible Careers

The program prepares practitioners to work with physicians in diagnosing, treating and monitoring patients of all ages with lung diseases or disorders. Respiratory care practitioners are responsible for delivery and monitoring of patients on oxygen, inhaled medications and breathing exercises/treatments and the management of patients requiring artificial airways and mechanical ventilation. Career opportunities are within hospitals, home health care agencies, clinics and extended care facilities. The graduate must be prepared to work in a highly technical environment under pressure to perform life-preserving procedures.

Is This Program for You?

If you work well under stress, enjoy problem solving, math, science, and working with people, you may find the Respiratory Therapy field to be very rewarding.

Students entering this program should:

- have an attention to detail
- be able to employ reasoning skills
- have good communication skills

Program Outcomes

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

- Use effective communication skills.
- Apply mathematical concepts.
- Transfer social and natural science theories into practical applications.
- Demonstrate ability to think critically.
- Demonstrate ability to value self and work ethically with others in a diverse population.
- Use technology effectively.
- Make decisions that incorporate the importance of sustainability.
- Apply advanced-level respiratory therapy concepts to patient care situations.
- Demonstrate technical proficiency required to fulfill the role of an advanced-level Respiratory Therapist.
- Practice respiratory care according to established professional and ethical standards.

Program Basics

- Students take general studies classes at Southwest Tech in their first year
- Students take all core classes and clinical at Western Technical College during the next four trimester

Security Operations

Train to become a security professional. As a student in the Security Operations program, you will learn to protect, patrol, or monitor areas to prevent theft, violence, or violations of rules.

Graduates are ready for careers as security guards and protective service workers. Job tasks may include documenting, recording information, getting information, and working directly with the public.

Is This Program for You?

Do you enjoy working with and assisting members of the public? Are you a problem solver with a strong attention to detail? Answering "Yes" could mean that a challenging and rewarding career awaits you in the Security field.

Students entering this program should:

- Enjoy problem solving.
- Think creatively.
- Enjoy working with people.
- Have good communication skills.
- Be detail-oriented.

Program Outcomes

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

- Identify and respond to security threats
- Assist with planning functions
- Respond to emergencies
- Communicate with members of the public in variety of situations
- Conduct risk assessments and site security surveys
- Conduct investigations
- Assist in the implementation of plans, policies and procedures

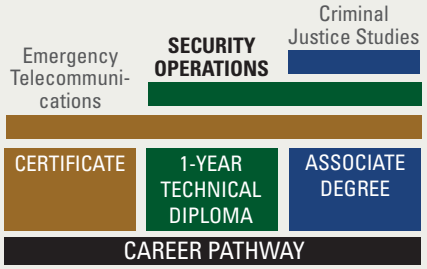
Program Basics

- Technical diploma
- Classes are offered daytime, face to face, and on campus
- Fall Start

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		15 CREDITS
10-504-101	Introduction to Criminal Justice Studies	3
10-504-111	Criminology	3
10-504-119	Introduction to Corrections	3
10-801-195	Written Communication	3
10-801-196	Oral/Interpersonal Communication	3

SEMESTER 2		15 CREDITS
10-504-102	Constitutional Law Application	3
10-504-107	Criminal Investigation Application	3
10-504-126	Communication Principles for Emergency Services	3
10-504-152	Security Operations	3
10-801-197	Technical Reporting	3



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

Supply Chain Assistant

Students learn about supply chain management and how it relates to purchasing, inventory management, logistics, negotiations, global supply chain management, enterprise resource planning, lean, and service operations. Graduates in this fast-paced, growing field can make a positive impact on an organization by increasing profitability and efficiency through skills developed in this program.

Possible Careers

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 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.

Is This Program for You?

Are you interested in business and how different areas work together to provide a great product or service for their customer? Are you good at coming up with new ideas or better ways of doing things? Do you like to solve problems and make decisions? Do you get bored easily and like variety? A career in supply chain management may be a good choice for you.

Students entering this program should:

- Enjoy working with people as well as numbers.
- Have good communication skills.
- Be organized and detail oriented.
- Like planning, prioritizing, and setting goals.
- Enjoy working with technology.

Program Outcomes

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

- Identify an individual's role within an organization as well as how each functional area affects and interacts within the entire organization and supporting organizations.
- Communicate effectively in both written and oral forms.
- Display professional, ethical, and legal behavior.
- Exhibit effective collaboration, decision making, problem-solving, and conflict resolution skills.
- Perform job tasks using relevant technology.
- Apply supply chain management concepts included in the flow of material, information, and money from the point of origin to the point of consumption as well as reverse logistics.
- Maximize profitability by efficiently negotiating, planning, purchasing, and managing inventory.
- Improve internal and external customer service by effectively coordinating logistics activities.
- Develop a global perspective regarding supply chain management.
- Apply continuous improvement strategies to all aspects of supply chain management.

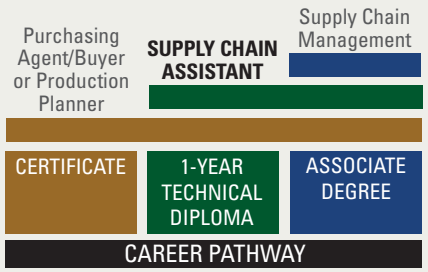
Program Basics

- Technical diploma requiring a minimum of one year to complete.
- All courses offered online.
- Classes start in August and January.
- Financial aid is available to those who qualify.
- High school advanced standing, transcripted, and youth options credits accepted.
- Credit for prior learning available.

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		17 CREDITS
10-182-111	Foundations of Inventory	1
10-182-112	Forecasting and Scheduling	1
10-182-113	Shop Floor Control	1
10-182-114	Managing Inventory Levels	1
10-182-115	Lean Principles	1
10-182-116	5S and TPM	1
10-182-117	Standard Work and Mistake Proofing	1
10-182-118	Process Mapping	1
10-182-119	Problem Solving Using A-3 Format	1
10-182-120	Purchasing Process	1
10-182-121	Evaluating the Purchasing Process	1
10-182-122	Professional Networking and Development	1
10-182-123	Introduction to Service Operations	1
10-182-124	Service Delivery Systems	1
10-804-123	Math with Business Applications	3

SEMESTER 2		16 CREDITS
10-103-106	Beginning Microsoft Excel	1
10-103-118	Intermediate Microsoft Excel	1
10-182-105	Principles of Negotiations	1
10-182-125	Benefits and Challenges of an ERP System	1
10-182-126	Supply Chain Process Modeling	1
10-182-127	Technology in the Supply Chain	1
10-182-128	Global Supply Chain Management	1
10-182-129	Global Sourcing	1
10-182-130	Global Logistics	1
10-182-134	The Role of Logistics	1
10-182-135	Transportation Management	1
10-182-136	Warehousing	1
10-196-175	Ethics	1
10-801-195	Written Communication	3



Credits earned in the Purchasing Agent/Buyer or Production Planner certificate may be applied toward the Supply Chain Assistant one-year Technical Diploma and the Supply Chain Management two-year Associate Degree.

Supply Chain Management

Students can build on the online Supply Chain Assistant Technical Diploma and earn an associate's degree in Supply Chain Management. The associate's degree includes additional courses in team building, management, statistics, and lean six sigma. These added courses prepare a student to apply DMAIC (define, measure, analyze, improve and control) to supply chain processes.

Possible Careers

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

Students entering this program should:

- Enjoy working with people as well as numbers.
- Have good communication skills.
- Be organized and detail oriented.
- Like planning, prioritizing, and setting goals.
- Enjoy working with technology.

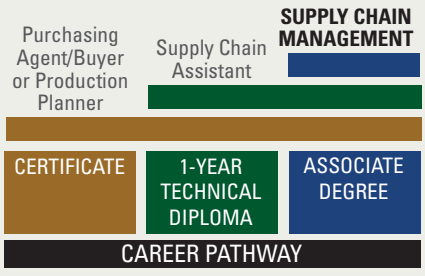
Program Outcomes

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

- Identify an individual's role within an organization as well as how each functional area affects and interacts within the entire organization and supporting organizations.
- Communicate effectively in both written and oral forms.
- Display professional, ethical, and legal behavior.
- Exhibit effective collaboration, decision making, problem-solving, and conflict resolution skills.
- Perform job tasks using relevant technology.
- Apply supply chain management concepts included in the flow of material, information, and money from the point of origin to the point of consumption as well as reverse logistics.
- Maximize profitability by efficiently negotiating, planning, purchasing, and managing inventory.
- Improve internal and external customer service by effectively coordinating logistics activities.
- Develop a global perspective regarding supply chain management.
- Apply continuous improvement strategies to all aspects of supply chain management.

Program Basics

- Associate degree
- 100% online, full or part time. Some courses available on campus.
- Fall and Spring start
- Financial aid eligible
- Credit for prior learning may be available
- Specialize in IT, Lean, or Agribusiness



Credits earned in the Purchasing Agent/Buyer or Production Planner certificate may be applied toward the Supply Chain Assistant one-year Technical Diploma and the Supply Chain Management two-year Associate Degree.

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		17 CREDITS
10-182-111	Foundations of Inventory	1
10-182-112	Forecasting and Scheduling	1
10-182-113	Shop Floor Control	1
10-182-114	Managing Inventory Levels	1
10-182-115	Lean Principles	1
10-182-116	5S and TPM	1
10-182-117	Standard Work and Mistake Proofing	1
10-182-118	Process Mapping	1
10-182-119	Problem Solving Using A-3 Format	1
10-182-120	Purchasing Process	1
10-182-121	Evaluating the Purchasing Process	1
10-182-122	Professional Networking and Development	1
10-182-123	Introduction to Service Operations	1
10-182-124	Service Delivery Systems	1
10-804-123	Math with Business Applications	3

SEMESTER 2		16 CREDITS
10-103-106	Beginning Microsoft Excel	1
10-103-118	Intermediate Microsoft Excel	1
10-182-105	Principles of Negotiations	1
10-182-125	Benefits and Challenges of an ERP System	1
10-182-126	Supply Chain Process Modeling	1
10-182-127	Technology in the Supply Chain	1
10-182-128	Global Supply Chain Management	1
10-182-129	Global Sourcing	1
10-182-130	Global Logistics	1
10-182-134	The Role of Logistics	1
10-182-135	Transportation Management	1
10-182-136	Warehousing	1
10-196-175	Ethics	1
10-801-195	Written Communication	3

SEMESTER 3		14 CREDITS
10-101-101	Accounting 1, Part 1	2
10-101-127	QuickBooks	1
10-196-156	Project Management 1	1
10-196-157	Project Management 2	1
10-804-189	Introductory Statistics	3
10-809-172	Introduction to Diversity Studies	3
10-809-199	Psychology of Human Relations	3

SEMESTER 4		13 CREDITS
10-182-110	Supply Chain Management Internship	2
10-182-131	Lean Six Sigma(1): Select/Define a Project	1
10-182-132	Lean Six Sigma(2): Measure/Analyze	1
10-182-133	Lean Six Sigma(3): Improve/Control	1
10-196-128	Conflict Resolution	1
10-196-145	Managing Work Teams	1
10-801-196	Oral/Interpersonal Communication	3
10-809-195	Economics	3

Tax Preparer Assistant

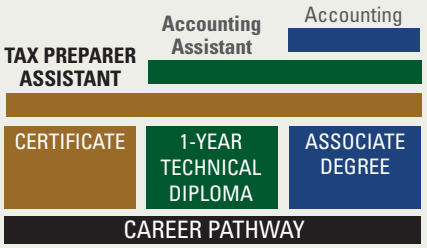
Prepare tax returns for individuals or small businesses. As a student in the Tax Preparer Assistant Certificate, you will learn to conduct tax interviews, use appropriate tax adjustments, and prepare simple or complex tax returns.

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

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		9 CREDITS
10-101-111	Accounting 1	4
10-101-117	Taxes 1	3
10-103-105	Beginning Microsoft Word	1
10-103-106	Beginning Microsoft Excel	1
10-801-196	Oral/Interpersonal Communication	3

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



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

University Transfer Liberal Arts/Science

Students in the University Transfer program take courses to meet the general education 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. No course is guaranteed individually.

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 (12 credits):
Courses from at least 2 disciplines

Social Science (12 credits):
Courses from at least 2 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: 1 credit

Diversity & Ethnic Studies

Electives: 11-13 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 (6 credits):
Courses from at least 2 disciplines

Mathematics & Natural Science (20-25 credits):
20-804-224 Algebra for Calculus or higher
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: 1 credit

Diversity & Ethnic Studies

Electives: 12-15 credits

Welding

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

Possible Careers

- 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.

Curriculum listed is tentative for the 2018-19 academic year. Current students should view their Degree Audit in the Student Portal.

SEMESTER 1		16 CREDITS
131-442-310	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

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.

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.

50-413-2 • Apprenticeship • 17 Credits

Construction Electrician Apprenticeship

Construction electricians lay out, assemble, install and test electrical circuits of fixtures, controls and switches, alarms, communications, and light and power systems. The Construction Electrician Apprenticeship Program is five years in length, consisting of 8,000 hours. The apprentice attends 576 hours of paid related instruction classes at Southwest Tech. Classes are usually one 8-hour day every other week between August and May. Apprentices must also complete unpaid related instruction in OSHA safety, NEC code, First Aid, CPR, and Transition to Trainer. Apprentices must take and pass the State Electrical Journeyman Exam prior to the completion of the Apprenticeship Contract.

Curriculum listed is tentative for the 2018-19 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.

Possible Careers

- Electrician
- Electrician Helper
- Security and Fire Alarm Systems Installer
- Electrical Power-Line Installer and Repairer
- Signal and Track Switch Repairer

Program Outcomes

- Installing new wiring and repairing old wiring.
- Installing receptacles, lighting systems and fixtures.
- Planning and installing raceway systems.
- Troubleshooting and repairing electrical systems.
- Planning and initiating projects.
- Establishing temporary power during construction.
- Establishing power distribution within project.
- Establishing grounding system.
- Installing service to buildings and other structures.
- Providing power and controls to motors, HVAC, and other equipment.
- Installing fire alarm systems.
- Installing and repairing traffic signals, outdoor lighting, and outdoor power feeders.
- Establishing OSHA and customer safety requirements.
- Installing instrumentation and process control systems, including energy management systems.
- Erecting and assembling power generation equipment.
- Installing security systems.
- Installing, maintaining and repairing lighting protection systems.
- Installing and repairing telephone and data systems.

Industrial Electrician Apprenticeship

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

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

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 2018-19 academic year.

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

This course is not eligible for financial aid.

Mechatronics Technician Apprenticeship

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

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

Possible Careers

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

Program Outcomes

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

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

Curriculum listed is tentative for the 2018-19 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
50-620-716	Introduction to Robotic Integration	3
50-620-717	Welding Basics for Mechatronics	1
47-455-455	Transition to Trainer: Your Role as a Journey Worker	

Plumbing Apprenticeship

Plumbers install, repair and maintain the water supply, waste water treatment, drainage and gas systems in homes, commercial and industrial buildings. The work includes plumbing tasks to assemble, install and repair pipes, fittings, and fixtures of heating, water and drainage systems according to specifications and plumbing codes.

The Technical Plumbing Apprenticeship program is five years in length, with a minimum of 8,000 hours. This includes 572 hours of paid related instruction and 260 hours of unpaid instruction, plus an 8 hour Plumbing Prep Test-Out Exam or a 54 hour Plumbing Code Review Course.

Possible Careers

- Pipelayer
- Pipe Fitter and Steamfitter
- Plumber
- Pipelayer, Plumber, Pipefitter, and Steamfitter Helper
- Septic Tank Servicer and Sewer Pipe Cleaner

Program Outcomes

- Assemble pipe sections, tubing and fittings, using couplings, hangers, cement, and plastic solvent, soldering, brazing and welding equipment.
- Cut openings in structures to accommodate pipes and pipe fittings, using hand and power tools.
- Fill pipes or plumbing fixtures with water or air and observe pressure gauges to detect and locate leaks.
- Hang steel supports from ceiling joists to hold pipes in place.
- Install pipe assemblies, fitting, valves, appliances such as dishwashers and water heaters, and fixtures such as sinks and toilets, using hand and power tools.
- Install underground storm, sanitary and water piping systems and extend piping to connect fixtures and plumbing to these systems.
- Repair and maintain plumbing, replace defective washers, replace or mend broken pipes, and opening clogged drains.
- Interpret building plans and inspect structures to assess material and equipment needs.
- Determine the material, methods, and tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Maintain a working knowledge of machines and tools, including their designs, uses and repairs.
- Maintain a working knowledge of blueprint reading, the plumbing code, math and theory.
- Must be able to understand detailed written and verbal communication.

Curriculum listed is tentative for the 2018-19 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

The Technical Studies-Journeyworker program provides students who have completed a registered apprenticeship program an option to receive an associate degree designed around individual needs. The Journeyworker Associate of Applied Science (AAS) degree is a 60 credit degree designed for individuals seeking academic recognition for the completion of a registered apprenticeship. It is intended to support lifelong learning and accelerate the achievement of individual career goals.

Possible Careers:

This program will be designed for each individual student. Career opportunities will depend on the courses that are selected to meet the student's career goals. It is anticipated that a student will design a program plan that will meet the requirements of a particular career area.

Program Outcomes:

This program provides students who have completed a registered apprenticeship program an option to receive an associate degree designed around individual needs.

Program Basics:

- Associate degree
- Day, evening, or online classes available
- Financial aid available
- Classes start in June, August, or January
- **Degree Completion Requirements:**
  - Possess a Wisconsin Apprenticeship Completion Certificate issued by the Department of Workforce Development-Bureau of Apprenticeship Standards registered program which includes a minimum of 400 hours of prescribed apprentice related technical instruction in the Wisconsin Technical College System.
  - Complete all prescribed WTCS apprentice related technical instruction. Possession of the DWD-BAS Wisconsin Apprenticeship Completion Certificate AND successful completion of all prescribed coursework fulfills the 39 credit minimum technical studies requirement of the Technical Studies– Journeyworker Associate of Applied Science degree.
  - Meet the WTCS Associate of Applied Science Degree requirement for a minimum of 21 credits of General Education.
  - Complete at least 25% of the total program credits through coursework undertaken at the technical college granting the AAS degree and meet any institutional graduation requirements. A WTCS apprenticeship program with at least 400 hours of paid related instruction (PRI) meets this threshold.

Curriculum listed is tentative for the 2018-19 academic year.

COMMUNICATIONS **6 CREDITS**

10-801-195 Written Communication
10-801-196 Oral/Interpersonal Communication
10-801-198 Speech

SOCIAL SCIENCE **3 CREDITS**

10-809-172 Introduction to Diversity Studies

BEHAVIORAL SCIENCE **3 CREDITS**

10-809-198 Introduction to Psychology
10-809-199 Psychology of Human Relations

MATH AND/OR SCIENCE **3 CREDITS**

10-804-107 College Mathematics
10-804-113 Technical Math (or 10-804-115)
20-804-201 Intermediate Algebra (or 20-804-202)
10-806-143 College Physics
10-806-054 General Physics
10-806-134 General Chemistry

ADDITIONAL GENERAL EDUCATION **6 CREDITS**

10-801-197 Technical Reporting
10-809-122 Introduction to American Government
10-809-166 Intro to Ethics
10-809-195 Economics
10-809-196 Introduction to Sociology OR
10-809-197 Contemporary American Society

OCCUPATIONAL SPECIFIC COURSES **39 CREDITS**

Occupational Specific Courses are met by a Wisconsin Apprenticeship Completion Certificate, issued by the Department of Workforce Development-Bureau of Apprenticeship Standards (DWD-BAS) registered program. The program must include a minimum of 400 hours of prescribed apprentice-related instruction in the Wisconsin Technical College System.

Agriculture Training

Agriculture Certificates

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 focusing on the production, financial, and management skills of a dairy goat operation
- 2 annual Dairy Goat Academies providing hands-on training
- 120-hour mentorship focusing on kidding, breeding, milking, general chores, and student choice
- a balance sheet and cash flow statement for your dairy goat operation

Visit www.swtc.edu/dairygoat**, 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 with production agriculture. Knowledge and skills are provided through classroom settings, workshops and seminars, speakers of expertise, farm and business tours, and individual on-farm instruction.

Adult Farm Management Course Offerings:

- Livestock Management
- Financial Management
- Crop Management
- Beginning Farm Management
- QuickBooks for Farm Producers
- Nutrient Management Planning
- Farm Succession
- Agriculture Commodity Marketing

Individual instruction is available in the following areas:

- Financial Analysis
- Business Planning
- Loan Application Planning
- Feasibility Study/Cash Flow
- Farm Succession Planning
- Crop Management Analysis
- Livestock Management Analysis
- Nutrient Management Planning Update
- Computer Software Training
- Market Plan Development

Visit www.swtc.edu/fbpm **or call 608.822.2741 for more information**

Business & Industry Services

Today's high-tech, constantly changing world demands that for-profit and non-profit organizations invest heavily in their most important asset— their workers—to remain competitive. Southwest Tech, through its Business & Industry Services office, provides a full array of education, training and performance improvement solutions to business and industry, public service organizations and government agencies. Whether you are an individual looking to build your skills or an employer looking to provide a few employees with training opportunities, these workshops are designed to meet your needs.

Training programs that meet your needs and your schedules accomplish little if they are not delivered at the right location. Your site or ours, we deliver your training where, when, and how your needs dictate.

Business & Industry Services provides a wide range of technical assistance in the areas of small business development, entrepreneur services, government procurement, export marketing, and equipment troubleshooting. We also can design specialized training courses and offer new product design assistance. Further, all Business & Industry Services clients have access to the Southwest Tech library and its resources, and the on-campus computer labs. Through these services you can shorten the research and development cycle with advice from industry experts, solve production problems, increase productivity, and reduce costs through targeted employee training programs. **For more information visit** www.swtc.edu/bis**, email** bis@swtc.edu **or call 608.822.2324.**

Health Training

IV Therapy

This program is designed to present basic concepts in IV therapy. Topics will include current infusion standards, guidelines and regulatory issues, blood draws for specimens, venipuncture, common types of intravenous solutions and medications, care of venous access devices, and the prevention and management of IV related complications. Participants will have the opportunity to practice skills presented with current IV equipment following the presentations. **Email djanssen@swtc.edu or call 608.822.2750 for more information.**

Birth Doula Labor Support Workshop

Course participants will develop basic emotional, physical, and informational skills in order to increase their effectiveness as a labor support person. The course will cover basic childbirth education information, the responsibilities of the birth doula, emotional support skills and physical comfort measures, getting along with physicians and nurses, topics to cover during prenatal visits, handling challenging labors, and strategies for developing a business. **Email djanssen@swtc.edu or call 608.822.2750 for more information.**

Outreach Sites

Southwest Tech offers Adult Basic Education courses, GED/HSED preparation, career planning services, and many other options at several outreach sites throughout Southwest Wisconsin. Many services are free of charge!

Boscobel Library (lower level)
1033 Wisconsin Ave.
- Marlene Klein, Adjunct Instructor
  608.375.5873, mklein@swtc.edu

Darlington Municipal Building
627 Main Street
- Rita Noble, Basic Education & English Language Instructor
  608.330.3341, rnoble@swtc.edu

Dodgeville Outreach Center
(Springate Mall)
316 Spring St.
- Kathy Korb, Basic Education Instructor
  608.930.2878, kkorb@swtc.edu

Platteville O.E. Gray School
110 W. Adams Street
- Mary Iverson, Basic Education Instructor
  608.348.6444, miverson@swtc.edu
- Rita Noble, Basic Education & English Language Instructor
  608.330.3341, rnoble@swtc.edu

Prairie du Chien Outreach Site
1304 S. Marquette Road
- Mike McCoy, Basic Education Instructor
  608.326.0718, mmccoy@swtc.edu

Richland Center Outreach Center
26220 Executive Lane Suite A (Classroom)
- Cindy Rasmussen, Basic Education Instructor
  608.822.2618, crasmussen@swtc.edu
- Janna Drier, Basic Education Instructor
  608.822.2636, jdrier@swtc.edu

Southwest Tech
Room 368, 1800 Bronson Boulevard
- Julie Pluemer, Basic Education Director
  608.822.2369, jpluemer@swtc.edu

Public Safety Training

Driver Safety Education Certification

This 15-credit Driver and Safety Education Certification program provides training to teach Driver Education within public, private, commercial and Technical Colleges throughout the state. Students will learn to teach the goals and outcomes of driver and traffic safety education. These goals include in-car instruction, including observation, curriculum development and practical experience behind-the-wheel; curriculum information selection, development and use, with observation and teaching activities and classroom curriculum development; problems of alcohol, drugs and addiction, the effects of physiological, psychological and sociological aspects, as well as how education programs are utilized within our community and schools; behavioral aspects in accident prevention using concepts and methods to understand the impact on unsatisfactory driver-related attitudes and behaviors; and basic concepts and principles of safety and loss prevention, with an emphasis on various teaching techniques relating to school and roadway safety and risk awareness.

Helpful Academic Background:

- Bachelor's and/or Master's degree in Education or other subjects
- Current Driver Education license (for continuing education credit)
- Employment with or retired from commercial driving school
- Good verbal and non-verbal communication skills

Email publicsafety@swtc.edu **or call 608.822.2700 for more information.**

Emergency Medical Services Training

Southwest Tech offers initial and continuing education for area emergency medical service providers at various levels including EMR, EMT and AEMT. All courses are based on the State of Wisconsin adopted curriculum with the inclusion of the National Education Standards. Depending on provider level and service requirements Southwest Tech also offers required and supplementary continuing education to maintain and enhance the level of care provided by our community's emergency responders. **Visit** www.swtc.edu/ems **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. **Contact** publicsafety@swtc.edu **or 608.822.2700 for more information about the following courses:**

- Law Enforcement 720 Academy
  This (720) hour Law Enforcement Academy is designed for those seeking a law enforcement career in the State of Wisconsin. Southwest Tech's premier Academy delivers the criteria established by the Wisconsin Department of Justice, Training and Standards Bureau.
- 160-Hour Jail Academy
  Learn key concepts and requirements underlying county jail operations and an introduction to the role of the jail officer as a corrections professional. This 4-week course is open to both pre-service and hired jail officers and is offered one time per year during the summer. The criteria was established by the Wisconsin Department of Justice, Training and Standards Bureau.
- Emergency Telecommunicator Certification
  This 40-hour course can either be taken for two associate degree credits or one non-degree credit. Issues relevant to one- and two-person communication centers will be discussed and recommendations on how to be a better call taker and dispatcher.
- Law Enforcement Professional Development
  Southwest Tech offers a variety of in-service, advanced and specialized law enforcement professional development classes. These courses provide the essential skills, knowledge, and resources necessary for law enforcement officers to stay on top of the changes that are occurring in this field. NOTE: Only certified law enforcement officers are eligible to take these professional development courses.
- Security Operations Certification
  Learn to protect, patrol, or monitor areas to prevent theft, violence, or violations of rules. Graduates are ready for careers as security guards and protective service workers. Job tasks may include documenting, recording information, getting information, and working directly with the public. Credits earned in this certificate may be applied toward the Criminal Justice Studies Associate Degree program.

Youth Tractor Safety Certification

This is a standard tractor certification course designed to fulfill the Wisconsin mandate that any youth under the age of 16 must complete a tractor and machinery certification course in order to operate agricultural machinery on public roads. This course will provide hands-on training and instruction in the following units: safety, instruments and controls, maintenance and safety checks, starting and stopping tractors, tractor safety on the farm, tractor hitches, PTO equipment, and a tractor driving skill test. Upon successfully completing a written and a tractor driving test, students will be issued a state certificate. Students over age 14 will be issued a federal certificate. Students under age 14 will be issued a federal certificate when they reach the age of 14. Students must be at least 12 years old.

Community Education

3-Wheel Basic Rider Course

Southwest Tech is one of two locations in Wisconsin that offers a 3-wheel Motorcycle Basic Rider Course. Successful completion of the course will allow students to earn a waiver from the DMV 3-wheel motorcycle skills test. The class consists of 6 classroom hours and 10 riding hours on the new motorcycle range within the Public Safety Complex. Students will be able to use their own 3-wheel motorcycles in the class. Class size is limited to 6 students to allow for a safer, more effective riding environment. Courses run from April through October. **Email** publicsafety@swtc.edu **or call 608.822.2700 for more information.**

Adverse Weather Driver Training

In this course, the student will receive instruction on common weather-related factors that lead to adverse driving conditions. Students will receive hands-on driving instruction in techniques designed to make the driver more able to safely operate his or her vehicle in poor and dangerous driving conditions. **Email** publicsafety@swtc.edu **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** publicsafety@swtc.edu **or call 608.822.2700 for more information.**

Firearms Training

The Southwest Tech Firearms Training Range is located at Southwest Tech's Public Safety Complex and features three separate shooting ranges designed with the most sophisticated and innovative equipment to meet a variety of training applications. The range hosts a variety of training courses including law enforcement academy training, advanced law enforcement training and a variety of civilian based courses such as the following:

- Beginner, Basic, Intermediate, or Advanced Handgun
- Basic Revolver
- Basic Hunting Shotgun, Rifle or Semi-Auto Rifle
- Concealed Carry
- Firearms Safety and Awareness

Email publicsafety@swtc.edu **or call 608.822.2700 for more information.**

Group Dynamics

The Group Dynamics / Traffic Safety School Program is one highway safety initiative within Wisconsin which aims to reduce the number and frequency of alcohol related crashes. Specifically, the course is designed to assist those involved in alcohol/traffic related offenses to make permanent changes in their drinking and driving behavior and attitudes. There is a minimum of 24 classroom hours contained in this alcohol educational program. A three point credit to your current driving record can be requested upon completion of this course. For all convicted of drunk driving if ordered through their treatment plan. **Email** publicsafety@swtc.edu **or call 608.822.2700 for more information.**

Motorcycle Safety

Cycling requires special knowledge and skills that beginning riders likely do not have. Accident rates are high, and the cyclist must be constantly on the alert to avoid dangerous situations. Riders must be especially careful of changes in road and weather conditions. Statistics show that 60 percent of all accidents happen to those with less than one year of riding experience. Courses run from April through October. **Email** publicsafety@swtc.edu **or call 608.822.2700 for more information.**

Multiple Offender Program

The Multiple Offender Program is a specialized education course for individuals who have experienced two or more operating while intoxicated (OWI) charges. Participants are encouraged to examine their drinking and driving behavior and attitudes, and to formulate an alternative lifestyle which will improve their ability to operate a vehicle safely. The Multiple Offender Program is not designed as a treatment program. It is intended to benefit the irresponsible drinker who is experiencing continual problems with drinking and driving. Individuals assessed as chemically dependent should not be referred to the program. **Email** publicsafety@swtc.edu **or call 608.822.2700 for more information.**

Point Reduction

Students discuss and develop strategies to incorporate positive behaviors and techniques into their driving skills. Students participate in group discussions regarding their personal driving behaviors. Accumulated demerit points may be reduced by three upon successful completion of this course. **Email** publicsafety@swtc.edu **or call 608.822.2700 for more information.**

Safety Training

At Southwest Tech, we believe education and prevention are the keys to saving lives. Our classes are designed to help you respond appropriately to emergencies.

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

Email publicsafety@swtc.edu **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.**

Course Descriptions

10-006-104 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.

10-006-113 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).

10-006-114 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.

10-006-116 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.

10-006-121 Agribusiness Computer Applications • 2 credits
Students will develop skills in the use of agricultural applications of computer technologies including: Farmworks; creating and using spreadsheets in Excel; creating and using documents in Word; creating documents in Power Point; using email; using farm financial record keeping programs; using an IPAD and apps; and appropriate social media etiquette.

10-006-122 Pest Management • 1 credit
Students will learn the principles and methods used in the control of pests found on Golf Courses. Preparation for the Wisconsin Commercial Pesticide Applicator licensing will include restricted use regulations, applicator safety, environmental safety, equipment calibration, and production label interpretations. Course topics will include pesticide mode of action, interpretation of aerial photos, and integrated pest management practices (IPMs). During the course, students will complete that exam for licensing as a Wisconsin Commercial Pesticide Applicator for Golf Courses.

10-006-123 Artificial Insemination Training • 1 credit
This course is designed for the student wishing to learn artificial insemination of cattle as a career choice or to be used for personal farm purposes. Co-requisite: Farm Animal Reproduction (10-006-150)

10-006-124 Pesticide Applicator Training • 1 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 Certificating and Licensing exam category 1.1 Field and Vegetable Crops for the state of Wisconsin.

10-006-125 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.

10-006-126 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.

10-006-127 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.

10-006-128 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.

10-006-130 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.

10-006-131 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.

10-006-132 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)

10-006-133 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.

10-006-134 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.

10-006-135 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.

10-006-136 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.

10-006-137 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.

10-006-138 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.

10-006-139 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.

10-006-142 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.

10-006-144 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.

10-006-146 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.

10-006-147 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.

10-006-148 Dairy Ration Balancing & Formulation • 2 credits
Students study the recommended practices, care and feeding of the replacement heifers, care and feeding of the dry and lactating dairy cows through computer balancing of rations. Also included is a review of the macro nutrients and the study of micro nutrients, metabolic disorders, their symptoms, causes, prevention, and treatments. Field trips will be utilized to emphasize recommended feeding practices with various feeding systems. Prerequisite: Animal Nutrition (10-006-104)

10-006-149 Livestock Ration Balancing & Formulation • 2 credits
Students study the recommended practices, care and feeding of the beef, sheep, goats and swine through computer balancing of rations. Also included is a review of the macro nutrients and the study of micro nutrients, metabolic disorders, their symptoms, causes, prevention, and treatments. Field trips will be utilized to emphasize recommended feeding practices with various feeding systems.

10-006-150 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.

10-006-151 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.

10-006-152 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.

10-006-153 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.

10-006-154 Beef Production Management • 3 credits
The students will study, appreciate and better understand the value and importance of Beef Production in the area. The topics will consist of basic beef management practices and principles common to the industry including breeds, breeding, cow calf operation, dehorning, hoof trimming, feeding, identification methods and practices, marketing and health care. Raising beef animals is unique to the types of operational management systems and practices which most will be cover.

10-006-155 Swine Production Management • 3 credits
The students will develop skills and competencies that can be used as a foundation for newly interested and those more experienced in the swine industry. Topics will include feeding, husbandry, breeding and management practices necessary for productive efficient swine operation.

10-006-160 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.

10-006-163 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.

10-006-168 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.

10-006-169 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.

10-006-180 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.

10-006-197 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)

10-070-101 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.

10-070-102 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.

10-070-103 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.

10-101-101 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.

10-101-111 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.

10-101-112 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)

10-101-113 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)

10-101-114 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. Prerequisite: Accounting 3 (10-101-113)

10-101-116 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)

10-101-117 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.

10-101-118 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.

10-101-121 Advanced Accounting Spreadsheets • 3 credits
Students will plan, create, format, and modify Microsoft Excel 2010 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. Prerequisites: Microsoft Office 2010 (10-107-110) or Beginning Microsoft Excel (10-103-106) Co-requisite: Accounting 2 (10-101-112)

10-101-123 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)

10-101-124 Accounting Systems and Procedure • 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. Prerequisites: Accounting 2 (10-101-112), Microsoft Office 2010 (10-107-110) or Beginning Microsoft Excel (10-103-106)

10-101-125 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)

10-101-126 Peachtree • 1 credit
Students develop a basic understanding of a computerized accounting system while working with 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. Prerequisites: Accounting 1 (10-101-111) or Accounting 1 Part 2 (10-101-102)

10-101-127 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.

10-102-104 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)

10-102-105 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.

10-102-108 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.

10-102-109 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.

10-102-110 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)

10-102-115 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)

10-102-129 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.

10-102-130 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.

10-102-131 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.

10-102-132 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)

10-102-151 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.

10-103-101 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.

10-103-105 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.

10-103-106 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.

10-103-111 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.

10-103-117 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, and themes.

10-103-118 Intermediate Microsoft Excel • 1 credit
This course is introduces intermediate level features of Microsoft Excel. Students will learn to use relative & absolute reference formulas and functions, manage workbooks using multiple worksheets, create custom templates and use pivot tables effectively.

10-104-105 Selling Principles • 3 credits
Philosophy of personal selling is introduced through learning to understand the societal role of salespersons and the human behaviors of customers, as well as how to sell ideas, services, and products. Students prepare sales presentations and practice selling techniques.

10-104-107 Marketing Communication • 3 credits
Students explore an integrated overview of the planning and strategies necessary to develop and implement the promotion of a business, product, service, or idea. Topics include advertising history, ethics, regulation and social responsibility; print advertising including newspaper, magazine, out-of-home, direct response and directory; broadcast advertising including web-based, radio, television and infomercials; industry structure; sales promotion; public relations; and international strategies.

10-104-130 Marketing Principles • 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.

10-105-106 Business Internship • 3 credits
The purpose of this course is to provide students an opportunity to develop skills and abilities in the search for, acquisition of, and responsibilities of employment. Students will receive actual on-the-job experience in areas related to their program of study at SWTC. An individual student will use this opportunity to work in a business that integrates his or her particular interests and skills with their course work.

10-105-110 Computer Applications • 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.

10-107-191 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.

10-150-102 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)

10-150-103 Firewall/VPN • 3 credits
The Learner will be provided an in-depth, theoretical, and hands-on introduction to network security, in a logical sequence driven by technologies. Learners will develop an in-depth, theoretical understanding of net- work security principles as well as the tools and configurations available. The learner will emphasize on the practical application of skills needed to design, implement, and support a secure Cisco network. The learner will be introduced to all of the objectives of the Cisco CCNA Security industry certification exam. Prerequisite: Cisco Networking (10-150-102)

10-150-105 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)

10-150-107 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)

10-150-108 Advanced IT Help Desk Practicum • 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: Windows Networking (10-150-117) Comp TIA A+ Essentials (10-154-101) Help Desk Practicum (10-154-108)

10-150-115 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)

10-150-121 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)

10-150-125 Cyber Crime Forensics & Investigation Awareness • 2 cr.
Learners will explore the current trends in cybercrime in an attempt to comprehend its impact on state, local, tribal, and territorial law enforcement agencies. This course will provide learners the ability to act as a first responder to a variety of cyber related cases. Learners will gain hands-on experience with computer hardware, operating systems, mobile devices, networking fundamentals, and email investigations. Learners will conduct discussions and practical exercises to learn methodologies and techniques used during investigations involving digital evidence. Resources will be provided for learners to enhance law enforcement efforts to suppress and report the continually evolving and increasing number of electronic crime cases affecting communities nationwide, as well as improve and strengthen the prosecution and adjudication of those cases.

10-150-126 Premises Cabling Technician • 2 credits
This course will introduce the learner to the knowledge and skills required in the installation of copper, fiber and wireless networks. An exploration of cabling types, termination techniques, design and testing will be conducted. Learners will practice using the tools and the skills required to terminate copper, fiber and wireless. At the completion of this course, the learner will complete the requirements for the CPCT certification with a written and hands-on examination.

10-150-128 Windows Server Administration • 3 credits
In this course learners will focus on the core infrastructure of a Windows Client/Server environment using the latest Windows server technology. Learners will work with Active Directory User and Group management, Network Access and Data Security, Group Policy and Remote Access services. At the completion of this course, the learner will be introduced to the objectives of the Microsoft Certified Solutions Associate industry certification exam #70-411. Prerequisites: Introduction to Networks (10-150-129) and CompTIA A+ Essentials (10-154-101)

10-150-129 Introduction to Networks • 2 credits
In this course learners will install, operate, configure, secure and troubleshoot networks. This is an entry-level networking course that learners will explore the fundamentals of LAN and WAN technologies including routing, switching and wireless. Learners will work directly with Cisco routers and switches configuring IPv4 and IPv6 by implementing switched networks using VLANs, Access Control Lists (ACLs) and routing technologies.

10-150-130 Linux Essentials • 2 credits
The learner will practice the fundamentals of the Linux operating system and command line, and basic open source concepts. Learners will be able to comprehend how Linux is used and the basics of the command line. The learner will also apply troubleshooting skills using the built-in Linux command line help. This course builds the foundational knowledge for progressively mastering the manipulation of Linux file systems, scripting, and security. The learner will be introduced to all of the objectives of the LPI Linux Essentials industry certification exam.

10-150-131 Mac OS Essentials • 1 credit
The learner will be introduced to the skills, knowledge, and tools to support and maintain the users of a Mac Operating System connected to a network. The learner will explore Mac OS features and functionality, including how to find more information about the Mac OS. Troubleshooting the Mac OS will also be a skill introduced in this course.

10-150-132 Voice Over IP Administration • 2 credits
Learners will be introduced to the protocols, terms and definitions of analog phone systems as well as Voice over IP (VOIP) networks. Learners will be configuring station call features, provisioning voice trunks, and establishing voicemail accounts. The learner will use the Cisco Unified Communications Manager platform while exploring the functionality of a voice over IP network. Prerequisite: Introduction to Networks (10-150-129)

10-152-116 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.

10-154-101 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.

10-154-106 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.

10-154-108 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 Prerequisites: CompTIA A+ Essentials (10-154-101) CompTIA A+ Practical Applications (10-154-106)

10-182-105 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.

10-182-110 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.

10-182-111 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.

10-182-112 Forecasting and Scheduling • 1 credit
Learners will examine the benefits and challenges of forecasting and its use in accurate scheduling of customer demand.

10-182-113 Shop Floor Control • 1 credit
Learners will develop an effective plan to manage the flow of materials and labor through the production process.

10-182-114 Managing Inventory Levels • 1 credit
Learners will develop an effective plan to minimize the cost of inventory while still meeting customer demand.

10-182-115 Lean Principles • 1 credit
In Understanding Lean Principles learners will examine the historic roots of lean and its current application in manufacturing, service sector, health care, and government. Learners will internalize the five principles and identify non-value added activities in a process. Leaners will explore the characteristics of an organizational culture necessary to support and sustain a lean enterprise.

10-182-116 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.

10-182-117 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.

10-182-118 Process Mapping • 1 credit
Learns will develop micro and macro level process maps to identify and remove waste and to improve process flow.

10-182-119 Problem Solving Using A-3 Format • 1 credit
Learners will utilize the A-3 Problem Solving format to complete projects that address the root cause and improve processes by eliminating waste.

10-182-120 Purchasing Process • 1 credit
Learners will examine the role of purchasing within an organization and explore basic purchasing activities.

10-182-121 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.

10-182-122 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.

10-182-123 Introduction to Service Operations • 1 credit
Learners will examine the unique requirements of providing an intangible product and formulate strategies to cultivate customer satisfaction.

10-182-124 Service Delivery Systems • 1 credit
Learners will design delivery systems that meet the needs of service based customers.

10-182-125 Benefits and Challenges of an ERP System • 1 credit
Learners will review the processes that make up a business enterprise and examine the advantages and disadvantages of implementing Enterprise Resource Planning (ERP) software.

10-182-126 Supply Chain Process Modeling • 1 credit
Learners will develop process modeling strategies to improve existing supply chains.

10-182-127 Technology in the Supply Chain • 1 credit
Learners will investigate technology advances that have improved the efficiency supply chain management.

10-182-128 Global Supply Chain Management • 1 credit
Learners will explore strategies and gain insight into developing an international supply chain.

10-182-129 Global Sourcing • 1 credit
Learners will examine the process of identifying, qualifying, and negotiating the purchase of goods from global sources.

10-182-130 Global Logistics • 1 credit
Learners will consider factors that affect global transportation of both imports and exports.

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

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

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

10-182-134 The Role of Logistics • 1 credit
Learners will develop an understanding of logistics within a supply chain.

10-182-135 Transportation Management • 1 credit
Learners will examine the methods and requirements of transporting materials in a supply chain.

10-182-136 Warehousing • 1 credit
Learners will determine how to properly apply warehousing to a supply chain to reduce cost and improve efficiency.

10-196-123 Applied Problem Solving • 1 credit
In the Applied Problem Solving course 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.

10-196-124 Budget Analysis • 1 credit
In the Budget Analysis course, students will be evaluating budgetary decisions and processes based on real-world examples. Students will explore the importance of operational budgeting from a planning and controlling standpoint, as well as explore capital investing decisions for an organization. Overall, the student will learn how to apply budgeting concepts and principles to an organization.

10-196-125 Change Management • 1 credit
In the Change Management course, students will look at organizational change from a managerial standpoint, developing a change management strategy for an organization, taking into consideration how employees may react to change. The student will also analyze how strategic leadership plays a role in an organization, as well as the overall role of leaders and managers in organizational change.

10-196-126 Change Process • 1 credit
In the Change Process course learners will have the opportunity to outline a change process for an organization. Within this outline and analysis, the student will take into consideration outside factors that may affect the change process, including both internal and external challenges. The student will explore transformational change within and organization and its benefits to the organization and the change process.

10-196-127 Concepts of Problem Solving • 1 credit
In the Concepts of Problem Solving course students will learn about systematic processes for solving organizational problems. Students will evaluate an organizational problem using the systematic process, and determine viable solutions based on the outcomes of that process. Finally, the student will discuss the benefits and challenges to completing the systematic problem solving method in a team environment.

10-196-128 Conflict Resolution • 1 credit
In the Conflict Resolution course students will learn about different conflict resolution techniques that can be used by a manager or leader within an organization given real-world scenarios. The students will also evaluate the importance of consultation, team building, trust, and win-win outcomes from a managerial standpoint in the resolution of organizational conflict.

10-196-129 Creating Work Teams • 1 credit
In the Creating Work Teams course the student will learn about the importance of effective teamwork within an organizational setting. The student will learn how to establish a team that will be effective in accomplishing the team goals, and will include the importance of development of the roles and responsibilities of team leadership, facilitation, recording, and participation in creating an effective team. The student will evaluate a team situation based on the stages and process of team development.

10-196-130 Diversity • 1 credit
In the Diversity course the student will analyze the growing amount of diversity in organizations today, as well as the impact diversity can have on the overall organizational culture. The student will learn techniques for adapting to increasing diversity and helping others adapt. In addition, the student will develop strategies managers and leaders can use for managing the increasing organizational diversity.

10-196-131 Employee Discipline • 1 credit
In the Employee Discipline course the student will learn about how to manage different aspects and levels of employee discipline. The student will learn techniques to use when supervising difficult employees as well as use different strategies to help improve employee performance. Finally, the student will learn how to implement disciplinary and termination procedures that comply with the law.

10-196-132 Employee Performance • 1 credit
In the Employee Performance course the student will create guidelines for employee performance based on a specific organization. Included in those guidelines will be a formalized performance appraisal plan as well as compensation and benefit strategies that coincide with the organization and employees. The student will also use this organization to discuss how he or she can apply specific leadership behaviors to improve individual and group performance.

10-196-133 Employment Law • 1 credit
In the Employment Law course the student will gain an overall understanding of the laws and regulations in place regarding employees and employers. The student will learn about the EEOC, FERPA, and ADA regulations among others. The course will look at employment law from a managerial standpoint in terms of what an organization can and cannot do in regard to employment and labor. This includes the rights and responsibilities or both the employer and the employee.

10-196-137 Financial Management • 1 credit
In the Financial Management course the student will look at different aspects of managing finances in an organization, including evaluation of the organization's financial performance. The student will look at real-life business scenarios to make decisions regarding finances, and will use spreadsheets and other electronic documents to explain the financial decisions.

10-196-138 Financial Statements • 1 credit
In the Financial Statements course the student will learn about the different basic financial statements used in organizations today. The student will also use spreadsheets to prepare financial statements and compute financial ratios. Finally, the student will explore different methods of costing and classify the different elements of cost given real-world examples.

10-196-139 Global Business • 1 credit
In the Global Business course students will learn about different aspects of international business and the global economy. Since most organizations are global it is important that today's manager understands the dynamics of international business. Students will evaluate different effects of globalization on an organization, including ethical concerns for the organization.

10-196-140 Human Resources Development • 1 credit
In the Human Resources course the student will examine the different aspects of human resources management. Some of these aspects include the role of the human resources department in the organization as a whole as well as the role of human resources in helping to develop employees. The student will apply basic rules of management concerning personnel given real-life examples.

10-196-141 Labor Force Issues • 1 credit
In the Labor Force Issues course the student will learn about different issues that occur within the labor force, some of which include workplace violence, substance abuse, different forms of harassment, discrimination and privacy issues. The student will look at these perspectives from a managerial and leadership standpoint, learning the role management plays in each of these issues.

10-196-142 Leadership • 1 credit
In the Leadership course students will use critical thinking to look into the different aspects of leadership. Students will explore different types of leadership, including participative leadership, and the effectiveness of each. Students will also look at the impact that different types of power have on an organization and the employees by examining real-life examples.

10-196-143 Managing Communication • 1 credit
In the Managing Communication course the student will look at the different aspects of effective communication in an organization. Some of the topics the student will explore include different forms of communication, tools for dealing with different forms of communication, barriers to communication, and the importance of effective communication in the organization. Emphasis will be placed on the importance of assertive communication as a manager in an organization.

10-196-144 Managing Bias • 1 credit
In the Managing Bias course the student will take an introspective view of bias and personal prejudice. The student will have the opportunity to analyze his or her attitudes about others in the workplace and the effect that this may have on an organization and the people in it. This course is designed to give a student a perspective of his or her own biases for the purpose of eliminating them.

10-196-145 Managing Work Teams • 1 credit
In the Managing Work Teams course the student will focus on team meetings and gathering group consensus. The student will explore some of the different habits of interdependence and demonstrate the ability to effectively plan and document a team meeting from a managerial standpoint. The student will use real-life examples to illustrate his or her skills.

10-196-147 Organizational Development • 1 credit
In the Organizational Development course the learner will focus on the different managerial aspects of organizational development, including methods for diagnosing organizational issues and designing intervention plans. Organizational development is important because organizations are continually growing and changing, and it is management's job to ensure that the organization is developing and changing in the right areas.

10-196-149 Planning and Control • 1 credit
In the Planning and Control course 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.

10-196-150 Organizational Structure • 1 credit
In the Organizational Structure course the student will explore the different ways that an organization can be structured depending on the size, goals, and industry in which the organization operates. The student will learn the importance of organizational structure to productivity and success, and will explore how an organization's vision will affect the structure and job design within an organization. This course will use real-world examples to help the student apply the concepts.

10-196-151 Orientation and Training • 1 credit
In the Orientation and Training course, the student will look at the organization from a human resources management perspective. The student will focus on the different components of the orientation process for new employees as well as the continued training of employees throughout their time with an organization. The student will develop an orientation and training program for an actual organization in this course.

10-196-154 Process Management • 1 credit
In the Process Management course the student will learn about the different aspects of process management, including process control tools, PDCA/PDSA cycles, and statistical process tools. The student will also learn about how the internal and external components of a process can affect the overall process and learn about process improvement techniques as well. Processes are a part of every business, and managers are responsible for ensuring those processes are efficient and effective.

10-196-155 Production Management • 1 credit
In the Production Management course students will look at all of the different components of production given real-world situations. Students will use managerial skills and functions for decision making in regarding to production. The student will also determine the costs of products based on the different aspects of production.

10-196-156 Project Management 1 • 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.

10-196-157 Project Management 2 • 1 credit
In Project Management 2 students will build upon what the planning that they have completed in Project Management 1. This course focuses on the actual implementation and project monitoring activities for a real-life project based on the planning that took place in the first course. Prerequisite: Project Management 1 (10-196-156)

10-196-158 Quality Management • 1 credit
In the Quality Management course the student will look at many different aspects of managing quality, including quality management and planning tools, FMEA, a quality function deployment process, and Total Quality Management Techniques in helping to plan and control for quality within the organization. In this course the student will be able to develop a personal philosophy of quality from a managerial perspective.

10-196-159 Recruitment and Hiring • 1 credit
In the Recruitment and Hiring course the student will take a human resources perspective to explore recruitment and hiring practices, which will include job design and documentation, a recruitment strategy based on the organization's needs, and appropriate techniques for screening applicants for an open position within the organization.

10-196-160 Safety Application • 1 credit
In the Safety Application course the student will look at an organization in terms of different forms of safety, which will depend upon the type of organization. Some of the concepts that the student will explore include fire protection, electrical safety, and accidents and illnesses. The student will also explore ways to minimize the risk of accidents relating to chemical, physical, biological, and other hazards in the organization.

10-196-161 Safety Management • 1 credit
In the Safety Management course the student will look at safety from a human resources office perspective. Although other departments may be in charge of safety in an organization, many times it falls on the human resources personnel. The student will look at safety awareness and preparedness, inspections and maintaining a health work environment. The student will use an actual organization to demonstrate competency in these areas.

10-196-162 Workplace Social Responsibility • 1 credit
In the Workplace Social Responsibility course the student will learn about the different aspects of social responsibility from an organizational standpoint. This will include problems and issues relating to social responsibility in the workplace as well as the relationship between business, the economy, and the environment. The student will look at the different laws and regulations regarding social responsibility and management's role in ensuring compliance with these regulations within the organization.

10-196-163 Stress Management • 1 credit
In the Stress Management course the student will learn how to cope with his or her own stressors in a positive manner. The student will identify his or her own personal sources of stress and design a personal stress management strategy around those sources using coping skills learned in the course. This course is designed to help the student deal with stressors in both a personal and in a professional sense.

10-196-170 Supervisor Roles • 1 credit
In the Supervisory Roles course 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.

10-196-171 Time Management • 1 credit
In the Time Management course the student will learn about how to best manage his or her time based on his or her current activities and schedule. The student will set personal goals and learn to prioritize tasks and manage time effectively to achieve personal goals. The student will assess how procrastination and time wasters can affect achieving goals set, and will also assess the importance of delegation in an effective time management strategy.

10-196-173 Sales and Marketing • 1 credit
In the Sales and Marketing course the student will apply the role of management in making decisions concerning organizational marketing based on the industry, competition, and other internal and external factors. The student will also learn about sales tactics, upselling, customer relationship and retention, and the relationship between marketing and sales in a business.

10-196-174 Customer Service • 1 credit
In the Customer Service course the student will learn about the different concepts associated with customer service in business. The student will define internal and external customers, and will apply different strategies to meet or exceed the expectations of the internal and external customer. Finally, the student will learn about management's role in setting and maintaining the customer service expectations.

10-196-175 Ethics • 1 credit
In the Ethics course the learner will evaluate ethics from a personal and a managerial standpoint. The student will assess their personal ethics and use an ethical decision making framework to make good ethical decisions as an individual. Then the student will look at ethics in regard to ethical leadership and fostering a culture of ethics as a manager within an organization.

10-201-101 Design Fundamentals • 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.

10-201-110 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.

10-201-124 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.

10-201-128 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)

10-201-129 Graphic and Web Design Projects • 3 credits
Students will apply team concepts to design and present a web and/or graphic design proposal or project to a local business. Projects involve designing web pages or graphic design materials that will be used by administrative or staff services on campus or for local non-profit organizations or governmental entities. Prerequisites: Design Fundamentals (10-201-101) Illustrator (10-201-134) InDesign (10-201-135) Co-requisite: Web Page Design 2 (10-201-140)

10-201-133 Photoshop • 3 credits
This course introduces the learner to photo manipulation and enhancement using the industry leading Adobe Photoshop software. Course will also cover composition images, illustration, color correction, file formats, scanning, 3D objects, image quality and preparing images for print and web mediums. A working knowledge of computers is required for this course, including the ability to save and organize files. This course uses Macintosh computers; previous Macintosh experience is helpful but not necessary.

10-201-134 Illustrator • 3 credits
This course prepares the student to use Adobe's standard vector graphics software to create digital illustrations. The course will cover the basics of illustration as it relates to the digital environment. Students will turn out professional-looking graphics for web or print with Adobe Illustrator software. Through practical exercises, students become fluent in the premier program for line art, logos, vector graphics and quick page layout. A working knowledge of computers is required for this course, including the ability to save and organize files. This course uses Macintosh computers; previous Macintosh experience is helpful but not necessary.

10-201-135 InDesign • 3 credits
This course prepares the student to use Adobe's standard page layout software. Using Adobe InDesign, students will turn out professional-looking layouts for both print and web. Through practical exercises, students become fluent in constructing multi-page documents, master pages and digital publishing as well as tricks and time efficient techniques to keep work clean and professional. Prerequisites: Design Fundamentals (10-201-101) Photoshop (10-201-133)

10-201-136 Multimedia Concepts • 3 credits
This course teaches students how to create various multimedia elements including video, audio, and basic animation. Students will learn how to incorporate these elements into various forms of digital mediums.

10-201-137 Color Theory • 3 credits
An understanding of color is achieved through the study and application of color systems and theory. In this course, students will use a wide range of tools, techniques and media on a variety of assignments to learn how one can communicate with color.

10-201-138 Typography • 3 credits
This course prepares the learner to learn the basics of identifying, choosing, and using typefaces. Students will classify type by families, interpret choices for legibility and readability and compare best practices for using type. This course will prepare students to design type and develop creative documents using type. This is a living plan. Topics may change as the tenor of this class commands.

10-201-139 Web Page Design 1 • 3 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. Prerequisite: Photoshop (10-201-133)

10-201-140 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)

10-201-141 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)

10-203-131 Introduction to Digital Photography • 3 credits
In this course students will explore the operations of a digital camera and explore photography as an artform. Students will develop habits for professional work, and create a wide range of images for portfolio-quality production. Students will develop knowledge and understanding of the digital camera, the fundamentals to stronger photographs, and basic photo editing. This is a living plan. Topics may change as the tenor of this class commands.

10-307-130 ECE: Preschool Capstone • 3 credits
Students complete the Preschool Capstone class prior to receiving their Preschool Credential. Students cover and revisit some of the important themes for the prior five courses. Students will synthesize the information and demonstrate mastery of the competencies through the completion of a portfolio. Prerequisites: ECE: Foundations of ECE (10-307-148), ECE: Child Development (10-307-179)

10-307-148 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.

10-307-151 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.

10-307-166 ECE: Curriculum Planning • 3 credits
Students examine the components of curriculum planning in early childhood education. Students integrate strategies that support diversity and anti-bias perspectives; examine the critical role of play; establish a developmentally appropriate environment; examine caregiving routines as curriculum; develop activity plans that promote child development and learning; develop unit plans that promote child development and learning; analyze early childhood curriculum models.

10-307-167 ECE: Hlth Safety & Nutrition • 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.

10-307-174 ECE: Practicum 1 • 3 credits
In this three credit course the student will learn about and apply the course competencies in an actual child care setting. The course competencies include: document children's behavior; explore the standards for quality early childhood education; explore strategies that support diversity and anti-bias perspectives; implement activities developed by the co-op teacher/instructor; demonstrate professional behaviors; practice care-giving routines as curriculum; practice positive interpersonal skills with children and adults; analyze the guiding principles and the five developmental domains related to the WI Early Learning Standards; integrate the WI Early Learning Standards into the program's teaching cycle (on- going assessment, planning and curriculum goals, and implementation); evaluate learning and assessment activities using the early learning standards for each individual child.

10-307-178 ECE: Art Music & Lang Arts • 3 credits
Students focus on beginning level curriculum development in the specific content areas of art, music, and language arts. Students integrate strategies that support diversity and anti-bias perspectives; examine the critical role of play; establish a developmentally appropriate environment; develop activity plans that promote child development and learning; analyze caregiving routines as curriculum; create developmentally appropriate language, literature, and literacy activities; create developmentally appropriate art activities; create developmentally appropriate music and movement activities.

10-307-179 ECE: Child Development • 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.

10-307-187 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.

10-307-188 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.

10-307-192 ECE: Practicum 2 • 3 credits
Students learn about and apply the course competencies in an actual child care setting, including identifying children's growth and development; maintaining the standards for quality early childhood education; practicing strategies that support diversity and anti-bias perspectives; implementing student teacher-developed activity plans; identifying the elements of a developmentally appropriate environment; implementing positive guidance strategies; demonstrating professional behaviors; utilizing caregiving routines as curriculum; utilizing positive interpersonal skills with children; utilizing positive interpersonal skills with adults. Certification in Heartsaver CPR is required prior to completion of this course. Prerequisite: ECE: Practicum 1 (10-307-174)

10-307-194 ECE: Math Science & Soc St • 3 credits
Students focus on beginning level curriculum development in the specific content areas of math, science, and social studies. Students integrate strategies that support diversity and anti-bias perspectives; examine the critical role of play; establish a developmentally appropriate environment; develop activity plans that promote child development and learning; create developmentally appropriate science activities; create developmentally appropriate math activities; create developmentally appropriate social studies activities.

10-307-195 ECE: Family & Community Rel • 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.

10-307-197 ECE: Practicum 3 • 3 credits
Students learn about and apply the course competencies in an actual child care setting. Students assess children's growth and development; implement the standards for quality early childhood education; integrate strategies that support diversity and anti-bias perspectives; build meaningful curriculum; provide a developmentally appropriate environment; facilitate positive guidance strategies; evaluate one's own professional behaviors and practices; lead caregiving routines as curriculum; utilize positive interpersonal skills with children; utilize positive interpersonal skills with adults. Prerequisite: ECE: Practicum 2 (10-307-192)

10-307-198 ECE: Admin an ECE Program • 3 credits
Students focus on the administration of an early childhood education program. Students integrate strategies that support diversity and anti-bias perspectives; analyze the components of an ECE facility; design an ECE program; analyze the aspects of personnel supervision; outline financial components of an ECE program; apply laws and regulations related to an ECE facility; advocate for the early childhood profession. Prerequisite: ECE: Foundations of ECE (10-307-148)

10-307-199 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)

10-316-107 Baking 1 • 2 credits
Students apply the baking process, scale ingredients, mix and handle batters and doughs, and apply icings utilizing standardized recipes. Students produce quick breads, basic yeast breads, pies, cakes, cookies, and convenience products. Co-requisite: Food Sanitation & Safety (10-317-120)

10-316-108 Baking 2 • 2 credits
Building upon the skills learned in Baking 1, students produce items including artisan breads, doughnuts, upscale pies, assorted pastries and European style tortes. Basic cake decorating is also included. Prerequisites: Food Sanitation and Safety (10-317-120), Baking 1 (10-317-107) or Baking 1 (10-316-107)

10-316-130 Gourmet Dining 1 • 2 credits
Students are introduced to classical and ethnic cooking techniques common to full-service restaurants. Students develop and apply skills in the College Gourmet Dining Room, a simulated restaurant environment. Focus is on types of dining room service appropriate to various restaurant operations to understand the "front" and "back" of the house relationship. Prerequisites: Catering/Special Function Planning (10-316-165) Food Sanitation and Safety (10-317-120)

10-316-133 Garde Manger: Decorative Foods • 2 credits
Students participate in various activities focused on the creative aspects of culinary arts. Selected tasks include ice carving, food carving and food garnishing. In addition, students create more challenging culinary preparations such as cured and smoked foods, common and specialty sausages and pates. Prerequisites: Quantity Prep – Meat Poultry & Seafood (10-317-143)or Quantity Prep - Meat Poultry & Seafood (10-316-143) Food Sanitation and Safety (10-317-120)

10-316-134 Gourmet Dining 2 • 3 credits
Students practice culinary skills learned in previous semesters for this final opportunity to serve the public in a restaurant setting. The emphasis of this class is on food presentation, blending flavors, honing culinary skills and time management. Prerequisites: Gourmet Dining 1 (10-316-130) Food Sanitation and Safety (10-317-120)

10-316-138 Cooking Principles and Equipment • 2 credits
Students maximize efficiency through the appropriate selection and use of commercial kitchen equipment. They apply basic cooking principles, use measuring devices, develop standardized recipes, assemble and disassemble equipment, and analyze types of cooking.

10-316-139 Quantity Prep: Garde-Manger • 2 credits
Students learn to prepare cold sandwiches, salads, salad dressings, and cocktail sauces. Student study and prepare dairy products, beverages, breakfast foods, and cold and hot appetizers. Co-requisite: Food Sanitation & Safety (10-317-120)

10-316-140 Quantity Prep: Soups and Sauces • 2 credits
Students apply the principles of and develop skills in the production of stocks, soups, gravies, and sauces utilizing standardized recipes.

10-316-141 Quantity Prep: Fruits and Vegetables • 2 credits
Students apply the principles of and develop skills in the preparation of fresh and processed fruits and vegetables and analyze the place of fruits and vegetables in the American diet. Co-requisite: Food Sanitation & Safety (10-317-120)

10-316-142 Catering and Deli Production • 2 credits
Students prepare hors d'oeuvres, main dishes, vegetables, starches, salads, and garnishes. They plan production of buffets, use of equipment, garnishing techniques, and styles of service. Prerequisites: Food Sanitation and Safety (10-317-120) Quantity Prep: Soups and Sauces (10-317-140)or Quantity Prep: Soups and Sauces (10-316-140)

10-316-143 Quantity Prep: Meat, Poultry, Seafood • 2 credits
Students learn the principles of protein cookery in relation to the preparation of meat, fish, and poultry. Students identify meat cuts, prepare basic types of meat and seafood, and determine appropriate cooking methods. Prerequisite: Food Sanitation and Safety (10-317-120)

10-316-148 Food Service Internship 1 • 2 credits
Students apply principles learned in first-year culinary courses to meet specific learning objectives working in the culinary profession with guidance and evaluation from an internships site supervisor and culinary arts instructor. Prerequisites: Food Sanitation and Safety (10-317-120) and Cooking Principles and Equipment (10-316-138) or Cooking Principles and Equipment (10-317-138) and Quantity Prep: Garde-Manger (10-316-139) or Quantity Prep: Garde-Manger (10-317-139) and Quantity Prep: Soups and Sauces (10-316-140) or Quantity Prep: Soups and Sauces (10-317-140) and Quantity Prep: Fruits and Vegetables (10-316-141) or Quantity Prep: Fruits and Vegetables (10-317-141) and Catering and Deli Production (10-316-142) or Catering and Deli Production (10-317-142) and Quantity Prep: Meat, Poultry, Seafood (10-316-143) or Quantity Prep: Meat, Poultry, Seafood (10-317-143)

10-316-154 Managing Service • 3 credits
Students learn to serve foods and beverages competently and gain knowledge in managing guest complaints, serving guests with special needs, and service for buffets and special meals, including payment methods and security. Prerequisite: Catering Management (10-317-122)

10-316-158 Food Purchasing Analysis/Sustainability • 2 credits
Students focus on the mechanics of food and beverage purchasing. This includes how to select the right suppliers, how to use various purchasing systems, and the practical aspects and legal considerations of food buying. Special attention is given to the sustainability of the food products being purchased.

10-316-165 Catering and Special Function Planning • 2 credits
Students receive hands-on experience in special functions and banquet planning and facilitation. Students learn to analyze planning and organization of on-premise catered functions. Emphasis is directed toward assessing the importance of supervision, personnel, preparation, service and evaluation of buffet style catering. Prerequisite: Food Sanitation and Safety (10-317-120)

10-317-103 Supervision of Food Production • 2 credits
Students gain experience in purchasing, inventory, sales, and sanitation management of a kitchen. Students use inventory management and ordering software while they rotate through the different supervisory tasks.

10-317-104 Nutrition in Food Preparation • 2 credits
Students learn the necessary tools to focus on the fundamentals of nutrition and diet and the importance of healthy eating as well as marketing this life span in relation to all food service operations. Students use nutritional guidelines to analyze, modify and prepare recipes. They gain experience reading nutritional labels and recognize foods and fluids that are appropriate for their restaurant patron. Prerequisite: Food Sanitation and Safety (10-317-120)

10-317-111 Menu Management • 2 credits
Students learn the introduction and foundation of the food industry. Students complete exercises that emphasize the basics formulations of various diets, presentations, and influences, and develop the theme of shaping the menu to best perform its functions of controlling and directing the food service operation. Prerequisite: Cost Control and Analysis (10-317-135)

10-317-120 Food Sanitation and Safety • 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.

10-317-122 Catering Management • 2 credits
Students examine various aspects of managing a catering facility including dining room design, marketing, supervision skills, facilities and equipment and the fundamentals of event coordination.

10-317-132 Specialty Foods • 2 credits
Students develop expertise in the principles of gourmet food preparation and presentation through the study of regional and international cuisines. Prerequisite: Food Sanitation & Safety (10-317-120)

10-317-135 Cost Control and Analysis • 2 credits
Students study issues related to cost factors in purchasing, receiving, preparation, and storage of foods and beverages. They analyze food and labor cost records and plan basic food service budgets. They implement an inventory management software program and interpret the reports.

10-317-150 Food Service Internship II • 2 credits
Students apply the principles of food service management to an internship experience through supervised on-the-job experience. Prerequisite: Hospitality Supervision (10-317-165)

10-317-152 Hospitality Law • 2 credits
Students explore the legal liabilities of food and beverage managers and apply legal principles using case studies.

10-317-155 Exploring Wines • 2 credits
Students examine the history and production of wine and the role that it plays in food service operations. Units of study will include: 1. Theory and practice of sensory evaluation. 2. The science of winemaking 3. Growing wine grapes. 4. Principles and practices of wine evaluation. 5. Basic Wine Service 6. Matching wine with food. 7. Decoding wine labels.

10-317-159 Food Marketing • 1 credit
Students examine important facets of marketing for the food service industry. These include researching your target market, examining consumer behavior, advertising and branding, and recognizing successful marketing strategies.

10-317-165 Hospitality Supervision • 2 credits
Students investigate procedures involved in hiring and supervising personnel including relevant laws, types of communication, training employees, goal setting and professional interactions.

10-325-101 Golf Course Operations • 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.

10-325-102 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.

10-325-103 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.

10-325-104 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.

10-325-105 Golf Course Marketing and Promotion • 3 credits
Students study marketing and promotion principles related to the golf industry. Included are ethics and regulations, public relations, sales strategies, use of print and non-print media, and desktop publishing.

10-325-106 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.

10-325-107 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.

10-325-108 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.

10-325-109 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)

10-325-110 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.

10-325-112 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.

10-325-113 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.

10-325-114 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.

10-325-116 History of Golf • 1 credit
Students will gain knowledge about the history of golf. Students will learn about historical personalities, governing bodies, professional organizations, tournaments and the evolution of the game.

10-325-117 Golf Regulatory and Legal Issues • 1 credit
Students gain knowledge about the regulatory and legal issues surrounding the golf industry. Students learn how to effectively deal with rule changes that come from national golfing associations. Students also learn how to manage and work through regulatory and legal issues that come from local communities / Department of Natural Resources.

10-325-118 Golf Course Irrigation Systems • 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.

10-325-124 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.

10-325-127 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.

10-501-101 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.

10-501-104 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.

10-501-107 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.

10-501-153 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.

10-504-101 Introduction to Criminal Justice Studies • 3 credits
In this course learners will distinguish between the roles and functions of courts with jurisdiction in Wisconsin, differentiate between the roles and functions of federal, state, and local law enforcement agencies; apply professional principles as a law enforcement officer; determine modern police functions and policies from an historical perspective; identify the role of law enforcement officers in American society; identify the law enforcement policies required by Wisconsin statutes; defend the importance of written agency policies; distinguish between "ministerial" and "discretionary" duties; utilize a decision-making model; identify the characteristics of a good decision maker; describe how professionalism, ethics, and moral standards relate to a law enforcement career; practice a code of behavior that embodies the principles and obligations of the law enforcement code of ethics; incorporate ethical decision making strategies; describe how decisions are made; enhance an officer's critical thinking and police problem solving skills; and apply principles of critical thinking, decision-making, and problem solving.

10-504-102 Constitutional Law Application • 3 credits
In this course, 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.

10-504-103 Criminal Law Studies • 3 credits
In this course, learners will identify basic concepts of criminal law; analyze facts, circumstances, and situations and determine which, if any, crimes against persons have been committed; analyze facts, circumstances, and situations and determine which, if any, crimes against property have been committed; and analyze facts, circumstances, and situations and determine which, if any, crimes involving drugs, alcohol or other criminal activity have been committed.

10-504-105 Police Internship • 3 credits
Students develop a resume and portfolio as well as gain skills in contacting employers and interviewing. Students acquire an appropriate police science related internship and are guided in operations and procedures by mentors from that agency. Students document their experiences and observations.

10-504-107 Criminal Investigation Application • 3 credits
In this course, 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.

10-504-111 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.

10-504-119 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.

10-504-120 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.

10-504-126 Communication Principles for Emergency Services • 3 cr.
In this course, 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.

10-504-127 Emergency Response and Intervention • 3 credits
In this course, students will explore various unique challenges facing law enforcement officers operating in the criminal justice system. Specifically, students will examine contemporary issues surrounding tactical response options, active shooter response, hostage situations, mass panic and civil disorders, public health and pandemic response, natural disaster, and hazardous materials response. Students will examine the role of law enforcement professionals within the greater emergency management spectrum as it relates to the incident command structure.

10-504-128 Criminal Justice Internship • 2 credit
Students will explore a Criminal Justice profession of their choice. Students will acquire a position and then participate in hands on experience in that profession. Documentation of the experience will be part of the internship.

10-504-129 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. Prerequisites: Constitutional Law Application (10-504-102) Criminal Law Studies (10-504-103) Communications Principles/Emergency Services (10-504-126) Criminal Investigation Application (10-504-107)

10-504-134 Emergency Telecommunicator • 2 credits
Based on standards and guidelines developed by the International Academies of Emergency Dispatch, we will discuss issues relevant to one and two person communications centers and provide tips and recommendations on how to be a better call taker and dispatcher. Topics covered: • Telecommunication Essentials/Roles and Responsibilities • Call Management • Proper Call Classification/Coding • Legal Considerations • Dispatch Stress This is a National Certification.

10-504-135 Law Enforcement Academy Preparatory • 2 credits
Students will participate in activities that will directly prepare them for the law enforcement academy. This course is designed for students that are actively seeking enrollment in a law enforcement academy and includes extensive fitness training as well as skills necessary to be an officer in Wisconsin.

10-504-152 Security Operations • 3 credits
In this course, students will explore the various topics related to the security field. Such exploration will include reviewing security roles in our society; exploring the essential functions of security operations; discussing the critical functions of security management; understanding the various security applications and challenges; and examining future trends and challenges related to the security fields. In this course, students will also have the opportunity to apply various methods in practical exercises.

10-504-153 Report Writing for Emergency Services • 3 credits
In this course, 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.

10-504-154 Community Policing in a Diversity Society • 3 credits
In this course, 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 or crime prevention and gaining community support for police efforts.

10-508-101 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.

10-508-103 Dental Radiography • 2 credits
Prepares dental auxiliary students to operate x-ray units and expose bitewing, periodical, extra oral, and occlusal radiographs. Emphasis is placed on protection against x-ray hazards. Students also process, mount, and evaluate radiographs for diagnostic value. In this course students demonstrate competency on a manikin. In addition, students expose bitewing radiographs on a peer, role-play patient.

10-508-113 Dental Materials • 2 credits
Prepares dental auxiliary students to handle and prepare dental materials such as liners, bases, cements, amalgam, resin restorative materials, gypsum products, and impression materials. They also learn to take alginate impressions on manikins and clean removable appliances.

10-510-140 Nutrition • 3 credits
Learners examine and use basic nutrition principles in planning and evaluating preconception, pregnancy, lactation, and infant nutrition. They practice conducting routine nutrition screening, evaluate the impact of food safety, and promote healthy diets. Learners adhere to the MANA core competencies for basic midwifery practices as it relates to basic nutrition practices

10-510-146 Well Woman Gynecology • • 3 credits
The learner will meet competencies set forth in the care of the well woman from childbearing through menopause; to include history and physical exams, methods of contraception, infertility, unplanned/unwanted pregnancy, human sexuality, and STDs. Prerequisite: Antepartum Theory (10-510-160) and Antepartum Lab (10-510-161)

10-510-148 Midwife Clinic Lab I • 1 credit
The learner will review and discuss their clinical experience and provide a formal case study presentation with analysis and critical thinking for positive client outcome. Prerequisites: Antepartum Theory (10-510-160) and Antepartum Lab (10-510-161)

10-510-149 Professional Issues in Midwifery • 2 credits
The learner will prepare for a professional career. Legal and ethical aspects of the profession, opportunities and trends, and professional issues will be covered.

10-510-150 OB/Medication Management • 1 credit
The learner will define the relationship of the midwife and healthcare partners, conditions which require referral and transfer to physician care, and the midwife's role and responsibility to client. Prerequisites: Intrapartum (10-510-164) Postpartum (10-510-165) Neonate (10-510-166)

10-510-152 Midwife Clinic Lab II • 2 credits
The learner will use critical thinking and problem solving skills utilizing case presentation and analysis using the learner's clinical experiences. The learner will provide input into discussion on ethics, professional considerations, and current practice standards as relates to midwife practice. Prerequisite: Midwife Clinic Lab I (10-510-148) Midwife Clinic 1 (10-510-159) Midwife Clinic 2 (10-510-162) Midwife Clinic 3 (10-510-163) Midwife Clinic 4 (10-510-167) Midwife Clinic 5 (10-510-168)

10-510-153 Applied Pharmacology • 2 credits
The learner will classify medications into correct drug categories and apply basic pharmacology principles. The learner will apply basic pharmacodynamics to identify common medications, medication preparation, and administration of medications used by the major body systems.

10-510-154 Midwife Research • 1 credit
The leaner will gain an introductory understanding to midwifery and medical research by becoming research aware, and gaining a basic ability to read, evaluate, and interpret papers from various evidence sources including both research paradigms and the many approaches incorporated within them.

10-510-155 Introduction to Midwifery Practice • 2 credits
The learner will become familiar with the history and development of the CPM, basic principles of midwifery practice with an emphasis on basic healthcare and counseling skills using the Midwifery Model of Care, childbirth education for the consumer, diversity issues, basic terminology, and professional communication skills.

10-510-156 Midwife Science Lab • 1 credit
The learner will become familiar with basic theory and performance of beginning essential heath care skills necessary to care for the woman during the childbearing year.

10-510-157 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.

10-510-158 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.

10-510-159 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)

10-510-160 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)

10-510-161 Antepartum Lab • 1 credit
The learner will become familiar with the theory and performance of essential heath care skills necessary during the Antepartum period of pregnancy. Co-requisite: Antepartum Theory (10-510-160)

10-510-162 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)

10-510-163 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)

10-510-164 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)

10-510-165 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)

10-510-166 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)

10-510-167 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)

10-510-168 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)

10-510-169 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)

10-510-170 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)

10-513-109 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)

10-513-110 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.

10-513-111 Phlebotomy • 2 credits
This course provides opportunities for learners to perform routine venipuncture, routine capillary puncture, and special collection procedures.

10-513-113 QA Lab Math • 1 credit
This course focuses on performing the mathematical calculations routinely used in laboratory settings. You will explore the concepts of quality control and quality assurance in the laboratory.

10-513-114 Urinalysis • 2 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)

10-513-115 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.

10-513-116 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. Prerequisites: Intro to Biochemistry (10-806-186)

10-513-120 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)

10-513-121 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)

10-513-130 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)

10-513-133 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)

10-513-140 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)

10-513-141 Pre-Clinical Experience • 2 credits
This course provides opportunities to practice the principles and procedures of laboratory medicine in a clinical setting. Students learn to operate state of the art instruments and report results on Laboratory Information Systems. Clinical content is reviewed and students run a mock-clinical laboratory from specimen acquisition to result reporting. Resume writing and interviewing techniques are also discussed. Prerequisite: Clinical Microbiology (10-513-133)

10-513-151 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 (10-513-132)

10-513-152 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 2 (10-513-132)

10-513-170 Introduction to Molecular Diagnostics • 2 credits
Introduces the principles and application of molecular diagnostics in the clinical laboratory. Prerequisites: Basic Lab Skills (10-513-110)

10-513-180 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)

10-513-181 Lab Science Microbiology • 4 credits
This course provides an overview of microbiological theory and testing performed in dairy industry production, specifically cheese and other dairy manufacturing. This course will review lab safety, beneficial and pathogenic microorganisms and their detection and control within the industry. Sample collection, handling and preparation, in addition to tests performed to detect microorganisms in raw and manufactured dairy products will be discussed.

10-513-182 Intermediate Lab Skills • 2 credits
The learner will be introduced to dairy food chemistry and intermediate laboratory skills. Topics covered will include basic chemistry principles used in dairy food testing. Students will be introduced to testing performed in a dairy food manufacturing lab, standard laboratory methods and proper techniques in laboratory documentation as it relates to quality control. Concepts in data analysis as it relates to creation of laboratory reports and log sheets will be reviewed. Emphasis will be placed on laboratory safety, laboratory equipment utilization, and calibration techniques. Pre/Co-requisites: QA Lab Math and Basic Lab Skills.

10-513-183 Manufacturing Practices for Food Industry • 2 credits
This course focuses on the Good Manufacturing Practices (GMP's) as they are defined in Part 110 of Title 21 of the Code of Federal Regulation for the food industry. You will explore each GMP requirement in depth and analyze ways food manufacturers can establish process and product control to meet the intent of each GMP. You will also discuss the consequences of failing to meet and maintain compliance with the GMP's. This course does not replace the mandatory annual GMP training required for workers already employed in a regulated production facility.

10-513-184 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. Note: Students must have already completed or have concurrent enrollment in 10-513-183 Manufacturing Practices for Food Industry.

10-513-185 Advanced Lab Skills • 2 credits
The learner will apply testing techniques used in the dairy food manufacturing industry to ensure product quality and safety. Concepts in data analysis as it relates to documentation of results, quality control testing, calibration, and troubleshooting will be reviewed. Emphasis will be placed on critical thinking, quality of work, and laboratory technique. The learner will participate in a 60 hour professional practice experience, onsite at a local employer during the last portion of the semester. Prerequisites: Lab Science Microbiology (10-513-181) Intermediate Lab Skills (10-513-182) Manufacturing Practices for Food Industry (10-513-183).

10-513-186 Food Science Microbiology Testing • 3 credits
The learner will apply microbiological testing techniques used in the dairy food manufacturing industry to ensure product quality and safety. This course will review detection, analysis, and control of bacteria with emphasis on technique and interpretation of microbial testing. Prerequisites: Lab Science Microbiology (10-513-181) Intermediate Lab Skills (10-513-182) Manufacturing Practices for Food Industry (10-513-183).

10-513-187 Lab Science Practicum • 2 credits
In this experiential course you will practice the principles and procedures of laboratory processes required in the food and dairy industry. You will become familiar with industry standards and practices related to quality assurance and safety while working in a laboratory setting. You will learn to operate state of the art instruments and report results per industry protocols. Prerequisites: Intermediate Lab Skills (10-513-182) Manufacturing Practices for Food Industry (10-513-183)

10-520-101 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.

10-520-102 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)

10-520-103 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)

10-520-104 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.

10-520-105 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)

10-520-106 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)

10-520-107 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)

10-520-108 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)

10-520-109 Professional Documentation in Human Services • 3 cr.
Students document client information in accordance with professional guidelines using written, recorded and role-played case studies. Students create cover letters, memos, electronic correspondence, and a grant proposal. Prerequisites: Written Communication (10-801-195) Interviewing & Counseling Techniques (10-520-105)

10-520-112 Children, Youth, & Family • 3 credits
Students will explore the issues and concerns affecting the family system. Students will develop strategies for working effectively with families. Students will learn about child abuse/neglect investigations, foster care, and community-based interventions with children and adolescents. Students will examine models of practice for working with at-risk youth and strengthening families. Prerequisites: Ethics for the Profession (10-520-102) Community Resources & Services (10-520-104)

10-520-121 Field Study I • 4 credits
Students gain "on-the-job" experience through placements at local human service agencies. Students examine their progress towards learning goals through reflection, discussion, and supervision. Students discuss their experiences, challenges, ethics, and boundary issues during the weekly seminar. Students are not paid for their time in the field. Prerequisites: Ethics for the Profession (10-520-102), Issues in ATODA (10-520-103)

10-520-122 Field Study II • 4 credits
Students demonstrate advanced skills and techniques used in the field. Students examine their progress toward learning goals through reflection, discussion, and supervision. Students discuss their experiences, challenges, ethics, and boundary issues during the weekly seminar. Students are not paid for their time in the field. Prerequisite: Field Study I (10-520-121)

10-524-139 PTA Patient Interventions • 4 credits
An introduction to basic skills and physical therapy interventions performed by the physical therapist assistant.

10-524-140 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.

10-524-142 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)

10-524-143 PTA Therapeutic Modalities • 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)

10-524-144 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)

10-524-145 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)

10-524-146 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)

10-524-147 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)

10-524-148 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)

10-524-149 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)

10-524-150 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)

10-524-151 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)

10-524-156 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)

10-524-157 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)

10-530-110 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)

10-530-111 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)

10-530-112 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)

10-530-113 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)

10-530-114 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)

10-530-115 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)

10-530-116 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)

10-530-117 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)

10-530-118 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)

10-530-161 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).

10-530-162 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).

10-530-163 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)

10-530-164 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)

10-530-165 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. Note: Students must have already completed or have concurrent enrollment in Healthcare Reimbursement (10-530-185) and ICD Procedure Coding (10-530-199). Prerequisites: CPT Coding (10-530-184) ICD Diagnosis (10-530-197)

10-530-166 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. Prerequisite: Intro to Health Informatics (10-530-164)

10-530-167 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)

10-530-178 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)

10-530-182 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)

10-530-184 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)

10-530-185 Health Care Reimbursement • 2 credits
Prepares learners to compare and contrast health care payers, illustrate the reimbursement cycle, and to comply with regulations related to fraud and abuse. Learners assign Diagnosis Related Groups (DRGs), Ambulatory Payment Classifications (APCs) and Resource Utilization Groups (RUGs) with entry-level proficiency using computerized encoding and grouping software. Note: Students must have already completed or have concurrent enrollment in ICD Procedure Coding (10-530-199). Prerequisites: Foundations of HIM (10-530-162) Human Diseases for the Health Professions (10-530-182) CPT Coding (10-530-184) ICD Diagnosis Coding (10-530-197)

10-530-196 Professional Practice • 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)

10-530-197 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)

10-530-199 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. Prerequisites: Human Diseases for the Health Professions (10-530-182)

10-531-101 Emergency Medical Technician • 5 credits
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.

10-531-911 EMS Fundamental • 2 credits
This course provides the paramedic student with comprehensive knowledge of EMS systems, safety, well-being, legal issues, and ethical issues, with the intended outcome of improving the health of EMS personnel, patients, and the community. The students will obtain fundamental knowledge of public health principles and epidemiology as related to public health emergencies, health promotion, and illness/injury prevention. Introducing students to comprehensive anatomical and medical terminology and abbreviations will foster the development of effective written and oral communications with colleagues and other health care professionals.

10-531-912 Paramedic Medical Principles • 4 credits
This course addresses the complex depth of anatomy, physiology, and pathophysiology of major human systems while also introducing the paramedic students to the topics of shock, immunology, and bleeding.

10-531-913 Adv. Patient Asses. Principles • 3 credits
This course teaches the paramedic student to integrate scene and patient assessment findings with knowledge of epidemiology and pathophysiology to form a field impression. By utilizing a structured and organized assessment process with knowledge of anatomy, physiology, pathophysiology, life span development, and changes that occur to the human body with time, the students will learn to develop a list of differential diagnoses through clinical reasoning, along with the ability to modify the assessment as necessary to formulate a treatment plan for their patients.

10-531-914 Adv. Pre-Hospital Pharmacology • 3 credits
This course provides the paramedic student with the comprehensive knowledge of pharmacology required to formulate and administer a pharmacological treatment plan intended to mitigate emergencies and improve the overall health of the patient.

10-531-915 Paramedic Respiratory Mgt. • 2 credits
This course teaches the paramedic student to integrate complex knowledge of anatomy, physiology, and pathophysiology into the assessment to develop and implement a treatment plan with the goal of assuring a patient airway, adequate mechanical ventilation, and respiration for patients of all ages. Specific knowledge pertaining to the respiratory system is also provided to ensure the student is prepared to formulate a field impression and implement a comprehensive treatment plan for a patient with a respiratory complaint.

10-531-916 Paramedic Cardiology • 4 credits
This course teaches the paramedic student to integrate assessment findings with principles of cardiovascular anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for a patient with a cardiovascular complaint. Prerequisites include all courses in the first semester. Co-requisites: EMS Fundamentals (10-531-911), Paramedic Medical Principles (10-531-912), Advanced Patient Assessment Principles (10-531-913), Advanced Pre-hospital Pharmacology (10-531-914), Paramedic Respiratory Management (10-531-915)

10-531-917 Paramedic Clinical/Field 1 • 3 credits
This course provides the student with the opportunity to enhance his or her learning through the practice of paramedicine in field and health care environment experiences with actual patients under the supervision of instructors or approved preceptors. Students may also have the opportunity to participate in formal high-fidelity human patient simulator experiences as a part of this course.

10-531-918 Adv. Emergency Resuscitation • 1 credit
By teaching Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS) methodologies and protocols, this course prepares the paramedic student in the integration of comprehensive knowledge of causes and pathophysiology into the management of shock, respiratory failure, respiratory arrest, cardiac arrest, and peri-arrest states with an emphasis on early intervention to prevent respiratory and/or cardiac arrest if possible. Prerequisites: EMS Fundamentals (10-531-911), Paramedic Medical Principles (10-531-912), Advanced Patient Assessment Principles (10-531-913), Advanced Pre-hospital Pharmacology (10-531-914), Paramedic Respiratory Management (10-531-915), and Paramedic Cardiology (10-531-916)

10-531-919 Paramedic Medical Emergencies • 4 credits
This course teaches the paramedic student to integrate assessment findings with principles of anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for a patient with a medical complaint.

10-531-920 Paramedic Trauma • 3 credits
This course teaches the paramedic student to integrate assessment findings with principles of anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for an acutely injured patient.

10-531-921 Special Patient Populations • 3 credits
This course teaches the paramedic student to integrate assessment findings with principles of anatomy, physiology, epidemiology, and pathophysiology to formulate a field impression and implement a comprehensive treatment plan for patients with special needs. Gynecological emergencies, along with special considerations in trauma are also included within this course.

10-531-922 EMS Operations • 1 credit
This course provides the paramedic student with the knowledge of operational roles and responsibilities to ensure patient, public, and EMS personnel safety.

10-531-923 Paramedic Capstone • 1 credit
This course provides the student with a final opportunity to incorporate their cognitive knowledge and psychomotor skills through labs and scenario-based practice and evaluations prior to taking the National Registry written and practical examinations. Technical skills attainment (TSA) for each student will be compiled and/or documented within this course as required by the DHS-approved paramedic curriculum.

10-531-924 Paramedic Clinical/Field 2 • 4 credits
This course provides the student with the opportunity to enhance his or her learning through the practice of paramedicine in field and health care environment experiences with actual patients under the supervision of instructors or approved preceptors. Students may also have the opportunity to participate in formal high-fidelity human patient simulator experiences as a part of this course. Successful completion of this course requires the student to meet all clinical and field competency requirements at the paramedic level as defined by WI DHS EMS.

10-543-101 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.

10-543-102 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.

10-543-103 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.

10-543-104 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.

10-543-105 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)

10-543-106 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)

10-543-107 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)

10-543-108 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)

10-543-109 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)

10-543-110 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)

10-543-111 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)

10-543-112 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)

10-543-113 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)

10-543-114 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. Prerequisite: Nsg: Complex Health Alterations 1 (10-543-109) Nsg: Interned Clin Practice (10-543-111)

10-543-115 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. Prerequisite: Nsg: Complex Health Alterations 1 (10-543-109) Nsg: Interned Clin Practice (10-543-111)

10-543-116 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. Prerequisite: Nsg: Complex Health Alterations 1 (10-543-109) Nsg: Interned Clin Practice (10-543-111)

10-543-159 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.

10-620-101 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.

10-620-107 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)

10-620-117 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: Semiconductor Fundamentals (10-620-122)or Solid State Devices (10-620-147)

10-620-121 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.

10-620-123 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)

10-620-124 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 oxyfuel. All operations will adhere to AWS Code.

10-620-126 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 (10-620-123)

10-620-130 Machine Shop for Maintenance • 2 credits
The student sets up and operates engine lathes, cutoff saws, milling machines, and drill presses to fabricate projects according to blueprints provided and within tolerances specified.

10-620-137 Industrial Safety Practices • 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.

10-620-138 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)

10-620-143 Advanced Welding for Maintenance • 2 credits
The students will create advanced weldments in flat, vertical, horizontal, and overhead positions. These weldments will utilize SMAW, MIG, TIG, brazing, and oxyfuel operations. All operations will adhere to AWS Code.

10-620-144 Advanced Machine Shop for Maintenance • 2 credits
Students will perform advanced tasks on various types of manual mills, lathes, and other equipment commonly found in many Maintenance Departments. Students will select different metals based on hardness and application qualities.

10-620-146 Advanced Mechanical Drives • 3 credits
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 electrical safety practices necessary to safely troubleshoot and perform preventative maintenance practices with a thermal image camera. Prerequisite: Mechanics and Materials (10-620-121)

10-620-147 Solid State Devices I • 4 credits
Students examine the basic principles of semiconductor devices and their characteristics. Devices covered include: diodes, transistors, JFET and MOSFET transistors, operational amplifiers, SCRs, Triacs, and Optical devices. Lab work includes how these devices are used in industry and will include the use of oscilloscope and multimeters. Prerequisite: AC & DC Fundamentals (10-620-101)

10-620-148 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)

10-620-149 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)

10-620-150 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)

10-620-151 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.

10-620-154 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)

10-620-156 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.

10-620-157 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: Semiconductor Fundamentals (10-620-122) or Solid State Devices I (10-620-147)

10-625-102 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.

10-801-136 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.

10-801-195 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.

10-801-196 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.

10-801-197 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. Students enroll in this advanced communication course after having completed at least the prerequisite introductory writing course. Prerequisite: Written Communication (10-801-195) or English Composition (10-801-136)

10-801-198 Speech • 3 credits
Students explore the fundamentals of effective oral presentations to small and large groups. Students demonstrate competency through topic selection, audience analysis, methods of organization, research, structuring evidence and support, delivery techniques, and other essential elements of speaking successfully, including the listening process.

10-804-107 College Mathematics • 3 credits
This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include; finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

10-804-109 Intermediate Algebra • 3 credits
Fundamental operations, factoring, fractions, equations, functions, graphing, exponents, and radicals, linear equations, systems of equations, inequalities, polynomials, rational expressions, quadratics, and arithmetic and geometric sequences.

10-804-111 Elementary Algebra • 3 credits
Students perform basic algebraic operation. They graph lines and solve linear equations, inequalities and systems in two variables. Students perform operations with polynomials. They solve radical, rational and quadratic equations. Applications are integrated with each of the algebraic skills practiced in this course.

10-804-113 College Technical Math 1A • 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.

10-804-114 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.

10-804-118 Intermediate Algebra w/ Apps • 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.

10-804-123 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.

10-804-133 Math & Logic • 3 credits
Students will apply mathematical problem solving techniques. Topics will include symbolic logic, sets, algebra, Boolean algebra, and number bases.

10-804-189 Introductory Statistics • 3 credits
Students display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA.

10-804-195 College Algebra with Applications • 3 credits
Students perform the topics of real and complex number systems, polynomials, exponents, radicals, solving equations and inequalities (linear and nonlinear), relations and functions, systems of equations and inequalities (linear and nonlinear), matrices, graphing, conic sections, sequences and series, combinatorial, and the binomial theorem. This course covers those skills needed for success in Calculus and many application areas on a baccalaureate level.

10-804-196 Trigonometry w/ Apps • 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

10-806-109 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.

10-806-134 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.

10-806-154 General Physics 1 • 4 credits
Presents the applications and theory of basic physics principles. This course emphasizes problem-solving, laboratory investigation, and applications. Topics include unit conversion and analysis, vectors, translational and rotational kinematics, translational and rotational dynamics, heat and temperature, and harmonic motion and waves. Prerequisite: College Technical Math IA (10-804-113)OR College Algebra with Applications (10-804-195)AND Trigonometry with Apps (10-804-196) OR High School Pre-Calculus with a "C" grade or higher

10-806-177 General Anatomy & Physiology • 4 credits
Students examine basic concepts of human anatomy and physiology as they relate to health sciences. Students use a body systems approach to analyze the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. They apply basic concepts of whole body anatomy and physiology to make informed decisions as health care professionals and to communicate professionally with colleagues and patients. Prerequisites: HESI Score = 76, and High school chemistry or college chemistry with a minimum grade of C, or Fundamentals of Chemistry (10-806-109)

10-806-179 Adv Anatomy & Physiology • 4 credits
Students study using a body systems approach with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Students experiment within a science lab including analysis of cellular metabolism, the individual components of body systems such as the nervous, neuromuscular, cardiovascular, and urinary. Students examine homeostatic mechanisms and their relationship to fluid, electrolyte, acid-base balance, and blood. Integration of genetics to human reproduction and development are also included in this course. Students receive instructional delivery within a classroom and laboratory setting. Prerequisite: General Anatomy and Physiology (10-806-177) with a "C" or better.

10-806-186 Intro to Biochemistry • 4 credits
Provides students with skills and knowledge of organic and biological chemistry necessary for application within Nursing and other Allied Health careers. Emphasis is placed on recognizing the structure, physical properties and chemical reactions of organic molecules, body fluids, and acids. Additional emphasis is placed on biological functions and their relationships to enzymes, proteins, lipids, carbohydrates and DNA. Prerequisites: HESI Score = 75 and high school chemistry or college chemistry with a minimum grade of C, or Fundamentals of Chemistry (10-806-109)

10-806-189 Basic Anatomy • 3 credits
Examines concepts of anatomy and physiology as they relate to health careers. Learners correlate anatomical and physiological terminology to all body systems.

10-806-197 Microbiology • 4 credits
Students examine microbial structure, metabolism, genetics, growth, and the relationship between humans and microorganisms. Students address disease production, epidemiology, host defense mechanisms, and the medical impact of microbes. Students examine the role of microbes in the environment, industry, and biotechnology. Prerequisite: General Anatomy and Physiology (10-806-177) with a "C" or better

10-809-122 Intro to Amer Government • 3 credits
Introduces American political processes and Institutions. Focuses on rights and responsibilities of citizens and the process of participatory democracy. Learners examine the complexity of the separation of powers and checks and balances. Explores the role of the media, interest groups, political parties and public opinion in the political process. Also explores the role of state and national government in our federal system.

10-809-128 Marriage & Family • 3 credits
The learner explores the sociological aspects of marriage and family life in contemporary American society. Emphasis is on the study of cognitive, emotional, and behavioral patterns associated with courtship, love, mate selection, sexuality, and marriage. Moreover, the learner will discuss the life span development in the family life cycle, balancing work and family, and parenting based on the premise that human attitudes, feelings, and behaviors are largely shaped and influenced by philosophy, gender, communication, and personal beliefs. Therefore, success in the institutions of marriage and family require knowledge and skills in the roles of spouse and parent and ways to apply concepts to daily life.

10-809-143 Microeconomics • 3 credits
Students examine the behavior of individual decision makers, primarily consumers and firms. Topics include choices of how much to consume and to produce, the functioning of perfectly and imperfectly competitive markets, the conditions under which markets may fail, and arguments for and against government intervention. The student applies the fundamental tools of economics to real world problems. Prerequisite: Economics (10-809-195)

10-809-159 Abnormal Psychology • 3 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. Prerequisite: Intro to Psychology (10-809-198)

10-809-166 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.

10-809-172 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.

10-809-188 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.

10-809-195 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.

10-809-196 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.

10-809-198 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

10-809-199 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.

10-831-103 Introduction to College Writing • 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.

10-835-103 Study Skills • 1 credit
This course provides learners with strategies to develop study skills for success in college. Through hands-on experiences, learners will apply study skills, learn how to think critically, and use information resources and technology. Students write a plan that matches specific study strategies to their individual learning styles. Students apply proven methods to increase comprehension and long-term memory. Students analyze current study methods for effectiveness and strengthen techniques in organization, test taking, note taking, listening, speaking, time management, and motivation.

10-890-101 Professional Development Seminar • 1 credit
Students discover employment strategies designed to assist in securing employment. The course will help develop an awareness of personal and academic skills as they relate to the job seeking process. Topics of study include personal and skill assessments, research of employment sources, completion of application forms, formation of professional resumes and portfolios, composition of various business letters, interviewing skills, work-based learning activities and job offer evaluation.

30-443-310 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.

30-443-311 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.

30-443-312 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.

30-443-314 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.

30-443-331 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.

30-504-310 Application of Investigations • 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 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, Victims, Sexual Assault, Child Maltreatment, Interrogations, Testifying in Court, and Crimes III. Prerequisite: Acceptance into the Criminal Justice-Law Enforcement 720 Academy per the rules of Wisconsin Training and Standards and completion of Phase I and Phase II.

30-504-311 Application of Traffic Response • 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: Traffic Law Enforcement - Core and Radar, Traffic Crash Investigations & Incident Management, Operating a Motor Vehicle While Intoxicated (OMVWI), Standardized Field Sobriety Tests (SFST), and Report Writing. A Phase II Written Examination will also be administered in this course. Prerequisite: Acceptance into the Criminal Justice-Law Enforcement 720 Academy per the rules of Wisconsin Training and Standards and completion of Phase I and Phase II.

30-504-312 Health and Fitness • 1 credit
Through classroom lecture and on-campus lab students will apply Phases I-III Health Fitness WI Department of Justice 720 Academy curriculum framework program requirements Prerequisite: Acceptance into the Criminal Justice-Law Enforcement 720 Academy per the rules of Wisconsin Training and Standards.

30-504-313 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. Prerequisite: Acceptance into the Criminal Justice-Law Enforcement 720 Academy per the rules of Wisconsin Training and Standards.

30-504-314 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, Juvenile Law I, Interviews, Report Writing, and Physical Evidence. Prerequisite: Acceptance into the Criminal Justice-Law Enforcement 720 Academy per the rules of Wisconsin Training and Standards.

30-504-315 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 the WI DOJ 720 Academy Integration Exercises. Prerequisite: Acceptance into the Criminal Justice-Law Enforcement 720 Academy per the rules of Wisconsin Training and Standards.

30-504-316 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. The DOJ Phase I Written Examination will be administered in this course. Prerequisite: Acceptance into the Criminal Justice-Law Enforcement 720 Academy per the rules of Wisconsin Training and Standards.

30-504-317 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. Prerequisite: Acceptance into the Criminal Justice-Law Enforcement 720 Academy per the rules of Wisconsin Training and Standards and completion of Phase I.

30-504-318 Principles of Investigations • 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 Phase II topics of the WI Department of Justice 720 Academy curriculum framework: Constitutional Law II, Crimes II, Domestics, and Report Writing. Prerequisite: Acceptance into the Criminal Justice-Law Enforcement 720 Academy per the rules of Wisconsin Training and Standards and completion of Phase I.

30-504-319 Principles of Patrol 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 WI Department of Justice 720 Academy curriculum framework Phase II topics: Professional Communication Skills II, Incident Command Systems and NIMS, Hazardous Materials and WMD, Tactical Response, Crisis Management, and Tactical Emergency Casualty Care. Prerequisite: Acceptance into the Criminal Justice-Law Enforcement 720 Academy per the rules of Wisconsin Training and Standards and completion of Phase I.

30-504-320 Principles of Tactics • 3 credits
Through classroom lecture and on-campus lab students will learn and apply skills addressed in the following Phase II topics from the Department of Justice 720 Academy curriculum frameworks: DAAT and Firearms II. The Phase II Written Examination will be administered during this course. Prerequisite: Acceptance into the Criminal Justice-Law Enforcement 720 Academy per the rules of Wisconsin Training and Standards and completion of Phase I.

30-504-321 720 Law Enforcement Scenario Test • 1 credit
The scenario week is divided into two components: training and testing. The goal of the training component is to further develop and consolidate students' skills and abilities to perform in realistic law enforcement situations. The goal of the testing component is to assess whether students' performance in realistic law enforcement situations meets established criteria. The scenario training component is not graded. The scenario testing component is graded and students must earn a passing grade to successfully complete preparatory law enforcement training. Prerequisite: Successful Completion of Phase I, II, III and exit fitness test

30-531-301 Emergency Medical Technician • 5 credits
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.

30-531-303 Advanced Emergency Medical Technician (AEMT) • 4 cr.
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:

30-543-300 Nursing Assistant • 3 credits
Students examine federal and state requirements to become certified nursing assistants. Students successfully complete the classroom and lab portion of the course before progressing on to an assigned clinical agency for hands-on application. Students demonstrate interpersonal communication skills, personal care skills, and basic nursing skills while providing care to nursing home clients under the supervision of an instructor. Students also provide restorative care, protect client rights, and demonstrate care of the client with dementia. Students demonstrate academic and clinical application competency to prepare for successful completion of the National Nurse Aide Assessment Program (NNAAP) written and skills exam, which is required for entry onto the Wisconsin Nurse Aide Registry. Inclusion on the state registry is necessary for employment as a CNA.

30-543-302 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 Basic (30-543-322)

30-804-313 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.

30-812-301 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.

30-812-302 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.

30-812-303 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.

30-812-304 Driver Education AODA-Accident Prevention • 3 credits
The role of alcohol and drugs and their relationship to accident causation will be examined. The problem of alcoholism and drug addiction, and present efforts for prevention and rehabilitation will be explored. Educational programs dealing with the physiological, psychological, and sociological effects of alcohol and drugs will be discussed.

30-812-305 Driver Education Behavioral Psychology • 3 credits
The behavioral aspects in accident prevention will introduce the concepts and methods necessary to understand the impact these have on unsatisfactory driver-related attitudes and behavior. Examination of physiological, psychological, sociological and cultural aspects will be examined and identified to achieve a better understanding of how these impact our vehicle-driven society, now and in the future.

31-404-311 Automotive Mechanics for Auto Body Tech I • 3 credits
Student evaluate, diagnose, and repair damage to automotive steering and suspension systems and braking systems as it applies to collision damage vehicles. Prerequisites: Non-Structural Analysis & Damage Repair I (31-405-352) or Safety & Pollution Prevention (S/P2) training/certification

31-404-312 Automotive Mechanics for Auto Body Tech II • 3 credits
Students evaluate, diagnose and repair damage to automotive cooling systems, air conditioning systems, and drive trains as it applies to collision damaged vehicles. Prerequisites: Non-Structural Analysis & Damage Repair I (31-405-352) or Safety & Pollution Prevention (S/P2) training/certification

31-404-347 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 symbols, test meters, transistors, diodes, etc., relating to the automotive repair industry. Students recognize the importance of the electrical safety devices built into the motor vehicle and diagnoses and repairs electrical problems. Prerequisites: Non-Structural Analysis & Damage Repair I (31-405-352) or Safety & Pollution Prevention (S/P2) training/certification

31-405-352 Non-Structural Analysis & Damage Repair I • 3 credits
The student evaluates in detail the proper use of various auto body tools and equipment, personal safety devices and studies shop safety procedures. The student learns proper materials and methods for detailing vehicle exterior, interior, and under hood.

31-405-353 Non-Structural Analysis & Damage Repair II • 4 credits
Students remove, replace, and adjust sheet metal panels, composite parts, and moveable glass and trim. They repair damage on non-structural panels and aluminum panels of a vehicle.

31-405-355 Painting and Refinishing I • 3 credits
Students use personal safety equipment relating to the auto body refinishing industry. Students prepare and refinish auto body panels off vehicles. Students evaluate surface preparation procedures and the proper use and care of refinishing equipment. Students mix paint and apply it to panels.

31-405-356 Auto Body Welding • 3 credits
Students weld and repair structural and non-structural components of the automobiles. Students weld light gauge sheet metal using MIG welding. Students use personal safety equipment and safe work habits during welding processes which include Oxyfuel, MIG, & Resistance Spot Welding, as well as Oxyfuel and Plasma cutting. They perform Aluminum MIG welding and MIG brazing.

31-405-359 Plastics & Adhesives • 2 credits
Students identify materials, analyze damage, estimate repair and refinish costs, formulate a repair procedure, and repair plastic components from automobiles. Students repair plastic components using hot-air and airless welding and adhesives on rigid and flexible plastics. Students remove structural glass and replace glass components with urethane adhesives.

31-405-360 Structural Analysis & Damage Repair I • 3 credits
The student inspects damaged vehicle, analyzes damage, estimates repair cost manually and with a computer. The student uses mechanical and electronic measuring systems to diagnose damage to vehicle structure and repairs damage using proper equipment and safety procedures. Prerequisite: Non-structural Analysis & Damage Repair II (31-405-353)

31-405-361 Structural Analysis & Damage Repair II • 4 credits
The student uses proper equipment and safety equipment to repair and replace damaged structural panels on unibody and full frame vehicles. Prerequisite: Non-structural Analysis & Damage Repair II (31-405-353)

31-405-362 Painting & Refinishing II • 3 credits
The student uses personal safety equipment and shop safety equipment. The student mixes and applies various refinish products to a vehicle. The student sprays under coats, base colors, and clear coats. Prerequisite: Painting and Refinishing I (31-405-355)

31-405-363 Painting & Refinishing III • 3 credits
The student uses personal safety equipment and shop safety equipment. The student inspects and analyzes paint defects, estimate refinish costs, formulate a repair procedure, tint colors, blend and apply colors to match an existing vehicle color.

31-408-301 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.

31-408-302 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.

31-408-303 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)

31-408-304 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)

31-408-306 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.

31-408-307 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.

31-408-308 Construction Safety and Health • 1 credit
Students develop safety consciousness and practice approved construction site safety and health procedures. Students protect themselves by using hearing, eye, respiration, foot and other personal protection gear. Students protect the public from danger while working on projects.

31-413-303 Electric Power Distribution Fund 1A • 4 credits
The student is introduced to basic electrical theory using Ohm's Law to analyze series, parallel and combination circuits. Concepts of work, power, energy, and magnetism will be studied. Student learns basic line construction materials such as insulator design, pole information, and wire size and resistance, with hands on practice on communication signals for line workers. Students will be introduced to GPS and its applications to onsite work. Throughout the course there is an emphasis on safety for line workers.

31-413-304 Electric Power Distribution Fund 1B • 4 credits
The student is introduced to basic A.C. circuits and advances to A.C. circuits with induction and capacitance. The course includes A.C. parallel circuits with resistance, inductive reactance and capacitive reactance. The student learns guying and anchoring concepts. Throughout the course there is an emphasis on safety for line workers.

31-413-305 Electric Power Dist Fund 1C-App Lab • 5 credits
The student is introduced to power line construction techniques including staking/overhead line design, overhead structure specifications, overhead distribution line construction and stringing/sagging overhead line conductors. The course includes basic hydraulics and line truck operation. Ropes, knots, and splices associated with the line workers trade will be learned and used throughout the course. Electrical connectors will also be covered. Students will learn aerial climbing tools and techniques. The student uses electrical test equipment and hand and power tools associated with the line workers trade. Throughout the course there is an emphasis on safety for line workers.

31-413-306 Electric Power Dist Fund 2A • 4 credits
The student is introduced to the theory of three-phase electrical power systems, including wye and delta systems. Student studies single- and three-phase transformer; construction, principles of operation, connections as well as secondary power supply systems. Skills in electrical system grounding principles and over voltage equipment will be developed. Safety topics related to electrical line work will be highlighted. Prerequisite: Electric Power Distribution Fund 1A (31-413-303)

31-413-307 Electric Power Dist Fund 2B • 4 credits
The student is introduced to electrical power line apparatus such as; over current equipment, voltage regulators and kilowatt hour meters. Components and functions of an electrical substation, underground distribution systems, street lighting equipment, along with the sources of communication interference from electrical sources. Safety related topics are included. Prerequisite: Electric Power Distribution Fund 1B (31-413-304).

31-413-308 Electric Power Dist Fund 2C-AppLab • 4 credits
The student integrates lab concepts in advanced levels of topics such as; aerial climbing, rope knots and slices, electrical connectors, electrical test equipment, as well as hand tools. Application and installation of various electrical apparatus in a lab environment is completed by the students. Overhead transmission structures are constructed, protective grounding is introduced and live line work such as; rubber gloving and hot stick use is practiced (de-energized lines). Underground related equipment is introduced including cable terminating tools and cable locating equipment. Student installs UD cable and terminate cable. Student also operates a modern combination trencher-cable plow. Safety for the various lab activities is stressed. Prerequisite: Electric Power Dist Fund 1C-App Lab (31-413-305).

31-420-320 Intro to Print Reading • 1 credit
Introduction to reading and interpreting prints and industrial drawings. Interpretation of views, projection, lines, section, working and assembly drawings relative to manufacturing processes and order of operations. This course integrates math skills with print reading.

31-420-321 Machine Shop Safety Practices & Maintenance • 1 credit
The safety unit includes instruction in topics such as lockout-tagout, personal protective equipment, OSHA compliance, material safety data sheets, handling and storage of materials and emergency response procedures. OSHA 10-hour General Industry Outreach Training, forklift training, and hoisting and rigging.

31-420-322 Intro to Manual Mill • 1 credit
This course will provide instruction and practice in the use of milling machines and various processes performed on them. Students will learn about mills, associated processes, milling machine tooling, and related safety/maintenance issues.

31-420-323 Intro to Manual Lathe • 1 credit
This course will provide instruction and practice in the use of lathe machines and various processes performed on them. Students will learn about lathe, associated processes, lathe machine tooling, and related safety/maintenance issues.

31-420-324 Manual Machine Speeds & Feeds • 1 credit
Students will determine cutting speeds for high speed steel tooling on manual mill and lathes. Students will calculate feed per tooth and inches per minute for various cutters. Students will calculate proper spindle speeds for twist drills.

31-420-325 Tooling & Materials of Manufacturing • 1 credit
Students will learn about of various types of tooling used in the industry. Students will learn about the materials they are machining and how the materials are processed.

31-420-326 Intro to Quality Practices & Measurement Equipment • 1 cr.
Students will perform quality practices used by machine shops for various part checks. Students will learn how to fill out data sheets and use various parts specific measurement equipment.

31-420-327 Intro to Surface Grinding • 1 credit
Students complete basic grinding operations to include installation of grinding wheel, work holding techniques, speeds and feeds and problem solving. Use profilometer to measure roughness average and grind parts specific dimensions.

31-420-328 Intro to Mastercam Mill 2D • 1 credit
Introduction to computer aided machining of 2 dimension parts using CAM software. Students will use CAM software to create and machine pockets, slots, bosses, holes and engraved details in CNC milled parts.

31-420-329 Advanced Manual Mill • 1 credit
This course will be a continuation of Intro to Manual Mill. Students will practice in the use of milling machines and various processes performed on them. Students will learn about rotary tables, t-slot cutters and boring bars. Co-requisite: Intro to Manual Mill (31-420-322)

31-420-330 Advanced Manual Lathe Machine • 1 credit
This course is a continuation of Intro to Manual Lathe Machine. Students will practice the use of lathe machines and various processes performed on them. Students will learn about lathe, four jaw chucks, face plates, taper attachments and collet puller. Co-requisite: Intro to Manual Lathe (31-420-323)

31-420-331 Advanced Print Reading • 1 credit
Print reading is learning a new language in graphic or symbolic form for the purpose of manufacturing or assembling mechanical components. Units include: orthographic projection, sketching, dimensioning, machine process callout, tolerance, finish, title blocks, notes, hole types, threads, symbols and callouts. Prerequisite: Intro to Print Reading (31-420-320)

31-420-332 Advanced Measuring Equipment • 1 credit
Provides instruction in the care and use of measurement tools and inspection equipment necessary to maintain quality standards in the manufacturing environment. Semi-precision through high-precision measurement tools, gages, inspection sheets and processes, direct and comparative inspection methods will be covered. Prerequisite: Intro Quality Practices & Measurement Equipment (31-420-326)

31-420-333 Intro to Mastercam Lathe • 1 credit
Introduction to computer aided machining of 2 dimension parts using CAM software. Students will use CAM software to create lengths, diameters, champer, counterbore, external threads and parting off in CNC lathes.

31-420-334 Intro to Computer Numerical Control Prog Mill • 1 cr.
Students apply skills in the programming and operation of a machining center using G-code. Explore basic metrology, tool selection and work hold devices. Rapid and Linear Interpolation, Circular Interpolation, Drilling, Bolt Circles, Subroutines and Subprograms, Cutter Compensation and Pocket Milling.

31-420-335 Intro to Computer Numerical Control Prog Lathe • 1 cr.
An introduction to planning and writing programs for computer numerically controlled turning centers using G and M code. Students learn to write basic programs for CNC lathes, proof programs and run programs in CNC machine tools. Programming basics will include multiple tool programs, tool nose compensation and canned cycles.

31-420-336 Basic CNC Operation Mill • 1 credit
The setup of CNC Machining centers is covered in this course. Applications include selection of tools and workholding devices, setting tool offsets and work coordinate positions, calling programs, proofing programs, and minor edits and machine adjustments. Co-requisite: Intro to Computer Numerical Control Prog Mill (31-420-334)

31-420-337 Basic CNC Operation Lathe • 1 credit
The setup of CNC turning centers is covered in this course. Applications include selection of tools and workholding devices, setting tool offsets and work coordinate positions, calling programs, proofing programs, and minor edits and machine adjustments. Co-requisite: Intro to Computer Numerical Control Prog Lathe (31-420-335)

31-420-338 Intro to CMM • 1 credit
Students will clean a CMM to a white glove, paper test, calibrate, and setup a workspace. Students will follow prewritten CMM program to obtain part dimensions. Co-requisite: Basic CNC Operation Mill (31-420-336)

31-420-339 Advanced CMM • 1 credit
Students will develop part specific programs to verify parts that have been produced in lab. Students will apply GD&T to verify parts are within critical dimensions. Co-requisite: Intro to CMM (31-420-338)

31-420-340 Geometric Dimensioning & Tolerance • 1 credit
Recognition and interpretation of geometric dimensioning and tolerancing symbols and application as applied to prints for the manufacture of parts. Co-requisite: Advanced Measuring Equipment (31-420-332)

31-420-341 Fixture Basic Lathe & Mill • 1 credit
The fundamentals of workholding and fixturing for CNC turning and milling are covered in this course. Students will apply what they learn by determining workholding needs, recognizing problems with CNC machine operation, change and adjust tooling and fixtures and perform multiple part setups. Co-requisite: Basic CNC Operation Lathe (31-420-337) and Basic CNC Operation Mill (31-420-336)

31-420-342 CNC Machine Speeds & Feeds • 1 credit
Students will determine cutting speeds for carbide tooling on mill and lathes. Students will calculate feed per tooth and inches per minute for various cutters and materials. Students will calculate proper spindle speeds for milling and drilling operations. Prerequisite: Manual Machine Speeds & Feeds (31-420-324)

31-420-343 Processes of Manufacturing • 1 credit
Students learn to apply manufacturing requirements to the design of mechanisms by studying manufacturing disciplines. These disciplines include metallurgy, steel identification, casting, forging, cold working metals, plastics, and other specialized processes. The students will receive hands on work with MIG welding. Tours of various area manufacturing facilities will give the students new insight into various manufacturing processes. Co-requisite: Basic CNC Operation Lathe (31-420-337) and Basic CNC Operation Mill (31-420-336)

31-420-344 Advanced Mastercam Mill & Lathe • 1 credit
This will be a continuation of Mastercam Mill & Lathe 2D where students will draw within software multiple mill and lathe parts. Then post to CNC machines to finish parts. Prerequisite: Intro to Mastercam Mill 2D (31-420-328) Co-requisite: Intro to Mastercam Lathe (31-420-333)

31-420-345 Precision Machining Internship • 2 credits
Students apply technical theory and skills on the job. Students will setup and perform production part runs. Students will verify critical dimensions on parts and develop appropriate employment attitudes.

31-442-310 Equipment Safety • 1 credit
In this hands-on course students will set up machine guards, identify different personal protective equipment, demonstrate safety using a fork truck, and demonstrate welding safety as well as oxy-fuel safety.

31-442-311 Oxyfuel Gas Cutting & Gouging • 1 credit
In this hands-on class students will perform manual and machine (track burner) oxyfuel gas cutting as well as manual and machine oxyfuel gas gouging.

31-442-312 Arc Cutting & Gouging • 1 credit
In this hands-on course students will complete air carbon cutting and gouging as well as examine cut surfaces and edges of prepared base metal parts.

31-442-313 Plasma Cutting & Gouging • 1 credit
In this hands-on course students will complete plasma arc cutting as well as plasma arc gouging and will examine gouge surfaces and edges of prepared base metal.

31-442-314 Oxyfuel Equipment • 1 credit
In this hands on course, students will learn how to make external repairs on oxy-fuel equipment components, inspect for safety, and set up oxyfuel equipment for welding.

31-442-315 Oxyfuel Brazing & Welding-Carbon Steel • 1 credit
In this hands-on course students will learn how to make surfacing welds in the flat position, make fillet welds, and make groove welds on plain carbon steel.

31-442-316 Oxyfuel Brazing & Welding-Stainless Steel • 1 credit
In this hands-on course students will learn how to make fillet and groove welds in all positions on 3XX stainless steel using the Oxyfuel process in accordance with AWS specifications.

31-442-320 SMAW-Equipment • 1 credit
In this hands-on course the student will identify SMAW equipment components as well as inspect those components for safety. The student will also set up SMAW equipment for welding plain carbon steel and 3XX stainless steel.

31-442-323 GTAW-Equipment • 1 credit
In this hands-on course the student will identify GTAW equipment components as well as inspect those components for safety. The student will also set up GTAW equipment for welding plain carbon steel, aluminum and 3XX stainless steel.

31-442-324 GTAW-Carbon Steel • 1 credit
In this hands-on course the learner will learn how to make fillet and groove welds in all positions on plain carbon steel using the GTAW process as well as perform GTAW weldments that pass visual inspection.

31-442-325 GTAW-Aluminum • 1 credit
In this hands-on course students will learn to make groove and fillet welds in all positions on aluminum using the GTAW process in compliance with the AWS specifications.

31-442-326 GTAW-Stainless Steel • 1 credit
In this hands-on course students will learn how to make fillet and groove welds in all positions on 3XX stainless steel using the GTAW process in accordance with AWS specifications.

31-442-327 GMAW-Equipment • 1 credit
In this hands-on course the student will identify GMAW equipment components as well as inspect those components for safety. The student will also set up GMAW equipment for welding plain carbon steel, aluminum and 3XX stainless steel.

31-442-328 GMAW-Carbon Steel (S Process) • 1 credit
In this hands-on course student will learn to make fillet and groove welds in all positions on plain carbon steel using the GMAW-S process in accordance with AWS Specifications.

31-442-329 GMAW-Aluminum • 1 credit
In this hands-on course student will learn to make fillet and groove welds in all positions on Aluminum using the GMAW process in accordance with AWS Specifications.

31-442-330 GMAW-Stainless Steel • 1 credit
In this hands-on course students will learn how to make fillet and groove welds in all positions on 3XX stainless steel using the GMAW process in accordance with AWS specifications.

31-442-331 GMAW-Carbon Steel (Spray Transfer) • 1 credit
In this hands-on course student will learn to make fillet and groove welds in all positions on plain carbon steel using the GMAW- Spray Transfer process in accordance with AWS Specifications.

31-442-332 FCAW-Equipment • 1 credit
In this hands-on course the student will identify FCAW equipment components as well as inspect those components for safety. The student will also set up FCAW equipment for welding plain carbon steel.

31-442-333 FCAW-Carbon Steel (Gas Shielded) • 1 credit
In this hands-on course the learner will learn how to make fillet and groove welds in all positions on plain carbon steel using the FCAW (Gas Shielded) process as well as perform FCAW weldments that pass visual inspection.

31-442-336 SMAW • 2 credits
In this hands-on course the learner will learn how to fillet and groove welds in all positions on plain carbon steel and 3XX stainless steel using SMAW process as well as perform SMAW weldments that pass visual inspection and in accordance with AWS specifications.

31-457-317 Forming & Folding Metal • 1 credit
In this hands-on course students will learn to form and fold metal using a forming roll, power press break, and a box and pan brake. Students will also learn to bend pipe.

31-457-318 Fabricating • 1 credit
In this hands-on course students will use different equipment to fabricate, including sawing equipment, drill and tap equipment, and hydraulic iron worker.

31-457-334 Fabrication Planning & Drawing • 1 credit
In this hands-on course students will learn how to properly form blueprints as well as create a project through planning, drawing and fabricating phases.

31-475-301 Carpentry I • 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.

31-475-302 Carpentry II • 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.

31-475-303 Carpentry III • 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) Blueprint Reading (31-475-306)

31-475-304 Carpentry IV • 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) Blueprint Reading (31-475-306)

31-475-306 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.

31-475-307 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: Blueprint Reading (31-475-306) and Carpentry II (31-475-302)

31-501-308 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.

31-502-301 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 learn correct placement and care of wigs, hairpieces and extensions. Through analysis and consultation, students will identify scalp disorders so they can recommend hair and scalp treatments. Students also study anatomy and physiology of hair. Pre-requisite: Student must be accepted into the Cosmetology program.

31-502-302 Salon/Spa Science • 2 credits
Students learn the importance of a professional image, hygiene, grooming, and professional development and ethics necessary for a salon or spa employee. Students perform sanitation and disinfection according to the State of Wisconsin laws to keep the salon clean and safe. Students study anatomy, physiology related to the skin, and basics of chemistry and electricity in the salon clinic. First aid and safety are covered in this course to comply with standards of the industry. Pre-requisite: Student must be accepted into the Cosmetology or Nail Technician program.

31-502-303 Chemical Restructuring • 2 credits
Students perform chemical services using permanent waving and chemical relaxing techniques. Through the study of chemistry in this course, students understand how the hair is restructured chemically. Students wrap and process hair to permanently curl hair into different curl and design textures. Students chemically straighten hair using professional tools and products. Students practice client consultations and all safety and sanitation procedures. Pre-requisite: Student must be accepted into the Cosmetology program.

31-502-304 Haircoloring and Techniques • 3 credits
Students study the color wheel and the theory behind the "Law of Color." Students mix and apply temporary, semi-permanent, and permanent colors, demonstrate foil techniques and corrective color procedures. Students practice client analysis and consultations. Students explore different techniques in haircolor services related to industry trends. Students practice client consultations and all safety and sanitation procedures. Pre-requisite: Student must be accepted into the Cosmetology program.

31-502-305 Nail Technology • 3 credits
Students safely prepare working area for nail services. They adopt safety and sanitation procedures, identify nail disorders and diseases, and study the anatomy and physiology as related to the hands and feet. Students practice communication skills to identify each client's desires and needs. Students develop skills in manicuring, pedicuring and nail enhancements. Pre-requisite: Student must be accepted into the Cosmetology or Nail Technician program.

31-502-306 Basic Facials • 2 credits
Students perform facial cleansing, massage manipulations, and mask application. They also perform complete facials, apply makeup and eyelashes, and remove superfluous hair. Students identify tools, equipment, and implements through, light therapy and electrology when performing a facial. Prerequisite: Salon/Spa Science (31-502-302) with a "C" or better.

31-502-307 Salon/Spa Management • 2 credits
Students learn management, advertising and marketing skills involved in operating a salon/spa as a business. Students learn product knowledge, use and sales through the salon retail line. Students learn how to establish positive customer communications and relationships. Students practice math skills while learning receptionist responsibilities. Students learn the State of Wisconsin Rules and Regulations guidelines. Pre-requisites: Salon/Spa Science (31-502-302) Nail Technology (31-502-305) both with a "C" or better.

31-502-308 Salon Services I • 3 credits
Students begin practicing cosmetology services on customers in a salon environment. They apply knowledge and skills learned in their related theory and lab classes to hands-on work experience. Prerequisites: Basic Hair Design (31-502-301) Salon/Spa Science (31-502-302) Chemical Restructuring (31-502-303) Hair Coloring and Techniques (31-502-304) Nail Technology (31-502-305) with a "C" or better.

31-502-309 Salon Services II • 4 credits
Students perform a variety of salon services for customers in a salon setting. Professional attitude, ethics, and conduct are evaluated during this work experience as well. Intermediate salon skills such as nail extensions, chemical straighteners, and barbering are assessed. Prerequisite: Salon Services I (31-502-308) with a "C" or better.

31-502-310 Salon Services III • 4 credits
Students develop greater proficiency with intermediate salon skills such as nail extension, chemical straighteners, and barbering while working in a salon setting with customers. Professional attitude, ethics, and conduct are evaluated during this work experience as well. Prerequisite: Salon Services II (31-502-309) with a "C" or better.

31-502-311 Salon Services IV • 4 credits
Students develop speed and advanced proficiency in all areas of chemical services, hair cutting, barbering techniques, color, nail technology, and skin care with increased attention to individual client needs. Working together as a team and cooperation with other students is assessed along with professional attitude, ethics, and conduct. Prerequisite: Salon Services III (31-502-310) with a "C" or better.

31-502-312 Salon Services V • 5 credits
Students continue to develop speed and greater proficiency in all areas of advanced salon services, including chemical services, hair cutting, barbering techniques, color, nail technology, and skin care with increased attention to individual client needs. Working together as a team and cooperation with other students is assessed along with professional attitude, ethics, and conduct. Prerequisite: Salon Services IV (31-502-311) with a "C" or better.

31-502-313 Salon Services VI • 5 credits
In this final salon services course the students are given a variety of required services to complete that show they are competent in this service and can complete this task with additional speed and attention to detail. The student is graded on salon management skills using computerized appointment booking and attention to closing out the cash register to balance the day's receipts. Daily running of a competent salon including cleanliness, sanitation, safety, inventory, and retail control, and organization are stressed to prepare the student as a competent employee. Prerequisite: Salon Services V (31-502-312) with a "C" or better.

31-508-302 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.

31-508-304 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.

31-508-306 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.

31-508-307 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.

31-509-301 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.

31-509-302 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.

31-509-303 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.

31-509-304 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.

31-509-305 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)

31-509-306 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)

31-509-307 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 Healthcare Computing (10-501-107)

31-509-309 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.

31-509-310 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.

31-543-301 Nursing Fundamentals • 2 credits
This course focuses on basic nursing concepts that the beginning nurse will need to provide care to diverse patient populations. Current and historical issues impacting nursing will be explored within the scope of nursing practice. The nursing process will be introduced as a framework for organizing the care of patients with alterations in cognition, elimination, comfort, grief/loss, mobility, integument, and fluid/electrolyte balance.

31-543-302 Nursing Skills • 3 credits
This course focuses on development of clinical skills and physical assessment across the lifespan. Content includes mathematic calculations and conversions related to clinical skills, blood pressure assessment, aseptic technique, wound care, oxygen administration, tracheostomy care, suctioning, management of enteral tubes, basic medication administration, glucose testing, enemas, ostomy care, and catheterization. In addition, the course includes techniques related to obtaining a health history and basic physical assessment skills using a body system approach.

31-543-303 Nursing Pharmacology • 2 credits
This course introduces the principles of pharmacology, including drug classifications and their effects on the body. Emphasis is on the use of the components of the nursing process when administering medications.

31-543-304 Nursing: Introduction to Clinical Practice • 2 credits
This introductory clinical course emphasizes basic nursing skills and application of the nursing process in meeting the needs of diverse clients. Emphasis is placed on performing basic nursing skills, the formation of nurse-client relationships, communication, data collection, documentation, and medication administration.

31-543-305 Nursing Health Alterations • 3 credits
This course elaborates upon the basic concepts of health and illness as presented in Nursing Fundamentals. It applies theories of nursing in the care of clients through the lifespan, utilizing problem solving and critical thinking. This course will provide an opportunity to study conditions affecting different body systems and apply therapeutic nursing interventions. It will also introduce concepts of leadership, team building, and scope of practice.

31-543-306 Nursing Health Promotion • 3 credits
This course will cover topics related to health promotion in the context of the family. We will cover nursing care of the developing family, which includes reproductive issues, pregnancy, labor and delivery, postpartum, the newborn, and the child. Recognizing the spectrum of healthy families, we will discern patterns associated with adaptive and maladaptive behaviors applying mental health principles. An emphasis is placed on teaching and supporting healthy lifestyle choices. Nutrition, exercise, stress management, empowerment, and risk reduction practices are highlighted. Study of the family will cover dynamics, functions, discipline styles, and stages of development.

31-543-307 Nursing: Clinical Care Across the Lifespan • 2 credits
This clinical experience applies nursing concepts and therapeutic interventions to clients across the lifespan. It also provides an introduction to concepts of teaching and learning. Extending care to include the family is emphasized.

31-543-308 Nursing: Introduction to Clinical Management • 2 cr.
This clinical experience applies nursing concepts and therapeutic nursing interventions to groups of clients. It also provides an introduction to leadership, management, and team building.

31-543-335 Body Structure and Function • 2 credits
The student will learn principles of body functions and the relationship between structure and function with emphasis on the application of these principles as they relate to the human body.

31-543-355 Professional Communication & Relationships • 3 cr.
Students apply critical thinking skills, attitudes and behaviors to study human behavior and relationships in family, work, and community roles. Students develop a sense of nursing professionalism through introduction of the history of nursing, health care teams, legal and ethical responsibilities, job acquisition skills, and current trends in nursing.

31-543-356 Growth & Development • 2 credits
Students learn principles of normal human growth and development, which assists the practical nurse in meeting the basic needs of persons from conception through senescence. Students analyze principles of growth and development in relationship to developmental tasks, and physical and psychological changes in human development.

31-801-310 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. Prerequisites: Communication 1 (73-851-710), or An undeclared major student.

31-804-305 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.

31-804-314 Occupational Math-Business • 1 credits
Students taking Occupational Math - Business organize data and represent data in graphical form. Students use graphs and statistical tools to represent and analyze data. They analyze various financial situations. Students also perform basic algebraic operations. They solve linear equations and rearrange algebraic formulas. In each topic area, students solve application problems.

31-804-315 Occupational Math-Technical • 1 credit
Students taking Occupational Math - Technical make and convert various measurements. They compute dimensions of geometric shapes. Students use basic right triangle trigonometry to solve problems. They also perform basic algebraic operations. Students solve linear equations and rearrange algebraic formulas. In each topic area, students solve application problems.

32-070-301 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.

32-070-303 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)

32-070-305 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.

32-070-309 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.

32-070-311 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.

32-070-312 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.

32-070-314 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.

32-070-319 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.

32-070-320 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.

32-070-321 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.

32-070-322 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.

32-070-323 Machinery Maintenance • 3 credits
Students learn to perform preventive maintenance procedures to a variety of agricultural equipment used in production agriculture. During this process the student gains an understanding of the different types of drive lines used in agriculture; such as Power take off drive assemblies, belt and chain drives, repair and adjustments of the drive line, various types of bearings and bearing maintenance procedures. Basic service maintenance of gear cases and tractors is covered.

32-070-341 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.

32-070-343 Applied Hydraulics • 4 credits
Students learn the working fundamentals of hydraulic systems found on todays agricultural equipment including tractors, combines, skid steers loaders and related equipment through class discussion and lab demonstrations. Students will use hydraulic pressure gauges, flowmeters, diagnostic flow charts and manufacturer technical manuals as they apply theory to lab projects to enforce theory discussion and develop hands-on skills. Students also use the latest computer resource information available to gather parts and service information as it pertains to their lab project. Pre-requisite: Basic Hydraulics (32-070-341)

32-070-344 Air Conditioning • 2 credits
Students diagnose air conditioning system problems and make necessary repairs. Students will apply the laws and requirements set forth by state and federal agencies and are given the opportunity to take the state mobile air conditioning certification test to repair air conditioning systems upon satisfactory completion of this program.

32-070-345 Advanced Electrical Systems • 4 credits
Students build on fundamental electrical skills learned in the Starting and Charging Systems course. Students work with simulators and prior approved projects to develop diagnostic skills and repair techniques while learning and making repairs to lighting, control, and monitoring circuits. Students use onboard diagnostics systems and scan tools as an integral part of this course as well as factory technical manuals, online resources, and computer programs to access service and parts information to complete lab projects.

32-070-346 Consumer Equipment Maint & 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. Prerequisite: Shop Safety & Practices (32-404-304A) or Ag Shop Safety and Practice (32-070-314) or Farm Shop Safety and Maintenance (10-070-103)

32-070-347 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. Prerequisites: Shop Safety & Practices (32-404-304A) or Ag Shop Safety and Practice (32-070-314)

32-070-348 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.

32-070-350 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)

32-080-302 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: Animal Nutrition (10-006-104) or Pest ID & Management/Crop Scouting (10-006-126) or Machinery Maintenance (32-070-323)

32-080-303 Animal Health-Dairy • 2 credits
This class is designed to introduce the student to the study of Dairy Cattle 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 an understanding of the uses of antibiotics, vaccines and hormones.

32-080-304 Animal Health-Livestock • 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 an understanding of the use of antibiotics, vaccines and hormones.

32-404-310 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.

32-404-311 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. Prerequisite: Auto Electrical I (32-404-310) Automotive Service Fundamentals (32-404-334)

32-404-312 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)

32-404-314 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.

32-404-315 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)

32-404-321 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. Prerequisites: Automotive Computer Control Systems (32-404-324)

32-404-322 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)

32-404-323 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)

32-404-324 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)

32-404-325 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)

32-404-326 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)

32-404-332 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. Prerequisites: Auto Electrical III (32-404-312)

32-404-333 Automotive Brakes • 4 credits
Students service and repair brake system problems using knowledge of brake system operation. Students use proper service tools and equipment to perform safe and quality brake system repair including disc brakes, drum brakes, parking brakes, and the brake hydraulic system. Students diagnose antilock brake system problems and perform necessary repairs.

32-404-334 Automotive Service Fundamentals • 3 credits
Students practice basic skills encountered as a technician servicing automobiles and light trucks including metal work; handtool, powertool, and fastener usage; measuring techniques, hoist operation, gasket/sealer application; and oxyacetylene and mig welding techniques. Students' skills are improved through practice in a safety conscious manner. Students examine employment opportunities, employer and customer expectations, and policies and procedures related to the operation of an auto service shop.

32-404-350 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

32-442-301 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.

32-442-308 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.

32-442-309 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.

32-806-303 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

42-812-401 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 the Highway Transportation System (HTS). Southwest Tech's Driver Education Program will prepare students with at least minimal capabilities for entry into the highway traffic system as vehicle operators, equip students with the knowledge and thought processes to enable them to make wise decisions as drivers and help students acquire the insight and motivation needed to become responsible users or the highway transportation system. Southwest Tech offers both traditional and online driver education to students within our district and throughout the state, as well as behind-the-wheel instruction for our district high schools. THIS COURSE IS FOR WISCONSIN RESIDENTS ONLY.

42-812-402 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.

42-812-408 Point Reduction • 0.45 credit
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. Please contact SWTC Public Safety Department, at 608.822.2700, for further information.

42-812-409 Driving for Adults • 0.1 credit
Individualized instruction on the proper and safest operation of motor vehicle on the roadway.

42-816-404 Motorcycle Driver Education • 0.5 credit
The Basic Rider Motorcycle Safety course is tailored more to the needs of the beginning riders, but can also benefit those who have some experience astride a bike. Approved by the Motorcycle Safety Foundation, this 16-hour course includes classroom and on-cycle training designed to make you a knowledgeable and safe motorcyclist. Participants will learn how to safely shift, turn, and brake, as well as other riding techniques.

42-816-410 3-Wheel Basic Rider Course • 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.

42-816-414 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.

42-818-401 Group Dynamics • 0.55 credit
The Group Dynamics / Traffic Safety School Program is one highway safety initiative within Wisconsin which aims to reduce the number and frequency of alcohol related crashes. Specifically, the course is designed to assist those involved in alcohol/traffic related offenses to make permanent changes in their drinking and driving behavior and attitudes. There is a minimum of 21 classroom hours contained in this alcohol educational program. A three point credit to your current driving record can be requested upon completion of this course. For all convicted of drunk driving if ordered through their treatment plan.

42-818-402 Multiple Offender Program • 0.85 credit
The Multiple Offender Program is a specialized education course for individuals who have experienced two or more operating while intoxicated (OWI) charges. Participants are encouraged to examine their drinking and driving behavior and attitudes, and to formulate an alternative lifestyle which will improve their ability to operate a vehicle safely. The Multiple Offender Program is not designed as a treatment program. It is intended to benefit the irresponsible drinker who is experiencing continual problems with drinking and driving. Individuals assessed as chemically dependent should not be referred to the program.

47-070-403 Youth Tractor Safety Certification • 0.6 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.

47-090-409 Beginning Farm Management • 1.2 credits
Students will study the beginning concepts of production agriculture in the areas of: financial management, risk management, record keeping, business planning, livestock and crop management, marketing, safety, human resources, and technology. Students will be able to implement financial record programs, evaluate sources of credit, develop a business plan and construct financial statements necessary for whole farm analysis.

47-090-434 Dairy Goat-Introduction to the Industry • 0.15 credit
Students will gain basic knowledge of the goat industry through virtual farm tours and online modules. Students will identify common dairy goat breeds, proper terminology, and basic operations of the commercial goat operation. Students will discuss the differences between a good and poor operation, as well as how to establish a successful operation and begin purchasing animals.

47-090-435 Dairy Goat-Writing a Business Plan for your Operation • 0.15 cr.
A business plan is an important management tool for a farm operation that provides strategic direction to the business's sustainability and profit opportunity. Students will identify the sections of a business plan, analyze the information to be included in each section, and then write a business plan for the dairy goat operation they are planning to operate. Students will build a plan for their operation with assistance from the course instructor and through peer reviewing.

47-090-436 Dairy Goat-Farm Records & Financial Management • 0.15 cr.
This course will focus on establishing farm financial records as well as analysis of the financial records. Students will discuss the management decisions that can be made from financial records, compare written versus computerized record keeping systems, and develop a plan for keeping financial records for their dairy goat operation. Students will be able to define the purpose of basic financial statements like a balance sheet, budget, and cash flow. Upon completion of this course, students will develop a balance sheet and outline the components needed to build a budget and cash flow for their dairy goat operation.

47-090-437 Dairy Goat-Milking Facilities and Housing • 0.1 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.

47-090-438 Dairy Goat-Kid Management • 0.1 credit
Students will learn basic kid care procedures to promote healthy replacement dairy goat does. Students will identify and discuss kid management practices focusing around proper nutrition, vaccination protocols, housing needs, and labor needs. Students will build a set of Standard Operating Procedures for kid care on their operation.

47-090-439 Dairy Goat-Herd Health • 0.3 credit
Students will be introduced to dairy goat herd health. Students will gain a basic understanding of management practices in the areas of kidding/parturition, hoof care, udder health, common diseases and parasites. Students will discuss management protocols needed on farm to promote healthy animals. Students will write basic protocols for a commercial dairy goat operation.

47-090-440 Dairy Goat-Nutrition • 0.3 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 goats. Students will calculate a balanced ration for a dairy goat herd using computer based resources.

47-090-441 Dairy Goat-Genetics and Selection • 0.25 credit
Through this course, students will learn how to select animals for their best genetic traits to maximize production and profit potential for a commercial dairy goat operation. Students will outline their farm's breeding program using DHIA (Dairy Herd Improvement Association) and ADGA (American Dairy Goat Association) resources to gain an adequate background in genetic evaluation. Students will complete a genetic plan that promotes the marketing strategy intended for their dairy goat operation.

47-090-442 Dairy Goat-Reproduction and Breeding Program • 0.25 cr.
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.

47-090-443 Dairy Goat-Production Records and Analysis • 0.25 cr.
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. Students will identify and implement a recordkeeping system for their farm operation.

47-090-444 Dairy Goat-Business Promotion and Marketing • 0.25 cr.
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.

47-090-445 Dairy Goat-Mentorship-Milking • 0.6 credit
Student will actively milk animals gaining experience in animal handling in a milking situation, knowledge of milking equipment, udder health, and milk house setup and take down. The student will have an adequate understanding of this mainstay chore when done with the mentorship. Pre-requisite: Dairy Goat-Introduction to the Industry

47-090-449 Dairy Goat-Mentorship-Student Choice • 0.6 credit
In this mentorship, the student will work with the instructor to determine three to five areas the student most needs experiences in and select the best mentor(s) for the student's needs. Some areas students can select include, but are not limited to: cheese making, field representative work, nutrition, veterinarian, meat goat production, and forage management. Pre-requisite: 47-090-434 Dairy Goat-Introduction to the Industry

47-090-454 Dairy Goat-Academy • 0.6 credit
The Dairy Goat Academy will include continuing education for dairy goat farm producers covering nutrition, genetics, reproduction, financial management, risk management, business planning, milk quality, herd health, recordkeeping, and marketing. Students will have the opportunity to network with farm producers and business and industry representatives.

47-196-469 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

47-311-400 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 operators license for selling alcoholic beverages. It also meets training requirements for tobacco retailers.

47-442-401 Related Welding Seminar • 1 credit
Students weld using a specific process, position, and materials related to their employment.

47-458-404 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.

47-503-711 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.

47-503-712 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.

47-504-415 Jail Academy: Jail Security Techniques • 0.2 credit
In this course, 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. Prerequisite: Basic Jail Academy students must meet minimum standards as defined by the Wisconsin Training and Standards.

47-504-416 Jail Acad-Jail Hostage Response • 0.1 credit
In this course, students will learn key concepts and guidelines regarding what to do in the event of being taken hostage in a jail. Students will learn indicators of possible pending hostage situations, and key hostage survival techniques in the event of a jail hostage situation. In addition, students will learn guidelines for proper action during a tactical operation to end a hostage situation. Finally, students will learn guidelines for proper action in the aftermath of a hostage situation, including guidelines for effective emotional survival, both short-term and long-term. Prerequisites: Basic Jail Academy students must meet minimum standards as defined by the Wisconsin Training and Standards.

47-504-418 Jail Acad-Admit and Release Inmates • 0.25 cr.
In this course, students will learn principles, concepts, legal requirements and skills involved in the processes of admitting and releasing inmates from jail custody. Key issues include the steps involved in receiving prisoners for intake, completing admissions records, orienting new inmates to the jail environment, determining classification for housing assignments and other purposes, and releasing inmates from custody. Students will practice key skills, including fingerprinting and completion of health screening forms. Prerequisites: Basic Jail Academy students must meet minimum standards as defined by the Wisconsin Training and Standards.

47-504-420 Jail Acad-Inmate Supervision and Behavior Control • 0.3 cr.
In this course, students will learn principles, guidelines and skills for supervising jail inmates and controlling inmate behavior. Key issues include the significance of jail security and inmate safety in effective supervision, skills for observing inmates, guidelines for effective staff-inmate relations, fraternization, and guideline to identify and avoid inmate manipulation attempts. In regard to inmate behavior control, both positive behavior control strategies and negative behavior approaches (punishment for rules violations) are featured. The state legal requirements for discipline of inmates are a key focus. Students will practice supervision and behavior control skills in simulated situations. Prerequisites: Basic Jail Academy students must meet minimum standards as defined by the Wisconsin Training and Standards.

47-504-422 Jail Acad-Super Special Inmate/Crisis Intervention • 0.3 cr.
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. Prerequisites: Basic Jail Academy students must meet minimum standards as defined by the Wisconsin Training and Standards.

47-504-425 Jail Acad-Prepare Reports • 0.2 credit
In this course, 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. Prerequisites: Basic Jail Academy students must meet minimum standards as defined by the Wisconsin Training and Standards.

47-504-426 Jail Acad-Correctional Law • 0.2 credit
In this course, students will learn key concepts and principles underlying legal requirements for jail operations and guidelines for protecting the legal rights of inmates. Key issues covered include rules and standards governing jail operations, structure of the court system, overview of civil liability, and key constitutional rights of inmates. Students will also learn how applicable Wisconsin statutes and Administrative Code requirements reflect or expand upon the broader constitutional protections for inmates. Prerequisites: Basic Jail Academy students must meet minimum standards as defined by the Wisconsin Training and Standards.

47-504-432 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.

47-504-439 Jail Acad-Jail Health Care • 0.3 credit
In this course, students will learn basic concepts, guidelines and skills enabling them to fulfill the role and duties of an officer in assisting with provision of adequate health care to jail inmates. The legal duty to ensure provision of adequate health care to inmates is featured. Key issues include intake screening for inmate health care needs, responding to inmate health care needs or requests, control and delivery of medications, and identification and proper response to a variety of common health care problems or situations. Additionally, students will learn key requirements and guidelines regarding maintenance of health care records and documents. Prerequisites: Basic Jail Academy students must meet minimum standards as defined by the Wisconsin Training and Standards.

47-504-442 Jail Acad-Jail Fire Safety • 0.25 credit
In this course, students will learn basic concepts, guidelines and skills enabling them to fulfill the role of an officer in assisting with an overall fire safety program in a jail. Basic information on causes of jail fires and factors associated with fires and fire safety are a focus. Students will learn basic fire prevention and control guidelines. Key psychomotor skills taught include extinguishing small fires, responding to alarms, donning and using self-contained breathing apparatus, and search-and-rescue operations. Students will practice key skills. Prerequisites: Basic Jail Academy students must meet minimum standards as defined by the Wisconsin Training and Standards.

47-504-902 Jail Academy: Ethics & Ethical Decision Making • 0.1 cr.
In this course, students will learn basic concepts and guidelines regarding ethics and ethical decision-making in a correctional environment, such as a county jail. Students will explore belief systems, social pressures, moral problems, decision-making and the consequences of decisions. The course includes a specific focus on common ethical problems and dilemmas that may occur in a jail setting. Basic Jail Academy students must meet minimum standards as defined by the Wisconsin Training and Standards.

47-513-402 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.

47-531-403 Emergency Medical Technician(EMT)-Refresher • 0.75 cr.
Student demonstrates updated knowledge and new techniques used to respond to an emergency as an ambulance attendant. Students integrate critical thinking, updated emergency care concepts and skills in managing an overall prehospital treatment plan for their patient. Prerequisite: EMT-Basic (30-531-301) or EMT-Basic (47-531-401)

47-531-405 Heartsaver CPR/AED • 0.1 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.

47-531-408 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.

47-531-411 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.

47-531-414 Heartsaver CPR/AED First Aid • 0.15 credit
This course teaches basic first aid and is designed to meet OSHA regulations. First aid basics include topics such as scene safety, finding the problem, calling for help, and more; Medical emergencies (including choking, breathing problems, shock and more); Injury emergencies (including actions for bleeding, broken bones, burns and more); Environmental emergencies (including actions for bites and stings, temperature-related and poison emergencies) Adult CPR and AED is included in this course. Optional modules include child and infant CPR.

47-531-436 BLS for Healthcare Provider-CPR • 0.1 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.

47-531-437 BLS for Healthcare Provider-CPR Recertification • 0.05 cr.
This course provides recertification in the critical concepts of high-quality CPR and the AHA Chain of Survival. The course includes 1-rescuer and 2-rescuer CPR/AED for adult/child/infant. The differences between adult child and infant rescue techniques will be learned. Other skills such as bag-mask techniques for adult, child and infant, as well as introduction to CPR with an advanced airway will be taught. Rescue breathing and relief of choking for adult, child and infant will be taught as well. This course fulfills the recertification requirements for CPR for the health related courses offered through Southwest Technical College.

47-531-452 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.

47-531-465 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.

50-413-501 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.

50-413-502 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.

50-413-503 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.

50-413-504 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.

50-413-505 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.

50-413-506 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.

50-413-507 Industrial Electrician VII • 2 credits
Students control processes using industrial solid state devices and apply digital fundamentals theory for industrial uses.

50-413-508 Industrial Electrician VIII • 2 credits
Students program electronically programmable devices, smart motor controllers and programmable logic controllers.

50-413-521 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.

50-413-522 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.

50-413-523 Construction Electrician III • 2 credits
Students apply electrical AC theory while using DC-AC motors to explore grounding, conduit bending, boxes and fitting.

50-413-524 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.

50-413-525 Construction Electrician V • 2 credits
Students gain knowledge in loading calculations, conductor selection, over current protection, raceways and boxes, wiring devices, and distribution equipment.

50-413-526 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.

50-413-527 Construction Electrician VII • 2 credits
Students gain knowledge in load calculations, commercial/industrial lighting, specialty lighting, standby and emergency systems, and basic electronic theory.

50-413-528 Construction Electrician VIII • 2 credits
Students work with fire alarm systems, specialty transformers, advanced solid state controls, HVAC controls, welding machinery, heat tracing, and freeze protection.

50-413-535 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.

50-427-512 Level & Transit Plumbers • 0.75 credit
Students practice using the builder's level, transit, and laser to layout building lines, grades, set pipe runs, and measure elevations and distances. Prerequisites: Wisconsin indentured plumbing apprentice with a current state plumbing apprentice license

50-427-751 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.

50-427-752 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.

50-427-753 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.

50-427-754 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.

50-427-755 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.

50-427-756 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.

50-427-757 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.

50-427-758 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.

50-427-760 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.

50-427-761 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.

50-427-762 Plumbing Blueprint Reading • 1.25 credits
Provides instructional material for plumbing apprentices to develop the ability to interpret trade blueprints and to plan the installation of the required plumbing. Skills covered include identifying blueprint features, interpreting specifications, reading a blueprint for the purpose of layout work, listing material from print, and coordinating installation of piping with other trades. Blueprint reading practice will be offered while working with an actual print. Prerequisites: Wisconsin indentured plumbing apprentice with a current state plumbing apprentice license.

50-427-763 Plumbing PRI Independent Study • 1 credit
Provides additional hours for plumbing apprentices who require time to complete their 572 hours of paid related requirement. Up to 72 hours can be scheduled as need in an independent study format. Course hours can be used to make up for time lost due to injury or illness, or to catch-up apprentices who start mid-term for example. Prerequisites: Wisconsin indentured plumbing apprentice with a current state plumbing apprentice license.

50-427-770 Plumbing PRI Independent Study-Makeup Hours • 0.5 cr.
Provides additional hours for plumbing apprentices who require time to complete their 572 hours of paid related requirement. Up to 72 hours can be scheduled as need in an independent study format. Course hours can be used to make up for time lost due to injury or illness, or to catch-up apprentices who start mid-term for example. Prerequisites: Wisconsin indentured plumbing apprentice with a current state plumbing apprentice license.

50-620-701 Trade Math Review for Mechatronics Apprentices • 1 cr.
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.

50-620-702 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.

50-620-703 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.

50-620-704 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.

50-620-705 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.

50-620-706 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.

50-620-707 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.

50-620-708 Fluid Power Systems for Mechatronics Apprentices • 2 cr.
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.

50-620-709 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.

50-620-710 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.

50-620-711 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.

50-620-712 Introduction to Programmable Logic Controllers • 2 cr.
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.

50-620-714 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.

50-620-715 Introduction to Robotic Systems for Mechatronics • 2 cr.
Course introduces the apprentice to the robot teach pendant and methods of robot jogging. Learners will be taught to replace servo motors, re-master the robot, and back up robot software and programs. Maintenance, servicing and safety will be emphasized. Cable management systems will be examined. Students must be indentured in the Mechatronics Technician Apprenticeship Program.

50-620-716 Introduction to Robotic Integration • 3 credits
Mechatronic apprentices will explore offsets, vision systems and system integration using robotic simulation and capstone project. The project will tie everything learned during their apprenticeship together – safety, machine integration, vision systems, CNC, machine applications for robotics, troubleshooting, and work documentation. Students must be indentured in the Mechatronics Technician Apprenticeship Program.

73-851-710 Communication 1 • 1 credit
Students write clear, complete sentences with correct grammar, give and follow directions, and demonstrate effective listening skills. Learners compose paragraphs, letters, documents, and job applications. Resources such as directories, schedules, and maps are used to apply written and oral skills to daily living.

73-854-710 Math 1 • 1 credit
Students use addition, subtraction, multiplication, and division with whole numbers and fractions. Learners apply the English measurement system, manage personal finances, demonstrate the basic functions of a calculator, and identify geometric shapes. Students use estimation in problem solving and check answers for logical outcomes.

73-856-710 Science 1 • 1 credit
Students establish a knowledge base in personal hygiene, nutrition, plants, animals, the human body, ecosystems, the universe, laws of matter and motion, and simple machines. Students relate this knowledge to life situations and job or learning goals.

73-858-710 Reading 1 • 1 credit
Students develop a basic sight vocabulary, use word attack skills to decode words, comprehend a variety of written and illustrative materials at a literal level and transfer skills to the workplace, school, and everyday life. Learners employ basic learning strategies to process written materials, use informational resources, and demonstrate responsibility for learning.

73-859-710 Social Studies 1 • 1 credit
Students establish a basic knowledge of people, places, and environments and their relationship to world history and geography. Learners demonstrate knowledge of cultural diversity and the advantages of existing within a global economy. Students gain content knowledge through use of various resources and interaction with others.

73-862-710 Employability Skills 1 • 1 credit
Students participate in various self-awareness exercises and acquire knowledge of expectations in school/work settings. Learners complete interest and personal style inventories, set personal short-and long-term goals, explore career clusters and sources of information about job opportunities.

74-854-720 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.

74-856-720 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.

74-858-720 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.

74-862-720 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.

75-861-710 Beginning English as a Second Language (ESL) • 1 cr.
Students practice understanding, speaking, reading and writing basic English skills. In listening, the student comprehends short utterances, simple courtesy expressions, and main themes. In writing, students copy, list and label concrete terms and fill in simple autobiographical information on forms. In reading and speaking, students recognize and communicate limited sight-word vocabulary.

75-861-750 High Beginning English as a Second Language • 1 cr.
Students understand questions and answers, and hold simple face-to-face conversations. In reading, students read for information and identify supporting details. In writing, students write short letters and paragraphs using simple grammatical structures.

75-861-770 Low Intermediate English as a Second Language • 1 cr.
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.

76-854-730 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.

76-856-730 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.

76-858-730 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.

76-859-730 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.

76-862-730 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.

77-851-750 Fundamentals of Language • 1 credit
This course introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. Students will also increase knowledge of grammar, punctuation, and mechanics usage as they build basic writing skills by applying rules of standard English in written documents while following the writing process.

77-854-799 Math Review • 1 credit
Students review whole number operations, fractions, decimals, percents, algebra, geometry, and trigonometry. The scope of the course is dependent on the student's ability and career objective. All concepts are reinforced through application problems specific to the student's career goal.

77-862-703 Lab Science Bootcamp • 1 credit
Prepares students entering the Lab Science program with necessary skills and knowledge for a successful transition from high school or industry into the food safety industry. This fourteen hour course places emphasis on math, chemistry, reading comprehension and retention, computer usage, time stress management and other college resources necessary for one to be successful in the program.

77-890-730 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.

78-851-799 Communication Review • 1 credit
Students develop and improve communication skills in the areas of listening, speaking, reading, and writing. Learners discuss course assignments and concepts, practice specific study skills that relate to their program courses, and complete activities that may include computer generated exercises, analysis of test materials, preparation of speeches or written documentation, and study of grammar and punctuation.

78-854-799 Math Review • 1 credit
Students review whole number operations, fractions, decimals, percents, algebra, geometry, and trigonometry. The scope of the course is dependent on the student's ability and career objective. All concepts are reinforced through application problems specific to the student's career goal.

78-856-799 Science Review • 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.

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