

# Wisconsin Indianhead Technical College

## 2020-2021 College Catalog



WISCONSIN  
INDIANHEAD  
TECHNICAL  
COLLEGE

800.243.9482

witc.edu



Welcome!

We are excited that you are considering one of the many educational opportunities provided by Wisconsin Indianhead Technical College (WITC). Our nationally-recognized College is committed to providing you with the skills and knowledge you need for a rewarding career. Our programs are offered at an affordable price and with faculty and staff whose top priority is helping you achieve your goals. At WITC, you will find the support you need in a dynamic learning environment.

As you think about your options, consider the fact that Forbes, Washington Monthly, and the Aspen Institute all regard WITC as one of the nation's best two-year colleges. Come develop skills that help you with your employment outlook and allow you to play an important role in your community. Be one of the many who decide it's time to make a decision that will benefit not only you, but also those who live and work in your area. Join the thousands of people annually who make WITC their first choice. Come to WITC and Experience Success!

Good luck, and please contact us if you have any questions about WITC's programs and services.

A handwritten signature in black ink that reads "John Will". The signature is fluid and cursive, with the first name "John" and last name "Will" clearly legible.

John Will, Ed.D.  
President  
Wisconsin Indianhead Technical College



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[www.ncahlc.org](http://www.ncahlc.org)



## WITC 2020-2021 Catalog

This catalog contains general information about WITC's programs and services, course descriptions, tuition and fees, and policies in existence at the time of this publication's deadline, May 2020.

WITC reserves the right, without prior notice, to change, delete, supplement or otherwise amend at any time the information, policies, curriculum or program requirements contained in this catalog, whether during a student's enrollment or otherwise.

A student's or prospective student's reliance upon information contained within the catalog, when making academic decisions does not constitute, and should not be construed as, a contract with the College. Students should consult with the appropriate academic division or department for further information.



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*Experience. Success.*

Welcome to Wisconsin Indianhead Technical College (WITC), Northwest Wisconsin's leader in Career and Technical Education. At WITC, we promise you a hands-on college experience tailored to fit your needs. We are here to help you gain the practical skills and valuable knowledge to succeed wherever life leads you.

We are caring, responsive, down-to-earth, skilled, and confident. We care about you as the learner and want to make your academic experience at WITC one that is memorable and enjoyable. We embrace and support your goals to enhance the quality of your life through career success.

**We measure our success through yours.**

You need to be qualified and prepared as you pursue your career goals, and we're here to help. Experiencing the nationally-recognized education provided at WITC will enable you to access the exciting and rewarding career opportunities you seek.

Making WITC your college of choice is the right decision. Together, we will Experience Success.

Respectfully,

**WITC Administration, Faculty, and Staff**

**Board of Trustees**

The College operates under the direction of the WITC Board of Trustees. Board members are appointed by a board appointment committee made up of the county board chairpersons in WITC's 11-county district and serve three-year terms from July through June. The chairperson whose county has the largest population serves as the chairperson of the appointment committee.

**Employee Members**

Troy Lambert  
Janelle Gruetzmacher

**Employer Members**

Brett Gerber  
Carol De Young

**Additional Members**

James Beistle  
Lorraine C. Laberee  
Andrew Albarado

**Elected Official**

Chris Fitzgerald

**School District Administrator**

Josh Robinson

**Board Global Ends Statement**

WITC exists to provide the regional economy with an educated, skilled, diverse, and dynamic workforce that is worth the expenditure of resources committed.

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## Mission, Vision, and Values

### Mission

#### Learning First

Learning is our passion. As Northwest Wisconsin's leader in technical education, WITC creates dynamic opportunities for career preparation and personal effectiveness. We are committed to making each and every experience with us meaningful and professional.

### Vision

#### An Innovative Journey

Education is a lifelong journey of learning and discovery. We embrace innovative theories, techniques, and technologies to ensure success in a changing world.

### Values

**Empowerment** – We value an engaging and supportive environment that inspires learners to achieve their personal and professional goals.

**Excellence** – We value high-quality training, professional development, and customer service in a dynamic learning environment.

**Innovation** – We value flexible delivery options and embrace the latest theories and technologies to meet individual learners' needs.

**Integrity** – We value honesty, accountability, and diversity in an open and ethical environment.

**Collaboration** – We value partnerships that enhance learning, promote economic development, and improve the quality of life.

### Strategic Goals

1. Provide support and opportunities for student learning and success.
2. Create and strengthen partnerships that benefit our stakeholders.
3. Foster a learning and working environment that encourages trust, respect, and professional growth.
4. Demonstrate effective leadership through collaboration with clear and consistent communication.

## Wisconsin Indianhead Technical College Purposes

As an accredited public postsecondary educational institution serving Northwest Wisconsin, Wisconsin Indianhead Technical College is committed to achieving our mission of "Learning First" by:

- Providing comprehensive programming to include certificates, diplomas, and associate degrees in occupational fields.
- Providing general studies courses to empower learners to become active and productive members of society.
- Providing support services to assist learners in achieving occupational, educational, and personal enrichment goals.
- Providing academic support to prepare learners for successful transition into employment or postsecondary programs.

### The WITC District

One of 16 districts in the Wisconsin Technical College System, WITC began serving Northwest Wisconsin in 1912 in Superior, and now has locations in Ashland (since 1921), Rice Lake (1941), and New Richmond (1967). WITC also has outreach centers in Hayward and Ladysmith. The Administrative Office has been located in Shell Lake since 1973.

The WITC district encompasses 10,500 square miles with over 300,000 residents. Of the nearly 18,000 students served each year, 62 percent are female, 7.5 percent are ethnic minorities, 4 percent are Veterans, and 74 percent are 20 years old or older.

The College is accredited through the Academic Quality Improvement Program (AQIP) of the Higher Learning Commission (<https://www.hlcommission.org/>). The College offers a variety of associate degrees, technical diplomas, short-term certificate programs, continuing education courses, and customized business training designed to help start or advance a career.

Operating under the direction of the Board of Trustees and the state technical college system, the College generates its revenue through student tuition and other student fees, local government, state and federal aids, and institutional revenue. The WITC Foundation also supports the College with scholarships, staff development training, and equipment donations.

The College works closely with local businesses, other educational institutions, and government and service agencies to develop partnerships. The Career Prep initiative, interactive television (ITV) networks, the Northwest Wisconsin Manufacturing Outreach Center (NWMOC), and the local Workforce Investment Boards (WIB) are just a few examples of WITC's collaboration for the benefit of its students and the community.

## Student Academic Achievement at WITC

WITC's "Learning First" mission establishes a strong commitment to learner success. Course competencies, program outcomes, and employability essentials identify the college's expectations for successful learning. The documentation and assessment of learning outcomes provide a basis for WITC's continuous improvement.

### Course Competencies

Major skills, knowledge, attitudes, or abilities needed to perform a task effectively and efficiently.

### Program Outcomes

Field-specific skills, attitudes, and abilities expected to be mastered by learners completing a program. Program outcomes go beyond a specific course and pertain to the entire program.

### Employability Essentials

The WITC Employability Essentials to think critically, communicate clearly, and demonstrate professionalism will be assessed in all technical diploma and associate degree program students annually. Assessment of the Employability Essentials assist WITC as we continuously work to improve teaching and learning.

## Assessment of Student Learning

The purpose of student learning assessment is to improve students' learning and faculty teaching methods. The assessment process should help to identify the following:

- What students should be learning
- The ways students are growing intellectually
- The gaps in the learning process
- What the college should be doing to facilitate student learning and growth
- What the college should be measuring to determine student learning and growth

WITC Assessment of Student Learning includes the following:

- Course Level Assessment (program courses and general studies courses)
  - » Course level assessment results will be used to improve student learning in the classroom, as well as improve teaching practices
- Program Outcome Assessment
  - » Assessment of program outcomes will ensure that continuous improvement is taking place and will demonstrate accountability to constituents (students, employers, accrediting bodies, etc.)
- Employability Essentials Assessment
  - » Assessment of the Employability Essentials and use of the results to make improvements will ensure that WITC graduates will have the skills necessary to be effective in career and personal effectiveness

Please visit WITC's Assessment Web site for further resources and information related to Assessment of Student Learning: [www.witc.edu/about-witc/Institutional-organization-and-Priorities/office-of-academic-affairs](http://www.witc.edu/about-witc/Institutional-organization-and-Priorities/office-of-academic-affairs).

# Programs

## Offered at

	1 year technical	2 year technical	2 year associate	Page	Online	Ashland	New Richmond	Rice Lake	Superior	Outreach Centers	Custom
* Accounting ➤			■	32	■	■	■	■	■	■	■
* Accounting Assistant ➤	■			34	■	■	■	■	■	■	■
* Administrative Professional ➤			■	36	■	■	■	■	■	■	■
Advanced EMT**				38			■	■			
* Agricultural Power and Equipment Technician		■		41			■				
* Architectural Commercial Design (unique in Wisconsin)			■	43			■	■			
* Architectural Woodworking & Cabinetmaking ➤	■			45				■			■
* Automated Packaging Systems Technician (unique in Wisconsin) ➤		■		46			■				
* Automation for Industrial Systems (unique in Wisconsin) ➤			■	48			■				
* Automotive Service Technician ➤	■			50					■		
* Automotive Technician ➤		■		52				■			
Billing and Posting Clerk** ➤				54	■	■	■	■	■	■	
Broadband Installer** (unique in Wisconsin) ➤				56	■						
* Business Management			■	59		■	■	■	■	■	
Community-Based Residential Facility (CBRF) Caregiver** ➤				61		■	■	■	■		
* Construction and Cabinetmaking (unique in Wisconsin) ➤		■		62				■			
Construction Essentials** ➤				64							■
* Cosmetology	■			65				■	■		
* Criminal Justice - Law Enforcement 720 Academy**				67				■			
* Criminal Justice Studies			■	69		■	■	■	■		
* Dairy Herd Management ➤	■			73				■			
* Dental Assistant	■			76				■			
* Diesel Equipment Technician		■		78			■				
* Early Childhood Education ➤			■	80			■	■	■		
* E-CHILD ➤			■	82	■						
* E-Connect - Child Care Services ➤	■			84	■						
Emergency Medical Technician** ➤				86		■	■	■	■	■	
* Emergency Medical Technician - Paramedic ➤	■			88		■	■	■	■	■	
* Entry Level Machining ➤	■			90			■				
* Farm Operation ➤	■			95		■	■	■			
* Financial Services ➤			■	95		■	■	■	■	■	
Financial Services Customer Representative** ➤				97		■	■	■	■	■	
* Gerontology - Aging Services Professional ➤			■	99		■	■	■	■	■	
* Health Information Technology ➤			■	102	■						
* Health Office Professional ➤	■			104	■	■	■	■	■		
Healthcare Receptionist** ➤				105	■	■	■	■	■		
* Heating, Ventilation, and Air Conditioning/Refrigeration (HVAC/R)		■		106					■		
Hospitality Foundations** (unique in Wisconsin)				108		■	■	■	■		
* Human Resource Management			■	109		■	■	■	■	■	
* Human Services Associate ➤			■	111		■	■	■	■		
* HVAC Installation Technician ➤	■			113					■		
* Individualized Technical Studies			■	115		■	■	■	■		
* Industrial Maintenance Technician		■		116					■		
* Industrial Systems Specialist (unique in Wisconsin) ➤	■			118			■				
* Information Technology - Cybersecurity Specialist ➤			■	120		■	■	■	■		
* Information Technology - Systems Administration Specialist ➤			■	122		■	■	■	■		
* Information Technology - Web and Software Developer			■	124	■		■				
* Leadership Development ➤			■	126		■	■	■	■	■	
Leadership Essentials** ➤				128		■	■	■	■	■	
* Machine Tool Operation ➤	■			130		■					
* Machine Tool Operation - CNC ➤	■			131				■			
* Machine Tool Technician ➤		■		133					■		
* Machine Tooling Technics ➤		■		135			■				
* Marine Repair Technician (unique in Wisconsin) ➤	■			138		■					
Mechatronics Basics** (unique in Wisconsin) ➤				140				■			■



## Programs (cont.)

### Offered at

	1 year technical	2-year technical	2-year associate	Page	Online	Ashland	New Richmond	Rice Lake	Superior	Outreach Centers	Custom <sup>†</sup>
* Medical Administrative Professional ➤		■		141	■	■	■	■	■		
* Medical Assistant	■			143		■	■	■			
* Medical Billing Specialist** ➤	■			145	■	■	■	■	■		
* Medical Coding Specialist ➤	■			146	■						
Microsoft Office** ➤				148	■	■	■	■	■	■	
* Nonprofit Leadership (unique in Wisconsin) ➤		■		151	■	■	■	■	■	■	
* Nonprofit Professional (unique in Wisconsin) ➤	■			153	■	■	■	■	■	■	
Nursing Assistant** ➤				155		■	■	■	■	■	
* Nursing - Associate Degree ➤		■		156		■	■	■	■		
* Occupational Therapy Assistant		■		158		■	■	■			
* Office Support Specialist ➤	■			160	■	■	■	■	■	■	
Office Technology Assistant** ➤				162	■	■	■	■	■	■	
* Paramedic Technician ➤		■		163		■	■	■	■	■	
* Pharmacy Technician	■			166			■		■		
* Power Sports Technician	■			169			■				
Refrigeration Essentials** ➤				174						■	
* Substance Abuse Counselor Education ➤	■			175		■	■	■	■		
* Technical Studies - Journeyworker		■		180		■	■	■	■		
Truck Driving**				181			■	■			
* University Transfer Degree - Associate of Arts		■		182		■	■	■	■		
* University Transfer Degree - Associate of Science		■		184		■	■	■	■		
* Utility Construction Installer (unique in Wisconsin) ➤	■			186				■			
* Utility Construction Technician (unique in Wisconsin) ➤		■		188				■			
* Veterinary Technician ➤		■		190			■				
* Welding ➤	■			192		■	■	■	■		

\* Indicates financial aid eligible. \*\* Program duration is less than one year. Program duration is three terms. General Studies is central to all programs. GED/HSED® and Academic Support offerings are available at all locations.

<sup>†</sup> Custom Programs - See Page 18 for more information

➤ CP Logo: Indicates this program is part of a career pathway

## Certificates

### Offered at

	Page	Online	Ashland	New Richmond	Rice Lake	Superior	Outreach Centers
Advanced Marine Repair Technician	39		■				
Agricultural Business Fundamentals ➤	40		■	■	■		■
Broadband Customer Service Specialist (unique in Wisconsin)	55	■					
Business Administration Specialist	57	■	■	■	■	■	
Business Graphics	58	■	■	■	■	■	
Crop Production ➤	71		■	■	■		
Customer Service	72		■	■	■	■	■
Dementia Care (unique in Wisconsin) ➤	75		■	■	■	■	■
Ethical Leadership	92		■	■	■	■	■
General Studies Certificate	98		■	■	■	■	■
Gerontology for Healthcare Professionals (unique in Wisconsin) ➤	101		■	■	■	■	■
Livestock Production ➤	129		■	■	■		
Management Certificate	137		■	■	■	■	■
Networking Professional	149			■	■	■	
Nonprofit Essentials (unique in Wisconsin) ➤	150	■					
Personal Care Worker	165		■	■	■	■	
Phlebotomy	168			■	■		
Preschool Education Professional (The Registry Preschool Credential) ➤	171	■		■	■	■	
Professional Credential for Infants/Toddlers (Wisconsin)	173	■					
Supervisory Leadership	177		■	■	■	■	■
Tax Preparer Assistant ➤	179	■	■	■	■	■	■



## WITC Campuses and Online Opportunities

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# WITC Online

Online learning at WITC is growing! There are many learning options that include online courses and programs. Use this link to view the online opportunities at WITC:

[https://www.witc.edu/academic-programs/degree-programs-and-certificates?field\\_campus\\_target\\_id%5B211%5D=211](https://www.witc.edu/academic-programs/degree-programs-and-certificates?field_campus_target_id%5B211%5D=211).

## The College is proud to be offering the following programs/certificates completely online\*:

- » Accounting
- » Accounting Assistant
- » Administrative Professional
- » Agricultural Business Fundamentals (Your Choice)
- » Billing and Posting Clerk
- » Broadband Customer Service Specialist (Custom)
- » Broadband Installer (Custom)
- » Broadband Service Technician Apprentice
- » Business Administration Specialist certificate
- » Business Graphics certificate
- » Cosmetology Apprentice
- » Crop Production (Your Choice)
- » Demential Care (Your Choice)
- » E-CHILD
- » E-Connect - Child Care Services
- » Farm Operation (Your Choice)
- » Gerontology - Aging Services Professional (Your Choice)
- » Gerontology for Healthcare Professionals (Your Choice)
- » Health Information Technology
- » Health Office Professional
- » Healthcare Receptionist
- » Information Technology – Web and Software Developer
- » Livestock Production (Your Choice)
- » Medical Administrative Professional
- » Medical Billing Specialist
- » Medical Coding Specialist
- » Microsoft Office
- » Nonprofit Essentials
- » Nonprofit Leadership
- » Nonprofit Professional
- » Office Support Specialist
- » Office Technology Assistant
- » Professional Credential for Infants/Toddlers (Wisconsin)
- » Preschool Education Professional (The Registry Preschool Credential)
- » Tax Preparer Assistant

\*Practicum/Fieldwork, etc., days/times/locations may vary

## Technology Requirements

The computer hardware, software, and the Internet connection that is used for accessing coursework are the primary means of participating in online courses and therefore are significant contributors to academic success in online courses and/or programs at Wisconsin Indianhead Technical College. It is essential that students own or have ready access to a computer.

Wisconsin Indianhead Technical College is primarily Windows PC-based and, therefore, we are not able to actively support documents from Macintosh- or Linux-based computers.

For specific information on technology requirements, go to: <https://www.witc.edu/academic-programs/find-your-program/flexible-learning-options/online/technology-requirements>.

## Individual Success Factors

To be successful, students should determine if they would be a

good candidate for online courses or programs. The following characteristics and skills are perceived as being prerequisites to the success of the online learner:

- » Having a strong academic self-concept
- » Exhibiting fluency in the use of online learning technologies
- » Possessing interpersonal and communication skills
- » Understanding and valuing interaction and collaborative learning
- » Exhibiting self-directed learning skills

## In addition, before taking a WITC online program or course:

- » Students must be familiar with WITC's Learning Management System, Blackboard.
- » Students must be motivated and responsible for their own learning. Online classes are very different from traditional face-to-face classes in terms of how material is presented, nature of interaction with class members and instructor, and can be much more work. There is less structure than a face-to-face class, so it is up to students to pace themselves and keep up with assignments.
- » Students must be fluent in the use of online technologies. Students will need to send e-mails with attachments, navigate the Internet, download browser plug-ins to view multimedia enhanced Web pages, participate in threaded discussions, and troubleshoot computer or connectivity problems.
- » Courses labeled "Online" provide all learning materials and assignments over the Internet. However, in some instances, students may be required to attend a campus site to have an exam proctored.
- » Students must realize that "Online" is not "Independent Study"! In Online courses, students will be required to participate in a learning community with other students as student engagement and participation is critical to the success of the class. Students should also value interaction and collaborative learning.

## To be a successful online student:

- » Be proactive. Students should know what they are getting into and have conversations with a counselor and/or advisor to ensure that online is right for them.
- » Be self-directed in learning skills. Do not procrastinate with assignments. Use time management skills. Set aside time each week to complete the required assignments and submit them in a timely manner.
- » Be collaborative. Read the threaded discussion at least three times a week and respond to the discussions as appropriate and as required by the instructor. This is collaborative learning – an essential part of online instruction.
- » Be confident. If having problems, ask questions, send an e-mail to fellow students or the instructor, and use the discussion board to post questions. Chances are if one student has a question, others may as well.
- » Contact the Learning Resource Center, Educational Technology Center, or Academic Support Center at the local campuses for additional assistance. Also, online at: [www.witc.edu/commons/index.htm](http://www.witc.edu/commons/index.htm).

Use this link to access information on online programming: <https://www.witc.edu/academic-programs/find-your-program/flexible-learning-options/online>

Students that decide they are not prepared to take an online course or program should contact a counselor for more information and suggestions for additional assistance.

# WITC-Ashland

WITC-Ashland, situated on the shores of Lake Superior in a progressive community of almost 9,000 residents, is known for its commitment to academic excellence and personalized instruction. The campus is surrounded by inland lakes, streams, and forests; just minutes from the Apostle Islands National Lake Shore and about an hour from the Twin Ports of Superior/Duluth.

The Ashland Campus offers career programs in:

## **Agriculture, Food and Natural Resources**

Farm Operation

## **Business, Management and Administration**

Administrative Professional  
Business Management  
Health Office Professional  
Healthcare Receptionist  
Human Resource Management  
Leadership Development  
Leadership Essentials  
Medical Administrative Professional  
Medical Billing Specialist  
Microsoft Office  
Nonprofit Leadership  
Nonprofit Professional  
Office Support Specialist  
Office Technology Assistant

## **Finance**

Accounting  
Accounting Assistant  
Billing and Posting Clerk  
Financial Services  
Financial Services Customer Representative

## **Health Sciences**

CBRF Caregiver  
Gerontology - Aging Services Professional

## **Health Sciences (continued)**

Medical Assistant  
Nursing Assistant  
Nursing - Associate Degree  
Occupational Therapy Assistant

## **Hospitality and Tourism**

Hospitality Foundations

## **Human Services**

Human Services Associate  
Substance Abuse Counselor Education

## **Information Technology**

Information Technology - Cybersecurity Specialist (first year coursework)  
Information Technology - Systems Administration Specialist

## **Law, Public Safety and Security**

Criminal Justice Studies  
Emergency Medical Technician  
Emergency Medical Technician - Paramedic  
Paramedic Technician

## **Liberal Arts**

University Transfer Degree - Associate of Arts  
University Transfer Degree - Associate of Science

## **Manufacturing**

Machine Tool Operation  
Welding

## **Transportation, Distribution and Logistics**

Marine Repair Technician



### Individualized Studies

Individualized Technical Studies  
Technical Studies - Journeyworker

### Certificates

Advanced Marine Repair Technician  
Agricultural Business Fundamentals  
Business Administration Specialist  
Business Graphics  
Crop Production  
Customer Service  
Dementia Care  
Ethical Leadership  
General Studies Certificate  
Gerontology for Healthcare Professionals  
Livestock Production  
Management Certificate  
Personal Care Worker  
Supervisory Leadership  
Tax Preparer Assistant

### Apprenticeship

Plumbing

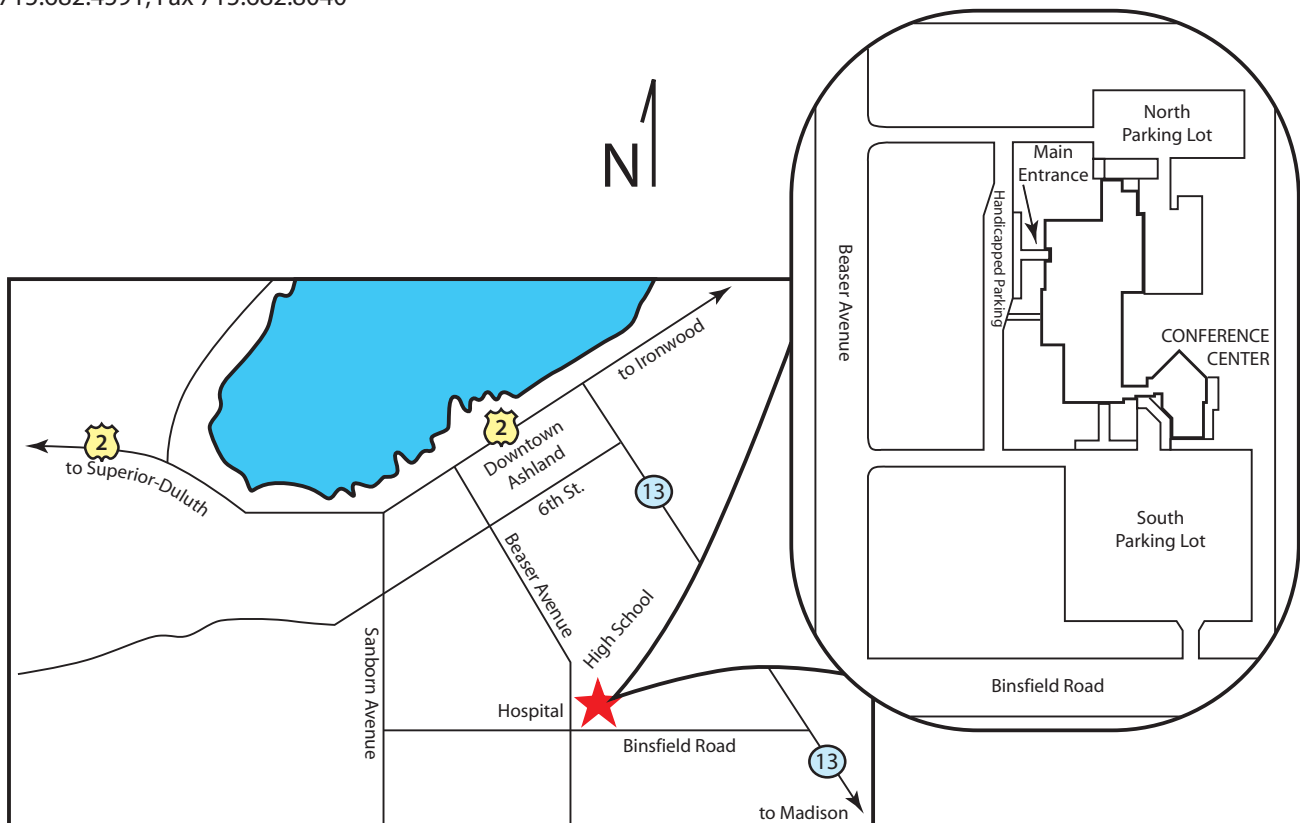
### Other Offerings

GED/HSED completion  
Academic Support - academic preparation and support  
General Studies - coursework central to all programs  
English Language Learning (ELL)

Select courses are available at the WITC Outreach Centers.  
Please contact your local campus for specifics.

2100 Beaser Avenue, Ashland, WI 54806

715.682.4591, Fax 715.682.8040



# WITC-New Richmond

WITC-New Richmond is in the center of an expanding, prosperous business and residential area. Located in the beautiful St. Croix Valley, New Richmond offers an abundance of recreational and cultural activities. Scenic farmlands, wooded hills, and clean lakes accent the amenities that New Richmond has to offer. The Minneapolis/St. Paul metropolitan area is only a 30- to 40-minute drive. Many people like having the benefits of an urban center nearby while also enjoying the comforts offered by small-town living.

The New Richmond Campus offers career programs in:

## **Agriculture, Food and Natural Resources**

Agricultural Power and Equipment Technician  
Farm Operation  
Veterinary Technician

## **Architecture and Construction**

Architectural Commercial Design

## **Business, Management and Administration**

Administrative Professional  
Business Management  
Health Office Professional  
Healthcare Receptionist  
Human Resource Management  
Leadership Development  
Leadership Essentials  
Medical Administrative Professional  
Medical Billing Specialist  
Microsoft Office  
Nonprofit Leadership  
Nonprofit Professional  
Office Support Specialist  
Office Technology Assistant

## **Education and Training**

Early Childhood Education

## **Finance**

Accounting  
Accounting Assistant  
Billing and Posting Clerk  
Financial Services  
Financial Services Customer Representative

## **Health Sciences**

CBRF Caregiver  
Gerontology - Aging Services Professional  
Medical Assistant  
Nursing Assistant  
Nursing - Associate Degree  
Occupational Therapy Assistant  
Pharmacy Technician

## **Hospitality and Tourism**

Hospitality Foundations

## **Human Services**

Human Services Associate  
Substance Abuse Counselor Education

## **Information Technology**

Information Technology - Cybersecurity Specialist  
Information Technology - Systems Administration  
Specialist (first year coursework)  
Information Technology - Web and Software Developer

## **Law, Public Safety and Security**

Advanced EMT  
Criminal Justice Studies  
Emergency Medical Technician  
Emergency Medical Technician - Paramedic  
Paramedic Technician

## **Liberal Arts**

University Transfer Degree - Associate of Arts  
University Transfer Degree - Associate of Science



## Manufacturing

Automated Packaging Systems Technician  
Automation for Industrial Systems  
Entry Level Machining  
Industrial Systems Specialist  
Machine Tooling Technics  
Welding

## Transportation, Distribution and Logistics

Diesel Equipment Technician  
Power Sports Technician  
Truck Driving

## Individualized Studies

Individualized Technical Studies  
Technical Studies - Journeyworker

## Certificates

Agricultural Business Fundamentals  
Business Administration Specialist  
Business Graphics  
Crop Production  
Customer Service  
Dementia Care  
Ethical Leadership  
General Studies Certificate

Gerontology for Healthcare Professionals  
Livestock Production  
Management Certificate  
Networking Professional  
Personal Care Worker  
Phlebotomy  
Preschool Education Professional (The Registry Preschool Credential)  
Supervisory Leadership  
Tax Preparer Assistant

Select courses are available at the WITC Outreach Centers.  
Please contact your local campus for specifics.

## Apprenticeship

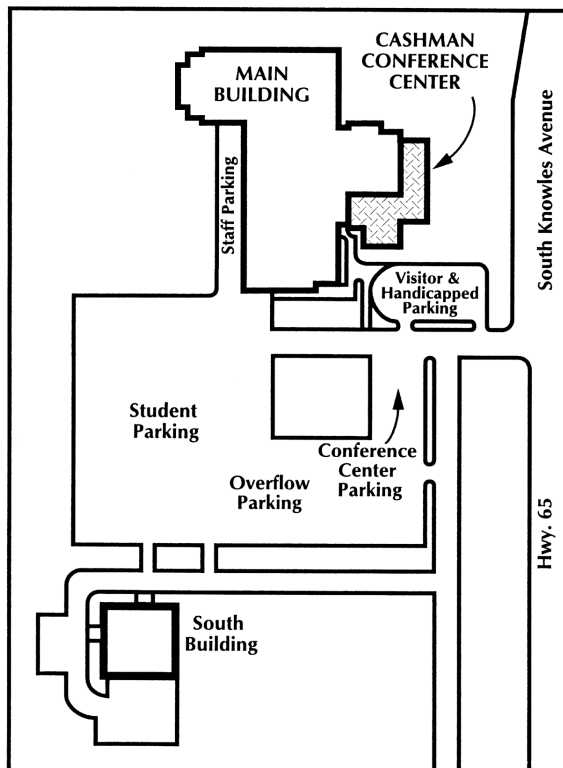
Injection Mold Set-Up (Plastic)  
Plumbing

## Other Offerings

GED/HSED completion  
Academic Support - academic preparation and support  
General Studies - coursework central to all programs  
English Language Learning (ELL)

1019 South Knowles Avenue, New Richmond, WI 54017

715.246.6561, Fax 715.246.2777



# WITC-Rice Lake

The Rice Lake area is packed with exciting attractions and recreational opportunities. From shopping and historic sites to bike trails and parks, Rice Lake has it all. The town and surrounding area is a great natural beauty: the waters of Rice Lake and the Red Cedar River, plus the beautiful Blue Hills have been attracting visitors for decades. Friendly people and genuine hospitality make everyone feel welcome.

The Rice Lake Campus offers career programs in:

## **Agriculture, Food and Natural Resources**

Dairy Herd Management  
Farm Operation

## **Architecture and Construction**

Architectural Commercial Design  
Architectural Woodworking & Cabinetmaking  
Construction and Cabinetmaking  
Utility Construction Installer  
Utility Construction Technician

## **Business, Management and Administration**

Administrative Professional  
Business Management  
Health Office Professional  
Healthcare Receptionist  
Human Resource Management  
Leadership Development  
Leadership Essentials  
Medical Administrative Professional  
Medical Billing Specialist  
Microsoft Office  
Nonprofit Leadership  
Nonprofit Professional  
Office Support Specialist  
Office Technology Assistant

## **Education and Training**

Early Childhood Education

## **Finance**

Accounting  
Accounting Assistant  
Billing and Posting Clerk

## **Financial Services**

Financial Services Customer Representative

## **Health Sciences**

CBRF Caregiver  
Dental Assistant  
Gerontology - Aging Services Professional  
Medical Assistant  
Nursing Assistant  
Nursing - Associate Degree  
Occupational Therapy Assistant

## **Hospitality and Tourism**

Hospitality Foundations

## **Human Services**

Cosmetology  
Human Services Associate  
Substance Abuse Counselor Education

## **Information Technology**

Information Technology - Cybersecurity Specialist  
Information Technology - Systems Administration Specialist

## **Law, Public Safety and Security**

Advanced EMT  
Criminal Justice - Law Enforcement 720 Academy  
Criminal Justice Studies  
Emergency Medical Technician  
Emergency Medical Technician - Paramedic  
Paramedic Technician





### Liberal Arts

University Transfer Degree - Associate of Arts  
University Transfer Degree - Associate of Science

### Manufacturing

Machine Tool Operation - CNC  
Mechatronics Basics  
Welding

### Transportation, Distribution and Logistics

Automotive Technician  
Truck Driving

### Individualized Studies

Individualized Technical Studies  
Technical Studies - Journeyworker

### Certificates

Agricultural Business Fundamentals  
Business Administration Specialist  
Business Graphics  
Crop Production  
Customer Service  
Dementia Care  
Ethical Leadership  
General Studies Certificate  
Gerontology for Healthcare Professionals  
Livestock Production  
Management Certificate

Networking Professional  
Personal Care Worker  
Phlebotomy  
Preschool Education Professional (The Registry Preschool Credential)  
Supervisory Leadership  
Tax Preparer Assistant

Select courses are available at the WITC Outreach Centers.  
Please contact your local campus for specifics.

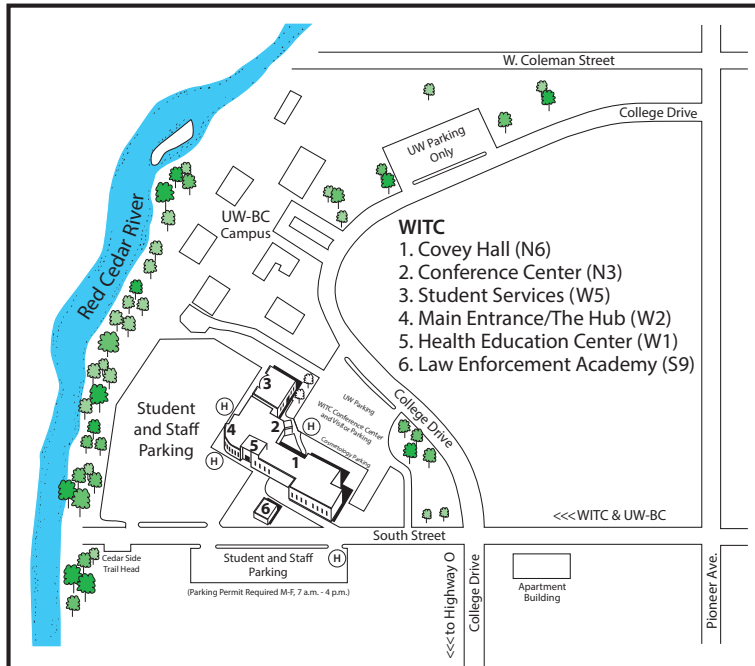
### Apprenticeship

Carpentry Apprentice (ABC)  
Cosmetology  
Maintenance Mechanic/Millwright  
Plumbing

### Other Offerings

GED/HSED completion  
Academic Support - academic preparation and support  
General Studies - coursework central to all programs  
English Language Learning (ELL)

1900 College Drive, Rice Lake, WI 54868  
715.234.7082, Fax 715.234.5172



# WITC-Superior

The staff at WITC-Superior is dedicated to meeting the needs of today's students and employers, ensuring students are completely satisfied with their learning experience. The education is dynamic and hands-on, offering focused career preparation with a variety of courses, career programs, and delivery options.

Founded in 1912, the Superior campus offers top-notch faculty and state-of-the-art technology, as well as breathtaking landscapes. Students will benefit from the classes and enjoy the area.

In addition to the inland lakes, rivers, streams, waterfront trails, and the state's largest waterfall, there are endless shopping opportunities, concerts, expos, marathons, plays, sporting events, rodeos, festivals, outdoor recreational opportunities, and more. This is the ideal environment for learning and for living.

The Superior Campus offers career programs in:

## **Architecture and Construction**

Heating, Ventilation, and Air Conditioning/  
Refrigeration (HVAC/R)  
HVAC Installation Technician  
Refrigeration Essentials

## **Business, Management and Administration**

Administrative Professional  
Business Management  
Health Office Professional  
Healthcare Receptionist  
Human Resource Management  
Leadership Development  
Leadership Essentials  
Medical Administrative Professional  
Medical Billing Specialist  
Microsoft Office  
Nonprofit Leadership  
Nonprofit Professional  
Office Support Specialist  
Office Technology Assistant

## **Education and Training**

Early Childhood Education

## **Finance**

Accounting  
Accounting Assistant  
Billing and Posting Clerk  
Financial Services

Financial Services Customer Representative

## **Health Sciences**

CBRF Caregiver  
Gerontology - Aging Services Professional  
Medical Assistant  
Nursing Assistant  
Nursing - Associate Degree  
Pharmacy Technician

## **Hospitality and Tourism**

Hospitality Foundations

## **Human Services**

Cosmetology  
Human Services Associate  
Substance Abuse Counselor Education

## **Information Technology**

Information Technology - Cybersecurity Specialist (first year coursework)  
Information Technology - Systems Administration Specialist (first year coursework)

## **Law, Public Safety and Security**

Criminal Justice Studies  
Emergency Medical Technician  
Emergency Medical Technician - Paramedic  
Paramedic Technician

## **Liberal Arts**

University Transfer Degree - Associate of Arts  
University Transfer Degree - Associate of Science



**Manufacturing**

Industrial Maintenance Technician  
Machine Tool Technician  
Welding

**Transportation, Distribution and Logistics**

Automotive Service Technician

**Individualized Studies**

Individualized Technical Studies  
Technical Studies - Journeyworker

**Certificates**

Business Administration Specialist  
Business Graphics  
Customer Service  
Dementia Care  
Ethical Leadership  
General Studies Certificate  
Gerontology for Healthcare Professionals  
Management Certificate  
Networking Professional

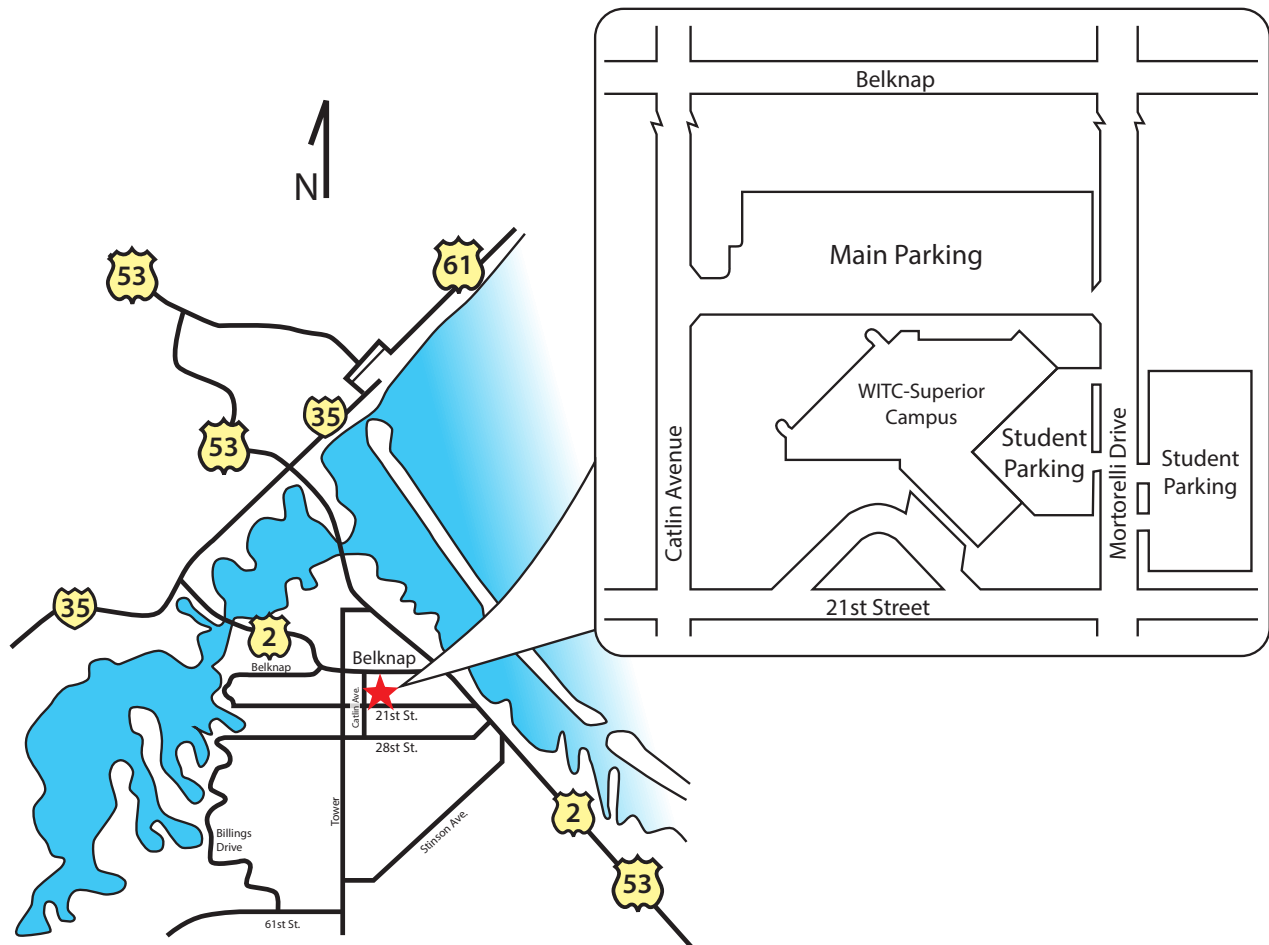
Personal Care Worker  
Preschool Education Professional (The Registry Preschool Credential)  
Supervisory Leadership  
Tax Preparer Assistant

Select courses are available at the WITC Outreach Centers. Please contact your local campus for specifics.

**Other Offerings**

GED/HSED completion  
Academic Support - academic preparation and support  
General Education - coursework central to all programs  
English Language Learning (ELL)

600 North 21st Street, Superior, WI 54880  
715.394.6677, Fax 715.394.3771



## Continuing Education and Outreach Centers

Credit and noncredit courses are offered through Continuing Education on campus and at community outreach locations throughout the WITC District.

### WITC Outreach Centers

#### Hayward, Ladysmith, and Balsam Lake Outreach Centers

WITC-Hayward, WITC-Ladysmith, and WITC-Balsam Lake Outreach Centers offer many course options to area residents, as well as customized training to business and industry customers.

Students may choose from a selection of general credit courses and Continuing Education courses available at these locations. For added convenience and reduced travel, students enrolled in an academic program have the opportunity of attending classes from their own home or another convenient location of their choosing via Blue Jeans. Another option is Your Choice, which offers multiple courses in an individualized self-study environment. For those individuals pursuing their GED or HSED, the Academic Support instructors at WITC-Balsam Lake, WITC-Hayward and WITC-Ladysmith provide free course preparation.

Contact the outreach center nearest you for more details.

#### WITC-Hayward

715.634.5167, Ext. 5500  
800.243.9482  
Fax: 715.634.8387

#### WITC-Ladysmith

715.532.3399, Ext. 5600  
800.243.9482  
Fax: 715.532.5483

#### WITC-Balsam Lake

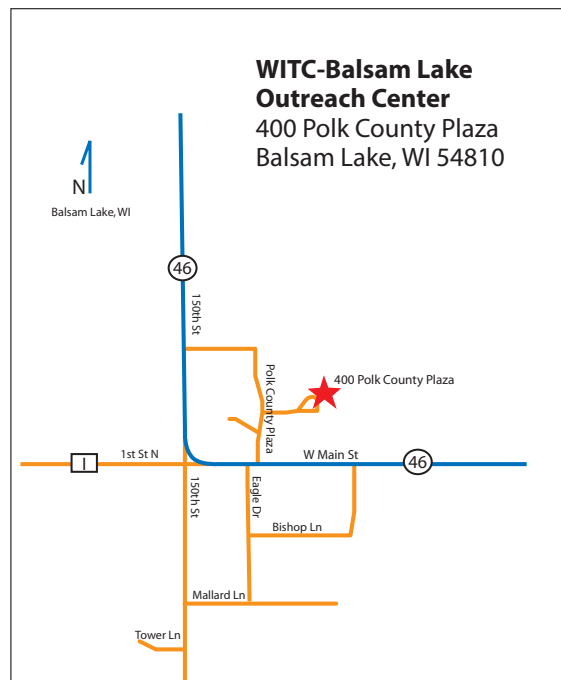
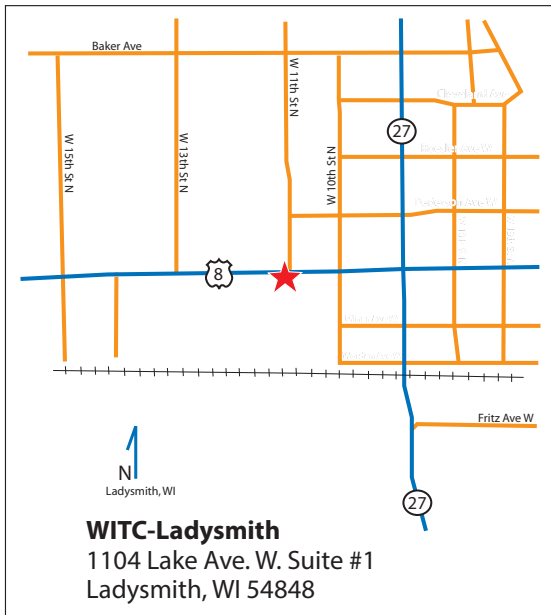
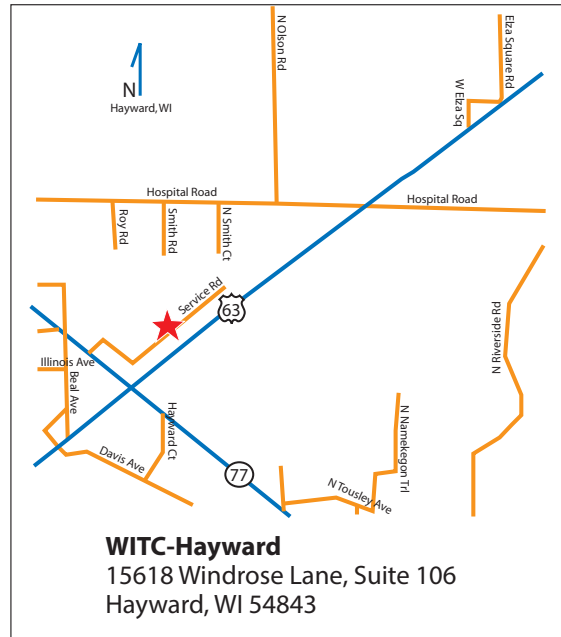
715.485.3044, Ext. 5700  
800.243.9482  
Fax: 715.485.3049

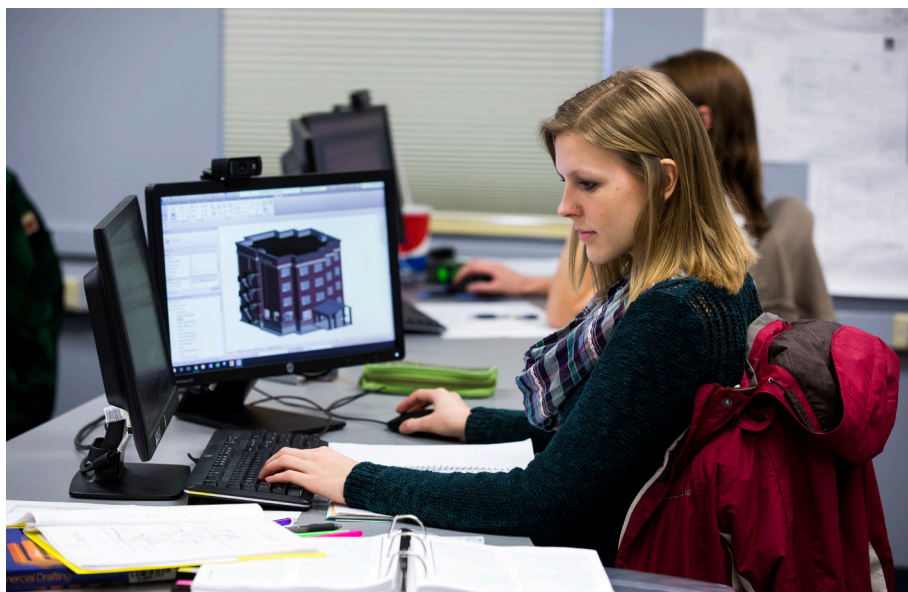
## Custom Programs

The Continuing Education department offers a number of credit programs through a variety of custom delivery options. Mobile site delivery allows WITC expansion of campus-based programs to off-campus sites based on regional needs. Online delivery provides opportunities for training without having to travel to a campus location. All of these options provide opportunities for WITC to be responsive to student needs and partner with high schools, business and industry, and regional workforce agencies to provide training when and where it is needed.

### Following is a list of custom programs currently available:

- » Architectural Woodworking & Cabinetmaking (custom delivery/Rice Lake)
- » Broadband Customer Service Specialist (online)
- » Broadband Installer (online)
- » Construction Essentials (custom delivery)
- » Mechatronics Basics (custom delivery/Rice Lake)





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# What Is It Like at WITC?

## What Does WITC Offer?

WITC is the college of choice for students who wish to pursue associate degrees, technical diplomas or certificates, GED/HSED completion, and for those presently employed who wish to advance in their careers. Area employers contract with the college for customized training consisting of specific courses that are developed and taught by WITC instructors at an employer's work site. WITC also provides instruction for apprentices in cooperation with employers and the state of Wisconsin.

## Types of Degrees/Offerings

### Associate Degrees (Applied Science)

WITC's associate in applied science (A.A.S.) degrees lead students to employment in a specified career or career advancement. An associate degree may also be the first step towards a bachelor's degree. These programs generally take two years to complete when pursued on a full-time basis.

### Technical Diplomas

If students wish to prepare for specific jobs or upgrade their job skills, WITC offers specialized programs that lead to a diploma in the chosen field. Diploma programs vary in length from less than one year to two years and provide extensive career training. Some diplomas are embedded within other technical diploma and associate degree programs allowing students to earn a credential, go to work, and return to complete the full diploma or associate degree.

### Certificates

WITC awards certificates for the successful completion of a group of courses targeted toward a specialty area. Some certificates are embedded within technical diploma and associate degree programs allowing students to enhance current employment opportunities, lead to employment or continue to complete the diploma or associate degree.

## Apprenticeship

### What Is It?

A Registered Apprenticeship is a state-certified training program that combines paid related instruction and on the job training. Apprenticeships require employment: 90% of the training is on the job and 10% is classroom instruction. Apprenticeships are offered in a variety of occupational areas, including: construction, industrial, service, utilities, information technology, healthcare, and agriculture. Apprenticeships include a three-part contract with the apprentice, the sponsor (employer), and the Department of Workforce Development. Apprenticeships also includes a progressive wage scale, so as knowledge and skills increase, wages increase. Apprenticeship programs can vary by length of time from one year to five years.

### How Do Students Qualify?

The apprentice must have a high school diploma or equivalent, be physically fit to perform, and the ability to travel to and from work and instruction. Some apprenticeship programs have an advisory committee that have additional requirements, such as: an application, an interview, and testing (example: Accuplacer or ACT). Please contact Eric Lockwood, Director, Apprenticeships and Workforce Training for specific information.

### What Is Offered?

The apprenticeship programs offered at WITC include:

- Broadband Service Technician (Online)
- Carpentry Apprenticeship (ABC)
- Cosmetology (Online)
- Injection Mold Set-Up (Plastic)
- Maintenance Mechanic/Millwright
- Plumbing

For a complete list of more than 300 state-certified apprenticeships, visit the Wisconsin Department of Workforce Development Web site at <https://dwd.wisconsin.gov/> or call the Bureau of Apprenticeship Standards Representative at 715-874-4627 or [Long.Vang@dwd.wisconsin.gov](mailto:Long.Vang@dwd.wisconsin.gov).

### How to Get Started?

To start the application process, contact the local Apprenticeship Training Representative, Long Vang, at 715.874.4627. Apprenticeship requires a sponsoring employer. Students should start by learning what they can about the trade by talking to people who are in the occupation: employers, employees, high school counselors, WITC instructors and counselors, employers' associations, and labor unions.

For more information, contact Eric Lockwood, Director, Apprenticeships and Workforce Training at 800.243.9482, Extension 4297 or go to [www.witc.edu/academic-programs/find-your-program/apprenticeships](http://www.witc.edu/academic-programs/find-your-program/apprenticeships)

## GED/HSED Completion

GED/HSED preparation is available at WITC Academic Support Centers in these communities: Ashland, New Richmond, Rice Lake, Superior, Hayward, Ladysmith, and Balsam Lake. For other current locations, visit [witic.edu](http://witic.edu). Services to adult students are generally free; however, some courses may require a \$4.50 material fee.

### What Is the GED?

The GED requires a student to complete a battery of five tests: Reasoning through Language Arts, Mathematical Reasoning, Science, Social Studies, and Civics.

### What Is the HSED?

The High School Equivalency Diploma (HSED) is more comprehensive than the GED. The HSED requires all of the GED tests, plus:

- Verifying one-half Health credit earned in grades 7-12 or passing the additional Health test.
- Completion of Employability Activities.

### Who Can Take the GED?

The GED/HSED tests may be taken if a student is a Wisconsin resident who is at least 18 1/2 years of age, or if the class with which the student entered 9th grade has graduated from high school.

## Academic Calendar

An academic year at WITC consists of three semesters: fall, spring, and summer. Fall and spring semesters consist of 16 weeks and the summer semester is 8 weeks.

## Start Now

WITC offers selected Start Now classes providing students the opportunity to enroll in multiple entry points within a term. Currently four, eight, and twelve week sessions are scheduled.

## Career Pathways

Career Pathways connect progressive levels of coursework to allow students to build upon their education. Each step in the pathway connects with employment and provides the opportunity for advancement to higher levels.

## Program Sequencing

Courses are scheduled to enable full-time students, who enter the fall term (first semester) and carry a full program credit load, to complete all graduation requirements within two, three, or four semesters, depending on their program. WITC cannot guarantee that specific courses will be available as needed to students entering programs at mid-year, enrolling part-time, and/or students with non-sequenced academic schedules; nor can WITC guarantee that a program will not be suspended or discontinued prior to a student's completion. For the most current curriculum checklists documenting specific courses needed to satisfy program requirements, go to [www.witic.edu/academic-programs/degree-programs-and-certificates](http://www.witic.edu/academic-programs/degree-programs-and-certificates), select "Curriculum" from the left navigation, and download the Curriculum Checklist from the top of the page.

## Types of Courses

### Technical Studies/Occupational Specific Courses (Credit)

The Technical Studies/Occupational Specific courses contain content directly related to a specific technical area and can be taken to enhance skills, renew certification, or lead to technical diploma or associate degree completion.

WITC also offers Service Learning and Work-Based Learning options. Service Learning is experiential learning that integrates community service and educational learning objectives. Work-Based Learning opportunities may include: job shadowing, internships, and clinicals, etc.

### General Studies/Occupational Supportive Courses (Credit)

The General Studies/Occupational Supportive courses in all programs are designed to ensure well-rounded college graduates. These courses include communications, math, science, and social and behavioral sciences.

NOTE: many courses have a prerequisite and/or corequisite requirements. To advance to a higher level course, a grade point of 2.0 or higher must be earned in the prerequisite course. For select courses, a grade point higher than 2.0 is required and noted on program and certificate pages.

### Professional Development and Continuing Education Courses (Noncredit)

These courses provide students the opportunity to update their job skills, maintain licensure or certification, and gain valuable interpersonal and leadership skills. In addition, students explore non-career related interests through a wide variety of personal enrichment courses offered throughout Northwest Wisconsin. Additional information and course offerings are available online at [www.witic.edu/ce](http://www.witic.edu/ce), or students can request a printed Catalog from any campus Continuing Education office.

### Customized Training for Business and Industry

WITC offers customized training solutions and technical assistance to help businesses stay competitive. Training can be scheduled at times and locations that are convenient for you. For more information, go to [www.witic.edu/customized-training](http://www.witic.edu/customized-training) or contact your regional representative:

- **Ashland and Superior:**  
800.243.9482 Ext. 6341
- **New Richmond:**  
800.243.9482 Ext. 4376
- **Rice Lake:**  
800.243.9482 Ext. 5179

## Course Numbering System

WITC has an eight-digit course numbering system for all courses offered. The first two digits identify the credential type, the next three digits identify the instructional area, and the last three digits identify the specific course.

For example, course number 10801136 breaks down as: 10 equals associate degree, 801 equals communications, and 136 equals English Composition 1; course number 32404375 breaks down as: 32 equals two-year technical diploma, 404 equals Automobile - Mechanical, and 375 equals Automotive Fundamentals.

Associate Degree programs and their courses are identified with a credential type of 10.

Technical Diploma programs and respective courses are identified with a credential type of 32 (two-year), 31 (one-year), and 30 (less than one year).

Non-credit courses are identified with a course type of 42, 47, or 60. Apprenticeship courses are identified by a credential type of 50. Academic Support courses are identified by course types of 73, 74, 75, 76, 77, and 78.

## Instruction Modes

WITC offers coursework in a variety of instructional delivery formats. Following are definitions of the various instruction modes.

### In Person

PeopleSoft defaults to this mode. The class is scheduled to meet for all state required hours. Students are expected to attend all scheduled in-person class meetings.

### Online

Online courses are defined as 100% of the instruction delivered via the Internet and accessed by the student using a Web browser. A one-time face-to-face course orientation or off-line supervised tests/exams at specified sites may be conducted in conjunction with these courses.

### Web Conferencing

Courses which involve real-time live video / audio instruction via network or broadcast technology where classes include students at one or more remote sites and interaction between the instructor and students is synchronous. The Web Conferencing class may be composed of students at the same site as the instructor and students at one or more remote sites. The video signals may be one-way or two-way; audio interaction is two-way. Blue Jeans is the application of Web Conferencing software we currently use.

### Your Choice

Your Choice courses are designed for individuals who need flexibility in how they attend class by allowing the students the choice between fully classroom-based instruction including Web Conferencing remote connections, fully online instruction, or a combination of the two. It is your choice to attend class in person or virtually during the scheduled class time or to complete activities and assignments online. Your Choice courses provide the flexibility of online with the advantage of access to a face-to-face instructor. If your plan is to complete your coursework at a campus, choose Your Choice over Your Choice Online.

### Your Choice Online

Your Choice Online courses are designed for individuals who want to take a class online, but would like increased flexibility for class attendance. Your Choice Online classes can be completed completely online but also have access to

scheduled live instruction via Web Conferencing remotely or, by arrangement, on campus. It is your choice to attend class in person or virtually during the scheduled class time or to complete activities and assignments online. Your Choice Online courses provide the flexibility of online with the advantage of access to a face-to-face instructor. If your plan is to complete your coursework without attending a campus, choose Your Choice Online over Your Choice.

### Web Enhanced

For scheduling purposes, the class and rooms are scheduled for all state required hours. Students are expected to attend all scheduled class meetings in person and will need to use a computer and the internet to access course content and materials from Blackboard.

### Flex

The Flex method of instruction allows you to customize class hours within the scheduled class time with an instructor present. Students work at your own pace while meeting assignment and exam due dates free of large group lectures/presentations. You are not required to attend all scheduled class times; however, you are required to complete a flex course orientation before beginning the course.

### Flex/Web Conferencing

Flex/Web Conferencing offers multiple courses in an individualized self-study environment with real-time live video/audio instruction via network or broadcast technology that includes students at the same site as the instructor and at one or more remote sites. The video signals may be one-way or two-way; audio interaction is two-way. This allows you to customize class hours within the operational hours of the Flex/Web Conferencing schedule with an instructor available at set times to offer face-to-face help/guidance. Although there will be no large group lectures or presentations, you will be provided with a variety of learning tools to work at your own pace while meeting assignment and exam due dates to ensure successful course completion. You are not required to attend all scheduled class times; however, you are required to attend a course orientation before beginning the course.

### Blended

Courses that combine online and face-to-face instruction (not including any one-time face-to-face orientation or offline testing/evaluation noted in the previous paragraph). Less than 50% of course instruction is delivered via online using the Internet (accessed by the student using a Web browser), combined with face-to-face instruction. Check the class notes for details when you register.

### Blended/Web Conferencing

This course is 50% or less online and the remainder is Web Conferencing. You are expected to attend all scheduled in-person class meetings. Check the class notes for details when you register.

### Hybrid

Courses that combine online and face-to-face instruction (not including any one-time face-to-face orientation or offline testing/evaluation noted in the previous paragraph). At least 50% but less than 100% of course instruction is delivered via online using the Internet (accessed by the student using a Web browser), combined with face-to-face instruction. Check the class notes for details when you register.

### Web Conferencing/Hybrid

Courses that include more than 50% of the instruction online and the remainder is real-time live video/audio instruction via network or broadcast technology that includes students at one or more remote sites and interaction between the instructor and students is synchronous. The Web Conferencing class may



be composed of students at the same site as the instructor and students at one or more remote sites. The video signals may be one-way or two-way; audio interaction is two-way. Students are expected to attend all scheduled class meetings in person. Students will need to use a computer and the internet to access course content and materials from Blackboard. For room scheduling purposes, rooms are scheduled for in-person Web Conferencing sessions. Check the class notes for details when you register.

#### **Computer Conferencing**

These course sections involve the use of computers for audio, video and/or graphics real-time synchronous instruction. This includes NetMeeting and compressed video and similar evolving technologies other than Blue Jeans.

#### **Independent Study**

This is a self-paced format. Students are responsible for meeting with the instructor the first week of class for orientation and contract signing and must be highly organized and self-motivated to succeed. (Instructor can use Skype, web conferencing, telephone, etc.) Instructor(s), however, may require students to meet on a one-on-one basis at some time. Class notes are used to provide additional details for students.

#### **Work Based Learning**

Work based learning is a work based educational experience that provides students opportunities to attain work that is correlated with program instruction.

## **Additional Student Information**

### **Student Handbook**

The College publishes a Student Handbook designed to provide students with information about college policies, procedures, and services for students. It also contains the academic calendar, and calendar of events. Every student is responsible for abiding by the rules and regulations of the College as published in the handbook. A copy may be obtained from student services or the College website at [www.witc.edu/currentstudents](http://www.witc.edu/currentstudents). The College reserves the right, without prior notice, to make changes in policy and procedure as deemed necessary.

### **Sec. 112 Textbook Information**

(d) Provision of ISBN College Textbook Information in Course Schedules. To the maximum extent practicable, each institution of higher education receiving Federal financial assistance shall

- (1) disclose, on the institution's Internet course schedule and in a manner of the institution's choosing, the International Standard Book Number and retail price information of required and recommended college textbooks and supplemental materials for each course listed in the institution's course schedule used for preregistration and registration purposes, except that
  - (A) if the International Standard Book Number is not available for such college textbook or supplemental material, then the institution shall include in the Internet course schedule the author, title, publisher, and copyright date for such college textbook or supplemental material; and
  - (B) if the institution determines that the disclosure of the information described in this subsection is not practicable for a college textbook or supplemental material, then the institution shall so indicate by placing the designation 'To Be Determined' in lieu of the information required under this subsection; and

- (2) if applicable, include on the institution's written course schedule a notice that textbook information is available on the institution's Internet course schedule, and the Internet address for such schedule.

## **2019 Campus Crime Statistics**

WITC prides itself on maintaining a safe environment for its students, faculty, and staff and provides the following information and statistics on the frequency of crime, known and reported, on- and off-campus on an annual basis and in compliance with the federal Clery Act and Student Right to Know and Campus Security Act of 1990.

The most recent Annual Security Audit Report/Right to Know Plan can be found on the WITC website. Questions concerning any of the information contained in the ASR/RTK Plan should be directed to the Safety Office, Administrative Services at WITC Administrative Office, 505 Pine Ridge Drive, Shell Lake, WI 54871, telephone 800/243- 9482 OR 715/468-2815. Email: [safety@witc.edu](mailto:safety@witc.edu). TTY: 711.



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*Experience. Success.*

# GETTING STARTED IS SIMPLE!

## Apply Online at [witic.edu/apply](http://witic.edu/apply)

The online application takes less than 15 minutes to complete. Some programs require a \$30 non-refundable application fee. The online application will let you know if the fee is required.

### WITC Application Dates

- On or after October 1 for the following fall term
- On or after February 1 for the following spring term
- On or after July 1 for the following summer term



## Academic Admissions Requirements:

**Nearly all programs at WITC have no admission testing requirements.** If your program is not listed below, your next step is to schedule your admissions meeting. If you are applying to one of the programs below and don't exactly meet one of the requirements, don't worry. Our WITC counselors will discuss options with you at your meeting. Just bring along any transcripts you have and/or schedule a testing assessment prior to your admissions meeting, and we'll help you through your next steps.

### Programs with Academic Range Requirements

<p><b>Nursing—Associate Degree</b>  <b>Plumbing Apprentice</b>  <b>Carpentry Apprentice</b>  <b>University Transfer Degree</b>  <b>Associate of Arts (Tailwinds)</b>  <b>University Transfer Degree</b>  <b>Associate of Science (Tailwinds)</b></p> <p>Students considering any of the programs listed above must take a placement assessment for admissions.</p> <p>Required assessment may be waived if you have an associate degree or higher, or have previous ACCUPLACER®/ACT scores.</p>	<p><b>Medical Lab Technician</b>  <b>Occupational Therapy Assistant</b>  <b>Veterinary Technician</b></p> <p>Students considering any of the programs listed above must meet one of the following items:</p> <ul style="list-style-type: none"> <li>• Minimum high school GPA of 2.8</li> <li>• ACT score of 21</li> <li>• Minimum college GPA 2.2 (min 3 cr)</li> <li>• Associate or bachelor degree</li> <li>• ACCUPLACER® scores</li> <li>• Additional measures may be considered as determined by the counselor</li> </ul>	<p><b>Dental Assistant</b>  <b>Health Information Technology</b>  <b>Medical Coding Specialist</b>  <b>Medical Assistant</b>  <b>Pharmacy Technician</b></p> <p>Students considering any of the programs listed above must meet one of the following items:</p> <ul style="list-style-type: none"> <li>• Minimum high school GPA of 2.1</li> <li>• ACT score of 18</li> <li>• Minimum college GPA 2.0 (min 3 cr)</li> <li>• Associate or bachelor degree</li> <li>• ACCUPLACER® scores</li> <li>• Additional measures may be considered as determined by the counselor</li> </ul>
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The ACCUPLACER® or ACT testing assessment may be waived if you have an associate degree or higher or have satisfactory scores that are less than five years old on a recent college entrance test such as ACCUPLACER® or ACT. Official transcripts or test results required. Schedule your placement assessment through the Student Services Office. Study First! WITC encourages all students taking the ACCUPLACER® to brush up on their skills before taking the assessment. Online study tools are available at [witic.edu/apply](http://witic.edu/apply).

### Schedule and Attend an Admissions Meeting

After applying, your next step is to call the Student Services Office to schedule your admissions meeting. Going to college can be a little intimidating so we want to help you get off to a great start! The purpose of this 30-minute meeting is to connect you with all the support services available at WITC to help you have a great experience as a college student. This meeting can be scheduled in person, by phone, or via Skype.

### Admissions Meeting Tips:

Bring your high school, college, or military transcripts. Note: In most cases, unofficial transcripts are accepted however, many of our allied health and public safety programs require an official transcript for admission. Official transcripts are also required to award any transfer credit. If these situations apply to you, request your official transcripts be sent directly to WITC as soon as possible.

For more information, or to schedule your assessment and/or admissions meeting, contact the Student Services Office at a campus near you. Call 800.243.9482

Ashland Student Services: Ext. 3188  
 New Richmond Student Services: Ext. 4145  
 Rice Lake Student Services: Ext. 5045  
 Superior Student Services: Ext. 6271

## Explore the College and Careers

One of the best ways to see if WITC is a good fit is for a student to set up an appointment with an admissions advisor. They can help a student decide on a career path, explore the campus, visit program classrooms, meet instructors and current students, and much more. While not required, many students find the following experiences valuable to their career decision:

### Campus Tours

Students are invited to call and set up an appointment with a campus admissions advisor for a tour of the Ashland, Rice Lake, New Richmond, or Superior campuses.

Call 800.243.9482.

Ashland - Extension 3195

New Richmond - Extension 4339

Rice Lake - Extension 5220

Superior - Extension 6243

Campus Tour: <http://www.witc.edu/admissions/visit-a-campus>

### Program Shadowing

Program shadowing is the opportunity to visit a campus and experience a program. Contact the admissions advisor at the campus of choice:

Call 800.243.9482.

Ashland - Extension 3195

New Richmond - Extension 4339

Rice Lake - Extension 5220

Superior - Extension 6243

Program Shadow: <http://www.witc.edu/admissions/visit-a-campus>

### Career Planning and Assessment

In today's world, every person's career journey follows a different path. This path is guided by an individual's past experiences and also by decisions that were made throughout their life. The staff at WITC will work to guide students down the path that will lead to the program or career that is most appropriate.

WITC offers three options to begin the career exploration journey:

- 1) An online career assessment questionnaire to identify which career areas might be the best fit. Explore program offerings and other career resources at [www.witc.edu/careers](http://www.witc.edu/careers)
- 2) WITC offers a free One-on-One Career Exploration to help you evaluate career options. This consists of: self-assessments, personality tests, Career Clusters interest inventory, labor market trends, employability skills, goal setting, and career decision making.
- 3) A WITC career counselor will provide guidance in determining which careers are best suited for each individual student. Schedule an appointment with a counselor at the campus of choice. Students will be given the opportunity to complete the Myers-Briggs Type Indicator® and the Strong Interest Inventory® for a minimal fee. The counselors will discuss the results of assessments, past employment, education, personal experiences, interests, and anything else that will help students make a career choice.

## Financial Aid Events

Each year in October, several campuses host a Financial Aid Event. This community service event is designed to answer questions about applying for financial aid. These informational sessions are open to anyone interested in attending any postsecondary institution. For upcoming event dates and locations, contact a financial aid advisor at the Ashland, New Richmond, Rice Lake, or Superior campus.

## Admissions Process

If a student would like to enroll as a full- or part-time student in a degree or technical diploma, they must first complete the following admissions process. Admission to most degree or diploma programs will qualify students to apply for financial aid.

### Complete Application for Admission

While there is no set application deadline, October 1 is the date WITC begins taking applications for the following fall term. February 1 is the date for the following spring term, and July 1 is the date for the following summer term. Students should apply early since applications are processed in the order in which they are received.

Application acceptance is based on the state technical college system's Administrative Code, Section 10.06 and 10.07. The code ensures that all district residents (persons residing in counties within the WITC district) receive priority admission over nondistrict state residents, reciprocity students, and nonresidents.

District residents who apply on or before the following dates shall have admission priority:

- For programs commencing any time during the fall semester, the preceding January 1
- For programs commencing any time during the spring semester, the preceding May 1
- For programs commencing any time during the summer semester, the preceding October 1

After the dates specified above, district residents shall have priority equal to non-district state residents for admission to programs.

Apply online with the \$30 nonrefundable fee payable by credit card or debit card. Cash or check is accepted when applying in person.

For application, visit [www.witc.edu/admissions/how-to-apply](http://www.witc.edu/admissions/how-to-apply).

### Get Admitted

WITC has a simple three-step admissions process you can complete in one visit.

- Apply online
- Review admissions requirements
- Meet with a WITC counselor

Preparation is key. You'll want to take the time to research your career area of choice, what program is the best fit for you and gather all of your documents. If you need to take the ACCUPLACER placement assessment, you'll also want to make sure you brush-up on the skills you'll need to do well. Online resources and the Academic Support Center instructors are available to help you with that. In your final step, the counselor will meet with you to walk through your goals and help you foresee and overcome any obstacles to your success.

## Assessment and Preparation for Admission

The college uses the ACCUPLACER or ACT assessment results and multiple measures (high school GPA, college coursework completed, etc.) to determine skill levels and place students in courses and/or programs where they will succeed academically. Applicants to the Liberal Arts degree programs must complete the UW placement assessment instead of ACCUPLACER.

For programs requiring assessment, students who have successfully met the ACCUPLACER or ACT assessment requirements within the last five years are immediately accepted for course placement and/or program admission. Students who have earned an associate or a baccalaureate degree (with the exception of a degree earned in a foreign country) do not need to complete an assessment. The student should bring score report(s) and/or official transcripts to the admissions meeting.

Note: accommodations for assessment are available for persons with disabilities. They will need to fill out a request for accommodations and provide appropriate documentation. Students should also make an appointment to meet with the accommodations specialist on campus.

## Admissions Meeting

Students must attend an admissions meeting with a counselor to discuss skills, strengths, expectations for college, time management, resources available, and answer any questions the student may have about program(s) and their goals. Students that have completed all of the admission requirements will be admitted to the program of their choice and placed in coursework based on their assessment.

## Transcripts

Students are encouraged to submit official copies of all prior academic transcripts (high school, GED/HSED, college, university, and military) to the Student Services office on the WITC campus they will be attending. Students still in high school should send a transcript of their coursework along with documentation of remaining courses to be completed prior to graduation. High school students who have completed the tenth grade and are participating the Wisconsin Youth Options program may also be eligible for WITC admission. Students should check with their high school counselor or a WITC counselor for more information.

## Special Licensing Requirements

Students will need to meet additional admission requirements for technical diplomas and associate degrees connected to state or national licensing or governed by specific state regulations. Call a campus admissions advisor for details.

## Success Strategies Courses

Success Strategies 1, a one-credit elective (a requirement in some programs) recommended for beginning students, teaches the eight On Course Success Principles for promoting greater academic and personal achievement. These timeless principles empower students to become active, responsible partners in their own education. Success Strategies 2, a one-credit elective recommended for graduating students, applies the principles to the workplace.

## Waiting Lists

Waiting lists are established when the number of accepted students for a program exceeds the capacity of the program. Only students who meet a program's admissions requirements are offered a place on the waiting list. Students will be offered the option of being placed on a waiting list during the admissions meeting. WITC's policy regarding waiting lists complies with the Wisconsin Technical College System Board policy. Students may begin general studies coursework and other available classes required for a program as a pre-program student.

## Admissions Deferment

Students who have been admitted to a program may request to defer their enrollment for one full year without having to reapply. Contact Student Services for more information.

## Declared Program Major

Students have officially declared a major if they have paid their \$30 application fee, have applied to a program, and have been accepted. When a student declares a program, they receive a variety of services that are not available to students who do not declare a program. Students with a declared program can test out of courses that are required, receive credit for prior learning, transfer credits from other institutions, and receive assistance from program advisors. Students also qualify to apply for financial aid.

## Double Program Major

Combining two degrees or diplomas is a good way to expand a student's career options. Students can add a second degree by filling out an online application. There is no additional application fee. As students complete their double major, courses in common will apply to both programs.

## Undeclared Program Major

Students wanting to enroll in credit classes without entering a program of study will be classified in an undeclared program. Students in an undeclared program will only be allowed to enroll in courses in which required prerequisites and course placement scores are met if space is available after students with declared programs have enrolled. Students with an undeclared program do not qualify for financial aid. There is no application fee. Students will not be allowed to graduate from a program unless they have officially completed an application, paid a \$30 application fee, successfully completed the admissions assessment, and interviewed with a counselor.

## Requirements for Admission

WITC has an open admissions policy to enroll in the college. Additional requirements vary by program. Students should check with an admissions advisor at the appropriate campus. For more information, go to [www.witc.edu](http://www.witc.edu).

## Grade Point Average (GPA) Requirements

WITC does not require a specific GPA for admission, however, an admissions assessment is required. Resources are available to develop needed skills for completion of the admissions assessment. In addition, the Academic Support Center on each campus has a variety of refresher courses that students can take before enrolled or while enrolled to enhance their academic and study skills.



## Programs and Certificates (Associate Degrees and Technical Diplomas)

Campuses add or discontinue programs periodically. Please contact the Admissions office for information on current program availability. Curricula may change at any time to assure that instruction is keeping pace with changing technology and workplace requirements.

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Administrative Professional .....	36	Industrial Systems Specialist .....	118
Advanced EMT .....	38	Information Technology - Cybersecurity Specialist .....	120
Advanced Marine Repair Technician .....	39	Information Technology - Systems Administration Specialist .....	122
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Agricultural Power and Equipment Technician .....	41	Leadership Development .....	126
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Entry Level Machining .....	90	Professional Credential for Infants/Toddlers (Wisconsin) .....	173
Ethical Leadership .....	92	Refrigeration Essentials .....	174
Farm Operation .....	93	Substance Abuse Counselor Education .....	175
Financial Services .....	95	Supervisory Leadership .....	177
Financial Services Customer Representative .....	97	Tax Preparer Assistant .....	179
General Studies Certificate .....	98	Technical Studies - Journeyworker .....	180
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# General Studies

**Campuses: Ashland\*, New Richmond\*, Rice Lake\*, Superior\***

**Outreach Centers: Balsam Lake\*, Hayward\*, Ladysmith\***

\*Combination of Online, Your Choice, In-Person, or Web Conferencing instruction. Select courses are available at the WITC Outreach Centers. Please contact your local campus for specifics.

## General Information

General Studies offers courses in communication, mathematics, science, social science, and behavioral science that provide the foundation for degree, certificate, and diploma programs at WITC. A General Studies certificate is also offered.

Prepared Learner courses equip students with the skills necessary to master college-level curricula. Academic history, self-awareness, and/or length of time away from formal education steer students to these courses. Prepared Learner courses carry college credits and are eligible for financial aid. They cannot be counted for degree credit.

Academic Support offers individualized and group instruction in English, social studies, science, reading, mathematics, English Language Learning (ELL), civics, health, career exploration, and employability skills. Persons may attend classes to prepare for entry into specific WITC courses, to receive academic support with current program course materials, to prepare for employment, to increase knowledge of oral and written communication, and to fulfill personal goals. GED/HSED preparation and testing services are also available.

## University Transfer Courses and Degrees

WITC is collaborating with Nicolet College to offer all those at WITC a full slate of Liberal Arts courses. Many Nicolet courses are provided Web Conferencing to each of our main campuses, while others are offered online. The combination of WITC General Studies courses and Nicolet courses enable a WITC student to work toward a full Associate of Arts or Associate of Science degree, while still living, working and going to school near home. For more information, see the University Transfer degree pages (pp. 182-185).

## General Studies Courses

### Communication

10801136 English Composition 1  
10801196 Oral/Interpersonal Communication  
10801197 Technical Reporting  
10801198 Speech  
32801361 Applied Communications  
32801362 Advanced Communication Skills \*  
10831103 Intro to College Writing  
10838104 Intro to College Reading  
76851740 Writing Foundations  
76851750 Writing Foundations for Trades  
76858740 Reading Foundations  
99831900 Writing Essentials

### Mathematics

10804113 College Technical Mathematics 1A  
10804114 College Technical Mathematics 1B \*  
10804118 Intermediate Algebra with Applications \*  
10804123 Math with Business Applications  
10804133 Mathematics and Logic  
10804134 Mathematical Reasoning  
10804138 Math for Health Professionals  
10804189 Introductory Statistics \*  
10804196 Trigonometry with Applications \*  
10834109 Pre-Algebra  
32804303 Applied Math  
32804313 Applied Math 2 \*  
32804325 Applied Technical Math 1  
32804334 Applied Technical Math 2 \*  
32804335 Advanced Technical Math \*  
76854745 Math Foundations  
76854740 Math Foundations for Health  
76854750 Math Foundations for Trades

### Science

10806105 Principles of Animal Biology  
10806112 Principles of Sustainability  
10806114 General Biology  
10806134 General Chemistry  
10806140 Chemistry  
10806175 Pathophysiology \*  
10806177 General Anatomy and Physiology  
10806179 Advanced Anatomy and Physiology \*  
10806197 Microbiology \*  
10806198 Human Biology

### Social Science

10809122 Introduction to American Government  
10809166 Introduction to Ethics: Theory and Application  
10809172 Introduction to Diversity Studies  
10809195 Economics  
10809196 Introduction to Sociology

### Behavioral Science

10809159 Abnormal Psychology \*  
10809188 Developmental Psychology  
10809198 Introduction to Psychology  
32809380 Applied Interpersonal Skills

### Interdisciplinary

10835103 Study Skills  
10890100 Success Strategies  
10890116 Job Quest  
10890120 Service Learning  
30890320 Working Smart  
32890305 Applied Information Resources  
76890765 Study Skills for Allied Health

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better unless otherwise specified by program requirements.

## Academic Support Courses

Various levels of coursework are offered in the following areas:

- English
- Social Studies
- Science
- Reading
- Mathematics
- English Language Learning (ELL)
- Civics
- Health
- Employability Skills
- GED/HSED Orientation

# General Studies Course Descriptions

## Communication

**10801136**

### **English Composition 1 - Credits: 3**

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.

**10801196**

### **Oral/Interpersonal Communication - Credits: 3**

Focuses on developing effective listening techniques and verbal and nonverbal communication skills through oral presentation, group activity, and other projects. The study of self, conflict, and cultural contexts will be explored, as well as their impact on communication.

**10801197**

### **Technical Reporting - Credits: 3**

Prepare and present written, oral, and visual communication products, including instructions, proposals, informal and formal reports. Produce clear, usable communication by incorporating information design principles, arranging content to satisfy diverse audience needs, and presenting visuals for various contexts. Designed as an advanced course to develop collaborative communication practices, information literacy skills, and ethically responsible professional communication strategies.

**10801198**

### **Speech - Credits: 3**

Explores the fundamentals of effective oral presentation to small and large groups. 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, form the basis of the course.

**32801361**

### **Applied Communications - Credits: 2**

This basic communication course focuses on effective listening, speaking, reading, and writing in life and at work. Students demonstrate their skills both individually and in groups. Students also produce such employment documents as a cover letter, a resume, and a preliminary job portfolio.

**32801362**

### **Advanced Communication Skills - Credits: 2**

This course focuses on building effective professional and personal communication skills. Students will practice, prepare, and deliver program-specific written documents, presentations, and interpersonal communication scenarios for diverse audiences. The course also examines the importance of community and engagement, and includes best practices in Computer-Mediated Communication. PREREQUISITE: 32801361 Applied Communications.

**10831103**

### **Intro to College Writing - Credits: 3**

This transitional course prepares the student for enrollment in English Composition 1 and introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents.

**10838104**

### **Intro to College Reading - Credits: 2**

Provides learners with opportunities to develop and expand reading skills including comprehension and vocabulary. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources.

**76851740**

### **Writing Foundations**

Writing Foundations is a course designed to improve a student's writing skills to prepare the student for success in Intro to College Writing. Completing the course with a grade of C or higher will allow a student to enter Intro to College Writing.

**76851750**

### **Writing Foundations for Trades**

Writing Foundations for Trades is a course designed to improve a student's writing skills to prepare the student for success in trades programs.

**76858740**

### **Reading Foundations**

Reading Foundations is a course designed to improve a student's reading skills to prepare the student for success in Intro to College Reading. Completing the course with a grade of C or higher will allow a student to enter Intro to College Reading.

**99831900**

### **Writing Essentials - Credits: 2**

This transitional course prepares students for success in English Composition 1. Topics include basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. This course cannot be used to meet any General Studies course requirements for graduation in a program. COREQUISITE: 10801136 English Composition 1.

## Mathematics

**10804113**

### **College Technical Mathematics 1A - Credits: 3**

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.

**10804114**

### **College Technical Mathematics 1B - Credits: 2**

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 or concurrent enrollment in College Technical Mathematics 1A is required for course enrollment. Successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B is the equivalent of College Technical Mathematics 1. PREREQUISITE: 10804113 College Technical Mathematics 1A.

**10804118**

### **Intermediate Algebra with Applications - Credits: 4**

This course offers algebra content 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. PREREQUISITE: 10834109 Pre-Algebra or any associate degree or college parallel level WTCs mathematics course, or additional measures may be considered as determined by the counselor.

**10804123**

### **Math with Business Applications - Credits: 3**

This course integrates algebraic concepts, proportions, percents, simple interest, compound interest, annuities, and basic statistics with business/consumer scenarios. It also applies math concepts to the purchasing/buying and selling processes.

**10804133**

### **Mathematics and Logic - Credits: 3**

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

**10804134**

### **Mathematical Reasoning - Credits: 3**

All college students, regardless of their college major, need to be able to make reasonable decisions about fiscal, environmental, and health issues that require quantitative reasoning skills. An activity based approach is used to explore numerical relationships, graphs, proportional relationships, algebraic reasoning, and problem solving using linear, exponential and other mathematical models. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. This course may be used as the first of a two part sequence that ends with Quantitative Reasoning as the capstone general education math requirement.

**10804138**

### **Math for Health Professionals - Credits: 2**

Following an arithmetic review, this course emphasizes those mathematical skills necessary for success in the nursing field and related health occupations. Emphasis will be placed on computational skills and applications of rational numbers; problem solving skills with ratios, proportions, and percents; basic principles and application of algebra, graphing, and statistics; measurement skills in U.S. Customary and Metric systems as well as apothecary and household systems; and the use of calculators as a tool.

**10804189**

### **Introductory Statistics - Credits: 3**

Students taking Introductory Statistics 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. Recommended Prerequisite: Introductory computer skills to include spreadsheets. PREREQUISITE: 10834109 Pre-Algebra, any associate degree or college parallel level WTCs mathematics course, or additional measures may be considered as determined by the counselor.

**10804196**

### **Trigonometry with Applications - Credits: 3**

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: 10804118 Intermediate Algebra with Applications.

**32804303**

### **Applied Math - Credits: 2**

This course covers practical applications of whole numbers, fractions, decimals, percent, proportion, and formula evaluation. The course also includes measurement, U.S. and metric systems of measurement, and basic geometry.

**32804313**

### **Applied Math 2 - Credits: 2**

This course is a continuation of Applied Math. A more thorough coverage of solving equations and rearranging formulas with special applications to formulas used in the mechanical technician programs. Other topics include a study of solid geometry and direct and inverse proportions for work with hydraulics and transmission studies. The course is team-taught with the core instructor and direct application of math skills taught will be assessed in the math class and during time spent with the core instructor. PREREQUISITE: 32804303 Applied Math.

**32804325**

### **Applied Technical Math 1 - Credits: 3**

This technical diploma course begins with a short review of basic arithmetic skills and continues with the application of these skills. Problem solving involving fractional and decimal dimensions is emphasized. The course also includes introductory algebra with emphasis on utilization of formulas including work with signed numbers. First-degree equation solution is also emphasized.

**32804334**

### **Applied Technical Math 2 - Credits: 2**

This technical diploma course is a continuation of Applied Technical Math 1. Topics covered include the basic geometry of plane and solid figures, right-triangle trigonometry, oblique-triangle trigonometry, and applications of these topics to trade and industry programs. PREREQUISITE: 32804325 Applied Technical Math 1.

**32804335**

### **Advanced Technical Math - Credits: 3**

This technical diploma course is a continuation of Applied Technical Math 1. Topics covered include the basic geometry of plane and solid figures, right-triangle trigonometry, oblique-triangle trigonometry, and applications of these topics to trade and technical programs. Additional topics covered in this course are program specific. These topics include applications to machine shop formulas, Cartesian coordinates, point-to-point programming, land-surveying mathematics, and framing-square calculations. PREREQUISITE: 32804325 Applied Technical Math 1.

**10834109**

### **Pre-Algebra - Credits: 3**

Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent and proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra related courses. This course cannot be used to meet any General Studies course requirements for graduation in a program.

**76854745**

### **Math Foundations**

Math Foundations is a course designed to improve a student's math skills to support their success in Pre-Algebra. Students will be able to co-enroll in Pre-Algebra. Completing the course with a grade of C or higher should prepare a student to successfully complete their Pre-Algebra course.

**76854740**

### **Math Foundations for Health**

Math Foundations for Health is a course designed to improve a student's math skills to prepare the student for success in health programs.



# General Studies Course Descriptions

76854750

## Math Foundations for Trades

Math Foundations for Trades is a course designed to improve a student's math skills to support their success in Applied Math or Applied Technical Math 1. Students in Math Foundations for Trades will be able to co-enroll in Applied Math or Applied Technical Math 1. Completing the course with a grade of C or higher should prepare a student to successfully complete their Applied Math or Applied Technical Math 1 course.

## Science

10806105

### Principles of Animal Biology - Credits: 4

Introductory course focusing on general biological principles, cell structure and function, genetics, comparative anatomy and physiology, evolution, and ecosystems. Includes dissection of various fresh and preserved materials. This course is appropriate for OTA, AODA and other allied health students. PREREQUISITE: Admission to Veterinary Technician plan.

10806112

### Principles of Sustainability - Credits: 3

Prepares the student to develop sustainable literacy, analyze the interconnections among the physical and biological sciences and environmental systems, summarize the effects of sustainability on health and well-being, analyze connections among social, economic, and environmental systems, employ energy conservation strategies to reduce the use of fossil fuels, investigate alternative energy options, evaluate options to current waste disposal and recycling in the U.S., and analyze approaches used by your community to promote and implement sustainability.

10806114

### General Biology - Credits: 4

Introduces general biological concepts and principles. Emphasis is on cell structure and function, genetics, evolution, and taxonomical relationships. Consideration is also given to diversity among the various kingdoms.

10806134

### General Chemistry - Credits: 4

Covers 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.

10806140

### Chemistry - Credits: 1

This is a combined lecture/laboratory course for those entering health occupations programs. You will study chemical bonds and the solution process; chemical reactions and chemical equilibria; and acids and bases. You will participate in labs where appropriate. No previous background in chemistry is required. Good math skills are helpful.

10806175

### Pathophysiology - Credits: 3

This introductory course in pathophysiology covers topics related to alterations of homeostasis and the associated pathophysiological processes. Course studies include the processes involved that generate illness; signs and symptoms of commonly occurring illness states; and effects of disease processes on the cell. Review of normal homeostatic mechanisms is included. Study of these fundamental processes in relation to the pathophysiological processes can enable the students to apply this knowledge to clinical situations. PREREQUISITES: 10806179 Advanced Anatomy and Physiology and 10806197 Microbiology.

10806177

### General Anatomy and Physiology - Credits: 4

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision-making and professional communication with colleagues and patients. This course includes a one-credit lab component that supports the course objectives. (This course also provides the foundation, and is prerequisite to, Advanced Anatomy and Physiology.) NOTE: Successful completion of a chemistry course within the last five years is highly recommended.

10806179

### Advanced Anatomy and Physiology - Credits: 4

Advanced Anatomy and Physiology is the second semester in a two-semester sequence in which normal human anatomy and physiology are studied using a body systems approach with emphasis on the interrelationships between form and function at the gross and microscopic levels of organization. Instructional delivery within a classroom and laboratory setting. Experimentation within a science lab will include analysis of cellular metabolism, the individual components of body systems such as the nervous, neuromuscular, cardiovascular, and urinary. Continued examination of 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. PREREQUISITE: 10806177 General Anatomy and Physiology, preferably within the last five years.

10806197

### Microbiology - Credits: 4

Examines microbial structure, metabolism, genetics, growth and the relationship between humans and microorganisms. Addresses disease production, epidemiology, host defense mechanisms and the medical impact of microbes. Examines the role of microbes in the environment, industry, and biotechnology. This course includes a one-credit lab component that supports the course objectives. PREREQUISITE: 10806177 General Anatomy and Physiology, preferably within the last five years or 10806105 Principles of Animal Biology.

10806198

### Human Biology - Credits: 4

This is an introductory course that emphasizes the structure of the human body and the functional interrelationships of the body's systems. Consideration is given to the human body and disease, human genetics, human ecology, and the role that humans play in the environment. The course consists of three hours of lecture and two hours of lab per week. NOTE: this course does not meet requirements for or substitute for General Anatomy and Physiology or Anatomy & Physiology 1 and I.

## Social Science

10809122

### Introduction to American Government - Credits: 3

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.

10809166

### Introduction to Ethics: Theory and Application - Credits: 3

This course provides a basic understanding of the theoretical foundations of ethical thought. Diverse ethical perspectives will be used to analyze and compare relevant issues. Students will critically evaluate individual, social and/or professional standards of behavior, and apply a systematic decision-making process to these situations.

10809172

### Introduction to Diversity Studies - Credits: 3

Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, religion are explored.

10809195

### Economics - Credits: 3

This course is designed to give an overview of how a market-oriented economic system operates, and it surveys the factors which influence national economic policy. Basic concepts and analyses are illustrated by reference to a variety of contemporary problems and public policy issues. Concepts include scarcity, resources, alternative economic systems, growth, supply and demand, monetary and fiscal policy, inflation, unemployment and global economic issues.

10809196

### Introduction to Sociology - Credits: 3

Introduces students to 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.

# General Studies Course Descriptions

## Behavioral Science

**10809159**

### **Abnormal Psychology - Credits: 3**

The course in Abnormal Psychology surveys the essential features, possible causes, assessments, and treatment of mental health challenges from the viewpoint of the major historical and theoretical perspectives in the field. Students will be introduced to the diagnostic system of the Diagnostic and Statistical Manual of Mental Disorders. Biological, psychological, and socio-cultural perspectives in understanding and responding to abnormal behavior will be addressed, as well as current topics and issues. **PREREQUISITE:** 10809198 Introduction to Psychology.

**10809188**

### **Developmental Psychology - Credits: 3**

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.

**10809198**

### **Introduction to Psychology - Credits: 3**

This science of psychology course is a survey of the multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development.

**32809380**

### **Applied Interpersonal Skills - Credits: 2**

Improve intrapersonal and interpersonal skills in high demand by employers to enhance life-long learning both professionally and personally. Areas that are highlighted include providing excellent customer service in a diverse workplace, working ethically, improving motivation, applying critical thinking skills, and managing difficult situations.

## Interdisciplinary

**10890100**

### **Success Strategies - Credits: 1**

This course is designed to facilitate greater learner success affecting the academic, professional, and personal lives of students.

**10890116**

### **Job Quest - Credits: 1**

Develop documents and skills to seek, obtain, and retain employment. Strengthen your professional image by developing self-awareness of elements affecting interpersonal and work relationships. Guidelines for determining appropriate grooming, dress, and poise will be covered. Personal life management along with career/life goal setting will be reinforced. This class should be taken in the last semester of the program.

**10890120**

### **Service Learning - Credits: 3**

This course is designed to provide students with work experience in community settings. Students plan and participate in activities that address community needs and develop their academic, program, and core ability skills. Students will log and journal experiences to reflect their learning and may develop a portfolio to document skill development.

**30890320**

### **Working Smart - Credits: 1**

This course will work in collaboration with student internship, second 8 weeks, to address employability skills in a natural, work-based learning environment. Students will continue the development and enhancement of job seeking skills, while practicing job retention skills such as problem solving, time management, accountability, self-awareness and working relationships. **COREQUISITES:** 30109330 Hospitality Applications, 30109331 Safety and Sanitation Fundamentals and 30109332 Guest Relations Fundamentals.

**32890305**

### **Applied Information Resources - Credits: 2**

This course will allow the learner to develop skills in research, evaluation, selection, and preparation of information resources useful to their career area. Learners will use various information resources, including computer software applications to develop sound information research strategies. Learners will be exposed to ethical use of information, information provided by various methods and stored in various management formats, communicating by e-mail, developing search and selection of information resources, analysis, and use of results. This discussion- and lab-based course will use individual and group work to search and share information resources. Competencies learned in this course will be able to be applied in other courses within your program and will continue to be valuable in lifelong learning. You should have experience in keyboarding and basic computer skills for this course.

**10835103**

### **Study Skills - Credits: 1**

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. This course cannot be used to meet any General Studies course requirements for graduation in a program.

# Accounting

10-101-1 Associate Degree (two-year)

Financial Aid Eligible

**Campuses: Ashland\*, New Richmond\*, Rice Lake\*, Superior\*, Online  
Outreach Centers: Balsam Lake\*, Hayward\*, Ladysmith\***

\*Combination of Online, Your Choice, In person or Web Conferencing instruction. Select courses are available at the WITC Outreach Centers. Please contact your local campus for specifics.



## Program Overview

Accounting is an important tool for any business. In this two-year accounting associate degree, you will be prepared to assemble, analyze, interpret and forecast essential information about the operation of an organization. You'll prepare financial statements, cost studies and tax reports.

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Complete admissions meeting with a WITC counselor

## Program Outcomes

Accounting graduates will 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 individual and/or organizational tax accounting preparation, reporting, and analysis tasks
- Identify internal controls to reduce risk

## Career Outlook

Typical positions available after graduation include:

- Accountant
- Bookkeeper
- Accounts Receivable Specialist
- Accounts Payable Specialist
- Payroll Specialist
- Cost Accounting Specialist
- Tax Accounting Specialist

Some graduates also continue their education in the field of Accounting at a four-year institution.

## Career Pathways

The Accounting program includes the following pathway options (page 195):

- Accounting Assistant
- Billing and Posting Clerk
- Tax Preparer Assistant

## Related Programs

- Financial Services
- Business Management
- Administrative Professional

## Curriculum

Number	Course Title	Credits (cr.)
<b>Technical Studies Courses</b>		
10101101	Financial Accounting 1	4 cr.
10101103	Financial Accounting 2 *	4 cr.
10101105	Intermediate Accounting 1 *	4 cr.
10101107	Intermediate Accounting 2*	4 cr.
10101121	Cost and Managerial Accounting *	4 cr.
10101123	Income Tax Accounting	4 cr.
10101124	Payroll Systems and Accounting *	3 cr.
10101138	Budgeting and Cost Control*	2 cr.
10101172	Accounting Applications Using Excel *	1 cr.
10101174	QuickBooks Accounting - Beginning *	2 cr.
10101175	Accounting Systems *	2 cr.
10103146	MS Word A	1 cr.
10103151	MS Excel A	1 cr.
10103152	MS Excel B *	1 cr.
10103162	MS Access A	1 cr.
10105125	Business Law	3 cr.
10196191	Supervision	3 cr.
10890116	Job Quest	<u>1 cr.</u>
	<b>Technical Studies Total</b>	<b>45 cr.</b>
<b>General Studies Courses **</b>		
10801136	English Composition 1	3 cr.
10801198	Speech <b>or</b>	
10801196	Oral/Interpersonal Communication	3 cr.
10804123	Math with Business Applications	3 cr.
10809195	Economics	3 cr.
10809188	Developmental Psychology <b>or</b>	
10809198	Introduction to Psychology	<u>3 cr.</u>
	<b>General Studies Total</b>	<b>15 cr.</b>
	<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>60 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

You must earn a grade point of 2.0 or better in all required (10101XXX) courses.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10101101

### Financial Accounting 1 - Credits: 4

Complete accounting cycle, special journals, payroll tax principles, special procedures, and financial statements. Accounting applications through practice set approach.

## 10101103

### Financial Accounting 2 - Credits: 4

Students will be introduced to corporate accounting. Students will have an understanding of corporate transactions with an emphasis on stocks and bonds. The student will analyze financial statements including the statement of cash flows. Managerial accounting is also introduced in this class. PREREQUISITE: 10101101 Financial Accounting 1.

## 10101105

### Intermediate Accounting 1 - Credits: 4

Intermediate Accounting course (in sequence with 10101107 Intermediate Accounting 2) covering complex accounting theory, financial statement preparation, and analysis of an in-depth nature. PREREQUISITES: 10101103 Financial Accounting 2 and 10103152 MS Excel B.

## 10101107

### Intermediate Accounting 2 - Credits: 4

Intermediate Accounting 2 (in sequence with 10101105 Intermediate Accounting 1) covers complex accounting theory, financial statement preparation, and analysis of an in-depth nature. PREREQUISITE: 10101105 Intermediate Accounting 1.

## 10101121

### Cost and Managerial Accounting - Credits: 4

This course addresses cost accounting principles, procedures, and managerial applications of cost data; theory of job order cost, process cost, and standard cost; and managerial cost decision making. Though not required, 10101103 Financial Accounting 2 is also recommended prior to taking this course. PREREQUISITES: 10101101 Financial Accounting 1 and 10103152 MS Excel B.

## 10101123

### Income Tax Accounting - Credits: 4

This course will prepare you to complete and file individual federal and Wisconsin income tax returns including the 1040EZ/WIZ, 1040A/1A, and 1040/1 with most common supporting schedules. This course is lecture- and project-based with most returns done manually and some comprehensive problems being computerized.

## 10101124

### Payroll Systems and Accounting - Credits: 3

Study of state and federal laws affecting payroll – Fair Labor Standards Act, Federal and State Unemployment Acts, Federal Insurance Contributions Act, Federal and State Withholding Tax Acts, payroll accounting procedures, and systems design. COREQUISITE: 10101101 Financial Accounting 1.

## 10101138

### Budgeting and Cost Control - Credits: 2

By using the tools and techniques learned in the class, students will understand how to use financial information to manage a business, make better financial decisions, increase business profitability, and improve cash flow. With a detailed review of what the numbers in the financial statements represent and how managers and owners use that information to be more successful in controlling and growing their business operations, students will learn how to use financial information to build an effective and realistic budget that can be used to control costs, improve profits and gain a competitive advantage. Corequisite: 10101101 Financial Accounting 1 or 10101176 Financial Accounting 1A.

## 10101172

### Accounting Applications Using Excel - Credits: 1

Students will learn to use MS Excel as it pertains mainly to accounting related functions. Activities will include working with pivot tables, exporting/importing information, continuing with advanced formulas and macros, using analytical options, and developing creativity/application skills in building spreadsheets to replace and enhance manual record keeping, calculations, and reporting. PREREQUISITES: 10101103 Financial Accounting 2 and 10103152 MS Excel B.

## 10101174

### QuickBooks Accounting - Beginning - Credits: 2

Students will learn the QuickBooks accounting software by performing tasks that involve the general ledger, accounts payable, accounts receivable, inventory, payroll, and financial statements. Students will be responsible for finding and correcting errors in the QuickBooks program. PREREQUISITE: 10101101 Financial Accounting 1 or 10101176 Financial Accounting 1A.

## 10101175

### Accounting Systems - Credits: 2

Prepares students for real-world accounting. Students will explore the role of an accountant, practice all steps of the accounting cycle, examine internal controls, complete common business forms, and demonstrate proper filing of accounting documents. Students will then tie all of the concepts together by designing their own accounting system. Coursework is almost entirely project-based. COREQUISITE: 10101107 Intermediate Accounting 2.

## 10103146

### MS Word A - Credits: 1

Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features.

## 10103151

### MS Excel A - Credits: 1

Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

## 10103152

### MS Excel B - Credits: 1

Students will learn to use MS Excel. Credit B activities will include using advanced features of formulas, object linking and embedding, multiple worksheets, 3-D references, macro basics and database basics. COREQUISITE: 10103151 MS Excel A.

## 10103162

### MS Access A - Credits: 1

Learners create, edit, sort, and query a database. They also learn how to create and print basic forms and reports.

## 10105125

### Business Law - Credits: 3

Business Law provides the student with a working knowledge of the legal system, business ethics, and essentials of contracts. Students gain knowledge in logical and analytical thinking, and are encouraged to challenge legal issues and defend their point of view.

## 10196191

### Supervision - Credits: 3

In Supervision, the learner applies the skills and tools necessary to perform the functions of a frontline leader. Each learner will demonstrate the application of strategies and transition to a contemporary supervisory role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.

## 10890116

### Job Quest - Credits: 1

Develop documents and skills to seek, obtain, and retain employment. Strengthen your professional image by developing self-awareness of elements affecting interpersonal and work relationships. Guidelines for determining appropriate grooming, dress, and poise will be covered. Personal life management along with career/life goal setting will be reinforced. This class should be taken in the last semester of the program.

# Accounting Assistant

31-101-1 Technical Diploma (one-year)

Financial Aid Eligible

**Campuses: Ashland\*, New Richmond\*, Rice Lake\*, Superior\*, Online Outreach Centers: Balsam Lake\*, Hayward\*, Ladysmith\***

\*Combination of Online, Your Choice, In person or Web Conferencing instruction. Select courses are available at the WITC Outreach Centers. Please contact your local campus for specifics.



## Program Overview

The first year of the full Accounting associate degree, the Accounting Assistant technical diploma will prepare you to maintain accounting records such as receivables, payables, purchasing, billing (sales), inventory and payroll.

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Complete admissions meeting with a WITC counselor

## Program Outcomes

Accounting Assistant graduates will 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

## Career Outlook

Typical positions available after graduation include:

- Accounting Clerk
- Accounts Receivable Clerk
- Accounts Payable Clerk
- Payroll Clerk
- Tax Accounting Clerk

The Accounting Assistant program is the first year of the two-year Accounting associate degree program.

## Career Pathways

The Accounting Assistant program includes the following pathway option (page 195):

- Billing and Posting Clerk

Accounting Assistant is also a pathway into the following program:

- Accounting

## Related Program

- Tax Preparer Assistant

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
10101101	Financial Accounting 1	4 cr.
10101103	Financial Accounting 2 *	4 cr.
10101124	Payroll Systems and Accounting *	3 cr.
10101174	QuickBooks Accounting - Beginning *	2 cr.
10103146	MS Word A	1 cr.
10103151	MS Excel A	1 cr.
10103152	MS Excel B *	1 cr.
10103162	MS Access A	1 cr.
10804123	Math with Business Applications *	3 cr.
10890116	Job Quest	<u>1 cr.</u>
Occupational Specific Total		21 cr.

## Occupational Supportive/General Studies Courses \*\*

10801136	English Composition 1	3 cr.
10801198	Speech <b>or</b>	
10801196	Oral/Interpersonal Communication	3 cr.
10809188	Developmental Psychology <b>or</b>	
10809198	Introduction to Psychology	<u>3 cr.</u>
Occupational Supportive/General Studies Total		9 cr.

**TOTAL PROGRAM REQUIREMENTS 30 cr.**

Graduates may choose to continue with the second year of the Accounting associate degree program.

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

You must earn a grade point of 2.0 or better in all required (10101XXX) courses.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10101101

### Financial Accounting 1 - Credits: 4

Complete accounting cycle, special journals, payroll tax principles, special procedures, and financial statements. Accounting applications through practice set approach.

## 10101103

### Financial Accounting 2 - Credits: 4

Students will be introduced to corporate accounting. Students will have an understanding of corporate transactions with an emphasis on stocks and bonds. The student will analyze financial statements including the statement of cash flows. Managerial accounting is also introduced in this class. PREREQUISITE: 10101101 Financial Accounting 1.

## 10101124

### Payroll Systems and Accounting - Credits: 3

Study of state and federal laws affecting payroll -- Fair Labor Standards Act, Federal and State Unemployment Acts, Federal Insurance Contributions Act, Federal and State Withholding Tax Acts, payroll accounting procedures, and systems design. COREQUISITE: 10101101 Financial Accounting 1.

## 10101174

### QuickBooks Accounting - Beginning - Credits: 2

Students will learn the QuickBooks accounting software by performing tasks that involve the general ledger, accounts payable, accounts receivable, inventory, payroll, and financial statements. Students will be responsible for finding and correcting errors in the QuickBooks program. PREREQUISITE: 10101101 Financial Accounting 1 or 10101176 Financial Accounting 1A.

## 10103146

### MS Word A - Credits: 1

Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features.

## 10103151

### MS Excel A - Credits: 1

Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

## 10103152

### MS Excel B - Credits: 1

Students will learn to use MS Excel. Credit B activities will include using advanced features of formulas, object linking and embedding, multiple worksheets, 3-D references, macro basics and database basics. COREQUISITE: 10103151 MS Excel A.

## 10103162

### MS Access A - Credits: 1

Learners create, edit, sort, and query a database. They also learn how to create and print basic forms and reports.

## 10890116

### Job Quest - Credits: 1

Develop documents and skills to seek, obtain, and retain employment. Strengthen your professional image by developing self-awareness of elements affecting interpersonal and work relationships. Guidelines for determining appropriate grooming, dress, and poise will be covered. Personal life management along with career/life goal setting will be reinforced. This class should be taken in the last semester of the program.

# Administrative Professional

10-106-6 Associate Degree (two-year)

Financial Aid Eligible

Campuses: Ashland\*, New Richmond\*, Rice Lake\*, Superior\*, Online

Outreach Centers: Balsam Lake\*, Hayward\*, Ladysmith\*

\*Combination of Online, Your Choice, In person, or Web Conferencing instruction. Select courses are available at the WITC Outreach Centers. Please contact your local campus for specifics.



## Program Overview

Many of the skill subjects are competency based and available through alternate delivery methods. You can earn a living and earn your degree pretty much anytime, anywhere that fits your schedule. Once you have your WITC degree, you can couple it with work experience and further education to advance into supervisory or managerial positions.

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Complete admissions meeting with a WITC counselor

## Program Outcomes

Administrative Professional graduates will be able to:

- Demonstrate effective workplace communications
- Apply technology skills to business and administrative tasks
- Perform routine administrative procedures
- Manage administrative projects
- Maintain internal and external relationships
- Model professionalism in the workplace

## Career Outlook

Typical positions available after graduation include:

- Administrative Professional
- Executive Assistant
- Office Manager

## Career Pathways

The Administrative Professional program includes the following pathway options (page 196):

- Office Support Specialist
- Office Technology Assistant
- Microsoft Office

## Related Programs

- Business Graphics Certificate
- Customer Service Certificate
- Leadership Essentials
- Medical Administrative Professional

## Curriculum

Number	Course Title	Credits (cr.)
<b>Technical Studies Courses</b>		
10101174	QuickBooks Accounting - Beginning *	2 cr.
10101176	Financial Accounting 1A	2 cr.
10103106	MS PowerPoint	1 cr.
10103125	MS Outlook	1 cr.
10103146	MS Word A	1 cr.
10103147	MS Word B *	1 cr.
10103148	MS Word C *	1 cr.
10103151	MS Excel A	1 cr.
10103152	MS Excel B *	1 cr.
10103162	MS Access A	1 cr.
10105123	Business Skills	1 cr.
10106110	Document Formatting	2 cr.
10103156	Adobe Photoshop	2 cr.
10106127	Desktop Publishing	2 cr.
10106128	Software Integration *	1 cr.
10106129	Web Technologies	3 cr.
10106139	Administrative Office Procedures *	3 cr.
10106146	Proofreading for the Office	3 cr.
10106164	Office Communication *	3 cr.
10106165	Information Management	2 cr.
10106166	Administrative Professional Capstone *	3 cr.
10106167	Computer and Business Technologies	1 cr.
10890116	Job Quest	1 cr.
	<b>Technical Studies Total</b>	<b>39 cr.</b>
<b>General Studies Courses **</b>		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication <b>or</b>	3 cr.
10801198	Speech	
10801197	Technical Reporting	3 cr.
10804123	Math with Business Applications	3 cr.
10809122	Introduction to American Government <b>or</b>	
10809172	Introduction to Diversity Studies <b>or</b>	
10809195	Economics <b>or</b>	
10809196	Introduction to Sociology	3 cr.
10809188	Developmental Psych <b>or</b>	
10809198	Introduction to Psychology	3 cr.
	<b>General Studies Total</b>	<b>18 cr.</b>
	<b>ELECTIVES</b>	<b>3 cr.</b>
	<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>60 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10101174

### QuickBooks Accounting - Beginning - Credits: 2

Students will learn the QuickBooks accounting software by performing tasks that involve the general ledger, accounts payable, accounts receivable, inventory, payroll, and financial statements. Students will be responsible for finding and correcting errors in the QuickBooks program. PREREQUISITE: 10101101 Financial Accounting 1 or 10101176 Financial Accounting 1A.

## 10101176

### Financial Accounting 1A - Credits: 2

This is a basic accounting course for non-accounting program students. The scope of study focuses on an introduction to business and accounting, analyzing and recording accounting transactions, performing the adjusting process, and completing the accounting cycle. Understanding is based both on theory and application.

## 10103106

### MS PowerPoint - Credits: 1

A complete presentation graphics course that allows you to produce professional-looking presentations. It gives you the flexibility to make informal presentations using overhead transparencies, electronic presentations, formal presentations using 35mm slides, or virtual presentations. Additionally, you can create paper printouts, outlines, speaker notes, and audience handouts.

## 10103125

### MS Outlook - Credits: 1

This course introduces the basics of Microsoft Outlook. Participants will use e-mail, calendar, files, and other features to effectively manage business and personal information.

## 10103146

### MS Word A - Credits: 1

Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features.

## 10103147

### MS Word B - Credits: 1

Students will learn word processing using MS Word. Credit B activities include tables, mail merge, sort, graphics, and special features of MS Word. COREQUISITE: 10103146 MS Word A.

## 10103148

### MS Word C - Credits: 1

Students will learn word processing using MS Word. Credit C activities will include workgroup collaboration, macros, styles, and advanced formatting features of MS Word. COREQUISITE: 10103147 MS Word B.

## 10103151

### MS Excel A - Credits: 1

Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

## 10103152

### MS Excel B - Credits: 1

Students will learn to use MS Excel. Credit B activities will include using advanced features of formulas, object linking and embedding, multiple worksheets, 3-D references, macro basics and database basics. COREQUISITE: 10103151 MS Excel A.

## 10103162

### MS Access A - Credits: 1

Learners create, edit, sort, and query a database. They also learn how to create and print basic forms and reports.

## 10105123

### Business Skills - Credits: 1

Upon completion of this course learners will be able to use technology-driven modes of communication; apply organizational techniques, and manage electronic files; explain how they are personally responsible for their own successes, and apply keyboarding and calculating knowledge in a variety of business-related scenarios.

## 10106110

### Document Formatting - Credits: 2

This hands-on course covers formatting styles of business letters, business and academic reports, memos, tables, and business documents. The course also includes drill work for improving keying speed and accuracy. Students should be able to key 40 words per minute.

## 10103156

### Adobe Photoshop - Credits: 2

Students will become skilled in using the Adobe Photoshop image-editing software package. Students will create and modify graphic images using various tools and techniques. They will learn to create original artwork, manipulate images, and create images for the Web and retouch photographs.

## 10106127

### Desktop Publishing - Credits: 2

Preparation of professional-looking documents using desktop publishing software or word processing software with desktop publishing capabilities.

## 10106128

### Software Integration - Credits: 1

This course is designed to integrate computer applications. Participants will prepare and enhance documents using word processing, spreadsheets, database, and presentation graphics software. PREREQUISITES: 10103106 MS PowerPoint, 10103146 MS Word A, 10103147 MS Word B, 10103148 MS Word C, 10103151 MS Excel A, 10103152 MS Excel B, 10103162 MS Access A.

## 10106129

### Web Technologies - Credits: 3

This course presents the foundational skills necessary to function in a Web 2.0 environment. Students will create a web site using effective web page design concepts including text, graphics, hypertext links, tables, forms, layers, templates, and Cascading Style Sheets (CSS) and behaviors. This course will also introduce students to a broad spectrum of concepts and issues associated with E-Business, cloud based documents and Social Media from marketing to network security to customer service. A general knowledge of working in a Windows environment and keyboarding skills are recommended.

## 10106139

### Administrative Office Procedures - Credits: 3

This course is designed to develop professional skills and attitudes needed in today's global business environment. Topics include making ethical decisions, working independently and as a team member, and managing time. Telecommunications, mail processing, travel arrangements and conferences, public relations, and ergonomics will be included. Previous word processing and proofreading experience is recommended. PREREQUISITES: 10106110 Document Formatting and 10106146 Proofreading for the Office.

## 10106146

### Proofreading for the Office - Credits: 3

This course provides the learner with techniques used in proofreading office documents from both hard and soft copy (computer screen). Learners will incorporate the use of office reference manuals. This project-based course uses individual and group activities as well as in-class and out-of-class work.

## 10106164

### Office Communication - Credits: 3

This course provides the student with the opportunity to develop professional office communication skills using voice recognition, transcribers, and hard copy material. Students will learn to speak, write, and listen in a clear, courteous, concise, and correct manner. Students will apply these skills to create and share documents electronically while applying the proper document formats. PREREQUISITE: 10106110 Document Formatting and 10106146 Proofreading for the Office.

## 10106165

### Information Management - Credits: 2

This course will include coverage of the different indexing systems (alphabetic, numeric, subject, geographic, and chronological) as well as an overview of the entire records management function -- planning, designing, classifying, controlling, and evaluation. Electronic filing methods are utilized at locations where equipment is available.

## 10106166

### Administrative Professional Capstone - Credits: 3

This course is designed to provide students with an experience to simulate tasks and duties performed in their field. It provides a foundation and exposure to Web conferencing techniques and available virtual platforms; experience providing computer support in an office setting while tracking the requests; and exposure and use of emerging Internet-based softwares to assist them in their professional duties. Setting priorities, meeting deadlines, and doing mailable-quality work are stressed. This is a final semester capstone course and requires a high level of ability and mastery of communication, keying, proper document formatting, records management, word processing, spreadsheets, presentation graphics, database, and related field requirements. PREREQUISITES: 10106110 Document Formatting and 10106139 Administrative Office Procedures and COREQUISITE: 10106128 Software Integration.

## 10106167

### Computer and Business Technologies - Credits: 1

Learners will gain knowledge on computer hardware, basic computer operations, and the operating system. An emphasis will be placed on file/document management in a network environment and on a standalone personal computer. Learners will become familiar with the World Wide Web by accessing the Internet through browser software. Learners will use e-mail and learn how to communicate properly through e-mail and optional online vehicles. Learners will use search engines/databases for research purposes and proper validation techniques.

## 10890116

### Job Quest - Credits: 1

Develop documents and skills to seek, obtain, and retain employment. Strengthen your professional image by developing self-awareness of elements affecting interpersonal and work relationships. Guidelines for determining appropriate grooming, dress, and poise will be covered. Personal life management along with career/life goal setting will be reinforced. This class should be taken in the last semester of the program.



# Advanced EMT

30-531-6 Technical Diploma (less than one-year)

Campuses: New Richmond, Rice Lake



## Program Overview

The Advanced EMT program is for students who are seeking advanced skills and a higher level of challenge in an exciting field. Students will develop more sophisticated emergency treatment skills including assessment skills and medication administration. Students will also perform a variety of patient assessments and skills including intravenous, intraosseous, intranasal, inhalation and intramuscular injections on real patients. Students will be expected to successfully complete the clinical course after obtaining a Training Center Training Permit. Students who successfully complete the program, with a program plan GPA of 2.0 or better, will be eligible to take the National Registry of EMT's cognitive and psychomotor examinations for Advanced Emergency Medical Technician (AEMT) level of certification. Prerequisite: 30-531-3 Emergency Medical Technician.

## Special Features

Advanced EMT training is offered at various off-campus locations for your convenience.

On-site skills labs will be scheduled select Saturdays at various locations.

## Admission Requirements

- Complete application process

## Program-Specific Requirements

- Attend a mandatory orientation session scheduled prior to start of class
- Pay fee and have acceptable results based on the Wisconsin Criminal History Record Check, Wisconsin Caregiver Background Check, Minnesota Caregiver Background Check (if applicable), and/or other states if applicable -Information from the Caregiver Background Check may affect ability to obtain Training Permit from the State of Wisconsin
- Be affiliated with an Advanced EMT service approved by the Wisconsin EMS Unit or approval from the Training Center Medical Director
- Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb)
- Provide proof of current Wisconsin licensure with a completed EMT Proof of Licensure OR proof of certification with National Registry
- Possess current certification of "CPR for Healthcare Providers" or the equivalent -Certification must be active through the completion of the program

- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure
- Submit a copy of the appropriate Wisconsin (or other state(s)) Department of Transportation (DOT) Driving Abstract if you have any violations/suspension/revocation
- Submit Background Information Disclosure (BID) Statement
- Review and sign Advanced EMT Confidentiality Statement of Understanding Form

## Program Outcomes

The Advanced EMT program is approved by the Wisconsin EMS Unit and follows the National Emergency Medical Services Education Standards. Employers will expect graduates to be able to:

- Prepare for incident response and EMS operations
- Integrate pathophysiological principles and assessment findings to provide appropriate patient care
- Demonstrate AEMT skills associated with established standards and procedures for a variety of patient encounters
- Communicate effectively with others
- Demonstrate professional behavior
- Meet state competencies for AEMT certification

## Career Outlook

Licensure as an Advanced EMT allows the Advanced EMT to initiate intravenous therapy and administer selected medications as authorized by the Wisconsin EMS Unit and Ambulance Service Medical Director.

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Course</b>		
30531336	Advanced EMT *	3 cr.
30531337	Advanced EMT Clinical *	1 cr.
PROGRAM REQUIREMENTS		4

\* Courses require a prerequisite and/or corequisite.

## Course Descriptions

### 30531336 Advanced EMT - Credits: 3

The Advanced EMT course expands the role and skills of the EMT. Skills involved in obtaining intravenous and intraosseous access, intranasal, intramuscular and subcutaneous medication administration, and fluid therapy will be included. Student must hold a current Wisconsin EMT license. Extensive patient assessment knowledge and skills have been integrated throughout the curriculum, as well as enhanced critical decision making. This class meets the National Emergency Medical Services Education Standards, which qualifies students to certify with the National Registry of Emergency Medical Technicians. PREREQUISITE: Admission to the program.

### 30531337 Advanced EMT Clinical - Credits: 1

The Advanced EMT course expands the role and skills of the EMT. Skills involved in obtaining intravenous and intraosseous access, intranasal, intramuscular and subcutaneous medication administration, and fluid therapy will be included. Student must hold a current Wisconsin EMT license. Extensive patient assessment knowledge and skills have been integrated throughout the curriculum, as well as enhanced critical decision making. Participants will be required to participate in a clinical experience as part of their training. This class meets the National Emergency Medical Services Education Standards, which qualifies students to certify with the National Registry of Emergency Medical Technicians. PREREQUISITE: Admission to the program and 30531336 Advanced EMT.

# Advanced Marine Repair Technician

17-461-1 Technical Certificate

Campus: Ashland



## Overview

Diagnostics and the repair of outboard motors, inboard engines, marine transmissions, along with sterndrive units will be examples of coursework designed within this advanced certificate. Students are encouraged to adhere to projects which will increase their level of expertise as a qualified Marine Repair Technician. This certificate is designed to adapt to specific student interests in combination with the advance technological changes taking place within the marine industry.

## Special Features

This certificate is unique in the state.

Prerequisite requirements for this certificate must be met. This certificate has the ability to be adapted to unique interests in the marine repair field.

## How to Apply:

Complete the online application or contact Student Services. When completing an online application select the Advanced Marine Repair Technician Certificate from the program of choice dropdown list

## Outcomes

The Advanced Marine Repair Technician Certificate will prepare you to:

- Adhere to project completion deadlines
- Follow proper repair instructions
- Complete projects that meet professional standards
- Complete project work as intended
- Be able to have an in-depth knowledge related to select product-specific training

## Career Outlook

Completing this certificate will prepare you to begin your career as a marine repair technician and be able to complete advanced repairs such as (depending on selected learning activities):

- Diagnose and repair outboard motors
- Diagnose and repair sterndrive and inboard engines
- Repair marine transmissions and sterndrive units

## Related Program

- Marine Repair Technician

## Curriculum

Number	Course Title	Credits (cr.)
31461344	Advanced Marine Engine Rebuilding *	3 cr.
31461345	Advanced Marine Engine Systems *	3 cr.

CERTIFICATE REQUIREMENTS **6 cr.**

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

## Course Descriptions

**31461344**

### Advanced Marine Engine Rebuilding - Credits: 3

This course is designed to study in detail the process of rebuilding a marine engine or its related major components. The student will choose and provide a major project(s) and rebuild it to the manufacturer's specifications. The student will have to provide the instructor with a list of project(s) and the time estimated for their completion. The instructor will need to approve the project(s) and will guide the student as to the feasibility of completion. The estimated hours of completion will equal 3 credit hours (96 hours of time). The instructor will offer guidance to assure the students success in completion of the project. Lab work will need to be completed during the open time of the marine lab. PREREQUISITE: Successful completion of the Marine Repair Technician program.

**31461345**

### Advanced Marine Engine Systems - Credits: 3

This course is designed to increase the student's knowledge of specific manufacturers' operation systems. The student will be able to complete additional manufacture training programs. There may be an additional cost to the student for some of these programs. Also the student will select areas of interest to study in detail, and provide training to program students and the public. Student to submit an outline of work to be completed that equals the number of credit hours of the course. Lab work will need to be completed during the open time of the marine lab. PREREQUISITE: Successful completion of the Marine Repair Technician program.

# Agricultural Business Fundamentals

61-080-1 Pathway Certificate (less than one year)

Campus: Ashland\*, New Richmond\*, Rice Lake\*

Outreach Center: Balsam Lake\*

\*Combination of Your Choice and In Person instruction



## Program Overview

The business side of the farm operation is often times the most critical part of any farm regardless of focus. In this pathway, students will learn what financial records to keep, how to market commodities, analyze financial benchmarks, along with assessing new technology.

## Special Features



Evening courses will be available for individuals needing to complete continuing education requirements for FSA loans.

Certificate is available part time or over 2 years.

Labs will be on Fridays at either the WITC - Rice Lake Campus or On - Farm (at regional farms and test plots).

## Inquire

For more information on this program or schedule of courses, contact: Julie Wadzinski, instructor at Julie.Wadzinski@witc.edu or 715.234.7082 ext. 5268

## How to Apply:

Complete the online application or contact Student Services. When completing an online application select the Agricultural Business Fundamentals Certificate from the program of choice dropdown list.

## Course Descriptions

### 10094101

#### Farm Commodities - Credits: 3

This course is designed to introduce students to the purpose, operation, and use of futures and options in managing commodity price risks. The objectives of the course are to understand commodity marketing, futures contracts, options contracts, basis, hedging and speculating strategies as part of a successful commodity risk management program. Students will be introduced to fundamental and technical analysis techniques.

### 31080370

#### Operating the Farm Business - Credits: 3

This course will help the student learn many items involved with running a modern farm. These skills include but are not limited to record keeping, selecting proper insurance for the farm, analyzing financial performance, identifying credit needs and sources, planning for crops, and planning for the feeding of livestock.

## Program Outcomes

The Agricultural Business Fundamentals Certificate will prepare you to:

- Plan for operation and maintenance of farm facilities and equipment
- Create farm business plans
- Apply marketing principles to agricultural enterprises

## Career Outlook

Typical positions available after graduation include:

- Farm Bookkeeper
- Agricultural Administrative Assistant

## Career Pathway >

The Agricultural Business Fundamentals certificate is a pathway into the following program (page 203):

- Farm Operation

## Related Programs

- Dairy Herd Management
- Livestock Production
- Crop Production

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
10094101	Farm Commodities	3 cr.
31080370	Operating the Farm Business	3 cr.
31080375	Farm Records and Analysis	3 cr.
31080378	Emerging Trends in Agriculture	3 cr.
<b>CERTIFICATE REQUIREMENTS</b>		<b>12 cr.</b>

# Agricultural Power and Equipment Technician

32-070-1 Technical Diploma (two-year)

Financial Aid Eligible

Campus: New Richmond

## Program Overview

As a service technician in this field, your skills are extremely valuable. Having the mechanical skills to help you get a piece of equipment running right for the customer or for yourself, before weather can ruin the crops, is an amazing accomplishment. The Agriculture Power and Equipment Technician Program will allow students to develop skills in the theory, operation, and repair of tillage, planting, harvesting equipment and tractors. Opportunities to troubleshoot and service farm equipment are a valuable aspect of this program. Students study diesel engines, drivetrains, electrical systems, and hydraulics.



## Special Features

Within the program curriculum you will earn OSHA Forklift Certification and Mobile Air Conditioning EPA 609 Certification.

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and Sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

## Program Outcomes

Agricultural Power and Equipment Technician graduates will be able to:

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

## Career Outlook

Typical positions available after graduation include:

- Equipment Mechanic
- Construction Mechanic
- Diesel Mechanic
- Lawn and Garden Equipment Mechanic

Opportunities are available to transfer coursework to obtain an advanced agriculture related degree at four-year institutions.

## Related Programs

- Diesel Equipment Technician
- Truck Driving

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
32070326	Basic Engines	5 cr.
32070337	12-Volt Electrical Theory*	1 cr.
32070338	Diesel Engine Theory*	1 cr.
32070339	Mobile Hydraulics Theory*	1 cr.
32070341	Power Train Theory*	1 cr.
32070358	Power Trains 1*	5 cr.
32070360	12-Volt Electrical*	4 cr.
32070361	Advanced Engines*	5 cr.
32070364	Power Trains 2*	5 cr.
32070365	Mobile Hydraulics*	5 cr.
32070366	Advanced Mobile Hydraulics*	5 cr.
32070367	Advanced 12-Volt Electrical*	5 cr.
32070369	Mobile HVAC for Heavy Equipment	1 cr.
32412301	Diesel Safety and Industry Practices	2 cr.
32442307	Welding for Mechanics	<u>2 cr.</u>
	Occupational Specific Total	48 cr.
<b>Occupational Supportive/General Studies Courses**</b>		
32801361	Applied Communications	2 cr.
32801362	Advanced Communication Skills*	2 cr.
32804303	Applied Math	2 cr.
32804313	Applied Math 2*	2 cr.
32809380	Applied Interpersonal Skills	2 cr.
32890305	Applied Information Resources	<u>2 cr.</u>
	Occupational Supportive/General Studies Total	12 cr.
<b>TOTAL PROGRAM REQUIREMENTS</b>		<b>60 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 32070326

### Basic Engines - Credits: 5

This class will provide the learner with an in depth look at how internal combustion engines operate. The learner will be able to identify, measure, and inspect parts of the internal combustion engine, with diesel engines used in agriculture machinery the main area of focus.

## 32070337

### 12-Volt Electrical Theory - Credits: 1

This course is designed for the learner to understand basic 12-volt electrical circuits, wiring diagrams, starting, charging, and lighting systems. Classroom trainers will be used to apply electrical theory. Using hands-on activities, this course will help the learner to better understand basic 12-volt electrical systems. PREREQUISITE: 32412301 Diesel Safety and Industry Practices.

## 32070338

### Diesel Engine Theory - Credits: 1

This course will provide the learner with a basic understanding of the diesel engine. The design and operating principles of the engine, cooling, fuel, intake, exhaust systems, and lubrication systems will be examined. COREQUISITE: 32070326 Basic Engines.

## 32070339

### Mobile Hydraulics Theory - Credits: 1

This course will provide a practical understanding of mobile hydraulic components. Their design, application, operation and maintenance will be studied. A hydraulic training bench will be used in the classroom. PREREQUISITE: 32070367 Advanced 12-Volt Electrical.

## 32070341

### Power Train Theory - Credits: 1

This course will provide a general overview of clutches, sliding gear, and hydrostatic drives. Design, operation, adjustment, and maintenance will be discussed. PREREQUISITE: 32070366 Advanced Mobile Hydraulics.

## 32070358

### Power Trains 1 - Credits: 5

This course will provide an in-depth study of hydraulically operated and controlled transmissions as they are found on various types of farm tractors. You will learn transmission operation by studying manufacturers' service manuals as well as a prepared text. Lab projects will allow hands-on training. PREREQUISITE: 32070366 Advanced Mobile Hydraulics and COREQUISITE: 32070341 Power Train Theory.

## 32070360

### 12-Volt Electrical - Credits: 4

This course is designed to study the construction, operation, adjustments, and repairs of electrical components used in tractors and farm implements. Classroom and lab activities will include reading and interpreting wiring diagrams, troubleshooting electrical circuits, and performing repairs on alternators, generators, starters, and regulators. Monitors are also included in this course. PREREQUISITE: 32412301 Diesel Safety and Industry Practices and COREQUISITE: 32070337 12-Volt Electrical Theory.

## 32070361

### Advanced Engines - Credits: 5

This course provides the student with both a theoretical and practical background in the basic operating and rebuilding principles of diesel engines. The course includes practical experience in rebuilding, testing, troubleshooting, and tuning diesel engines. Additionally, the student will gain experience in the proper use of tools and equipment. If prerequisite courses have not been completed, the student must have consent of the instructor to enroll. COREQUISITES: 32070326 Basic Engines and 32070338 Diesel Engine Theory.

## 32070364

### Power Trains 2 - Credits: 5

This course provides an opportunity to work on clutches, transmission torque amplifiers, torque converters, differentials, final drives, and power take-off units. Lab time is spent on disassembly, parts identification, operation, and repair of these units. COREQUISITES: 32070358 Power Trains 1 and 32070341 Power Train Theory.

## 32070365

### Mobile Hydraulics - Credits: 5

This course will provide a broad, general, and practical coverage of fluid power components and their design, application, operation, and maintenance. You will learn hydraulics operation by studying manufacturers' service manuals as well as a prepared text. Lab projects will allow hands-on training. PREREQUISITE: 32070367 Advanced 12 - Volt Electrical and COREQUISITE: 32070339 Mobile Hydraulics Theory.

## 32070366

### Advanced Mobile Hydraulics - Credits: 5

This course provides an in-depth study on how the basic fluid power components are incorporated into a tractor hydraulic system. This lecture- and lab-based course includes demonstration and practice opportunities. If prerequisite courses have not been completed, student must have consent of instructor to enroll. PREREQUISITE: 32070367 Advanced 12-Volt Electrical and COREQUISITES: 32070365 Mobile Hydraulics and 32070339 Mobile Hydraulics Theory.

## 32070367

### Advanced 12-Volt Electrical - Credits: 5

This is an advanced electrical course to meet the demands of today's newer equipment. Learners will receive training on electronic service tools, pulse width modulation solenoids, can bus controllers, and terminator networks. Additional topics will include yield monitors and auto guidance systems. COREQUISITES: 32070337 12-Volt Electrical Theory and 32070360 12-Volt Electrical Or COREQUISITES: 32404376 DC Automotive Electrical and 32404377 Electrical Systems.

## 32070369

### Mobile HVAC for Heavy Equipment - Credits: 1

Mobile HVAC for heavy equipment will teach the learner the basics of air conditioning systems. Air conditioning fundamentals will be learned along with proper servicing procedures and air conditioning equipment used. In depth study of air conditioning systems from older agriculture equipment will be looked at, along with study of new auto temperature control systems. EPA environmental laws pertaining to mobile air conditioning will be examined.

## 32412301

### Diesel Safety and Industry Practices - Credits: 2

This course will introduce students to the safety and legal requirements and common shop practices of the diesel equipment industry. Personal safety as well as overall shop/job site safety will be emphasized while students learn to operate shop equipment and learn basic repair techniques common to all aspects of the diesel and heavy equipment industry. Skills learned in this course will be directly applied throughout the diesel equipment technician program.

## 32442307

### Welding for Mechanics - Credits: 2

Instruction in safe setup and operation of plasma cutting (PAC), oxy-fuel cutting (OFC), SMAW (Stick), GMAW (Mig), FCAW, and/or GTAW (Tig) welding in applications related to general industry practices. Selection of appropriate welding processes with a specific emphasis on typical repair situations including metal identification will be stressed.

# Architectural Commercial Design

10-614-4 Associate Degree (two-year)

Financial Aid Eligible

Campuses: New Richmond, Rice Lake



## Program Overview

Architecture is a combination of art, science and communication. The Architectural Commercial Design program emphasizes the science of construction knowledge and communicating that knowledge in drawings through an efficient use of building information modeling (BIM) and computer-aided design (CAD) programs.

Employers are impressed with WITC graduates' understanding of the entire building process, building connection details and programs like Revit and AutoCAD

## Special Feature

This program is unique in the state.

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and Sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

## Program Outcomes

Architectural Commercial Design graduates will be able to:

- Develop construction documents
- Evaluate building materials
- Develop building designs
- Integrate building systems
- Use computer-aided drafting, building information modeling, and architectural related software
- Utilize office practices and standards
- Utilize the Enrolled Wisconsin Commercial Building Code incorporating the International Building Code

## Career Outlook

Typical positions available after graduation include:

- CAD Drafter
- Store Planner
- Project Manager
- Technical Coordinator
- Design Technician
- CAD Technician

With additional experience, graduates may move into one of these positions:

- Architect
- Project Manager
- CAD Manager

## Related Program

- Construction and Cabinetmaking

## Curriculum

Number	Course Title	Credits (cr.)
<b>Technical Studies Courses</b>		
10614129	Building Estimating *	3 cr.
10614165	Site Design *	3 cr.
10614170	Architectural Materials and Methods 1	3 cr.
10614171	Architectural Materials and Methods 2 *	3 cr.
10614172	Architectural Drafting and Design 1 *	4 cr.
10614173	Architectural Drafting and Design 2 *	4 cr.
10614174	Architectural Drafting and Design 3 *	5 cr.
10614175	Architectural Drafting and Design 4 *	5 cr.
10614176	Architectural Technology 1	3 cr.
10614177	Architectural Technology 2 *	2 cr.
10614178	Architectural Technology 3 * <b>or</b>	
10614115	Architectural Internship *	3 cr.
10614179	Mechanical Systems *	3 cr.
10614180	Structural Analysis and Design *	3 cr.
	Technical Studies Total	44 cr.
<b>General Studies Courses**</b>		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication	3 cr.
10804118	Intermediate Algebra with Applications*	4 cr.
10804196	Trigonometry with Applications*	3 cr.
10809122	Introduction to American Government <b>or</b>	
10809166	Introduction to Ethics: Theory and Application <b>or</b>	
10809172	Introduction to Diversity Studies <b>or</b>	
10809195	Economics <b>or</b>	
10809196	Introduction to Sociology	3 cr.
10809198	Introduction to Psychology <b>or</b>	
10809188	Developmental Psychology	3 cr.
	General Studies Total	19 cr.
	<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>63 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10614129

### Building Estimating - Credits: 3

This course introduces the student to the basic methods of building estimating and systems for doing quantity surveys. Emphasis is placed on developing the skills received in preparing the kinds of estimates commonly used in architecture and building construction. Practical exercises in developing estimates for wood frame and light commercial structure are included in the course of study. PREREQUISITE: 10614170 Architectural Materials and Methods 1.

## 10614165

### Site Design - Credits: 3

The course focuses on the fundamental design issues of the building site with an introduction to land surveying and topography, land planning and zoning, and environmental regulations. The lab portion of the course provides an opportunity to develop site analysis and design skills through the development of an architectural commercial site design project. PREREQUISITE: 10614176 Architectural Technology 1.

## 10614170

### Architectural Materials and Methods 1 - Credits: 3

This course introduces the student to the materials and methods used in wood frame construction. It familiarizes students with components of modern construction for the purpose of selecting the materials best suited to various construction jobs.

## 10614171

### Architectural Materials and Methods 2 - Credits: 3

This course introduces the student to commercial building materials. Students draw connection details for concrete, steel, and masonry and combinations thereof. Commercial building code analysis and construction practices such as the design process, bidding, and construction administration are also covered. PREREQUISITE: 10614170 Architectural Materials and Methods 1.

## 10614172

### Architectural Drafting and Design 1 - Credits: 4

This course introduces graphic representation in construction. It covers the fundamentals of drafting including line work, lettering, measuring, sketching, projections, and pictorial drawings. Students will use the aforementioned fundamentals to complete a set of drawings for a residence. COREQUISITES: 10614170 Architectural Materials and Methods 1 and 10614176 Architectural Technology 1.

## 10614173

### Architectural Drafting and Design 2 - Credits: 4

This course introduces the student to the design principles needed for wood frame structures and incorporates the many aspects of building aesthetics and working drawings. The final assignment is to plan a set of drawings for a wood frame commercial building. PREREQUISITE: 10614172 Architectural Drafting and Design 1 and 10614176 Architectural Technology 1.

## 10614174

### Architectural Drafting and Design 3 - Credits: 5

In this course the student learns the design principles needed for creating working drawings for multi-level commercial buildings. This course starts with units on accessibility and space planning. As the course progresses, students complete a set of construction documents while applying building codes and incorporating various structural building materials such as precast concrete, masonry, and steel. PREREQUISITES: 10614173 Architectural Drafting and Design 2 and COREQUISITE: 10614171 Architectural Materials and Methods 2.

## 10614175

### Architectural Drafting and Design 4 - Credits: 5

This final semester course is designed to prepare the student for the challenges of working in an architectural office. The major portion of the course is finalizing a set of architectural working drawings for a commercial building. The course also includes architectural office orientation, specifications, architectural group projects, and commercial building planning considerations as well as several activities directed toward successful job-hunting skills. PREREQUISITE: 10614174 Architectural Drafting and Design 3.

## 10614176

### Architectural Technology 1 - Credits: 3

AutoCAD and related architectural software is utilized to teach learners the fundamentals of architectural computer-aided drafting. Topics from CAD applications in architecture and the equipment required to do actual drafting, modifying, and plotting operations are covered.

## 10614177

### Architectural Technology 2 - Credits: 2

This course is an introduction to the application of BIM software in architectural drafting. Students will apply Revit Architecture software to create a three-dimensional building model that allows for deliverables such as floor plans, building sections, exterior elevations, and schedules. The building model will include walls, openings, floors, stairs, roofs, foundations, and footings. Topics such as datum, annotation, modifying family types, and profiles will be covered. PREREQUISITE: 10614170 Architectural Materials and Methods 1.

## 10614178

### Architectural Technology 3 - Credits: 3

This course builds upon students' prior experience from other courses in which Revit has been instrumental in developing projects. Students will spend part of their time learning advanced concepts in Revit such as creating and editing families, exploring interoperability, exploring 3D viewing options, and other advanced features. Throughout the course, students will also apply those concepts to a project of their choosing. PREREQUISITE: 10614177 Architectural Technology 2.

## 10614115

### Architectural Internship - Credits: 3

Internship is designed to provide students with on-the-job experience in actual work situations. These experiences strengthen student competencies through participation in a wide variety of occupational experiences, ranging from routine assignments to specialized work-related duties. PREREQUISITES: Appropriate technical studies courses and a minimum of one year successful associate degree program competencies and/or instructor approval.

## 10614179

### Mechanical Systems - Credits: 3

This course introduces basic principles of plumbing and electrical systems along with heating, ventilating and air conditioning systems in building design and construction. These systems are studied in the context of the overall building design with emphasis on materials, equipment systems design, engineering principles, and sustainable design practices. PREREQUISITE: 10614172 Architectural Drafting and Design 1 and 10614176 Architectural Technology 1.

## 10614180

### Structural Analysis and Design - Credits: 3

Basic concepts of design as applied to steel and timber beams and columns, as well as concrete bases, slabs, columns, and foundations are developed. Emphasis is on developing a sound conception of the related problems faced by the architect, contractor, construction superintendent, and distributors in planning and erecting buildings. PREREQUISITE: 10804196 Trigonometry with Applications.

# Architectural Woodworking & Cabinetmaking

31-409-1 Technical Diploma (one-year)

Financial Aid Eligible

Campuses: Custom Delivery, Rice Lake

## Program Overview

The Architectural Woodworking & Cabinetmaking technical diploma will provide students with the knowledge and skills necessary to work in cabinet and /or furniture shops, furniture factories, display shops, and finish the interior of homes. Students will learn the fundamentals of cabinetmaking and furniture making along with installation and interior finish, print reading, math concepts, and CNC machine operation. Safety principles and the use of hand and power tools will also be covered.



## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

## Program Outcomes

Architectural Woodworking & Cabinetmaking graduates will be able to:

- Read blueprints
- Identify materials
- Set up machinery
- Operate saws, joiners, planers, shapers, sanders and other woodworking machinery
- Assemble parts

## Career Outlook

Typical positions available after graduation include:

- Cabinet Installer
- Cabinetmaker
- Machine Operator
- Furniture Maker
- Interior Finish Carpenter

## Career Pathway

The Architectural Woodworking & Cabinetmaking program is a pathway into the following program (page 200):

- Construction and Cabinetmaking

## Related Program

- Architectural Commercial Design

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
32410300	Cabinet and Furniture Making 1	5 cr.
32410302	Cabinet and Furniture Making 2	5 cr.
32410320	CNC Machine Operation	2 cr.
32410334	Production Cabinetmaking*	5 cr.
32410335	Interior Finish*	5 cr.
32410339	Print Reading for Building Construction	2 cr.
Occupational Specific Total		24 cr.

## Occupational Supportive/General Studies Courses\*\*

32801361	Applied Communications	2 cr.
32804325	Applied Technical Math 1	3 cr.
Occupational Supportive/General Studies Total		5 cr.

PROGRAM REQUIREMENTS **29 cr.**

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

## Course Descriptions

### 32410300

#### Cabinet and Furniture Making 1 - Credits: 5

This is a lab/shop/theory application. This course covers the basics of cabinet and furniture construction. Fundamental machine operations and safety rules are taught. The students are required to construct, by approved machine methods, the common joints used in good construction. The study of wood and other materials, hand tools and bench work, shop drawing, design, and layout are a part of the basic course.

### 32410302

#### Cabinet and Furniture Making 2 - Credits: 5

This is a lab/shop applications course. The student will be involved in projects according to his/her abilities to provide practical application of the operations learned. COREQUISITE: 32410300 Cabinet and Furniture Making 1.

### 32410320

#### CNC Machine Operation - Credits: 2

This course introduces the student to the development and editing of CNC programs. The basic elements of CNC machine setup and operation are covered for the production of acceptable parts. Safety concerns are also addressed. PREREQUISITE: 32804325 Applied Technical Math 1.

### 32410334

#### Production Cabinetmaking - Credits: 5

This is a lab/shop/theory application that deals with finishing and fine tolerances of the construction trade. Hands-on techniques of hanging and trimming doors and windows, installing trim and molding, finishing drywall, and other wall finishes are covered. PREREQUISITE: 32410302 Cabinet and Furniture Making 2.

### 32410335

#### Interior Finish - Credits: 5

This is a lab/shop/theory application that deals with finishing and fine tolerances of the construction trade. Hands-on techniques of installing trim and molding, and designing and building cabinets are covered. PREREQUISITE: 32410302 Cabinet and Furniture Making 2 and COREQUISITE: 32410334 Production Cabinetmaking.

### 32410339

#### Print Reading for Building Construction - Credits: 2

This course provides instruction in reading and interpreting shop drawings, residential drawings, and commercial building plans. Emphasis is placed on building terminology and learning conventional techniques of communicating building methods from the designer to the builder. Students learn to visualize the structure and to interpret elevations, plan views, details, and sections from drawings. They also learn to read and interpret building specifications.



# Automated Packaging Systems Technician

32-454-1 Technical Diploma (two-year)

Financial Aid Eligible

## Campuses: New Richmond

### Program Overview

The Automated Packaging Systems Technician program will give you the skills you need to enter a career in the packaging industry. You learn to service and repair a variety of packaging equipment and automated systems. This program emphasizes the maintenance and troubleshooting of electrical, mechanical, fluid power, robotics, and PLC (Programmable Logic Controller) components on packaging machines. Classroom and hands-on instruction on packaging machines plus visits to the packaging industry are all parts of the program. You may participate in the Institute of Packaging Professionals meetings each month as a member of the student chapter.

Program integrates advanced manufacturing (Industry 4.0) competencies to meet the regional need for skilled employees.



### Special Features

This is a unique program in the state.

An outstanding feature of this program is the reliance on actual automated packaging machinery. The packaging industry, both locally and nationally, provides support to the program by providing scholarships. Coursework will help prepare students to take PMMI exams for industry certification.

### Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

### Program Outcomes

Automated Packaging Systems Technician graduates will be able to:

- Demonstrate safe practices and techniques
- Install power transmission components, fluid power components, and automation components
- Maintain power transmission components, fluid power components, and automation components
- Troubleshoot power transmission components, fluid power components, and automation components
- Electrically connect automation and communication components
- Troubleshoot automated control systems
- Create electrical systems drawings and schematics for automated machines

### Career Outlook

Typical positions available after graduation include:

- Packaging Systems Assembler
- Maintenance Technician
- Field Service Technician
- Line Mechanic/Adjuster
- Packaging Systems Operator

### Career Pathway

The Automated Packaging Systems Technician program includes the following pathway option (page 197):

- Mechatronics Basics

### Related Program

- Industrial Systems Specialist

### Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
32150300	Applied IT Basics	2 cr.
32414335	DC Electricity	3 cr.
32414336	AC Electricity *	3 cr.
32414380	Basic PLCs *	3 cr.
32420314	Basic Machine Shop	3 cr.
32454340	Packaging Machine Maintenance	3 cr.
32454341	Fluid Power Systems	3 cr.
32454343	Packaging Machine Rebuilding *	5 cr.
32454344	Schematics, Prints, and Layouts *	2 cr.
32454345	Packaging Systems Equipment Control *	3 cr.
32454347	Electromechanical Componentry *	4 cr.
32454348	Troubleshooting *	2 cr.
32454349	Installation of Packaging Machines *	5 cr.
32454357	Power Transmission Componentry *	2 cr.
32454359	Packaging Materials/Processes *	2 cr.
32454362	Processes of Manufacturing - Packaging	2 cr.
32454364	Motion Controls *	2 cr.
32454366	Introduction to Robotics *	2 cr.
	<b>Occupational Specific Total</b>	<b>51 cr.</b>
<b>Occupational Supportive/General Studies Courses **</b>		
32442307	Welding for Mechanics	2 cr.
32801361	Applied Communications	2 cr.
32801362	Advanced Communication Skills *	2 cr.
32804325	Applied Technical Math 1	3 cr.
32804334	Applied Technical Math 2 *	2 cr.
32809380	Applied Interpersonal Skills	2 cr.
	<b>Occupational Supportive/General Studies Total</b>	<b>13 cr.</b>
	<b>PROGRAM REQUIREMENTS</b>	<b>64 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.



# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 32150300

### Applied IT Basics - Credits: 2

This course provides students with an introduction to basic Information Technology concepts. Students will learn to identify and install basic PC hardware components, install a desktop operating system, and configure and use its utilities and tools. Also covered is understanding basic network communication, including identifying network devices and identifying, creating, and testing common Ethernet cables.

## 32414335

### DC Electricity - Credits: 3

This course is an introduction to electricity. The focus will be on direct current as used in industry. You will learn the basics of series, parallel and combination circuits. You will develop skills in circuit analysis, and electrical measurement using a digital multimeter.

## 32414336

### AC Electricity - Credits: 3

This course is an introduction to alternating current electricity as used in industry. You will study series and parallel alternating current circuits that contain inductance and capacitance, as well as, single and three phase transformers, direct current, single phase and three phase motors. PREREQUISITE: 32414335 DC Electricity.

## 32414380

### Basic PLCs - Credits: 3

This course will provide a foundation for working with microprocessor controls. Students will learn the theory and application of electrical principles as they are applied to control systems found in industry. The learner will use trainers and machine components to provide recognition and understanding of modern microprocessor-based control systems. PREREQUISITE: 32454345 Packaging Systems Equipment Control.

## 32420314

### Basic Machine Shop - Credits: 3

This lab-based course will provide instruction in shop safety, measuring, print reading, and basic setup and operation of saws, mills, and lathes.

## 32454340

### Packaging Machine Maintenance - Credits: 3

You will learn to research and locate suppliers for mechanical, electrical, pneumatic and automation components that are required to maintain and repair equipment. You will learn to read machine electrical diagrams and trace control circuits using a digital multimeter.

## 32454341

### Fluid Power Systems - Credits: 3

This course develops the skills required for the implementation of vacuum, air, and oil used to transmit force for performing useful functions on machines. Students will apply symbols to components and connect components to understand the assembly, operation, and maintenance of fluid power systems. The transmission of force is used in a variety of applications and can be hazardous to individuals who do not understand the related laws of physics.

## 32454343

### Packaging Machine Rebuilding - Credits: 5

The student will learn to plan, organize, and perform various tasks for the repair of packaging machines. Individuals and groups will disassemble mechanical components on packaging equipment simulating the work environment. Rebuilding and repairing machines gives students the opportunity to develop mechanical skill and see the potential problems that may require maintenance on packaging machinery. PREREQUISITE: 32454347 Electromechanical Componentry.

## 32454344

### Schematics, Prints, and Layouts - Credits: 2

This course covers an introduction and use of engineering drawings used to represent machines components. Students will draw sketches and develop interpretation skills required for the correct translation of machine drawings. Students will sketch electrical and control systems symbols that are used in electrical diagrams. COREQUISITE: 32454340 Packaging Machine Maintenance.

## 32454345

### Packaging Systems Equipment Control - Credits: 3

This course gives the students the opportunity to perform the selection, design, installation, and operation of control systems found on automated packaging machines. The student will work with many types of components to gain recognition and skill development in the correct installation of electrical control systems. The modern control system requires specialized skills that are useful for understanding high technology applications such as robotics and climate control. PREREQUISITE: 32414335 DC Electricity.

## 32454347

### Electromechanical Componentry - Credits: 4

This course will develop an understanding of the skills necessary for the application of electromechanical components used in machine control systems. You will have the opportunity to simulate a control system by wiring and testing circuits that use control system devices. PREREQUISITE: 32454345 Packaging Systems Equipment Control.

## 32454348

### Troubleshooting - Credits: 2

The learner will develop the skills necessary for troubleshooting by analyzing the process of problem solving. You will perform troubleshooting procedures on components, machines, and systems. You will learn to think critically as an individual and as a member of a team. Prior knowledge of machine controls is required. PREREQUISITE: 32454347 Electromechanical Componentry.

## 32454349

### Installation of Packaging Machines - Credits: 5

The learner will develop skills necessary to plan, install, and perform system checkouts. You will develop a schedule to simulate a machine installation, provide operator training, and develop a team approach to the installation. A variety of packaging machines will be used for the installation projects. A successful installation requires proper planning, teamwork, and the ability to analyze the machine's performance. PREREQUISITE: 32454347 Electromechanical Componentry.

## 32454357

### Power Transmission Componentry - Credits: 2

The learner will develop skills necessary to install, maintain, and repair mechanical drive system components. The learner will use machine components to develop skills for installing and repairing defective mechanical drive systems. The correct installation and maintenance is required for trouble-free operation. COREQUISITE: 32454345 Packaging Systems Equipment and Control.

## 32454359

### Packaging Materials/Processes - Credits: 2

You will learn about glass, metal, paper and plastic materials that are used in the packaging industry. Each material has special properties that provide benefits for packaging various products. You will learn about the processes that are used to create these materials as they are used in the packaging industry. PREREQUISITE: 32454347 Electromechanical Componentry.

## 32454362

### Processes of Manufacturing - Packaging - Credits: 2

You will learn how to select materials, fabricate parts, and perform quality assurance used in a manufacturing environment. Students will perform a variety of tasks to develop skills necessary for the manufacturing of components. Manufacturing is a fast-paced, highly technical, and globally competitive industry that requires a basic understanding of manufacturing principles.

## 32454364

### Motion Controls - Credits: 2

The student will learn the application of motion controllers used in industry that accurately control position or speed. The student will select the correct motion controller from application requirements as used in industry. Performance will include the installation, connection, configuring, and troubleshooting of basic motion controllers. PREREQUISITES: 32414380 Basic PLCs and 32454347 Electromechanical Componentry.

## 32454366

### Introduction to Robotics - Credits: 2

This course presents an overview of robotics in practice and research with topics including vision, motion planning, mobile mechanisms, kinematics, inverse kinematics, and sensors. PREREQUISITES: 32414335 DC Electricity and 32414336 AC Electricity.

# Automation for Industrial Systems

10-631-2 Associate Degree (two-year)

Financial Aid Eligible

## Campus: New Richmond

### Program Overview

Process and manufacturing plants employ technicians to keep their machines and processing running, and install and maintain equipment. In this two-year associate degree program, you will be prepared to be employed at the technician level or higher on computers, industrial computer networks, programmable logic controllers (PLCs), and process instruments. You will have both classroom and hands-on laboratory instruction with several systems to gain an understanding of computer and PLC interfacing, control systems, network installation and network administration.

Program integrates advanced manufacturing (Industry 4.0) competencies to meet the regional need for skilled employees.



### Special Feature

This is a unique program in the state.

Students in the Automation for Industrial Systems program have the opportunity to dual major with the IT-Cybersecurity Specialist or IT-Systems Administration Specialist programs by completing additional coursework (see pages 120 and 122 for more information on these programs).

### Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

### Program Outcomes

Automation for Industrial Systems graduates will be able to:

- Support basic computer networks
- Support client systems
- Utilize network operating systems
- Apply basic IT security principles
- Demonstrate safe practices and techniques
- Perform installations of controls hardware/software/cabling
- Perform installations and supportive functions for LAN/communication busses
- Perform programming and configuration of Programmable Logic Controllers (PLCs) and Distributed Control Systems (DCSs)
- Integrate control systems
- Troubleshoot hardware/software of PLCs, instrumentation, and control systems
- Develop system documentation

### Career Outlook

Typical positions available after graduation include:

- Control Systems Technician
- Instrument Technician
- Programmable Logic Controller (PLC) Technician
- Industrial Automation Technician
- Computer Technician
- Network Technician
- Controls Engineer
- Automation Engineer

### Career Pathways ►

The Automation for Industrial Systems program includes the following pathway options (page 198):

- Industrial Systems Specialist
- IT - Network Technician

### Curriculum

Number	Course Title	Credits (cr.)
<b>Technical Studies Courses</b>		
10150111	Cisco CCNA 1 Introduction to Networks *	3 cr.
10150113	Cisco CCNA 2 Routing and Switching Essentials *	3 cr.
10150117	Server Administration 1*	3 cr.
10150139	IT Essentials and Security	2 cr.
10150170	Coding with Python	2 cr.
10154103	Linux Operating Systems	3 cr.
10154149	Windows Operating Systems *	3 cr.
10605167	Electricity 1 *	2 cr.
10605168	Electricity 2 *	2 cr.
10631100	Introduction to Process Control	2 cr.
10631102	Industrial Power Electronics *	2 cr.
10631103	Process Control and Instrumentation *	3 cr.
10631104	Smart Instruments *	2 cr.
10631105	Industrial Networks and Communication Buses	2 cr.
10631106	Supervisory and Distributed Control Systems*	3 cr.
10631107	Industrial Automation Case Project *	1 cr.
10631108	PLC Programming and Interfacing *	3 cr.
10631109	Industrial AC, Motor Control, and Pilot Devices *	3 cr.
10631110	Advanced PLC Programming and Interfacing*	3 cr.
Technical Studies Total		47 cr.
<b>General Studies Courses **</b>		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication <b>or</b>	
10801198	Speech	3 cr.
10804113	College Technical Mathematics 1A	3 cr.
10804114	College Technical Mathematics 1B *	2 cr.
10809166	Introduction to Ethics: Theory and Application <b>or</b>	
10809172	Introduction to Diversity Studies <b>or</b>	
10809195	Economics	3 cr.
10809198	Introduction to Psychology	3 cr.
General Studies Total		17 cr.
PROGRAM REQUIREMENTS		<b>64 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10150111

### Cisco CCNA 1 Introduction to Networks - Credits: 3

Cisco CCNA 1 Introduction to Networks (ITN) covers networking architecture, structure, and functions. The course introduces Web Conferencing4 and Web Conferencing6 addressing structure and design, the fundamentals of Ethernet concepts, media, and operations, the OSI and TCP/IP models and associated protocols to set a strong networking foundation. Wireshark is used to examine protocols on the network. Students configure and troubleshoot routers (IOS), switches and clients for a basic network.

## 10150113

### Cisco CCNA 2 Routing and Switching Essentials - Credits: 3

Cisco CCNA 2 Routing and Switching Essentials (RSE) covers the architecture, components, and operations of routers and switches in a small network. Students learn how to configure, device management, switch ports, security, VLANs, Static and Dynamic routing, DHCP (v4 and v6), NAT and ACLs on routers and switches. At the completion of this course student may achieve a discount voucher for the CCENT certification exam. PREREQUISITE: 10150111 Cisco CCNA1 Introduction to Networks.

## 10150117

### Server Administration 1 - Credits: 3

This course provides students with the fundamental technologies needed to administer a Windows domain. Students will learn how to manage domain resources including user, workstation, servers and shared folders using Active Directory, role management, Sever Manager and RSAT. Students will learn how to secure these domain resources using Group Policy, NTFS and file share permissions. Students will also learn how to use the Domain Naming System (DNS), an integral part of Windows domain environments. PREREQUISITE: 10154149 Windows Operating Systems.

## 10150139

### IT Essentials and Security - Credits: 2

The IT Essentials and Security (ITES) course introduces students to the fundamentals of computer hardware and software, mobile devices, security and networking concepts, and the responsibilities of an IT professional. The latest release includes mobile devices, Linux, and client side virtualization, as well as expanded information about Microsoft Windows operating systems, security, networking, and troubleshooting. This course covers materials on the CompTia A+ certification exam.

## 10150170

### Coding with Python - Credits: 2

This course introduces Python for network engineering. It begins with basic programming topics such as variables, lists, decisions, loops and I/O. Using this knowledge the course teaches students how to automate the configuration of networking equipment. This course also introduces the "Internet of Things" (IoT) and how to use Python to program IoT devices.

## 10154103

### Linux Operating Systems - Credits: 3

In this course the Linux operating system is examined in-depth with emphasis on features, capabilities, tools, and configurations including an introduction to network configurations. Additional topics will examine other operating systems like MAC OS.

## 10154149

### Windows Operating Systems - Credits: 3

A review of the most common command line operations and study of more advanced commands necessary to configure the Windows operating system for a variety of environments. Topics to be studied include creating directories, batch files, menus, custom configurations, file management, multitasking, windowing, security, and disk management utilities. There will be an introduction to usage, configuration, and tools of the Windows operating system.

## 10605167

### Electricity 1 - Credits: 2

Electricity 1 is a lecture/hands-on course designed to introduce students to basic electrical terminology, laws, concepts, instrumentation, and application. Hands-on activities will be stressed to reinforce electrical concepts related to practical applications dealing with computer networks. Topics covered will include electrical safety, terminology and symbols, electrical laws, basic circuits, multimeter use, DC power supplies, and troubleshooting. Critical-thinking skills are emphasized to develop competencies in problem solving and troubleshooting. COREQUISITE: 10804113 College Technical Mathematics 1A or 10804115 College Technical Math 1.

## 10605168

### Electricity 2 - Credits: 2

This course is designed to introduce students to the basic concepts of alternating current. Emphasis is placed on circuit analysis and problem-solving skills necessary for the maintenance of modern industrial electric systems. PREREQUISITE: 10605167 Electricity 1.

## 10631100

### Introduction to Process Control - Credits: 2

The Introduction to Process Control course explains the function of basic devices for measuring and controlling different kinds of variables in process control. It introduces closed-loop control, PID functions, analog and digital devices, and control system applications. It also covers instrumentation symbols and the interpretation and use of process diagrams.

## 10631102

### Industrial Power Electronics - Credits: 2

The Industrial Power Electronics course is a hands-on course dealing with the electronics that are used to control, power, and operate machines and processes in the modern manufacturing plant. The course includes the study and use of the oscilloscope and digital multimeter, thyristors, ICs, and AC, DC, stepper and servo motor drive systems. PREREQUISITE: 10605167 Electricity 1 or equivalent.

## 10631103

### Process Control and Instrumentation - Credits: 3

The Process Control and Instrumentation course offers hands-on skill exercises on controlling and manipulating temperature, pressure, flow, and level in the manufacturing process. Students will be able to identify, connect, operate, troubleshoot, and perform preventive maintenance on the components that form a process control system. PREREQUISITE: 10605167 Electricity 1 or equivalent and COREQUISITE: 10631100 Introduction to Process Control.

## 10631104

### Smart Instruments - Credits: 2

The Smart Instruments course introduces students to smart instruments including temperature devices, pressure devices, and smart control valves. Students will be able to calibrate, configure, and troubleshoot smart devices. Students will be able to identify appropriate applications for smart instruments. PREREQUISITE: 10631100 Introduction to Process Control or equivalent.

## 10631105

### Industrial Networks and Communication Busses - Credits: 2

This course introduces networks, communication busses, and protocols used in industrial applications. Students will be able to discuss strengths and weaknesses of each communications solution and pick the most appropriate for given applications.

## 10631106

### Supervisory and Distributed Control Systems - Credits: 3

This course will provide an overview exposure to networked distributed control systems and data acquisition systems. Included are PLCs, data acquisition systems, Single Loop Controllers, Smart Devices, and Distributed Control Systems. Students will connect, configure, and operate a simulated process that includes the elements of distributed control and data acquisition systems. PREREQUISITES: 10631100 Introduction to Process Control and 10631108 PLC Programming and Interfacing or equivalent.

## 10631107

### Industrial Automation Case Project - Credits: 1

The primary focus of this course is to have the students receive exposure and experience with an industrial process control or manufacturing automation system. Students will complete a project or research dealing with an existing process in an area industry or complete an advanced project in the lab dealing with applications of industrial networks, sensors, control, and data acquisition. PREREQUISITES: 10631100 Introduction to Process Control; 10631102 Industrial Power Electronics; 10631103 Process Control and Instrumentation; 10631108 PLC Programming and Interfacing; and 10631109 Industrial AC, Motor Control, and Pilot Devices.

## 10631108

### PLC Programming and Interfacing - Credits: 3

PLC Programming and Interfacing offers students a hands-on approach to implementing industrial control by integrating typical plant floor electrical components with microprocessor-based controllers. Students will learn to identify and connect field inputs and outputs; communicate with, and program microprocessor-based controllers. Students will also connect, communicate with, and develop displays for computer-based operator interfaces. PREREQUISITE: 10605167 Electricity 1.

## 10631109

### Industrial AC, Motor Control, and Pilot Devices - Credits: 3

This course gives students the opportunity to learn about AC theory, circuits, and student devices used in industry. The course begins with an overview of AC theory including resistance, inductance, and capacitance. The course includes topics on AC and DC motors, motor controls, and pilot devices. The student will engage in hands-on activities with real industrial components to enable them to recognize, select, apply, and troubleshoot industrial electrical control circuit components. PREREQUISITE: 10605168 Electricity 2 or equivalent.

## 10631110

### Advanced PLC Programming and Interfacing - Credits: 3

Advanced PLC offers students a hands-on approach to implementing industrial control using modern controllers to implement programs that utilize advanced functions. Students will complete hands-on activities with Allen Bradley ControlLogix PLCs. The course will examine the use of basic instructions and addressing with RSLogix 5000 as well as more advanced PLC instructions in Ladder Logic and Function Block. Other topics include PLC configuration and commissioning, communications with RSLinx, OPC, and RSNetwork, HMI configuration using PanelView, Wonderware and/or RSView. PREREQUISITE: 10631108 PLC Programming and Interfacing.

# Automotive Service Technician

31-404-2 Technical Diploma (one-year)

Financial Aid Eligible

## Campus: Superior

## Program Overview

The nine-month program is designed to provide you with skills necessary for entry-level automotive industry positions. You will learn automotive maintenance, repair and diagnosis. As an Automotive Service Technician, you may work on a variety of cars and light trucks or specialize in specific automobile brands or types, depending on your place of employment. A career in automotive service and repair offers a variety in day-to-day work, along with the sense of a job well done when returning a repaired vehicle to its owner.



## Special Feature

This program has received certification by the National Automotive Technicians Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE). See their Web sites at [www.natef.org](http://www.natef.org) and [www.ase.com](http://www.ase.com).

The Automotive programs at Wisconsin Indianhead Technical College have adopted new certification(s) established by The National Coalition of Certifications (NC3).

NC3 was established to address the need for strong industry partnerships with educational institutions in order to develop, implement, and sustain industry-recognized certifications that have strong validation and assessment standards.



## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and Sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

## Program Outcomes

Automotive Service Technician graduates will be able to:

- Demonstrate professionalism appropriate for the auto service industry
- Perform maintenance and light repair of automotive brake systems
- Perform maintenance and light repair of automotive electrical & electronic systems
- Perform maintenance and light repair of automotive steering and suspension systems

## Career Outlook

Typical positions available after graduation include:

- Automotive Service Technician
- Drivability Technician
- Brake Technician
- Suspension and Alignment Technician
- Quick Service Technician
- Lube Technician
- Auto Service Writer
- Automotive Parts Technician

## Career Pathways

The Automotive Service Technician program includes the following pathway option (page 199):

- Automotive Maintenance & Light Repair Technician

Automotive Service Technician is also a pathway into the following program.

- Automotive Technician

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
32404375	Automotive Fundamentals	2 cr.
32404376	DC Automotive Electrical	2 cr.
32404377	Electrical Systems *	3 cr.
32404378	Engine Repair *	4 cr.
32404379	Suspension and Alignment *	3 cr.
32404380	Automotive Brake Systems *	3 cr.
32404381	Engine Performance *	3 cr.
32404382	Body Electrical Systems *	<u>3 cr.</u>
Occupational Specific Total		23 cr.

## Occupational Supportive/General Studies Courses \*\*

32801361	Applied Communications	2 cr.
32804303	Applied Math	2 cr.
32890305	Applied Information Resources	<u>2 cr.</u>
Occupational Supportive/General Studies Total		6 cr.

PROGRAM REQUIREMENTS **29 cr.**

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 32404375

### Automotive Fundamentals - Credits: 2

This course is an introduction to the automotive field. Career opportunities together with employer expectations will be discussed. Students will begin to use required safety practices for both general lab activities and when operating equipment. Vehicle maintenance inspections together with light repairs will take place.

## 32404376

### DC Automotive Electrical - Credits: 2

This course will introduce students to Ohm's law, electrical fundamentals, magnetism, and series and parallel circuits. Further studies will include automobile wiring diagrams, electrical test equipment, and basic troubleshooting.

## 32404377

### Electrical Systems - Credits: 3

This course introduces battery, starting, and charging systems; theory of operation; diagnostic techniques; and servicing procedures. This course also includes exterior lighting systems; diagnostics and repair procedures. Wiring diagrams will be used and emphasized throughout the course. COREQUISITE: 32404376 DC Automotive Electrical.

## 32404378

### Engine Repair - Credits: 4

This course is designed to provide the student with the skills needed to diagnose, service, and repair internal combustion engines found on late model vehicles. Emphasis is placed on in-vehicle systems repairs including: lubrication systems, valve timing, leak diagnosis and repair, engine noise & failure diagnosis, cylinder head replacement, and intake systems. COREQUISITE: 32404375 Automotive Fundamentals.

## 32404379

### Suspension and Alignment - Credits: 3

This course introduces steering system types, suspension geometry, troubleshooting procedures, and repair of suspensions including both two- and four-wheel alignments. PREREQUISITE: 32404375 Automotive Fundamentals.

## 32404380

### Automotive Brake Systems - Credits: 3

This course introduces students to automotive braking systems, troubleshooting procedures, and repair of brake systems to include manual, power, and anti-lock types. PREREQUISITE: 32404375 Automotive Fundamentals.

## 32404381

### Engine Performance - Credits: 3

This course is designed to develop the skills needed to diagnose, service, and repair powertrain control, fuel and ignition systems. Emphasis is placed on diagnostic procedures and the problem-solving techniques associated with automotive engine performance and drivability. PREREQUISITE: 32404375 Automotive Fundamentals.

## 32404382

### Body Electrical Systems - Credits: 3

This course is an introduction to automotive body electrical systems. Students will learn about various body electrical components and how to diagnose and repair body electrical systems. PREREQUISITES: 32404375 Automotive Fundamentals and 32404376 DC Automotive Electrical.

# Automotive Technician

32-404-2 Technical Diploma (two-year)

Financial Aid Eligible

## Campus: Rice Lake

### Program Overview

With an emphasis on hands-on experience, in the Automotive Technician program you'll learn essential service techniques including testing, repairing and rebuilding of basic automotive systems. Coursework will prepare you to diagnose and repair concerns in engines, drivetrains, brakes, electrical systems, steering, suspension, transmission systems as well as basic diesel, hybrid and alternative systems.



### Special Feature

This program has received certification by the National Automotive Technicians Education Foundation (NATEF) and the National Institute for Automotive Service Excellence (ASE). See their Web sites at [www.natef.org](http://www.natef.org) and [www.ase.com](http://www.ase.com).

The Automotive programs at Wisconsin Indianhead Technical College have adopted new certification(s) established by The National Coalition of Certifications (NC3).

NC3 was established to address the need for strong industry partnerships with educational institutions in order to develop, implement, and sustain industry-recognized certifications that have strong validation and assessment standards.



### Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and Sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

### Program Outcomes

Automotive Technician graduates will be able to:

- Demonstrate professionalism appropriate for the auto service industry
- Perform diagnosis, service, and repair of automotive internal combustion engines
- Perform diagnosis, service, and repair of automotive automatic transmission/transaxle systems
- Perform diagnosis, service, and repair of automotive manual drive train and axles systems
- Perform diagnosis, service, and repair of automotive steering and suspension systems
- Perform diagnosis, service, and repair of automotive brake systems
- Perform diagnosis, service, and repair of automotive electrical & electronic systems
- Perform diagnosis, service, and repair of automotive heating and air conditioning systems
- Perform diagnosis, service, and repair of automotive engine performance systems

### Career Outlook

Typical positions available after graduation include:

- Brake Technician
- Air Conditioning Technician
- Auto Transmission Technician
- Automotive Electrical Technician
- Service Writer
- Drive Train Technician
- Suspension and Alignment Technician
- Drivability Technician
- Automotive Technician

### Career Pathways ►

The Automotive Technician program includes the following pathway options (page 199):

- Automotive Service Technician
- Automotive Maintenance & Light Repair Technician

### Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
32404375	Automotive Fundamentals	2 cr.
32404376	DC Automotive Electrical	2 cr.
32404377	Electrical Systems *	3 cr.
32404378	Engine Repair *	4 cr.
32404379	Suspension and Alignment *	3 cr.
32404380	Automotive Brake Systems *	3 cr.
32404381	Engine Performance *	3 cr.
32404382	Body Electrical Systems *	3 cr.
32404383	Automatic Transmissions *	4 cr.
32404384	Manual Drive Trains *	3 cr.
32404385	Air Conditioning and Heating Systems (WBL) *	3 cr.
32404386	Advanced Body Electrical Systems *	3 cr.
32404387	Advanced Engine Repair *	4 cr.
32404388	Intro to Hybrid Vehicles *	2 cr.
32404389	Advanced Engine Performance *	3 cr.
32442307	Welding for Mechanics	<u>2 cr.</u>
Occupational Specific Total		47 cr.
<b>Occupational Supportive/General Studies Courses **</b>		
32801361	Applied Communications	2 cr.
32809380	Applied Interpersonal Skills	2 cr.
32804303	Applied Math	2 cr.
32890305	Applied Information Resources	<u>2 cr.</u>
Occupational Supportive/General Studies Total		8 cr.

PROGRAM REQUIREMENTS **55 cr.**

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

**32404375**

**Automotive Fundamentals - Credits: 2**

This course is an introduction to the automotive field. Career opportunities together with employer expectations will be discussed. Students will begin to use required safety practices for both general lab activities and when operating equipment. Vehicle maintenance inspections together with light repairs will take place.

**32404376**

**DC Automotive Electrical - Credits: 2**

This course will introduce students to Ohm's law, electrical fundamentals, magnetism, and series and parallel circuits. Further studies will include automobile wiring diagrams, electrical test equipment, and basic troubleshooting.

**32404377**

**Electrical Systems - Credits: 3**

This course introduces battery, starting, and charging systems; theory of operation; diagnostic techniques; and servicing procedures. This course also includes exterior lighting systems; diagnostics and repair procedures. Wiring diagrams will be used and emphasized throughout the course. COREQUISITE: 32404376 DC Automotive Electrical.

**32404378**

**Engine Repair - Credits: 4**

This course is designed to provide the student with the skills needed to diagnose, service, and repair internal combustion engines found on late model vehicles. Emphasis is placed on in-vehicle systems repairs including: lubrication systems, valve timing, leak diagnosis and repair, engine noise & failure diagnosis, cylinder head replacement, and intake systems. COREQUISITE: 32404375 Automotive Fundamentals.

**32404379**

**Suspension and Alignment - Credits: 3**

This course introduces steering system types, suspension geometry, troubleshooting procedures, and repair of suspensions including both two- and four-wheel alignments. PREREQUISITE: 32404375 Automotive Fundamentals.

**32404380**

**Automotive Brake Systems - Credits: 3**

This course introduces students to automotive braking systems, troubleshooting procedures, and repair of brake systems to include manual, power, and anti-lock types. PREREQUISITE: 32404375 Automotive Fundamentals.

**32404381**

**Engine Performance - Credits: 3**

This course is designed to develop the skills needed to diagnose, service, and repair powertrain control, fuel and ignition systems. Emphasis is placed on diagnostic procedures and the problem-solving techniques associated with automotive engine performance and drivability. PREREQUISITE: 32404375 Automotive Fundamentals.

**32404382**

**Body Electrical Systems - Credits: 3**

This course is an introduction to automotive body electrical systems. Students will learn about various body electrical components and how to diagnose and repair body electrical systems. PREREQUISITES: 32404375 Automotive Fundamentals and 32404376 DC Automotive Electrical.

**32404383**

**Automatic Transmissions - Credits: 4**

This course includes the principles of construction and operation of automatic transmissions and transaxles. Diagnosis and repair of front-, rear-, and four-wheel drive transmissions will be covered. PREREQUISITE: 32404375 Automotive Fundamentals.

**32404384**

**Manual Drive Trains - Credits: 3**

This course introduces the operation and repair of manual transmissions, transaxles, drivelines, differential assemblies, and transfer cases. PREREQUISITE: 32404375 Automotive Fundamentals.

**32404385**

**Air Conditioning and Heating Systems (WBL) - Credits: 3**

This course introduces automotive air conditioning and heating systems. Theory of operation, diagnostic techniques, and servicing of heating and air conditioning systems will be covered. PREREQUISITES: 32404375 Automotive Fundamentals and 32404376 DC Automotive Electrical.

**32404386**

**Advanced Body Electrical Systems - Credits: 3**

Expands on learner's skills in diagnosing and repairing electrical and electronic systems. Emphasizing their knowledge of proper diagnostic routines, learners performs and evaluates testing and repairs on electrical and electronic accessories, controls, and sensors related to body electrical systems. Can and Bus networking systems will also be part of this course. PREREQUISITE: 32404382 Body Electrical Systems.

**32404387**

**Advanced Engine Repair - Credits: 4**

Focuses on developing the skills needed to diagnose, service, and repair internal combustion engines. Emphasis is placed on out-of-vehicle engine repair including overhaul procedures. Variable valve timing and cylinder deactivation systems will be included in this course. PREREQUISITE: 32404378 Engine Repair.

**32404388**

**Intro to Hybrid Vehicles - Credits: 2**

This course provides a brief history of hybrid electric vehicles, electric vehicle safety, maintenance, equipment and troubleshooting procedures. Also includes current and future alternative fueled vehicle configurations. PREREQUISITES: 32404376 DC Automotive Electrical and 32404377 Electrical Systems.

**32404389**

**Advanced Engine Performance - Credits: 3**

This course provides students with hands-on practical experience in powertrain diagnosis. This course builds on basic skills and system theory gained in previous courses. PREREQUISITE: 32404381 Engine Performance.

**32442307**

**Welding for Mechanics - Credits: 2**

Instruction in safe setup and operation of plasma cutting (PAC), oxy-fuel cutting (OFC), SMAW (Stick), GMAW (Mig), FCAW, and/or GTAW (Tig) welding in applications related to general industry practices. Selection of appropriate welding processes with a specific emphasis on typical repair situations including metal identification will be stressed.



# Billing and Posting Clerk

30-101-4 Technical Diploma (less than one-year)

**Campuses:** Ashland\*, New Richmond\*, Rice Lake\*, Superior\*, Online  
**Outreach Centers:** Balsam Lake\*, Hayward\*, Ladysmith\*

\*Combination of Online, Your Choice, In person or Web Conferencing instruction. Select courses are available at the WITC Outreach Centers. Please contact your local campus for specifics.



## Program Overview

When you complete this program you'll be able to use accounting and office software and perform a variety of tasks including basic accounting entry and assisting in the payroll process.

## How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Billing and Posting Clerk program from the program of choice dropdown list.

## Program Outcomes

Billing and Posting Clerk graduates will be able to:

- Process financial transactions throughout the accounting cycle
- Perform payroll preparation, reporting, and analysis tasks

## Career Outlook

Typical positions available after graduation include:

- Payroll Assistant
- Payroll Clerk
- Accounts Payable Clerk
- Accounts Receivable Clerk
- Bookkeeper
- Accounting Technician

## Career Pathways

The Billing and Posting Clerk is a pathway into the following programs (page 195):

- Accounting
- Accounting Assistant

## Related Program

- Tax Preparer Assistant

## Curriculum

Number	Course Title	Credits (cr.)
<b>Technical Studies Courses</b>		
10101101	Financial Accounting 1	4 cr.
10101124	Payroll Systems and Accounting *	3 cr.
10101174	QuickBooks Accounting - Beginning *	2 cr.
10103146	MS Word A	1 cr.
10103151	MS Excel A	1 cr.
10103152	MS Excel B *	1 cr.
10103162	MS Access A	1 cr.
Technical Studies Total		13 cr.
TOTAL PROGRAM REQUIREMENTS		13 cr.

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better. You must earn a grade point of 2.0 or better in all required (10101XXX) courses.

## Course Descriptions

### 10101101

#### Financial Accounting 1 - Credits: 4

Complete accounting cycle, special journals, payroll tax principles, special procedures, and financial statements. Accounting applications through practice set approach.

### 10101124

#### Payroll Systems and Accounting - Credits: 3

Study of state and federal laws affecting payroll -- Fair Labor Standards Act, Federal and State Unemployment Acts, Federal Insurance Contributions Act, Federal and State Withholding Tax Acts, payroll accounting procedures, and systems design. COREQUISITE: 10101101 Financial Accounting 1.

### 10101174

#### QuickBooks Accounting - Beginning - Credits: 2

Students will learn the QuickBooks accounting software by performing tasks that involve the general ledger, accounts payable, accounts receivable, inventory, payroll, and financial statements. Students will be responsible for finding and correcting errors in the QuickBooks program. PREREQUISITE: 10101101 Financial Accounting 1 or 10101176 Financial Accounting 1A.

### 10103146

#### MS Word A - Credits: 1

Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features.

### 10103151

#### MS Excel A - Credits: 1

Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

### 10103152

#### MS Excel B - Credits: 1

Students will learn to use MS Excel. Credit B activities will include using advanced features of formulas, object linking and embedding, multiple worksheets, 3-D references, macro basics and database basics. COREQUISITE: 10103151 MS Excel A.

### 10103162

#### MS Access A - Credits: 1

Learners create, edit, sort, and query a database. They also learn how to create and print basic forms and reports.

# Broadband Customer Service Specialist

61-451-1 Pathway Certificate (less than one-year)

Campus: Custom (Online)

## Program Overview

The Broadband Customer Service Specialist (BCSS) program is designed to introduce a novice to the terms and technology found in the Broadband industry. Customer service specialists communicate important information about the broadband products and services their employers provide. As a broadband customer service specialist, you'll respond to customer inquiries, guide customers through the purchasing process, make product or service recommendations and resolve complaints or technical concerns.



## Special Features

WITC's Broadband Customer Service Specialist program is designed to be offered in an online format. This delivery option increases training opportunities for high schools and other WITC partnering agencies.

This is a unique program in the state

## Inquire

For more information on this program and how to apply, contact: Dan Schullo, Project Coordinator at dan.schullo@witc.edu or 715-234-7082 ext. 5267 or contact Broadband Academy Instructor Paul Kostner, at paul.kostner@witc.edu, or call 715.234.7082 ext. 5298.

## Program Outcomes

Broadband Customer Service Specialist graduates will be able to:

- Apply basic concepts for Broadband services
- Resolve Broadband service problems

## Career Outlook

Typical positions available after graduation include:

- Customer Service Phone Bank
- Customer Service Specialist
- Direct Sales Representative

## Related Program

- Broadband Installer

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
32451365	Broadband Telco Service 101	1 cr.
32451366	Broadband Television Service 101	1 cr.
32451367	Broadband Fiber Service 101	1 cr.
32451368	Broadband Internet Services 101	1 cr.
Occupational Specific Total		4 cr.
<b>Occupational Supportive/General Studies Courses*</b>		
32801361	Applied Communications	2 cr.
Occupational Supportive/General Studies Total		2 cr.
PROGRAM REQUIREMENTS		6 cr.

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

This IMPACT program is 100% funded with an H-1B TechHire Partnership \$5 million grant awarded by the U.S. Department of Labor's Employment and Training Administration. This program is an equal opportunity program and auxiliary aids and services are available upon request to individuals with disabilities by calling 711 or 800.243.9482 Voice/TTY. WITC is an Equal Opportunity/Access Employer and Educator. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.



## Course Descriptions

### 32451365

#### Broadband Telco Service 101 - Credits: 1

This course is an introduction to the evolution of POTS (Plain Old Telephone Service) and Public Switch Telephone Networks. Students will be introduced to the physical and electrical design of cables, basic installation, troubleshooting, industry color codes, print reading, system maps and telco service procedures.

### 32451366 Broadband Television Service 101 - Credits: 1

This course is an introduction to the evolution of hybrid fiber coaxial and IPTV systems within the broadband industry. Students will be introduced to RF & IPTV networks, basic installation, print reading and set-top box administration. Students will address the importance of proper installation of customer equipment, troubleshooting and customer service.

### 32451367

#### Broadband Fiber Service 101 - Credits: 1

This course is an introduction to the evolution of fiber optics. Students will be introduced to the physical characteristics of cable and the transmission of light through fiber optic cable. Students will view basic installation and troubleshooting methods while being introduced to industry color codes, print reading, system maps and a variety of fiber optic services.

### 32451368

#### Broadband Internet Services 101 - Credits: 1

This course is an introduction to the evolution of Internet services. Students will be introduced to the different types of broadband Internet delivery methods, installation and troubleshooting methods, Internet transmission types, safety issues, government regulatory services, the "Internet of Things" (IoT) and future trends.

# Broadband Installer

30-451-2 Technical Diploma (less than one-year)

Campus: Custom (Online)

## Program Overview

The Broadband Installer program is designed to provide basic skills to install a variety of broadband networks. Installers could work with fiber optic, voice, video transports, CCTV security systems, landline and cellular services. Work duties would include premise installation, change of service and emergency restorations.



## Special Features

This is a unique program in the state.

WITC is an ETA-I (Electronics Technicians Association, International) approved training provider for the following certifications:

- Fiber Optics Installer
- Data Cabling Installer



WITC's Broadband Installer program is designed to be offered in an online format with a hands-on component scheduled either on-campus or at a broadband company site. This delivery option increases training opportunities for high schools and other WITC partnering agencies.

## Inquire

For more information on this program, scheduled sites, and how to apply, contact: Dan Schullo, Project Coordinator at dan.schullo@witc.edu or 715.234.7082 ext. 5267 or contact Broadband Academy Instructor, Paul Kostner at paul.kostner@witc.edu or 715.234.7082 ext. 5298.

## Course Descriptions

**10150139**

### IT Essentials and Security - Credits: 2

The IT Essentials and Security (ITES) course introduces students to the fundamentals of computer hardware and software, mobile devices, security and networking concepts, and the responsibilities of an IT professional. The latest release includes mobile devices, Linux, and client side virtualization, as well as expanded information about Microsoft Windows operating systems, security, networking, and troubleshooting. This course covers materials on the CompTia A+ certification exam.

**32150375**

### Broadband Network 201 - Credits: 3

Students will learn to identify and describe the various components of a computer network, identify and compare the different networking topologies, and select appropriate cabling and connections options. Identification of hardware and software components that make up a local area network and configuration of the TCP/IP protocol, including planning and implementation, will be covered. Students will gain an understanding of the concept of resource sharing and network troubleshooting tools and procedures and apply them to their work. PREREQUISITE: 10150139 IT Essentials and Security.

## Program Outcomes

Broadband Installer graduates will be able to:

- Demonstrate safe practices and techniques
- Perform installations of Broadband systems

## Career Outlook

Typical positions available after graduation include:

- Fiber Optic Cable Splicer
- CCTV Security Systems Installer
- Residential/Business Installer
- Aerial/Buried Cable Installation
- Outside Plant Installation

## Related Program

- Broadband Customer Service Specialist

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
10150139	IT Essentials and Security	2 cr.
32150375	Broadband Network 201 *	3 cr.
32451370	Broadband Fiber Service 201	3 cr.
32451373	Broadband Cable Installation 201	3 cr.
32451376	Broadband Termination and Testing 201	<u>3 cr.</u>

TOTAL PROGRAM REQUIREMENTS **14 cr.**

This IMPACT program is 100% funded with an H-1B TechHire Partnership \$5 million grant awarded by the U.S. Department of Labor's Employment and Training Administration. This program is an equal opportunity program and auxiliary aids and services are available upon request to individuals with disabilities by calling 711 or 800.243.9482 Voice/TTY. WITC is an Equal Opportunity/Access Employer and Educator. This workforce product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.



**32451376**

### Broadband Termination and Testing 201 - Credits: 3

This course is designed to train those with no previous knowledge in the industry for entry-level employment in the field of security system installation. The course provides comprehensive teacher-led instruction in CCTV, analog/hybrid, facial recognition, IP based security system equipment.

# Business Administration Specialist

## 17-104-5 Technical Certificate

**Campuses:** Ashland\*, New Richmond\*, Rice Lake\*, Superior\*, Online

\*Combination of Online, In-person and Web Conferencing instruction.



### Overview

This certificate will provide you with the well-rounded skills that are necessary to become an integral support employee in a business firm.

### Special Feature

This certificate is completely focused on the key areas of business administration.

### How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Business Administration Specialist program from the program of choice dropdown list.

### Outcomes

The Business Administration Specialist Certificate will prepare you to:

- Handle basic functions of a business office
- Make informed decisions regarding business transactions
- Document business transaction and planning documents
- Communicate and relate with clients, peers, and supervisors

### Career Outlook

Completing this certificate will qualify you to become an integral support employee in a business firm.

### Related Program

- Business Management

### Curriculum

Number	Course Title	Credits (cr.)
10104198	Managing Human Resources or	
10116100	Human Resource Management	3 cr.
10105100	Introduction to Business	3 cr.
10105125	Business Law	3 cr.
10145101	Entrepreneurship	3 cr.
10196191	Supervision	3 cr.
10801197	Technical Reporting#	3 cr.
CERTIFICATE REQUIREMENTS		<b>18 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

# See pages 29-31 for course descriptions.

## Course Descriptions

#### 10104198

##### Managing Human Resources - Credits: 3

Introduces the functions of Human Resource Management in the legal and social context of today's dynamic business environment. Topics include human resource development, employee selection, performance, appraisal, compensation, training, labor relations, affirmative action, and career management.

#### 10116100

##### Human Resource Management - Credits: 3

In Human Resource Management, the learner applies the skills and tools necessary to effectively value and apply employees' abilities and needs to organization goals. Each learner will demonstrate the application of the supervisor's role in contemporary human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies and procedures, training, performance management, employee counseling and development, and effective use of compensation and benefit strategies. It is recommended that the learner have experience using a PC/MAC, using the MS Windows operating systems and software suite, browsing Web pages, downloading files, using e-mail, and exchanging files prior to enrolling in this course.

#### 10105100

##### Introduction to Business - Credits: 3

This is an introductory course designed to develop an understanding of the activities, functions, and principles of business enterprises. The course helps to gain insight into the responsibilities and challenges of operating a business. Emphasis is on the interaction of the various functions required to operate businesses of all sizes. Specifically, the areas of business trends, ownership models, leadership, human resources, marketing, information management, and finance will be explored.

#### 10105125

##### Business Law - Credits: 3

Business Law provides the student with a working knowledge of the legal system, business ethics, and essentials of contracts. Students gain knowledge in logical and analytical thinking, and are encouraged to challenge legal issues and defend their point of view.

#### 10145101

##### Entrepreneurship - Credits: 3

This course is designed to develop the planning, organizing, financing, and management functions needed to start a small business. Included are research methods and identification of the resources to create, develop, and implement solutions to problems. Students will also develop appropriate strategies to initiate or maintain a small business.

#### 10196191

##### Supervision - Credits: 3

In Supervision, the learner applies the skills and tools necessary to perform the functions of a frontline leader. Each learner will demonstrate the application of strategies and transition to a contemporary supervisory role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.

# Business Graphics

## 17-106-6 Technical Certificate

Campuses: Ashland\*, New Richmond\*, Rice Lake\*, Superior\*, Online

\*Combination of Online, Your Choice, In person, or Web Conferencing instruction.



### Overview

This certificate provides you with the fundamental skills necessary to provide support or be a part of a team responsible for publishing, document design and preparation, web design and media development. As part of the program, you'll complete projects and compile a portfolio that incorporates the use of graphics technology and software.

### How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Business Graphics program from the program of choice dropdown list.

### Outcomes

The Business Graphics Certificate will prepare you to:

- Exhibit visual and creative thinking
- Exhibit conceptual skills
- Complete projects (such as brochures, mailers, business cards, and prepared print media) in a professional and timely manner

### Career Outlook

After completing this certificate you will be ready to create, design, and edit business graphics and be employed or assist in such fields as:

- Marketing
- Publication
- Advertising
- Web Design
- Administration
- Office Support
- Management
- Accounting/Finance

### Related Programs

- Administrative Professional
- Office Support Specialist
- Microsoft Office
- Office Technology Assistant

### Curriculum

Number	Course Title	Credits (cr.)
10103156	Adobe Photoshop	2 cr.
10106127	Desktop Publishing	2 cr.
10106129	Web Technologies	3 cr.
10106147	Advanced Graphics Applications *	3 cr.

CERTIFICATE REQUIREMENTS **10 cr.**

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

## Course Descriptions

### 10103156

#### Adobe Photoshop - Credits: 2

Students will become skilled in using the Adobe Photoshop image-editing software package. Students will create and modify graphic images using various tools and techniques. They will learn to create original artwork, manipulate images, and create images for the Web and retouch photographs.

### 10106127

#### Desktop Publishing - Credits: 2

Preparation of professional-looking documents using desktop publishing software or word processing software with desktop publishing capabilities.

### 10106129

#### Web Technologies - Credits: 3

This course presents the foundational skills necessary to function in a Web 2.0 environment. Students will create a web site using effective web page design concepts including text, graphics, hypertext links, tables, forms, layers, templates, and Cascading Style Sheets (CSS) and behaviors. This course will also introduce students to a broad spectrum of concepts and issues associated with E-Business, cloud based documents and Social Media from marketing to network security to customer service. A general knowledge of working in a Windows environment and keyboarding skills are recommended.

### 10106147

#### Advanced Graphics Applications - Credits: 3

Advanced Graphics Applications further enhances the skills students obtained in Adobe Photoshop, vector based illustrations, and desktop publishing software at a more advanced level. Students will also be given independent projects in real-world situations where they can use their creativity, review layout and design principles, utilize their web design experience, and develop their customer service skills. The community independent project will be presented for final approval. The final project will be to create a professional portfolio of their work in electronic form. COREQUISITES: 10103156 Adobe Photoshop, 10106127 Desktop Publishing, and 10106129 Web Technologies.

# Business Management

10-102-3 Associate Degree (two-year)

Financial Aid Eligible

Campuses: Ashland\*, New Richmond\*, Rice Lake\*, Superior\*

Outreach Centers: Balsam Lake\*, Hayward\*, Ladysmith\*

\*Combination of Online, Your Choice, In person, and Web Conferencing instruction. Select courses are available at the WITC Outreach Centers. Please contact your local campus for specifics.



## Program Overview

In the Business Management program, you will develop skills for employment in a variety of business settings or prepare to operate a business of your own. Careers can be found in hospitality, sales, technology, retail, manufacturing and financial services. While at WITC, you will learn to plan and implement business strategies. You will have the opportunity to specialize in general business or marketing. A field study experience allows you to practice skills in a real-world business environment.

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Complete admissions meeting with a WITC counselor

## Program Outcomes

Business Management graduates will 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

## Career Outlook

Typical positions available after graduation include:

- Assistant Manager
- Management Trainee
- Department Manager
- Branch Manager
- Store Manager
- Operations Assistant
- Coordinator
- Owner/Entrepreneur
- Customer Service
- Sales
- Agent
- Client Services

## Related Program

- Business Administration Specialist Certificate

## Curriculum

Number	Course Title	Credits (cr.)
<b>Technical Studies Courses</b>		
10101101	Financial Accounting 1	4 cr.
10103125	MS Outlook	1 cr.
10103146	MS Word A	1 cr.
10103151	MS Excel A	1 cr.
10104102	Marketing Principles	3 cr.
10104180	Business & Marketing Field Study *	2 cr.
10105100	Introduction to Business	3 cr.
10105125	Business Law	3 cr.
10114107	Principles of Finance	3 cr.
10104191	Customer Service Management	3 cr.
10196191	Supervision	<u>3 cr.</u>
	Technical Studies Total	27 cr.
<b>General Studies Courses **</b>		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication	3 cr.
10804123	Math with Business Applications	3 cr.
10809195	Economics	3 cr.
10809198	Introduction to Psychology	<u>3 cr.</u>
	General Studies Total	15 cr.
<b>Select one emphasis area:</b>		
<b>Business Management General Emphasis</b>		
10101174	QuickBooks Accounting - Beginning *	2 cr.
10103106	MS PowerPoint	1 cr.
10103152	MS Excel B *	1 cr.
10103162	MS Access A	1 cr.
10116100	Human Resource Management <b>or</b>	3 cr.
10104198	Managing Human Resources	
10145101	Entrepreneurship	3 cr.
10196157	Strategic Planning	1 cr.
10196188	Project Management	<u>3 cr.</u>
	General Emphasis Total	15 cr.
<b>Business Management Marketing Emphasis</b>		
10104104	Selling Principles	3 cr.
10104110	Technological Applications in Marketing	3 cr.
10104189	Social Media Marketing	3 cr.
10104125	Multi-Media Marketing *	3 cr.
10104148	Sales Management *	<u>3 cr.</u>
	Marketing Emphasis Total	15 cr.
	ELECTIVES	3 cr.
	<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>60 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10101101

### Financial Accounting 1 - Credits: 4

Complete accounting cycle, special journals, payroll tax principles, special procedures, and financial statements. Accounting applications through practice set approach.

## 10103125

### MS Outlook - Credits: 1

This course introduces the basics of Microsoft Outlook. Participants will use e-mail, calendar, files, and other features to effectively manage business and personal information.

## 10103146

### MS Word A - Credits: 1

Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features.

## 10103151

### MS Excel A - Credits: 1

Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

## 10104102

### Marketing Principles - Credits: 3

This course focuses on the marketing process as it relates to the operation of a business enterprise. The intent is to provide students with an understanding of how the marketing function fits within the overall structure of the organization. Special attention is given to the role and significance of evaluating customer needs, pricing, distribution, and promotion of products and services.

## 10104180

### Business & Marketing Field Study - Credits: 2

This course will allow the student to analyze what specific occupational field(s) they are best suited for. Included will be an in-depth self-analysis, simulated job application and interviews, a career research report, and work-based experience(s). PREREQUISITE: Minimum of 36 credits of program coursework must be completed prior to enrolling in this course.

## 10105100

### Introduction to Business - Credits: 3

This is an introductory course designed to develop an understanding of the activities, functions, and principles of business enterprises. The course helps to gain insight into the responsibilities and challenges of operating a business. Emphasis is on the interaction of the various functions required to operate businesses of all sizes. Specifically, the areas of business trends, ownership models, leadership, human resources, marketing, information management, and finance will be explored.

## 10105125

### Business Law - Credits: 3

Business Law provides the student with a working knowledge of the legal system, business ethics, and essentials of contracts. Students gain knowledge in logical and analytical thinking, and are encouraged to challenge legal issues and defend their point of view.

## 10114107

### Principles of Finance - Credits: 3

The Principles of Finance course concentrates its study on the financial management of business. Students analyze profitability, cash flow, long-term investment decisions, long-term financing decisions, short-term working capital management, mergers, acquisitions, and business failure.

## 10104191

### Customer Service Management - Credits: 3

This course equips learners to selectively hire, train, manage, and measure customer service providers as well as strategies to recover from difficult service situations. Topics include telephone/online etiquette, active listening and problem solving. Best practices in handling complaints, controlling stress and managing customer expectations will be explored. An examination of internal systems and policies that impact service to include customer relationship management software will be explored. This course is designed to help managers and supervisors of customer service representatives to increase customer satisfaction, loyalty and profitability.

## 10196191

### Supervision - Credits: 3

In Supervision, the learner applies the skills and tools necessary to perform the functions of a frontline leader. Each learner will demonstrate the application of strategies and transition to a contemporary supervisory role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.

## 10101174

### QuickBooks Accounting - Beginning - Credits: 2

Students will learn the QuickBooks accounting software by performing tasks that involve the general ledger, accounts payable, accounts receivable, inventory, payroll, and financial statements. Students will be responsible for finding and correcting errors in the QuickBooks program. PREREQUISITE: 10101101 Financial Accounting 1 or 10101176 Financial Accounting 1A.

## 10103106

### MS PowerPoint - Credits: 1

A complete presentation graphics course that allows you to produce professional-looking presentations. It gives you the flexibility to make informal presentations using overhead transparencies, electronic presentations, formal presentations using 35mm slides, or virtual presentations. Additionally, you can create paper printouts, outlines, speaker notes, and audience handouts.

## 10103152

### MS Excel B - Credits: 1

Students will learn to use MS Excel. Credit B activities will include using advanced features of formulas, object linking and embedding, multiple worksheets, 3-D references, macro basics and database basics. COREQUISITE: 10103151 MS Excel A.

## 10103162

### MS Access A - Credits: 1

Learners create, edit, sort, and query a database. They also learn how to create and print basic forms and reports.

## 10116100

### Human Resource Management - Credits: 3

In Human Resource Management, the learner applies the skills and tools necessary to effectively value and apply employees' abilities and needs to organization goals. Each learner will demonstrate the application of the supervisor's role in contemporary human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies and procedures, training, performance management, employee counseling and development, and effective use of compensation and benefit strategies. It is recommended that the learner have experience using a PC/MAC, using the MS Windows operating systems and software suite, browsing Web pages, downloading files, using e-mail, and exchanging files prior to enrolling in this course.

## 10104198

### Managing Human Resources - Credits: 3

Introduces the functions of Human Resource Management in the legal and social context of today's dynamic business environment. Topics include human resource development, employee selection, performance, appraisal, compensation, training, labor relations, affirmative action, and career management.

## 10145101

### Entrepreneurship - Credits: 3

This course is designed to develop the planning, organizing, financing, and management functions needed to start a small business. Included are research methods and identification of the resources to create, develop, and implement solutions to problems. Students will also develop appropriate strategies to initiate or maintain a small business.

## 10196157

### Strategic Planning - Credits: 1

Analyze current business strategy, recognize trends, develop vision and mission statements, identify benchmarks, measure business against benchmarks, recommend future directions.

## 10196188

### Project Management - Credits: 3

In Project Management, the learner applies the skills and tools necessary to design, implement, and evaluate formal projects. Each learner will demonstrate the application of the role of project management, developing a project proposal, use of relevant software, working with project teams, sequencing tasks, charting progress, dealing with variations, budgets and resources, implementation, and assessment.

## 10104104

### Selling Principles - Credits: 3

This introductory course is designed to acquaint the student with the principles of selling and applications to the marketing of goods and services. Special emphasis is given to developing the selling process. Included are customer relations, sales psychology, steps to successful presentation, closing techniques, and sales motivation.

## 10104110

### Technological Applications in Marketing - Credits: 3

This course is designed to expose the student to current and upcoming technologies impacting the field of marketing.

## 10104189

### Social Media Marketing - Credits: 3

This course follows social media's transformation of advertising from a mass medium to one-to-one communication with immediate feedback. Social media's use for public relations and advertising as well as how to create and deploy a social media campaign will be the main focus of the course. The history and development of social media platforms will be examined as well as today's ethical and legal implications of social media efforts.

## 10104125

### Multi-Media Marketing - Credits: 3

Multi-Media Marketing provides an overview of advertising and public relations efforts in today's business environment. The course will explore what is done in advertising and the reasons why. Public relations activities and their effectiveness will be discussed using real-world examples. Additional topics of study include the social and economic aspects of promotion. PREREQUISITE: 10104102 Marketing Principles.

## 10104148

### Sales Management - Credits: 3

This course examines the elements of operating as part of an effective sales team. As sales is a key component of organizational success, best practices from the industry will be explored. Additional topics include sales team structure, use of technology and issues in compensating/retaining salespeople. PREREQUISITE: 10104104 Selling Principles.

# Community-Based Residential Facility (CBRF) Caregiver

30-575- 1 Technical Diploma (less than one-year)

Campuses: Ashland, New Richmond, Rice Lake, Superior



## Program Overview

Upon successful completion of this program, you will be added to the Wisconsin CBRF Employee Registry. Coursework will include the following training modules: Fire Safety, Medication Administration and Management, Standard Precautions, First Aid and Choking, Resident's Rights and Challenging Behaviors.

## How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Community-Based Residential Facility (CBRF) Caregiver program from the program of choice dropdown list

## Program Outcomes

CBRF Caregiver graduates will be able to:

- Practice safe medication storage and administration
- Advocate for the fair and ethical treatment of all residents
- Respond appropriately to challenging behaviors
- Practice standard precautions in all situations in the residential setting
- Apply first aid and choking emergency procedures
- Apply the basics of fire, fire prevention and emergent response

## Career Outlook

CBRF Caregiver program graduates will be well prepared to use their knowledge, skills and abilities in a variety of positions in diverse CBRF settings such as:

- Assisted Living
- Memory Care
- Group Homes
- Transitional Housing

## Career Pathway

The Community-Based Residential Facility (CBRF) Caregiver is a pathway into the following program (page 208):

- Human Services Associate

## Related Programs

- Substance Abuse Counselor Education
- Gerontology-Aging Services Professional
- Nursing Assistant
- Personal Care Worker

## Curriculum

Number	Course Title	Credits
<b>Occupational Specific Courses</b>		
10575100	CBRF Caregiver Fundamentals	2
	PROGRAM REQUIREMENTS	2

## Course Descriptions

### 10575100

#### CBRF Caregiver Fundamentals - Credits: 2

In this credit-based course, students will obtain the knowledge and skills required to become Community-Based Residential Facility (CBRF) caregivers. Coursework will include the following training modules: DHS 83.20 (2) (b) CBRF Fire Safety, DHS 83.20 (2) (d) CBRF Medication Administration and Management, DHS 83.20 (2) (a) CBRF Standard Precautions, DHS 83.20 (2) (c) CBRF First Aid and Choking, DHS 83.21 (1) CBRF Resident's Rights, and DHS 83.21 (3) CBRF Challenging Behaviors. Upon successful completion of this course, students are added to the Wisconsin CBRF Employee Registry.



# Construction and Cabinetmaking

32-410-2 Technical Diploma (two-year)

Financial Aid Eligible

Campuses: Rice Lake

## Program Overview

The Construction and Cabinetmaking program will provide you with the knowledge and skills necessary for job success in the construction industry. You will learn the fundamentals of building design, construction, layout operation, related mathematics, print reading, estimating, CNC, cabinet construction and materials of industry. You will use hand and power tools that are commonly used in construction and fabrication to assemble furniture, cabinets and build a high-end house off site.



## Special Feature

This is a unique two-year program in the state that combines cabinetry and residential construction.

The second year of this program includes building a custom home as a capstone project.

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

## Program Outcomes

Construction and Cabinetmaking graduates will 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

## Career Outlook

Typical positions available after graduation include:

- Carpenter (Construction)
- Woodworking Machine Operator
- Furniture Finisher
- Millperson
- Machine Setup Person
- Cabinetmaker
- Wood Machinist
- Salesperson
- Estimator
- Draftsperson
- Material Handling Specialist

## Career Pathways

The Construction and Cabinetmaking program includes the following pathway options (page 200):

- Architectural Woodworking & Cabinetmaking
- Construction Essentials

## Related Program

- Architectural Commercial Design

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
32410300	Cabinet and Furniture Making 1	5 cr.
32410302	Cabinet and Furniture Making 2*	5 cr.
32410303	Construction Framing 1*	4 cr.
32410304	Advanced Construction Framing (WBL)*	4 cr.
32410320	CNC Machine Operation*	2 cr.
32410326	Site Surveying*	1 cr.
32410329	Building Materials Estimating*	3 cr.
32410332	Drafting for Carpentry 1*	5 cr.
32410333	Drafting for Carpentry 2*	5 cr.
32410334	Production Cabinetmaking*	5 cr.
32410335	Interior Finish*	5 cr.
32410339	Print Reading for Building Construction	2 cr.
32410353	Construction Framing 2*	<u>4 cr.</u>
Occupational Specific Total		50 cr.

## Occupational Supportive/ General Studies Courses\*\*

32801361	Applied Communications	2 cr.
32801362	Advanced Communication Skills*	2 cr.
32804325	Applied Technical Math 1	3 cr.
32804335	Advanced Technical Math*	3 cr.
32809380	Applied Interpersonal Skills	<u>2 cr.</u>
Occupational Supportive/General Studies Total		12 cr.

## PROGRAM REQUIREMENTS

**62 cr.**

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 32410300

### Cabinet and Furniture Making 1 - Credits: 5

This is a lab/shop/theory application. This course covers the basics of cabinet and furniture construction. Fundamental machine operations and safety rules are taught. The students are required to construct, by approved machine methods, the common joints used in good construction. The study of wood and other materials, hand tools and bench work, shop drawing, design, and layout are a part of the basic course.

## 32410302

### Cabinet and Furniture Making 2 - Credits: 5

This is a lab/shop applications course. The student will be involved in projects according to his/her abilities to provide practical application of the operations learned. COREQUISITE: 32410300 Cabinet and Furniture Making 1.

## 32410303

### Construction Framing 1 - Credits: 4

This is a lab/shop applications course covers the operations required in building layout and the framing of floors and walls to meet Wisconsin State Code. Competencies are learned through actual hands-on applications. COREQUISITES: 32410339 Print Reading for Building Construction and 32804325 Applied Technical Math 1.

## 32410304

### Advanced Construction Framing (WBL) - Credits: 5

This is a lab/shop/theory application. This course provides instruction in current application techniques of various building materials as applied to construction work on residential/light commercial buildings. The course of study encompasses the procedures of appropriate safe skills and knowledge required to construct/install rafters, roofing, materials, siding, insulations, stairs, platforms, decks, floor coverings, wall coverings, and related materials. PREREQUISITE: 32410315 Construction Framing 2.

## 32410320

### CNC Machine Operation - Credits: 2

This course introduces the student to the development and editing of CNC programs. The basic elements of CNC machine setup and operation are covered for the production of acceptable parts. Safety concerns are also addressed. PREREQUISITE: 32804325 Applied Technical Math 1.

## 32410326

### Site Surveying - Credits: 1

This course is designed to provide the student with the understanding of site plans, the recontouring of sites, the use of builder's surveying equipment, and other related information. PREREQUISITES: 32410339 Print Reading for Building Construction and 32804325 Applied Technical Math 1.

## 32410329

### Building Materials Estimating - Credits: 3

This course introduces the student to the basic methods of estimating and develops a system for doing quantity surveys. The course also prepares the student to make some of the kinds of estimates that are commonly used in architecture and building construction. PREREQUISITES: 32410333 Drafting for Carpentry 2 and 32804325 Applied Technical Math 1 or equivalent.

## 32410332

### Drafting for Carpentry 1 - Credits: 5

This course introduces students to the subject of residential design and construction. The problems faced by builders and designers before actual construction begins are emphasized. Students complete a series of detail drawings to acquaint them with the materials used and the methods of fabrication in sketching, lettering, line weights, and use of the scale are stressed. Standard house plans are utilized to acquaint the student with the drawings used in home construction. Students are also introduced to state, federal, and local codes. PREREQUISITE: 32410339 Print Reading for Building Construction.

## 32410333

### Drafting for Carpentry 2 - Credits: 5

This course introduces SoftPlan software and the use of the Uniform Dwelling Code Book. In this course the students design residential structures based on the needs of individuals. The needs and desires of the client and their family are stressed in assignments. Various types of residential structures are designed. The student is introduced to the use of models and perspective drawings in selling a design to a client. UDC regulations are stressed throughout the drawings. PREREQUISITE: 32410332 Drafting for Carpentry 1.

## 32410334

### Production Cabinetmaking - Credits: 5

This is a lab/shop/theory application that deals with finishing and fine tolerances of the construction trade. Hands-on techniques of hanging and trimming doors and windows, installing trim and molding, finishing drywall, and other wall finishes are covered. PREREQUISITE: 32410302 Cabinet and Furniture Making 2.

## 32410335

### Interior Finish - Credits: 5

This is a lab/shop/theory application that deals with finishing and fine tolerances of the construction trade. Hands-on techniques of installing trim and molding, and designing and building cabinets are covered. PREREQUISITE: 32410302 Cabinet and Furniture Making 2 and COREQUISITE: 32410334 Production Cabinetmaking.

## 32410339

### Print Reading for Building Construction - Credits: 2

This course provides instruction in reading and interpreting shop drawings, residential drawings, and commercial building plans. Emphasis is placed on building terminology and learning conventional techniques of communicating building methods from the designer to the builder. Students learn to visualize the structure and to interpret elevations, plan views, details, and sections from drawings. They also learn to read and interpret building specifications.

## 32410353

### Construction Framing 2 - Credits: 4

This is a lab/theory course that covers the operations required in building layout and the framing of floors, walls, roofs, and stairs. The learner will learn the importance of building an energy-efficient home, and will be performing energy tests with diagnostic tools. Competencies are learned through lecture and actual hands-on applications. PREREQUISITES: 32410339 Print Reading for Building Construction, 32804325 Applied Technical Math 1, and COREQUISITE: 32410303 Construction Framing 1.

# Construction Essentials

30-410-3 Technical Diploma (less than one-year)

## Campus: Custom Delivery

### Program Overview

You will find entry-level job success with an opportunity to build your knowledge, skills and professionalism to further your career. You will learn the basic fundamentals of construction framing and drafting along with print reading and math concepts related to construction. Safety principles and the use of hand and power tools will be covered.



### Special Features

WITC's Construction Essentials program is designed to offer at off campus sites. This mobile delivery option increases training opportunities for high schools and other WITC partnering agencies.

### Inquire

For more information on this program, scheduled sites, and how to apply, contact: Karen Hoglund, Dean, Academic Programs-Ashland, Karen.Hoglund@witc.edu or 715.682.4591 ext. 3138

### Program Outcomes

Construction Essentials graduates will be able to:

- Use hand and power tools and equipment
- Apply industry recognized safety practices and procedures
- Interpret construction drawings
- Demonstrate industry building practices and material application

### Career Outlook

Typical positions available after graduation include:

- Construction Worker
- Construction/Carpenter Laborer
- Carpenter Assistant
- Carpentry Framer

### Career Pathway ➤

The Construction Essentials program is a pathway into the following program (page 200):

- Construction and Cabinetmaking

### Related Program

- Architectural Woodworking & Cabinetmaking

### Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
32410303	Construction Framing 1*	4 cr.
32410339	Print Reading for Building Construction	<u>2 cr.</u>
Occupational Specific Total		6 cr.
<b>Occupational Supportive/General Studies Courses**</b>		
32804325	Applied Technical Math 1	<u>3 cr.</u>
Occupational Supportive/General Studies Total		3 cr.
TOTAL PROGRAM REQUIREMENTS		<b>9 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

## Course Descriptions

### 32410303 Construction Framing 1 - Credits: 4

This is a lab/shop applications course covers the operations required in building layout and the framing of floors and walls to meet Wisconsin State Code. Competencies are learned through actual hands-on applications. COREQUISITES: 32410339 Print Reading for Building Construction and 32804325 Applied Technical Math 1.

### 32410339 Print Reading for Building Construction - Credits: 2

This course provides instruction in reading and interpreting shop drawings, residential drawings, and commercial building plans. Emphasis is placed on building terminology and learning conventional techniques of communicating building methods from the designer to the builder. Students learn to visualize the structure and to interpret elevations, plan views, details, and sections from drawings. They also learn to read and interpret building specifications.

# Cosmetology

31-502-1 Technical Diploma (one-year)

Financial Aid Eligible

Campuses: Rice Lake and Superior

## Program Overview

The Cosmetology program prepares you with essential theory and hands-on instruction to develop your skills in cosmetology. You'll learn theories and techniques that are reflective of industry standards and apply these skills working with real clients in WITC's state-of-the-art salons. Upon successful completion, you will be eligible to take the Wisconsin Cosmetology Practitioner License examination.



## Special Feature



This designation reflects an educational program consisting of distinctive techniques of scientific hair designing and cosmetology. Techniques from this educational program are taught in educational institutions around the world. For more information, visit [pivot-point.com](http://pivot-point.com).

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

## Program-Specific Requirement

- Attend a mandatory orientation session

## Program Outcomes

Cosmetology graduates will 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

## Career Outlook

Typical positions available after graduation include:

- Cosmetologist
- Color Technician
- Make-Up Artist
- Nail Technician
- Skin Care/Esthetics

With additional experience, graduates may move into one of these positions:

- Manager
- Owner
- Platform Artist
- Instructor
- Independent Contractor
- Consultant

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
31502382	Hair Sculpture *	3 cr.
31502383	Hair Design *	3 cr.
31502384	Chemical Texture *	3 cr.
31502385	Hair Color *	3 cr.
31502386	Cosmetology Fundamentals *	4 cr.
31502387	Client Services 1 *	2 cr.
31502388	Client Services 2 *	3 cr.
31502389	Advanced Cosmetology Techniques *	2 cr.
31502394	Esthetics *	1 cr.
31502395	Nail Care and Design *	1 cr.
31502396	Client Services 3 *	<u>5 cr.</u>
		30 cr.
<b>TOTAL PROGRAM REQUIREMENTS</b>		<b>30 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better. You must earn a grade point of 2.0 in all required courses.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 31502382

### Hair Sculpture - Credits: 3

Develop skills, utilizing proper tools and equipment, in haircutting, hair tapering (clipper cuts), and razor cutting on manikins and clients. COREQUISITES: 31502383 Hair Design, 31502384 Chemical Texture, 31502385 Hair Color, 31502386 Cosmetology Fundamentals, and 31502387 Client Services 1.

## 31502383

### Hair Design - Credits: 3

Develop skills, utilizing proper tools and equipment, in hairstyling, curling, thermal waving, finger waving, roller setting, pin curl placement, blow drying, shampoos, scalp and hair treatments, conditioning, reconditioning, hair analysis and care of hairpieces, wigs and wefts on manikins and clients. COREQUISITES: 31502382 Hair Sculpture, 31502384 Chemical Texture, 31502385 Hair Color, 31502386 Cosmetology Fundamentals, and 31502387 Client Services 1.

## 31502384

### Chemical Texture - Credits: 3

Develop skills, utilizing proper tools and equipment, in hair straightening, hair relaxing, thermal hair straightening, blow-outs, and permanents applying chemistry principles on manikins and clients. COREQUISITES: 31502382 Hair Sculpture, 31502383 Hair Design, 31502385 Hair Color, 31502386 Cosmetology Fundamentals, and 31502387 Client Services 1.

## 31502385

### Hair Color - Credits: 3

Develop skills, utilizing proper tools and equipment, in hair coloring, tinting, and bleaching while applying chemistry principles and law of color inclusive of color correction techniques, hair damage assessment, and appropriate product selection on manikins and clients. COREQUISITES: 31502382 Hair Sculpture, 31502383 Hair Design, 31502384 Chemical Texture, 31502386 Cosmetology Fundamentals, and 31502387 Client Services 1.

## 31502386

### Cosmetology Fundamentals - Credits: 4

Examine industry trends and fundamental cosmetology topics related to individual cosmetologist hygiene/grooming, professional communication, and personal and professional development. Focus on anatomy, physiology, and disorders of the hair, skin and nails and the study of bacteriology, decontamination, safety and first aid required in establishments, including Wisconsin cosmetology state statutes and administrative codes. Develop knowledge and familiarity with salon point-of-sale software. COREQUISITES: 31502382 Hair Sculpture, 31502383 Hair Design, 31502384 Chemical Texture, 31502385 Hair Color, and 31502387 Client Services 1.

## 31502387

### Client Services 1 - Credits: 2

Apply practical techniques learned in the classroom for hair sculpture, hair design, chemical texture, hair color and communication skills with clients, inclusive of individual student needs, including point-of-sale process and salon operations. COREQUISITES: 31502382 Hair Sculpture, 31502383 Hair Design, 31502384 Chemical Texture, 31502385 Hair Color, and 31502386 Cosmetology Fundamentals.

## 31502388

### Client Services 2 - Credits: 3

Develop practical techniques learned in the classroom for hair sculpture, hair design, chemical texture, hair color, and communication skills with clients, inclusive of individual student needs, with continued application of point-of-sale process and salon operations. PREREQUISITES: 31502382 Hair Sculpture, 31502383 Hair Design, 31502384 Chemical Texture, 31502385 Hair Color, 31502386 Cosmetology Fundamentals, 31502387 Client Services 1, and COREQUISITES: 31502389 Advanced Cosmetology Techniques, 31502394 Esthetics, 31502395 Nail Care and Design, and 31502396 Client Services 3.

## 31502389

### Advanced Cosmetology Techniques - Credits: 2

Practice advanced techniques learned in the classroom for hair sculpture, hair design, chemical texture, and hair color with manikins and clients, inclusive of individual student needs. PREREQUISITES: 31502382 Hair Sculpture, 31502383 Hair Design, 31502384 Chemical Texture, 31502385 Hair Color, 31502386 Cosmetology Fundamentals, 31502387 Client Services 1, and COREQUISITES: 31502388 Client Services 2, 31502394 Esthetics, 31502395 Nail Care and Design, and 31502396 Client Services 3.

## 31502394

### Esthetics - Credits: 1

Develop skills, utilizing proper tools and equipment, in hair removal, beard and mustache shaping, facial treatments, makeup, eyelashes, light therapy, and basic principles of electricity on manikins and clients. PREREQUISITES: 31502382 Hair Sculpture, 31502383 Hair Design, 31502384 Chemical Texture, 31502385 Hair Color, 31502386 Cosmetology Fundamentals, 31502387 Client Services 1, and COREQUISITES: 31502388 Client Services 2, 31502389 Advanced Cosmetology Techniques, 31502395 Nail Care and Design, and 31502396 Client Services 3.

## 31502395

### Nail Care and Design - Credits: 1

Develop skills, utilizing proper tools and equipment, in manicures, pedicures, and varied nail enhancement techniques on manikins and clients. PREREQUISITES: 31502382 Hair Sculpture, 31502383 Hair Design, 31502384 Chemical Texture, 31502385 Hair Color, 31502386 Cosmetology Fundamentals, 31502387 Client Services 1, and COREQUISITES: 31502388 Client Services 2, 31502389 Advanced Cosmetology Techniques, 31502394 Esthetics, and 31502396 Client Services 3.

## 31502396

### Client Services 3 - Credits: 5

Enhance practical techniques learned in the classroom for hair sculpture, hair design, chemical texture, hair color, esthetics, nails, and communication skills with clients, inclusive of individual student needs, with continued application of point-of-sale process and salon operations. PREREQUISITES: 31502382 Hair Sculpture, 31502383 Hair Design, 31502384 Chemical Texture, 31502385 Hair Color, 31502386 Cosmetology Fundamentals, 31502387 Client Services 1, and COREQUISITES: 31502388 Client Services 2, 31502389 Advanced Cosmetology Techniques, 31502394 Esthetics, and 31502395 Nail Care and Design.

# Criminal Justice - Law Enforcement 720 Academy

30-504-2 Technical Diploma (less than one-year)

Financial Aid Eligible

Campuses: Rice Lake

## Program Overview

The Criminal Justice - Law Enforcement 720 Academy will provide students with the right skills to handle complex situations encountered as a criminal justice official at municipal, county, or state government levels.

To become eligible to work as an officer in the State of Wisconsin, the student must have basic policing skills. The Wisconsin Department of Justice's (WisDOJ) Law Enforcement Standards Board has established criteria. Admission is restricted to those who qualify under WisDOJ administrative rules. Upon completing the Academy, the student becomes certifiable for a period of two years from the date of completion. This makes the student eligible for formal certification as a Basic Law Enforcement Officer upon hiring by a law enforcement agency.

Work as an officer requires integrity. Candidates for the Criminal Justice - Law Enforcement 720 Academy must undergo criminal history and traffic record checks and may be required to submit fingerprints and do drug screening. All candidates will be asked to participate in a personal screening interview. See [www.wilenet.org](http://www.wilenet.org) for additional information from the Law Enforcement Standards Board.



## Admission Requirements

- Complete application form
- Review and sign the Functional Abilities Disclosure
- Review and sign Background Check Disclosure

## Program-Specific Requirements

- Have earned a high school diploma or GED certificate
- Have achieved an associate degree from a Wisconsin Technical College System district or its accredited equivalent from another state; OR have earned at least 60 accredited college credits. The 60-college credit standard is defined in terms of semester credits. Quarter credits may be converted to semester credits by multiplying quarter credits by two-thirds. Generally, 90 quarter credits are equivalent to 60 semester credits. Applicants must provide an official college transcript.
- Submit Background Check fee.
- Complete physical fitness assessment.
- Attend a mandatory program orientation session.
- If employed, the employing agency must provide a copy of completed form DJ-LE-303, Verification of Employment Standards and Application for Certification, to enroll an officer in preparatory training. This form documents that the student has met all of the required employment standards.
- Complete form DJ-LE-310, Student Authorization for Release of Information.
- Complete form DJ-LE-327, Application for Enrollment in Law Enforcement, Jail or Secure Juvenile Detention Officer Training.
- Sign and acknowledge compliance with the Criminal Justice Studies, Law Enforcement Academy, and Jail Academy Handbook, Grading Policy and Program Rules, Penalties, and Grievance Procedures.
- Complete an oral interview with a panel of criminal justice executives or with teaching or counseling staff affiliated with the training school.

- Undergo a criminal history records check. An unpardoned felony conviction or misdemeanor crime of domestic violence conviction will prohibit a student from attending the unified tactics portion of preparatory law enforcement officer training, and will prohibit employment as a law enforcement officer.
- Undergo a physical assessment. A physical assessment will be conducted to verify that the applicant can meet the physical standards required. The assessment will be conducted by a licensed physician, physician assistant or nurse practitioner utilizing the Physician's Assessment form (DJ-LE-332), or a form similar to DJ-LE-332, which provides the physician with a job description on which to base the assessment. The applicant will also complete a personal medical history, a copy of which is to be submitted to the examining physician, nurse practitioner or physician assistant for reference.
- Possess a valid Wisconsin driver's license or other such valid operator's permit recognized by the Wisconsin Department of Transportation as authorizing operation of a motor vehicle.
- Be at least 18 years of age and a United States citizen, and complete form DJ-LE-322, Birth Certificate Verification, to provide verification of age and citizenship.

## Program Outcomes

Criminal Justice - Law Enforcement 720 Academy graduates will be able to:

- Think critically
- Manage emergencies
- Communicate effectively
- Demonstrate professionalism
- Conduct investigations
- Interact with others
- Demonstrate tactical skills

## Career Outlook

Typical positions available after graduation include:

- Police Officer
- Deputy Sheriff
- WisDNR Warden/Ranger
- Forest Service Ranger

## Curriculum

Number	Course Title	Credits
<b>Occupational Specific Courses</b>		
30504321	Overview of Criminal Justice	1 cr.
30504322	Overview of Patrol Response	2 cr.
30504324	Application of Traffic Response	3 cr.
30504325	Overview of Investigations	2 cr.
30504326	Principles of Investigations	1 cr.
30504327	Application of Investigations	1 cr.
30504328	Physical Fitness	1 cr.
30504329	Principles of Emergency Vehicle Response	2 cr.
30504331	Overview of Tactics	1 cr.
30504332	Principles of Tactics	5 cr.
30504333	Scenario Assessment*	1 cr.
30504334	Sensitive Crimes	2 cr.
PROGRAM REQUIREMENTS		<b>22 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

# Course Descriptions

## 30504321

### Overview of Criminal Justice - Credits: 1

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.

## 30504322

### Overview of Patrol Response - Credits: 2

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..

## 30504324

### Application of Traffic Response - Credits: 3

Through classroom lecture, and on-campus lab, and WI Department of Justice integration exercises, students will learn and apply skills addressed in the following Phase III topics from the WI Department of Justice 720 Academy curriculum framework: Traffic Law Enforcement - Core and Radar, Traffic Crash Investigations & Incident Management, Operating a Motor Vehicle While Intoxicated (OMVWI), Standardized Field Sobriety Tests (SFST), Hazardous Materials and Weapons of Mass Destruction (WMD), Incident Command Systems and NIMS, and Report Writing.

## 30504325

### Overview of Investigations - Credits: 2

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: Constitutional Law I, Crimes I, Interviews, and Report Writing.

## 30504326

### Principles of Investigations - Credits: 1

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 in the following Phase II topics of the WI Department of Justice 720 Academy curriculum framework: Constitutional Law II, Physical Evidence Collections, and Crisis Management. The Phase II Written Exam will be given in this course.

## 30504327

### Application of Investigations - Credits: 1

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 Phase III topics of the Department of Justice 720 Academy curriculum framework: Ethics II: Moral Reasoning and Professional Responsibility, Cultural Competence II: Fair and Impartial Policing, Interrogations, Testifying in Court, Crimes III and Physical Evidence.

## 30504328

### Physical Fitness - Credits: 1

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 and Officer Wellness Suicide Prevention.

## 30504329

### Principles of Emergency Vehicle Response - Credits: 2

Through classroom lecture, and on-campus lab, and WI Department of Justice integration exercises students will learn and apply skills addressed in the following Department of Justice 720 Academy Phase II topics: Emergency Vehicle Operation and Control (EVOC) and Vehicle Contacts II.

## 30504331

### Overview of Tactics - Credits: 1

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, and Officer Wellness, and DAAT. The DOJ Phase I Written Examination will be administered in this course.

## 30504332

### Principles of Tactics - Credits: 5

Through classroom lecture and on-campus lab and integration exercises, students will learn and apply skills addressed in the following Phase II topics from the Department of Justice 720 Academy curriculum frameworks including: Professional Communication Skills II, DAAT, Firearms II, Tactical Response, and a Tactical Emergency Casualty Care.

## 30504333

### Scenario Assessment - Credits: 1

Scenario Assessment is a capstone course to assess the learner's cumulative knowledge through the use of scenarios in the certifiable Law Enforcement curriculum. COREQUISITES: All Criminal Justice - Law Enforcement 720 Academy Courses.

## 30504334

### Sensitive Crimes - Credits: 2

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 III topics: Domestic, Juvenile Law, Victim, Sexual Assault, and Child Maltreatment. The DOJ Phase III Written Examination will be administered in this course.

# Criminal Justice Studies

10-504-5 Associate Degree (two-year)

Financial Aid Eligible

Campuses: Ashland\*, New Richmond\*, Rice Lake\*, Superior\*

\*Combination of Online, In Person, and Web Conferencing instruction



## Program Overview

Protective services today require employees that are knowledgeable, ethical, have strong communication skills and are adaptable to ever-changing technological and societal changes. The Criminal Justice Studies program will prepare you for various positions in the criminal justice field such as a juvenile detention officer, police dispatcher or security officer positions. As an associate degree program, the credits focus on preparing a graduate to pursue other associated careers such as probation/parole agent, public defense lawyer, FBI agent or other law enforcement positions requiring a bachelor's degree and beyond.

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and sign Background Check Disclosure
- Complete admissions meeting with a WITC counselor

## Program-Specific Requirements

- Submit background check fee
- Have acceptable results based on the Wisconsin Criminal History Record Check - Information from the Criminal History Record Check may affect ability to secure internship placement and the ability to find employment after graduation

## Program Outcomes

Criminal Justice Studies graduates will be able to:

- Examine the components of and interrelationships in the criminal justice system
- Analyze situational responses
- Apply communication skills as a criminal justice professional
- Conduct investigations
- Adhere to the professional code of ethics for a criminal justice practitioner
- Maintain personal wellness

## Career Outlook

Typical positions available after graduation include:

- Police Officers
- Deputy Sheriffs
- State Patrol/Troopers
- Jail Deputy/Officers
- Correctional Officers
- Youth Care Workers
- Detention Workers
- Private Investigators
- Security Officers
- Dispatcher
- Park and Forestry Personnel

After completing the associate degree program, graduates may apply for the 200 Basic Jail Officer Academy or Criminal Justice - Law Enforcement 720 Academy.

With additional education or work experience, graduates may also pursue a position as a(n):

- Adult/Juvenile Administrator
- Institutional Case Worker/Social Worker
- Probation/Parole Administrator
- Probation/Parole Agent
- Youth Counselor/Case Aide
- Youth Detention Home Supervisor

## Curriculum

Number	Course Title	Credits (cr.)
<b>Technical Studies Courses</b>		
10504161	Courts/Jurisdiction	3 cr.
10504163	Criminal Justice-Introduction	3 cr.
10504164	Introduction to Criminal Law	3 cr.
10504165	Communication Strategies	3 cr.
10504167	Policing Strategies	3 cr.
10504168	Wellness	2 cr.
10504169	Criminal Justice Due Process	3 cr.
10504172	Criminology	3 cr.
10504173	Criminal Justice Investigations <b>or</b>	
10504174	Correctional Institutions	3 cr.
10504175	Juvenile Justice System	3 cr.
10504176	Criminal Justice Ethics	3 cr.
10504177	Traffic Law Enforcement <b>or</b>	
10504146	Probation/Parole	3 cr.
10504181	Criminal Justice Report Writing	3 cr.
10504182	Criminal Justice Internship* <b>or</b>	
10504183	Criminal Justice Capstone*	2 cr.
10520104	Issues in Alcohol and Other Drug Abuse	3 cr.
Technical Studies Total		43 cr.
<b>General Studies Courses **</b>		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication <b>or</b>	
10801198	Speech	3 cr.
10804123	Math with Business Applications <b>or</b>	
10804134	Mathematical Reasoning <b>or</b>	
10804189	Introductory Statistics *	
10809122	Introduction to American Government	3 cr.
10809172	Introduction to Diversity Studies <b>or</b>	
10809159	Abnormal Psychology*	3 cr.
10809196	Introduction to Sociology	3 cr.
10809198	Introduction to Psychology	3 cr.
General Studies Total		21 cr.
<b>TOTAL PROGRAM REQUIREMENTS</b>		<b>64 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

You must earn a grade point of 2.0 or better in all required 10504XXX and 10520XXX courses.



# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10504161

### Courts/Jurisdiction - Credits: 3

This introductory course explores the development of the American judicial system. Students will examine the operational procedures of the federal, state, municipal, and specialized court systems as they impact law enforcement and/or corrections.

## 10504163

### Criminal Justice-Introduction - Credits: 3

Students will explore the evolution of criminal justice systems, including courts, corrections, and law enforcement. Understand career pathways within the criminal justice system, including roles, functions, and professionalism.

## 10504164

### Introduction to Criminal Law - Credits: 3

Identify basic concepts of criminal law. Students will explore the elements of various crimes against persons, property and crimes involving drugs, alcohol, or other criminal activity. Understand the diverse sentence structures in the criminal justice system.

## 10504165

### Communication Strategies - Credits: 3

Students will learn about the communication process and techniques used to make them effective, professional communicators. Verbal and nonverbal communication strategies will be incorporated for a variety of situations and populations. Professional communication skills, including Motivational Interviewing (MI), interviewing, and interrogation techniques will be emphasized.

## 10504167

### Policing Strategies - Credits: 3

Students will learn various policing strategies. Emphasis will be placed on community policing philosophies and problem solving using community resources. Understand how to identify and develop partnerships in the community to promote positive community relationships.

## 10504168

### Wellness - Credits: 2

Understand how to maintain a healthy lifestyle, including stress management and relaxation, weight control, effective sleep, minimization of alcohol and tobacco use, financial stability, and spirituality. Recognize factors contributing to suicide within the criminal justice profession.

## 10504169

### Criminal Justice Due Process - Credits: 3

Learn key concepts and principles of due process and constitutional law. The U.S. Constitution, particularly the Bill of Rights, will be analyzed as it applies to the criminal justice professionals. Legal precedent setting cases and state law will be reviewed.

## 10504172

### Criminology - Credits: 3

This introductory course examines the nature, demographics, and impact of crime in the United States. Using a scientific approach, students will analyze the theoretical causation of criminal activity. Explore legal and political implications of crime prevention and control.

## 10504173

### Criminal Justice Investigations - Credits: 3

Gain general knowledge of investigative strategies and techniques. Learn basic information on identifying, processing and preserving various types of evidence, and processing crime scenes. Interview and interrogation techniques will be practiced within legal guidelines of Miranda.

## 10504174

### Correctional Institutions - Credits: 3

Students will study the evolution of punishment, jails, and prisons. Emphasis will be given to institutional subgroups, evidence based practice and rehabilitative institutional programs and services.

## 10504175

### Juvenile Justice System - Credits: 3

Compare and contrast the juvenile and adult justice systems. The historical aspect of the juvenile system will be studied and compared to the modern day system. Juvenile sanctions and dispositions, including rehabilitation and therapy, will be discussed. Laws covering child maltreatment and children in need of protection services will be recognized.

## 10504176

### Criminal Justice Ethics - Credits: 3

This course explores the ethical, legal, and criminal justice professional issues. It is designed to teach a process of ethical decision-making and to increase awareness of the complexities in the criminal justice system for criminal justice professionals.

## 10504177

### Traffic Law Enforcement - Credits: 3

Gain a basic knowledge of Wisconsin traffic laws. General skills of detecting traffic violations, issuing traffic citations, directing traffic, and crash investigation will be gained. Identify responsibilities of a first responding officer, how to manage the response to a scene, and take necessary steps to enable effective follow-up as needed.

## 10504146

### Probation/Parole - Credits: 3

Explore the function, duties, and role of probation and parole. Learn the types of offenses, sentencing process, presentence investigation, revocation procedures, transitioning, and alternatives to incarceration. Identify and implement classification and assessment tools proved to be effective in evidence based practice.

## 10504181

### Criminal Justice Report Writing - Credits: 3

Learn basic requirements, guidelines, and skills for proper and professional written documentation of activities in a criminal justice setting. The student will explain the context of report writing, take effective field notes, organize information in reports, write narratives, and describe what information should/should not be included in certain types of reports.

## 10504182

### Criminal Justice Internship - Credits: 2

The Criminal Justice Internship is designed to provide on-the-job experiences in actual work situations. These experiences strengthen student competencies through participation in a wide variety of criminal justice system experiences ranging from routine assignments to specialized work-related duties. Instructor approval is required prior to enrolling in this course. PREREQUISITE: 32 Credits of 10504XXX or 10520XXX coursework must be completed.

## 10504183

### Criminal Justice Capstone - Credits: 2

This course is the capstone work-based experience for the Criminal Justice Studies program. It is designed to encourage students to think critically and solve challenging problems. Students will design, develop, and perform a project either in an actual work experience or a simulated project. The project will be designed to utilize skills typical of a graduate in the field. Instructor approval is required prior to enrolling in this course. PREREQUISITE: 32 Credits of 10504XXX or 10520XXX coursework must be completed.

## 10520104

### Issues in Alcohol and Other Drug Abuse - Credits: 3

Students gain a basic understanding of the use and abuse of alcohol and other drugs. Emphasis is on historical and social perspectives of drug use, trends of use, and legal and social responses to problematic alcohol and illicit drug use. Additionally, this course provides an accurate description of the effects of psychoactive drugs, identifies methods of substance abuse treatment, and introduces the student to local treatment services.

# Crop Production

61-080-3 Pathway Certificate (less than one year)

Campus: Ashland\*, New Richmond\*, Rice Lake\*

Outreach Center: Balsam Lake\*

\*Combination of Your Choice and In person instruction



## Program Overview

The Crop Production pathway certificate fundamentals of soil science and basic agronomy skills, coupled with farm records and financials will give students the skills to rejoin the family's crop operation or manage their own crop farm.

## Special Features



Evening courses will be available for individuals needing to complete continuing education requirements for FSA loans.

Certificate is available part time or over 2 years.

Labs will be on Fridays at either the WITC - Rice Lake Campus or On - Farm (at regional farms or test plots).

## Inquire

For more information on this program or schedule of courses, contact: Julie Wadzinski, instructor at Julie.Wadzinski@witc.edu or 715.234.7082 ext. 5268

## How to Apply:

Complete the online application or contact Student Services. When completing an online application select the Crop Production Certificate from the program of choice dropdown list.

## Program Outcomes

The Crop Production Certificate will prepare you to:

- Utilize agronomic resources for optimal farm production
- Create farm business plans

## Career Outlook

Typical positions available after graduation include:

- Field Technician
- Field Applicator
- Custom Operator
- Agricultural Equipment Operator

## Career Pathway

The Crop Production program is a pathway into the following program (page 203):

- Farm Operation

## Related Programs

- Dairy Herd Management
- Livestock Production
- Agricultural Business Fundamentals

## Curriculum

Number	Course Title	Credits
31080371	Soil Management	3 cr.
31080372	Crop Management	3 cr.
31080375	Farm Records and Analysis	<u>3 cr.</u>
CERTIFICATE REQUIREMENTS		9 cr.

## Course Descriptions

**31080371**

### Soil Management - Credits: 3

Soil Management is important to the productivity and profitability of a farmer. The farmer is a steward of the land and an environmentalist. The farmer must take care of the soil or he will not be a farmer for long! The student in this class will learn how to prepare a land use plan, collect and interpret soil samples results, develop a plan for fertilizer use on crops, develop a plan for storage and use of manure, analyze new farm issues and practices to determine future use, evaluate tillage equipment and methods, and to practice farm and environmental safety.

**31080372**

### Crop Management - Credits: 3

This course will help the student learn many items involved with agricultural crop production. These skills include but are not limited to management practices, pest control, harvesting options and practices, economics, planting practices, seed and variety selection, etc.

**31080375**

### Farm Records and Analysis - Credits: 3

This course emphasizes the practical use of a farm record system in managing the farm through farm and financial analysis. Includes the establishment of farm business goals, selection and use of farm credit, farm business arrangements, farm estate planning, and farm income taxes. Instruction is provided on the use of computers and/or computer records and financial analysis of the farm business and finance strategy to meet the learner's needs. Production and financial decisions will be made based on the learner's farm business analysis. All competencies will be assessed using the learner's farm or with simulations established by the instructor.

# Customer Service

## 17-105-2 Technical Certificate

**Campuses:** Ashland\*, New Richmond\*, Rice Lake\*, Superior\*

**Outreach Centers:** Balsam Lake\*, Hayward\*, Ladysmith\*

\*Combination of online, Your Choice, In person, or Web Conferencing instruction. Select courses are available at the WITC Outreach Centers. Please contact your local campus for specifics.



### Overview

The Customer Service certificate prepares you to serve a diverse customer base in business. Choose from either a service or a marketing/sales focus.

### How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Customer Service program from the program of choice dropdown list.

### Outcomes

The Customer Service certificate will prepare you to:

- Professionally communicate non-verbally and in writing
- Provide ethical service to a diverse customer base
- Exhibit superior listening skills
- Operate appropriate technology
- Select appropriate technology (software and equipment) for tasks

### Career Outlook

After completing the Customer Service certificate, students' career opportunities will be strengthened with the ability to effectively and professionally communicate and provide both internal and external customer service to a global and diverse business community.

### Related Programs

- Administrative Professional
- Business Management
- Leadership Development
- Office Support Specialist
- Medical Administrative Professional

### Curriculum

Number	Course Title	Credits (cr.)
10104102	Marketing Principles <b>or</b>	
10809172	Introduction to Diversity Studies#	3 cr.
10106164	Office Communication *	3 cr.
10196108	Customer Service	1 cr.
10196138	Conflict Resolution and Confrontation Skills	1 cr.
10801136	English Composition 1#	3 cr.
10801196	Oral/Interpersonal Communication#	3 cr.
10890116	Job Quest#	<u>1 cr.</u>

CERTIFICATE REQUIREMENTS **15 cr.**

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.  
#See pages 29-31 for course descriptions.

## Course Descriptions

### 10104102

#### Marketing Principles - Credits: 3

This course focuses on the marketing process as it relates to the operation of a business enterprise. The intent is to provide students with an understanding of how the marketing function fits within the overall structure of the organization. Special attention is given to the role and significance of evaluating customer needs, pricing, distribution, and promotion of products and services.

### 10106164

#### Office Communication - Credits: 3

This course provides the student with the opportunity to develop professional office communication skills using voice recognition, transcribers, and hard copy material. Students will learn to speak, write, and listen in a clear, courteous, concise, and correct manner. Students will apply these skills to create and share documents electronically while applying the proper document formats. PREREQUISITES: 10106110 Document Formatting and 10106146 Proofreading for the Office.

### 10196108

#### Customer Service - Credits: 1

This course examines customer service as it relates to organizational quality. It addresses service models for internal and external customers, systems and strategies applied to customer service, and tools and techniques for gathering customer feedback and handling complaints.

### 10196138

#### Conflict Resolution and Confrontation Skills - Credits: 1

In Conflict Resolution and Confrontation Skills the learner applies the skills and tools necessary to deal with conflict and confrontation in the workplace. The learner will identify the major causes of conflict, develop a working plan of action to confront difficult situations, and establish guidelines for gaining resolution to difficult situations. The learner will build greater personal skill and confidence in their ability to deal with conflict in their personal and professional life.

# Dairy Herd Management

31-091-1 Technical Diploma (one-year)

Financial Aid Eligible

Campus: Rice Lake

## Program Overview

The Dairy Herd Management program includes courses in herd health management, genetics, nutrition, milk production, farm business management, dairy housing design, an overview of the dairy industry and an internship experience. These courses prepare you for a career working with today and tomorrow's technology driven, progressive dairy farms.



## Special Features

This program is designed for the learner to gain first-hand experience through internships. This will incorporate actual work experience in such areas as a dairy herdsman, milking, feeding, calf care, general farm duties, scheduling, and employer/employee communications.

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Complete admissions meeting with a WITC counselor

## Program Outcomes

Dairy Herd Management graduates will be able to:

- Manage herd nutrition
- Manage herd reproduction
- Manage herd health
- Manage herd/farm business

## Career Outlook

Typical positions available after graduation include:

- AI Technician
- Dairy Herd Manager
- DHIA Field Technician
- Farm Owner
- Feed and Nutrition Consultant
- Herdsman

## Career Pathways

The Dairy Herd Management program includes the following pathway options (page 201):

- Dairy Feeding Management
- Dairy Genetics and Reproduction
- Dairy Cattle Management

## Related Programs

- Farm Operation
- Agricultural Business Fundamentals
- Livestock Production
- Crop Production

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
31091312	Dairy Feeding	3 cr.
31091314	Dairy Feeding Management	3 cr.
31091318	Dairy Lab 1	2 cr.
31091320	Dairy Lab 2	2 cr.
31091324	Milk Production	2 cr.
31091332	Dairy Cattle Industry	2 cr.
31091335	Dairy Cattle Genetics and Reproduction	4 cr.
31091340	Dairy Housing and Farmstead Design	2 cr.
31091344	Dairy Business Management	2 cr.
31091348	Dairy Cattle Management	2 cr.
31091360	Dairy Management Internship 1	2 cr.
31091361	Dairy Management Internship 2	<u>2 cr.</u>
Occupational Specific Total		28 cr.
<b>Occupational Supportive/ General Studies Courses**</b>		
32801361	Applied Communications	2 cr.
32804303	Applied Math	2 cr.
32809380	Applied Interpersonal Skills	<u>2 cr.</u>
Occupational Supportive/General Studies Total		6 cr.
PROGRAM REQUIREMENTS		<b>34 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 31091312

### Dairy Feeding - Credits: 3

This course prepares the learner to explain the functions of each organ in the digestive system of a ruminant; explain the development of the digestive system in a calf; compare ruminant and non-ruminant digestion; explain the functions of each class of nutrients; analyze forage analysis reports; compare plant, animal, and non-protein nitrogen sources of protein; identify deficiency symptoms of minerals and vitamins; demonstrate the use of particle separators and dry-matter tests; and utilize NRC standards for various cow groups.

## 31091314

### Dairy Feeding Management - Credits: 3

This course prepares the learner to evaluate a dairy's overall feeding program, develop a calf raising and feeding plan, summarize the feed ensiling process, compare the different options available for feed storage, develop a feed inventory system, analyze feed management's impact on feed quality and animal health, compare component and total mixed ration feeding of dairy animals, explore the use of byproduct and commodity feedstuffs in dairy rations, determine cost valuation of various feedstuffs, and develop an auditing system for monitoring a dairy feeding program's effectiveness.

## 31091318

### Dairy Lab 1 - Credits: 2

This course prepares the learner to analyze cow housing facilities, analyze parlor designs, analyze young stock facilities, explain feed plant operations, assess bunker management techniques, compare grazing systems, analyze cheese plant operations, analyze biosecurity procedures, explain the E.T. process, analyze alternative dairy industry components, and observe on-farm postmortems.

## 31091320

### Dairy Lab 2 - Credits: 2

This course prepares the learner to compare animal bedding, compare manure handling systems, explain how methane digesters operate, compare alley scrapers and flush systems, perform tests for milk quality, clip cows, perform freeze branding, practice dairy cattle judging/linear breakdown, and compare hoof trimming methods.

## 31091324

### Milk Production - Credits: 2

This course prepares the learner to explain the structure and function of the anatomy and physiology of the mammary system, analyze factors affecting the yield and composition of milk, explain the principles and practices of machine milking systems, develop an effective mastitis control program, and develop an effective dry-cow treatment program.

## 31091332

### Dairy Cattle Industry - Credits: 2

This course prepares the learner to follow safety procedures, explain milk check pricing, analyze milk pricing variables, compare dairy career opportunities, assess professional dairy organizations, analyze the economics of on-farm dairy processing, analyze breed differences, evaluate breed organizations, summarize the benefits of good community relations, and utilize proper withholding practices.

## 31091335

### Dairy Cattle Genetics and Reproduction - Credits: 4

This course prepares the learner to analyze the economic aspect of dairy cow reproduction, explain the reproductive system of a bull, breed cows using artificial insemination, make effective mating decisions, select mating programs for milk production, assess reproductive diseases, treat reproductive diseases, utilize computer technology to document herd health, analyze the effects of hormones on reproduction, and analyze reproductive technologies.

## 31091340

### Dairy Housing and Farmstead Design - Credits: 2

This course prepares the learner to select appropriate housing design for cows, assess housing for maternity and fresh cow needs, select appropriate designs for young stock, compare milking parlor design, select feed storage facilities, assess manure handling systems, design the farm for expansion, explain the causes of and solutions for stray voltage, and design milking center facilities and utility needs.

## 31091344

### Dairy Business Management - Credits: 2

Prepares the learner to determine credit needs, select the appropriate type of business structure for an agribusiness, analyze financial records, analyze the strengths and weaknesses of a business, develop a strategy of income tax management, evaluate farm record systems, determine estate planning needs, and evaluate employee/employer relations.

## 31091348

### Dairy Cattle Management - Credits: 2

This learning plan prepares the learner to diagnose common and infectious bovine diseases and their causes, follow fresh cow/metabolic control program, practice biosecurity, develop protocols for a farm, develop calf and heifer management programs, practice proper veterinary drug use, develop a dairy herd health record-keeping system, and plan a vaccination program.

## 31091360

### Dairy Management Internship 1 - Credits: 2

This course enhances the learner's ability to keep farm records, analyze reproduction programs, maintain milk quality, apply farm safety procedures, and analyze farm finances.

## 31091361

### Dairy Management Internship 2 - Credits: 2

This course enhances the learner's ability to maintain herd health, manage calves and heifers, analyze farm facilities and equipment, and manage crops.

# Dementia Care

## 61-544-2 Pathway Certificate

**Campuses: Ashland\*, New Richmond\*, Rice Lake\*, Superior\***  
**Outreach Centers: Balsam Lake\*, Hayward\*, Ladysmith\***

\*Combination of Online and Your Choice instruction



### Overview

You will gain relevant and emerging information related to dementia types, symptoms and progression. You will be provided with practical tools and strategies that promote effective communication, honor human dignity, and support the importance of advanced planning. You will examine ways to positively impact your community through advocacy, education and other cutting edge initiatives based on coursework and experiential learning activities.

### Special Features

- Flexible course selection and scheduling designed to assist with life planning
- 8-week rotating block courses offered in Online and Your Choice evening formats
- Part-time and full-time program options with flexible entry and exit
- Ideal for people entering the job market or choosing to enhance their current careers in service delivery or leadership roles within the gerontology field
- Blend program offerings with Healthcare, Emergency Services, Human Services, or Business Programs
- This a unique program in the state

### How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Dementia Care certificate from the program of choice dropdown list.

### Outcomes

The Dementia Care Certificate will prepare you to:

- Analyze the physical, social, psychological, and spiritual aspects of aging throughout the lifespan
- Analyze the physical, social, psychological, and spiritual aspects of dementia
- Apply ethical and legal practice consistent with a gerontology professional
- Identify the role of the gerontology professional in the connection of service delivery
- Identify strategies to cultivate an age-friendly community

### Career Outlook

Upon completion of the Dementia Care certificate you will be well prepared to use your knowledge, skills and abilities to work with older adults in a variety of positions in diverse settings such as:

- Hospitals
- Hospice
- Home Health Care and Assisted Living
- Long-Term Care, Nursing Homes and Group Homes
- Adult Care
- Senior Centers
- Community, Non-Profit and Government Agencies
- Counseling Centers
- Business and Industry

### Career Pathway

The Dementia Care program is a pathway into the following program (page 205):

- Gerontology - Aging Services Professional

### Related Programs

- Human Services Associate
- Nursing - Associate Degree
- Occupational Therapy Assistant
- Medical Assistant
- Paramedic Technician
- EMT - Paramedic
- Nursing Assistant
- Gerontology for Healthcare Professionals

### Curriculum

Number	Course Title	Credits
10544100	Communication of Aging	3
10544107	Death and Dying	3
10544105	Alzheimer's and Dementia	3
10544111	Legal and Financial Issues of Aging	3

CERTIFICATE REQUIREMENTS **12**

## Course Descriptions

#### 10544100

##### Communication of Aging - Credits: 3

Develop effective communication strategies and supportive interview techniques that enhance rapport and relationships with aging populations. Apply ethical principles, standards and boundaries that acknowledge self-determination.

#### 10544107

##### Death and Dying - Credits: 3

Explore societal, cultural, and personal views of death, dying, and bereavement. Examine losses experienced during the course of aging beyond the physical and emotional process of death and dying. Determine strategies for healthy transitions in coping with loss.

#### 10544105

##### Alzheimer's and Dementia - Credits: 3

Examine the signs, symptoms and stages of Alzheimer's and other forms of dementia and how these diseases affect physiology and brain function. This course focuses on the principles of communicating and providing care to individuals with memory loss and confusion while learning the best practices for dealing with behavior changes, challenges with the activities of daily living, and strategies to assist caregivers.

#### 10544111

##### Legal and Financial Issues of Aging - Credits: 3

Analyze legal and financial concepts and structures including Power of Attorney for health care/finance, guardianships, trusts, reallocation of assets, spending down, Medicare/Medicaid benefits, supplemental insurance, Social Security, elder abuse/neglect, financial exploitation, and relevant governmental policies. Apply knowledge through advocacy to benefit aging adults on local, state and federal levels.

# Dental Assistant

31-508-1 Technical Diploma (one-year)

Financial Aid Eligible

## Campus: Rice Lake

## Program Overview

Dental assistants with documented skills also may carry out a variety of laboratory, clinical and office duties. Some dental assistants manage the office and are responsible for patient scheduling and bookkeeping functions. Most dental assistants work in general or specialized dental offices, either for individual dentists or for groups of dentists. Some dental assistants may choose to work for insurance companies, dental laboratories, or dental supply companies. The dental assistant also may find employment with federal agencies such as the Veterans Affairs; United States Public Health Services; the Armed Forces; or a state, county or city health facility.

The program in dental assisting is accredited by the Commission on Dental Accreditation [and has been granted the accreditation status of "approval without reporting requirements"]. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission's Web address is: <http://www.ada.org/100.aspx>



## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Have earned a high school diploma or GED certificate; current high school seniors must provide both a current high school transcript and a final transcript with confer date
- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor (academic admission requirements apply - see page 25 for more information)

## Program-Specific Requirements

- Submit Background Check fee
- Have an acceptable Wisconsin Caregiver Background Check, National Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and other states, if applicable
- Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb)
- Possess current certification of "CPR for Healthcare Providers" or equivalent
- Review and sign Nursing and Allied Health Division Confidentiality Statement
- Review and sign Dental Office Visit form
- Review and sign Dental Assistant program permission form
- Attend a mandatory program orientation session

## Program Outcomes

Dental Assistant graduates will be able to:

- Perform a variety of advanced supportive dental procedures
- Manage infection and hazard control
- Produce diagnostic intraoral and extraoral radiographs on a variety of patients
- Perform advanced dental laboratory procedures
- Demonstrate professional behaviors, ethics, and appearance
- Perform dental office business procedures

## Career Outlook

Typical positions available after graduation include:

- Dental Assistant
- Dental Receptionist
- Dental Office Manager
- Dental Practice Manager
- Dental Lab Technician
- Dental Laboratory Assistant
- Dental Insurance Claims Processor
- Dental Sales Representative
- Dental Treatment Coordinator
- Dental Specialty Assistant
- Maxillofacial Dental Assistant
- Endodontic Dental Assistant
- Prosthodontic Dental Assistant
- Orthodontic Dental Assistant
- Pediatric Dental Assistant
- Periodontic Dental Assistant

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
10508101	Dental Health Safety *	1 cr.
10508103	Dental Radiography *	2 cr.
10508113	Dental Materials *	2 cr.
10508120	Dental Office Management *	2 cr.
10508304	Dental and General Anatomy *	2 cr.
31508302	Dental Chairside *	5 cr.
31508306	Dental Assistant Clinical *	3 cr.
31508307	Dental Assistant Professionalism *	1 cr.
31508308	Dental Chairside Advanced *	5 cr.
31508309	Dental Laboratory Procedures *	4 cr.
31508310	Dental Radiography - Advanced *	1 cr.
31508311	Dental Assistant Clinical - Adv *	<u>2 cr.</u>
Occupational Specific Total		30 cr.

<b>Occupational Supportive/General Studies Courses **</b>		
10801196	Oral/Interpersonal Communication	<u>3 cr.</u>
Occupational Supportive/General Studies Total		3 cr.

TOTAL PROGRAM REQUIREMENTS **33 cr.**

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

You must earn a grade point of 2.0 or better in all required courses.

Course repeat policies exist that allow for only a certain number of retakes within this program; please refer to the policies for details.

NOTE: all hours are based on a 16-week calculation with the exception of Dental Assistant Clinical-Advanced (31508111) which needs to be at an 18-week hour calculation due to total hour requirements for the program.

All students must earn a minimum of 300 clinical experience hours. These hours are completed during 31508306 Dental Assistant Clinical and 31508311 Dental Assistant Clinical-Advanced.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10508101

### Dental Health Safety - Credits: 1

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 a prerequisite; students will be required to show proof of certification before beginning the course. This course is a WTCs aligned course required in both the Dental Hygienist and Dental Assistant programs. PREREQUISITES: Current certification in CPR for Healthcare Providers and acceptance into the Dental Assistant program.

## 10508103

### Dental Radiography - Credits: 2

Prepares dental auxiliary students to operate x-ray units and expose bitewing, periapical, 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. Students gain further experience in exposing radiographs on patients in the clinical portion of their program. This course also provides the background in radiographic theory required for students to make informed decisions and adjustments. COREQUISITES: 10508101 Dental Health Safety, 10508113 Dental Materials, 10508304 Dental and General Anatomy, 31508302 Dental Chairside, and 31508306 Dental Assistant Clinical.

## 10508113

### Dental Materials - Credits: 2

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. This course is aligned to serve students in the Dental Hygienist and Dental Assistant programs. COREQUISITES: 10508101 Dental Health Safety, 10508103 Dental Radiography, 10508304 Dental and General Anatomy, 31508302 Dental Chairside, and 31508306 Dental Assistant Clinical.

## 10508120

### Dental Office Management - Credits: 2

Prepares dental auxiliary students to manage telephones, appointments, recall systems, and inventory. Students also develop the skills needed to process accounts receivable and payable, collections, and third party reimbursements. Students use dental software programs. PREREQUISITE: Successful completion of all first term courses and COREQUISITES: 31508308 Dental Chairside Advanced, 31508309 Dental Laboratory Procedures, 31508310 Dental Radiography – Advanced, and 31508311 Dental Assistant Clinical – Adv.

## 10508304

### Dental and General Anatomy - Credits: 2

Prepares dental assistant students to apply fundamentals of general and dental anatomy to informed decision-making and to professional communication with colleagues and patients. PREREQUISITE: Acceptance into the Dental Assistant program and COREQUISITES: 10508101 Dental Health Safety, 10508103 Dental Radiography, 10508113 Dental Materials, 31508302 Dental Chairside, and 31508306 Dental Assistant Clinical.

## 31508302

### Dental Chairside - Credits: 5

Prepares dental assistant students 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. COREQUISITES: 10508101 Dental Health Safety, 10508103 Dental Radiography, 10508113 Dental Materials, 10508304 Dental and General Anatomy, and 31508306 Dental Assistant Clinical.

## 31508306

### Dental Assistant Clinical - Credits: 3

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. COREQUISITES: 10508101 Dental Health Safety, 10508304 Dental and General Anatomy, 31508302 Dental Chairside, 10508113 Dental Materials, 10508103 Dental Radiography, and 31508307 Dental Assistant Professional.

## 31508307

### Dental Assistant Professionalism - Credits: 1

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 on-going professional development plan. PREREQUISITE: Acceptance into the Dental Assistant program.

## 31508308

### Dental Chairside Advanced - Credits: 5

Prepares dental assistant students to adapt chairside skills to assisting with dental specialties as they are performed in general practice. Focuses on pediatric dentistry, orthodontics, oral and maxillofacial surgery, endodontics, periodontics, and prosthodontics. Students will also develop the ability to assist with sealants, perform coronal polishing, and apply topical fluoride and topical anesthetics. PREREQUISITE: Successful completion of all first term courses and COREQUISITES: 10508120 Dental Office Management, 31508309 Dental Laboratory Procedures, 31508310 Dental Radiography – Advanced, and 31508311 Dental Assistant Clinical – Adv.

## 31508309

### Dental Laboratory Procedures - Credits: 4

Prepares Dental Assistant students to produce alginate impressions and fabricate diagnostic models, oral appliances, temporary restorations, and custom trays. Students also polish oral appliances. PREREQUISITE: Successful completion of all first term courses and COREQUISITES: 10508120 Dental Office Management, 31508308 Dental Chairside Advanced, 31508310 Dental Radiography – Advanced, and 31508311 Dental Assistant Clinical – Adv.

## 31508310

### Dental Radiography - Advanced - Credits: 1

Builds on principles and skills developed in Dental Radiography. Dental Assisting students expose full mouth series, extra-oral and specialized radiographs on adult and child patients. Emphasis is placed on protection against x-ray hazards. Students will also process, mount, and evaluate radiographs for diagnostic value. In addition, they will use radiographs to explain dental health and treatment plans to patients. PREREQUISITE: Successful completion of all first term courses and COREQUISITES: 10508120 Dental Office Management, 31508308 Dental Chairside Advanced, 31508309 Dental Laboratory Procedures, and 31508311 Dental Assistant Clinical – Adv.

## 31508311

### Dental Assistant Clinical - Adv - Credits: 2

Dental Assisting students apply skills developed in Dental Chairside - Advanced, Dental Lab Procedures, Dental Radiography - Advanced, and Dental Office Procedures in a clinical setting with patients. Emphasizes integration of core abilities and basic and advanced occupational skills. PREREQUISITE: Successful completion of all first term courses and COREQUISITES: 10508120 Dental Office Management, 31508308 Dental Chairside Advanced, 31508309 Dental Laboratory Procedures, and 31508310 Dental Radiography - Advanced.



# Diesel Equipment Technician

32-412-4 Technical Diploma (two-year)

Financial Aid Eligible

Campus: New Richmond



## Program Overview

This program prepares students to service and repair diesel trucks, and diesel-powered agricultural and industrial equipment. This hands-on program covers diesel engines, power trains, electrical/electronic systems, chassis systems, brakes, and hydraulics of these types of equipment. Students learn the latest technology used in the industry. Using an interdisciplinary approach, the curriculum draws from welding and general studies providing a solid background for entry into the field through applied, general, and specific industry skills training.

### Special Features

Diesel Equipment Technician and Agricultural Power and Equipment Technician have a common first year.

Students will spend the second year of the program getting hands-on training at Hammond Truck & Trailer Repair, a division of Russ Davis Wholesale.



### Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and Sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

### Program Outcomes

Diesel Equipment Technician graduates will be able to:

- Diagnose major systems in diesel industry
- Repair major systems in diesel industry
- Service major systems in diesel industry
- Practice personal and professional work habits
- Document complaint, cause and correction

### Career Outlook

Typical positions available after graduation include:

- Diesel Equipment Technician
- Fleet Maintenance Technician
- Equipment Mechanic
- Equipment Technician

### Related Programs

- Truck Driving
- Agricultural Power and Equipment Technician

### Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
32070326	Basic Engines	5 cr.
32070337	12-Volt Electrical Theory*## or	1 cr.
32404376	DC Automotive Electrical#	2 cr.
32070338	Diesel Engine Theory*	1 cr.
32070339	Mobile Hydraulics Theory*	1 cr.
32070360	12-Volt Electrical*## or	4 cr.
32404377	Electrical Systems*#	3 cr.
32070361	Advanced Engines*	5 cr.
32070365	Mobile Hydraulics*	5 cr.
32070367	Advanced 12-Volt Electrical*	5 cr.
32070369	Mobile HVAC for Heavy Equipment	1 cr.
32412300	Diesel Heavy Truck & Forklift Familiarization	1 cr.
32412301	Diesel Safety and Industry Practices	2 cr.
32412302	Diesel Truck Brake Systems	3 cr.
32412303	Diesel Truck Chassis Systems	3 cr.
32412304	Diesel Truck Powertrains	3 cr.
32412305	Diesel Preventive Maintenance	1 cr.
32412306	Alternative Fuels	1 cr.
32412307	Diesel Inspection	2 cr.
32412308	Diesel Live Repair	3 cr.
32442307	Welding for Mechanics	2 cr.
Occupational Specific Total		49 cr.
<b>Occupational Supportive/General Studies Courses**</b>		
32801361	Applied Communications	2 cr.
32804303	Applied Math	2 cr.
32809380	Applied Interpersonal Skills	2 cr.
32890305	Applied Information Resources	2 cr.
Occupational Supportive/General Studies Total		8 cr.
PROGRAM REQUIREMENTS		<b>57 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Courses available at the Superior Campus

## Courses available at the New Richmond Campus

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

**32070326**

**Basic Engines - Credits: 5**

This course will provide the learner with an in depth look at how internal combustion engines operate. The learner will be able to identify, measure, and inspect parts of the internal combustion engine, with diesel engines used in agriculture machinery the main area of focus.

**32070337**

**12 - Volt Electrical Theory - Credits: 1**

This course is designed for the learner to understand basic 12-volt electrical circuits, wiring diagrams, starting, charging, and lighting systems. Classroom trainers will be used to apply electrical theory. Using hands-on activities, this course will help the learner to better understand basic 12-volt electrical systems. PREREQUISITE: 32412301 Diesel Safety and Industry Practices.

**32404376**

**DC Automotive Electrical - Credits: 2**

This course will introduce students to Ohm's law, electrical fundamentals, magnetism, and series and parallel circuits. Further studies will include automobile wiring diagrams, electrical test equipment, and basic troubleshooting.

**32070338**

**Diesel Engine Theory - Credits: 1**

This course will provide the learner with a basic understanding of the diesel engine. The design and operating principles of the engine, cooling, fuel, intake, exhaust systems, and lubrication systems will be examined. COREQUISITE: 32070326 Basic Engines.

**32070339**

**Mobile Hydraulics Theory - Credits: 1**

This course will provide a practical understanding of mobile hydraulic components. Their design, application, operation and maintenance will be studied. A hydraulic training bench will be used in the classroom. PREREQUISITE: 32070367 Advanced 12 - Volt Electrical.

**32070360**

**12 - Volt Electrical - Credits: 4**

This course is designed to study the construction, operation, adjustments, and repairs of electrical components used in tractors and farm implements. Classroom and lab activities will include reading and interpreting wiring diagrams, troubleshooting electrical circuits, and performing repairs on alternators, generators, starters, and regulators. Monitors are also included in this course. PREREQUISITE: 32412301 Diesel Safety and Industry Practices and COREQUISITE: 32070337 12-Volt Electrical Theory

**32404377**

**Electrical Systems - Credits: 3**

This course introduces battery, starting, and charging systems; theory of operation; diagnostic techniques; and servicing procedures. This course also includes exterior lighting systems; diagnostics and repair procedures. Wiring diagrams will be used and emphasized throughout the course. COREQUISITE: 32404376 DC Automotive Electrical.

**32070361**

**Advanced Engines - Credits: 5**

This course provides the student with both a theoretical and practical background in the basic operation and rebuilding principles of diesel engines. The course includes practical experience in rebuilding, testing, troubleshooting, and tuning diesel engines. Additionally, the student will gain experience in the proper use of tools and equipment. If prerequisite courses have not been completed, the student must have consent of the instructor to enroll. COREQUISITES: 32070326 Basic Engines and 32070338 Diesel Engine Theory.

**32070365**

**Mobile Hydraulics - Credits: 5**

This course will provide a broad, general, and practical coverage of fluid power components and their design, application, operation, and maintenance. You will learn hydraulics operation by studying manufacturers' service manuals as well as a prepared text. Lab projects will allow hands-on training. PREREQUISITE: 32070367 Advanced 12 - Volt Electrical and COREQUISITE: 32070339 Mobile Hydraulics Theory.

**32070367**

**Advanced 12 - Volt Electrical - Credits: 5**

This is an advanced electrical course to meet the demands of today's newer equipment. Learners will receive training on electronic service tools, pulse width modulation solenoids, can bus controllers, and terminator networks. Additional topics will include yield monitors and auto guidance systems. COREQUISITES: 32070337 12 - Volt Electrical Theory and 32070360 12 - Volt Electrical or COREQUISITES: 32404376 DC Automotive Electrical and 32404377 Electrical Systems.

**32070369**

**Mobile HVAC for Heavy Equipment - Credits: 1**

Mobile HVAC for heavy equipment will teach the learner the basics of air conditioning systems. Air conditioning fundamentals will be learned along with proper servicing procedures and air conditioning equipment used. In depth study of air conditioning systems from older agricultural equipment will be looked at, along with study of new auto temperature control systems. EPA environmental laws pertaining to mobile air conditioning will be examined.

**32412300**

**Diesel Heavy Truck & Forklift Familiarization - Credits: 1**

This course will familiarize the student with heavy truck operation, coupling, and uncoupling trailers, and forklift operations.

**32412301**

**Diesel Safety and Industry Practices - Credits: 2**

This course will introduce students to the safety and legal requirements and common shop practices of the diesel and heavy equipment industry. Personal safety as well as overall shop/job site safety will be emphasized while students learn to operate shop equipment and learn basic repair techniques common to all aspects of the diesel industry. Skills learned in this course will be directly applied throughout the diesel equipment technician program.

**32412302**

**Diesel Truck Brake Systems - Credits: 3**

This course is a practical study in performing diagnosis and repair of heavy truck braking systems.

**32412303**

**Diesel Truck Chassis Systems - Credits: 3**

This course is a practical study in performing diagnosis and repair of heavy truck chassis systems and components.

**32412304**

**Diesel Truck Powertrains - Credits: 3**

This course is a practical study in performing diagnosis and repair of heavy truck transmissions, differentials, and drivelines.

**32412305**

**Diesel Preventive Maintenance - Credits: 1**

This course is a practical study in performing heavy truck preventive maintenance inspections as well as Department of Transportation annual vehicle inspections..

**32412306**

**Alternative Fuels - Credits: 1**

A practical study of the theories and procedures for the operation and preventive maintenance of non-traditional fuels and systems

**32412307**

**Diesel Inspection - Credits: 2**

This course is a practical study of performing preventive maintenance inspections on diesel trucks and equipment. Student will learn what defects to inspect for and how to follow a preventive maintenance schedule to prevent costly repairs and unsafe conditions.

**32412308**

**Diesel Live Repair - Credits: 3**

This course is designed to familiarize the student with the procedures involved in the repair of on and off highway equipment. Hands-on experienced will be gained through the repair of medium and heavy duty diesel trucks. The type of equipment varies and must meet the needs of the students and programs

**32442307**

**Welding for Mechanics - Credits: 2**

Instruction in safe setup and operation of plasma cutting (PAC), oxy-fuel cutting (OFC), SMAW (Stick), GMAW (Mig), FCAW, and/or GTAW (Tig) welding in applications related to general industry practices. Selection of appropriate welding processes with a specific emphasis on typical repair situations including metal identification will be stressed

# Early Childhood Education

10-307-1 Associate Degree (two-year)

Financial Aid Eligible

Campuses: New Richmond, Rice Lake, Superior

## Program Overview

The Early Childhood Education program will prepare you to work as a teacher or caregiver in an early childhood setting. You will have the opportunity to combine hands-on learning and student teaching experiences in community-based early childhood settings with related academic work at the college. As a student, you'll take a variety of courses related to early childhood development, curriculum, behavior guidance and working with families that will prepare you for success in this high-demand field. Graduates of this program will be recognized as Wisconsin Registry Career Level 12.



## Special Features

Earn an Early Childhood Education degree in two years or less through online, daytime or evening classes.

General Studies courses are offered in a variety of delivery methods including in-person, online, or Web Conferencing.

Agreements between the Wisconsin Technical College System (WITCS) and the following baccalaureate degree-granting institutions allow graduates to transfer credits to:

- UW-La Crosse
- UW-Oshkosh
- UW-Milwaukee
- UW-Parkside
- UW-River Falls
- UW-Stevens Point
- UW-Stout
- UW-Superior
- UW-Whitewater
- Cardinal Stritch University
- Franklin University
- Lakeland University
- Northland College

Contact the receiving institution for specific details.

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and sign Background Check Disclosure
- Complete admissions meeting with a WITC counselor



<http://wisconsinearlychildhood.org/programs/teach/>



WITC offers a wide array of credit-based early childhood education courses, credentials, and degree options that align with the Youngstar requirements. For more information, go to [www.witc.edu/ece](http://www.witc.edu/ece).

## Program-Specific Requirements

- Submit required Background Check information and fee
  - Have an acceptable Wisconsin Caregiver Background Check and/or Minnesota Caregiver Background Check, as applicable
    - Information from the Caregiver Background Check may affect ability to secure fieldwork placement and the ability to find employment after graduation
  - Complete Staff Health Report - Child Care Provider form (physical form)
- There are four practicum experiences required in the Early Childhood Education program. ECE: Introductory Practicum requires a minimum of 64 hours of off-campus field experience, and ECE: Preschool Practicum, ECE: Intermediate Practicum, and ECE: Advanced Practicum require a minimum of 128 hours of off-campus field experience. In-class contact time is also required as part of the practicum experience.

## Program Outcomes

Early Childhood Education graduates will 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

## Career Outlook

Typical positions available after graduation include:

- Child Care Teacher
- Preschool Teacher
- Family Child Care Provider
- Infant or Toddler Caregiver
- Early Childhood Special Needs Assistant
- Public School Teacher Aide/Assistant
- Program Director/Administrator
- Head Start Assistant
- Au Pair/ Nanny

## Career Pathways

The Early Childhood Education program includes the following pathway options (page 202):

- E-Connect - Child Care Services
- Preschool Education Professional (The Registry Preschool Credential)

## Related Programs

- Professional Credential for Infants/Toddlers (Wisconsin)
- Human Services Associate
- Occupational Therapy Assistant

## Curriculum

Number	Course Title	Credits (cr.)
<b>Technical Studies Courses</b>		
10307108	ECE: Early Language and Literacy	3 cr.
10307110	ECE: Social Studies, Art, & Music	3 cr.
10307112	ECE: STEM	3 cr.
10307148	ECE: Foundations of Early Childhood Education	3 cr.
10307151	ECE: Infant & Toddler Development	3 cr.
10307167	ECE: Health, Safety, & Nutrition	3 cr.
10307174	ECE: Introductory Practicum *+ #	3 cr.
10307175	ECE: Preschool Practicum *+ #	3 cr.
10307177	ECE: Intermediate Practicum *+ #	3 cr.
10307179	ECE: Child Development	3 cr.
10307187	ECE: Children with Differing Abilities	3 cr.
10307188	ECE: Guiding Children's Behavior	3 cr.
10307195	ECE: Family & Community Relationships	3 cr.
10307199	ECE: Advanced Practicum *+ #	3 cr.
Technical Studies Total		42 cr.

## General Studies Courses \*\*

10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication <b>or</b>	
10801198	Speech	3 cr.
10809172	Introduction to Diversity Studies	3 cr.
10809198	Introduction to Psychology <b>or</b>	
10809188	Developmental Psychology	3 cr.
10804123	Math with Business Applications <b>or</b>	
10804134	Mathematical Reasoning <b>or</b>	
10804189	Introductory Statistics * <b>or</b>	
10806112	Principles of Sustainability <b>or</b>	
10806198	Human Biology	3 cr.
General Studies Total		15 cr.

ELECTIVES 3 cr.

TOTAL PROGRAM REQUIREMENTS 60 cr.

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Credit for Prior Learning not applicable for this course

+ You must earn a 2.0 or better in this course

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10307108

### **ECE: Early Language and Literacy - Credits: 3**

This course explores strategies to encourage the development of early language and literacy knowledge and skill building in children birth to 8 years of age. Learners will investigate the components of literacy including; literacy and a source of enjoyment, vocabulary and oral language, phonological awareness, knowledge of print, letters and words, comprehension and an understanding of books and other texts. Theories and philosophies regarding children's language and literacy development will be addressed. Dual language learning will be examined within the context of developmentally appropriate practices. Assessment tools for early language and literacy acquisition will be reviewed.

## 10307110

### **ECE: Social Studies, Art, & Music - Credits: 3**

This 3-credit course will focus on beginning level curriculum development in the specific integrated content areas of social studies, art, music, and movement (SSAMM).

## 10307112

### **ECE: STEM - Credits: 3**

This 3-credit course will focus on beginning level curriculum development in the specific integrated content areas of science, technology, engineering and mathematics.

## 10307148

### **ECE: Foundations of Early Childhood Education - Credits: 3**

This 3-credit course introduces you to the early childhood profession. Course competencies include: explore the concepts of diversity, cultural responsiveness, and anti-bias as it relates to early childhood education, investigate the history of early childhood education, examine regulatory requirements for early childhood education programs in WI, 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 and examine the critical role of play as it relates to developmentally appropriate practice.

## 10307151

### **ECE: Infant & Toddler Development - Credits: 3**

In this 3-credit course you will study infant and toddler development as it applies to an early childhood education setting. Course competencies include: integrate strategies that support diversity and anti-bias perspectives; analyze development of infants and toddlers (conception to thirty-six months); correlate prenatal and postnatal conditions with development; summarize child development theories; analyze the role of heredity and the environment; examine culturally and developmentally appropriate environments for infants and toddlers, examine the role of brain development in early learning (conception through thirty-six months); examine caregiving routines as curriculum; and examine developmental and environmental assessment strategies for infants and toddlers.

## 10307167

### **ECE: Health, Safety, & Nutrition - Credits: 3**

This 3-credit course examines the topics of health, safety, and nutrition within the context of the early childhood educational setting. Course competencies include: integrate strategies that support diversity, cultural responsiveness, and anti-bias perspectives, examine governmental regulations and professional standards as they apply to health, safety, and nutrition; plan a safe early childhood environment, plan nutritionally sound menus, examine child abuse and neglect issues and mandates; describe Sudden Infant Death Syndrome (SIDS) risk reduction strategies, describe strategies to prevent the occurrence of Shaken Baby Syndrome (SBS), incorporate health, safety, and nutrition concepts into the children's curriculum.

## 10307174

### **ECE: Introductory Practicum - Credits: 3**

In this 3-credit practicum course you will learn about and apply the course competencies in an actual early childhood setting. You will explore the standards for quality early childhood education, demonstrate professional behaviors, and meet the requirements for training in the Wisconsin Model Early Learning Standards. PREREQUISITE: Admission to Early Childhood Education/ E-CHILD, or E-Connect-Child Care Services or Dean approval.

## 10307175

### **ECE: Preschool Practicum - Credits: 3**

This course will apply as the capstone course in The Registry Preschool Credential. You will be placed or working in an early childhood setting with 3-5 year old children and create a portfolio that prepares you for The Registry commission. In this course you will be implementing regulations and standards for quality early childhood education, applying knowledge of child development and positive guidance, utilizing observation and assessment techniques, and assessing developmentally appropriate environments for preschoolers. PREREQUISITE: 10307174 ECE: Introductory Practicum. Prerequisite override required for students in the Preschool Education Professional (The Registry Preschool Credential).

## 10307177

### **ECE: Intermediate Practicum - Credits: 3**

This 3 credit course will be implementing regulations and standards for quality early childhood education, applying knowledge of child development and positive guidance, utilizing observation and assessment techniques, and assessing developmentally appropriate environments for children. PREREQUISITE: 10307174 ECE: Introductory Practicum.

## 10307179

### **ECE: Child Development - Credits: 3**

The 3-credit course examines child development within the context of the early childhood education setting. Course competencies include: integrate strategies that support diversity, cultural responsiveness, and anti-bias perspectives; analyze social, cultural, and economic influences on child development; summarize child development theories; analyze development of children ages three through five; analyze development of children ages five through eight; relate child development research findings to teaching practice; analyze the role of heredity and the environment; examine the role of brain development in early learning (ages 3-8); examine developmental and environmental assessment strategies for children ages 3-8.

## 10307187

### **ECE: Children with Differing Abilities - Credits: 3**

This 3-credit course focuses on the child with differing abilities in an early childhood education setting. Course competencies include: integrate strategies that support diversity, cultural responsiveness, and anti-bias perspectives; promote inclusive programs for young children; apply legal and ethical requirements including, but not limited to, ADA and IDEA; examine the consultation process to embed intervention in natural based settings; differentiate between typical and exceptional development; analyze the differing abilities of children with physical, cognitive, health/medical, communication, and/or behavioral/emotional disorders; identify community and professional resources; interpret an individual educational plan (IEP/IFSP) for children with developmental differences; adapt curriculum to meet the needs of children with developmental differences; examine strategies for cultivating partnerships with families who have children with developmental differences.

## 10307188

### **ECE: Guiding Children's Behavior - Credits: 3**

This 3-credit course examines positive strategies to guide children's behavior in the early childhood education setting. Course competencies include: integrate strategies that support diversity, cultural responsiveness, and anti-bias perspectives; analyze techniques for and effects of strong relationship-building with children and families; identify positive and proactive guidance principles and techniques to support children; analyze environmental influences on child behavior; identify strategies that support children's active engagement in the learning environment; identify strategies that proactively teach emotional literacy and regulation techniques; identify strategies that proactively teach friendship skills; identify strategies that proactively teach children calming, relaxation, and problem-solving techniques; utilize observation and assessment techniques to assess and interpret behavior; create a behavior support plan based on a functional behavior assessment; create a guidance philosophy. This course meets the requirements of the "24 hour Wisconsin" Pyramid Model training.

## 10307195

### **ECE: Family & Community Relationships - Credits: 3**

In this 3-credit course you will examine the role of relationships with family and community in early childhood education. Course competencies include: implement strategies that support diversity, cultural responsiveness, and anti-bias perspectives when working with families and community; analyze contemporary family patterns and trends; identify strategies to strengthen and support families; explore effective communication strategies; discover strategies for developing respectful and reciprocal relationships with families; analyze strategies to promote family engagement in early childhood education programs; explore a variety of formats for meeting with families in their contexts; advocate for children and families; and explore community resources that provide a range of services for children and families.

## 10307199

### **ECE: Advanced Practicum - Credits: 3**

In this final 3-credit practicum course you will demonstrate competence in supporting child development through observation, assessment and implementation of teaching strategies as you work in and learn about and apply the course competencies in an actual early childhood setting. You will demonstrate a high level of skill in fostering relationships with children, families and early childhood professionals, and use skill learned in a lead teacher role to develop a career plan to transition from student to early childhood education professional. PREREQUISITE: 10307174 ECE: Introductory Practicum, 10307175 ECE: Preschool Practicum and 1030777 ECE: Intermediate Practicum.

**Campus: Online**

**Program Overview**

E-CHILD is an innovative Early Childhood Education associate degree program that blends online learning with community-based student teaching and prepares you to work as a teacher or caregiver in an early childhood setting. As a student, you'll take a variety of courses related to early childhood development, curriculum, behavior guidance and working with families to prepare you for success in this high-demand field. You will engage in a variety of online teaching and learning experiences, including virtual live face-to-face classroom sessions one evening per week, with optional open teaching labs and technical support available. Graduates of this program will be recognized as Wisconsin Registry Career Level 12.

E-CHILD is designed to build meaningful relationships, maximize educational technology and promote timely program completion.



**Special Features**

- Earn an Early Childhood Associate degree online.
- Engage in a variety of online teaching and learning experiences
- Interact face to face in a virtual classroom setting with instructor and peers, one evening per week
- Optional open teaching labs
- Technical Support available
- Community-based student teaching

Agreements between the Wisconsin Technical College System (WTCS) and the following baccalaureate degree-granting institutions allow graduates to transfer credits to:

- UW-La Crosse
- UW-Oshkosh
- UW-Milwaukee
- UW-Parkside
- UW-River Falls
- UW-Stevens Point
- UW-Stout
- UW-Superior
- UW-Whitewater
- Cardinal Stritch University
- Franklin University
- Lakeland University
- Northland College

Contact the receiving institution for specific details.

**Admission Requirements**

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and sign Background Check Disclosure
- Complete admissions meeting with a WITC counselor



<http://wisconsinearlychildhood.org/programs/teach/>



WITC offers a wide array of credit-based early childhood education courses, credentials, and degree options that align with the Youngstar requirements. For more information, go to [www.witc.edu/ece](http://www.witc.edu/ece).

**Program-Specific Requirements**

- Submit Background Check information and fee)
- Have an acceptable Wisconsin Caregiver Background Check and/or Minnesota Caregiver Background Check, as applicable
  - Information from the Caregiver Background Check may affect ability to secure fieldwork placement and the ability to find employment after graduation
- Complete Staff Health Report - Child Care Provider form (physical form)

There are four practicum experiences required in the E-CHILD program. ECE: Introductory Practicum requires a minimum of 64 hours of off-campus field experience, and ECE: Preschool Practicum, ECE: Intermediate Practicum, and ECE: Advanced Practicum require a minimum of 128 hours of off-campus field experience. Class contact time is also required as part of the practicum experience.

**Program Outcomes**

E-CHILD graduates will 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

**Career Outlook**

Typical positions available after graduation include:

- Child Care Teacher
- Preschool Teacher
- Family Child Care Provider
- Infant or Toddler Caregiver
- Early Childhood Special Needs Assistant
- Public School Teacher Aide/Assistant
- Program Director/Administrator
- Head Start Assistant
- Au Pair/ Nanny

**Career Pathways**

The E-CHILD program includes the following pathway options (page 202):

- E-Connect - Child Care Services
- Preschool Education Professional (The Registry Preschool Credential)

**Related Programs**

- Professional Credential for Infants/Toddlers (Wisconsin)
- Human Services Associate
- Occupational Therapy Assistant

**Curriculum**

Number	Course Title	Credits (cr.)
<b>Technical Studies Courses</b>		
10307108	ECE: Early Language and Literacy	3 cr.
10307110	ECE: Social Studies, Art, & Music	3 cr.
10307112	ECE: STEM	3 cr.
10307148	ECE: Foundations of Early Childhood Education	3 cr.
10307151	ECE: Infant & Toddler Development	3 cr.
10307167	ECE: Health, Safety, & Nutrition	3 cr.
10307174	ECE: Introductory Practicum *+-	3 cr.
10307175	ECE: Preschool Practicum *#+-	3 cr.
10307177	ECE: Intermediate Practicum *#+-	3 cr.
10307179	ECE: Child Development	3 cr.
10307187	ECE: Children with Differing Abilities	3 cr.
10307188	ECE: Guiding Children's Behavior	3 cr.
10307195	ECE: Family & Community Relationships	3 cr.
10307199	ECE: Advanced Practicum *+#+	3 cr.
Technical Studies Total		42 cr.
<b>General Studies Courses **</b>		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication <b>or</b>	
10801198	Speech	3 cr.
10809172	Introduction to Diversity Studies	3 cr.
10809198	Introduction to Psychology <b>or</b>	
10809188	Developmental Psychology	3 cr.
10804123	Math with Business Applications <b>or</b>	
10804134	Mathematical Reasoning <b>or</b>	
10804189	Introductory Statistics* <b>or</b>	
10806112	Principles of Sustainability <b>or</b>	
10806198	Human Biology	3 cr.
General Studies Total		15 cr.
ELECTIVES		3 cr.
<b>TOTAL PROGRAM REQUIREMENTS</b>		<b>60 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.  
#Credit for Prior Learning not applicable for this course.  
+You must earn a 2.0 or better in this course

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

**10307108**

**ECE: Early Language and Literacy - Credits: 3**

This course explores strategies to encourage the development of early language and literacy knowledge and skill building in children birth to 8 years of age. Learners will investigate the components of literacy including; literacy and a source of enjoyment, vocabulary and oral language, phonological awareness, knowledge of print, letters and words, comprehension and an understanding of books and other texts. Theories and philosophies regarding children's language and literacy development will be addressed. Dual language learning will be examined within the context of developmentally appropriate practices. Assessment tools for early language and literacy acquisition will be reviewed.

**10307110**

**ECE: Social Studies, Art, & Music - Credits: 3**

This 3-credit course will focus on beginning level curriculum development in the specific integrated content areas of social studies, art, music, and movement (SSAMM).

**10307112**

**ECE: STEM - Credits: 3**

This 3-credit course will focus on beginning level curriculum development in the specific integrated content areas of science, technology, engineering and mathematics.

**10307148**

**ECE: Foundations of Early Childhood Education - Credits: 3**

This 3-credit course introduces you to the early childhood profession. Course competencies include: explore the concepts of diversity, cultural responsiveness, and anti-bias as it relates to early childhood education, investigate the history of early childhood education, examine regulatory requirements for early childhood education programs in WI, 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 and examine the critical role of play as it relates to developmentally appropriate practice.

**10307151**

**ECE: Infant & Toddler Development - Credits: 3**

In this 3-credit course you will study infant and toddler development as it applies to an early childhood education setting. Course competencies include: integrate strategies that support diversity and anti-bias perspectives; analyze development of infants and toddlers (conception to thirty-six months); correlate prenatal and postnatal conditions with development; summarize child development theories; analyze the role of heredity and the environment; examine culturally and developmentally appropriate environments for infants and toddlers, examine the role of brain development in early learning (conception through thirty-six months); examine caregiving routines as curriculum; and examine developmental and environmental assessment strategies for infants and toddlers.

**10307167**

**ECE: Health, Safety, & Nutrition - Credits: 3**

This 3-credit course examines the topics of health, safety, and nutrition within the context of the early childhood educational setting. Course competencies include: integrate strategies that support diversity, cultural responsiveness, and anti-bias perspectives, examine governmental regulations and professional standards as they apply to health, safety, and nutrition; plan a safe early childhood environment, plan nutritionally sound menus, examine child abuse and neglect issues and mandates; describe Sudden Infant Death Syndrome (SIDS) risk reduction strategies, describe strategies to prevent the occurrence of Shaken Baby Syndrome (SBS), incorporate health, safety, and nutrition concepts into the children's curriculum.

**10307174**

**ECE: Introductory Practicum - Credits: 3**

In this 3-credit practicum course you will learn about and apply the course competencies in an actual early childhood setting. You will explore the standards for quality early childhood education, demonstrate professional behaviors, and meet the requirements for training in the Wisconsin Model Early Learning Standards. PREREQUISITE: Admission to Early Childhood Education/ E-CHILD, or E-Connect-Child Care Services or Dean approval.

**10307175**

**ECE: Preschool Practicum - Credits: 3**

This course will apply as the capstone course in The Registry Preschool Credential. You will be placed or working in an early childhood setting with 3-5 year old children and create a portfolio that prepares you for The Registry commission. In this course you will be implementing regulations and standards for quality early childhood education, applying knowledge of child development and positive guidance, utilizing observation and assessment techniques, and assessing developmentally appropriate environments for preschoolers. PREREQUISITE: 10307174 ECE: Introductory Practicum. Prerequisite override required for students in the Preschool Education Professional (The Registry Preschool Credential).

**10307177**

**ECE: Intermediate Practicum - Credits: 3**

This 3 credit course will be implementing regulations and standards for quality early childhood education, applying knowledge of child development and positive guidance, utilizing observation and assessment techniques, and assessing developmentally appropriate environments for children. PREREQUISITE: 10307174 ECE: Introductory Practicum.

**10307179**

**ECE: Child Development - Credits: 3**

The 3-credit course examines child development within the context of the early childhood education setting. Course competencies include: integrate strategies that support diversity, cultural responsiveness, and anti-bias perspectives; analyze social, cultural, and economic influences on child development; summarize child development theories; analyze development of children ages three through five; analyze development of children ages five through eight; relate child development research findings to teaching practice; analyze the role of heredity and the environment; examine the role of brain development in early learning (ages 3-8); examine developmental and environmental assessment strategies for children ages 3-8.

**10307187**

**ECE: Children with Differing Abilities - Credits: 3**

This 3-credit course focuses on the child with differing abilities in an early childhood education setting. Course competencies include: integrate strategies that support diversity, cultural responsiveness, and anti-bias perspectives; promote inclusive programs for young children; apply legal and ethical requirements including, but not limited to, ADA and IDEA; examine the consultation process to embed intervention in natural based settings; differentiate between typical and exceptional development; analyze the differing abilities of children with physical, cognitive, health/medical, communication, and/or behavioral/emotional disorders; identify community and professional resources; interpret an individual educational plan (IEP/IFSP) for children with developmental differences; adapt curriculum to meet the needs of children with developmental differences; examine strategies for cultivating partnerships with families who have children with developmental differences.

**10307188**

**ECE: Guiding Children's Behavior - Credits: 3**

This 3-credit course examines positive strategies to guide children's behavior in the early childhood education setting. Course competencies include: integrate strategies that support diversity, cultural responsiveness, and anti-bias perspectives; analyze techniques for and effects of strong relationship-building with children and families; identify positive and proactive guidance principles and techniques to support children; analyze environmental influences on child behavior; identify strategies that support children's active engagement in the learning environment; identify strategies that proactively teach emotional literacy and regulation techniques; identify strategies that proactively teach friendship skills; identify strategies that proactively teach children calming, relaxation, and problem-solving techniques; utilize observation and assessment techniques to assess and interpret behavior; create a behavior support plan based on a functional behavior assessment; create a guidance philosophy. This course meets the requirements of the "24 hour Wisconsin" Pyramid Model training.

**10307195**

**ECE: Family & Community Relationships - Credits: 3**

In this 3-credit course you will examine the role of relationships with family and community in early childhood education. Course competencies include: implement strategies that support diversity, cultural responsiveness, and anti-bias perspectives when working with families and community; analyze contemporary family patterns and trends; identify strategies to strengthen and support families; explore effective communication strategies; discover strategies for developing respectful and reciprocal relationships with families; analyze strategies to promote family engagement in early childhood education programs; explore a variety of formats for meeting with families in their contexts; advocate for children and families; and explore community resources that provide a range of services for children and families.

**10307199**

**ECE: Advanced Practicum - Credits: 3**

In this final 3-credit practicum course you will demonstrate competence in supporting child development through observation, assessment and implementation of teaching strategies as you work in and learn about and apply the course competencies in an actual early childhood setting. You will demonstrate a high level of skill in fostering relationships with children, families and early childhood professionals, and use skill learned in a lead teacher role to develop a career plan to transition from student to early childhood education professional. PREREQUISITE: 10307174 ECE: Introductory Practicum, 10307175 ECE: Preschool Practicum and 1030777 ECE: Intermediate Practicum.

# E-Connect - Child Care Services

31-307-1 Technical Diploma (one-year)

Financial Aid Eligible

**Campus: Online** (In Person and/or Online + Community-Based Student Teaching)

## Program Overview

E-Connect-Child Care Services is an innovative Early Childhood Education one-year technical diploma that incorporates the first year of the Early Childhood Education associate degree with Preschool Education Professional (The Registry Preschool Credential) coursework. Choose from online or face-to-face courses, or mix and match. This coursework, combined with community-based student teaching, prepares you to work as a teacher or caregiver in an early childhood setting. As a student, you'll take a variety of courses related to early childhood development, curriculum, behavior guidance, and working with families to prepare you for success in this high-demand field. Graduate of this technical diploma will be recognized as Wisconsin Registry Career Level 11.



## Special Features

- Earn an E-Connect - Child Care Services technical diploma in one year through online, daytime and evening classes - mix and match.
- Meets "Year One" technical studies coursework required to obtain the Early Childhood Education associate degree with seamless opportunities for degree completion.

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and sign Background Check Disclosure
- Complete admissions meeting with a WITC counselor

## Program-Specific Requirements

- Submit Background Check information and fee
- Have an acceptable Wisconsin Caregiver Background Check and/or Minnesota Caregiver Background Check, as applicable
  - Information from the Caregiver Background Check may affect ability to secure fieldwork placement and the ability to find employment after graduation
- Complete Staff Health Report - Child Care Provider form (physical form)

There are two practicum experiences required in the E-Connect - Child Care Services program. ECE: Introductory Practicum requires a minimum of 64 hours of off-campus field experience and ECE: Preschool Practicum requires a minimum of 128 hours of off-campus field experience. Class contact time is also required as part of the practicum experience.

## Program Outcomes

E-Connect - Child Care Services graduates will be able to:

- Relate knowledge of child development to practice
- Create relationships with children, family, and the community
- Apply observation, documentation, and assessment strategies
- Implement developmentally appropriate teaching and learning activities
- Demonstrate professionalism
- Follow health, safety, and nutrition practices

## Career Outlook

Typical positions available after graduation include:

- Child Care Teacher
- Child Care Assistant Teacher
- Family Child Care Provider
- Infant or Toddler Caregiver
- Au Pair/Nanny
- Early Childhood Special Needs Assistant
- Public School Teacher Aide/Assistant

## Career Pathways

The E-Connect - Child Care Services program includes the following pathway option (page 202):

- Preschool Education Professional (The Registry Preschool Credential)

E-Connect - Child Care Services is also a pathway into the following programs:

- Early Childhood Education
- E-CHILD

## Curriculum

Number	Course Title	Credits (cr.)
<b>Technical Studies Courses</b>		
10307108	ECE: Early Language and Literacy	3 cr.
10307110	ECE: Social Studies, Art, & Music	3 cr.
10307148	ECE: Foundations of Early Childhood Education	3 cr.
10307151	ECE: Infant & Toddler Development	3 cr.
10307167	ECE: Health, Safety, & Nutrition	3 cr.
10307174	ECE: Introductory Practicum*+	3 cr.
10307175	ECE: Preschool Practicum*#+	3 cr.
10307179	ECE: Child Development	3 cr.
10307188	ECE: Guiding Children's Behavior	3 cr.

TOTAL PROGRAM REQUIREMENTS **27 cr.**

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

# Credit for Prior Learning not applicable for this course  
+You must earn a 2.0 or better in this course



WITC offers a wide array of credit-based early childhood education courses, credentials, and degree options that align with the Youngstar requirements. For more information, go to [www.witc.edu/ece](http://www.witc.edu/ece).



<http://wisconsinearlychildhood.org/programs/teach/>

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10307108

### **ECE: Early Language and Literacy - Credits: 3**

This course explores strategies to encourage the development of early language and literacy knowledge and skill building in children birth to 8 years of age. Learners will investigate the components of literacy including; literacy and a source of enjoyment, vocabulary and oral language, phonological awareness, knowledge of print, letters and words, comprehension and an understanding of books and other texts. Theories and philosophies regarding children's language and literacy development will be addressed. Dual language learning will be examined within the context of developmentally appropriate practices. Assessment tools for early language and literacy acquisition will be reviewed.

## 10307110

### **ECE: Social Studies, Art, & Music - Credits: 3**

This 3-credit course will focus on beginning level curriculum development in the specific integrated content areas of social studies, art, music, and movement (SSAMM).

## 10307148

### **ECE: Foundations of Early Childhood Education - Credits: 3**

This 3-credit course introduces you to the early childhood profession. Course competencies include: explore the concepts of diversity, cultural responsiveness, and anti-bias as it relates to early childhood education, investigate the history of early childhood education, examine regulatory requirements for early childhood education programs in WI, 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 and examine the critical role of play as it relates to developmentally appropriate practice.

## 10307151

### **ECE: Infant & Toddler Development - Credits: 3**

In this 3-credit course you will study infant and toddler development as it applies to an early childhood education setting. Course competencies include: integrate strategies that support diversity and anti-bias perspectives; analyze development of infants and toddlers (conception to thirty-six months); correlate prenatal and postnatal conditions with development; summarize child development theories; analyze the role of heredity and the environment; examine culturally and developmentally appropriate environments for infants and toddlers, examine the role of brain development in early learning (conception through thirty-six months); examine caregiving routines as curriculum; and examine developmental and environmental assessment strategies for infants and toddlers.

## 10307167

### **ECE: Health, Safety, & Nutrition - Credits: 3**

This 3-credit course examines the topics of health, safety, and nutrition within the context of the early childhood educational setting. Course competencies include: integrate strategies that support diversity, cultural responsiveness, and anti-bias perspectives, examine governmental regulations and professional standards as they apply to health, safety, and nutrition; plan a safe early childhood environment, plan nutritionally sound menus, examine child abuse and neglect issues and mandates; describe Sudden Infant Death Syndrome (SIDS) risk reduction strategies, describe strategies to prevent the occurrence of Shaken Baby Syndrome (SBS), incorporate health, safety, and nutrition concepts into the children's curriculum.

## 10307174

### **ECE: Introductory Practicum - Credits: 3**

In this 3-credit practicum course you will learn about and apply the course competencies in an actual early childhood setting. You will explore the standards for quality early childhood education, demonstrate professional behaviors, and meet the requirements for training in the Wisconsin Model Early Learning Standards. **PREREQUISITE:** Admission to Early Childhood Education/ E-CHILD, or E-Connect-Child Care Services or Dean approval.

## 10307175

### **ECE: Preschool Practicum - Credits: 3**

This course will apply as the capstone course in The Registry Preschool Credential. You will be placed or working in an early childhood setting with 3-5 year old children and create a portfolio that prepares you for The Registry commission. In this course you will be implementing regulations and standards for quality early childhood education, applying knowledge of child development and positive guidance, utilizing observation and assessment techniques, and assessing developmentally appropriate environments for preschoolers. **PREREQUISITE:** 10307174 ECE: Introductory Practicum. Prerequisite override required for students in the Preschool Education Professional (The Registry Preschool Credential).

## 10307179

### **ECE: Child Development - Credits: 3**

The 3-credit course examines child development within the context of the early childhood education setting. Course competencies include: integrate strategies that support diversity, cultural responsiveness, and anti-bias perspectives; analyze social, cultural, and economic influences on child development; summarize child development theories; analyze development of children ages three through five; analyze development of children ages five through eight; relate child development research findings to teaching practice; analyze the role of heredity and the environment; examine the role of brain development in early learning (ages 3-8); examine developmental and environmental assessment strategies for children ages 3-8.

## 10307188

### **ECE: Guiding Children's Behavior - Credits: 3**

This 3-credit course examines positive strategies to guide children's behavior in the early childhood education setting. Course competencies include: integrate strategies that support diversity, cultural responsiveness, and anti-bias perspectives; analyze techniques for and effects of strong relationship-building with children and families; identify positive and proactive guidance principles and techniques to support children; analyze environmental influences on child behavior; identify strategies that support children's active engagement in the learning environment; identify strategies that proactively teach emotional literacy and regulation techniques; identify strategies that proactively teach friendship skills; identify strategies that proactively teach children calming, relaxation, and problem-solving techniques; utilize observation and assessment techniques to assess and interpret behavior; create a behavior support plan based on a functional behavior assessment; create a guidance philosophy. This course meets the requirements of the "24 hour Wisconsin" Pyramid Model training.



# Emergency Medical Technician

30-531-3 Technical Diploma (less than one-year)

**Campus: Ashland, New Richmond, Rice Lake, Superior**  
**Outreach Centers: Balsam Lake, Hayward, Ladysmith**



## Program Overview

Emergency Medical Technicians are the crucial link in the healthcare system. Graduates of the EMT program must complete the National Registry of Emergency Medical Technicians Exam for licensing. If successful, students will be eligible to apply for licensure as an EMT.

Graduates will know how to respond quickly to high-level emergencies such as a motor vehicle accident, heart attack, near drowning, childbirth, poisoning and other life-threatening injuries. Students must be 18-years-old for licensing and will also be expected to complete clinical requirements of 10 documented patient contacts after obtaining a training center permit. Students who successfully complete the program, with a program plan GPA of 2.0 or better, will be eligible to take the National Registry of EMT's cognitive and psychomotor examinations for Emergency Medical Technician (EMT) level of certification.

Upon successful completion of the first course, 30531340 Emergency Medical Responder (EMR) and Emergency Medical Technician (EMT) Part 1, the student may take the National Registry of Emergency Medical Technicians EMR certification examination. Individuals with a current EMR license who are looking to advance their career to obtain their EMT license, may be able to use credit for prior learning to receive credit for 30531340 EMR and EMT Part 1 course and ladder into the 30531341 Emergency Medical Technician Part 2 course.

## Special Features

Emergency Medical Technician (EMT) training is offered at various off-campus locations for your convenience.

On-site skills labs will be scheduled select Saturdays at various locations.

## Admission Requirements

- Complete application process

## Program-Specific Requirements

- Be at least 17 years old
- Attend a mandatory orientation session scheduled prior to start of class
- Pay fee and have acceptable results based on the Wisconsin Criminal History Record Check, Wisconsin Caregiver Background Check, Minnesota Caregiver Background Check (if applicable), and/or other states if applicable  
-Information from the Caregiver Background Check may affect ability to obtain Training Permit from the State of Wisconsin
- Provide current immunization history and demonstrate negative status for tuberculosis (Tb)
- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure
- Submit a copy of the appropriate Wisconsin (or other state(s)) Department of Transportation (DOT) Driving Abstract if you have any violations/suspension/revocation
- Submit Background Information Disclosure (BID) Statement
- Review and sign EMT Confidentiality Statement of Understanding Form

## Program Outcomes

The Emergency Medical Technician program is approved by the Wisconsin Division of Health Services because it uses the current National Emergency Medical Services Education Standards. Graduates will be able to:

- Prepare for incident response and EMS operations
- Integrate pathophysiological principles and assessment findings to provide appropriate patient care
- Demonstrate EMT skills associated with established standards and procedures for a variety of patient encounters
- Communicate effectively with others
- Demonstrate professional behavior
- Meet state competencies for EMT certification

## Career Outlook

Emergency Medical Technicians are the crucial link in the healthcare system. Graduates of the EMT program must complete the National Registry of Emergency Medical Technicians Exam for licensing. If successful, graduates will be eligible to apply for licensure as an:

- EMT

## Related Programs

- EMT - Paramedic
- Paramedic Technician
- Advanced EMT

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Course</b>		
30531340	Emergency Medical Responder and Emergency Medical Technician Part 1	2 cr.
30531341	Emergency Medical Technician Part 2*	3 cr.
PROGRAM REQUIREMENTS		5 cr.

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

Note: In order to successfully complete the program, you must complete the clinical portion of the class, which includes 10 documented patient contacts.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 30531340

### Emergency Medical Responder and Emergency Medical Technician Part 1 - Credits: 2

This course provides the foundational knowledge for Emergency Medical Technician (EMT) candidates while providing all requirements for Emergency Medical Responder (EMR) candidates. Topics include: basic anatomy and physiology, patient assessment, traumatic injury management, airway management, cardiac management to include cardiac arrest and basic medical care. Upon successful completion, candidates will be eligible to participate in the National Registry for their Emergency Medical Responder exams. This is required for a Wisconsin EMR certification. NOTE: Upon successful completion, students have two years to obtain Wisconsin EMR licensure.

## 30531341

### Emergency Medical Technician Part 2 - Credits: 3

This course will further build upon the basic knowledge of the EMR and EMT part 1 course. Topics include: expanded anatomy, physiology, and pathophysiology, disease processes, more complex patient assessment and critical thinking skill, in addition to additional skills allowed by the Wisconsin Department of Health Services EMS section Scope of Practice for EMT's. NOTE: Students must have a current CPR certification while enrolled in this course. PREREQUISITE: Admission to the 305313 EMT Program and COREQUISITE: 30531340 EMR and EMT part 1 with a C (2.0) or better.

# Emergency Medical Technician - Paramedic

31-531-1 Technical Diploma

Financial Aid Eligible

Campuses: Ashland, New Richmond, Rice Lake, Superior

Outreach Centers: Hayward, Ladysmith



## Program Overview

The 16 - month Emergency Medical Technician - Paramedic (EMT - Paramedic) program is identical to the 531 coursework in the Paramedic Technician associate degree program. The program offers students the opportunity to further their professional EMS careers. Instruction is based upon the U.S. DOT Administration/Wisconsin Bureau of Local Health Support and EMS Curriculum - Paramedic Technician Curriculum. Students are prepared with the knowledge and skills to work competently as an EMT - Paramedic. The program consists of classroom lectures, practical skills labs, laboratory simulations, and hospital and pre-hospital clinical experiences. Additional certifications in Advanced Cardiac Life Support and Pediatric Advanced Life Support are offered, as well as neonatal advanced life support competencies. Students who successfully complete the program, with a grade point of 2.0 or better in all required courses, will be eligible to take the National Registry of EMT's cognitive and psychomotor examinations for paramedic level of certification.

Students completing the 16 - month EMT - Paramedic program have the option of returning to complete the associate degree program by completing Medical Terminology and all of the General Studies coursework outlined on Page 193.

**The Emergency Medical Technician - Paramedic program is accredited by the Commission on Accreditation of Allied Health Programs (www.caahep.org) upon recommendation of the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP). This will enable graduates to take the Wisconsin Paramedic licensing examinations upon successful completion of all portions of the technical studies courses.**

## Special Features

- Core lecture coursework will be offered via Web Conferencing on two evenings per week to all campus locations and the Hayward and Ladysmith Outreach Centers (days and originating site to be determined)
- On-site skills labs will be scheduled every other Saturday, and select Fridays, at the Rice Lake Campus (per course schedule)
- The EMT - Paramedic program will be scheduled over 16 months

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Have earned a high school diploma or GED certificate; current high school seniors must provide documentation upon graduation
- Provide proof of current Wisconsin licensure with a completed EMT Proof of Licensure OR proof of certification with National Registry
- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

## Program-Specific Requirements

- Attend a mandatory program orientation session
- Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb)
- Pay fee and have acceptable results based on the Wisconsin Criminal History Record Check, Wisconsin Caregiver Background Check, Minnesota Caregiver Background Check (if applicable), and/or other states, if applicable -Information from the Caregiver Background Check may affect ability to obtain to secure clinical
- Review and sign EMT - Paramedic Confidentiality Statement of Understanding Form
- Submit a copy of the appropriate Wisconsin (or other state(s)) DOT Driving Abstract if you have any violations/suspension/revocation
- Submit signed Syllabi Form, Background Information Disclosure (BID) Statement, and a Student ID Form
- Possess current certification of "CPR for Healthcare Providers" or equivalent -Certification must be active through the completion of the program

## Program Outcomes

EMT - Paramedic graduates will be able to:

- Prepare for incident response and EMS operations
- Integrate pathophysiological principles and assessment findings to provide appropriate patient care
- Demonstrate paramedic skills associated with established standards and procedures for a variety of patient encounters
- Communicate effectively with others
- Demonstrate professional behavior
- Meet state and national competencies listed for paramedic certification(s)

## Career Outlook

Graduates of the program will be ready to start their career as paramedic technicians in a variety of healthcare settings including:

- Ambulance services
- Dispatch centers
- First responder units
- Hospitals/Emergency Departments
- Industrial Safety Departments
- Rescue squads
- Urgent care facilities with further education, advancement potential may include:
  - Critical Care Transport Paramedic
  - Ambulance Service Training Coordinator
  - EMS Shift Supervisor
  - EMS Instructor
  - Ambulance Service Manager
  - Flight Paramedic

## Career Pathways

The EMT-Paramedic program is a pathway into the following program (page 220):

- Paramedic Technician

## Related Programs

- Advanced EMT
- Emergency Medical Technician

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
10531911	EMS Fundamentals*	2 cr.
10531912	Paramedic Medical Principles *	4 cr.
10531913	Adv. Patient Assessment Principles *	3 cr.
10531914	Adv. Pre-hospital Pharmacology *	3 cr.
10531915	Paramedic Respiratory Management *	2 cr.
10531916	Paramedic Cardiology *	4 cr.
10531917	Paramedic Clinical/Field 1#	3 cr.
10531918	Advanced Emergency Resuscitation *	1 cr.
10531919	Paramedic Medical Emergencies *	4 cr.
10531920	Paramedic Trauma *	3 cr.
10531921	Special Patient Populations *	3 cr.
10531922	EMS Operations *	1 cr.
10531923	Paramedic Capstone *	1 cr.
10531924	Paramedic Clinical/Field 2 *#	4 cr.
<b>TOTAL PROGRAM REQUIREMENTS</b>		<b>38 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

# This course will be offered in various regional hospitals, clinical settings, and/or ambulance services

You must earn a grade point of 2.0 or better in all required courses.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10531911

### EMS Fundamentals - Credits: 2

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. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission.

## 10531912

### Paramedic Medical Principles - Credits: 4

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. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission.

## 10531913

### Adv. Patient Assessment Principles - Credits: 3

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. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission. COREQUISITE: 10531912 Paramedic Medical Principles.

## 10531914

### Adv. Pre-hospital Pharmacology - Credits: 3

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. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission.

## 10531915

### Paramedic Respiratory Management - Credits: 2

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. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission and COREQUISITE: 10531914 Advanced Pre-hospital Pharmacology.

## 10531916

### Paramedic Cardiology - Credits: 4

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. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission and COREQUISITE: 10531915 Paramedic Respiratory Management.

## 10531917

### Paramedic Clinical/Field 1 - Credits: 3

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. Student may also have the opportunity to participate in formal high-fidelity human patient simulator experiences as a part of this course. PREREQUISITES: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission, 10531918 Advanced Emergency Resuscitation and 10531921 Special Patient Populations.

## 10531918

### Advanced Emergency Resuscitation - Credits: 1

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: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission and 10531916 Paramedic Cardiology.

## 10531919

### Paramedic Medical Emergencies - Credits: 4

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. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission and COREQUISITE: 10531918 Advanced Emergency Resuscitation.

## 10531920

### Paramedic Trauma - Credits: 3

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. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission and COREQUISITE: 10531913 Advanced Patient Assessment Principles.

## 10531921

### Special Patient Populations - Credits: 3

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. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission and COREQUISITE: 10531913 Advanced Patient Assessment Principles.

## 10531922

### EMS Operations - Credits: 1

This course provides the paramedic student with the knowledge of operational roles and responsibilities to ensure patient, public, and EMS personnel safety. PREREQUISITES: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission and 10531921 Special Patient Populations.

## 10531923

### Paramedic Capstone - Credits: 1

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. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission and COREQUISITE: 10531922 EMS Operations.

## 10531924

### Paramedic Clinical/Field 2 - Credits: 4

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 competency requirements at the paramedic level as defined by WI DHS EMS. PREREQUISITES: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission and 10531917 Paramedic Clinical/Field 1.

# Entry Level Machining

31-420-6 Technical Diploma (one-year)

Financial Aid Eligible

Campus: New Richmond



## Program Overview

Students will learn the machining skills required to set up and operate manual and computer-controlled machines. Students will learn to use hand tools, precision measuring instruments, read prints and create parts through manual programming and a computer-aided manufacturing system for CNC machine tools.

## Special Features

Available as a part time evening cohort, with some Saturdays

This program is a pathway into the Machine Tooling Technics Technical Diploma (two year)

## Admissions Requirements

- Complete application form and submit with fee (waiver may apply if previously submitted)
- Review and Sign Functional Abilities Disclosure

## Program Outcomes

Entry Level Machining graduates will be able to:

- Apply basic safety practices in the machine shop
- Interpret industrial/engineering drawings
- Perform basic machine tool equipment set-up and operation
- Perform programming, set-up, and operation of CNC machine tools

## Career Outlook

Graduates from the Entry Level Machining program will be ready to start their careers as:

- Machine Operator
- Machine Repair Person
- Machinist
- Maintenance Machinist
- Production Machinist
- Set-Up Machinist

## Career Pathway ➤

The Entry Level Machining program is a pathway into the following program (page 214):

- Machine Tooling Technics

## Related Program

- Multi-Axis CNC Milling

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
32420306	Machine Shop Theory 1	2 cr.
32420307	Machine Shop Theory 2*	2 cr.
32420308	Applied Machine Tooling 1	4 cr.
32420309	Applied Machine Tooling 2*	4 cr.
32420321	Print Reading for Machine Trades	1 cr.
32420336	Applied Machine Tooling 3*	4 cr.
32420337	Applied Machine Tooling 4*	4 cr.
32420338	CAD Basics	1 cr.
32420339	Mastercam*	2 cr.
Occupational Specific Total		24 cr.
<b>Occupational Supportive/General Studies Courses**</b>		
32804325	Applied Technical Math 1	3 cr.
Occupational Supportive/General Studies Total		3 cr.
<b>TOTAL PROGRAM REQUIREMENTS</b>		<b>27 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 32420306

### Machine Shop Theory 1 - Credits: 2

This course provides the student with knowledge in the areas of safety, speed and feed calculations, layout equipment, cutting tools, and machine tool equipment. Also introduces and studies the more technical shop operations of threading, tapping, boring, carbide tooling, and principles of metal cutting. Principles of metal cutting include the machinability of metals and how it relates to chip formation. Students will study the makeup of carbide tooling, how carbide is affected by operating conditions, and various carbide characteristics, sizes, shapes, grades, and applications as identified by the American Standards Association. The content supports activities in Applied Machine Tooling 1 and 2.

## 32420307

### Machine Shop Theory 2 - Credits: 2

This course is a continuation of Machine Shop Theory 1. This lecture-based course will use lecture, group work, and individual projects to introduce you to surface grinding, CNC theory, application, programming, and inspection procedures. PREREQUISITE: 32420306 Machine Shop Theory 1.

## 32420308

### Applied Machine Tooling 1 - Credits: 4

This lab-based course will provide instruction in shop safety, measuring, print reading, and basic setup and operation of saws, mills, and lathes.

## 32420309

### Applied Machine Tooling 2 - Credits: 4

This lab-based course will introduce the student to threading, boring, precision and taper turning, and inspection procedures using optical comparators and coordinate measuring machines. COREQUISITES: 32420308 Applied Machine Tooling 1 and 32420321 Print Reading for Machine Trades.

## 32420321

### Print Reading for Machine Trades - Credits: 1

This course will cover the basic principles of print reading. The emphasis is on interpreting standard lines and symbols in single- and multiple-view working drawings. Topics include print reading procedures, drawing changes, machining specifications, and the reading of prints in specialized areas including ANSI and ISO standards. Strongly recommend a basic understanding of mathematics concepts.

## 32420336

### Applied Machine Tooling 3 - Credits: 4

Students will further build their skills in machining and develop confidence in their ability to produce good workpieces. Students will continue to use the tools and procedures introduced in Machine Shop Theory 1. Students will also be introduced to surface grinding, coordinate measuring machine inspection, optical comparator, and CNC programming, setup, and machining. PREREQUISITES: 32420306 Machine Shop Theory 1 and 32420309 Applied Machine Tooling 2.

## 32420337

### Applied Machine Tooling 4 - Credits: 4

This lab-based course further develops students' skills in CNC vertical mill and CNC lathe setup, operation, and programming. Students will set up increasingly complex projects on both the CNC lathe and CNC vertical mill. Students will learn how to troubleshoot CNC setups, programs, and tooling variations. Students will also troubleshoot and run their own programs created in Machine Shop Theory 2 and Mastercam. Finally, students will complete surface grinding projects. COREQUISITES: 32420307 Machine Shop Theory 2 and 32420336 Applied Machine Tooling 3.

## 32420338

### CAD Basics - Credits: 1

This course offers instruction on individual computer workstations in a computer lab. This computer-aided drafting (CAD) instruction uses SolidWorks software that is capable of creating 3D drawings. In this course you will spend a majority of the time creating 3D models and exploring the concepts of working in 3D space. Students will create complete and fully dimensioned 3-view part prints ready to be transferred to paper.

## 32420339

### Mastercam - Credits: 2

This introductory course prepares students for using Computer-Aided Machining (CAM) software to create CNC machining programs. This CAM instruction utilizes Mastercam software that is capable of creating 2D and 3D wire drawings, from which toolpaths to machine part features can be generated. Students will complete a variety of exercises before working on 2D machining projects. Students will create complete CNC process projects including drawings, toolpaths, CNC code, and all setup sheets and diagrams. These projects will be shop ready for machining. PREREQUISITE: 32420338 CAD Basics.

# Ethical Leadership

## 17-196-2 Technical Certificate

**Campuses:** Ashland\*, New Richmond\*, Rice Lake\*, Superior\*

**Outreach Centers:** Balsam Lake\*, Hayward\*, Ladysmith\*

\*Combination of Online, Your Choice, In person, and Web Conferencing instruction. Select courses are available at the WITC Outreach Centers. Please contact your local campus for specifics.



### Overview

The Ethical Leadership certificate is designed to help you improve your skills in creating and maintaining a legal, ethical and diverse work environment.

### Special Feature

This certificate is designed to give you guidelines so you will have, and be willing to act on, a definite sense of ethical standards. This certificate will also encourage you to examine ethical dilemmas from different perspectives and to develop a habit of conscious reflection.

### How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Ethical Leadership program from the program of choice dropdown list.

### Career Outlook

After completing the Ethical Leadership Certificate, you will be ready to work with and understand today's diverse workplace and legal and ethical decision making.

### Outcomes

The Ethical Leadership Certificate will prepare you to:

- Justify corporate social responsibility
- Recommend a framework for dealing with different cultures and morals/ethics
- Critique the identification, analysis, and recommend action/solution to a business-related ethical dilemma
- Assess the "value" of advertising to society
- Recommend methods of balancing "reasonable" consumer safety with a producer's profit motive
- Recommend methods of balancing employees' right to privacy with employers' rights in today's information/knowledge-based business

### Related Programs

- Leadership Development
- Nonprofit Leadership

### Curriculum

Number	Course Title	Credits (cr.)
10196134	Legal Issues for Supervisors	3 cr.
10196190	Leadership Development	3 cr.
10196199	Ethics in Business	<u>3 cr.</u>
CERTIFICATE REQUIREMENTS		<b>9 cr.</b>

## Course Descriptions

### 10196134

#### Legal Issues for Supervisors - Credits: 3

Provides an overview of the general legal responsibilities of an organization. Analyzes the current employment laws in the U.S. and their impact on employer/employees. Examines the supervisor's role in dealing with harassment in the workplace. Compares how appeals can be addressed in both union and nonunion environment.

### 10196190

#### Leadership Development - Credits: 3

In Leadership Development, the learner applies the skills and tools necessary to fulfill his/her role as a modern leader. Each learner will demonstrate the application of evaluating leadership effectiveness and organization requirements, individual and group motivation strategies, implementing mission and goals, ethical behavior, personal leadership style and adaptation, impacts of power, facilitating employee development, coaching, managing change, and effective conflict resolution.

### 10196199

#### Ethics in Business - Credits: 3

This course will focus on business practices from an ethical point of view. The student will examine such topics as morality/ethical theory, utilitarianism, Kantian ethics, justice and the market system, whistle blowing, trade secrets/conflict of interest, privacy, advertising, product safety, corporate social responsibility, international business.

# Farm Operation

31-080-4 Technical Diploma

Financial Aid Eligible

Campuses: Ashland\*, New Richmond\*, Rice Lake\*

Outreach Center: Balsam Lake\*

\*Combination of Your Choice and In person instruction



## Program Overview

The Farm Operation program includes courses in livestock management and nutrition, crop and soil management, commodities and marketing, emerging trends in agriculture and farm records and analysis. This program is designed to give students the critical thinking skills necessary for profitable decision making. The Farm Operation Technical Diploma will give you both classroom and in the field instruction.

## Special Feature



Evening courses will be available for individuals needing to complete continuing education requirements for FSA loans.

Program available part time or over 2 - 3 years.

Labs will be on Fridays at either the WITC - Rice Lake Campus or On - Farm (at regional farms and test plots).

## Inquire

For more information on this program or schedule of courses, contact: Julie Wadzinski, instructor at Julie.Wadzinski@witc.edu or 715.234.7082 ext. 5268

## Admission Requirements

- Complete an application form and submit with fee (fee waiver may apply if previously submitted)
- Complete admissions meeting with a WITC counselor

## Program Outcomes

Farm Operation graduates will be able to:

- Utilize agronomic resources for optimal farm production
- Evaluate livestock management plans
- Plan for operation and maintenance of farm facilities and equipment
- Create a farm business plan
- Apply marketing principles to agricultural enterprises

## Career Outlook

Typical positions available after graduation include:

- CSA Owner
- Organic Farmer
- Farm Owner
- Farm Manager/Operator
- Farm/Field Crop Manager
- Livestock Farmer
- Breeder
- Farm Worker
- Dairy Laborer
- Dairy Herdsperson

## Career Pathways >

The Farm Operation program includes the following pathway options (page 203):

- Agricultural Business Fundamentals
- Crop Production
- Livestock Production

## • Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
10094101	Farm Commodities	3 cr.
31080370	Operating the Farm Business	3 cr.
31080371	Soil Management	3 cr.
31080372	Crop Management	3 cr.
31080373	Livestock Nutrition	3 cr.
31080374	Livestock Management	3 cr.
31080375	Farm Records and Analysis	3 cr.
31080376	On the Farm 1	2 cr.
31080377	On the Farm 2	2 cr.
31080378	Emerging Trends in Agriculture	3 cr.
PROGRAM REQUIREMENTS		<b>28 cr.</b>



# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10094101

### Farm Commodities - Credits: 3

This course is designed to introduce students to the purpose, operation, and use of futures and options in managing commodity price risks. The objectives of the course are to understand commodity marketing, futures contracts, options contracts, basis, hedging and speculating strategies as part of a successful commodity risk management program. Students will be introduced to fundamental and technical analysis techniques.

## 31080370

### Operating the Farm Business - Credits: 3

This course will help the student learn many items involved with running a modern farm. These skills include but are not limited to record keeping, selecting proper insurance for the farm, analyzing financial performance, identifying credit needs and sources, planning for crops, and planning for the feeding of livestock.

## 31080371

### Soil Management - Credits: 3

Soil Management is important to the productivity and profitability of a farmer. The farmer is a steward of the land and an environmentalist. The farmer must take care of the soil or he will not be a farmer for long! The student in this class will learn how to prepare a land use plan, collect and interpret soil samples results, develop a plan for fertilizer use on crops, develop a plan for storage and use of manure, analyze new farm issues and practices to determine future use, evaluate tillage equipment and methods, and to practice farm and environmental safety.

## 31080372

### Crop Management - Credits: 3

This course will help the student learn many items involved with agricultural crop production. These skills include but are not limited to management practices, pest control, harvesting options and practices, economics, planting practices, seed and variety selection, etc.

## 31080373

### Livestock Nutrition - Credits: 3

The Livestock Nutrition course will instruct the student in the following areas: anatomy and physiology of livestock; nutrient requirements for calves, heifers, and cows; ration balancing for calves, heifers, lactating cows, and dry cows; determine livestock feed needs; evaluate by-product feeds and feed additives; low input livestock feeding; metabolic disorders; and current issues in agriculture. Individualized instruction will be held at the student's on-the-job work location. The class also involves credit for on-the-job experience.

## 31080374

### Livestock Management - Credits: 3

Animal agriculture has changed dramatically in the past decade and will continue to change at an even more rapid rate in the future. With advanced technology, animals have been cloned from tissue cells other than the gametes. This may allow us to produce animal products other than the traditional milk, meat, and fiber of the past. Along with positive changes, we have new animal diseases, concerns for the environment, human health, and these things are happening in a very volatile, economic climate. This course will help you analyze the current situation and make plans to take advantage of the changes in animal agriculture brought about by technological advances. Only by taking advantage of this change will we be able to survive economically in a world market.

## 31080375

### Farm Records and Analysis - Credits: 3

This course emphasizes the practical use of a farm record system in managing the farm through farm and financial analysis. Includes the establishment of farm business goals, selection and use of farm credit, farm business arrangements, farm estate planning, and farm income taxes. Instruction is provided on the use of computers and/or computer records and financial analysis of the farm business and finance strategy to meet the learner's needs. Production and financial decisions will be made based on the learner's farm business analysis. All competencies will be assessed using the learner's farm or with simulations established by the instructor.

## 31080376

### On the Farm 1 - Credits: 2

In this course, students will enhance their knowledge with on farm practice of soil management strategies, crop management practices, risk management assessment, and analyzing farm records.

## 31080377

### On the Farm 2 - Credits: 2

In this course, students will enhance their knowledge with on farm practice of Livestock management records, interpreting rations and feed analysis, understanding emerging trends in agriculture and analyzing farm records

## 31080378

### Emerging Trends in Agriculture - Credits: 3

In this course, student will learn about the technological advances in production agricultural, relevant policy changes in legislation, consumer trends and new niche ventures. The production technology section will focus on data analysis and management from multiple sources including: robotic milkers, activity monitors, rumination meters, precision feeding, precision planting and harvesting data, satellite imagery and soil sampling.

# Financial Services

10-114-2 Associate Degree (two-year)

Financial Aid Eligible

**Campuses: Ashland\*, New Richmond\*, Rice Lake\*, Superior\***  
**Outreach Centers: Balsam Lake\*, Hayward\*, Ladysmith\***

\*Combination of Online, Your Choice, In person, and Web Conferencing instruction



## Program Overview

In the Financial Services program, you will learn how to manage your personal finances as well as business finances. Imagine helping others get out of debt, save for retirement or increase profits and net worth for your business. If you have a passion for helping yourself and others succeed, then the financial services program is the right choice for you.

### Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Complete admissions meeting with a WITC counselor

### Program Outcomes

Financial Services graduates will be able to:

- Create reports
- Analyze financial data
- Analyze investments

### Career Outlook

Typical positions available after graduation include:

- Business Manager or Owner
- Loan Officer or Personal Banker
- Sales or Sales Manager
- Financial Analyst
- Investment Advisor
- Insurance Sales or Broker
- Real Estate Sales or Broker
- Stockbroker
- Accountant/Bookkeeper

### Career Pathway

The Financial Services program includes the following pathway option (page 204):

- Financial Services Customer Representative

### Related Programs

- Accounting
- Business Management

### Curriculum

Number	Course Title	Credits (cr.)
<b>Technical Studies Courses</b>		
10101101	Financial Accounting 1	4 cr.
10101103	Financial Accounting 2 *	4 cr.
10101138	Budgeting and Cost Control*	2 cr.
10103106	MS PowerPoint	1 cr.
10103146	MS Word A	1 cr.
10103151	MS Excel A	1 cr.
10103152	MS Excel B *	1 cr.
10104102	Marketing Principles	3 cr.
10104104	Selling Principles	3 cr.
10105125	Business Law	3 cr.
10114103	Money and Banking	3 cr.
10114107	Principles of Finance	3 cr.
10114125	Personal Finance	3 cr.
10114150	Investments	3 cr.
10114192	Principles of Insurance	3 cr.
10196189	Team Building and Problem Solving	3 cr.
10196191	Supervision	3 cr.
10890116	Job Quest	<u>1 cr.</u>
Technical Studies Total		45 cr.
<b>General Studies Courses**</b>		
10801136	English Composition 1	3 cr.
10801198	Speech <b>or</b>	
10801196	Oral/Interpersonal Communication	3 cr.
10804123	Math with Business Applications	3 cr.
10809195	Economics	3 cr.
10809198	Introduction to Psychology <b>or</b>	
10809188	Developmental Psychology	<u>3 cr.</u>
General Studies Total		15 cr.
<b>PROGRAM REQUIREMENTS</b>		<b>60 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10101101

### Financial Accounting 1 - Credits: 4

Complete accounting cycle, special journals, payroll tax principles, special procedures, and financial statements. Accounting applications through practice set approach.

## 10101103

### Financial Accounting 2 - Credits: 4

Students will be introduced to corporate accounting. Students will have an understanding of corporate transactions with an emphasis on stocks and bonds. The student will analyze financial statements including the statement of cash flows. Managerial accounting is also introduced in this class. PREREQUISITE: 10101101 Financial Accounting 1.

## 10101138

### Budgeting and Cost Control - Credits: 2

By using the tools and techniques learned in the class, students will understand how to use financial information to manage a business, make better financial decisions, increase business profitability, and improve cash flow. With a detailed review of what the numbers in the financial statements represent and how managers and owners use that information to be more successful in controlling and growing their business operations, students will learn how to use financial information to build an effective and realistic budget that can be used to control costs, improve profits and gain a competitive advantage. COREQUISITE: 10101101 Financial Accounting 1 or 10101176 Financial Accounting 1A.

## 10103106

### MS PowerPoint - Credits: 1

A complete presentation graphics course that allows you to produce professional-looking presentations. It gives you the flexibility to make informal presentations using overhead transparencies, electronic presentations, formal presentations using 35mm slides, or virtual presentations. Additionally, you can create paper printouts, outlines, speaker notes, and audience handouts.

## 10103146

### MS Word A - Credits: 1

Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features.

## 10103151

### MS Excel A - Credits: 1

Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

## 10103152

### MS Excel B - Credits: 1

Students will learn to use MS Excel. Credit B activities will include using advanced features of formulas, object linking and embedding, multiple worksheets, 3-D references, macro basics and database basics. COREQUISITE: 10103151 MS Excel A.

## 10104102

### Marketing Principles - Credits: 3

This course focuses on the marketing process as it relates to the operation of a business enterprise. The intent is to provide students with an understanding of how the marketing function fits within the overall structure of the organization. Special attention is given to the role and significance of evaluating customer needs, pricing, distribution, and promotion of products and services.

## 10104104

### Selling Principles - Credits: 3

This introductory course is designed to acquaint the student with the principles of selling and applications to the marketing of goods and services. Special emphasis is given to developing the selling process. Included are customer relations, sales psychology, steps to successful presentation, closing techniques, and sales motivation.

## 10105125

### Business Law - Credits: 3

Business Law provides the student with a working knowledge of the legal system, business ethics, and essentials of contracts. Students gain knowledge in logical and analytical thinking, and are encouraged to challenge legal issues and defend their point of view.

## 10114103

### Money and Banking - Credits: 3

Money and Banking introduces students to money and the financial system, interest rates, financial institutions, and the Federal Reserve.

## 10114107

### Principles of Finance - Credits: 3

The Principles of Finance course concentrates its study on the financial management of business. Students analyze profitability, cash flow, long-term investment decisions, long-term financing decisions, short-term working capital management, mergers, acquisitions, and business failure.

## 10114125

### Personal Finance - Credits: 3

Personal Finance introduces students to money management, taxes, financial services, credit, real estate, insurance, stocks, bonds, mutual funds, retirement planning, and estate planning.

## 10114150

### Investments - Credits: 3

Investments introduces students to stock and bond valuation models, options, futures, future options, international investing, and the spot market. In addition, the student will learn about various investment careers and the various licensing requirements, regulations, and laws that impact the investment community.

## 10114192

### Principles of Insurance - Credits: 3

Principles of Insurance introduces students to insurance contracts, legal principles, and utilizing insurance as a risk management tool using automotive, homeowners, life, health, and commercial insurance.

## 10196189

### Team Building and Problem Solving - Credits: 3

In Team Building and Problem Solving, the learner applies the skills and tools necessary to facilitate problem solving in a team environment. Each learner will demonstrate the application of the benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, systematic process of problem definition, data acquisition, analysis, developing alternative solutions, solution implementation, evaluation, and documentation.

## 10196191

### Supervision - Credits: 3

In Supervision, the learner applies the skills and tools necessary to perform the functions of a frontline leader. Each learner will demonstrate the application of strategies and transition to a contemporary supervisory role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.

## 10890116

### Job Quest - Credits: 1

Develop documents and skills to seek, obtain, and retain employment. Strengthen your professional image by developing self-awareness of elements affecting interpersonal and work relationships. Guidelines for determining appropriate grooming, dress, and poise will be covered. Personal life management along with career/life goal setting will be reinforced. This class should be taken in the last semester of the program.

# Financial Services Customer Representative

30-114-1 Technical Diploma (less than one-year)

**Campuses: Ashland\*, New Richmond\*, Rice Lake\*, Superior\***  
**Outreach Centers: Balsam Lake\*, Hayward\*, Ladysmith\***

\*Combination of Online, Your Choice, In person, and Web Conferencing instruction



## Program Overview

Topics studied will include credit cards, student loans, budgeting, saving, debt avoidance, debt reduction, negotiating deals, taxes, retirement, investing, buying a car, buying a house, planning or big purchases and insurance. Upon completion of the requirements of the program, you will have an understanding of where money goes and strategies for building financial security and wealth.

## How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Financial Services Customer Representative program from the program of choice dropdown list.

## Program Outcomes

Financial Services Customer Representative graduates will be able to:

- Create reports
- Analyze financial data

## Career Outlook

Typical positions available after graduation include:

- Bank Teller
- Customer Service Associate
- Member Services Representative
- Cashier
- Sales Associate
- Loan Analyst
- Loan Processor

## Career Pathway

The Financial Services Representative is a pathway into the following program (page 204):

- Financial Services

## Curriculum

Number	Course Title	Credits (cr.)
<b>Technical Studies Courses</b>		
10101101	Financial Accounting 1	4 cr.
10103106	MS PowerPoint	1 cr.
10103146	MS Word A	1 cr.
10103151	MS Excel A	1 cr.
10103152	MS Excel B *	1 cr.
10114107	Principles of Finance	3 cr.
10114125	Personal Finance	<u>3 cr.</u>
PROGRAM REQUIREMENTS		<b>14 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

## Course Descriptions

### 10101101

#### Financial Accounting 1 - Credits: 4

Complete accounting cycle, special journals, payroll tax principles, special procedures, and financial statements. Accounting applications through practice set approach.

### 10103106

#### MS PowerPoint - Credits: 1

A complete presentation graphics course that allows you to produce professional-looking presentations. It gives you the flexibility to make informal presentations using overhead transparencies, electronic presentations, formal presentations using 35mm slides, or virtual presentations. Additionally, you can create paper printouts, outlines, speaker notes, and audience handouts.

### 10103146

#### MS Word A - Credits: 1

Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features.

### 10103151

#### MS Excel A - Credits: 1

Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

### 10103152

#### MS Excel B - Credits: 1

Students will learn to use MS Excel. Credit B activities will include using advanced features of formulas, object linking and embedding, multiple worksheets, 3-D references, macro basics and database basics. COREQUISITE: 10103151 MS Excel A.

### 10114107

#### Principles of Finance - Credits: 3

The Principles of Finance course concentrates its study on the financial management of business. Students analyze profitability, cash flow, long-term investment decisions, long-term financing decisions, short-term working capital management, mergers, acquisitions, and business failure.

### 10114125

#### Personal Finance - Credits: 3

Personal Finance introduces students to money management, taxes, financial services, credit, real estate, insurance, stocks, bonds, mutual funds, retirement planning, and estate planning.

# General Studies Certificate

## 17-801-2 Technical Certificate

**Campuses:** Ashland\*, New Richmond\*, Rice Lake\*, Superior\*

**Outreach Centers:** Balsam Lake\*, Hayward\*, Ladysmith\*

\*Combination of Online, Your Choice, In-Person, or Web Conferencing instruction. Select courses available at the WITC Outreach Centers. Please contact your local campus for specifics.



### Overview

The General Studies certificate is designed for students who would like to take introductory courses before deciding on a technical diploma or associate degree program. It provides time to develop learning skills and clarify career/educational goals while earning credits that may be applied to a WITC program.

### Special Features

Some credits may also be transferable to other technical colleges, the UW System, or private four-year colleges. Check with the other college for more information.

Nicolet College schedules courses using a trimester schedule.

Nicolet College uses Brightspace as their learning management system. WITC uses Blackboard as their learning management system. For more information, see the University Transfer degree pages (pp. 182-185).

### How to Apply

Complete the online application or contact Student Services. When completing an online application, select the General Studies Certificate program from the program of choice dropdown list.

### Outcomes

The General Studies certificate will help you:

- Develop learning skills
- Clarify career/educational goals
- Recognize and be more aware of their abilities
- Complete general education requirements prior to choosing their program
- Match their interests and abilities to today's technical careers
- Improve their study habits, writing skills, academic performance, and employability skills

### Related Programs

- University Transfer Degree - Associate of Arts
- University Transfer Degree - Associate of Science

### University Transfer Courses and Degrees

WITC is collaborating with Nicolet College to offer all those at WITC a full slate of Liberal Arts courses. Many Nicolet courses are provided Web Conferencing to each of our main campuses, while others are offered online. The combination of WITC General Studies courses and Nicolet courses enable a WITC student to work toward a full Associate of Arts or Associate of Science degree, while still living, working and going to school near home.

### Curriculum

Number	Course Title	Credits (cr.)
<b>Communications **</b>		
<b>(one course from the following list):</b>		
10801136	English Composition 1	3 cr.
10801197	Technical Reporting	3 cr.
<b>(one course from the following list):</b>		
10801196	Oral/Interpersonal Communication	3 cr.
10801198	Speech	3 cr.
<b>Math or Science **</b>		
<b>(one course from the following list):</b>		
10804113	College Technical Mathematics 1A	3 cr.
10804118	Intermediate Algebra with Applications *	4 cr.
10804123	Math with Business Applications	3 cr.
10804133	Mathematics and Logic	3 cr.
10804134	Mathematical Reasoning	3 cr.
10804189	Introductory Statistics *	3 cr.
10804196	Trigonometry with Applications *	3 cr.
10806112	Principles of Sustainability	3 cr.
10806105	Principles of Animal Biology	4 cr.
10806114	General Biology	4 cr.
10806134	General Chemistry	4 cr.
10806177	General Anatomy and Physiology	4 cr.
10806198	Human Biology	4 cr.
<b>Social Science **</b>		
<b>(one course from the following list):</b>		
10809122	Introduction to American Government	3 cr.
10809166	Introduction to Ethics: Theory and Application	3 cr.
10809172	Introduction to Diversity Studies	3 cr.
10809195	Economics	3 cr.
10809196	Introduction to Sociology	3 cr.
<b>Behavioral Science **</b>		
<b>(one course from the following list):</b>		
10809159	Abnormal Psychology *	3 cr.
10809188	Developmental Psychology	3 cr.
10809198	Introduction to Psychology	3 cr.

Select two additional courses from any of the categories above

TOTAL CERTIFICATE REQUIREMENTS 21 cr.

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for General Studies courses and descriptions.

# Gerontology - Aging Services Professional

10-544-1 Associate Degree (two-year)

Financial Aid Eligible

**Campuses: Ashland\*, New Richmond\*, Rice Lake\*, Superior\***  
**Outreach Centers: Balsam Lake\*, Hayward\*, Ladysmith\***

\*Combination of Online and Your Choice instruction. Select courses are available at the WITC Outreach Centers. Please contact your local campus for specifics.



## Program Overview

You will acquire comprehensive and interdisciplinary training to prepare you to work with older adults in a variety of positions and in diverse settings such as community, non-profit and government agencies, counseling centers, adult care, memory care, senior centers, home health care, assisted living, long-term care, nursing homes, group homes, hospitals, hospice, and business and industry. This innovative and flexible program blends online and in-person experiential learning with community-based fieldwork and is designed to fit into busy life schedules. You can choose part-time or full-time program options and mix and match coursework.

## Special Features

- Flexible course selection and scheduling designed to assist with life planning
- 8 week rotating block courses offered in Online and Your Choice evening formats
- Part-time and full-time program options with flexible entry and exit
- Ideal for people entering the job market or choosing to enhance their current careers in service delivery or leadership roles within the gerontology field
- Blend program offerings with Healthcare, Emergency Services, Human Services, or Business Programs

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and sign Background Check Disclosure
- Complete admissions meeting with a WITC counselor

## Program-Specific Requirement

- Complete and sign Background Information Disclosure Form (BID)
- Submit Background Check fee
- Have an acceptable Wisconsin Caregiver Background Check and/or Minnesota Caregiver Background Check as applicable
  - Information from the Caregiver Background Check may affect ability to secure fieldwork placement and the ability to find employment after graduation

## Program Outcomes

Gerontology - Aging Services Professional graduates will be able to:

- Evaluate the physical, social, psychological, and spiritual aspects of aging throughout the lifespan
- Exhibit ethical and legal practice consistent with a gerontology professional
- Distinguish the role of the gerontology professional in the coordination of service delivery
- Cultivate an age-friendly community

## Career Outlook

Gerontology - Aging Services Professional program graduates will be well prepared to use their knowledge, skills and abilities working with older adults in a variety of positions in diverse settings such as:

- Community, Non-Profit and Government Agencies
- Counseling Centers
- Adult Care
- Senior Centers
- Home Health Care and Assisted Living
- Long-term Care, Nursing Homes and Group Homes
- Hospitals
- Hospice
- Business and Industry

Potential Job Titles:

- Aging Services Provider
- Advocacy Specialist
- Geriatric Care Specialist
- Dementia Care Specialist/Provider
- Benefits Coordinator
- Client Navigation Specialist
- Activity/Recreation Coordinator
- Housing/Transportation Specialist
- Program Planner
- Private Service Provider/Small Business Owner

## Career Pathways

The Gerontology - Aging Services Professional program includes the following pathway certificate options (page 205):

- Gerontology for Healthcare Professionals
- Dementia Care

## Related Programs

- Nursing-Associate Degree
- Occupational Therapy Assistant
- Paramedic Technician
- EMT-Paramedic
- Human Services Associate
- Criminal Justice Studies
- Nonprofit Leadership
- Medical Assistant
- Nursing Assistant

## Curriculum

Number	Course Title	Credits (cr.)
<b>Technical Studies Courses</b>		
10520103	Ethics in Human Services * #	3 cr.
10520112	Family Systems	3 cr.
10544100	Communication of Aging	3 cr.
10544101	Social Gerontology	3 cr.
10544102	Psychological Aspects of Aging	3 cr.
10544104	Physical Aspects of Aging	3 cr.
10544105	Alzheimer's and Dementia	3 cr.
10544106	Healthy Aging	3 cr.
10544107	Death and Dying	3 cr.
10544108	Developing the Gerontology Professional *#	3 cr.
10544112	Gerontology Fieldwork *#	3 cr.
10544110	Programs of Aging Services	3 cr.
10544111	Legal and Financial Issues of Aging	3 cr.
Technical Studies Total:		39 cr.

## General Studies Courses \*\*

10801136	English Composition 1	3 cr.
10801198	Speech <b>or</b>	
10801196	Oral/Interpersonal Communication	3 cr.
10806198	Human Biology <b>or</b>	
10806177	General Anatomy and Physiology	4 cr.
10809159	Abnormal Psychology *	3 cr.
10809172	Introduction to Diversity Studies	3 cr.
10809198	Introduction to Psychology	3 cr.
General Studies Total:		19 cr.

ELECTIVES 3 cr.

TOTAL PROGRAM REQUIREMENTS **61 cr.**

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Credit for prior learning not applicable for these courses. You must earn a grade point of 2.0 or better in all 105XXXXX courses.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10520103

### **Ethics in Human Services - Credits: 3**

This course explores the ethical, legal, and professional issues facing the human services worker. It is designed to teach a process of ethical decision-making and to increase awareness of the complexities in practice. Students are introduced to the current state and federal statutes, regulations, and judicial decisions that govern the professional practice in human services. Standards, code of ethics, clients' rights, and confidentiality are emphasized.

## 10520112

### **Family Systems - Credits: 3**

This course focuses on issues related to families and family functioning relevant to the human services field. Major areas of focus will include child maltreatment, domestic violence, and addiction, with emphasis on relevant helping skills and services.

## 10544100

### **Communication of Aging - Credits: 3**

Develop effective communication strategies and supportive interview techniques that enhance rapport and relationships with aging populations. Apply ethical principles, standards and boundaries that acknowledge self-determination.

## 10544101

### **Social Gerontology - Credits: 3**

Explore aging in respect to social roles and processes. Topics include history of aging, demographics, family relationships, social supports, economics, retirement, loss, poverty and politics of aging.

## 10544102

### **Psychological Aspects of Aging - Credits: 3**

Recognize how experience and history affect the value and societal expectations of each generation. Understand diversity among older adults including, but not limited to, race; ethnicity; culture; sexual orientation; and physical, cognitive and developmental disabilities.

## 10544104

### **Physical Aspects of Aging - Credits: 3**

Analyze normal and pathological changes occurring in the aging human body with special emphasis on age-related chronic diseases. Topics addressed include analysis of biological theories of aging, cultural/ethnic influence on aging pathologies, and other factors impacting the aging process.

## 10544105

### **Alzheimer's and Dementia - Credits: 3**

Examine the signs, symptoms and stages of Alzheimer's and other forms of dementia and how these diseases affect physiology and brain function. This course focuses on the principles of communicating and providing care to individuals with memory loss and confusion while learning the best practices for dealing with behavior changes, challenges with the activities of daily living, and strategies to assist caregivers.

## 10544106

### **Healthy Aging - Credits: 3**

Investigate practices that promote healthy aging including nutrition, physical activity, prevention practices, and commonly prescribed medications for the older adult. Emphasis will focus on the "well" elderly population and practices identified to address current aging trends.

## 10544107

### **Death and Dying - Credits: 3**

Explore societal, cultural, and personal views of death, dying, and bereavement. Examine losses experienced during the course of aging beyond the physical and emotional process of death and dying. Determine strategies for healthy transitions in coping with loss.

## 10544108

### **Developing the Gerontology Professional - Credits: 3**

Examine the various roles of the aging services professional and the contexts in which they work. Apply relationship building, communication, ethical standards, self-care planning and practices, documentation, and other related skills to case studies and real life situations. Function as an interdisciplinary team member addressing the complex needs of aging adults. PREREQUISITE: 10520103 Ethics in Human Services and successful completion of 15 credits of 105201XX or 105441XX coursework.

## 10544112

### **Gerontology Fieldwork - Credits: 3**

Examine the scope, values, and principles of the gerontology profession. Coursework introduces the typical roles and duties of aging services professionals. Students assess their own motivations, attitudes, and interests. In addition to the regular classroom hours, observation and fieldwork in a community-based setting working with older adults is required. Students must complete or have on file current, valid Background Information Disclosure (BID) and Caregiver Background Check (Wisconsin and/or Minnesota) forms, as part of this course. PREREQUISITE: 10544108 Developing the Gerontology Professional and COREQUISITES: Successful completion or co-enrollment in all other core program courses.

## 10544110

### **Programs of Aging Services - Credits: 3**

Explore the wide spectrum of programs and services available to older adults that address a variety of physical, mental, emotional, social, financial, legal, spiritual, and recreational needs. Examine social policy as it relates to aging and available federal funding for the aging consumer including community resources, eligibility criteria, and how to access and coordinate services. Additional topics include supplementing social networking and enhancing mental health functioning.

## 10544111

### **Legal and Financial Issues of Aging - Credits: 3**

Analyze legal and financial concepts and structures including Power of Attorney for health care/finance, guardianships, trusts, reallocation of assets, spending down, Medicare/Medicaid benefits, supplemental insurance, Social Security, elder abuse/neglect, financial exploitation, and relevant governmental policies. Apply knowledge through advocacy to benefit aging adults on local, state and federal levels.

# Gerontology for Healthcare Professionals

## 61-544-1 Pathway Certificate

**Campuses: Ashland\*, New Richmond\*, Rice Lake\*, Superior\***  
**Outreach Centers: Balsam Lake\*, Hayward\*, Ladysmith\***

\*Combination of Online and Your Choice instruction



### Overview

You will be able to directly apply your acquired theory, knowledge and practical skills within a variety of professional settings. This pathway certificate is designed to enhance the education and experience of practitioners who work directly with older adults in healthcare and clinical settings, community-based programs, residential facilities, and private or for-profit business and industry.

### Special Features

- Flexible course selection and scheduling designed to assist with life planning
- 8-week rotating block courses offered in Online and Your Choice evening formats
- Part-time and full-time program options with flexible entry and exit
- Ideal for people entering the job market or choosing to enhance their current careers in service delivery or leadership roles within the gerontology field
- Blend program offerings with Healthcare, Emergency Services, Human Services, or Business Programs
- This is a unique program in the state

### How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Gerontology for Healthcare Professionals certificate from the program of choice dropdown list.

### Outcomes

The Gerontology for Healthcare Professionals certificate will prepare you to:

- Analyze the physical, social, psychological, and spiritual aspects of aging throughout the lifespan
- Apply ethical and legal practice consistent with a gerontology professional
- Identify the role of the gerontology professional in the connection of service delivery
- Identify strategies to cultivate an age-friendly community

### Career Outlook

Upon completion of the Gerontology for Healthcare Professionals certificate you will be well prepared to use your knowledge, skills and abilities to work with older adults in a variety of positions in diverse settings such as:

- Hospitals
- Hospice
- Home Health Care and Assisted Living
- Long-Term Care, Nursing Homes and Group Homes
- Adult Care
- Senior Centers
- Community, Non-Profit and Government Agencies
- Counseling Centers
- Business and Industry

### Career Pathway >

The Gerontology for Healthcare Professionals program is a pathway into the following program (page 205):

- Gerontology - Aging Services Professional

### Related Programs

- Human Services Associate
- Nursing - Associate Degree
- Occupational Therapy Assistant
- Medical Assistant
- Paramedic Technician
- EMT-Paramedic
- Nursing Assistant
- Dementia Care

### Curriculum

Number	Course Title	Credits
10544101	Social Gerontology	3
10544105	Alzheimer's and Dementia	3
10544110	Programs of Aging Services	3
10544100	Communication of Aging	3
CERTIFICATE REQUIREMENTS		12

## Course Descriptions

### 10544101

#### Social Gerontology - Credits: 3

Explore aging in respect to social roles and processes. Topics include history of aging, demographics, family relationships, social supports, economics, retirement, loss, poverty and politics of aging.

### 10544105

#### Alzheimer's and Dementia - Credits: 3

Examine the signs, symptoms and stages of Alzheimer's and other forms of dementia and how these diseases affect physiology and brain function. This course focuses on the principles of communicating and providing care to individuals with memory loss and confusion while learning the best practices for dealing with behavior changes, challenges with the activities of daily living, and strategies to assist caregivers.

### 10544110

#### Programs of Aging Services - Credits: 3

Explore the wide spectrum of programs and services available to older adults that address a variety of physical, mental, emotional, social, financial, legal, spiritual, and recreational needs. Examine social policy as it relates to aging and available federal funding for the aging consumer including community resources, eligibility criteria, and how to access and coordinate services. Additional topics include supplementing social networking and enhancing mental health functioning.

### 10544100

#### Communication of Aging - Credits: 3

Develop effective communication strategies and supportive interview techniques that enhance rapport and relationships with aging populations. Apply ethical principles, standards and boundaries that acknowledge self-determination.



# Health Information Technology

10-530-1 Associate Degree (two-year)

Financial Aid Eligible

Campus: Online

## Program Overview

A degree in Health Information Technology (HIT) gives graduates the ability to work in healthcare with a focus on managing health information rather than on direct patient interaction. With this degree you will gain competency in medical coding, ensuring the integrity of health information, analyzing data, adhering to legal and regulatory standards, leading a team and quality management. You'll master this content through simulated learning activities and with the use of academic software applications (electronic health records, encoders, etc.).



## Special Features

- All courses will be offered online
- The program may be completed in a full-time or part-time format
- Students will attend clinical rotations in the second year (third or fourth semesters) of the program

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Have earned a high school diploma or GED certificate; current high school seniors must provide both a current high school transcript and a final transcript with confer date
- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor (academic admission requirements apply - see page 25 for more information)

## Program-Specific Requirements

- Submit Background Check fee
- Have an acceptable National Criminal Background Check and state-specific caregiver background check for where the HIT clinical experience will be completed. Minnesota Caregiver Background Check (if applicable), and/or other states as applicable
- Pass a physical exam, have current immunizations and demonstrate negative status for tuberculosis (Tb)
- Review and sign Nursing and Allied Health Division Confidentiality Statement
- Review and complete the computer skills inventory
- Review Health Information Technology program orientation materials
- Meet with Health Information Technology program advisor to determine program sequencing and completion goals

## Program Outcomes

Health Information Technology graduates will be able to:

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

## Career Outlook

Typical positions available after graduation include:

- Health Information Technician
- HIM Supervisor
- Insurance/Business Specialist

## Career Pathway

The Health Information Technology program includes the following pathway option (page 206):

- Medical Coding Specialist

The Health Information Management accreditor of Wisconsin Indianhead Technical College is the Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM). The College's accreditation for the Health Information Technology degree in Health Information Management has been reaffirmed through 2024-2025.

All inquiries about the accreditation status should be directed by mail to CAHIIM, 200 East Randolph Street, Suite 5100, Chicago, IL, 60601; by phone at 312.235.3255; or by email at [info@cahiim.org](mailto:info@cahiim.org).



## Curriculum

Number	Course Title	Credits (cr.)
<b>Technical Studies Courses</b>		
10501101	Medical Terminology	3 cr.
10501107	Digital Literacy for Healthcare	2 cr.
10530159	Healthcare Revenue Management*	3 cr.
10530161	Health Quality Management *	3 cr.
10530162	Foundations of HIM *	3 cr.
10530163	Healthcare Stats and Analytics *	3 cr.
10530164	Intro to Healthcare Informatics *	3 cr.
10530165	Intermediate Coding *	3 cr.
10530166	HIT Capstone *	1 cr.
10530167	Management of HIM Resources *	3 cr.
10530178	Healthcare Law & Ethics *	2 cr.
10530182	Human Disease for the Health Professions *	3 cr.
10530184	CPT Coding *	3 cr.
10530196	Professional Practice *	3 cr.
10530197	ICD Diagnosis Coding *	3 cr.
10530199	ICD Procedure Coding *	2 cr.
	Technical Studies Total	43 cr.
<b>General Studies Courses **</b>		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication <b>or</b>	
10801198	Speech	3 cr.
10804189	Introductory Statistics*	3 cr.
10806177	General Anatomy and Physiology	4 cr.
10809172	Introduction to Diversity Studies	3 cr.
10809198	Introduction to Psychology	3 cr.
	General Studies Total	19 cr.
	<b>TOTAL PROGRAM REQUIREMENTS</b>	<b>62 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

You must earn a grade point of 2.0 or better in all required courses.

Course repeat policies exist that allow for only a certain number of retakes within this program; please refer to the policies for details

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10501101

### Medical Terminology - Credits: 3

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.

## 10501107

### Digital Literacy for Healthcare - Credits: 2

The focus of this course is the use of technology in healthcare. Learners use common business software applications, including word processing, presentation, spreadsheet, and databases. Communication methods using technology are addressed. Learners gain experience with using the electronic health record (EHR). Healthcare EHR security issues, social media use, and digital healthcare resources are examined. Computer skills proficiency developed as a part of this course.

## 10530159

### Healthcare Revenue Management - Credits: 3

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 payment classifications with entry level proficiency using computerized encoding and grouping software. COREQUISITES: 10530162 Foundations of HIM, 10530182 Human Disease for the Health Professions, 10530184 CPT Coding, 10530197 ICD Diagnosis Coding, and 10530199 ICD Procedure Coding.

## 10530161

### Health Quality Management - Credits: 3

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. PREREQUISITE: 10530163 Healthcare Stats and Analytics.

## 10530162

### Foundations of HIM - Credits: 3

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. PREREQUISITE: Admission to plan 105301 Health Information Technology or 315302 Medical Coding Specialist and COREQUISITE: 10501107 Digital Literacy for Healthcare.

## 10530163

### Healthcare Stats and Analytics - Credits: 3

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: 10530162 Foundations of HIM and 10804189 Introductory Statistics.

## 10530164

### Intro to Healthcare Informatics - Credits: 3

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: 10530162 Foundations of HIM and 10501107 Digital Literacy for Healthcare.

## 10530165

### Intermediate Coding - Credits: 3

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. PREREQUISITES: 10530184 CPT Coding and 10530197 ICD Diagnosis Coding and successful completion of COREQUISITE: 10530199 ICD Procedure Coding is required prior to taking Intermediate Coding.

## 10530166

### HIT Capstone - Credits: 1

Explore technical skills and professional attributes desired for the HIM profession, and conduct activities to assess one's own readiness to enter the health information industry. COREQUISITE: 10530196 Professional Practice.

## 10530167

### Management of HIM Resources - Credits: 3

Examines the principles of management to include planning, organizing, human resource management, directing, and controlling as related to the health information department. PREREQUISITE: 10530162 Foundations of HIM.

## 10530178

### Healthcare Law & Ethics - Credits: 2

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: 10530162 Foundations of HIM.

## 10530182

### Human Disease for the Health Professions - Credits: 3

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. PREREQUISITE: Admission to plan 105301 Health Information Technology or 315302 Medical Coding Specialist and COREQUISITES: 10501101 Medical Terminology and 10806177 General Anatomy and Physiology.

## 10530184

### CPT Coding - Credits: 3

Prepares learners to assign CPT/HCPCS codes, supported by medical documentation, with entry level proficiency. Learners apply instructional notations, conventions, rules, and official coding guidelines when assigning codes to case studies and actual medical record documentation. COREQUISITES: 10501101 Medical Terminology, 10530182 Human Disease for the Health Professions and 10806177 General Anatomy and Physiology.

## 10530196

### Professional Practice - Credits: 3

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. PREREQUISITE: 10530165 Intermediate Coding and COREQUISITES: 10530161 Health Quality Management, 10530167 Management of HIM Resources, and 10530166 HIT Capstone.

## 10530197

### ICD Diagnosis Coding - Credits: 3

Prepares students to assign ICD diagnosis codes supported by medical documentation. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD diagnosis codes to case studies and actual medical record documentation. PREREQUISITE: Admission to plan 105301 Health Information Technology or 315302 Medical Coding Specialist and COREQUISITES: 10501101 Medical Terminology, 10530182 Human Disease for the Health Professions and 10806177 General Anatomy and Physiology.

## 10530199

### ICD Procedure Coding - Credits: 2

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: Admission to plan 105301 Health Information Technology or 315302 Medical Coding Specialist 10501101 Medical Terminology, and 10806177 General Anatomy and Physiology and COREQUISITE: 10530182 Human Disease for the Health Professions.

# Health Office Professional

31-160-1 Technical Diploma (one-year)

Financial Aid Eligible

Campuses: Ashland\*, New Richmond\*, Rice Lake\*, Superior\*, Online

\*Combination of Online, Your Choice, In person, or Web Conferencing instruction



## Program Overview

The Health Office Professional (HOP) technical diploma combines medical office skills with computer skills to prepare you for employment on the administrative side of healthcare working in physician's offices, clinics, hospitals, nursing homes and other health organizations.

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Complete admissions meeting with a WITC counselor

## Program Outcomes

Health Office Professional graduates will be able to:

- Perform routine medical office administrative procedures
- Demonstrate effective workplace communications
- Apply technology skills to business and administrative tasks
- Maintain internal and external relationships
- Model professionalism in a healthcare setting

## Career Outlook

Typical positions available after graduation include:

- Medical Office Specialist
- Medical Secretary
- Medical Receptionist
- Hospital Admissions Representative
- Customer Service Representative
- Medical Scheduler
- Health Information Clerk

## Career Pathways

The HOP program includes the following pathway option (page 216):

- Healthcare Receptionist

HOP is also a pathway into the following program:

- Medical Administrative Professional

## Related Programs

- Medical Billing Specialist
- Office Support Specialist

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
10103125	MS Outlook	1 cr.
10103146	MS Word A	1 cr.
10103147	MS Word B *	1 cr.
10103151	MS Excel A	1 cr.
10106110	Document Formatting	2 cr.
10160135	Introduction to Healthcare Documentation *	3 cr.
10160140	Medical Office Administration *	3 cr.
10160143	Medical Office Procedures and Customer Service	2 cr.
10106146	Proofreading for the Office	3 cr.
10196138	Conflict Resolution and Confrontation Skills	1 cr.
10501101	Medical Terminology	3 cr.
Occupational Specific Total		21 cr.
<b>Occupational Supportive/General Studies Courses **</b>		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication	3 cr.
10804123	Math with Business Applications	3 cr.
Occupational Supportive/General Studies Total		9 cr.
PROGRAM REQUIREMENTS		<b>30 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

## Course Descriptions

### 10103125 MS Outlook - Credits: 1

This course introduces the basics of Microsoft Outlook. Participants will use e-mail, calendar, files, and other features to effectively manage business and personal information.

### 10103146 MS Word A - Credits: 1

Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features.

### 10103147 MS Word B - Credits: 1

Students will learn word processing using MS Word. Credit B activities include tables, mail merge, sort, graphics, and special features of MS Word. COREQUISITE: 10103146 MS Word A

### 10103151 MS Excel A - Credits: 1

Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

### 10106110 Document Formatting - Credits: 2

This hands-on course covers formatting styles of business letters, business and academic reports, memos, tables, and business documents. The course also includes drill work for improving keying speed and accuracy. Students should be able to type 40 words per minute.

### 10160135 Introduction to Healthcare Documentation - Credits: 3

This course is designed to expand the student's medical vocabulary and develop skill in keyboarding, formatting, editing, storing, and printing medical documents. Emphasis is placed on speed building and accuracy improvement. PREREQUISITES: 10501101 Medical Terminology and 10106110 Document Formatting.

### 10160140 Medical Office Administration - Credits: 3

Simulates handling patients and employees, applying customer service skills, and the use of computers in a medical/clinical setting. Hands-on experience in scheduling appointments, work in electronic medical records, establishing a fee schedule, and practice management. Utilizes Microsoft Office software, electronic billing software, electronic medical record software, telephone systems, internet, fax and e-mail. PREREQUISITE: 10160143 Medical Office Procedures and Customer Service.

### 10160143 Medical Office Procedures and Customer Service - Credits: 2

This course develops professional skills and attitudes needed in a medical business environment. Skills developed include an ability to communicate effectively with patients and other medical office staff, manage time effectively, schedule patients, greet patients, use the telephone properly, process mail, apply ergonomics and office safety, and use medical computer software efficiently.

### 10106146 Proofreading for the Office - Credits: 3

This course provides the learner with techniques used in proofreading office documents from both hard and soft copy (computer screen). Learners will incorporate the use of office reference manuals. This project-based course uses individual and group activities as well as in-class and out-of-class work.

### 10196138 Conflict Resolution and Confrontation Skills - Credits: 1

In Conflict Resolution and Confrontation Skills the learner applies the skills and tools necessary to deal with conflict and confrontation in the workplace. The learner will identify the major causes of conflict, develop a working plan of action to confront difficult situations, and establish guidelines for gaining resolution to difficult situations. The learner will build greater personal skill and confidence in their ability to deal with conflict in their personal and professional life.

### 10501101 Medical Terminology - Credits: 3

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.

# Healthcare Receptionist

30-160-2 Technical Diploma (less than one-year)

**Campuses: Ashland\*, New Richmond\*, Rice Lake\*, Superior\*, Online**

\*Combination of Online, Your Choice, In person, or Web Conferencing instruction



## Program Overview

The Healthcare Receptionist short-term diploma prepares students to perform a variety of office support functions within a health care organization. This embedded technical diploma fully ladders into the Health Office Professional technical diploma and the Medical Administrative Professional associate degree.

## How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Healthcare Receptionist program from the program of choice drop-down list.

## Program Outcomes

Healthcare Receptionist graduates will be able to:

- Perform routine healthcare administrative procedures
- Apply technology skills to business and administrative tasks
- Maintain internal and external relationships
- Model professionalism in a healthcare setting

## Career Outlook

Typical positions available after graduation include:

- Medical Receptionist
- Medical Scheduler
- Medical Information Clerk
- Appointment Coordinator
- Patient Access

## Career Pathways

The Healthcare Receptionist program is a pathway into the following programs (page 216):

- Medical Administrative Professional
- Health Office Professional

## Related Programs

- Medical Billing Specialist
- Office Technology Assistant

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
10103125	MS Outlook	1 cr.
10103146	MS Word A	1 cr.
10106110	Document Formatting	2 cr.
10160143	Medical Office Procedures and Customer Service	2 cr.
10106146	Proofreading for the Office	3 cr.
10501101	Medical Terminology	<u>3 cr.</u>
Occupational Specific Total		12 cr.
<b>Occupational Supportive/General Studies Courses **</b>		
10801196	Oral/Interpersonal Communication	<u>3 cr.</u>
Occupational Supportive/General Studies Total		3 cr.
TOTAL PROGRAM REQUIREMENTS		<b>15 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

## Course Descriptions

### 10103125 MS Outlook - Credits: 1

This course introduces the basics of Microsoft Outlook. Participants will use e-mail, calendar, files, and other features to effectively manage business and personal information.

### 10103146 MS Word A - Credits: 1

Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features.

### 10106110 Document Formatting - Credits: 2

This hands-on course covers formatting styles of business letters, business and academic reports, memos, tables, and business documents. The course also includes drill work for improving keying speed and accuracy. Students should be able to key 40 words per minute.

### 10160143 Medical Office Procedures and Customer Service - Credits: 2

This course develops professional skills and attitudes needed in a medical business environment. Skills developed include an ability to communicate effectively with patients and other medical office staff, manage time effectively, schedule patients, greet patients, use the telephone properly, process mail, apply ergonomics and office safety, and use medical computer software efficiently.

### 10106146 Proofreading for the Office - Credits: 3

This course provides the learner with techniques used in proofreading office documents from both hard and soft copy (computer screen). Learners will incorporate the use of office reference manuals. This project-based course uses individual and group activities as well as in-class and out-of-class work.

### 10501101 Medical Terminology - Credits: 3

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.

## Campus: Superior

### Program Overview

The program operates out of WITC's head-of-the-Great Lakes training center, a state-of-the-art facility on WITC-Superior's campus. Through partnerships with Trane USA, Snap-on Tools, and the National Coalition of Certification Centers (www.nc3.net), WITC will train you in the areas of electricity, heating, residential air conditioning, refrigeration, geothermal, sheet metal fabrication, direct digital controls (DDC) and commercial HVAC applications.

You can leave with industry credentialing in the areas of refrigerant handling safety, tool usage, and control systems. Foundational skills and principles learned in this program prepare you to work in the commercial and residential HVAC/R industry. Periodic site visits with active HVAC/R equipment are incorporated throughout the two year program to enhance student learning. Students also attend several local training seminars, and conferences that feature industry experts so they can stay on top of industry trends, and training. Full-time students can complete the program in four semesters.



### Special Feature

The HVAC/R program at Wisconsin Indianhead Technical College has adopted new certification guidelines established by The National Coalition of Certifications (NC3), working with Trane, a leader in the HVAC/R industry.

NC3 was established to address the need for strong industry partnerships with educational institutions in order to develop, implement, and sustain industry-recognized certifications that have strong validation and assessment standards.

NC3 has developed a comprehensive, workforce development program for training and professional certifications. NC3 members are provided with expert consultation – from facility planning, faculty training, and the support necessary for professional certification programs.



HVAC/R Certifications: Students are eligible to take the following NC3 Certification Exams:

- Building Automation Systems (BAS)- Level 1
- Multimeter Certification
- Building Performance Instruments (BPI) - Flue Gas
- Building Performance Instruments (BPI) - Fluid Integrity
- Building Performance Instruments (BPI) - Indoor Air Quality
- Building Performance Instruments (BPI) - Installation & Diagnostics
- Building Performance Instruments (BPI) - Leak Detection
- Building Performance Instruments (BPI) - RPM and Vibration Testing
- Residential - Air Flow
- Residential - Air-to-Air Heat Pumps
- Residential - Refrigeration Diagnostics
- Residential - Variable Speed Motors
- Federal EPA Refrigeration License

### Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

### Program Outcomes

HVAC/R graduates will be able to:

- Install HVAC/R components
- Service HVAC/R systems
- Troubleshoot HVAC/R systems
- Evaluate HVAC/R system designs

### Career Outlook

Typical positions available after graduation include:

- Residential HVAC/R Technician
- Commercial HVAC/R Technician
- Industrial HVAC/R Technician
- Mechanical Contractor HVAC/R Technician
- Facilities HVAC/R Technician
- Wholesale Service Representative

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

- Energy Management Technician
- Business Owner HVAC/R
- Practice Engineering of HVAC/R Systems

### Career Pathways

The HVAC/R program includes the following pathway options (page 207):

- HVAC Installation Technician
- Refrigeration Essentials

### Curriculum

Number	Course Title	Credits
<b>Occupational Specific Courses</b>		
32601300	Air Conditioning Fundamentals *#	2 cr.
32601301	Basic Mechanical Fundamentals *#	3 cr.
32601303	Principles of AC/DC *#	3 cr.
32601304	Heating Systems *#	2 cr.
32601305	Electrical Controls and Systems#	3 cr.
32601306	HVAC/R Print Reading *	2 cr.
32601307	Heating System Applications *#	3 cr.
32601308	Electronic Energy Management *	3 cr.
32601309	Control Circuit Applications *	3 cr.
32601310	Sheet Metal Fabrication *	2 cr.
32601311	Hydronic Heating*#	3 cr.
32601312	Refrigeration Applications *#	3 cr.
32601313	HVAC/R Electronic Troubleshooting/Repair (WBL)*#	2 cr.
32601314	Heat Load Estimation*	1 cr.
32601315	Geothermal Systems *	2 cr.
32601316	Building Automation Systems#	2 cr.
32601317	Refrigeration Fundamentals*#,#	3 cr.
32890305	Applied Information Resources**	2 cr.
Occupational Specific Total		44 cr.

### Occupational Supportive/General Studies Courses \*\*

32801361	Applied Communications	2 cr.
32801362	Advanced Communication Skills*	2 cr.
32804325	Applied Technical Math 1	3 cr.
32804334	Applied Technical Math 2*	2 cr.
32809380	Applied Interpersonal Skills	2 cr.
Occupational Supportive/General Studies Total		11 cr.

### PROGRAM REQUIREMENTS

55 cr

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# NC3 Certification Exam Administered.

## EPA section 608 Certification Exam Administered.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 32601300

### Air Conditioning Fundamentals - Credits: 2

Topics covered include air conditioning principles and terms, physical principles of air movement and humidity, methods of conditioning air for comfort and health, the proper use of psychrometers, dry bulb thermometers, hygrometers, pitot tubes, recorders, manometers and barometers, and the reading and interpretation of psychrometric charts and scales. PREREQUISITE: Admission to HVAC/R Plan, Refrigeration Essentials Plan, or HVAC Installation Technician Plan. (This course will prepare you to take the NC3 Residential Air Flow AND NC3 Building Performance Indoor Air Quality Certification)

## 32601301

### Basic Mechanical Fundamentals - Credits: 3

This course is designed to introduce the learner to the basic fundamental skills necessary to work in the HVAC/R Industry. Instruction will be given in learning the various types of piping and tubing used in air conditioning, heating, and refrigeration; types of fittings, bending, brazing, soft soldering tubing, black iron pipe work, using hand tools, and the recognition and practice of safety procedures while working on heating, air conditioning, and refrigeration systems. PREREQUISITE: Admission to HVAC/R Plan, Refrigeration Essentials Plan, or HVAC Installation Technician Plan. (This course will prepare you to take the NC3 Building Performance Leak Detection Certification)

## 32601303

### Principles of AC/DC - Credits: 3

This course provides an introduction to DC and AC electricity. The students will be able to perform basic resistance, current, voltage, and power calculations and measurements in both DC and AC circuits. Knowledge and use of test equipment will focus on multimeters and oscilloscopes. Critical-thinking skills are emphasized to develop competencies in problem solving and troubleshooting. This is a lab- and lecture-based course that provides hands-on and theoretical learning. COREQUISITE: 32804325 Applied Technical Math 1. (This course will prepare you to take the NC3 Test meter 575 Certification)

## 32601304

### Heating Systems - Credits: 2

Topics include introduction to heat principles, temperature measurement, fuels and other sources of heat, combustion, basic heating systems, basic furnace design, gas furnace design and operation, venting of furnaces, chimney or exhaust gases, and system controls. PREREQUISITE: Admission to HVAC/R Plan or HVAC Installation Technician Plan. (This course will prepare you to take the Building Performance Instruments (BPI) -Flue Gas Certification)

## 32601305

### Electrical Controls and Systems - Credits: 3

Topics in this course include basic electricity review, control circuits, symbols, diagrams, protection devices, transformers, relays, thermostats, single-phase motors, capacitors, control components, and troubleshooting ACR system wiring diagrams. Electrical experience equivalent to 32601303 Principles of AC/DC is recommended. (This course will prepare you to take the NC3 Residential Variable Speed Motors Certification)

## 32601306

### HVAC/R Print Reading - Credits: 2

Topics include print reading; understanding, interpreting, and utilizing architectural working drawings; safety procedures; drafting techniques; and lettering. PREREQUISITE: Admission to HVAC/R Plan or HVAC Installation Technician Plan.

## 32601307

### Heating System Applications - Credits: 3

Topics include installation, start-up, and service of gas- and oil-fired heating equipment; air conditioning and air-to-air heat pump systems; and electrical and mechanical testing/analyzing of system components. PREREQUISITES: 32601301 Basic Mechanical Fundamentals and 32601304 Heating Systems. (This course will prepare you to take the NC3 Building Performance Instruments (BPI) Installation and Diagnostics AND NC3 Air-to-Air Heat Pumps Certifications)

## 32601308

### Electronic Energy Management - Credits: 3

This course serves as an introduction to how a heating, venting, and air conditioning control system is used to operate a building's mechanical equipment so as to maintain the desired environmental conditions. PREREQUISITE: 32601309 Control Circuit Applications.

## 32601309

### Control Circuit Applications - Credits: 3

Topics include control circuit terminology, measuring devices, and control systems. The principles of self-contained, electromechanical, and electronic-electric controls are examined and applied to control systems operation and design. PREREQUISITE: 32601305 Electrical Controls and Systems.

## 32601310

### Sheet Metal Fabrication - Credits: 2

The layout and fabrication of a variety of sheet metal fittings. PREREQUISITE: 32601301 Basic Mechanical Fundamentals.

## 32601311

### Hydronic Heating - Credits: 3

Topics include heating ignition systems, oil boiler installation and start up, venting of gas-fired boilers, heating with hot water, multiple boiler systems basics, and zoning hydronic heating systems. PREREQUISITES: 32601301 Basic Mechanical Fundamentals and 32601304 Heating Systems. (This course will prepare you to take the Building Performance Instruments (BPI) Fluid Integrity Certification)

## 32601312

### Refrigeration Applications - Credits: 3

Topics include domestic and commercial refrigeration systems, applications, installation, servicing, troubleshooting, heat loads and piping, controls, and special refrigeration components. PREREQUISITES: 32601300 Air Conditioning Fundamentals, 32601301 Basic Mechanical Fundamentals, and 32601317 Refrigeration Fundamentals. (This course will prepare you to take the NC3 Building Performance Instruments (BPI) RPM and Vibration Testing Certification)

## 32601313

### HVAC/R Electronic Troubleshooting/Repair (WBL) - Credits: 2

This course is designed for the advanced student who has already completed the theoretical and basic hands-on classes. In this class the student will be responsible for troubleshooting and repairing a variety of HVAC/R equipment. The student will be required to diagnose the faulty equipment, select the proper replacement parts, return the equipment to a working condition, and prepare a detailed work order listing all work performed. PREREQUISITE: 32601309 Control Circuit Applications. (This course will prepare you to take the NC3 Building Automations Systems-Only Spring)

## 32601314

### Heat Load Estimation - Credits: 1

This course will teach the student how to use "Manual J" from ACCA. The student will develop the skills to do residential heating and cooling heat loads. Students will calculate heat loss and also losses or gains due to infiltration, sun loads etc. The student will do calculations on actual buildings using ACCA industry standard form J-1. The student will also be pricing energy upgrades such as insulation, window improvements, etc. and calculating payback and fuel savings. PREREQUISITE: Admission to HVAC/R Plan.

## 32601315

### Geothermal Systems - Credits: 2

This course is designed to introduce the student to the basic concepts of geothermal heating and cooling. Students will be introduced to the concepts of geothermal heating and cooling using geothermal pumps, ground source heat exchangers, indoor heat exchangers, connecting devices, and circulating fluid configurations and fusions. PREREQUISITES: 32601301 Basic Mechanical Fundamentals, 32601317 Refrigeration Fundamentals, and 32601305 Electrical Controls and Systems.

## 32601316

### Building Automation Systems - Credits: 2

A building automation system, or BAS, is an umbrella energy management system that oversees HVAC control systems, heating, and other energy management systems in the building. A BAS itself can combine existing mechanical and electrical systems with microprocessors, and computers. Today's buildings require smarter and better technology and it is up to specially trained technicians to manage them efficiently. Students will gain a working knowledge of computers, networks as well as electrical control systems. PREREQUISITE: 32601305 Electrical Controls and Systems. (This course will prepare you to take the NC3 Building Automaton Systems Certification (Beginning Fall 2021))

## 32601317

### Refrigeration Fundamentals - Credits: 3

Topics include refrigeration principles and terms, thermodynamic processes, refrigerants, vapor compression cycles, mechanical refrigeration system components, use of electrical controls, refrigeration applications, and refrigeration tools and materials. PREREQUISITE: Admission to HVAC/R Plan, Refrigeration Essentials Plan, or HVAC Installation Technician Plan. (This course will prepare you to take the Section 608 EPA Technician Certification AND NC3 Refrigeration Diagnostics Certification)

# Hospitality Foundations

30-109-2 Technical Diploma (less than one-year)

Campuses: Ashland, New Richmond, Rice Lake, Superior



## Program Overview

Hospitality Foundations is a 16-week program preparing students for career opportunities in the area of entry-level hospitality and other customer service employment settings. This skilled based training is developed to help students learn essential hospitality duties through interactive course activities and community-based training experience, while enhancing personal awareness, career effectiveness, and professionalism.

### Special Feature

This program is unique in the state.

### Inquire:

For more information, contact:  
Heidi Diesterhaft, MS CRC CVE  
Accommodation Specialist  
Phone: 715-234-7082 ext. 5522  
Fax: 715-234-1241  
heidi.diesterhaft@witc.edu

### Program-Specific Requirements

- Participate in a Program Informational Meeting
- Complete and return all required forms
  - High school transcript (include most recent attendance record if not included on transcript, if available)
  - Student Questionnaire
  - Functional Abilities Disclosure
  - Wisconsin Indianhead Technical College application form
  - Professional reference form from a teacher or community agency (this document can be submitted separately if preferred)

**Note:** WITC will review completed application materials and notify students of their college admissions status.

### Program Outcomes

Hospitality Foundations graduates will be able to:

- Identify personal strengths, barriers and transferable skills specific to work place environment.
- Demonstrate employability skills to seek and maintain employment in the hospitality service industry.
- Apply functional abilities specific to customer service and hospitality through competency-based learning.
- Identify environmental problems and correct unsafe working conditions.

### Career Outlook

Positions available after graduation may include:

- Server Attendant
- Dining Room Attendant
- Maid and Housekeeping
- Environmental Services

### Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
30109330	Hospitality Applications	2 cr.
30109331	Safety and Sanitation Fundamentals	1 cr.
30109332	Guest Relations Fundamentals	1 cr.
30109333	Hospitality Internship *	1 cr.
Occupational Specific Total		5 cr.
<b>Occupational Supportive/General Studies Courses</b>		
30890320	Working Smart *	1 cr.
Occupational Supportive/General Studies Total		1 cr.
PROGRAM REQUIREMENTS		6 cr.

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

## Course Descriptions

### 30109330

#### Hospitality Applications - Credits: 2

Hospitality Applications is an 8-week course that offers hands-on learning opportunities to practice and apply hospitality tasks required to seek entry-level employment. Students will be guided in applying and demonstrating positive interpersonal skills and professional customer service skills, while focusing on maintaining a safe work environment, safe food facilities and positive worker habits. Hospitality Applications enhances students' knowledge through application of tasks and demonstration of skills through classroom learning and lab experiences.

### 30109331

#### Safety and Sanitation Fundamentals - Credits: 1

Safety and Sanitations Fundamentals is an 8-week course that helps students develop a foundation in detecting safety hazards and bring awareness to best practices to maintain safe facilities. Students will explore safe working habits targeting areas such as principles of safe lifting, proper use of cleaners and chemicals, personal hygiene and health, proper storage and handling of foods, as well as cleaning and sanitizing.

### 30109332

#### Guest Relations Fundamentals - Credits: 1

Guest Relations Fundamentals is an 8-week course introducing students to the importance of working with others in a constructive and cooperative working relationship. Students will explore ways to better handle challenging customers and be provided experiences to recognize positive interpersonal skills and professional customer service.

### 30109333

#### Hospitality Internship - Credits: 1

In this 1-credit internship students will apply course competencies in employment opportunities at WITC and community-based placements. The course competencies include: apply essential hospitality tasks, demonstrate interpersonal skills, demonstrate customer service skills, apply safe food, facilities, and worker habits, apply constructive and cooperative working relationships with others, and apply strategies to better handle challenging customers. COREQUISITES: 30109330 Hospitality Applications, 30109331 Safety and Sanitation Fundamentals and 30109332 Guest Relations Fundamentals.

### 30890320

#### Working Smart - Credits: 1

This course will work in collaboration with student internship, second 8 weeks, to address employability skills in a natural, work-based learning environment. Students will continue the development and enhancement of job seeking skills, while practicing job retention skills such as problem-solving, time management, accountability, self-awareness and working relationships. COREQUISITES: 30109330 Hospitality Applications, 30109331 Safety and Sanitation Fundamentals and 30109332 Guest Relations Fundamentals.

# Human Resource Management

10-116-2 Associate Degree (two-year)

Financial Aid Eligible

Campuses: Ashland\*, New Richmond\*, Rice Lake\*, Superior\*  
 Outreach Centers: Balsam Lake\*, Hayward\*, Ladysmith\*

\*Combination of Online, Your Choice, In person, or Web Conferencing instruction



## Program Overview

The Human Resources program prepares you to assist organizations in effectively recruiting, developing, training, managing and compensating their employees. You will also learn how the EEOC and OSHA will impact a workplace and how you can help your organization meet compliance regulations.

## Admission Requirements

- Complete application form and submit with fee (waiver may apply if previously submitted)
- Complete admissions meeting with a WITC counselor

## Program Outcomes

Human Resource Management graduates will be able to:

- Create an organizational workforce plan
- Develop training programs
- Examine organizational total rewards programs
- Incorporate employment law into business practices
- Facilitate effective employee relations

## Career Outlook

Typical positions available after graduation include:

- Compensation and Benefits Specialist
- Employment Specialist
- Human Resources Coordinator
- Human Resources Specialist
- Recruitment Specialist
- Training and Development Specialist
- Payroll Analyst
- Labor Relations Specialist
- Human Resources Assistant

## Related Programs

- Leadership Development
- Nonprofit Leadership
- Business Management

## Curriculum

Number	Course Title	Credits (cr.)
<b>Technical Studies Courses</b>		
10101176	Financial Accounting 1A	2 cr.
10103106	MS PowerPoint	1 cr.
10103146	MS Word A	1 cr.
10103151	MS Excel A	1 cr.
10103152	MS Excel B *	1 cr.
10105123	Business Skills	1 cr.
10116100	Human Resource Management	3 cr.
10116101	Introduction to Payroll and HRIS	3 cr.
10116102	Employment Law *	3 cr.
10116103	Compensation Management *	3 cr.
10116104	Recruitment and Selection *	3 cr.
10116105	Employee Relations and Labor Law *	2 cr.
10116106	Orientation and Training *	3 cr.
10116107	Benefit Administration *	3 cr.
10116108	Human Resource Capstone *	3 cr.
10196108	Customer Service	1 cr.
10196136	Safety in the Workplace	3 cr.
10196138	Conflict Resolution and Confrontation Skills	1 cr.
10196145	Contemporary Business for Supervisors	2 cr.
10196199	Ethics in Business	3 cr.
	Technical Studies Total	43 cr.
<b>General Studies Courses **</b>		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication <b>or</b>	
10801198	Speech	3 cr.
10804123	Math with Business Applications	3 cr.
10809195	Economics	3 cr.
10809196	Introduction to Sociology	3 cr.
10809188	Developmental Psychology <b>or</b>	
10809198	Introduction to Psychology	3 cr.
	General Studies Total	18 cr.
<b>TOTAL PROGRAM REQUIREMENTS</b>		<b>61 cr.</b>

Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\* See pages 29-31 for course descriptions.



# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10101176

### Financial Accounting 1A - Credits: 2

This is a basic accounting course for non-accounting program students. The scope of study focuses on an introduction to business and accounting, analyzing and recording accounting transactions, performing the adjusting process, and completing the accounting cycle. Understanding is based both on theory and application.

## 10103106

### MS PowerPoint - Credits: 1

A complete presentation graphics course that allows you to produce professional-looking presentations. It gives you the flexibility to make informal presentations using overhead transparencies, electronic presentations, formal presentations using 35mm slides, or virtual presentations. Additionally, you can create paper printouts, outlines, speaker notes, and audience handouts.

## 10103146

### MS Word A - Credits: 1

Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features.

## 10103151

### MS Excel A - Credits: 1

Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

## 10103152

### MS Excel B - Credits: 1

Students will learn to use MS Excel. Credit B activities will include using advanced features of formulas, object linking and embedding, multiple worksheets, 3-D references, macro basics and database basics. COREQUISITE: 10103151 MS Excel A.

## 10105123

### Business Skills - Credits: 1

Upon completion of this course learners will be able to use technology-driven modes of communication; apply organizational techniques, and manage electronic files; explain how they are personally responsible for their own successes, and apply keyboarding and calculating knowledge in a variety of business-related scenarios.

## 10116100

### Human Resource Management - Credits: 2

In Human Resource Management, the learner applies the skills and tools necessary to effectively value and apply employees' abilities and needs to organization goals. Each learner will demonstrate the application of the supervisor's role in contemporary human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies and procedures, training, performance management, employee counseling and development, and effective use of compensation and benefit strategies. It is recommended that the learner have experience using a PC/MAC, using the MS Windows operating systems and software suite, browsing Web pages, downloading files, using e-mail, and exchanging files prior to enrolling in this course.

## 10116101

### Introduction to Payroll and HRIS - Credits: 3

In keeping in line with electronic recordkeeping, human resources and payroll have followed suit. Tracking employee information and payroll transactions is handled efficiently and securely using human resources information systems and payroll software. The learner will come to understand how this type of software works. Payroll calculation will be highly emphasized taking into account all the federal and state laws and filing requirements.

## 10116102

### Employment Law - Credits: 3

Course examines employment, labor and social issues in the work environment through the laws that govern the employer/union and employer/employee relationships. Topics explored include: unemployment compensation; workers' compensation; hiring and firing practices; sexual harassment in the workplace; the Americans with Disabilities Act; and the intricacies of federal and Wisconsin equal employment opportunity laws. Students will use in-depth case analyses, oral presentation, and debates. PREREQUISITE: 10116100 Human Resource Management.

## 10116103

### Compensation Management - Credits: 3

Compensation encompasses the remuneration issues of employment. It will cover all aspects of wage and salary administration including job design, job analysis, pay range development, salary surveys, bonus programs, state and federal compensation law and performance management in regards to pay practices. PREREQUISITE: 10116100 Human Resource Management.

## 10116104

### Recruitment and Selection - Credits: 3

Getting the right employees in the right job is really an art. Learn the methods of recruitment used to attract employees to your organization. Once recruitment takes place, then selection of the most suitable candidate for an opening takes place. This process is highly governed by state and federal law which must be learned and used as the basis for lawful selection of employees. PREREQUISITE: 10116100 Human Resource Management.

## 10116105

### Employee Relations and Labor Law - Credits: 2

The course provides students with both the common and complex issues related to human behavior in the workplace as it relates to employee relations, state and federal mandates and laws. In-depth examination of relationships among workers, management, laws and government are the major focus of this course. PREREQUISITE: 10116100 Human Resource Management.

## 10116106

### Orientation and Training - Credits: 3

The orientation and training course prepares participants to be able to orient, train and take new hires through the onboarding process so they have the greatest opportunity to be successful, productive employees in the workplace. Key topics are: training and development, delivery techniques, assessing employee strengths, and methods to determine where employees may focus talent improvement processes. Course will also explore the value of engaging in company culture including techniques for success within that culture. PREREQUISITE: 10116100 Human Resource Management.

## 10116107

### Benefit Administration - Credits: 3

With the ever changing health care laws, this benefits course will address the evolution of benefit offerings in health insurance as well as the other benefit areas. Taking the total reward approach, other topics to be covered include dental insurance, disability insurance, paid time off, government mandated benefits and optional work arrangements. PREREQUISITE: 10116100 Human Resource Management.

## 10116108

### Human Resource Capstone - Credits: 3

The Human Resource Capstone course emphasizes application of advanced principles of human resource management. These principles include the application of the EEOC regulations, recruitment and selection, orientation and training, payroll and benefit administration, interpersonal skills management and business management. Learners are required to design and complete a human resource management project that begins with the fundamentals and extends to application within their workplace. PREREQUISITE: Admitted to the Human Resource Management program and have completed a minimum of 30 credits (101, 103, 105, 116, 196) of coursework.

## 10196108

### Customer Service - Credits: 1

This course examines customer service as it relates to organizational quality. It addresses service models for internal and external customers, systems and strategies applied to customer service, and tools and techniques for gathering customer feedback and handling complaints.

## 10196136

### Safety in the Workplace - Credits: 3

An introduction to safety and loss prevention in the workplace with an emphasis on the supervisor's responsibility for maintaining a safe, productive environment. Students will study safety concepts, hazard controls, developing safety and health programs, and federal- and state-mandated regulations.

## 10196138

### Conflict Resolution and Confrontation Skills - Credits: 1

In Conflict Resolution and Confrontation Skills the learner applies the skills and tools necessary to deal with conflict and confrontation in the workplace. The learner will identify the major causes of conflict, develop a working plan of action to confront difficult situations, and establish guidelines for gaining resolution to difficult situations. The learner will build greater personal skill and confidence in their ability to deal with conflict in their personal and professional life.

## 10196145

### Contemporary Business for Supervisors - Credits: 2

In this course, you will review how the basic management styles affect the people, processes, and profitability of a business. You will also learn how to balance the organization's needs for profits with employees' basic needs within a global context. You will review and study the basic concepts and the supervisor's role regarding return on investment, return on equity, profit centers, financial statements, and overall departmental operations.

## 10196199

### Ethics in Business - Credits: 3

This course will focus on business practices from an ethical point of view. The student will examine such topics as morality/ethical theory, utilitarianism, Kantian ethics, justice and the market system, whistle blowing, trade secrets/conflict of interest, privacy, advertising, product safety, corporate social responsibility, international business.

# Human Services Associate

10-520-3 Associate Degree (two-year)

Financial Aid Eligible

Campuses: Ashland\*, New Richmond, Rice Lake\*, Superior\*

\*Hybrid instruction



## Program Overview

In this program, you will acquire the skills needed to support people of diverse racial, ethnic and cultural backgrounds. Work within county human services agencies, community-based organizations, residential treatment programs, schools, inpatient facilities and other settings that help people in need. Assist a variety of populations including youth, families, elders and persons with disabilities. You can choose from multiple careers focused on substance abuse counseling, domestic and family violence, community development, prevention and criminal justice. Once you complete the program, you will have successfully met the required 360 hours of approved specialized education in substance use disorder counseling in accordance with the Wisconsin Department of Safety and Professional Services, added to the Wisconsin Community-Based Residential Facility (CBRF) Employee Registry.

## Special Features

- Throughout the program, students will have multiple opportunities to directly explore the Human Services field through community-based observation and extended field experiences within designated organizations and agencies
- Graduates may opt to directly enter the workforce and/or choose to complete their Bachelor's Degree in Social Work or other Human Services-related field, as per existing articulation agreements
- Graduates will meet the 360 hour **educational** requirements needed for Wisconsin Substance Abuse Counselor certification, as preapproved by the Wisconsin Department of Safety & Professional Services. (Certification also requires state examination and supervised counseling experience outside of this program, <https://dsps.wi.gov/Documents/SACCCurrentPreCertificationEducation.pdf>)
- Graduates will be added to the Wisconsin Community-Based Residential Facility (CBRF) Employee Registry

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Review and sign Background Check Disclosure
- Complete admissions meeting with a WITC counselor

## Program-Specific Requirements

- Complete and sign Background Information Disclosure Form (BID)
- Submit Background Check fee
- Have an acceptable Wisconsin Caregiver Background Check or Minnesota Caregiver Background Check as applicable - Information from the Caregiver Background Check may affect ability to secure fieldwork placement and the ability to find employment after graduation

## Program Outcomes

Human Services Associate graduates will be able to:

- Model a commitment to cultural competence
- Uphold the ethical standards and values for human service professionals
- Demonstrate professionalism
- Utilize community resources
- Apply human services interventions and best practices
- Cultivate professional relationships

## Career Outlook

Typical positions available after graduation may include:

- Case Worker
- Community Outreach/Support Worker
- Income Maintenance Worker
- Human Services/Information and Referral Specialist
- Substance Abuse Counselor (with specialized field experience)
- Intake Worker
- Prevention Worker
- Residential Manager
- Social Services Assistant
- Volunteer Coordinator
- Adult Day Care Worker
- Human Services Technician
- Counselor Assistant
- Residential Counselor
- Youth Care Counselor
- Family Advocate
- Activities Assistant
- Visitation Worker
- Program Aide

## Career Pathways

The Human Services Associate program includes the following pathway options (page 208):

- Substance Abuse Counselor Education
- Community-Based Residential Facility (CBRF) Caregiver

## Related Programs

- Gerontology - Aging Services Professional
- Early Childhood Education / E-Child
- Criminal Justice Studies
- Nursing - Associate Degree
- Nonprofit Leadership

## Curriculum

Number	Course Title	Credits (cr.)
<b>Technical Studies Courses</b>		
10520101	Introduction to Human Services	3 cr.
10520102	Interviewing	3 cr.
10520103	Ethics in Human Services #	3 cr.
10520104	Issues in Alcohol and Other Drug Abuse	3 cr.
10520105	Introduction to Counseling *	3 cr.
10520106	Methods of Social Casework	3 cr.
10520107	Gerontology <b>or</b>	
10520108	Child and Adolescent Behavior	3 cr.
10520110	Group Facilitation *	3 cr.
10520112	Family Systems	3 cr.
10520113	Field Experience 1 * #	3 cr.
10520114	Field Experience 2 * #	3 cr.
10520115	Substance Abuse Assessment and Treatment *	3 cr.
10575100	CBRF Caregiver Fundamentals	<u>2 cr.</u>
Technical Studies Total		38 cr.

## General Studies Courses \*\*

10801136	English Composition 1	3 cr.
10801198	Speech <b>or</b>	
10801196	Oral/Interpersonal Communication	3 cr.
10806198	Human Biology	4 cr.
10809159	Abnormal Psychology *	3 cr.
10809172	Introduction to Diversity Studies	3 cr.
10809198	Introduction to Psychology	<u>3 cr.</u>
General Studies Total		19 cr.

ELECTIVES 3 cr.

TOTAL PROGRAM REQUIREMENTS **60 cr.**

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Credit for prior learning not applicable for these courses. You must earn a grade point of 2.0 or better in all 105XXXXX courses

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10520101

### Introduction to Human Services - Credits: 3

Students examine the scope, values, and principles of the human service profession. Coursework introduces the typical roles and duties of human services workers. Students assess their own motivations, attitudes, and interests. In addition to the regular classroom hours, volunteer work in a community human services agency is required. Students must complete or have on file current, valid Background Information Disclosure (BID) and Caregiver Background Check (annual Wisconsin and Minnesota) forms, as part of this course.

## 10520102

### Interviewing - Credits: 3

This course provides an introduction to interviewing and recordkeeping skills practiced in human service agencies. Students learn principles and techniques needed to conduct informational and supportive interviews including maintaining clinical records, documenting referrals, staffings, and supervision. Students practice interviewing skills during class.

## 10520103

### Ethics in Human Services - Credits: 3

This course explores the ethical, legal, and professional issues facing the human services worker. It is designed to teach a process of ethical decision-making and to increase awareness of the complexities in practice. Students are introduced to the current state and federal statutes, regulations, and judicial decisions that govern the professional practice in human services. Standards, code of ethics, clients' rights, and confidentiality are emphasized.

## 10520104

### Issues in Alcohol and Other Drug Abuse - Credits: 3

Students gain a basic understanding of the use and abuse of alcohol and other drugs. Emphasis is on historical and social perspectives of drug use, trends of use, and legal and social responses to problematic alcohol and illicit drug use. Additionally, this course provides an accurate description of the effects of psychoactive drugs, identifies methods of substance abuse treatment, and introduces the student to local treatment services.

## 10520105

### Introduction to Counseling - Credits: 3

This course is designed to provide the student with an overview of the major counseling theories and techniques and applications to various situations. Students will apply concepts and skills through practice in initiating, structuring, and terminating counseling sessions. PREREQUISITE: 10520102 Interviewing

## 10520106

### Methods of Social Casework - Credits: 3

This course provides an introduction to case management theory, models, and techniques, along with the management and coordination of case records. Key components include intake assessment, creating a plan of service, coordinating care, referral techniques, client self-determination, and ethical issues.

## 10520107

### Gerontology - Credits: 3

The focus of this course is on mental health issues, physical health issues, socioeconomic factors, and other issues that impact the aging process and the individual's adaptation to it. Dynamics of the individual, social support systems, community support systems, and the various programs that are in place to help those with special issues in the aging process will be examined.

## 10520108

### Child and Adolescent Behavior - Credits: 3

This course examines issues related to child development, juvenile delinquency, and mental health. The course will explore healthy and appropriate child development and issues such as abuse and neglect, which alter development. Juvenile delinquency will explore common behavioral concerns of adolescents and what treatment options exist. Finally, prevalent mental health issues of children and adolescents will be explored as well as treatment including common medications.

## 10520110

### Group Facilitation - Credits: 3

An introduction to theory and practice of group dynamics and processes are covered in this course. Knowledge areas include ethical considerations, effective group leadership, and stages of group development. Learners will record and critique practice group sessions, function as group members, and demonstrate effective group facilitation skills. COREQUISITE: 10510102 Interviewing.

## 10520112

### Family Systems - Credits: 3

This course focuses on issues related to families and family functioning relevant to the human services field. Major areas of focus will include child maltreatment, domestic violence, and addiction, with emphasis on relevant helping skills and services.

## 10520113

### Field Experience 1 - Credits: 3

Students develop skills as human services professionals by working directly or in-directly with clients in community agencies. This experience is designed to enhance the knowledge, skills, and behaviors essential for human services workers in the professional setting. An agency supervisor and a faculty member facilitate this learning experience. Students must complete or have on file current, valid Background Information Disclosure (BID) and Caregiver Background Check (annual Wisconsin and Minnesota) forms, as part of this course. PREREQUISITES: 10520101 Introduction to Human Services, 10520102 Interviewing, 10520103 Ethics in Human Services, 10520104 Issues in Alcohol and Other Drug Abuse, 10520106 Methods of Social Casework, and COREQUISITES: 10520105 Introduction to Counseling and 10520115 Substance Abuse and Treatment.

## 10520114

### Field Experience 2 - Credits: 3

Students continue their on-the-job training in a community agency. Additional hands-on experiences working with clients and agency staff provide students with the opportunity to apply and refine skills learned in coursework areas. An agency supervisor and a faculty member facilitate this learning experience. Students must complete or have on file current, valid Background Information Disclosure (BID) and Caregiver Background Check (annual Wisconsin and Minnesota) forms, as part of this course. PREREQUISITE: 10520113 Field Experience 1.

## 10520115

### Substance Abuse Assessment and Treatment - Credits: 3

This course will gain further understanding of substance abuse and dependence, assessment and treatment interventions. Emphasis is on assessment, diagnostics, and treatment of substance use disorders. Students will also gain further understanding of levels of care, community-based sober support, referrals and family system interventions. PREREQUISITE: 10520104 Issues in Alcohol and Other Drug Abuse.

## 10575100

### CBRF Caregiver Fundamentals - Credits: 2

In this credit-based course, students will obtain the knowledge and skills required to become Community-Based Residential Facility (CBRF) caregivers. Coursework will include the following training modules: DHS 83.20 (2) (b) CBRF Fire Safety, DHS 83.20 (2) (d) CBRF Medication Administration and Management, DHS 83.20 (2) (a) CBRF Standard Precautions, DHS 83.20 (2) (c) CBRF First Aid and Choking, DHS 83.21 (1) CBRF Resident's Rights, and DHS 83.21 (3) CBRF Challenging Behaviors. Upon successful completion of this course, students are added to the Wisconsin CBRF Employee Registry.

# HVAC Installation Technician

31-601-2 Technical Diploma (one-year)

Financial Aid Eligible

## Campus: Superior

### Program Overview

The HVAC Installation Technician program will give students the skills to install new heating, cooling, and ventilation systems, inspect current HVAC systems for effectiveness and safety, perform preventative maintenance on HVAC systems to increase longevity, and conduct performance tests with specialized tools. Students will be prepared to test for the EPA Section 608 Certification and multiple NC3 Certifications.



### Special Feature

Students are eligible to take the following NC3 Certification Exams:

- Building Performance Instruments (BPI) - Indoor Air Quality
- Building Performance Instruments (BPI) - Leak Detection
- Residential - Air-to-Air Heat Pumps
- Building Performance Instruments (BPI) - Five Gas Analysis
- 575 Multi Meter Certification

### Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor



### Program Outcomes

HVAC Installation Technician graduates will be able to:

- Install residential heating, ventilation and air conditioning equipment
- Commission (startup) and service residential heating, ventilation and air conditioning equipment
- Install commercial heating, ventilation and air conditioning equipment
- Commission (startup) and service commercial heating, ventilation, and air conditioning equipment
- Install commercial refrigeration equipment
- Commission (startup) and service commercial refrigeration equipment

### Career Outlook

Typical positions available after graduation include:

- HVAC Installer
- HVAC Mechanic
- Service Technician
- Systems Mechanic

### Career Pathways

The HVAC Installation Technician program includes the following pathway option (page 207):

- Refrigeration Essentials
- HVAC Installation Technician is also a pathway into the following program:
- Heating, Ventilation, and Air Conditioning/Refrigeration (HVAC/R)

### Curriculum

Number	Course Title	Credits
<b>Occupational Specific Courses</b>		
32601300	Air Conditioning Fundamentals *#	2 cr.
32601301	Basic Mechanical Fundamentals *#	3 cr.
32601303	Principles of AC/DC *#	3 cr.
32601304	Heating Systems *#	2 cr.
32601305	Electrical Controls and Systems#	3 cr.
32601306	HVAC/R Print Reading *	2 cr.
32601310	Sheet Metal Fabrication *	2 cr.
32601317	Refrigeration Fundamentals *#,#	3 cr.
	Occupational Specific Total	20 cr.
<b>Occupational Supportive/General Studies Courses **</b>		
32801361	Applied Communications	2 cr.
32804325	Applied Technical Math 1	3 cr.
32804334	Applied Technical Math 2 *	2 cr.
	Occupational Supportive/General Studies Total	7 cr.
	<b>PROGRAM REQUIREMENTS</b>	<b>27 cr</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.  
 \*\* See pages 29-31 for course descriptions.  
 # NC3 Certification Exam Administered.  
 ## EPA Section 608 Certification Exam Administered

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 32601300

### Air Conditioning Fundamentals - Credits: 2

Topics covered include air conditioning principles and terms, physical principles of air movement and humidity, methods of conditioning air for comfort and health, the proper use of psychrometers, dry bulb thermometers, hygrometers, pitot tubes, recorders, manometers and barometers, and the reading and interpretation of psychrometric charts and scales. PREREQUISITE: Admission to HVAC/R Plan, Refrigeration Essentials Plan, or HVAC Installation Technician Plan. (This course will prepare you to take the NC3 Residential Air Flow AND NC3 Building Performance Indoor Air Quality Certification)

## 32601301

### Basic Mechanical Fundamentals - Credits: 3

This course is designed to introduce the learner to the basic fundamental skills necessary to work in the HVAC/R Industry. Instruction will be given in learning the various types of piping and tubing used in air conditioning, heating, and refrigeration; types of fittings, bending, brazing, soft soldering tubing, black iron pipe work, using hand tools, and the recognition and practice of safety procedures while working on heating, air conditioning, and refrigeration systems. PREREQUISITE: Admission to HVAC/R Plan, Refrigeration Essentials Plan, or HVAC Installation Technician Plan. (This course will prepare you to take the NC3 Building Performance Leak Detection Certification)

## 32601303

### Principles of AC/DC - Credits: 3

This course provides an introduction to DC and AC electricity. The students will be able to perform basic resistance, current, voltage, and power calculations and measurements in both DC and AC circuits. Knowledge and use of test equipment will focus on multimeters and oscilloscopes. Critical-thinking skills are emphasized to develop competencies in problem solving and troubleshooting. This is a lab- and lecture-based course that provides hands-on and theoretical learning. COREQUISITE: 32804325 Applied Technical Math 1. (This course will prepare you to take the NC3 Test meter 575 Certification)

## 32601304

### Heating Systems - Credits: 2

Topics include introduction to heat principles, temperature measurement, fuels and other sources of heat, combustion, basic heating systems, basic furnace design, gas furnace design and operation, venting of furnaces, chimney or exhaust gases, and system controls. PREREQUISITE: Admission to HVAC/R Plan or HVAC Installation Technician Plan. (This course will prepare you to take the NC3 Building Performance Instruments (BPI) Flue Gas Analysis)

## 32601305

### Electrical Controls and Systems - Credits: 3

Topics in this course include basic electricity review, control circuits, symbols, diagrams, protection devices, transformers, relays, thermostats, single-phase motors, capacitors, control components, and troubleshooting ACR system wiring diagrams. Electrical experience equivalent to 32601303 Principles of AC/DC is recommended. (This course will prepare you to take the NC3 Residential Variable Speed Motors Certification)

## 32601306

### HVAC/R Print Reading - Credits: 2

Topics include print reading; understanding, interpreting, and utilizing architectural working drawings; safety procedures; drafting techniques; and lettering. PREREQUISITE: Admission to HVAC/R Plan or HVAC Installation Technician Plan.

## 32601310

### Sheet Metal Fabrication - Credits: 2

The layout and fabrication of a variety of sheet metal fittings. PREREQUISITE: 32601301 Basic Mechanical Fundamentals

## 32601317

### Refrigeration Fundamentals - Credits: 3

Topics include refrigeration principles and terms, thermodynamic processes, refrigerants, vapor compression cycles, mechanical refrigeration system components, use of electrical controls, refrigeration applications, and refrigeration tools and materials. PREREQUISITE: Admission to HVAC/R Plan, Refrigeration Essentials Plan, or HVAC Installation Technician Plan. (This course will prepare you to take the Section 608 EPA Technician Certification AND NC3 Refrigeration Diagnostics Certification)

# Individualized Technical Studies

10-825-1 Associate Degree (two-year)

Financial Aid Eligible

Campuses: Ashland, New Richmond, Rice Lake, Superior

## Program Overview

The associate degree in Individualized Technical Studies is designed for students who are looking for a specialized course of instruction that is not available in existing programs. The program allows the student to combine courses from two or more major areas of study into a unique associate degree. Students will be required to complete a program plan with WITC career counseling staff and identify their career objectives and the courses that will help them meet those objectives.



## Inquire:

For more information, contact:  
Shane Evenson, Registrar  
Phone: 715-468-2815 ext. 2280  
shane.evenson@witc.edu

## Program Outcomes

This unique degree will:

- Provide direction to the student in pursuit of specific occupational outcomes
- Allow students to meet individual career goals which cannot be achieved through enrollment in any single instructional program currently available at the college
- Meet the needs of students who want to pursue an Associate of Applied Science Degree on either a full- or part-time basis
- Help identify new and emerging occupations for new or modified programs

## Career Outlook

This degree gives students the flexibility to meet the educational goals of new and emerging occupational fields. Employers also benefit from the flexible program that helps them meet their own specific employee training needs as new technologies and methods emerge in the business world.

## Curriculum

Course Title	Credits
<b>General Studies Core</b>	<b>21-30</b>
Communications	6
Social Science	3
Behavioral Science	3
Math and/or Science	3
Additional General Studies	6
(See list of General Studies courses on page 40.)	
<b>Individualized Technical Studies Courses</b>	<b>40</b>
All students will be required to complete 40 credit hours of individualized technical studies and may utilize courses from all departments of the college. A minimum of 20 of these credits must be focused in one discipline. The selection of these courses must be relevant to the student's identified career goals and provide sufficient hours of concentration in one or two specific technical areas to ensure technical competence in achieving their occupational goals.	
<b>TOTAL PROGRAM CREDITS</b>	<b>61-70</b>

# Industrial Maintenance Technician

32-462-1 Technical Diploma (two-year)

Financial Aid Eligible

## Campus: Superior

## Program Overview

The Industrial Maintenance Technician program will give you practical “hands-on” experience in welding, hydraulics, machining, plumbing, electricity and mechanical maintenance. Opportunities for advancement increase with further education.



## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

## Program Outcomes

Industrial Maintenance Technician graduates will be able to:

- Demonstrate safe work procedures
- Install industrial equipment and systems
- Maintain industrial equipment and systems
- Troubleshoot industrial equipment and systems
- Repair industrial equipment and systems
- Communicate technical information

## Career Outlook

Typical positions available after graduation include:

- Maintenance Technician Assistant
- Maintenance Technician Foreperson
- Maintenance Machinist
- Maintenance Technician
- Maintenance Welding

Graduates may also enter the trades of Machine Repair, Machine Rebuilder, and Millwright. Graduates may advance to such positions as Maintenance Leadperson, Maintenance or Millwright Apprentice, Foreperson, or Superintendent.

## Related Programs

- Machine Tool Technician
- Welding

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
31442370	Gas Metal Arc Welding 1	3 cr.
31442373	Shielded Metal Arc Welding 1	3 cr.
31442374	Shielded Metal Arc Welding 2 *	2 cr.
31442379	Gas Tungsten Arc Welding 1	2 cr.
32414340	Basic Electrical Theory	2 cr.
32414341	Electrical Systems *	3 cr.
32414343	Industrial Systems Control *	3 cr.
32419301	Hydraulics/Pneumatics	3 cr.
32420305	Maintenance Machining	3 cr.
32420310	Print Reading	2 cr.
32462305	Rigging	2 cr.
32462306	Fabrication Processes	2 cr.
32462308	Piping Systems	2 cr.
32462309	Pump Applications	2 cr.
32462312	Bearings and Lubrication	1 cr.
32462314	Machine Leveling and Alignments	2 cr.
32462317	Industrial Safety	1 cr.
32462320	Gears, Belts, and Chain Drives	1 cr.
32462321	Conveyors (WBL)	2 cr.
32462322	Conveyor Systems Repair Lab *	3 cr.
32462330	Fluid Systems Repair Lab (WBL) *	<u>2 cr.</u>
Occupational Specific Total		46 cr.
<b>Occupational Supportive/ General Studies Courses **</b>		
32801361	Applied Communications	2 cr.
32804325	Applied Technical Math 1	3 cr.
32804334	Applied Technical Math 2 *	2 cr.
32809380	Applied Interpersonal Skills	<u>2 cr.</u>
Occupational Supportive/General Studies Total		9 cr.
<b>TOTAL PROGRAM REQUIREMENTS</b>		<b>55 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

**31442370**

## **Gas Metal Arc Welding 1 - Credits: 3**

This course introduces the student to the basics of GMAW welding operations. It includes the study of the type of metals and equipment utilized in welding. The instruction emphasizes accepted applications in butting and joining metals utilizing standard industry techniques.

**31442373**

## **Shielded Metal Arc Welding 1 - Credits: 3**

This course introduces the student to the basics of SMAW welding. It includes the study of the type of metals and equipment utilized when welding. The instruction emphasizes accepted applications in butting and joining metals utilizing standard welding techniques.

**31442374**

## **Shielded Metal Arc Welding 2 - Credits: 2**

This course introduces the student to the next level of SMAW welding. It includes the study of the type of metals and equipment utilized when welding. The instruction emphasizes accepted applications in butting and joining metals utilizing standard welding techniques. COREQUISITE: 31442373 Shielded Metal Arc Welding 1.

**31442379**

## **Gas Tungsten Arc Welding 1 - Credits: 2**

This course introduces the student to the basics of GTAW welding operations. It includes the study of the type of metals and equipment utilized in welding. The instruction emphasizes accepted applications in butting and joining metals utilizing standard industry techniques.

**32414340**

## **Basic Electrical Theory - Credits: 2**

This course is designed to introduce the student to the basic concepts of electricity. Students will be introduced to basic electrical components such as resistors, switches, indicators, relays, and basic testing equipment. Reading wiring diagrams will be introduced during this course.

**32414341**

## **Electrical Systems - Credits: 3**

This course introduces the student to advanced interpretation of the various wiring and ladder diagrams used in electrical systems. The selection and application of interconnecting wiring and control devices used in industrial electrical control systems will be the focus of this course. COREQUISITE: 32414340 Basic Electrical Theory.

**32414343**

## **Industrial Systems Control - Credits: 3**

This course is designed to introduce the student to the basics of the programmable logic controllers used in industry. Training in ladder logic, logic gates, Boolean equations, and truth tables will be given. Basic program and troubleshooting will be the focus of this course. COREQUISITE: 32414340 Basic Electrical Theory.

**32419301**

## **Hydraulics/Pneumatics - Credits: 3**

This course is designed to introduce the student to the theory of fluid power. The common gas laws will be analyzed. The basic system of a hydraulic unit and pneumatic unit will be the focus of this laboratory-based course. Common applications of different circuits will be explored and constructed.

**32420305**

## **Maintenance Machining - Credits: 3**

This course is designed to introduce the student to the basic machines and procedures of machines common to the industrial maintenance industry.

**32420310**

## **Print Reading - Credits: 2**

This course will cover the basic principles of print reading. The emphasis will be on interpreting lines and symbols in single- and multiple-view working drawings. Topics include print reading procedures, sketching, drawing changes, and the reading of prints in maintenance areas of machining, fabrication, piping systems, and welding.

**32462305**

## **Rigging - Credits: 2**

During this course the student will be introduced to the safety procedures, the common hardware components, and the equipment used in industry for rigging to lift and move machines and equipment. The student will demonstrate industry standard rigging and lifting procedures in a laboratory-based environment.

**32462306**

## **Fabrication Processes - Credits: 2**

This course is designed to introduce the student to the basics of fabrication processes that are common to the industrial maintenance field along with the tools and components used in these processes. This course is a theory-based course with hands-on lab applications.

**32462308**

## **Piping Systems - Credits: 2**

This course is designed to introduce the student to basic plumbing of air, water, and other process systems found in industrial plants. Layout, cutting, threading, and installing these systems will be the focus of this course.

**32462309**

## **Pump Applications - Credits: 2**

This course is designed to enable the student to explore the theory of fluid pumping applications common to industry. General troubleshooting and maintenance procedures will be stated and practiced during this competency lab-based course.

**32462312**

## **Bearings and Lubrication - Credits: 1**

This course is designed to introduce the student to the applications of bearings and lubrication processes used in industries. Instruction will be given in the basic principles of operations, preventive maintenance, and repair procedures of all bearing types common to industry.

**32462314**

## **Machine Leveling and Alignments - Credits: 2**

This course is designed to introduce the student to the standard applications of machine leveling and alignment of shafts, couplings, bearings, and machines common to industries. This course will cover several leveling and alignment procedures that meet industry standards.

**32462317**

## **Industrial Safety - Credits: 1**

This course is designed to introduce the student to safety topics required by OSHA for general industries. Safety committees and their function in the workplace will also be discussed. The history of OSHA and the role it plays in industry, along with the roles of all workers and employers toward safety, will be the focus of this course.

**32462320**

## **Gears, Belts, and Chain Drives - Credits: 1**

This course is designed to introduce the student to the applications of gears, belts, and chain drives used in industry. Instruction will be given in the basic principles of operation, installation, preventive maintenance, and repair procedures of these components to industry standards.

**32462321**

## **Conveyors (WBL) - Credits: 2**

This course is designed to introduce the student to bulk handling belt conveyor systems common to many industries. While examining the different systems used that make up an effective belt conveyor, the student will design a system of their own. Standard applications, preventive maintenance, repair, and installation of conveyors will be the focus of this course. The screw, flat belt, and roller conveyors will also be examined. A strong background in mechanical drive and fabrication is recommended.

**32462322**

## **Conveyor Systems Repair Lab - Credits: 3**

This course is designed to provide a "real" work-like environment where the student is placed in a team environment to build a conveyor from the design that was created in the conveyors theory class. All welding, machining, and the fabrication of the conveyor will be done by the team. The ordering of parts and components, along with creating a journal of the project, will be a team function. COREQUISITE: 32462321 Conveyors (WBL).

**32462330**

## **Fluid Systems Repair Lab (WBL) - Credits: 2**

This course is designed to give the student a chance to apply fluid power system skills in a shop environment. Students will work on projects that will require troubleshooting of fluid systems and components, and construction of fluid systems common to industry. COREQUISITES: 32419301 Hydraulics/Pneumatics, 32462308 Piping Systems, and 32462309 Pump Applications.



# Industrial Systems Specialist

31-631-1 Technical Diploma (one-year)

Financial Aid Eligible

## Campus: New Richmond

### Program Overview

Process and manufacturing plants employ technicians to keep their machines and processing running and install and maintain equipment. With this one-year technical diploma, you will be prepared to be employed at the technician level or higher on industrial computer networks, programmable logic controllers (PLCs) and process instruments. You will have both classroom and hands-on laboratory instruction with several systems to gain an understanding of controller and PLC interfacing, control systems and network installation.



### Special Feature

This is a unique program in the state.

This program is intended and recommended for individuals with a background in electrical equipment or electricity.

### Inquire

For more information on this program, and how to apply, contact: Jon Haglin, Instructor at Jon.Haglin@witc.edu or 715.246.6561 ext. 4370

### Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor
- Confirmation of admission from WITC Associate Dean

### Program Outcomes

Industrial Systems Specialist graduates will be able to:

- Demonstrate safe practices and techniques
- Perform installations of controls hardware/software/cabling
- Perform programming and configuration of Programmable Logic Controllers (PLCs) and Distributed Control Systems (DCSs)
- Integrate control systems
- Troubleshoot hardware/software of PLCs, instrumentation, and control systems
- Develop system documentation

### Career Outlook

Typical positions available after graduation include:

- Field Service Technician
- Instrumentation and Controls Technician (I&C)
- Electrical and Instrument Technician (E&I)
- Service Technician
- Electrical Maintenance Technician

### Career Pathways

The Industrial Systems Specialist program is a pathway into the following program (page 198):

- Automation for Industrial Systems

### Related Programs

- Automated Packaging Systems Technician
- IT - Systems Administration Specialist

### Curriculum

Number	Course Title	Credits (cr.)
<b>Technical Studies Courses</b>		
10605167	Electricity 1 *	2 cr.
10631100	Introduction to Process Control	2 cr.
10631102	Industrial Power Electronics *	2 cr.
10631103	Process Control and Instrumentation *	3 cr.
10631104	Smart Instruments *	2 cr.
10631105	Industrial Networks and Communication Busses	2 cr.
10631106	Supervisory and Distributed Control Systems *	3 cr.
10631107	Industrial Automation Case Project *	1 cr.
10631108	PLC Programming and Interfacing *	3 cr.
10631109	Industrial AC, Motor Control, and Pilot Devices *	3 cr.
10631110	Advanced PLC Programming and Interfacing *	3 cr.
<b>TOTAL PROGRAM REQUIREMENTS</b>		<b>26 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10605167

### Electricity 1 - Credits: 2

Electricity 1 is a lecture/hands-on course designed to introduce students to basic electrical terminology, laws, concepts, instrumentation, and application. Hands-on activities will be stressed to reinforce electrical concepts related to practical applications dealing with computer networks. Topics covered will include electrical safety, terminology and symbols, electrical laws, basic circuits, multimeter use, DC power supplies, and troubleshooting. Critical-thinking skills are emphasized to develop competencies in problem solving and troubleshooting. COREQUISITE: 10804113 College Technical Mathematics 1A or 10804115 College Technical Math 1.

## 10631100

### Introduction to Process Control - Credits: 2

The Introduction to Process Control course explains the function of basic devices for measuring and controlling different kinds of variables in process control. It introduces closed-loop control, PID functions, analog and digital devices, and control system applications. It also covers instrumentation symbols and the interpretation and use of process diagrams.

## 10631102

### Industrial Power Electronics - Credits: 2

The Industrial Power Electronics course is a hands-on course dealing with the electronics that are used to control, power, and operate machines and processes in the modern manufacturing plant. The course includes the study and use of the oscilloscope and digital multimeter, thyristors, ICs, and AC, DC, stepper and servo motor drive systems. PREREQUISITE: 10605167 Electricity 1 or equivalent.

## 10631103

### Process Control and Instrumentation - Credits: 3

The Process Control and Instrumentation course offers hands-on skill exercises on controlling and manipulating temperature, pressure, flow, and level in the manufacturing process. Students will be able to identify, connect, operate, troubleshoot, and perform preventive maintenance on the components that form a process control system. PREREQUISITE: 10605167 Electricity 1 or equivalent and COREQUISITE: 10631100 Introduction to Process Control.

## 10631104

### Smart Instruments - Credits: 2

The Smart Instruments course introduces students to smart instruments including temperature devices, pressure devices, and smart control valves. Students will be able to calibrate, configure, and troubleshoot smart devices. Students will be able to identify appropriate applications for smart instruments. PREREQUISITE: 10631100 Introduction to Process Control or equivalent.

## 10631105

### Industrial Networks and Communication Busses - Credits: 2

This course introduces networks, communication busses, and protocols used in industrial applications. Students will be able to discuss strengths and weaknesses of each communications solution and pick the most appropriate for given applications.

## 10631106

### Supervisory and Distributed Control Systems - Credits: 3

This course will provide an overview exposure to networked distributed control systems and data acquisition systems. Included are PLCs, data acquisition systems, Single Loop Controllers, Smart Devices, and Distributed Control Systems. Students will connect, configure, and operate a simulated process that includes the elements of distributed control and data acquisition systems. PREREQUISITES: 10631100 Introduction to Process Control and 10631108 PLC Programming and Interfacing or equivalent.

## 10631107

### Industrial Automation Case Project - Credits: 1

The primary focus of this course is to have the students receive exposure and experience with an industrial process control or manufacturing automation system. Students will complete a project or research dealing with an existing process in an area industry or complete an advanced project in the lab dealing with applications of industrial networks, sensors, control, and data acquisition. PREREQUISITES: 10631100 Introduction to Process Control; 10631102 Industrial Power Electronics; 10631103 Process Control and Instrumentation; 10631108 PLC Programming and Interfacing; and 10631109 Industrial AC, Motor Control, and Pilot Devices.

## 10631108

### PLC Programming and Interfacing - Credits: 3

PLC Programming and Interfacing offers students a hands-on approach to implementing industrial control by integrating typical plant floor electrical components with microprocessor-based controllers. Students will learn to identify and connect field inputs and outputs; communicate with, and program microprocessor-based controllers. Students will also connect, communicate with, and develop displays for computer-based operator interfaces. PREREQUISITE: 10605167 Electricity 1.

## 10631109

### Industrial AC, Motor Control, and Pilot Devices - Credits: 3

This course gives students the opportunity to learn about AC theory, circuits, and control devices used in industry. The course begins with an overview of AC theory including resistance, inductance, and capacitance. The course includes topics on AC and DC motors, motor controls, and pilot devices. The student will engage in hands-on activities with real industrial components to enable them to recognize, select, apply, and troubleshoot industrial electrical control circuit components. PREREQUISITE: 10605168 Electricity 2 or equivalent.

## 10631110

### Advanced PLC Programming and Interfacing - Credits: 3

Advanced PLC offers students a hands-on approach to implementing industrial control using modem controllers to implement programs that utilize advanced functions. Students will complete hands-on activities with Allen Bradley ControlLogix PLCs. The course will examine the use of basic instructions and addressing with RSLogix 5000 as well as more advanced PLC instructions in Ladder Logic and Function Block. Other topics include PLC configuration and commissioning, communications with RSLinx, OPC, and RSNetworkx, HMI configuration using PanelView, Wonderware and/or RSView. PREREQUISITE: 10631108 PLC Programming and Interfacing.

# Information Technology - Cybersecurity Specialist

10-151-2 Associate Degree (two-year)

Financial Aid Eligible

## Campuses: Ashland\*, New Richmond, Rice Lake, Superior\*

Full program available at the New Richmond or Rice Lake campus

\*Only first year coursework available at the Ashland or Superior campus



## Program Overview

The IT - Cybersecurity Specialist program will give students hands-on experience with networking, operation systems, virtualization and security. Students will build a strong IT base as they install and configure Windows and Linux environments and create networks for a business like environment. Students will study attacks and security practices to protect data as they configure security settings, test and monitoring configurations. Students will be exposed to Router, switches, firewalls, wireless, virtual and IPS devices from multiple vendors, along with commercial and open source software. Students will be immersed in an IT ecosystem and learn how to secure an organization's desktops, servers, networks and applications to support a thriving business.

## Special Features

WITC is affiliated with the following industry partners providing students with access to a variety of materials and software: Cisco, CompTIA, Microsoft, Palo Alto and VMware. WITC locations are Cisco academies, and WITC is a CompTIA academy partner. VUE testing centers are available at each location.



The IT - Cybersecurity Specialist program prepares students for a number of certifications related to the field. Students may choose to complete certifications, many through the on campus VUE testing center. Industry certifications students may pursue include CompTIA+, Network+, Linux+, Security+, PenTest+, CSA+, CISCO: CCNA, CCNA Cyber-Ops, Microsoft Windows, MTA, MCSA, MCSE, VMWare, CEH and CISSP.

As a member of the Microsoft, CISCO and VMware academies students in the IT programs receive free access to vendor software and tools.

Students in the IT - Cybersecurity Specialist-program have the opportunity to dual major with the IT - Systems Administration Specialist program by completing additional coursework (see page 122 for more information on the IT - Systems Administration Specialist program).

Graduates have the option to transfer coursework to complete a Bachelor's Degree at UW-Stout, and other institutions, with degree completion programs.

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

## Program Outcomes

IT - Cybersecurity Specialist graduates will be able to:

- Identify security strategies
- Implement secure infrastructures
- Conduct security testing
- Analyze security data
- Mitigate risk
- Develop security documentation

## Career Outlook

Typical positions available after graduation include:

- Network Administrator
- Network Support Specialist
- Cyber Security Specialist
- Network Security Specialist
- Network Specialist
- Computer Specialist
- SOC Analyst

## Career Pathways

The Information Technology - Cybersecurity Specialist program includes the following pathway options (page 209):

- IT - Network Technician
- Networking Professional

## Related Programs

- IT - Systems Administration Specialist
- IT - Web and Software Developer

## Curriculum

Number	Course Title	Credits (cr.)
<b>Technical Studies Courses</b>		
10150102	Information Security *	3 cr.
10150109	Wireless Networking and Security *	3 cr.
10150111	Cisco CCNA 1 Introduction to Networks	3 cr.
10150112	Cisco CCNA 3 Scaling Networks *	3 cr.
10150113	Cisco CCNA 2 Routing and Switching Essentials *	3 cr.
10150114	Cisco CCNA 4 Connecting Networks *	3 cr.
10150117	Server Administration 1 *	3 cr.
10150139	IT Essentials and Security	2 cr.
10150161	Network and Security Case Studies *	1 cr.
10150170	Coding with Python	2 cr.
10151101	Firewall and VPN Management *	3 cr.
10151102	Digital Forensics and Incident Response *	2 cr.
10151103	Penetration Testing *	3 cr.
10151104	Intrusion Detection and Prevention *	3 cr.
10151105	Logging and Analysis *	3 cr.
10151106	Networking Security Capstone *	2 cr.
10154103	Linux Operating Systems	3 cr.
10154149	Windows Operating Systems	3 cr.
	<b>Technical Studies Total</b>	<b>48 cr.</b>

## General Studies Courses\*\*

10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication <b>or</b>	
10801198	Speech	3 cr.
10804123	Math with Business Applications <b>or</b>	
10804113	College Technical Mathematics 1A <b>or</b>	
10804133	Mathematics and Logic	3 cr.
10809166	Introduction to Ethics: Theory and Application <b>or</b>	
10809172	Introduction to Diversity Studies <b>or</b>	
10809195	Economics	3 cr.
10809198	Introduction to Psychology	3 cr.
	<b>General Studies Total</b>	<b>15 cr.</b>

**PROGRAM REQUIREMENTS 63 cr.**

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10150102

### Information Security - Credits: 3

This course will cover hardware, software, and the physical environment related to IT security. The processes of defense, prevention, detection, and response will be studied. Typical types of attacks will be studied and potential solutions or defenses will be explored. Networking and operating system experience is required along with a code of ethics. This course covers topics related to the CompTIA Security+ exam. PREREQUISITE: 10154103 Linux Operating Systems.

## 10150109

### Wireless Networking and Security - Credits: 3

In this course students will study the fundamentals of radio frequency (RF) and 802.11 technologies. They will be installing configuring, monitoring, securing and troubleshooting wireless devices. These skills will be applied to autonomous systems and wireless LAN controllers (WLC) to support business requirement. Site surveys will be conducted. Testing of secured implementations, identifying rouge devices and identify wireless attacks will be studied. This course will cover materials found on the Cisco Wireless Network Fundamentals (WIFUND) exam for the CCNA Wireless certification. PREREQUISITE: 10150113 Cisco CCNA 2 Routing and Switching Essentials.

## 10150111

### Cisco CCNA 1 Introduction to Networks - Credits: 3

Cisco CCNA 1 Introduction to Networks (ITN) covers networking architecture, structure, and functions. The course introduces Web Conferencing4 and Web Conferencing6 addressing structure and design, the fundamentals of Ethernet concepts, media, and operations, the OSI and TCP/IP models and associated protocols to set a strong networking foundation. Wireshark is used to examine protocols on the network. Students configure and troubleshoot routers (IOS), switches and clients for a basic network.

## 10150112

### Cisco CCNA 3 Scaling Networks - Credits: 3

Cisco CCNA 3 Scaling Networks (ScaN) covers the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot: VLANs spanning multiple switches: VTP, DTP and EtherChannel STP protocols: Rapid Spanning Tree Protocol (RSTP), Per VLAN Spanning Tree Plus Protocol (PVST+), Rapid Per VLAN Spanning Tree Plus Protocol (RPVST+), first hop redundancy protocols (HSRP) single and multi-area OSPF, Enhanced Interior Gateway Routing Protocol (EIGRP) for Web Conferencing4 or Web Conferencing6 networks. PREREQUISITE: 10150113 Cisco CCNA 2 Routing and Switching Essentials.

## 10150113

### Cisco CCNA 2 Routing and Switching Essentials - Credits: 3

Cisco CCNA 2 Routing and Switching Essentials (RSE) covers the architecture, components, and operations of routers and switches in a small network. Students learn how to configure, device management, switch ports, security, VLANs, Static and Dynamic routing, DHCP (v4 and v6), NAT and ACLs on routers and switches. At the completion of this course student may achieve a discount voucher for the CCENT certification exam. PREREQUISITE: 10150111 Cisco CCNA1 Introduction to Networks.

## 10150114

### Cisco CCNA 4 Connecting Networks - Credits: 3

Cisco CCNA 4 Connecting Networks(CN), This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Configure, verify and troubleshoot: HDLC, PPP, PPPoE, virtual private networks (VPNs), eBGP in a single-homed, Web Conferencing4 and Web Conferencing6 ACLs, SNMP monitoring, SPAN, QoS, and describe Cloud Computing, IOT and Network Programmability in an enterprise network architecture. At the completion of this course student may achieve a discount voucher for the CCNA Routing and Switching certification exam. PREREQUISITE: 10150112 Cisco CCNA 3 Scaling Networks.

## 10150117

### Server Administration 1 - Credits: 3

This course provides students with the fundamental technologies needed to administer a Windows domain. Students will learn how to manage domain resources including users, workstations, servers and shared folders using Active Directory, role management, Server Manager and RSAT. Student will learn how to secure these domain resources using Group Policy, NTFS and file share permissions. Student will also learn how to use the Domain Naming System (DNS), an integral part of Windows domain environments. PREREQUISITE: 10154149 Windows Operating Systems.

## 10150139

### IT Essentials and Security - Credits: 2

The IT Essentials and Security (ITES) course introduces students to the fundamentals of computer hardware and software, mobile devices, security and networking concepts, and the responsibilities of an IT professional. The latest release includes mobile devices, Linux, and client side virtualization, as well as expanded information about Microsoft Windows operating systems, security, networking, and troubleshooting. This course covers materials on the CompTia A+ certification exam.

## 10150161

### Network and Security Case Studies - Credits: 1

The primary focus of this course is to have the students receive exposure and experience with a business information system. To accomplish this goal, students will get involved with industry or complete a business lab simulation by designing and implementing a business project. PREREQUISITE: 10150102 Information Security.

## 10150170

### Coding with Python - Credits: 2

This course introduces Python for network engineering. It begins with basic programming topics such as variables, lists, decisions, loops and I/O. Using this knowledge the course teaches students how to automate the configuration of networking equipment. This course also introduces the "Internet of Things" (IoT) and how to use Python to program IoT devices.

## 10151101

### Firewall and VPN Management - Credits: 3

This course covers the configuration and management of firewall and VPN technologies. Students will be exposed to products from manufactures like: CISCO, Palo Alto, Sonic Wall and Check Point. In depth hands-on exercises are used to instruct the student in the related technologies including NAT, PAT, ACL construction, application gateways, stateful packet inspection, application layer and URL filtering. Student will configure and test VPN connection for remote access and site-to-site connections. PREREQUISITE: 10150113 Cisco CCNA 2 Routing and Switching Essentials

## 10151102

### Digital Forensics and Incident Response - Credits: 2

This course provides an overview of computer forensics. Operating system structures and file/disk structures (partitions, MBR, GPT) will be covered for Windows, Android and Linux. Imaging of drives and memory will be done using computer forensic hardware and software tools. The details of data acquisition will identify artifacts for the operating system, files system, browsers, and email. File and password recovery will be performed with data carving tools. Students will generate reports to document their activities. Tools used may include FTK, dd, Kali. PREREQUISITE: 10154103 Linux Operating Systems

## 10151103

### Penetration Testing - Credits: 3

This course will provide an overview of the tools and techniques commonly used for exposing the vulnerabilities of an organization's IT systems. Hands-on labs are used to introduce the proper selection and application of a given tool, with a focus on security techniques to prevent or mitigate such attacks. Along with this, students will explore options for documenting and reporting on the outcome of the tests to stakeholders. PREREQUISITE: 10150102 Information Security

## 10151104

### Intrusion Detection and Prevention - Credits: 3

This course provides a broad overview of the tools and techniques commonly used for detecting network sourced attacks. In depth hands-on exercised are used to instruct the student in the proper selection and application of a given tool for the intended task. Also included are basic strategies for documenting and reporting on detected events. The student must demonstrate the ability to plan, design, and implement a network IDS/IPS that fulfills the security needs of a common business or organization. Tools used may include: Security Onion, firepower, Palo Alto, tcpdump, snort, barnyard, etc... PREREQUISITE 10501102 Information Security

## 10151105

### Logging and Analysis - Credits: 3

This course will examine different types of logs to identify issues and threats. Students will become familiar with policies, procedures, event correlation and continuous monitoring programs to help identify incidents. Network traffic will be monitored for anomalies. Tools used may include: Security Onion, SIEM OSSEC, ELK, OSSIM, solar wins, Prelude, splunk. PREREQUISITE 10150102 Information Security

## 10151106

### Networking Security Capstone - Credits: 2

This capture the flag type course will focus and developing a complete network setup and the defending it. This course integrates all the skills students learn in the program and assesses their ability to put into practice their mastery of program outcomes. The student will also be attacking other student setups. Rouge devices may be introduced and topics such as social engineering will be acceptable. Attacks and defense will be the goals of the course! COREQUISITES: 10151104 Intrusion Detection and Prevention, 10151105 Logging and Analysis.

## 10154103

### Linux Operating Systems - Credits: 3

In this course the Linux operating system is examined in-depth with emphasis on features, capabilities, tools, and configurations including an introduction to network configurations. Additional topics will examine other operating systems like MAC OS.

## 10154149

### Windows Operating Systems - Credits: 3

A review of the most common command line operations and study of more advanced commands necessary to configure the Windows operating system for a variety of environments. Topics to be studied include creating directories, batch files, menus, custom configurations, file management, multitasking, windowing, security, and disk management utilities. There will be an introduction to usage, configuration, and tools of the Windows operating system.

# Information Technology - Systems Administration Specialist

10-154-7 Associate Degree (two-year)

Financial Aid Eligible

## Campuses: Ashland, New Richmond\*, Rice Lake, Superior\*

Full program available at the Ashland or Rice Lake campus

\*Only first year coursework available at the New Richmond or Superior campus. Second year coursework available at other campus locations or may be remotely offered online.



## Program Overview

The first year of the IT-Systems Administration Specialist program provides you with a foundation in computer systems along with strong networking skills. These skills will allow you to support and manage computer systems and the networks connecting them.

The second year of the program focuses on server administration, database administration, virtualization and cloud computing concepts. Students learn how to securely install, configure and manage servers in a virtualized environment. The curriculum provides skills to help prepare students for the Microsoft Technology Associate (MTA), VMware Certified Professional (VCP), AWS Certified Solutions Architect, CompTIA A+, Network+, Linux+ and Server+ certifications.

## Special Features

WITC is affiliated with the following industry partners providing students with access to a variety of materials and software: Cisco, CompTIA, Microsoft, and VMware.



WITC locations are Cisco academies, and WITC is a CompTIA academy partner and does VUE testing.

As a member of the Microsoft, CISCO and VMware academies students in the IT programs receive free access to vendor software

Students in the IT – Systems Administration Specialist program have the opportunity to dual major with the IT – Cybersecurity Specialist program by completing additional coursework (see page 120 for more information on the IT – Cybersecurity Specialist program). Students can fulfill electives by taking classes from either program.

Graduates have the option to transfer coursework to complete a Bachelor's Degree at UW-Stout, and other institutions, with degree completion programs.

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

## Program Outcomes

Information Technology - Systems Administration Specialist graduates will be able to:

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

## Career Outlook

Typical positions available after graduation include:

- Systems Administrator
- Microsoft Server Administrator
- Network Technician
- VMware vSphere Administrator
- Database Administrator
- Cloud Technician

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

- Network Administrator
- Information Security Analyst
- Data Center Manager

## Career Pathway >

The Information Technology - Systems Administration Specialist program includes the following pathway option (page 210):

- IT - Network Technician

## Related Programs

- IT - Cybersecurity Specialist
- IT - Web and Software Developer
- Industrial Systems Specialist

## Curriculum

Number	Course Title	Credits (cr.)
<b>Technical Studies Courses</b>		
10150111	Cisco CCNA 1 Introduction to Networks	3 cr.
10150113	Cisco CCNA 2 Routing and Switching Essentials *	3 cr.
10150117	Server Administration 1 *	3 cr.
10150118	Server Administration 2 *	3 cr.
10150139	IT Essentials and Security	2 cr.
10150170	Coding with Python	2 cr.
10152100	Database Concepts and SQL	3 cr.
10154103	Linux Operating Systems	3 cr.
10154141	VMware Certified Professional *	3 cr.
10154165	Introduction to System Center *	2 cr.
10154166	Introduction to PowerShell Automation *	3 cr.
10154144	Ethical Hacking *	3 cr.
10154145	Database Administration *	3 cr.
10154146	Cloud Computing *	3 cr.
10154147	Capstone Project *	2 cr.
10154148	IT Field Experience *	1 cr.
10154149	Windows Operating Systems	3 cr.
Technical Studies Total		45 cr.
<b>General Studies Courses**</b>		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication <b>or</b>	
10801198	Speech	3 cr.
10804123	Math with Business Applications <b>or</b>	
10804113	College Technical Mathematics 1A <b>or</b>	
10804133	Mathematics and Logic	3 cr.
10809166	Introduction to Ethics: Theory and Application <b>or</b>	
10809172	Introduction to Diversity Studies <b>or</b>	
10809195	Economics	3 cr.
10809198	Introduction to Psychology	3 cr.
General Studies Total		15 cr.
ELECTIVES		3 cr.
PROGRAM REQUIREMENTS		<b>63 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

**10150111**

## **Cisco CCNA 1 Introduction to Networks - Credits: 3**

Cisco CCNA 1 Introduction to Networks (ITN) covers networking architecture, structure, and functions. The course introduces Web Conferencing4 and Web Conferencing6 addressing structure and design, the fundamentals of Ethernet concepts, media, and operations, the OSI and TCP/IP models and associated protocols to set a strong networking foundation. Wireshark is used to examine protocols on the network. Students configure and troubleshoot routers (IOS), switches and clients for a basic network.

**10150113**

## **Cisco CCNA 2 Routing and Switching Essentials- Credits: 3**

Cisco CCNA 2 Routing and Switching Essentials (RSE) covers the architecture, components, and operations of routers and switches in a small network. Students learn how to configure, device management, switch ports, security, VLANs, Static and Dynamic routing, DHCP (v4 and v6), NAT and ACLs on routers and switches. At the completion of this course student may achieve a discount voucher for the CCENT certification exam. PREREQUISITE: 10150111 Cisco CCNA1 Introduction to Networks.

**10150117**

## **Server Administration 1 - Credits: 3**

This course provides students with the fundamental technologies needed to administer a Windows domain. Students will learn how to manage domain resources including users, workstations, servers and shared folders using Active Directory, role management, Server Manager and RSAT. Students will learn how to secure these domain resources using Group Policy, NTFS and file share permissions. Students will also learn how to use the Domain Naming System (DNS), an integral part of Windows domain environments. PREREQUISITE: 10154149 Windows Operating Systems.

**10150118**

## **Server Administration 2 - Credits: 3**

This course introduces students to some of the most important server roles for systems administrators. These roles will include DHCP, storage, and Hyper-V virtualization. Students will learn how to Manage IP addresses on a network. They will learn how to create and secure file and block level storage. They will also learn how to create, manage and network virtual machines in a secure environment. PREREQUISITE: 10154149 Windows Operating Systems.

**10150139**

## **IT Essentials and Security- Credits: 2**

The IT Essentials and Security (ITES) course introduces students to the fundamentals of computer hardware and software, mobile devices, security and networking concepts, and the responsibilities of an IT professional. The latest release includes mobile devices, Linux, and client side virtualization, as well as expanded information about Microsoft Windows operating systems, security, networking, and troubleshooting. This course covers materials on the CompTIA A+ certification exam.

**10150170**

## **Coding with Python - Credits: 2**

This course introduces Python for network engineering. It begins with basic programming topics such as variables, lists, decisions, loops and I/O. Using this knowledge the course teaches students how to automate the configuration of networking equipment. This course also introduces the "Internet of Things" (IoT) and how to use Python to program IoT devices.

**10152100**

## **Database Concepts and SQL - Credits: 3**

This course is a comprehensive introduction to database concepts. The interaction between software applications and databases will be discussed. Database terminology will be introduced. Students will learn how to manage, design, and construct relational databases. Structured Query Language (SQL) will be used to define and access databases. Other topics include normalization, entity relationship diagrams, foreign key constraints, and indexes.

**10154103**

## **Linux Operating Systems - Credits: 3**

In this course the Linux operating system is examined in-depth with emphasis on features, capabilities, tools, and configurations including an introduction to network configurations. Additional topics will examine other operating systems like MAC OS.

**10154141**

## **VMware Certified Professional - Credits: 3**

This course is an introduction to Enterprise virtualization using VMware vSphere, ESXi and vCenter. Students receive hands-on experience in the installation, configuration and management of VMware. This course also covers storage and networking concepts important to virtualization. This course fulfills the "VMware vSphere: Install, Configure, Manage" requirement to take the VCP certification exam. PREREQUISITE: 10150113 Cisco CCNA 2 Routing and Switching Essentials.

**10154155**

## **Introduction to System Center - Credits: 2**

This course will introduce Microsoft System Center Configuration Manager (SCCM). Students will learn administrative procedures to setup a Configuration Manager environment, create and deploy applications and packages, manage software updates, deploy Windows operating systems, and perform basic reporting. PREREQUISITE: 10150117 Server Administration 1.

**10154166**

## **Introduction to PowerShell Automation - Credits: 3**

Scripting technologies are used to automate system management tasks and create system management utilities. Students will learn basic programming logic concepts to develop scripts. Windows PowerShell is utilized to administer and automate tasks in Microsoft network environments. PREREQUISITE: 10150117 Server Administration 1.

**10154144**

## **Ethical Hacking - Credits: 3**

Ethical hacking students will scan, test and secure their own systems. Students in the lab environment will apply practical experience to implement essential security for systems. Studies will include how perimeter defenses are applied to their own networks. The processes of escalating privileges, Intrusion Detection, Policy Creation, Social Engineering, DDoS Attacks, Buffer Overflows and Virus will be studied from an ethical and defense point of view to help secure resources in the information technology. PREREQUISITES: 10150117 Server Administration 1 and 10154103 Linux Operating Systems.

**10154145**

## **Database Administration - Credits: 3**

This course covers basic concepts of database administration including setting up and securing users, tuning operations, database security, and backups. This course also covers web server administration and web site deployment as well as basics of SharePoint administration. PREREQUISITES: 10150118 Server Administration 2 and 10152100 Database Concepts and SQL.

**10154146**

## **Cloud Computing - Credits: 3**

This course will examine how storage and virtualization technologies are making possible the enormous rise of cloud computing. The course will look at the impact that cloud computing is having on traditional datacenters. It will also discuss security and disaster recovery from a cloud computing perspective. PREREQUISITE: 10154141 VMware Certified Professional.

**10154147**

## **Capstone Project - Credits: 2**

This course is the capstone work-based experience for the IT - Systems Administration Specialist program. Learners will design, develop, and perform a project either in an actual work experience or a simulated project. The project will be designed to utilize skills typical of a graduate in the field. Weekly simulated timesheets, job progress reports, and oral reports to management will be used to track project progress. Successful completion will require project documentation. COREQUISITE: 10154146 Cloud Computing.

**10154148**

## **IT Field Experience - Credits: 1**

Provides work experience in IT Field related to course work within the program. The experience should complement program courses to implement practical application of skills students obtain. By consent of instructor, a special project(s) may be substituted for the field experience. COREQUISITE: 10154146 Cloud Computing.

**10154149**

## **Windows Operating Systems - Credits: 3**

A review of the most common command line operations and study of more advanced commands necessary to configure the Windows operating system for a variety of environments. Topics to be studied include creating directories, batch files, menus, custom configurations, file management, multitasking, windowing, security, and disk management utilities. There will be an introduction to usage, configuration, and tools of the Windows operating system.

# Information Technology - Web and Software Developer

10-152-7 Associate Degree (two-year)

Financial Aid Eligible

Campuses: New Richmond, Online

## Program Overview

Web and software development teaches you how to solve problems. You will learn how to read/write in multiple languages, understand the concepts of object oriented programming, smart software design, troubleshooting, debugging and creating solutions.



## Special Feature

The Information Technology - Web and Software Developer program is available online.

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

## Program Outcomes

Information Technology - Web and Software Developer graduates will be able to:

- Design web and software applications
- Apply data persistence technologies
- Develop Software Applications
- Develop web applications
- Develop documentation
- Use infrastructures
- Analyze new technologies

## Career Outlook

Typical positions available after graduation include:

- Web Developer
- Software Developer
- Database Developer

## Related Programs

- IT - Cybersecurity Specialist
- IT - Systems Administration Specialist

## Curriculum

Number	Course Title	Credits (cr.)
<b>Technical Studies Courses</b>		
10152100	Database Concepts and SQL	3 cr.
10152101	Web Design and Development	3 cr.
10152102	Advanced Web Site Development*	3 cr.
10152106	Java Programming - Beginning*	3 cr.
10152107	Java Programming - Advanced*	3 cr.
10152108	Enterprise Java Programming*	3 cr.
10152110	Programming in SQL*	3 cr.
10152111	Systems Analysis and Design*	3 cr.
10152112	Server-Side Web Development*	3 cr.
10152113	Applications Development*	3 cr.
10152115	Beginning .NET Programming*	3 cr.
10152116	Web Tools of the Trade*	2 cr.
10152117	Advanced .NET Programming*	3 cr.
10152118	Enterprise Programming in .NET*	3 cr.
10152119	Development in Emerging Technologies*	3 cr.
10152135	Program Logic	3 cr.
Technical Studies Total		47 cr.
<b>General Studies Courses**</b>		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication <b>or</b>	
10801198	Speech	3 cr.
10804123	Math with Business Applications <b>or</b>	
10804113	College Technical Mathematics 1 <b>or</b>	
10804133	Mathematics and Logic	3 cr.
10809166	Introduction to Ethics: Theory and Application <b>or</b>	
10809172	Introduction to Diversity Studies <b>or</b>	
10809195	Economics	3 cr.
10809198	Introduction to Psychology	3 cr.
General Studies Total		15 cr.
PROGRAM REQUIREMENTS		<b>62 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

You must earn a grade point of 2.0 or better in 10152113 Applications Development

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10152100

### Database Concepts and SQL - Credits: 3

This course is a comprehensive introduction to database concepts. The interaction between software applications and databases will be discussed. Database terminology will be introduced. Students will learn how to manage, design, and construct relational databases. Structured Query Language (SQL) will be used to define and access databases. Other topics include normalization, entity relationship diagrams, foreign key constraints, and indexes.

## 10152101

### Web Design and Development - Credits: 3

Students plan and develop well-designed websites that combine effective navigation and a balanced use of text, images, and color. Emphasis is on understanding HTML5, Cascading Style Sheets (CSS), accessibility, and responsive Web design. Students use media queries, CSS Flexbox and CSS Grid to create responsive websites that are easily viewable across a wide range of devices. Students deploy a web site to a web server using FTP.

## 10152102

### Advanced Web Site Development - Credits: 3

Students gain hands-on experience with the design and implementation of dynamic web sites. Topics include JavaScript, jQuery, Ajax, and APIs with which students thoroughly explore event-driven techniques, data storage, accessing the DOM, and JSON. Students use CSS Flexbox and CSS Grid to create websites that are easily viewable across a wide range of devices. PREREQUISITE: 10152101 Web Design and Development and 10152135 Program Logic.

## 10152106

### Java Programming - Beginning - Credits: 3

This Java course familiarizes the student with the fundamentals of the Java language including data types, operators, expressions, and conditional statements. Students learn how to set up an environment for developing Java programs, define classes and utilize class objects. Students explore object-oriented programming concepts including encapsulation and abstraction. Other topics include string manipulation, Collections, Array Lists, Exception Handling, and creating professional looking end-user interfaces. This course covers software architectural patterns, such as model-view-controller (MVC). Students use the JDBC API to communicate with a database. PREREQUISITE: 10152135 Program Logic and COREQUISITE: 10152101 Web Design and Development.

## 10152107

### Java Programming - Advanced - Credits: 3

This Java web-programming course provides an in-depth look at advanced features of the Java language. With a solid grasp of Java language basics, students explore more object-oriented concepts including inheritance and polymorphism. Students develop Java applications for the web using Java Server Pages (JSP), and Servlets. Topics include JSPs, Servlets, session management, Expression Language (EL), JSP Standard Tag Library (JSTL), and JavaBeans. Students develop applications that communicate with a database. PREREQUISITE: 10152106 Java Programming – Beginning and COREQUISITE: 10152102 Advanced Web Site Development.

## 10152108

### Enterprise Java Programming - Credits: 3

The third course in the Java sequence continues exploring advanced Java topics within a Java web development platform. Students hone their skills in JSPs, Servlets, session management, Expression Language (EL), JSP Standard Tag Library (JSTL), and JavaBeans. New concepts include, working with form-based security, listeners, filters, encryption, as well as, working with HTTP requests and responses headers. Students develop applications that communicate with a database. PREREQUISITE: 10152107 Java Programming - Advanced.

## 10152110

### Programming in SQL - Credits: 3

This course covers using Microsoft SQL Server and SQL Server Management Studio to design and create databases, tables, view, functions and stored procedures. Students will also learn management tasks, how to setup security, how to encrypt data, and best practices for working with SQL server. PREREQUISITE: 10152100 Database Concepts and SQL.

## 10152111

### Systems Analysis and Design - Credits: 3

This course covers the introduction to principles and techniques for analyzing and designing information systems. Included will be the definition of the problem, fact gathering, and evaluation of alternative solutions. A majority of the course will focus on the importance and techniques of gathering requirements for a project. Students will also have the opportunity to work with various design and project management software tools. COREQUISITE: 10152107 Java Programming - Advanced.

## 10152112

### Server-Side Web Development - Credits: 3

This course will familiarize the student with techniques to create Server Side processing for building fully functional Web applications. Topics covered include the use of Server Side Scripting, functions, sessions, GET, POST and session management. Students will work with PHP and MariaDB and will learn the fundamental programming concepts to build interactive data based web applications. PREREQUISITE: 10152117 Advanced .NET Programming and 10152102 Advanced Web Site Development and COREQUISITE: 10152110 Programming in SQL.

## 10152113

### Applications Development - Credits: 3

The purpose of this capstone course is to provide the student with experience developing applications in a business environment. Students apply analysis, design, database, and programming techniques to develop a fully functional software application. The project progresses through all the stages of the development process including planning, analysis, design, construction, testing, and deployment. Students estimate their development effort and track actual time spent within each development phase. PREREQUISITES: 10152107 Java Programming – Advanced and 10152111 Systems Analysis and Design and COREQUISITE: 10152118 Enterprise Programming in .NET.

## 10152115

### Beginning .NET Programming - Credits: 3

Introduction to the concepts and techniques of programming in the .NET environment using the C# language. Topics covered include requirement analysis, program design, coding, and debugging. The majority of projects will be Windows form applications. COREQUISITE: 10152135 Program Logic.

## 10152116

### Web Tools of the Trade - Credits: 2

In Web Tools of the Trade, students explore ways to make use of third-party web tools, libraries, and APIs. Besides working with web tools, students will also explore current events and hot topics in technology. PREREQUISITE: 10152102 Advanced Web Site Development.

## 10152117

### Advanced .NET Programming - Credits: 3

This course provides the student with an object-oriented view of the .NET development environment using C#. Topics include Lists, Classes, Debugging, Error Handling, Data Access connecting to an SQL server, and designing clean readable code. Windows Forms will be used for the majority of applications. PREREQUISITE: 10152115 Beginning .NET Programming and 10152135 Program Logic.

## 10152118

### Enterprise Programming in .NET - Credits: 3

This course is designed to provide students with an enterprise view of the .NET development environment. The course will use Visual Studio development environment to create fully functional web sites using ASP.NET and C#. Multiple techniques will be used for database access. Students will start with web forms and move into the MVC model for development. PREREQUISITE: 10152117 Advanced .NET Programming.

## 10152119

### Development in Emerging Technologies - Credits: 3

This course focuses on the development of applications for mobile devices. Students learn best practices for programming, testing, and deploying mobile applications. Students use device emulators for coding and testing mobile applications. Students effectively use layouts, themes, menus, and preferences to produce professional looking mobile applications. Students create applications that communicating with a SQLite database. PREREQUISITES: 10152102 Advanced Web Site Development, 10152115 Beginning .NET Programming, and COREQUISITE: 10152107 Java Programming - Advanced.

## 10152135

### Program Logic - Credits: 3

In Program Logic, students learn to develop clear consistent strategies to create computer-programming solutions. Student analyze problems, review requirements, develop test plans, and then create solutions. Students learn to focus on understanding the logic behind each solution. Students also learn the proper use data types, variables and variable scope, as well as, methods, decision structures and repetition structures. Although this course emphasizes programming logic, students develop working computer programs.



# Leadership Development

10-196-1 Associate Degree (two-year)

Financial Aid Eligible

**Campuses: Ashland\*, New Richmond\*, Rice Lake\*, Superior\***  
**Outreach Centers: Balsam Lake\*, Hayward\*, Ladysmith\***

\*Combination of Online, Your Choice, In person, or Web Conferencing instruction



## Program Overview

Leadership Development is designed for people who aspire or plan to be managers, leaders or supervisors in the business and professional world. The program provides you with the skills to deal with the everyday management processes of developing employees into high performing, cross-functional and interactive work teams.

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Complete admissions meeting with a WITC counselor

## Program Outcomes

Leadership Development graduates will be able to:

- Utilize quality strategies and tactics
- Apply effective leadership skills
- Apply Human Resource policies and procedures
- Perform supervisory management functions to achieve organizational objectives

## Career Outlook

Typical positions available after graduation include:

- Supervisor
- Manager
- Team Leader
- Group Leader
- Department Head
- Coach
- Mentor

## Career Pathway

The Leadership Development program includes the following pathway option (page 211):

- Leadership Essentials

## Related Programs

- Human Resource Management
- Nonprofit Leadership
- Business Management

## Curriculum

Number	Course Title	Credits (cr.)
<b>Technical Studies Courses</b>		
10101176	Financial Accounting 1A	2 cr.
10103106	MS PowerPoint	1 cr.
10103146	MS Word A	1 cr.
10103151	MS Excel A	1 cr.
10105123	Business Skills	1 cr.
10116100	Human Resource Management	3 cr.
10196108	Customer Service	1 cr.
10196134	Legal Issues for Supervisors	3 cr.
10196136	Safety in the Workplace	3 cr.
10196138	Conflict Resolution and Confrontation Skills	1 cr.
10196145	Contemporary Business for Supervisors	2 cr.
10196164	Personal Skills for Supervisors	3 cr.
10196168	Organizational Development	3 cr.
10196170	Applied Supervision *	2 cr.
10196188	Project Management	3 cr.
10196189	Team Building and Problem Solving	3 cr.
10196190	Leadership Development	3 cr.
10196191	Supervision	3 cr.
10196192	Managing for Quality	3 cr.
Technical Studies Total		42 cr.
<b>General Studies Courses**</b>		
10801136	English Composition 1	3 cr.
10801198	Speech <b>or</b>	
10801196	Oral/Interpersonal Communication	3 cr.
10804123	Math with Business Applications	3 cr.
10809195	Economics	3 cr.
10809122	Introduction to American Government <b>or</b>	
10809196	Introduction to Sociology	3 cr.
10809188	Developmental Psychology <b>or</b>	
10809198	Introduction to Psychology	3 cr.
General Studies Total		18 cr.
<b>TOTAL PROGRAM REQUIREMENTS</b>		<b>60 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

**10101176**

## **Financial Accounting 1A - Credits: 2**

This is a basic accounting course for non-accounting program students. The scope of study focuses on an introduction to business and accounting, analyzing and recording accounting transactions, performing the adjusting process, and completing the accounting cycle. Understanding is based both on theory and application.

**10103106**

## **MS PowerPoint - Credits: 1**

A complete presentation graphics course that allows you to produce professional-looking presentations. It gives you the flexibility to make informal presentations using overhead transparencies, electronic presentations, formal presentations using 35mm slides, or virtual presentations. Additionally, you can create paper printouts, outlines, speaker notes, and audience handouts.

**10103146**

## **MS Word A - Credits: 1**

Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features.

**10103151**

## **MS Excel A - Credits: 1**

Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

**10105123**

## **Business Skills - Credits: 1**

Upon completion of this course learners will be able to use technology-driven modes of communication; apply organizational techniques, and manage electronic files; explain how they are personally responsible for their own successes, and apply keyboarding and calculating knowledge in a variety of business-related scenarios.

**10116100**

## **Human Resource Management - Credits: 3**

In Human Resource Management, the learner applies the skills and tools necessary to effectively value and apply employees' abilities and needs to organization goals. Each learner will demonstrate the application of the supervisor's role in contemporary human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies and procedures, training, performance management, employee counseling and development, and effective use of compensation and benefit strategies. It is recommended that the learner have experience using a PC/MAC, using the MS Windows operating systems and software suite, browsing Web pages, downloading files, using e-mail, and exchanging files prior to enrolling in this course.

**10196108**

## **Customer Service - Credits: 1**

This course examines customer service as it relates to organizational quality. It addresses service models for internal and external customers, systems and strategies applied to customer service, and tools and techniques for gathering customer feedback and handling complaints.

**10196134**

## **Legal Issues for Supervisors - Credits: 3**

Provides an overview of the general legal responsibilities of an organization. Analyzes the current employment laws in the U.S. and their impact on employer/employees. Examines the supervisor's role in dealing with harassment in the workplace. Compares how appeals can be addressed in both union and nonunion environment.

**10196136**

## **Safety in the Workplace - Credits: 3**

An introduction to safety and loss prevention in the workplace with an emphasis on the supervisor's responsibility for maintaining a safe, productive environment. Students will study safety concepts, hazard controls, developing safety and health programs, and federal- and state-mandated regulations.

**10196138**

## **Conflict Resolution and Confrontation Skills - Credits: 1**

In Conflict Resolution and Confrontation Skills the learner applies the skills and tools necessary to deal with conflict and confrontation in the workplace. The learner will identify the major causes of conflict, develop a working plan of action to confront difficult situations, and establish guidelines for gaining resolution to difficult situations. The learner will build greater personal skill and confidence in their ability to deal with conflict in their personal and professional life.

**10196145**

## **Contemporary Business for Supervisors - Credits: 2**

In this course, you will review how the basic management styles affect the people, processes, and profitability of a business. You will also learn how to balance the organization's needs for profits with employees' basic needs within a global context. You will review and study the basic concepts and the supervisor's role regarding return on investment, return on equity, profit centers, financial statements, and overall departmental operations.

**10196164**

## **Personal Skills for Supervisors - Credits: 3**

In Personal Skills for Supervisors, the learner applies the skills and tools necessary to deal with the time management, stress, and related challenges to a supervisor. Each learner will demonstrate the application of time management techniques, personal planning, continuous learning, valuing rights and responsibilities of others, effective communication, assertiveness, and dealing effectively with stress.

**10196168**

## **Organizational Development - Credits: 3**

In Organizational Development, the learner applies the skills and tools necessary to effectively deal with organization behavior and change. Each learner will demonstrate the application of the impacts of globalization on an organization, dealing with organization culture, dealing with change and future challenges affecting the total organization, organization decision making, vision, goals, performance management and planning, and the role of organization structure.

**10196170**

## **Applied Supervision - Credits: 2**

This course emphasizes application of advanced principles of supervision and project management. These principles include planning and organizing; implementation and control; and assessment. Learners are provided the opportunity to design and complete supervisory projects. Beginning with the fundamentals and extending to application, this course allows learners to undertake improvement projects within their workplace. PREREQUISITE: Students must be enrolled in the Leadership Development program and have completed 40 credits.

**10196188**

## **Project Management - Credits: 3**

In Project Management, the learner applies the skills and tools necessary to design, implement, and evaluate formal projects. Each learner will demonstrate the application of the role of project management, developing a project proposal, use of relevant software, working with project teams, sequencing tasks, charting progress, dealing with variations, budgets and resources, implementation, and assessment.

**10196189**

## **Team Building and Problem Solving - Credits: 3**

In Team Building and Problem Solving, the learner applies the skills and tools necessary to facilitate problem solving in a team environment. Each learner will demonstrate the application of the benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, systematic process of problem definition, data acquisition, analysis, developing alternative solutions, solution implementation, evaluation, and documentation.

**10196190**

## **Leadership Development - Credits: 3**

In Leadership Development, the learner applies the skills and tools necessary to fulfill his/her role as a modern leader. Each learner will demonstrate the application of evaluating leadership effectiveness and organization requirements, individual and group motivation strategies, implementing mission and goals, ethical behavior, personal leadership style and adaptation, impacts of power, facilitating employee development, coaching, managing change, and effective conflict resolution.

**10196191**

## **Supervision - Credits: 3**

In Supervision, the learner applies the skills and tools necessary to perform the functions of a frontline leader. Each learner will demonstrate the application of strategies and transition to a contemporary supervisory role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.

**10196192**

## **Managing for Quality - Credits: 3**

In Managing for Quality, the learner applies the skills and tools necessary to implement and maintain a continuous improvement environment. Each learner will demonstrate the application of a personal philosophy of quality, identifying all stakeholder relationships, meeting/exceeding customer expectations, a system-focused approach, using appropriate models and tools, managing a quality improvement project, and measuring effectiveness of continuous improvement activities.

# Leadership Essentials

30-196-6 Technical Diploma (less than one-year)

**Campuses: Ashland\*, New Richmond\*, Rice Lake\*, Superior\***  
**Outreach Centers: Balsam Lake\*, Hayward\*, Ladysmith\***

\*Combination of Online, Your Choice, In person, or Web Conferencing instruction



## Program Overview

A series of courses to assist you in developing the skills of current and future supervisors to lead today's workforce. Leadership Essentials focuses on leading people within an organization toward strategic goals, through corporate changes, or in directing processes and procedures.

### How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Leadership Essentials program from the program of choice dropdown list.

### Program Outcomes

Leadership Essentials graduates will be able to:

- Perform leadership functions to achieve organizational objectives
- Facilitate effective employee relations
- Select appropriate communication strategy to fit the situation

### Career Outlook

Typical positions available after graduation include:

- Office Coordinator
- Office Supervisor
- Customer Service Specialist
- Group Coordinator
- Manufacturing Lead

### Career Pathways ▶

Leadership Essentials is a pathway into the following programs (pages 211 and 218):

- Leadership Development
- Nonprofit Leadership

### Curriculum

Number	Course Title	Credits (cr.)
10196164	Personal Skills for Supervisors	3 cr.
10196189	Team Building and Problem Solving	3 cr.
10196190	Leadership Development	3 cr.
10196191	Supervision	3 cr.
PROGRAM REQUIREMENTS		12 cr.

## Course Descriptions

### 10196164

#### Personal Skills for Supervisors - Credits: 3

In Personal Skills for Supervisors, the learner applies the skills and tools necessary to deal with the time management, stress, and related challenges to a supervisor. Each learner will demonstrate the application of time management techniques, personal planning, continuous learning, valuing rights and responsibilities of others, effective communication, assertiveness, and dealing effectively with stress.

### 10196189

#### Team Building and Problem Solving - Credits: 3

In Team Building and Problem Solving, the learner applies the skills and tools necessary to facilitate problem solving in a team environment. Each learner will demonstrate the application of the benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, systematic process of problem definition, data acquisition, analysis, developing alternative solutions, solution implementation, evaluation, and documentation.

### 10196190

#### Leadership Development - Credits: 3

In Leadership Development, the learner applies the skills and tools necessary to fulfill his/her role as a modern leader. Each learner will demonstrate the application of evaluating leadership effectiveness and organization requirements, individual and group motivation strategies, implementing mission and goals, ethical behavior, personal leadership style and adaptation, impacts of power, facilitating employee development, coaching, managing change, and effective conflict resolution.

### 10196191

#### Supervision - Credits: 3

In Supervision, the learner applies the skills and tools necessary to perform the functions of a frontline leader. Each learner will demonstrate the application of strategies and transition to a contemporary supervisory role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.

# Livestock Production

61-080-2 Pathway Certificate (less than one year)

Campus: Ashland\*, New Richmond\*, Rice Lake\*

Outreach Center: Balsam Lake\*

\*Combination of Your Choice and In person instruction



## Program Overview

The Livestock Production pathway certificate gives students the fundamentals of livestock management and husbandry along with an understanding of nutrition. Coupled with a class in farm records and analysis, students will leave with the skill set to manage and make critical decisions surrounding the day-to-day business of a livestock operation.

## Special Features



Evening courses will be available for individuals needing to complete continuing education requirements for FSA loans.

Certificate is available part time or over 2 years.

Labs will be on Fridays at either the WITC - Rice Lake Campus or On - Farm (at regional farms or test plots).

## Inquire

For more information on this program or schedule of courses, contact: Julie Wadzinski, instructor at Julie.Wadzinski@witc.edu or 715.234.7082 ext. 5268

## How to Apply:

Complete the online application or contact Student Services. When completing an online application select the Livestock Production Certificate from the program of choice dropdown list.

## Program Outcomes

The Livestock Production Certificate will prepare you to:

- Evaluate livestock management plans
- Create farm business plans

## Career Outlook

Typical positions available after graduation include:

- Farm Laborers
- Feeder
- Animal/Livestock Handler

## Career Pathway

Livestock Production is a pathway into the following program (page 203):

- Farm Operation

## Related Programs

- Dairy Herd Management
- Agricultural Business Fundamentals
- Crop Production

## Curriculum

Number	Course Title	Credits
31080373	Livestock Nutrition	3 cr.
31080374	Livestock Management	3 cr.
31080375	Farm Records and Analysis	<u>3 cr.</u>
CERTIFICATE REQUIREMENTS		9 cr.

## Course Descriptions

### 31080373

#### Livestock Nutrition - Credits: 3

The Livestock Nutrition course will instruct the student in the following areas: anatomy and physiology of livestock; nutrient requirements for calves, heifers, and cows; ration balancing for calves, heifers, lactating cows, and dry cows; determine livestock feed needs; evaluate by-product feeds and feed additives; low input livestock feeding; metabolic disorders; and current issues in agriculture. Individualized instruction will be held at the student's on-the-job work location. The class also involves credit for on-the-job experience.

### 31080374

#### Livestock Management - Credits: 3

Animal agriculture has changed dramatically in the past decade and will continue to change at an even more rapid rate in the future. With advanced technology, animals have been cloned from tissue cells other than the gametes. This may allow us to produce animal products other than the traditional milk, meat, and fiber of the past. Along with positive changes, we have new animal diseases, concerns for the environment, human health, and these things are happening in a very volatile, economic climate. This course will help you analyze the current situation and make plans to take advantage of the changes in animal agriculture brought about by technological advances. Only by taking advantage of this change will we be able to survive economically in a world market.

### 31080375

#### Farm Records and Analysis - Credits: 3

This course emphasizes the practical use of a farm record system in managing the farm through farm and financial analysis. Includes the establishment of farm business goals, selection and use of farm credit, farm business arrangements, farm estate planning, and farm income taxes. Instruction is provided on the use of computers and/or computer records and financial analysis of the farm business and finance strategy to meet the learner's needs. Production and financial decisions will be made based on the learner's farm business analysis. All competencies will be assessed using the learner's farm or with simulations established by the instructor.

# Machine Tool Operation

31-420-1 Technical Diploma (one-year)

Financial Aid Eligible

## Campus: Ashland

### Program Overview

Machine Tool Operation is a nine-month technical diploma program designed to provide in-depth study and hands-on skills in the machine processing of a variety of metals.

You will become proficient in the set up and operation of manual mills, lathes, grinders, drills and saws as you complete increasingly complex projects while holding tight tolerances. Various pieces of precision measuring equipment are used to check quality. Additional work in blueprint reading, heat-treating and computer numerical controlled (CNC) machining is required to complete the Machine Tool Operation program.



### Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

### Program Outcomes

Machine Tool Operation graduates will be able to:

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

### Career Outlook

Typical positions available after graduation include:

- Machine Operator
- Machinist Apprentice
- Machine Setup Operator

With further training, graduates may advance to:

- All-round Machinist
- Tool and Die Maker
- Machine Programming
- Machine Shop Operator
- Tool-machine Setup Operator

### Career Pathway

Machine Tool Operation is a pathway into the following program (page 213):

- Machine Tool Technician

### Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
32420321	Print Reading for Machine Trades	1 cr.
32420325	Machine Tool Operation 1	4 cr.
32420326	Machine Tool Operation 2 *	4 cr.
32420327	Machine Tool Operation 3 *	4 cr.
32420328	Machine Tool Operation 4 (WBL) *	4 cr.
32420329	Machine Tool Theory 1	2 cr.
32420330	Machine Tool Theory 2	2 cr.
32420361	Introduction to CAD/CAM	1 cr.
32420365	CNC Fundamentals	2 cr.
Occupational Specific Total		24 cr.
<b>Occupational Supportive/General Studies Courses **</b>		
32801361	Applied Communications	2 cr.
32804325	Applied Technical Math 1	3 cr.
32809380	Applied Interpersonal Skills	2 cr.
Occupational Supportive/General Studies Total		7 cr.
TOTAL PROGRAM REQUIREMENTS		31 cr.

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

## Course Descriptions

#### 32420321

##### Print Reading for Machine Trades - Credits: 1

This course will cover the basic principles of print reading. The emphasis is on interpreting standard lines and symbols in single- and multiple-view working drawings. Topics include print reading procedures, drawing changes, machining specifications, and the reading of prints in specialized areas including ANSI and ISO standards. Strongly recommend a basic understanding of mathematics concepts.

#### 32420325

##### Machine Tool Operation 1 - Credits: 4

Students will be assigned introductory, specifically designed projects that will be machined using the engine lathe, milling machine, drill press, and various saws. Students will be in a job-like setting. The capability and safe use of machine tools will be stressed.

#### 32420326

##### Machine Tool Operation 2 - Credits: 4

Students will be assigned basic, specifically designed projects that will be machined using the engine lathe, milling machine, drill press, and various saws. Students will also machine parts on conversationally-programmed CNC lathes and vertical mills. Students will be in a job-like setting. The capability and safe use of machine tools will be stressed. COREQUISITE: 32420325 Machine Tool Operation 1.

#### 32420327

##### Machine Tool Operation 3 - Credits: 4

A continuation of Machine Tool Operation featuring advanced operations on milling machines, grinders, lathes, and drill presses. CNC operation and programming on a vertical mill and a turning center are introduced. Also included are machine maintenance and precision measurement. The capability and safe use of machine tools will be stressed. PREREQUISITE: 32420326 Machine Tool Operation 2.

#### 32420328

##### Machine Tool Operation 4 (WBL) - Credits: 4

Machine Tool Operation 4 features advanced operations on milling machines, grinders, lathes, and drill presses. CNC programming and operation on vertical mills and turning centers will be emphasized. The capability and safe use of machine tools will be stressed. COREQUISITE: 32420327 Machine Tool Operation 3.

#### 32420329

##### Machine Tool Theory 1 - Credits: 2

This course will cover the basic principles of machine tool theory. The course will emphasize safety in the machine shop, measurement, metal cutting technology, basic lathe and mill operations, drilling machines, saws, layout procedures, and an introduction to CNC machining. The capability and safe use of machine tools will be stressed.

#### 32420330

##### Machine Tool Theory 2 - Credits: 2

This course will cover principles of machine tool theory emphasizing conventional and CNC machining operations. There will be in-depth training on the engine lathe, milling machines, CNC programming and operation, grinding machines, and metallurgy. The capability and safe use of machine tools will be stressed.

#### 32420361

##### Introduction to CAD/CAM - Credits: 1

This course will introduce students to computer-aided drafting (CAD) and computer-aided machining (CAM). Students will use appropriate CAD software to prepare mechanical drawings. Students will be introduced to CAD/CAM equipment.

#### 32420365

##### Production Fixturing and Quality - Credits: 2

This course will introduce the student to the elements involved in the manufacture of a product. The course will include designing and building fixtures for use on a production project. The student will also develop the process plans and created quality documentation for this production project.

#### 32420364

##### Multiaxis Programming and Operations - Credits: 2

This course will provide the students the opportunity to program, set-up and operate 4th and 5th axis vertical CNC Milling Centers.

#### 32420365

##### CNC Fundamentals - Credits: 2

This course introduces the student to the development and editing of Computer Numerical Control (CNC) programs. The basic elements of CNC machine setup and operation are covered for the production of acceptable parts. Safety concerns are also addressed. Strongly recommend a basic understanding of algebra, geometry, and trigonometry.

# Machine Tool Operation - CNC

31-444-1 Technical Diploma (one-year)

Financial Aid Eligible

## Campus: Rice Lake

### Program Overview

Machine Tool Operation - CNC program is a 9-month technical diploma program designed to provide in-depth study and hands-on skills for the machine tool industry.

Students become proficient in the set up and operation of CNC mills and lathes, as well manual mills, drills, and saws. Students write set sheets, build fixtures, program parts, set-up, and machine parts using the student's own processes and CNC programs. They also perform inspection to ensure quality and precision.



### Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

### Program Outcomes

Machine Tool Operation - CNC graduates will be able to:

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

### Career Outlook

After completing this program, graduates will be ready for their career in a variety of positions such as:

- Machine Tool Operator
- Apprentice Machinist
- CNC Machinist
- Maintenance Machinist
- CNC Programmer

### Career Pathways

The Machine Tool Operation - CNC program includes the following pathway options (page 212):

- CNC Technician
- Manufacturing Production Technician

### Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
31420322	Print Reading for Machine Trades 1	1 cr.
31420323	Print Reading for Machine Trades 2 *	1 cr.
32420320	CAD/CAM Applications *	2 cr.
32420361	Introduction to CAD/CAM	1 cr.
32444300	CNC Turning – Basic Operation and Programming	2 cr.
32444301	CNC Milling – Basic Operation and Programming	2 cr.
32444302	Machining - Fundamentals and Drilling Processes	2 cr.
32444303	Machining - Turning Processes	3 cr.
32444304	Machining - Milling Processes	3 cr.
32444305	Machining - Surface Grinding Processes	3 cr.
32444306	CNC Milling – Advanced Operation and Programming	4 cr.
32444307	CNC Turning – Advanced Operation and Programming	4 cr.
Occupational Specific Total		28 cr.
<b>Occupational Supportive/General Studies Courses **</b>		
32801361	Applied Communications	2 cr.
32804325	Applied Technical Math 1	3 cr.
32804334	Applied Technical Math 2 *	2 cr.
Occupational Supportive/General Studies Total		7 cr.
<b>TOTAL PROGRAM REQUIREMENTS</b>		<b>35 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 31420322

### Print Reading for Machine Trades 1 - Credits: 1

This course will cover the basic principles of print reading. The emphasis will be on object representation, geometric dimensioning and tolerances (GDT), threads, and section views. Strongly recommend a basic understanding of mathematics concepts.

## 31420323

### Print Reading for Machine Trades 2 - Credits: 1

This advanced print reading course will cover drawing changes, auxiliary and section views, detail and assembly prints, machined features, gears, and CNC documents. PREREQUISITE: 31420322 Print Reading for Machine Trades 1.

## 32420320

### CAD/CAM Applications - Credits: 2

Computer-Aided Design (CAD) and Computer-Assisted Manufacturing (CAM) have become standard tools used almost wherever CNC production in metalworking takes place. Students will use the CAD/CAM software to build geometry, tool and material libraries, and define cutting paths/patterns. Post-processing of these CAD/CAM files will generate CNC programs in machine-specific G-code format. PREREQUISITE: 32420361 Introduction to CAD/CAM or consent of instructor.

## 32420361

### Introduction to CAD/CAM - Credits: 1

This course will introduce students to computer-aided drafting (CAD) and computer-aided machining (CAM). Students will use appropriate CAD software to prepare mechanical drawings. Students will be introduced to CAD/CAM equipment.

## 32444300

### CNC Turning - Basic Operation and Programming - Credits: 2

This course includes the operation of CNC (Computer Numerical Control) lathes and turning centers including calling up programs, loading and unloading parts, part inspection, and monitoring tool wear. The use of process plans, inspection sheets and set up guides will also be covered. This course will also provide an introduction to planning and writing programs for CNC turning centers using standard G and M codes. Learners will set up work pieces in machines, enter programs, set tool offsets, enter tool compensation, and complete part projects.

## 32444301

### CNC Milling - Basic Operation and Programming - Credits: 2

This course includes the operation of CNC (Computer Numerical Control) mills and machining centers including calling up programs, loading and unloading parts, part inspection, and monitoring tool wear. The use of process plans, inspection sheets, and set up guides will also be covered. This course will provide an introduction to planning and writing programs for CNC mills and machining centers using standard G and M codes. Learners will set up work pieces in machines, enter programs, set tool offsets, enter work offsets, and complete part projects.

## 32444302

### Machining - Fundamentals and Drilling Processes - Credits: 2

This course will provide the basic machining information needed by the learner in subsequent CNC Machine Tool Operation courses. It will also provide instruction and practice in the use of sawing and drilling machines and related processes.

## 32444303

### Machining - Turning Processes - Credits: 3

This course will provide basic instruction and practice in the use of lathes and various turning machines. Students will learn about lathes, associated processes, turning tools, and related safety/maintenance issues.

## 32444304

### Machining - Milling Processes - Credits: 3

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.

## 32444305

### Machining - Surface Grinding Processes - Credits: 3

This course will provide instruction and practice in the use of the manual surface grinder and various surface grinding processes.

## 32444306

### CNC Milling - Advanced Operation and Programming Credits: 4

The advanced setup and operation of CNC (Computer Numerical Control) machining centers is covered in this course. Applications include selection of tools and workholding devices, setting tool offsets and work offsets, calling up programs, proofing programs, making edits and machine adjustments. Advanced level programming for CNC machining centers is also covered in this course. Learners will write programs at the machine and computer, enter offsets and compensation, and machine multiple parts to prove out programs.

## 32444307

### CNC Turning - Advanced Operation and Programming Credits: 4

The advanced setup of CNC (Computer Numerical Control) 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, making edits and machine adjustments. Advanced level programming for CNC turning centers is also covered in this course. Learners will write programs at the machine and computer, enter offsets and tool compensation, and machine multiple parts to prove out programs.

# Machine Tool Technician

32-420-1 Technical Diploma (two-year)

Financial Aid Eligible

## Campus: Superior

### Program Overview

The two-year machine tool technician program at WITC will prepare you to operate and set up machine tools for the machining industry. You will learn general machining skills based on the skills and knowledge identified by the Metalworking Industry Skill Standards Board. You will gain skills in production planning, quality control, metallurgical processes, precision measuring, using an engineer's handbook and interpreting prints. Computer-aided machining and programming techniques are emphasized.



### Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

### Program Outcomes

Machine Tool Technician graduates will be able to:

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

### Career Outlook

Typical positions available after graduation include:

- Machine Tool Operator
- Apprentice Machinist
- Machine Setup Person
- Tool Room Machinist
- CNC Machinist
- Maintenance Machinist
- CNC Programmer

### Career Pathway

The Machine Tool Technician program includes the following pathway option (page 213):

- Machine Tool Operation

### Related Program

- Industrial Maintenance Technician

### Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
32420312	CNC Programming - Turning *	2 cr.
32420313	CNC Turning Operations *	2 cr.
32420315	CNC Programming - Milling *	2 cr.
32420316	CNC Milling Operations *	2 cr.
32420318	Production Machining 1*	4 cr.
32420319	Production Machining 2 (WBL)*	4 cr.
32420320	CAD/CAM Applications *	2 cr.
32420321	Print Reading for Machine Trades	1 cr.
32420325	Machine Tool Operation 1	4 cr.
32420326	Machine Tool Operation 2 *	4 cr.
32420327	Machine Tool Operation 3 *	4 cr.
32420328	Machine Tool Operation 4 (WBL) *	4 cr.
32420329	Machine Tool Theory 1	2 cr.
32420330	Machine Tool Theory 2	2 cr.
32420361	Introduction to CAD/CAM	1 cr.
32420363	Production Fixturing and Quality	2 cr.
32420364	Multiaxis Programming and Operations	2 cr.
32420365	CNC Fundamentals	2 cr.
32420375	Job Shop Machining 1 *	4 cr.
32420376	Job Shop Machining 2 *	4 cr.
Occupational Specific Total		54 cr.
<b>Occupational Supportive/ General Studies Courses **</b>		
32801361	Applied Communications	2 cr.
32804325	Applied Technical Math 1	3 cr.
32809380	Applied Interpersonal Skills	2 cr.
Occupational Supportive/General Studies Total		7 cr.
TOTAL PROGRAM REQUIREMENTS		61 cr.

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.



# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

- 32420312**  
**CNC Programming - Turning - Credits: 2**  
Students will learn about program structure (startup, work, shutdown), and basic G-codes including variations caused by machine type and programmer style. They will write simple programs and edit prewritten programs in order to hone their skill. The goal will be to start out simple and move to programs that are both efficient and effective. PREREQUISITE: 32420365 CNC Fundamentals or consent of instructor.
- 32420313**  
**CNC Turning Operations - Credits: 2**  
CNC turning centers produce many of the cylindrical shapes machined in production machine shops today. This course will include machine/control familiarization, machine startup procedures, program transfers, work holding preparation, tooling preparation, setting tooling offsets, and part origins. In addition, students learn how to run the first part including dry runs and making minor tool offset adjustments. PREREQUISITE: 32420365 CNC Fundamentals or consent of instructor.
- 32420315**  
**CNC Programming - Milling - Credits: 2**  
Productive users of CNC machining centers benefit from the execution of effective and efficient CNC programs. Students will become familiar with frequently used G-codes and will be exposed to canned cycles. They will learn how to convert print specifications into CNC G-code format using linear and circular interpolation functions as well as utilizing the benefits of canned cycles for drilling, reaming, tapping, and boring holes. Programs will be entered and edited on personal computers and at the CNC Machining Center. PREREQUISITE: 32420365 CNC Fundamentals or consent of instructor.
- 32420316**  
**CNC Milling Operations - Credits: 2**  
CNC machining centers will be utilized in this course for the production of machined parts. This course will include machine/control familiarization, machine startup procedures, program transfers, work-holding preparation, tooling preparation, setting tooling offsets, and part origins. In addition, students will learn how to run the first part including dry runs and making minor tool offset adjustments. PREREQUISITE: 32420365 CNC Fundamentals or consent of instructor.
- 32420318**  
**Production Machining 1 - Credits: 4**  
This course is intended to develop the advanced skills and knowledge needed for entry into a production machining environment. The student machinist will use knowledge and skills developed in previous study to solve production machining problems. Emphasis will be placed on machine elements and prototype development and testing. PREREQUISITES: 32420330 Machine Tool Theory 2 and 32420328 Machine Tool Operation 4 (WBL).
- 32420319**  
**Production Machining 2 (WBL) - Credits: 4**  
This course will continue to develop the advanced skills and knowledge needed for entry into a production machining environment. The student machinist will use knowledge and skills developed in previous study to solve production machining problems. Emphasis will be placed on the efficient manufacture of parts in higher quantities. This course will also serve as a work-based learning experience. PREREQUISITES: 32420330 Machine Tool Theory 2 and 32420328 Machine Tool Operation 4 (WBL) and COREQUISITE: 32420318 Production Machining 1.
- 32420320**  
**CAD/CAM Applications - Credits: 2**  
Computer-Aided Design (CAD) and Computer-Assisted Manufacturing (CAM) have become standard tools used almost wherever CNC production in metalworking takes place. Students will use the CAD/CAM software to build geometry, tool and material libraries, and define cutting paths/patterns. Post-processing of these CAD/CAM files will generate CNC programs in machine-specific G-code format. PREREQUISITE: 32420361 Introduction to CAD/CAM or consent of instructor.
- 32420321**  
**Print Reading for Machine Trades - Credits: 1**  
This course will cover the basic principles of print reading. The emphasis is on interpreting standard lines and symbols in single- and multiple-view working drawings. Topics include print reading procedures, drawing changes, machining specifications, and the reading of prints in specialized areas including ANSI and ISO standards. Strongly recommend a basic understanding of mathematics concepts.
- 32420325**  
**Machine Tool Operation 1 - Credits: 4**  
Students will be assigned introductory, specifically designed projects that will be machined using the engine lathe, milling machine, drill press, and various saws. Students will be in a job-like setting. The capability and safe use of machine tools will be stressed.
- 32420326**  
**Machine Tool Operation 2 - Credits: 4**  
Students will be assigned basic, specifically designed projects that will be machined using the engine lathe, milling machine, drill press, and various saws. Students will also machine parts on conversationally-programmed CNC lathes and vertical mills. Students will be in a job-like setting. The capability and safe use of machine tools will be stressed. COREQUISITE: 32420325 Machine Tool Operation 1.
- 32420327**  
**Machine Tool Operation 3 - Credits: 4**  
A continuation of Machine Tool Operation featuring advanced operations on milling machines, grinders, lathes, and drill presses. CNC operation and programming on a vertical mill and a turning center are introduced. Also included are machine maintenance and precision measurement. The capability and safe use of machine tools will be stressed. PREREQUISITE: 32420326 Machine Tool Operation 2.
- 32420328**  
**Machine Tool Operation 4 (WBL) - Credits: 4**  
Machine Tool Operation 4 features advanced operations on milling machines, grinders, lathes, and drill presses. CNC programming and operation on vertical mills and turning centers will be emphasized. The capability and safe use of machine tools will be stressed. COREQUISITE: 32420327 Machine Tool Operation 3.
- 32420329**  
**Machine Tool Theory 1 - Credits: 2**  
This course will cover the basic principles of machine tool theory. The course will emphasize safety in the machine shop, measurement, metal cutting technology, basic lathe and mill operations, drilling machines, saws, layout procedures, and an introduction to CNC machining. The capability and safe use of machine tools will be stressed.
- 32420330**  
**Machine Tool Theory 2 - Credits: 2**  
This course will cover principles of machine tool theory emphasizing conventional and CNC machining operations. There will be in-depth training on the engine lathe, milling machines, CNC programming and operation, grinding machines, and metallurgy. The capability and safe use of machine tools will be stressed.
- 32420361**  
**Introduction to CAD/CAM - Credits: 1**  
This course will introduce students to computer-aided drafting (CAD) and computer-aided machining (CAM). Students will use appropriate CAD software to prepare mechanical drawings. Students will be introduced to CAD/CAM equipment.
- 32420363**  
**Production Fixturing and Quality - Credits: 2**  
This course will introduce the student to the elements involved in the manufacture of a product. The course will include designing and building fixtures for use on a production project. The student will also develop the process plans and created quality documentation for this production project.
- 32420364**  
**Multiaxis Programming and Operations - Credits: 2**  
This course will provide the students the opportunity to program, set-up and operate 4th and 5th axis vertical CNC Milling Centers.
- 32420365**  
**CNC Fundamentals - Credits: 2**  
This course introduces the student to the development and editing of Computer Numerical Control (CNC) programs. The basic elements of CNC machine setup and operation are covered for the production of acceptable parts. Safety concerns are also addressed. Strongly recommend a basic understanding of algebra, geometry, and trigonometry.
- 32420375**  
**Job Shop Machining 1 - Credits: 4**  
This course is intended to develop the skills and knowledge needed in a job shop environment. The student machinist will use knowledge and skills developed in previous study to solve typical job shop problems. PREREQUISITES: 2420330 Machine Tool Theory 2 and 32420328 Machine Tool Operation 4 (WBL).
- 32420376**  
**Job Shop Machining 2 - Credits: 4**  
This course is intended to develop the advanced skills and knowledge needed in a job shop environment. The student machinist will use knowledge and skills developed in previous study to solve typical job shop problems. This course builds on Job Shop Machining 1 experiences and provides additional skills in cutting tool selection and material characteristics. PREREQUISITES: 32420330 Machine Tool Theory 2 and 32420328 Machine Tool Operation 4 (WBL) and COREQUISITE: 32420375 Job Shop Machining 1..

# Machine Tooling Technics

32-420-5 Technical Diploma (two-year)

Financial Aid Eligible

## Campus: New Richmond

### Program Overview

The Machine Tooling Technics program emphasizes mold and toolmaking for the plastic injection molding industry including using computerized machining equipment. You will use basic machining skills along with math and print reading. You will gain skills in precision measurement, metallurgical processes, in-depth programming, operation on CNC milling machines and lathes, shop theory courses in toolmaking and CAD/CAM operation.



### Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

### Program Outcomes

Machine Tooling Technics graduates will be able to:

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

### Career Outlook

Typical careers available after graduation include:

- Tool and Die Mold Maker
- Machinist Apprentice
- Machine Operator
- CNC Machinist
- Setup Person
- Programmer
- Maintenance Machinist

### Career Pathways

The Machine Tooling Technics program includes the following pathway options (page 214):

- Entry Level Machining
- Multi-Axis CNC Milling

### Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
32420306	Machine Shop Theory 1	2 cr.
32420307	Machine Shop Theory 2 *	2 cr.
32420308	Applied Machine Tooling 1	4 cr.
32420309	Applied Machine Tooling 2 *	4 cr.
32420311	Materials for Machine Tooling Technics	1 cr.
32420321	Print Reading for Machine Trades	1 cr.
32420334	CAD/CAM Demo *	2 cr.
32420336	Applied Machine Tooling 3 *	4 cr.
32420337	Applied Machine Tooling 4 *	4 cr.
32420338	CAD Basics	1 cr.
32420339	Mastercam *	2 cr.
32420357	Advanced Machining Concepts	1 cr.
32420370	Machine Tooling Technics 1 *	4 cr.
32420371	Machine Tooling Technics 2 *	4 cr.
32420372	Machine Tooling Technics 3 (WBL) *	5 cr.
32420391	Toolmaking Theory	<u>2 cr.</u>
Occupational Specific Total		43 cr.
<b>Occupational Supportive/ General Studies Courses **</b>		
32801361	Applied Communications	2 cr.
32801362	Advanced Communication Skills *	2 cr.
32804325	Applied Technical Math 1	3 cr.
32804335	Advanced Technical Math *	3 cr.
32809380	Applied Interpersonal Skills	2 cr.
32890305	Applied Information Resources	<u>2 cr.</u>
Occupational Supportive/General Studies Total		14 cr.
<b>TOTAL PROGRAM REQUIREMENTS</b>		<b>57 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 32420306

### Machine Shop Theory 1 - Credits: 2

This course provides the student with knowledge in the areas of safety, speed and feed calculations, layout equipment, cutting tools, and machine tool equipment. Also introduces and studies the more technical shop operations of threading, tapping, boring, carbide tooling, and principles of metal cutting. Principles of metal cutting include the machinability of metals and how it relates to chip formation. Students will study the makeup of carbide tooling, how carbide is affected by operating conditions, and various carbide characteristics, sizes, shapes, grades, and applications as identified by the American Standards Association. The content supports activities in Applied Machine Tooling 1 and 2.

## 32420307

### Machine Shop Theory 2 - Credits: 2

This course is a continuation of Machine Shop Theory 1. This lecture-based course will use lecture, group work, and individual projects to introduce you to surface grinding, CNC theory, application, programming, and inspection procedures. PREREQUISITE: 32420306 Machine Shop Theory 1.

## 32420308

### Applied Machine Tooling 1 - Credits: 4

This lab-based course will provide instruction in shop safety, measuring, print reading, and basic setup and operation of saws, mills, and lathes.

## 32420309

### Applied Machine Tooling 2 - Credits: 4

This lab-based course will introduce the student to threading, boring, precision and taper turning, and inspection procedures using optical comparators and coordinate measuring machines. COREQUISITES: 32420308 Applied Machine Tooling 1 and 32420321 Print Reading for Machine Trades.

## 32420311

### Materials for Machine Tooling Technics - Credits: 1

During this course students will learn the basic principles of metallurgy related to mechanical, physical, and chemical properties of materials used for Machine Tooling Technics. Materials covered will be steel, cast iron, aluminum, copper, and plastics. Lab activities will include hardening, tempering, and hardness testing. This course will give the student the ability to make material selections and perform problem solving for specific applications that they will encounter in industry.

## 32420321

### Print Reading for Machine Trades - Credits: 1

This course will cover the basic principles of print reading. The emphasis is on interpreting standard lines and symbols in single- and multiple-view working drawings. Topics include print reading procedures, drawing changes, machining specifications, and the reading of prints in specialized areas including ANSI and ISO standards. Strongly recommend a basic understanding of mathematics concepts.

## 32420334

### CAD/CAM Demo - Credits: 2

This course builds on CAD Basics and Mastercam with additional CAD drawing concepts and CAM projects. Learners will utilize Solidworks and Mastercam applications to complete their learning objectives. Students will gain competency in file management by saving, converting, and working with different file types. Learners will create geometry in each application and convert files between CAD and CAM. Students will apply various tool paths to the designs they have created. Surface creation and machining exercises will be demonstrated by each individual. Each learner will design and detail a plastic part including a plotted final drawing to the correct scale. PREREQUISITES: 32420321 Print Reading for Machine Trades and 32420339 Mastercam.

## 32420336

### Applied Machine Tooling 3 - Credits: 4

Students will further build their skills in machining and develop confidence in their ability to produce good workpieces. Students will continue to use the tools and procedures introduced in Machine Shop Theory 1. Students will also be introduced to surface grinding, coordinate measuring machine inspection, optical comparator, and CNC programming, setup, and machining. PREREQUISITES: 32420306 Machine Shop Theory 1 and 32420309 Applied Machine Tooling 2.

## 32420337

### Applied Machine Tooling 4 - Credits: 4

This lab-based course further develops students' skills in CNC vertical mill and CNC lathe setup, operation, and programming. Students will set up increasingly complex projects on both the CNC lathe and CNC vertical mill. Students will learn how to troubleshoot CNC setups, programs, and tooling variations. Students will also troubleshoot and run their own programs created in Machine Shop Theory 2 and Mastercam. Finally, students will complete surface grinding projects. COREQUISITES: 32420307 Machine Shop Theory 2 and 32420336 Applied Machine Tooling 3.

## 32420338

### CAD Basics - Credits: 1

This course offers instruction on individual computer workstations in a computer lab. This computer-aided drafting (CAD) instruction uses SolidWorks software that is capable of creating 3D drawings. In this course you will spend a majority of the time creating 3D models and exploring the concepts of working in 3D space. Students will create complete and fully dimensioned 3-view part prints ready to be transferred to paper.

## 32420339

### Mastercam - Credits: 2

This introductory course prepares students for using Computer-Aided Machining (CAM) software to create CNC machining programs. This CAM instruction utilizes Mastercam software that is capable of creating 2D and 3D wire drawings, from which toolpaths to machine part features can be generated. Students will complete a variety of exercises before working on 2D machining projects. Students will create complete CNC process projects including drawings, toolpaths, CNC code, and all setup sheets and diagrams. These projects will be shop ready for machining. PREREQUISITE: 32420338 CAD Basics.

## 32420357

### Advanced Machining Concepts - Credits: 1

In this course students will learn about advanced CNC programming and setup techniques, electrical discharge machining, and advanced inspection techniques.

## 32420370

### Machine Tooling Technics 1 - Credits: 4

In this course learners will learn to set up, program, and run CNC mills, lathes, and EDM equipment. Learners will continue to build competencies in surface grinding, tool and cutter grinding, and manual milling. PREREQUISITE: 32420337 Applied Machine Tooling 4.

## 32420371

### Machine Tooling Technics 2 - Credits: 4

In this course learners will build upon their machining skills using CNC mills, lathes, and EDM equipment. Learners will continue to build competencies in surface grinding, tool and cutter grinding, and manual milling. Learners will create, program, and run CNC programs with helical interpolation, subroutines, cutter compensation, and multiple fixture offsets. Learners will practice final grinding and fitting operations. COREQUISITE: 32420370 Machine Tooling Technics 1.

## 32420372

### Machine Tooling Technics 3 (WBL) - Credits: 5

In this course, the learner will build and polish one plastic injection mold. Learners will do several projects to gain competency, which will include electrical discharge machining, tool and cutter grinding, and a project that requires problem solving set-up problems. A work-based learning component will be completed by each individual; you will contact a manufacturer to get a job that you will bring back to the campus lab and complete the work as directed by the manufacturer and your instructor. Learners will gain additional skills in the operation of basic and advanced machine tools in the areas of milling, drilling, boring, reaming, grinding, CNC milling, and EDMing operations. PREREQUISITES: 32420321 Print Reading for Machine Trades, 32420371 Machine Tooling Technics 2, and COREQUISITE: 32420391 Toolmaking Theory.

## 32420391

### Toolmaking Theory - Credits: 2

This course provides the classroom instruction that supports shop activities in semester four of the Machine Tooling Technics program. It is a lecture course that addresses the technology of various types of plastic injection mold dies. Major emphasis will be placed on the theory, design, and building of plastic injection molds. Small group activities will be utilized to enhance student learning.

# Management Certificate

## 17-196-9 Technical Certificate

**Campuses:** Ashland\*, New Richmond\*, Rice Lake\*, Superior\*

**Outreach Center:** Balsam Lake\*, Hayward\*, Ladysmith\*

\*Combination of Online, Your Choice, In Person, and Web Conferencing instruction.

Select courses are available at the WITC Outreach Centers. Please contact your local campus for specifics.



### Overview

The Management Certificate is a series of courses to develop the practical skills for dealing with the day-to-day management of a business or organization.

### How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Management Certificate program from the program of choice dropdown list.

### Outcomes

The Management Certificate will prepare you to:

- Make good management decisions
- Create healthy working relationships within organizations
- Determine the strategic direction of a department or organization
- Gain practical skills to overcome daily workplace challenges
- Categorize managerial styles
- Apply key management concepts to various situations
- Practice delegating tasks

### Career Outlook

Managers are found in every field – manufacturing, food service, banking, retail, and education. The management positions can range from front-line supervisors to upper-level managers and executives. The need to fill management positions will continue to grow as organizations continue to look for employees who can work well with others, inspire those around them, and develop human resources.

### Related Programs

- Leadership Development
- Human Resource Management

### Curriculum

Number	Course Title	Credits (cr.)
10116100	Human Resource Management	3 cr.
10116105	Employee Relations and Labor Law*	2 cr.
10196136	Safety in the Workplace	3 cr.
10196192	Managing for Quality	3 cr.
CERTIFICATE REQUIREMENTS		11 cr.

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

## Course Descriptions

### 10116100

#### Human Resource Management - Credits: 3

In Human Resource Management, the learner applies the skills and tools necessary to effectively value and apply employees' abilities and needs to organization goals. Each learner will demonstrate the application of the supervisor's role in contemporary human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies and procedures, training, performance management, employee counseling and development, and effective use of compensation and benefit strategies. It is recommended that the learner have experience using a PC/MAC, using the MS Windows operating systems and software suite, browsing Web pages, downloading files, using e-mail, and exchanging files prior to enrolling in this course.

### 10116105

#### Employee Relations and Labor Law - Credits: 2

The course provides students with both the common and complex issues related to human behavior in the workplace as it relates to employee relations, state and federal mandates and laws. In-depth examination of relationships among workers, management, laws and government are the major focus of this course. PREREQUISITE: 10116100 Human Resource Management.

### 10196136

#### Safety in the Workplace - Credits: 3

An introduction to safety and loss prevention in the workplace with an emphasis on the supervisor's responsibility for maintaining a safe, productive environment. Students will study safety concepts, hazard controls, developing safety and health programs, and federal- and state-mandated regulations.

### 10196192

#### Managing for Quality - Credits: 3

In Managing for Quality, the learner applies the skills and tools necessary to implement and maintain a continuous improvement environment. Each learner will demonstrate the application of a personal philosophy of quality, identifying all stakeholder relationships, meeting/exceeding customer expectations, a system-focused approach, using appropriate models and tools, managing a quality improvement project, and measuring effectiveness of continuous improvement activities.

# Marine Repair Technician

31-461-4 Technical Diploma (three semesters)

Financial Aid Eligible

## Campus: Ashland

### Program Overview

The program includes instruction on marine engine service, operation, diagnosis, repair, equipment installation, maintenance and rigging new boats. Learn all about two- and four-stroke outboard motors, inboard marine engines, electronic fuel injection, direct injection, outdrives and inboard transmissions. Rig motors on boats and complete on the water tests of the boats. Learn on modern engines from manufactures such as Mercury Marine, Evinrude, Yamaha, Honda, and Volvo Penta.



### Special Features

- Unique in the state of Wisconsin
- Service school options
- 6,000-square-foot up-to-date lab
- EFI and direct injection engines
- American Boat and Yacht Council (ABYC)
- Association of Marine Technicians (AMTECH)
- Off-site training at local marinas and dealerships
- Actual service experience through community-supplied projects
- Students may enter the program either fall or spring semester

### Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

### Program Outcomes

Employers will expect the Marine Repair Technician graduate to be able to:

- Service marine engines
- Service marine propulsion systems
- Service diesel engines
- Demonstrate welding and metalworking skills
- Demonstrate industry-recognized safety practices

### Career Outlook

Graduates of the Marine Repair Technician program find great demand for their skills. Typical positions available after graduation include:

- Inboard Engine Technician
- Outboard Motor Technician
- Boat Rigging Technician
- Electronic Equipment Installation Technician
- Marine Sales Representative
- Marine Service Technician
- Marine Service Supervisor

### Career Pathway >

The Marine Repair Technician program includes the following pathway option (page 215):

- Marine Repair Essentials

### Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
31461314	Outboard Motors	5 cr.
31461315	Marine Electricity/Electronics *	2 cr.
31461330	Marine Welding *	1 cr.
31461317	Marine Engine Systems *	5 cr.
31461318	Outboard Gear Cases/Rigging *	5 cr.
31461319	Sterndrive Systems *	5 cr.
31461321	Introduction to Can-Bus Systems *	2 cr.
31461322	Inboard Engines *	5 cr.
31461323	Inboard Transmission Systems *	2 cr.
31461325	Marine Diesel *	1 cr.
31461326	Marine Engine Computer Control Systems *	4 cr.
Occupational Specific Total		37 cr.
<b>Occupational Supportive/General Studies Courses **</b>		
32801361	Applied Communications	2 cr.
32804303	Applied Math	2 cr.
Occupational Supportive/General Studies Total		4 cr.
PROGRAM REQUIREMENTS		<b>41 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 31461314

### Outboard Motors - Credits: 5

This course provides an introduction to the marine industry. Students will learn how to work safely in a shop environment and use service tools and information. Students will learn the theory of how two- and four-stroke outboard motors operate. This course will teach students how to repair, maintain, and rebuild two-stroke and four-stroke outboard motors. Also, students will learn about fuel, ignition, manual and electric starting systems, and charging systems. Small gearcase operation and repair are also covered.

## 31461315

### Marine Electricity/Electronics - Credits: 2

This course is designed to teach the theory of DC electricity. Students will learn how to read electrical schematics and build and repair electrical circuits found in typical boats. The student will be able to diagnose, troubleshoot, and correctly use test equipment to repair boat and engine electrical problems. Emphasis is placed on safety, tools, proper use of test equipment, specifications, and schematics. Practical applications will include real world shop experiences that will reinforce learned electrical concepts. COREQUISITE: 31461314 Outboard Motors.

## 31461330

### Marine Welding - Credits: 1

Marine Welding is intended to provide the technician with a sound basic background in the marine welding field. Upon completion, the student will be able to select the proper materials for repairing or fabricating welding projects, choose the correct welding method for a specific application, and complete a welding project safely. Tig welding for repair of aluminum fabrication items; MIG, ARC, and OXY acetylene principles are covered in this course. COREQUISITE: 31461314 Outboard Motors.

## 31461317

### Marine Engine Systems - Credits: 5

This course will provide students with advanced theory and hands-on experience to troubleshoot and repair marine engine fuel, oiling, cooling, starting, charging, and ignition systems. Also, students will learn about carburetor/ignition system synchronization and linkage adjustments, and storage procedures. Students will complete complex troubleshooting projects on running marine engines. PREREQUISITES: 31461314 Outboard Motors.

## 31461318

### Outboard Gear Cases/Rigging - Credits: 5

Outboard motor gearcases, hydraulic trim and tilt, and steering systems are covered in this course. Students will learn how to diagnose failures, rebuild, and shim a variety of gearcases. Different types and brands of steering systems are covered. Students will learn how to repair, install, and replace steering systems. Trim and tilt units will be tested and repaired. This will give students a good working knowledge of hydraulics and troubleshooting procedures for various brands of trim and tilt systems. Installation of outboard motors on boat transoms and mechanical, fuel, oil, and electrical connections will be covered. PREREQUISITE: 31461314 Outboard Motors.

## 31461319

### Sterndrive Systems - Credits: 5

Sterndrive transmissions, sterndrive transom plates, sterndrive trim and tilt, and power steering are covered in this course. Students will learn how to diagnose failures, rebuild, and shim a variety of gearcases. Different types of transom plates will be covered and will include shift, bellows, gimble ring, and bell housing repairs. Hydraulic lift systems will be studied and the student will learn how to repair and diagnose failures of cylinders, pumps, motors, and electrical systems related to trim systems. Marine power steering systems include the study of control valves, power steering pumps, and boat steering systems. PREREQUISITE: 31461314 Outboard Motors.

## 31461321

### Introduction to Can-Bus Systems - Credits: 2

This course will provide students with the operational theory of marine can-bus communication network systems. Students will understand how the marine engine and its accessories communicate with display systems located at the boat's helm. Students will view different manufacturers' systems and be able to adapt specialized connectors to NMEA standard connectors and aftermarket accessories. Students will assemble and calibrate a working can-bus system onto an engine and helm display unit and engine control assembly. PREREQUISITE: 31461314 Outboard Motors.

## 31461322

### Inboard Engines - Credits: 5

This course will teach students the theory of how a four-stroke marine engine operates. Students will gain the skills needed to rebuild inboard four-stroke marine engines. Students will also learn the fundamentals of inboard fuel, ignition, starting, and charging systems. COREQUISITE: 31461314 Outboard Motors.

## 31461323

### Inboard Transmission Systems - Credits: 2

Inboard straight shaft transmissions are covered in this course. Velvet Drive transmissions will be the main training project. Hurth and Paragon transmissions will be covered to a lesser degree. Related components such as engine alignment, shafts, couplers, stuffing boxes, struts, strut bearing replacement, etc., will be examined also. PREREQUISITE: 31461314 Outboard Motors.

## 31461325

### Marine Diesel - Credits: 1

This course provides a basic working knowledge of marine diesel engines and their systems. Marine diesel theory, fuel and air delivery, and lubrication and cooling systems will be covered. Bleeding of fuel systems, adjustment of valve trains and injector pumps, and other maintenance issues will also be studied. COREQUISITE: 31461314 Outboard Motors.

## 31461326

### Marine Engine Computer Control Systems - Credits: 4

In this course, students will understand the theory of computer-controlled fuel, ignition, oiling, and control systems used on inboard and outboard engines. Systems included are sterndrive and outboard motor EFI, and outboard direct fuel injection. Students will repair and troubleshoot these systems using a variety of computer diagnostic software. PREREQUISITE: 31461314 Outboard Motors.

# Mechatronics Basics

30-454-1 Technical Diploma (less than one-year)

Campus: Rice Lake, Custom Delivery

## Program Overview

The Mechatronics Basics program will give students the skills to repair, install, adjust, or maintain industrial production and processing machinery. Students are also trained on how to lubricate machinery, change parts, or perform other routine machinery maintenance. The courses in this short-term embedded technical diploma are tied to The Association of Packaging and Processing Technologies (PMMI) Certification - Level 1 tests - Industrial Electricity 1, Fluid Power 1, Programmable Logic Controllers 1 and Mechanical Components 1.



## Special Features

This is a unique program in the state.

Part time options are available

## How to Apply:

Complete the online application or contact Student Services. When completing an online application, select the Mechatronics program from the program of choice dropdown list.

## Inquire

For more information on this program, scheduled sites, and how to apply, contact: Eric Lockwood, Director, Apprenticeship and Workforce Training at eric.lockwood@witc.edu or 715.246.6561 ext. 4297

## Program Outcomes

Mechatronics Basics graduates will be able to:

- Demonstrate safe practices and techniques
- Install power transmission components, fluid power components, and automation components
- Maintain power transmission components and fluid power components

## Career Outlook

Typical positions available after graduation include:

- Entry Level Electro-Mechanical Assembler
- Maintenance Technician
- Manufacturing Customer Service

## Career Pathway

Mechatronics Basics is a pathway into the following program (page 216):

- Automated Packaging Systems Technician

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
32414335	DC Electricity	3 cr.
32414336	AC Electricity *	3 cr.
32454341	Fluid Power Systems	3 cr.
32454345	Packaging Systems Equipment Control *	3 cr.
32454357	Power Transmission Componentry *	<u>2 cr.</u>
TOTAL PROGRAM REQUIREMENTS		<b>14 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.



## Course Descriptions

### 32414335

#### DC Electricity - Credits: 3

This course is an introduction to electricity. The focus will be on direct current as used in industry. You will learn the basics of series, parallel and combination circuits. You will develop skills in circuit analysis, and electrical measurement using a digital multimeter.

### 32414336

#### AC Electricity - Credits: 3

This course is an introduction to alternating current electricity as used in industry. You will study series and parallel alternating current circuits that contain inductance and capacitance, as well as, single and three phase transformers, direct current, single phase and three phase motors. PREREQUISITE: 32414335 DC Electricity.

### 32454341

#### Fluid Power Systems - Credits: 3

This course develops the skills required for the implementation of vacuum, air, and oil used to transmit force for performing useful functions on machines. Students will apply symbols to components and connect components to understand the assembly, operation, and maintenance of fluid power systems. The transmission of force is used in a variety of applications and can be hazardous to individuals who do not understand the related laws of physics.

### 32454345

#### Packaging Systems Equipment Control - Credits: 3

This course gives the students the opportunity to perform the selection, design, installation, and operation of control systems found on automated packaging machines. The student will work with many types of components to gain recognition and skill development in the correct installation of electrical control systems. The modern control system requires specialized skills that are useful for understanding high technology applications such as robotics and climate control. PREREQUISITE: 32414335 DC Electricity.

### 32454357

#### Power Transmission Componentry - Credits: 2

The learner will develop skills necessary to install, maintain, and repair mechanical drive system components. The learner will use machine components to develop skills for installing and repairing defective mechanical drive systems. The correct installation and maintenance is required for trouble-free operation. COREQUISITE: 32454345 Packaging Systems Equipment and Control.

# Medical Administrative Professional

10-160-2 Associate Degree (two-year)

Financial Aid Eligible

Campuses: Ashland\*, New Richmond\*, Rice Lake\*, Superior\*, Online

\*Combination of Online, Your Choice, In person, or Web Conferencing instruction



## Program Overview

Are you looking for a career in the medical field that is interesting and exciting but does not require direct patient contact? Consider the Medical Administrative Professional program. This program prepares you to complete business-related tasks including scheduling appointments, registering patients, answering telephones, medical billing and completing insurance claims, preparing business correspondence, and maintaining medical records.

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Background Check Disclosure
- Complete admissions meeting with a WITC counselor

## Program-Specific Requirements

- Complete and sign Background Information Disclosure Form (BID)
- Submit Background Check fee
- Have an acceptable Wisconsin Caregiver Background Check, National Caregiver Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and other states, if applicable
  - Information from the Caregiver Background Check may affect ability to secure placement for the Medical Externship course and the ability to find employment after graduation
- Have current immunizations

## Program Outcomes

Medical Administrative Professional graduates will be able to:

- Perform financial practices through analysis of payer data and reimbursement methods
- Demonstrate professionalism in a healthcare setting
- Apply technology to administrative functions in a healthcare-related setting
- Apply HIPAA, federal and state law, and regulatory compliance in business health practices
- Use medical terminology and knowledge of the human body systems in performing essential functions of health business environment

## Career Outlook

Typical positions available after graduation include:

- Medical Administrative Assistant
- Medical Secretary
- Medical Receptionist
- Medical Scheduler
- Hospital Admissions Representative
- Medical Billing Specialist
- Patient Account Representative
- Clinic Coder
- Health Unit Coordinator (HUC)
- Health Information Clerk

## Career Pathways

The Medical Administrative Professional program includes the following pathway options (page 216):

- Health Office Professional
- Medical Billing Specialist
- Healthcare Receptionist

## Related Programs

- Administrative Professional
- Gerontology - Aging Services Professional
- Leadership Development

## Curriculum

Number	Course Title	Credits (cr.)
<b>Technical Studies Courses</b>		
10101176	Financial Accounting 1A	2 cr.
10103125	MS Outlook	1 cr.
10103146	MS Word A	1 cr.
10103147	MS Word B *	1 cr.
10103151	MS Excel A	1 cr.
10103152	MS Excel B *	1 cr.
10105160	Medical Externship *#	1 cr.
10106110	Document Formatting	2 cr.
10160134	Medical Insurance Claims *	4 cr.
10160135	Introduction to Healthcare Documentation *	3 cr.
10160140	Medical Office Administration *	3 cr.
10160142	Patient Billing and Reimbursement *	3 cr.
10160143	Medical Office Procedures and Customer Service	2 cr.
10160145	Medical Administrative Practice	4 cr.
10106146	Proofreading for the Office	3 cr.
10196138	Conflict Resolution and Confrontation Skills	1 cr.
10501101	Medical Terminology	3 cr.
10510135	Anatomy, Physiology, and Disease Concepts	2 cr.
10890116	Job Quest	1 cr.
Technical Studies Total		39 cr.
<b>General Studies Courses **</b>		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication	3 cr.
10801197	Technical Reporting	3 cr.
10804123	Math with Business Applications	3 cr.
10809196	Introduction to Sociology <b>or</b>	
10809172	Introduction to Diversity Studies	3 cr.
10809198	Introduction to Psychology	3 cr.
General Studies Total		18 cr.
ELECTIVES		3 cr.
PROGRAM REQUIREMENTS		<b>60 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Criminal background checks will be required for this course.



# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10101176

### Financial Accounting 1A - Credits: 2

This is a basic accounting course for non-accounting program students. The scope of study focuses on an introduction to business and accounting, analyzing and recording accounting transactions, performing the adjusting process, and completing the accounting cycle. Understanding is based both on theory and application.

## 10103125

### MS Outlook- Credits: 1

This course introduces the basics of Microsoft Outlook. Participants will use e-mail, calendar, files, and other features to effectively manage business and personal information.

## 10103146

### MS Word A - Credits: 1

Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features.

## 10103147

### MS Word B- Credits: 1

Students will learn word processing using MS Word. Credit B activities include tables, mail merge, sort, graphics, and special features of MS Word. COREQUISITE: 10103146 MS Word A

## 10103151

### MS Excel A - Credits: 1

Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

## 10103152

### MS Excel B - Credits: 1

Students will learn to use MS Excel. Credit B activities will include using advanced features of formulas, object linking and embedding, multiple worksheets, 3-D references, macro basics and database basics. COREQUISITE: 10103151 MS Excel A.

## 10105160

### Medical Externship - Credits: 1

An externship is actual work experience in a medical office which provides the student with a variety of tasks. The sites are usually clinics or hospitals but can be other medical-related offices as well. The instructor and student will work together to secure an externship which will be acceptable to all parties. PREREQUISITE: Prior to enrolling in this course, students must have successfully completed or are in good standing in all program courses and have the approval of program faculty. Criminal Background checks will be required for this course.

## 10106110

### Document Formatting - Credits: 2

This hands-on course covers formatting styles of business letters, business and academic reports, memos, tables, and business documents. The course also includes drill work for improving keying speed and accuracy. Students should be able to key 40 words per minute.

## 10160134

### Medical Insurance Claims - Credits: 4

This course presents common health insurance terminology and selected private and government insurance coverages. Students are introduced to basic principles of disease coding and procedural coding from the physician/provider perspective and follow the life cycle of the medical insurance claim with the aim of accurate and efficient reimbursement for services provided. This is not for experienced coders. PREREQUISITE: 10501101 Medical Terminology.

## 10160135

### Introduction to Healthcare Documentation - Credits: 3

This course is designed to expand the student's medical vocabulary and develop skill in keyboarding, formatting, editing, storing, and printing medical documents. Emphasis is placed on speed building and accuracy improvement. PREREQUISITES: 10501101 Medical Terminology and 10106110 Document Formatting.

## 10160140

### Medical Office Administration - Credits: 3

Simulates handling patients and employees, applying customer service skills, and the use of computers in a medical/clinical setting. Hands-on experience in scheduling appointments, work in electronic medical records, establishing a fee schedule, and practice management. Utilizes Microsoft Office software, electronic billing software, electronic medical record software, telephone systems, internet, fax and e-mail. PREREQUISITE: 10160143 Medical Office Procedures and Customer Service.

## 10160142

### Patient Billing and Reimbursement - Credits: 3

Emphasizes insurance preparation and reimbursement of claims to Commercial, Medicare, Medicaid and Worker's Compensation. Applies ICD, CPT and HCPCS coding resources to complete CMS 1500 and CMS 1450 insurance claims. Computerized billing software will be utilized throughout the course. PREREQUISITE: 10160134 Medical Insurance Claims.

## 10160143

### Medical Office Procedures and Customer Service - Credits: 2

This course develops professional skills and attitudes needed in a medical business environment. Skills developed include an ability to communicate effectively with patients and other medical office staff, manage time effectively, schedule patients, greet patients, use the telephone properly, process mail, apply ergonomics and office safety, and use medical computer software efficiently.

## 10160145

### Medical Administrative Practice - Credits: 4

Medical Administrative Practice is a capstone course for the Medical Administrative Professional degree, which brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job tasks. This course provides the student with the training required to keep consistent with computer software that is used in the billing areas of the medical office. Topics covered are medical office procedures, practice management, basic billing skills and billing collection via real-life activities and simulations. Upon completion, students should be able to demonstrate the skills necessary to work in the medical office. PREREQUISITE: 10160140 Medical Office Administration. COREQUISITE: 10160134 Medical Insurance Claims.

## 10106146

### Proofreading for the Office - Credits: 3

This course provides the learner with techniques used in proofreading office documents from both hard and soft copy (computer screen). Learners will incorporate the use of office reference manuals. This project-based course uses individual and group activities as well as in-class and out-of-class work.

## 10196138

### Conflict Resolution and Confrontation Skills - Credits: 1

In Conflict Resolution and Confrontation Skills the learner applies the skills and tools necessary to deal with conflict and confrontation in the workplace. The learner will identify the major causes of conflict, develop a working plan of action to confront difficult situations, and establish guidelines for gaining resolution to difficult situations. The learner will build greater personal skill and confidence in their ability to deal with conflict in their personal and professional life.

## 10501101

### Medical Terminology - Credits: 3

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.

## 10510135

### Anatomy, Physiology, and Disease Concepts - Credits: 2

This course is a study of human anatomical structure, physiology, and the basic mechanisms of disease. It is designed to meet the unique educational needs of the medical secretary/office personnel. The course focuses on assessment, diagnosis, and treatment of commonly occurring medical conditions. The course will be structured to application of the content through case studies and group discussions. It is meant to provide a solid knowledge base for students entering work in health care settings. It is recommended that the student have a basic knowledge of medical terminology.

## 10890116

### Job Quest - Credits: 1

Develop documents and skills to seek, obtain, and retain employment. Strengthen your professional image by developing self-awareness of elements affecting interpersonal and work relationships. Guidelines for determining appropriate grooming, dress, and poise will be covered. Personal life management along with career/life goal setting will be reinforced. This class should be taken in the last semester of the program.

Campuses: Ashland, New Richmond, Rice Lake, Superior



## Program Overview

Medical assistants are multi-skilled health professionals specifically educated to work in ambulatory settings performing administrative and clinical duties. The practice of medical assisting directly influences the public's health and well-being, and requires mastery of a complex body of knowledge and specialized skills requiring both formal education and practical experience that serve as standards for entry into the profession.

The Medical Assistant program prepares individuals to assist physicians in their offices or other medical settings. Medical assistants, sometimes referred to as clinical assistants, perform a wide range of duties. The medical assistant is responsible for medical and surgical asepsis, taking vital signs, drawing blood, giving injections, assisting the physician with examinations and surgery, administering ECGs and administering medications. The business/administrative duties include patient reception, appointment making, record keeping, filing, bookkeeping, insurance handling, typing medical correspondence and transcription and computer applications. Laboratory functions include specimen collection, performance of basic laboratory tests and microscopic work.

The minimum goal for the Medical Assistant program, as identified by the AAMA, is to prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains.

The WITC Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, phone: 727-210-2350, [www.caahep.org](http://www.caahep.org), [www.aama-ntl.org](http://www.aama-ntl.org).

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Have earned a high school diploma or GED certificate; current high school seniors must provide both a current high school transcript and a final transcript with confer date
- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor (academic admission requirements apply - see page 25 for more information)

## Program-Specific Requirements

- Submit Background Check fee
- Have an acceptable Wisconsin Caregiver Background Check, National Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and other states, if applicable (required at program start and prior to practicum)
- Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb)
- Possess current certification of First Aid and "CPR for Healthcare Providers" or equivalent
- Review and sign Nursing and Allied Health Division Confidentiality Statement
- Attend a mandatory program orientation session

## Program Outcomes

Medical Assistant graduates will 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

Graduates of the program are eligible to sit for the Certified Medical Assistant examination.

## Career Outlook

Typical positions available after graduation include:

- Medical Assistant
- Clinical Assistant
- Phlebotomist

## Career Pathway

The Medical Assistant program includes the following pathway option (page 217):

- Patient Services Specialist

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
31501308	Pharmacology for Allied Health *	2 cr.
31509301	Medical Assistant Administrative Procedures *2	2 cr.
31509302	Human Body in Health and Disease *	3 cr.
31509303	Medical Assistant Laboratory Procedures 1 *	2 cr.
31509304	Medical Assistant Clinical Procedures 1 *	4 cr.
31509305	Medical Assistant Laboratory Procedures 2 *	2 cr.
31509306	Medical Assistant Clinical Procedures 2 *	3 cr.
31509307	Medical Office Insurance and Finance *	2 cr.
31509309	Medical Law, Ethics and Professionalism	2 cr.
31509310	Medical Assistant Practicum *	3 cr.
Occupational Specific Total		25 cr.

## Occupational Supportive/ General Studies Courses

10501101	Medical Terminology	3 cr.
10501107	Digital Literacy for Healthcare	2 cr.
10801136	English Composition 1 #	3 cr.
Occupational Supportive/General Studies Total		8 cr.
<b>TOTAL PROGRAM REQUIREMENTS</b>		<b>33 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

# See pages 29-31 for course descriptions.

You must earn a grade point of 2.0 or better in all required courses.

Note: program may be completed in two or more semesters.

Course repeat policies exist that allow for only a certain number of retakes within this program; please refer to the policies for details.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 31501308

### Pharmacology for Allied Health - Credits: 2

Introduces students to medication classification and basic pharmacology principles. Students apply basic pharmacodynamics to identify common medications and calculate dosages in preparation for medication administration. PREREQUISITES: 10501101 Medical Terminology, 31509302 Human Body in Health and Disease, 31509303 Medical Assistant Laboratory Procedures 1, and 31509304 Medical Assistant Clinical Procedures 1 and COREQUISITES: 31509305 Medical Assistant Laboratory Procedures 2, 31509306 Medical Assistant Clinical Procedures 2 and 31509307 Medical Office Insurance and Finance.

## 31509301

### Medical Assistant Administrative Procedures - Credits: 2

Introduces medical assistant students to office management, business administration, and the electronic medical record (EMR) 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. PREREQUISITE: Declared Medical Assistant program (315091) or Patient Services Specialist plan (305092) and COREQUISITES: 10501107 Digital Literacy for Healthcare, 10501101 Medical Terminology, 31509302 Human Body in Health and Disease, 31509303 Medical Assistant Laboratory Procedures 1, and 31509304 Medical Assistant Clinical Procedures 1.

## 31509302

### Human Body in Health and Disease - Credits: 3

Students learn to recognize human body structure and function in health and disease states. Students explore the causes, signs, and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis, and prevention of diseases commonly diagnosed and treated in the medical office setting. COREQUISITE: 10501101 Medical Terminology.

## 31509303

### Medical Assistant Laboratory Procedures 1 - Credits: 2

Introduces medical assistant students to laboratory procedures commonly performed by medical assistants in a medical office setting. Students perform CLIA waived routine laboratory procedures commonly performed in the ambulatory care setting. Students follow laboratory safety requirements and federal regulations while performing specimen collection and processing, microbiology and urinalysis testing. PREREQUISITE: Admission to Medical Assistant program and COREQUISITES: 10501107 Digital Literacy for Healthcare, 10501101 Medical Terminology, 31509302 Human Body in Health and Disease, 31509301 Medical Assistant Administrative Procedures, and 31509304 Medical Assistant Clinical Procedures 1.

## 31509304

### Medical Assistant Clinical Procedures 1 - Credits: 4

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. Learner explores communication principles and psychology theories related to patient care. PREREQUISITE: Admission into the Medical Assistant program and COREQUISITES: 10501107 Digital Literacy for Healthcare, 31509302 Human Body in Health and Disease, 10501101 Medical Terminology, 31509301 Medical Assistant Administrative Procedures and 31509303 Medical Assistant Laboratory Procedures 1.

## 31509305

### Medical Assistant Laboratory Procedures 2 - Credits: 2

Prepares students to perform phlebotomy and CLIA waived hematology, chemistry, immunology and laboratory procedures commonly performed by medical assistants in the ambulatory care setting. PREREQUISITES: 10501101 Medical Terminology, 31509302 Human Body in Health & Disease, 31509303 Medical Assistant Laboratory Procedures 1, and 31509304 Medical Assistant Clinical Procedures 1 and COREQUISITES: 31509306 Medical Assistant Clinical Procedures 2, 31509307 Medical Office Insurance and Finance, and 31501308 Pharmacology for Allied Health.

## 31509306

### Medical Assistant Clinical Procedures 2 - Credits: 3

Prepares medical assistant students to perform patient care skills in the medical office setting. Students perform clinical procedures including administering medications, performing an electrocardiogram, assisting with respiratory testing, educating patients/community, assisting with emergency preparedness in an ambulatory care setting. PREREQUISITES: 10501101 Medical Terminology, 31509302 Human Body in Health & Disease, 31509303 Medical Assistant Laboratory Procedures 1, and 31509304 Medical Assistant Clinical Procedures 1 and COREQUISITES: 31509305 Medical Assistant Laboratory Procedures 2, 31509307 Medical Office Insurance and Finance, and 31501308 Pharmacology for Allied Health.

## 31509307

### Medical Office Insurance and Finance - Credits: 2

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. PREREQUISITES: 10501101 Medical Terminology and 31509302 Human Body in Health and Disease, 31509303 Medical Assistant Laboratory Procedures 1, and 31509304 Medical Assistant Clinical Procedures 1, and COREQUISITES: 10501107 Digital Literacy for Healthcare, 31509305 Medical Assistant Laboratory Procedures 2, 31509306 Medical Assistant Clinical Procedures 2, 31501308 Pharmacology for Allied Health.

## 31509309

### Medical Law, Ethics and Professionalism - Credits: 2

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 quality improvement procedures, examine legal and bioethical issues, and demonstrate awareness of diversity.

## 31509310

### Medical Assistant Practicum - Credits: 3

Requires medical assistant students to integrate and apply knowledge and skills from all previous medical assistant courses in actual ambulatory health 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. This is a supervised, unpaid, clinical experience. AAMA required Practicum - 160 minimum hours (AAMA minimum) up to 216 hours. PREREQUISITES: Current Health Care Provider CPR and first aid, successful completion or standing in all other program courses, approval of program faculty, compliance with Wisconsin Caregiver Law, and program Health Requirements are met.

# Medical Billing Specialist

31-160-5 Technical Diploma (one-year)

Financial Aid Eligible

Campuses: Ashland\*, New Richmond\*, Rice Lake\*, Superior\*, Online

\*Combination of Online, Your Choice, In person, or Web Conferencing instruction



## Program Overview

The Medical Billing Specialist technical diploma prepares you to perform billing functions in a clinic, hospital or specialty practice. This embedded technical diploma involves coursework on the patient-to-payment billing cycle in the medical facility. This embedded technical diploma fully ladders into the Medical Administrative Professional Associates Degree.

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Complete admissions meeting with a WITC counselor

## Program Outcomes

Medical Billing Specialist graduates will be able to:

- Perform routine healthcare administrative procedures
- Process insurance claims
- Apply technology skills to business and administrative tasks
- Maintain internal and external relationships
- Model professionalism in the workplace

## Career Outlook

Typical positions available after graduation include:

- Hospital Medical Biller
- Physician's Office Medical Biller
- Laboratory Medical Biller
- Patient Account Representative
- Revenue Cycle Representative

## Career Pathway >

The Medical Billing Specialist program is a pathway into the following program (page 216):

- Medical Administrative Professional

## Related Programs

- Health Office Professional
- Healthcare Receptionist
- Office Support Specialist

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
10103151	MS Excel A	1 cr.
10103152	MS Excel B *	1 cr.
10106110	Document Formatting	2 cr.
10160134	Medical Insurance Claims *	4 cr.
10160140	Medical Office Administration *	3 cr.
10160142	Patient Billing and Reimbursement *	3 cr.
10160143	Medical Office Procedures and Customer Service	2 cr.
10160145	Medical Administrative Practice	4 cr.
10501101	Medical Terminology	3 cr.
	Occupational Specific Total	23 cr.

## Occupational Supportive/General Studies Courses\*\*

10804123	Math with Business Applications	3 cr.
	Occupational Supportive/General Studies Total	3 cr.

PROGRAM REQUIREMENTS **26 cr.**

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

## Course Descriptions

### 10103151 MS Excel A - Credits: 1

Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

### 10103152 MS Excel B - Credits: 1

Students will learn to use MS Excel. Credit B activities will include using advanced features of formulas, object linking and embedding, multiple worksheets, 3-D references, macro basics and database basics. COREQUISITE: 10103151 MS Excel A.

### 10106110 Document Formatting - Credits: 2

This hands-on course covers formatting styles of business letters, business and academic reports, memos, tables, and business documents. The course also includes drill work for improving keying speed and accuracy. Students should be able to key 40 words per minute.

### 10160134 Medical Insurance Claims - Credits: 4

This course presents common health insurance terminology and selected private and government insurance coverages. Students are introduced to basic principles of disease coding and procedural coding from the physician/provider perspective and follow the life cycle of the medical insurance claim with the aim of accurate and efficient reimbursement for services provided. This is not for experienced coders. PREREQUISITE: 10501101 Medical Terminology.

### 10160140 Medical Office Administration - Credits: 3

Simulates handling patients and employees, applying customer service skills, and the use of computers in a medical/clinical setting. Hands-on experience in scheduling appointments, work in electronic medical records, establishing a fee schedule, and practice management. Utilizes Microsoft Office software, electronic billing software, electronic medical record software, telephone systems, internet, fax and e-mail. PREREQUISITE: 10160143 Medical Office Procedures and Customer Service.

### 10160142 Patient Billing and Reimbursement - Credits: 3

Emphasizes insurance preparation and reimbursement of claims to Commercial, Medicare, Medicaid and Worker's Compensation. Applies ICD, CPT and HCPCS coding resources to complete CMS 1500 and CMS 1450 insurance claims. Computerized billing software will be utilized throughout the course. PREREQUISITE: 10160134 Medical Insurance Claims.

### 10160143 Medical Office Procedures and Customer Service - Credits: 2

This course develops professional skills and attitudes needed in a medical business environment. Skills developed include an ability to communicate effectively with patients and other medical office staff, manage time effectively, schedule patients, greet patients, use the telephone properly, process mail, apply ergonomics and office safety, and use medical computer software efficiently.

### 10160145 Medical Administrative Practice - Credits: 4

Medical Administrative Practice is a capstone course for the Medical Administrative Professional degree, which brings together skills and knowledge learned in other classes and applies them in decision-making situations and in completing job tasks. This course provides the student with the training required to keep consistent with computer software that is used in the billing areas of the medical office. Topics covered are medical office procedures, practice management, basic billing skills and billing collection via real-life activities and simulations. Upon completion, students should be able to demonstrate the skills necessary to work in the medical office. PREREQUISITE: 10160140 Medical Office Administration. COREQUISITE: 10160134 Medical Insurance Claims.

### 10501101 Medical Terminology - Credits: 3

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.

# Medical Coding Specialist

31-530-2 Technical Diploma (one-year)

Financial Aid Eligible

## Campus: Online

## Program Overview

The Medical Coding Specialist reviews medical documentation provided by physicians and other healthcare providers and translates this into numeric codes. The coding specialist assigns and sequences diagnostic and procedural codes using universally-recognized coding systems. Several uses of coded data are for payment of healthcare claims, statistics and medical research.



## Special Features

- All courses will be offered online
- The program may be completed in a full-time or part-time format
- Students completing the one-year Medical Coding Specialist program have the option of returning to complete the associate degree Health Information Technology program; see page 102 for information on the Health Information Technology program

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Have earned a high school diploma or GED certificate; current high school seniors must provide both a current high school transcript and a final transcript with confer date
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor (academic admission requirements apply - see page 25 for more information)

## Program-Specific Requirements

- Review and complete the computer skills inventory
- Review Medical Coding Specialist program orientation materials
- Meet with Medical Coding Specialist program advisor to determine program sequencing and completion goals

## Program Outcomes

Medical Coding Specialist graduates will be able to:

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

## Career Outlook

Typical positions available after graduation include:

- Medical Coding Specialist
- Clinical Coding Specialist
- Claims Analyst

## Career Pathway >

The Medical Coding Specialist program is a pathway into the following program (page 206):

- Health Information Technology

Graduates are eligible to take the National Clinical Coding Associate (CCA) certification examination through the American Health Information Management Association (AHIMA)

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
10501107	Digital Literacy for Healthcare	2 cr.
10530159	Healthcare Revenue Management *	3 cr.
10530162	Foundations of HIM *	3 cr.
10530165	Intermediate Coding *	3 cr.
10530182	Human Disease for the Health Professions *	3 cr.
10530184	CPT Coding *	3 cr.
10530197	ICD Diagnosis Coding *	3 cr.
10530199	ICD Procedure Coding *	2 cr.
Occupational Specific Total		22 cr.

## Occupational Supportive/ General Studies Courses

10501101	Medical Terminology	3 cr.
10806177	General Anatomy and Physiology #	4 cr.
Occupational Supportive/General Studies Total		7 cr.

TOTAL PROGRAM REQUIREMENTS **29 cr.**

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

# See pages 29-31 for course descriptions.

You must earn a grade point of 2.0 or better in all required courses.

Course repeat policies exist that allow for only a certain number of retakes within this program; please refer to the policies for details

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10501101

### Medical Terminology - Credits: 3

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

## 10501107

### Digital Literacy for Healthcare - Credits: 2

The focus of this course is the use of technology in healthcare. Learners use common business software applications, including word processing, presentation, spreadsheet, and databases. Communication methods using technology are addressed. Learners gain experience with using the electronic health record (EHR). Healthcare EHR security issues, social media use, and digital healthcare resources are examined. Computer skills proficiency developed as a part of this course.

## 10530159

### Healthcare Revenue Management - Credits: 3

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 payment classifications with entry level proficiency using computerized encoding and grouping software. COREQUISITES: 10530162 Foundations of HIM, 10530182 Human Disease for the Health Professions, 10530184 CPT Coding, 10530197 ICD Diagnosis Coding, and 10530199 ICD Procedure Coding.

## 10530162

### Foundations of HIM - Credits: 3

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. PREREQUISITE: Admission to plan 105301 Health Information Technology or 315302 Medical Coding Specialist and COREQUISITE: 10501107 Digital Literacy for Healthcare.

## 10530165

### Intermediate Coding - Credits: 3

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. PREREQUISITES: 10530184 CPT Coding and 10530197 ICD Diagnosis Coding and successful completion of COREQUISITE: 10530199 ICD Procedure Coding is required prior to taking Intermediate Coding.

## 10530182

### Human Disease for the Health Professions - Credits: 3

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. PREREQUISITE: Admission to plan 105301 Health Information Technology or 315302 Medical Coding Specialist and COREQUISITES: 10501101 Medical Terminology and 10806177 General Anatomy and Physiology.

## 10530184

### CPT Coding - Credits: 3

Prepares learners to assign CPT/HCPCS codes, supported by medical documentation, with entry level proficiency. Learners apply instructional notations, conventions, rules, and official coding guidelines when assigning codes to case studies and actual medical record documentation. COREQUISITES: 10501101 Medical Terminology, 10530182 Human Disease for the Health Professions and 10806177 General Anatomy and Physiology.

## 10530197

### ICD Diagnosis Coding - Credits: 3

Prepares students to assign ICD diagnosis codes supported by medical documentation. Students apply instructional notations, conventions, rules, and official coding guidelines when assigning ICD diagnosis codes to case studies and actual medical record documentation. PREREQUISITE: Admission to plan 105301 Health Information Technology or 315302 Medical Coding Specialist and COREQUISITES: 10501101 Medical Terminology, 10530182 Human Disease for the Health Professions and 10806177 General Anatomy and Physiology.

## 10530199

### ICD Procedure Coding - Credits: 2

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: Admission to plan 105301 Health Information Technology or 315302 Medical Coding Specialist 10501101 Medical Terminology, and 10806177 General Anatomy and Physiology and COREQUISITE: 10530182 Human Disease for the Health Professions.

# Microsoft Office

30-106-6 Technical Diploma (less than one-year)

Campuses: Ashland\*, New Richmond\*, Rice Lake\*, Superior\*, Online

Outreach Centers: Balsam Lake\*, Hayward\*, Ladysmith\*

\*Combination of Online, Your Choice, In person, or Web Conferencing instruction. Select courses are available at the WITC Outreach Centers. Please contact your local campus for specifics.



## Program Overview

Using the Microsoft Office suite, you'll create letters, reports, forms or other material from rough draft, corrected copy or voice recording. In addition, you'll create spreadsheets, databases, calendars, emails or slides for presentations.

## How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Microsoft Office program from the program of choice dropdown list.

## Program Outcomes

Microsoft Office graduates will be able to:

- Apply Microsoft Office skills to workplace tasks
- Solve user level Microsoft Office issues

## Career Outlook

Typical positions available after graduation include:

- Word Processor
- Clerk Typist
- Program Assistant

## Career Pathway

The Microsoft Office program is a pathway into the following program (page 196):

- Administrative Professional

## Related Programs

- Office Technology Assistant
- Office Support Specialist
- Healthcare Receptionist

## Curriculum

Number	Course Title	Credits (cr.)
<b>Technical Studies Courses</b>		
10103106	MS PowerPoint	1 cr.
10103125	MS Outlook	1 cr.
10103146	MS Word A	1 cr.
10103147	MS Word B *	1 cr.
10103148	MS Word C *	1 cr.
10103151	MS Excel A	1 cr.
10103152	MS Excel B *	1 cr.
10103162	MS Access A	1 cr.
10106128	Software Integration	<u>1 cr.</u>
PROGRAM REQUIREMENTS		<b>9 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

## Course Descriptions

### 10103106

#### MS PowerPoint - Credits: 1

A complete presentation graphics course that allows you to produce professional-looking presentations. It gives you the flexibility to make informal presentations using overhead transparencies, electronic presentations, formal presentations using 35mm slides, or virtual presentations. Additionally, you can create paper printouts, outlines, speaker notes, and audience handouts.

### 10103125

#### MS Outlook - Credits: 1

This course introduces the basics of Microsoft Outlook. Participants will use e-mail, calendar, files, and other features to effectively manage business and personal information.

### 10103146

#### MS Word A - Credits: 1

Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features.

### 10103147

#### MS Word B - Credits: 1

Students will learn word processing using MS Word. Credit B activities include tables, mail merge, sort, graphics, and special features of MS Word. COREQUISITE: 10103146 MS Word A.

### 10103148

#### MS Word C - Credits: 1

Students will learn word processing using MS Word. Credit C activities will include workgroup collaboration, macros, styles, and advanced formatting features of MS Word. COREQUISITE: 10103147 MS Word B.

### 10103151

#### MS Excel A - Credits: 1

Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

### 10103152

#### MS Excel B - Credits: 1

Students will learn to use MS Excel. Credit B activities will include using advanced features of formulas, object linking and embedding, multiple worksheets, 3-D references, macro basics and database basics. COREQUISITE: 10103151 MS Excel A.

### 10103162

#### MS Access A - Credits: 1

Learners create, edit, sort, and query a database. They also learn how to create and print basic forms and reports.

### 10106128

#### Software Integration - Credits: 1

This course is designed to integrate computer applications. Participants will prepare and enhance documents using word processing, spreadsheets, database, and presentation graphics software. PREREQUISITES: 10103106 MS PowerPoint, 10103146 MS Word A, 10103147 MS Word B, 10103148 MS Word C, 10103151 MS Excel A, 10103152 MS Excel B, 10103162 MS Access A.

# Networking Professional

17-150-5 Technical Certificate

Campuses: New Richmond, Rice Lake, Superior

## Overview

This certificate consists of completion of four Cisco courses with a 3.00 or better. You will be proud to have achieved this recognition whether you are a program student or an IT professional.



## Special Feature

Friendly, skilled instructors with an emphasis in a hands-on teaching environment will teach the courses. Topics within the certificate will help prepare the student for industry certification in the Cisco Certified Networking Associate (CCNA).

## How to Apply:

Complete the online application or contact Student Services. When completing an online application, select the Networking Professional program from the program of choice dropdown list.

## Outcomes

The Networking Professional Certificate will prepare you to:

- Configure hardware and software
- Plan and implement routers into TCP/IP network infrastructure
- Plan, implement, and support wired and wireless networks

## Career Outlook

Typical positions available after graduation include:

- Network/Technical Coordinators
- Network Administrator/Managers
- Network Technician or Support Specialists
- Computer Support Specialists

## Career Pathways

The Networking Professional program is a pathway into the following program (page 209):

- IT - Cybersecurity Specialist

## Curriculum

Number	Course Title	Credits
10150109	Wireless Networking and Security *	3 cr.
10150111	Cisco CCNA 1 Introduction to Networks *	3 cr.
10150112	Cisco CCNA 3 Scaling Networks *	3 cr.
10150113	Cisco CCNA 2 Routing and Switching Essentials *	3 cr.
10150114	Cisco CCNA 4 Connecting Networks *	3 cr.
TOTAL CERTIFICATE REQUIREMENTS		15 cr.

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better. You must earn a grade point of 3.0 or better in all required courses.

## Course Descriptions

### 10150109

#### Wireless Networking and Security - Credits: 3

In this course students will study the fundamentals of radio frequency (RF) and 802.11 technologies. They will be installing, configuring, monitoring, securing and troubleshooting wireless devices. These skills will be applied to autonomous systems and wireless LAN controllers (WLC) to support business requirement. Site surveys will be conducted. Testing of secured implementations, identifying rogue devices and identify wireless attacks will be studied. This course will cover materials found on the Cisco Wireless Network Fundamentals (WIFUND) exam for the CCNA Wireless certification. PREREQUISITE: 10150113 Cisco CCNA 2 Routing and Switching Essentials.

### 10150111

#### Cisco CCNA 1 Introduction to Networks - Credits: 3

Cisco CCNA 1 Introduction to Networks (ITN) covers networking architecture, structure, and functions. The course introduces Web Conferencing4 and Web Conferencing6 addressing structure and design, the fundamentals of Ethernet concepts, media, and operations, the OSI and TCP/IP models and associated protocols to set a strong networking foundation. Wireshark is used to examine protocols on the network. Students configure and troubleshoot routers (IOS), switches and clients for a basic network.

### 10150112

#### Cisco CCNA 3 Scaling Networks - Credits: 3

Cisco CCNA 3 Scaling Networks (Scn) covers the architecture, components, and operations of routers and switches in larger and more complex networks. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot: VLANs spanning multiple switches: VTP, DTP and EtherChannel STP protocols: Rapid Spanning Tree Protocol (RSTP), Per VLAN Spanning Tree Plus Protocol (PVST+), Rapid Per VLAN Spanning Tree Plus Protocol (RPVST+), first hop redundancy protocols (HSRP) single and multi-area OSPF, Enhanced Interior Gateway Routing Protocol (EIGRP) for Web Conferencing4 or Web Conferencing6 networks. PREREQUISITE: 10150113 Cisco CCNA 2 Routing and Switching Essentials.

### 10150113

#### Cisco CCNA 2 Routing and Switching Essentials - Credits: 3

Cisco CCNA 2 Routing and Switching Essentials (RSE) covers the architecture, components, and operations of routers and switches in a small network. Students learn how to configure, device management, switch ports, security, VLANs, Static and Dynamic routing, DHCP (v4 and v6), NAT and ACLs on routers and switches. At the completion of this course student may achieve a discount voucher for the CCENT certification exam. PREREQUISITE: 10150111 Cisco CCNA1 Introduction to Networks.

### 10150114

#### Cisco CCNA 4 Connecting Networks - Credits: 3

Cisco CCNA 4 Connecting Networks(CN), This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Configure, verify and troubleshoot: HDLC, PPP, PPPoE, virtual private networks (VPNs), eBGP in a single-homed, Web Conferencing4 and Web Conferencing6 ACLs, SNMP monitoring, SPAN, QoS, and describe



# Nonprofit Essentials

## 61-196-6 Pathway Certificate

### Campuses: Online

### Program Overview

As a student in the Nonprofit Essentials career pathway program, you will explore the role of nonprofit organizations, develop volunteer and board relationships, and coordinate grant and fundraising strategies. Graduates of this certificate can find work with assisted living centers, hospice and home care agencies, childcare programs, domestic abuse and homeless shelters, and many more nonprofit organizations, both locally and nationally.



### Special Feature

This is a unique program in the state

### How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Nonprofit Essentials program from the program of choice drop-down list.

### Program Outcomes

The Nonprofit Essentials Certificate will prepare you to:

- Explore the principles and concepts of nonprofit leadership
- Examine various grant and fundraising strategies commonly used in the nonprofit sector
- Plan, organize, and evaluate non-profit organizations based on its mission, vision, and goals

### Career Outlook

Typical positions available upon completion include:

- Fundraising Coordinator
- Development Coordinator
- Youth Worker
- Youth Specialist

### Career Pathways

The Nonprofit Essentials program is a pathway into the following programs (page 218):

- Nonprofit Leadership
- Nonprofit Professional

### Related Program

- Leadership Essentials

### Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
10104189	Social Media Marketing	3 cr.
10196123	Grant Writing and Management	2 cr.
10196127	Fundraising and Event Planning	3 cr.
10196131	Fundamentals of Nonprofit Management	3 cr.
10196149	Dynamics of Board Relations	1 cr.
10196158	Managing Volunteers	2 cr.
10196159	Nonprofit Field Experience	1 cr.
<b>TOTAL CERTIFICATE REQUIREMENTS</b>		<b>15 cr.</b>

## Course Descriptions

### 10104189 Social Media Marketing - Credits: 3

This course follows social media's transformation of advertising from a mass medium to one-to-one communication with immediate feedback. Social media's use for public relations and advertising as well as how to create and deploy a social media campaign will be the main focus of the course. The history and development of social media platforms will be examined as well as today's ethical and legal implications of social media efforts.

### 10196123 Grant Writing and Management - Credits: 2

An introductory course designed to familiarize students to the language of grants. Specific topics include proposal development, funding sources and processes, writing grant proposals, creating budgets, developing effective evaluation tools, and managing grant funds.

### 10196127 Fundraising and Event Planning - Credits: 3

In this course students will deepen their understanding of raising funds in the nonprofit sector. Students learn about event planning and budgeting, income projections and ticketing, marketing outreach, food and beverage, and logistics management. Students will also categorize the various types of strategic tools currently used in conjunction with social media to increase fundraising campaigns.

### 10196131 Fundamentals of Nonprofit Management - Credits: 3

An introductory course aimed at providing an overview of the essential functions of a nonprofit organization. In this course students are introduced to the fundamentals of effective mission and vision statements, strategic planning, operations management, Board development, and budgeting.

### 10196149 Dynamics of Board Relations - Credits: 1

A dynamic course that focuses on developing a cohesive and strategic board of directors. Topics include defining the role of the board, strengthening the working relationship between staff members and board members, and organizing and facilitating effective meetings.

### 10196158 Managing Volunteers - Credits: 2

Successful management of volunteers is critical to a nonprofit organization. This investigative course is intended to prepare students to assume roles as volunteer program leaders and managers, or to improve their skills in existing roles with volunteer organizations. The fundamental design of the course is based on learning through critical thought in and about leadership and management roles with volunteers.

### 10196159 Nonprofit Field Experience - Credits: 1

This course is designed to provide students with a hands-on experience to practice the tasks and duties typically performed in a nonprofit organization. PREREQUISITE/COREQUISITE: a minimum of 7 credits of the following courses: 10196123 Grant Writing and Management, 10196127 Fundraising and Event Planning, 10196131 Fundamentals of Nonprofit Management, 10196149 Dynamics of Board Relations, or 10196158 Managing Volunteers.

# Nonprofit Leadership

10-196-6 Associate Degree (two-year)

Financial Aid Eligible

Campuses: Ashland\*, New Richmond\*, Rice Lake\*, Superior\*, Online

Outreach Center: Balsam Lake\*, Hayward\*, Ladysmith\*

\*Combination of Online, Your Choice, In Person, or Web Conferencing instruction. Select courses are available at the WITC Outreach Centers. Please contact your local campus for specifics.



## Program Overview

As a student, you will explore the role of nonprofit organizations, developing volunteer and board relationships, coordinating grant and fundraising strategies, and managing fiscal resources. Graduates of this program could seek employment with government social services, YMCAs, assisted living centers, hospice, home care agencies, clinics, hospitals, Headstart and other childcare programs, domestic abuse and homeless shelters, and police, fire and EMS volunteer programs.

## Special Feature

This is a unique program in the state

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Complete admissions meeting with a WITC counselor

## Program Outcomes

Nonprofit Leadership graduates will be able to:

- Apply sound decision-making about fiscal and financial resources
- Create individual professional development plans to meet organizational goals
- Facilitate effective employee relations
- Cultivate professional relationships to build community, board, and volunteer resources
- Select appropriate communication strategy to fit the situation
- Explore the principles and concepts of nonprofit leadership
- Examine various grant and fundraising strategies commonly used in the non-profit sector
- Plan, organize, and evaluate nonprofit organizations based on its mission, vision, and goals

## Career Outlook

Typical positions available after graduation include:

- Program Coordinator
- Marketing and Communications Coordinator
- Volunteer Coordinator
- Director of Programs

## Career Pathways

The Nonprofit Leadership program includes the following pathway options (page 218):

- Nonprofit Professional
- Nonprofit Essentials
- Leadership Essentials

## Related Programs

- Gerontology - Aging Services Professional
- Business Management
- Leadership Development

## Curriculum

Number	Course Title	Credits (cr.)
<b>Technical Studies Courses</b>		
10101138	Budgeting and Cost Control*	2 cr.
10101176	Financial Accounting 1A	2 cr.
10104189	Social Media Marketing	3 cr.
10116100	Human Resource Management <b>or</b>	
10104198	Managing Human Resources	3 cr.
10116104	Recruitment and Selection *	3 cr.
10196123	Grant Writing and Management	2 cr.
10196127	Fundraising and Event Planning	3 cr.
10196131	Fundamentals of Nonprofit Management	3 cr.
10196138	Conflict Resolution and Confrontation Skills	1 cr.
10196149	Dynamics of Board Relations	1 cr.
10196157	Strategic Planning	1 cr.
10196158	Managing Volunteers	2 cr.
10196159	Nonprofit Field Experience	1 cr.
10196164	Personal Skills for Supervisors	3 cr.
10196189	Team Building and Problem Solving	3 cr.
10196190	Leadership Development	3 cr.
10196191	Supervision	3 cr.
10520103	Ethics in Human Services	<u>3 cr.</u>
Technical Studies Total		42 cr.
<b>General Studies Courses **</b>		
10801136	English Composition 1	3 cr.
10801198	Speech	3 cr.
10804123	Math with Business Applications <b>or</b>	
10804134	Mathematical Reasoning <b>or</b>	
10804189	Introductory Statistics * <b>or</b>	
10806112	Principles of Sustainability <b>or</b>	
10806177	General Anatomy and Physiology <b>or</b>	
10806198	Human Biology	3-4 cr.
10809172	Introduction to Diversity Studies	3 cr.
10809198	Introduction to Psychology	<u>3 cr.</u>
General Studies Total		15-16 cr.
ELECTIVES		3 cr.
<b>TOTAL PROGRAM REQUIREMENTS</b>		<b>60 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10101138

### **Budgeting and Cost Control - Credits: 2**

By using the tools and techniques learned in the class, students will understand how to use financial information to manage a business, make better financial decisions, increase business profitability, and improve cash flow. With a detailed review of what the numbers in the financial statements represent and how managers and owners use that information to be more successful in controlling and growing their business operations, students will learn how to use financial information to build an effective and realistic budget that can be used to control costs, improve profits and gain a competitive advantage. COREQUISITE: 10101101 Financial Accounting 1 or 10101176 Financial Accounting 1A.

## 10101176

### **Financial Accounting 1A - Credits: 2**

This is a basic accounting course for non-accounting program students. The scope of study focuses on an introduction to business and accounting, analyzing and recording accounting transactions, performing the adjusting process, and completing the accounting cycle. Understanding is based both on theory and application.

## 10104189

### **Social Media Marketing - Credits: 3**

This course follows social media's transformation of advertising from a mass medium to one-to-one communication with immediate feedback. Social media's use for public relations and advertising as well as how to create and deploy a social media campaign will be the main focus of the course. The history and development of social media platforms will be examined as well as today's ethical and legal implications of social media efforts.

## 10116100

### **Human Resource Management - Credits: 3**

In Human Resource Management, the learner applies the skills and tools necessary to effectively value and apply employees' abilities and needs to organization goals. Each learner will demonstrate the application of the supervisor's role in contemporary human resources management, impacts of EEOC, writing job descriptions, recruitment, selection, conducting job interviews, orientation, developing policies and procedures, training, performance management, employee counseling and development, and effective use of compensation and benefit strategies. It is recommended that the learner have experience using a PC/MAC, using the MS Windows operating systems and software suite, browsing Web pages, downloading files, using e-mail, and exchanging files prior to enrolling in this course.

## 10104198

### **Managing Human Resources - Credits: 3**

Introduces the functions of Human Resource Management in the legal and social context of today's dynamic business environment. Topics include human resource development, employee selection, performance, appraisal, compensation, training, labor relations, affirmative action, and career management.

## 10116104

### **Recruitment and Selection - Credits: 3**

Getting the right employees in the right job is really an art. Learn the methods of recruitment used to attract employees to your organization. Once recruitment takes place, then selection of the most suitable candidate for an opening takes place. This process is highly governed by state and federal law which must be learned and used as the basis for lawful selection of employees. PREREQUISITE: 10116100 Human Resource Management.

## 10196123

### **Grant Writing and Management - Credits: 2**

An introductory course designed to familiarize students to the language of grants. Specific topics include proposal development, funding sources and processes, writing grant proposals, creating budgets, developing effective evaluation tools, and managing grant funds.

## 10196127

### **Fundraising and Event Planning - Credits: 3**

In this course students will deepen their understanding of raising funds in the nonprofit sector. Students learn about event planning and budgeting, income projections and ticketing, marketing outreach, food and beverage, and logistics management. Students will also categorize the various types of strategic tools currently used in conjunction with social media to increase fundraising campaigns.

## 10196131

### **Fundamentals of Nonprofit Management - Credits: 3**

An introductory course aimed at providing an overview of the essential functions of a nonprofit organization. In this course students are introduced to the fundamentals of effective mission and vision statements, strategic planning, operations management, Board development, and budgeting.

## 10196138

### **Conflict Resolution and Confrontation Skills - Credits: 1**

In Conflict Resolution and Confrontation Skills the learner applies the skills and tools necessary to deal with conflict and confrontation in the workplace. The learner will identify the major causes of conflict, develop a working plan of action to confront difficult situations, and establish guidelines for gaining resolution to difficult situations. The learner will build greater personal skill and confidence in their ability to deal with conflict in their personal and professional life.

## 10196149

### **Dynamics of Board Relations - Credits: 1**

A dynamic course that focuses on developing a cohesive and strategic board of directors. Topics include defining the role of the board, strengthening the working relationship between staff members and board members, and organizing and facilitating effective meetings.

## 10196157

### **Strategic Planning - Credits: 1**

Analyze current business strategy, recognize trends, develop vision and mission statements, identify benchmarks, measure business against benchmarks, recommend future directions.

## 10196158

### **Managing Volunteers - Credits: 2**

Successful management of volunteers is critical to a nonprofit organization. This investigative course is intended to prepare students to assume roles as volunteer program leaders and managers, or to improve their skills in existing roles with volunteer organizations. The fundamental design of the course is based on learning through critical thought in and about leadership and management roles with volunteers.

## 10196159

### **Nonprofit Field Experience - Credits: 1**

This course is designed to provide students with a hands-on experience to practice the tasks and duties typically performed in a nonprofit organization. PREREQUISITE/COREQUISITE: a minimum of 7 credits of the following courses: 10196123 Grant Writing and Management, 10196127 Fundraising and Event Planning, 10196131 Fundamentals of Nonprofit Management, 10196149 Dynamics of Board Relations, or 10196158 Managing Volunteers.

## 10196164

### **Personal Skills for Supervisors - Credits: 3**

In Personal Skills for Supervisors, the learner applies the skills and tools necessary to deal with the time management, stress, and related challenges to a supervisor. Each learner will demonstrate the application of time management techniques, personal planning, continuous learning, valuing rights and responsibilities of others, effective communication, assertiveness, and dealing effectively with stress.

## 10196169

### **Team Building and Problem Solving - Credits: 3**

In Team Building and Problem Solving, the learner applies the skills and tools necessary to facilitate problem solving in a team environment. Each learner will demonstrate the application of the benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, systematic process of problem definition, data acquisition, analysis, developing alternative solutions, solution implementation, evaluation, and documentation.

## 10196190

### **Leadership Development - Credits: 3**

In Leadership Development, the learner applies the skills and tools necessary to fulfill his/her role as a modern leader. Each learner will demonstrate the application of evaluating leadership effectiveness and organization requirements, individual and group motivation strategies, implementing mission and goals, ethical behavior, personal leadership style and adaptation, impacts of power, facilitating employee development, coaching, managing change, and effective conflict resolution.

## 10196191

### **Supervision - Credits: 3**

In Supervision, the learner applies the skills and tools necessary to perform the functions of a frontline leader. Each learner will demonstrate the application of strategies and transition to a contemporary supervisory role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.

## 10520103

### **Ethics in Human Services - Credits: 3**

This course explores the ethical, legal, and professional issues facing the human services worker. It is designed to teach a process of ethical decision-making and to increase awareness of the complexities in practice. Students are introduced to the current state and federal statutes, regulations, and judicial decisions that govern the professional practice in human services. Standards, code of ethics, clients' rights, and confidentiality are emphasized.

# Nonprofit Professional

31-196-3 Technical Diploma (one-year)

Financial Aid Eligible

Campuses: Ashland\*, New Richmond\*, Rice Lake\*, Superior\*, Online

Outreach Centers: Balsam Lake\*, Hayward\*, Ladysmith\*

\*Combination of Online, Your Choice, In Person, or Web Conferencing instruction. Select courses are available at the WITC Outreach Centers. Please contact your local campus for specifics.



## Program Overview

As a student in the Nonprofit Professional embedded technical diploma program, you will explore the role of nonprofit organizations, develop volunteer and board relationships, explore grant and fundraising strategies, learn how to manage and control budgets, and communicate effectively. Graduates of this program can find employment with assisted living centers, hospice and home care agencies, hospitals, YMCAs, childcare programs, domestic abuse and homeless shelters, and many more nonprofit organizations, both locally and nationally.

## Special Feature

This is a unique program in the state

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Complete admissions meeting with a WITC counselor

## Program Outcomes

Nonprofit Professional graduates will be able to:

- Cultivate professional relationships to build community, board, and volunteer resources
- Select appropriate communication strategy to fit the situation
- Explore the principles and concepts of nonprofit leadership
- Examine various grant and fundraising strategies commonly used in the non-profit sector
- Plan, organize, and evaluate nonprofit organizations based on its mission, vision, and goals

## Career Outlook

Typical positions available after graduation include:

- Fundraising Coordinator
- Relationship Manager
- Marketing Communications Associate
- Program Manager

## Career Pathways

The Nonprofit Professional program includes the following pathway option (page 218):

- Nonprofit Essentials

Nonprofit Professional is also a pathway into the following program:

- Nonprofit Leadership

## Related Programs

- Leadership Essentials
- Leadership Development

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
10101138	Budgeting and Cost Control*	2 cr.
10101176	Financial Accounting 1A	2 cr.
10104189	Social Media Marketing	3 cr.
10196123	Grant Writing and Management	2 cr.
10196127	Fundraising and Event Planning	3 cr.
10196131	Fundamentals of Nonprofit Management	3 cr.
10196138	Conflict Resolution and Confrontation Skills	1 cr.
10196149	Dynamics of Board Relations	1 cr.
10196157	Strategic Planning	1 cr.
10196158	Managing Volunteers	2 cr.
10196159	Nonprofit Field Experience	1 cr.
10520103	Ethics in Human Services	<u>3 cr.</u>
Occupational Specific Total		24 cr.
<b>Occupational Supportive/General Studies Courses**</b>		
10801136	English Composition 1	3 cr.
10801198	Speech	<u>3 cr.</u>
Occupational Supportive/General Studies Total		6 cr.
<b>TOTAL PROGRAM REQUIREMENTS</b>		<b>30 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10101138

### **Budgeting and Cost Control - Credits: 2**

By using the tools and techniques learned in the class, students will understand how to use financial information to manage a business, make better financial decisions, increase business profitability, and improve cash flow. With a detailed review of what the numbers in the financial statements represent and how managers and owners use that information to be more successful in controlling and growing their business operations, students will learn how to use financial information to build an effective and realistic budget that can be used to control costs, improve profits and gain a competitive advantage. COREQUISITE: 10101101 Financial Accounting 1 or 10101176 Financial Accounting 1A.

## 10101176

### **Financial Accounting 1A - Credits: 2**

This is a basic accounting course for non-accounting program students. The scope of study focuses on an introduction to business and accounting, analyzing and recording accounting transactions, performing the adjusting process, and completing the accounting cycle. Understanding is based both on theory and application.

## 10104189

### **Social Media Marketing - Credits: 3**

This course follows social media's transformation of advertising from a mass medium to one-to-one communication with immediate feedback. Social media's use for public relations and advertising as well as how to create and deploy a social media campaign will be the main focus of the course. The history and development of social media platforms will be examined as well as today's ethical and legal implications of social media efforts.

## 10196123

### **Grant Writing and Management - Credits: 2**

An introductory course designed to familiarize students to the language of grants. Specific topics include proposal development, funding sources and processes, writing grant proposals, creating budgets, developing effective evaluation tools, and managing grant funds.

## 10196127

### **Fundraising and Event Planning - Credits: 3**

In this course students will deepen their understanding of raising funds in the nonprofit sector. Students learn about event planning and budgeting, income projections and ticketing, marketing outreach, food and beverage, and logistics management. Students will also categorize the various types of strategic tools currently used in conjunction with social media to increase fundraising campaigns.

## 10196131

### **Fundamentals of Nonprofit Management - Credits: 3**

An introductory course aimed at providing an overview of the essential functions of a nonprofit organization. In this course students are introduced to the fundamentals of effective mission and vision statements, strategic planning, operations management, Board development, and budgeting.

## 10196138

### **Conflict Resolution and Confrontation Skills - Credits: 1**

In Conflict Resolution and Confrontation Skills the learner applies the skills and tools necessary to deal with conflict and confrontation in the workplace. The learner will identify the major causes of conflict, develop a working plan of action to confront difficult situations, and establish guidelines for gaining resolution to difficult situations. The learner will build greater personal skill and confidence in their ability to deal with conflict in their personal and professional life.

## 10196149

### **Dynamics of Board Relations - Credits: 1**

A dynamic course that focuses on developing a cohesive and strategic board of directors. Topics include defining the role of the board, strengthening the working relationship between staff members and board members, and organizing and facilitating effective meetings.

## 10196157

### **Strategic Planning - Credits: 1**

Analyze current business strategy, recognize trends, develop vision and mission statements, identify benchmarks, measure business against benchmarks, recommend future directions.

## 10196158

### **Managing Volunteers - Credits: 2**

Successful management of volunteers is critical to a nonprofit organization. This investigative course is intended to prepare students to assume roles as volunteer program leaders and managers, or to improve their skills in existing roles with volunteer organizations. The fundamental design of the course is based on learning through critical thought in and about leadership and management roles with volunteers.

## 10196159

### **Nonprofit Field Experience - Credits: 1**

This course is designed to provide students with a hands-on experience to practice the tasks and duties typically performed in a nonprofit organization. PREREQUISITE/COREQUISITE: a minimum of 7 credits of the following courses: 10196123 Grant Writing and Management, 10196127 Fundraising and Event Planning, 10196131 Fundamentals of Nonprofit Management, 10196149 Dynamics of Board Relations, or 10196158 Managing Volunteers.

## 10520103

### **Ethics in Human Services - Credits: 3**

This course explores the ethical, legal, and professional issues facing the human services worker. It is designed to teach a process of ethical decision-making and to increase awareness of the complexities in practice. Students are introduced to the current state and federal statutes, regulations, and judicial decisions that govern the professional practice in human services. Standards, code of ethics, clients' rights, and confidentiality are emphasized.

# Nursing Assistant

30-543-1 Technical Diploma (less than one-year)

Campuses: Ashland, New Richmond, Rice Lake, Superior, and Other Outreach Locations

## Program Overview

The Nursing Assistant program provides classroom, laboratory instruction and supervised practice in area nursing homes and hospitals. The program is approved by the Wisconsin Department of Health Services ([dhs.wisconsin.gov](http://dhs.wisconsin.gov)), Office of Quality Assurance ([dhs.wisconsin.gov/rl\\_dsl/bqa.htm](http://dhs.wisconsin.gov/rl_dsl/bqa.htm)). After successfully completing this program, students will be eligible to complete the written and skills exams to be placed on the Wisconsin Nurse Aide Registry.



## Admission Requirements

- Be at least 16 years old
- Complete application process
- Review and sign Background Check Disclosure
- Submit Background Check fee
- Have an acceptable Wisconsin Caregiver Background Check
- Attend a mandatory orientation session scheduled prior to start of class
- Review and sign Functional Abilities Disclosure

## Program-Specific Requirements

- Demonstrate negative status for tuberculosis (Tb)
- Review and sign Nursing and Allied Health Division Confidentiality Statement

## Program Outcomes

Nursing Assistant graduates will 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

## Career Outlook

Graduates of this program will be qualified for the following position:

- Nursing Assistant

## Related Program

- Nursing - Associate Degree

## Curriculum

Number	Course Title	Credits (cr.)
30543300	Occupational Specific Course Nursing Assistant *	3 cr.
	PROGRAM REQUIREMENTS	3 cr.

\* This course requires a prerequisite and/or corequisite.

**Qualifications for Entry on the Wisconsin Nurse Aide Registry.** Upon completion of the program, students will be eligible to complete the written and skills exams to be placed on the Wisconsin Nurse Aide Registry.

Money Orders, Cashier's Checks and Facility Checks are accepted on behalf of candidates.

MasterCard or Visa payments are accepted from both candidates and facilities.

Exam Description	Price
Knowledge and Demonstration/Skills	\$125
Oral and Demonstration/Skills	\$130
Knowledge Only	\$32
Oral Only	\$37
Demonstration/Skills Only	\$93

Please note, personal checks or cash ARE NOT accepted from candidates

## Course Descriptions

30543300

### Nursing Assistant - Credits: 3

This course focuses on the physical and emotional care you will provide for clients in a health care setting. Through classroom, lab, and supervised practice in area nursing homes, you will learn to provide for the physical, emotional, and environmental client needs; communicate effectively, carry out skilled procedures and treatments, and promote client rights. Teamwork, role responsibilities, and an awareness of cultural diversity are stressed throughout the course. PREREQUISITE: Admission to Nursing Assistant program.

**Campuses: Ashland, New Richmond, Rice Lake, Superior**

**Program Overview**

Nursing is the dynamic interpersonal goal-directed process that seeks to promote optimal health within the context of individuals, family, community and society. The concept of caring, which is central to nursing, is communicated through both attitude and action. Nursing uses the nursing process, a problem-solving approach to provide holistic care to individuals, families and groups within the healthcare system. Through collaboration with other healthcare professionals, nursing is responsive to the needs of the community across the health-illness continuum.



**Special Features**

An agreement between the Wisconsin Technical College System (WTCS) and the University of Wisconsin System (UWS) and some other private colleges allows graduates of the WTCS Nursing - Associate Degree program to transfer, with junior standing, into their baccalaureate nursing program. For the student that is a licensed practical nurse (LPN) and is interested in becoming a registered nurse (RN), WITC offers an "LPN Progression to ADN" track. The LPN Progression pathway provides advanced standing for nursing courses in ADN Semesters 1 and 2 of the WITC ADN program. Additionally, credits may be transferred from the practical nursing program if the General Studies and/or elective credits were at an associate degree level. Contact the campus admissions advisor for more information.

**Pre-Nursing Admission Requirements**

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Complete Accuplacer entrance assessment to determine placement (waiver may apply with acceptable alternative test scores and/or postsecondary degree completion); note: required Accuplacer entrance assessment scores for core Nursing coursework are higher than pre-Nursing scores
- Have earned a high school diploma or GED certificate; current high school seniors must provide documentation upon graduation
- Complete WITC pre-ADN Admissions Quiz
- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

**Program-Specific Requirements**

- Pre-Nursing students must complete the petition process to be eligible for the core Nursing program (go to: <https://www.witc.edu/academic-programs/degree-programs-and-certificates/nursing-associate-degree/requirements-and-application> for detailed requirements). In addition to the requirements above, students in this program must:
- Complete one year of high school chemistry or one term of college-level chemistry with a 2.0 or better
  - Complete a Nursing Assistant course with grade of 2.0 or better
  - Review the online informational presentation at <https://www.witc.edu/academic-programs/degree-programs-and-certificates/nursing-associate-degree/requirements-and-application>
  - Complete priority petition for admission forms:
    - WITC transcripts to verify course completion (priority admission is given to students who have completed the ADN program-required General Studies courses)
    - Review and sign Background Check Disclosure
    - Review and sign the Functional Abilities Disclosure
    - Complete and sign Intent to Enter form
  - Prior to attendance in core Nursing coursework, student must:
    - Submit Background Check fee
    - Have an acceptable Wisconsin Caregiver Background Check, National Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and other states if applicable
    - Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb)
    - Possess current certification of "CPR for Healthcare Providers" or the equivalent

- Review and sign Nursing and Allied Health Division Confidentiality Statement
- Attend a mandatory orientation session

**Program Outcomes**

- ADN Graduates will 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 nonverbal communication in a variety of clinical contexts
  - Integrate social, mathematical, and physical sciences, pharmacology, and pathophysiology in clinical decision making
  - Provide patient centered care by utilizing the nursing process across diverse populations and health care settings
  - Minimize risk of harm to patients, members of the healthcare team, and self through safe individual performance and participation in system effectiveness
  - Lead the multidisciplinary health care team to provide effective patient care throughout the lifespan
  - Use information and technology to communicate, manage data, mitigate error, and support decision-making

**Career Outlook**

Graduates of this program will be qualified for the following position:

- Registered Nurse

**Related Program**

- Nursing Assistant

WITC's Nursing - Associate Degree program is accredited by the [Accreditation Commission for Education in Nursing, Inc. \(ACEN\)](https://www.acen.edu/), and approved by the Wisconsin State Board of Nursing. Concerns about the Nursing - Associate Degree program or questions about current status may be communicated to the Accreditation Commission for Education in Nursing, Inc. (ACEN), located at 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, phone 404-975-5000. Concerns may also be directed to the Wisconsin State Board of Nursing, PO Box 8935, Madison, WI 53708-8935, phone (877) 617-1565, <https://dsps.wi.gov/pages/BoardsCouncils/Nursing>.



**Curriculum**

Number	Course Title	Credits (cr.)
<b>Technical Studies Courses</b>		
10543101	Nursing Fundamentals *	2 cr.
10543102	Nursing Skills*	3 cr.
10543103	Nursing Pharmacology *	2 cr.
10543104	Nursing: Intro to Clinical Practice *	2 cr.
10543105	Nursing Health Alterations *	3 cr.
10543106	Nursing Health Promotion *	3 cr.
10543107	Nursing: Clinical Care Across Lifespan *	2 cr.
10543108	Nursing: Intro to Clinical Care Management *	2 cr.
10543109	Nursing: Complex Health Alterations 1 *	3 cr.
10543110	Nursing: Mental Health and Community Concepts *	2 cr.
10543111	Nursing: Intermediate Clinical Practice *	3 cr.
10543112	Nursing Advanced Skills *	1 cr.
10543113	Nursing: Complex Health Alterations 2 *	3 cr.
10543114	Nursing: Management and Professional Concepts *	2 cr.
10543115	Nursing: Advanced Clinical Practice *	3 cr.
10543116	Nursing Clinical Transition *	2 cr.
Technical Studies Total		38 cr.
<b>General Studies Courses **</b>		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication or	3 cr.
10801198	Speech	
10806177	General Anatomy and Physiology	4 cr.
10806179	Advanced Anatomy and Physiology *	4 cr.
10806197	Microbiology *	4 cr.
10809188	Developmental Psychology	3 cr.
10809196	Introduction to Sociology	3 cr.
10809198	Introduction to Psychology	3 cr.
General Studies Total		27 cr.
ELECTIVES		5 cr.
<b>TOTAL PROGRAM REQUIREMENTS</b>		<b>70 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.  
 \*\* See pages 29-31 for course descriptions.

For all 10543XXX courses, course repeat and failure policies exist within the ADN program that allow for only a certain number of retakes and failures of these classes; please refer to these policies for details.

All courses in the ADN program (core nursing, science, general studies, prerequisites, and electives) must be completed with a grade of 2.0 or better, including 10806177 General Anatomy & Physiology and 10806179 Advanced Anatomy & Physiology..

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10543101

### Nursing Fundamentals - Credits: 2

This course focuses on basic nursing concepts that the beginning nurse will need to provide care to diverse patient populations across the lifespan. 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. PREREQUISITE: Admission to Nursing program and COREQUISITE: 10806177 General Anatomy and Physiology.

## 10543102

### Nursing Skills - Credits: 3

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 systems approach. PREREQUISITE: Admission to Nursing program or current LPN license and COREQUISITE: 10806177 General Anatomy and Physiology.

## 10543103

### Nursing Pharmacology - Credits: 2

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. PREREQUISITE: Admission to the Nursing program and COREQUISITE: 10806177 General Anatomy and Physiology.

## 10543104

### Nursing: Intro to Clinical Practice - Credits: 2

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. COREQUISITES: 10543101 Nursing Fundamentals, 10543102 Nursing Skills, and 10543103 Nursing Pharmacology, 10801136 English Composition 1, 10809188 Developmental Psychology, and 10806177 General Anatomy and Physiology.

## 10543105

### Nursing Health Alterations - Credits: 3

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. PREREQUISITES: 10543101 Nursing Fundamentals, 10543102 Nursing Skills, 10543103 Nursing Pharmacology, 10543104 Nursing: Introduction to Clinical Practice, and 10806177 General Anatomy and Physiology.

## 10543106

### Nursing Health Promotion - Credits: 3

This course will cover topics related to health promotion for individuals and families throughout the lifespan. 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 for individuals of all ages. 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. PREREQUISITES: 10543101 Nursing Fundamentals, 10543102 Nursing Skills, 10543103 Nursing Pharmacology, 10543104 Nursing: Introduction to Clinical Practice, 10806177 General Anatomy and Physiology, and 10809188 Developmental Psychology and COREQUISITE: 10806179 Advanced Anatomy and Physiology.

## 10543107

### Nursing: Clinical Care Across Lifespan - Credits: 2

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. COREQUISITE: 10543106 Nursing Health Promotion.

## 10543108

### Nursing: Intro to Clinical Care Management - Credits: 2

This clinical experience applies nursing concepts and therapeutic nursing interventions to groups of clients across the lifespan. It also provides an introduction to leadership, management, and team building. COREQUISITES: 10543105 Nursing Health Alterations, 10806179 Advanced Anatomy and Physiology, and 10801196 Oral/Interpersonal Communication.

## 10543109

### Nursing: Complex Health Alterations 1 - Credits: 3

Complex Health Alterations 1 prepares the learner to expand knowledge from previous courses in caring for clients across the lifespan with alterations in cardiovascular, respiratory, endocrine, and hematologic systems as well as clients with fluid/electrolyte and acid-base imbalance, and alterations in comfort. PREREQUISITES: 10543105 Nursing Health Alterations, 10543106 Nursing Health Promotion, 10543107 Nursing: Clinical Care Across the Lifespan, 10543108 Nursing: Introduction to Clinical Care Management, 10806179 Advanced Anatomy and Physiology, and COREQUISITE: 10806197 Microbiology.

## 10543110

### Nursing: Mental Health and Community Concepts - Credits: 2

This course will cover topics related to the delivery of community and mental health care. Specific health needs of individuals, families, and groups will be addressed across the lifespan. Attention will be given to diverse and at-risk populations. Mental health concepts will concentrate on adaptive/maladaptive behaviors and specific mental health disorders. Community resources will be examined in relation to specific types of support offered to racial, ethnic, economically diverse individuals and groups. PREREQUISITES: 10543105 Nursing Health Alterations, 10543106 Nursing Health Promotion, 10543107 Nursing: Clinical Care Across the Lifespan, 10543108 Nursing: Introduction to Clinical Care Management, 10806179 Advanced Anatomy and Physiology, and COREQUISITE: 10809198 Introduction to Psychology.

## 10543111

### Nursing: Intermediate Clinical Practice - Credits: 3

This intermediate level clinical course develops the RN role when working with clients with complex health care needs. A focus of the course is developing skills needed for managing multiple clients across the lifespan 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. COREQUISITES: 10543109 Nursing Complex Health Alterations 1, 10543110 Nursing: Mental Health and Community Concepts, and 10543112 Nursing Advanced Skills, 10809198 Introduction to Psychology, and 10806197 Microbiology.

## 10543112

### Nursing Advanced Skills - Credits: 1

This course focuses on the development of advanced clinical skills. Content includes advanced IV skills, blood product administration, chest tube systems, basic EKG interpretation and nasogastric/feeding tube insertion. PREREQUISITES: 10543105 Nursing Health Alterations, 10543106 Nursing Health Promotion, 10543107 Nursing: Clinical Care Across the Lifespan, 10543108 Nursing: Introduction to Clinical Care Management, and 10806179 Advanced Anatomy and Physiology.

## 10543113

### Nursing: Complex Health Alterations 2 - Credits: 3

Complex Health Alterations 2 prepares the learner to expand knowledge and skills from previous courses in caring for clients across the lifespan with alterations in the immune, neuro-sensory, musculoskeletal, gastrointestinal, hepatobiliary, renal/urinary and the reproductive systems. The learner will also focus on management of care for 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. PREREQUISITES: 10543109 Nursing Complex Health Alterations 1, 10543110 Nursing: Mental Health and Community Concepts, 10543111 Nursing: Intermediate Clinical Practice, 10543112 Nursing Advanced Skills, and 10806197 Microbiology.

## 10543114

### Nursing: Management and Professional Concepts - Credits: 2

This course covers nursing management and professional issues related to the role of the RN. Emphasis is placed on preparing for the RN practice. PREREQUISITES: 10543109 Nursing: Complex Health Alterations 1, 10543110 Nursing: Mental Health and Community Concepts, 10543111 Nursing: Intermediate Clinical Practice, and 10543112 Nursing Advanced Skills.

## 10543115

### Nursing: Advanced Clinical Practice - Credits: 3

This advanced clinical course requires the student to integrate concepts from all previous courses in the management of 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. COREQUISITES: 10543113 Nursing Complex Health Alterations 2, and 10809196 Introduction to Sociology.

## 10543116

### Nursing Clinical Transition - Credits: 2

This clinical experience integrates all knowledge learned in the previous courses in transitioning to the role of the graduate nurse. The course promotes relatively independent clinical decisions, delegation, and works collaboratively with others to achieve client and organizational outcomes. Continued professional development is fostered. PREREQUISITES: 10543113 Nursing Complex Health Alterations 2, 10543114 Nursing Management and Professional Concepts, and 10543115 Nursing Advanced Clinical Practice.



# Occupational Therapy Assistant

10-514-1 Associate Degree (two-year)

Financial Aid Eligible

**Campuses: Ashland\*, New Richmond\*, Rice Lake \*** \*via Web Conferencing instruction



## Program Overview

Occupational therapy assistants help people participate in things they want and need to do through the therapeutic use of everyday activities (occupations). Occupational therapy is both an art and a science. Being an occupational therapy assistant allows you to “think outside the box” while applying science in order to best meet the needs of clients

Occupational therapy assistants work with individuals of all ages, from the first day to last day of life. We work with those who are recovering from disability and disease, those who are working to overcome mental health challenges, and those who need support with healthy living and lifestyle changes.

In traditional settings, occupational therapy assistants work under the supervision of the registered occupational therapist to provide hands-on services. Some settings allow for more creativity than others but all settings require an occupational therapy assistant to use individualized approaches to help clients perform their daily occupations.

Occupational therapy assistants can work in a variety of settings such as hospitals, outpatient clinics, skilled nursing facilities, home health agencies, psychiatric facilities, day treatment, geriatric settings, community based practice and private practice.

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Have earned a high school diploma or GED certificate; current high school seniors must provide both a current high school transcript and a final transcript with confer date
- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor (academic admission requirements apply - see page 25 for more information)

## Program-Specific Requirements

- Submit Background Check fee
- Have an acceptable Wisconsin Caregiver Background Check, National Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and other states, if applicable
- Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb)
- Possess current certification of “CPR for Healthcare Providers” or equivalent
- Review and sign Nursing and Allied Health Division Confidentiality Statement
- Attend a mandatory program orientation session

## Program Outcomes

Occupational Therapy Assistant graduates will be able to:

- Practice within the distinct role and responsibility of the occupational therapy assistant
- Serve a diverse population in a variety of systems that are consistent with entry-level practice
- Value lifelong learning and the need to keep current with best practice
- Apply occupational therapy principles and intervention tools to achieve expected outcomes
- Demonstrate professional behaviors, ethical standards, values, and attitudes of the occupational therapy profession
- Advocate for the profession, services, and consumers

## Career Outlook

Typical positions available after graduation include:

- Occupational Therapy Assistant
- Certified Occupational Therapy Assistant (COTA)
- Activities Director/Coordinator
- Case Manager
- Community Support Worker
- Life Skills Trainer
- Mental Health Technician
- Community Educator
- Paraprofessional, Specialized

The Associate Degree level Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 6116 Executive Boulevard, Suite 200, North Bethesda, MD 20852-4929. ACOTE’s telephone number, c/o AOTA, is (301) 652-AOTA and its Web address is [www.acoteonline.org](http://www.acoteonline.org).

Graduates of the program will be able to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, all states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

Note that a felony conviction may affect a graduate’s ability to sit for the NBCOT certification examination or attain state licensure.



## Curriculum

Number	Course Title	Credits (cr.)
<b>Technical Studies Courses</b>		
10514171	Introduction to Occupational Therapy	3 cr.
10514172	Medical and Psychosocial Conditions *	3 cr.
10514173	Activity Analysis and Applications *	2 cr.
10514174	OT Performance Skills *	4 cr.
10514175	Psychosocial Practice *	3 cr.
10514176	OT Theory and Practice *	3 cr.
10514178	Geriatric Practice *	3 cr.
10514179	Community Practice *	2 cr.
10514184	OTA Fieldwork I *	2 cr.
10514185	OT Practice and Management *	2 cr.
10514186	OTA Fieldwork IIA *	5 cr.
10514187	OTA Fieldwork IIB *	5 cr.
10514189	OT Phys Rehab Practice	4 cr.
10514190	OT Pediatric Practice	4 cr.
Technical Studies Total		45 cr.
<b>General Studies Courses **</b>		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication or	
10801198	Speech	3 cr.
10806177	General Anatomy and Physiology	4 cr.
10809188	Developmental Psychology	3 cr.
10809196	Introduction to Sociology	3 cr.
10809198	Introduction to Psychology	3 cr.
General Studies Total		19 cr.

**PROGRAM REQUIREMENTS 64 cr.**

Fieldwork: Fieldwork IIA and IIB will be completed in two different settings under the supervision of a COTA or OTR. OTA students must complete Level II Fieldwork within 18 months following completion of the academic preparation.

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

You must earn a grade point of 2.0 or better in all required courses.

Course repeat policies exist that allow for only a certain number of retakes within this program; please refer to the policies for details.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10514171

### Introduction to Occupational Therapy - Credits: 3

Provides an overview of history, philosophy, ethics, and scope of occupational therapy practice. Examines legal responsibilities, professional resources, and organization. Students practice basic skills related to therapeutic relationships and determine their own suitability to a career in occupational therapy.

## 10514172

### Medical and Psychosocial Conditions - Credits: 3

Introduces medical and psychosocial conditions as they relate to occupational therapy practice. Topics include etiology, symptomology, treatment, and contraindications. PREREQUISITE: Admission to OTA program and COREQUISITES: 10514171 Introduction to Occupational Therapy, 10514173 Activity Analysis and Appl, and 10806177 General Anatomy and Physiology.

## 10514173

### Activity Analysis and Applications - Credits: 2

Provides instruction in activity analysis with hands-on experience in activities across the lifespan. Students apply the teaching/learning process and adhere to safety regulations. PREREQUISITE: Admission to OTA program and COREQUISITES: 10514171 Introduction to Occupational Therapy, 10514172 Medical and Psychosocial Conditions, and 10806177 General Anatomy and Physiology.

## 10514174

### OT Performance Skills - Credits: 4

Emphasis on the development of skills related to assessment and intervention in the areas of sensory, motor, cognition and communication. PREREQUISITES: 10514171 Introduction to Occupational Therapy, 10514172 Medical and Psychosocial Conditions, 10514173 Activity Analysis and Applications, 10806177 General Anatomy and Physiology and COREQUISITES: 10514175 Psychosocial Practice, 10514176 OT Theory and Practice, and 10514178 Geriatric Practice.

## 10514175

### Psychosocial Practice - Credits: 3

Examines the role of the OTA in the service delivery to individuals affected by mental health conditions. Provides opportunity for development of skills related to psychosocial assessment and interventions. PREREQUISITES: 10514171 Introduction to Occupational Therapy, 10514172 Medical and Psychosocial Conditions, 10514173 Activity Analysis and Applications, and 10806177 General Anatomy and Physiology and COREQUISITES: 10514174 OT Performance Skills completed with a grade point of 2.0 or better, 10514176 OT Theory and Practice completed with a grade point of 2.0 or better, and 10514178 Geriatric Practice.

## 10514176

### OT Theory and Practice - Credits: 3

Examines the theoretical foundations that guide OT practice. Apply group dynamics and demonstrate leadership skills. PREREQUISITES: 10514171 Introduction to Occupational Therapy, 10514172 Medical and Psychosocial Conditions, 10514173 Activity Analysis and Applications, and 10806177 General Anatomy and Physiology and COREQUISITES: 10514174 OT Performance Skills, 10514175 Psychosocial Practice, and 10514178 Geriatric Practice.

## 10514178

### Geriatric Practice - Credits: 3

Examines the role of the OT in the service delivery to elders in a variety of settings. Includes analysis of the impact of age-related changes and disease processes on the function of the elderly. PREREQUISITES: 10514171 Introduction to Occupational Therapy, 10514172 Medical and Psychosocial Conditions, 10514173 Activity Analysis and Applications, and 10806177 General Anatomy and Physiology and COREQUISITES: 10514174 OT Performance Skills completed with a grade point of 2.0 or better, 10514175 Psychosocial Practice, and 10514176 OT Theory and Practice completed with a grade point of 2.0 or better.

## 10514179

### Community Practice - Credits: 2

Explores practice options and interventions for occupation-based community practice. Students articulate the unique role of occupational therapy within the community. PREREQUISITES: 10514171 Introduction to Occupational Therapy, 10514172 Medical and Psychosocial Conditions, 10514174 OT Performance Skills, 10514175 Psychosocial Practice, and 10514176 OT Theory and Practice, and 10514178 Geriatric Practice and COREQUISITES: 10514189 Phys Rehab Practice, 10514190 OT Pediatric Practice, and 10514184 OTA Fieldwork I.

## 10514184

### OTA Fieldwork I - Credits: 2

Integrate classroom theory and practice into a Fieldwork Level I experience. Provides experiences to assist in the development of communication, professional and observational skills. PREREQUISITES: 10514174 OT Performance Skills, 10514175 Psychosocial Practice, 10514176 OT Theory and Practice, and 10514178 Geriatric Practice and COREQUISITES: 10514179 Community Practice, 10514189 Phys Rehab Practice, and 10514190 OT Pediatric Practice.

## 10514185

### OT Practice and Management - Credits: 2

Provides opportunities to practice clinical management skills, continuous quality improvement measurement, and administrative concepts and procedures. Students create a professional development plan. PREREQUISITES: All required courses with a grade point of 2.0 or better and COREQUISITES: 10514186 OTA Fieldwork IIA or 10514187 OTA Fieldwork IIB.

## 10514186

### OTA Fieldwork IIA - Credits: 5

Develop skills and behaviors necessary for entry-level occupational therapy assistant practice. Provides a different clinical practice setting than OTA Fieldwork IIB. PREREQUISITES: All required courses with a grade point of 2.0 or better and COREQUISITES: 10514185 OT Practice and Management and 10514187 Fieldwork IIB.

## 10514187

### OTA Fieldwork IIB - Credits: 5

Develop skills and behaviors necessary for entry-level occupational therapy assistant practice. Provides a different clinical practice setting than OTA Fieldwork IIA. PREREQUISITES: All required courses with a grade point of 2.0 or better and COREQUISITES: 10514185 OT Practice and Management and 10514186 Fieldwork IIA.

## 10514189

### OT Phys Rehab Practice - Credits: 4

Explores interventions relative to major physical disability diagnoses seen in OT practice. Evaluation, treatment interventions, assistive technology and documentation are emphasized relative to the biomechanical neuromusculoskeletal and rehabilitative approaches to practice. PREREQUISITES: 10514174 OT Performance Skills, 10514175 Psychosocial Practice, 10514176 OT Theory and Practice, and 10514178 Geriatric Practice and COREQUISITES: 10514179 Community Practice, 10514190 OT Pediatric Practice, and 10514184 OTA Fieldwork I.

## 10514190

### OT Pediatric Practice - Credits: 4

Explores interventions relative to major pediatric diagnoses seen in OT practice. Evaluation, treatment interventions, assistive technology and documentation are emphasized within the context of the child's occupations. PREREQUISITES: 10514174 OT Performance Skills, 10514175 Psychosocial Practice, 10514176 OT Theory and Practice, and 10514178 Geriatric Practice and COREQUISITES: 10514179 Community Practice, 10514189 OT Phys Rehab Practice, 10514184 OTA Fieldwork I, and 10809188 Developmental Psychology.

# Office Support Specialist

31-106-8 Technical Diploma (one-year)

Financial Aid Eligible

Campuses: Ashland\*, New Richmond\*, Rice Lake\*, Superior\*, Online

Outreach Centers: Balsam Lake\*, Hayward\*, Ladysmith\*

\*Combination of Online, Your Choice, In person, or Web Conferencing instruction. Select courses are available at the WITC Outreach Centers. Please contact your local campus for specifics.



## Program Overview

Many of the skill subjects are competency based and available through alternate delivery methods. You can learn a living and earn your degree pretty much anytime, anywhere that fits your schedule. Once you have your WITC diploma, you can couple it with work experience and further your education to advance into positions with higher responsibility.

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Complete admissions meeting with a WITC counselor

## Program Outcomes

Office Support Specialist graduates will be able to:

- Perform accurate workplace communications
- Use technology skills for business tasks
- Perform routine office procedures
- Demonstrate professionalism and effective workplace relationships

## Career Outlook

Typical positions available after graduation include:

- Office Support Specialist
- Receptionist/Secretary
- Data Entry Operator

## Career Pathway

The Office Support Specialist program is a pathway into the following program (page 196):

- Administrative Professional

## Related Programs

- Office Technology Assistant
- Microsoft Office
- Health Office Professional

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
10101176	Financial Accounting 1A	2 cr.
10103106	MS PowerPoint	1 cr.
10103125	MS Outlook	1 cr.
10103146	MS Word A	1 cr.
10103147	MS Word B *	1 cr.
10103148	MS Word C *	1 cr.
10103151	MS Excel A	1 cr.
10103162	MS Access A	1 cr.
10106110	Document Formatting	2 cr.
10106139	Administrative Office Procedures *	3 cr.
10106146	Proofreading for the Office	3 cr.
10106165	Information Management	2 cr.
10106167	Computer and Business Technologies	1 cr.
10804123	Math with Business Applications	3 cr.
10890116	Job Quest	1 cr.
Occupational Specific Total		24 cr.
<b>Occupational Supportive/General Studies Courses **</b>		
10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication <b>or</b>	
10801198	Speech	3 cr.
10809188	Developmental Psychology <b>or</b>	
10809198	Introduction to Psychology	3 cr.
Occupational Supportive/General Studies Total		9 cr.
<b>TOTAL PROGRAM REQUIREMENTS</b>		<b>33 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10101176

### Financial Accounting 1A - Credits: 2

This is a basic accounting course for non-accounting program students. The scope of study focuses on an introduction to business and accounting, analyzing and recording accounting transactions, performing the adjusting process, and completing the accounting cycle. Understanding is based both on theory and application.

## 10103106

### MS PowerPoint - Credits: 1

A complete presentation graphics course that allows you to produce professional-looking presentations. It gives you the flexibility to make informal presentations using overhead transparencies, electronic presentations, formal presentations using 35mm slides, or virtual presentations. Additionally, you can create paper printouts, outlines, speaker notes, and audience handouts.

## 10103125

### MS Outlook - Credits: 1

This course introduces the basics of Microsoft Outlook. Participants will use e-mail, calendar, files, and other features to effectively manage business and personal information.

## 10103146

### MS Word A - Credits: 1

Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features.

## 10103147

### MS Word B - Credits: 1

Students will learn word processing using MS Word. Credit B activities include tables, mail merge, sort, graphics, and special features of MS Word. COREQUISITE: 10103146 MS Word A.

## 10103148

### MS Word C - Credits: 1

Students will learn word processing using MS Word. Credit C activities will include workgroup collaboration, macros, styles, and advanced formatting features of MS Word. COREQUISITE: 10103147 MS Word B.

## 10103151

### MS Excel A - Credits: 1

Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

## 10103162

### MS Access A - Credits: 1

Learners create, edit, sort, and query a database. They also learn how to create and print basic forms and reports.

## 10106110

### Document Formatting - Credits: 2

This hands-on course covers formatting styles of business letters, business and academic reports, memos, tables, and business documents. The course also includes drill work for improving keying speed and accuracy. Students should be able to key 40 words per minute.

## 10106139

### Administrative Office Procedures - Credits: 3

This course is designed to develop professional skills and attitudes needed in today's global business environment. Topics include making ethical decisions, working independently and as a team member, and managing time. Telecommunications, mail processing, travel arrangements and conferences, public relations, and ergonomics will be included. Previous word processing and proofreading experience is recommended. PREREQUISITES: 10106110 Document Formatting and 10106146 Proofreading for the Office.

## 10106146

### Proofreading for the Office - Credits: 3

This course provides the learner with techniques used in proofreading office documents from both hard and soft copy (computer screen). Learners will incorporate the use of office reference manuals. This project-based course uses individual and group activities as well as in-class and out-of-class work.

## 10106165

### Information Management - Credits: 2

This course will include coverage of the different indexing systems (alphabetic, numeric, subject, geographic, and chronological) as well as an overview of the entire records management function -- planning, designing, classifying, controlling, and evaluation. Electronic filing methods are utilized at locations where equipment is available.

## 10106167

### Computer and Business Technologies - Credits: 1

Learners will gain knowledge on computer hardware, basic computer operations, and the operating system. An emphasis will be placed on file/document management in a network environment and on a standalone personal computer. Learners will become familiar with the World Wide Web by accessing the Internet through browser software. Learners will use e-mail and learn how to communicate properly through e-mail and optional online vehicles. Learners will use search engines/databases for research purposes and proper validation techniques.

## 10890116

### Job Quest - Credits: 1

Develop documents and skills to seek, obtain, and retain employment. Strengthen your professional image by developing self-awareness of elements affecting interpersonal and work relationships. Guidelines for determining appropriate grooming, dress, and poise will be covered. Personal life management along with career/life goal setting will be reinforced. This class should be taken in the last semester of the program.

# Office Technology Assistant

30-106-1 Technical Diploma (less than one-year)

Campuses: Ashland\*, New Richmond\*, Rice Lake\*, Superior\*, Online

Outreach Centers: Balsam Lake\*, Hayward\*, Ladysmith\*

\*Combination of Online, Your Choice, In person, or Web Conferencing instruction. Select course are available at the WITC Outreach Center. Please contact your local campus for specifics.



## Program Overview

The Office Technology Assistant diploma prepares you for employment in positions such as customer service representative, file clerk, receptionist or office assistant. You'll be knowledgeable in various computer applications, general office procedures and bookkeeping skills necessary to work in today's business environment.

## How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Office Technology Assistant program from the program of choice dropdown list.

## Program Outcomes

Office Technology Assistant graduates will be able to:

- Use technology skills to accomplish basic business and administrative tasks
- Perform entry-level office procedures
- Demonstrate professionalism in the workplace

## Career Outlook

Typical positions available after graduation include:

- Customer Service Representative
- File Clerk
- Receptionist/Information Clerk

## Career Pathway

The Office Technology Assistant program is a pathway into the following program (page 196):

- Administrative Professional

## Related Programs

- Office Support Specialist
- Microsoft Office

## Curriculum

Number	Course Title	Credits
<b>Technical Studies Courses</b>		
10101174	QuickBooks Accounting - Beginning *	2 cr.
10101176	Financial Accounting 1A	2 cr.
10103125	MS Outlook	1 cr.
10103146	MS Word A	1 cr.
10103147	MS Word B *	1 cr.
10103151	MS Excel A	1 cr.
10106110	Document Formatting	2 cr.
10106146	Proofreading for the Office	3 cr.
10106164	Office Communication *	3 cr.
10106167	Computer and Business Technologies	1 cr.

### PROGRAM REQUIREMENTS

17 cr.

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

## Course Descriptions

### 10101174

#### QuickBooks Accounting - Beginning - Credits: 2

Students will learn the QuickBooks accounting software by performing tasks that involve the general ledger, accounts payable, accounts receivable, inventory, payroll, and financial statements. Students will be responsible for finding and correcting errors in the QuickBooks program. PREREQUISITE: 10101101 Financial Accounting 1 or 10101176 Financial Accounting 1A.

### 10101176

#### Financial Accounting 1A - Credits: 2

This is a basic accounting course for non-accounting program students. The scope of study focuses on an introduction to business and accounting, analyzing and recording accounting transactions, performing the adjusting process, and completing the accounting cycle. Understanding is based both on theory and application.

### 10103125

#### MS Outlook - Credits: 1

This course introduces the basics of Microsoft Outlook. Participants will use e-mail, calendar, files, and other features to effectively manage business and personal information.

### 10103146

#### MS Word A - Credits: 1

Students will learn word processing using MS Word. Credit A activities will include creating, editing, saving, formatting, printing, and other basic MS Word features.

### 10103147

#### MS Word B - Credits: 1

Students will learn word processing using MS Word. Credit B activities include tables, mail merge, sort, graphics, and special features of MS Word. COREQUISITE: 10103146 MS Word A.

### 10103151

#### MS Excel A - Credits: 1

Students will learn to use MS Excel. Credit A activities will include creating, editing, saving, formatting, printing, performing calculations, and enhancing worksheets through charts.

### 10106110

#### Document Formatting - Credits: 2

This hands-on course covers formatting styles of business letters, business and academic reports, memos, tables, and business documents. The course also includes drill work for improving keying speed and accuracy. Students should be able to key 40 words per minute.

### 10106146

#### Proofreading for the Office - Credits: 3

This course provides the learner with techniques used in proofreading office documents from both hard and soft copy (computer screen). Learners will incorporate the use of office reference manuals. This project-based course uses individual and group activities as well as in-class and out-of-class work.

### 10106164

#### Office Communication - Credits: 3

This course provides the student with the opportunity to develop professional office communication skills using voice recognition, transcribers, and hard copy material. Students will learn to speak, write, and listen in a clear, courteous, concise, and correct manner. Students will apply these skills to create and share documents electronically while applying the proper document formats. PREREQUISITE: 10106110 Document Formatting and 10106146 Proofreading for the Office.

### 10106167

#### Computer and Business Technologies - Credits: 1

Learners will gain knowledge on computer hardware, basic computer operations, and the operating system. An emphasis will be placed on file/document management in a network environment and on a standalone personal computer. Learners will become familiar with the World Wide Web by accessing the Internet through browser software. Learners will use e-mail and learn how to communicate properly through e-mail and optional online vehicles. Learners will use search engines/databases for research purposes and proper validation techniques.

# Paramedic Technician

10-531-1 Associate Degree (two-year)

Financial Aid Eligible

Campuses: Ashland, New Richmond, Rice Lake, Superior

Outreach Centers: Hayward, Ladysmith



## Program Overview

The Paramedic Technician program offers students the opportunity to further their professional EMS careers by pursuing a two-year associate degree. Paramedic Technicians can find a career in a variety of healthcare settings such as ambulance services, dispatch centers, first responder units, hospitals/emergency departments, industrial safety departments, rescue squads and urgent care facilities.

The program consists of classroom lectures, practical skills labs, laboratory simulations, and hospital and pre-hospital clinical experiences. Additional certifications in Advanced Cardiac Life Support, and Pediatric Advanced Life Support are offered, as well as neonatal advanced life support competencies. Students who successfully complete the program, with a grade point of 2.0 or better in all required courses, will be eligible to take the National Registry of EMT's cognitive and psychomotor examinations for paramedic level of certification.

## Special Features

- Core lecture coursework will be offered via Web Conferencing on two evenings per week to all campus locations and the Hayward and Ladysmith Outreach Centers (days and originating site to be determined)
- On-site skills labs will be scheduled every other Saturday, and select Fridays, at the Rice Lake Campus (per course schedule)

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Have earned a high school diploma or GED certificate; current high school seniors must provide documentation upon graduation
- Provide proof of current Wisconsin licensure with a completed EMT Proof of Licensure OR proof of certification with National Registry
- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

## Program-Specific Requirements

- Attend a mandatory program orientation session
- Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb)
- Pay fee and have acceptable results based on the Wisconsin Criminal History Record Check, Wisconsin Caregiver Background Check, Minnesota Caregiver Background Check (if applicable), and/or other states if applicable
  - Information from the Caregiver Background Check may affect ability to secure clinical
- Review and sign Paramedic Technician Confidentiality Statement of Understanding Form
- Submit a copy of the appropriate Wisconsin (or other state(s)) DOT Driving Abstract if you have any violations/suspension/revocation
- Submit signed Syllabi Form, Background Information Disclosure (BID) Statement, and a Student ID Form
- Possess current certification of "CPR for Healthcare Providers" or equivalent
  - Certification must remain active through the completion of the program

## Program Outcomes

Employers will expect graduates of this program to be able to:

- Prepare for incident response and EMS operations
- Integrate pathophysiological principles and assessment findings to provide appropriate patient care
- Demonstrate paramedic skills associated with established standards and procedures for a variety of patient encounters
- Communicate effectively with others
- Demonstrate professional behavior
- Meet state and national competencies listed for paramedic certification(s)

## Career Outlook

Graduates of the program will be ready to start their career as paramedic technicians in a variety of healthcare settings including:

- Ambulance services
- Dispatch centers
- First responder units
- Hospitals/Emergency Departments
- Industrial Safety Departments
- Rescue squads
- Urgent care facilities

With further education, advancement potential may include:

- Critical Care Transport Paramedic
- Ambulance Service Training Coordinator
- EMS Shift Supervisor
- EMS Instructor
- Ambulance Service Manager
- Flight Paramedic

## Career Pathway

The Paramedic Technician program includes the following pathway option (page 220):

- EMT - Paramedic

## Related Programs

- Emergency Medical Technician
- Advanced EMT

## Curriculum

Number	Course Title	Credits (cr.)
<b>Technical Studies Courses</b>		
10501101	Medical Terminology	3 cr.
10531911	EMS Fundamentals*	2 cr.
10531912	Paramedic Medical Principles*	4 cr.
10531913	Adv. Patient Assessment Principles*	3 cr.
10531914	Adv. Pre-hospital Pharmacology*	3 cr.
10531915	Paramedic Respiratory Management*	2 cr.
10531916	Paramedic Cardiology*	4 cr.
10531917	Paramedic Clinical/Field 1#	3 cr.
10531918	Advanced Emergency Resuscitation*	1 cr.
10531919	Paramedic Medical Emergencies*	4 cr.
10531920	Paramedic Trauma*	3 cr.
10531921	Special Patient Populations*	3 cr.
10531922	EMS Operations*	1 cr.
10531923	Paramedic Capstone*	1 cr.
10531924	Paramedic Clinical/Field 2*#	4 cr.
10804138	Math for Health Professionals**	2 cr.
Technical Studies Total		43 cr.

## General Studies Courses\*\*

10801136	English Composition 1	3 cr.
10801196	Oral/Interpersonal Communication <b>or</b>	
10801197	Technical Reporting <b>or</b>	
10801198	Speech	3 cr.
10806177	General Anatomy and Physiology	4 cr.
10806179	Advanced Anatomy and Physiology*	4 cr.
10806197	Microbiology *	4 cr.
10809196	Introduction to Sociology <b>or</b>	
10809172	Introduction to Diversity Studies	3 cr.
10809198	Introduction to Psychology	3 cr.
General Studies Total		24 cr.

## PROGRAM REQUIREMENTS

**67 cr.**

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# This course will be offered in various regional hospitals, clinical settings, and/or ambulance services. You must earn a grade point of 2.0 or better in all required courses.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10501101

### Medical Terminology - Credits: 3

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.

## 10531911

### EMS Fundamentals - Credits: 2

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. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission.

## 10531912

### Paramedic Medical Principles - Credits: 4

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. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission.

## 10531913

### Adv. Patient Assessment Principles - Credits: 3

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. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission. COREQUISITE: 10531912 Paramedic Medical Principles.

## 10531914

### Adv. Pre-hospital Pharmacology - Credits: 3

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. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission.

## 10531915

### Paramedic Respiratory Management - Credits: 2

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. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission and COREQUISITE: 10531914 Advanced Pre-hospital Pharmacology.

## 10531916

### Paramedic Cardiology - Credits: 4

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. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission and COREQUISITE: 10531915 Paramedic Respiratory Management.

## 10531917

### Paramedic Clinical/Field 1 - Credits: 3

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. Student may also have the opportunity to participate in formal high-fidelity human patient simulator experiences as a part of this course. PREREQUISITES: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission, 10531918 Advanced Emergency Resuscitation and 10531921 Special Patient Populations.

## 10531918

### Advanced Emergency Resuscitation - Credits: 1

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: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission and 10531916 Paramedic Cardiology.

## 10531919

### Paramedic Medical Emergencies - Credits: 4

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. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission and COREQUISITE: 10531918 Advanced Emergency Resuscitation.

## 10531920

### Paramedic Trauma - Credits: 3

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. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission and COREQUISITE: 10531913 Advanced Patient Assessment Principles.

## 10531921

### Special Patient Populations - Credits: 3

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. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission and COREQUISITE: 10531913 Advanced Patient Assessment Principles.

## 10531922

### EMS Operations - Credits: 1

This course provides the paramedic student with the knowledge of operational roles and responsibilities to ensure patient, public, and EMS personnel safety. PREREQUISITES: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission and 10531921 Special Patient Populations.

## 10531923

### Paramedic Capstone - Credits: 1

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. PREREQUISITE: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission and COREQUISITE: 10531922 EMS Operations.

## 10531924

### Paramedic Clinical/Field 2 - Credits: 4

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 competency requirements at the paramedic level as defined by WI DHS EMS. PREREQUISITES: Emergency Medical Technician - Paramedic (315311) or Paramedic Technician AAS (105311) program admission and 10531917 Paramedic Clinical/Field 1.

# Personal Care Worker

## 17-510-1 Technical Certificate

**Campuses:** Ashland, New Richmond, Rice Lake, Superior



### Overview

The Personal Care Worker (PCW) course is a combination of online coursework coupled with a final 8-hour lab session with the course instructor. The online portion of the course is directed through a series of eight learning plans that carefully detail learning activities to help students learn the course content. Upon completion of the learning activities, students will contact the campus contact to schedule an 8-hour lab session that concludes with skills competency testing and the final written exam. The lab sessions are held on Saturdays and scheduled at the various WITC campuses (Ashland, New Richmond, Rice Lake, and Superior).

### Special Features

This course allows you to work at your own pace to learn the content. You will work directly with an instructor to complete the written exam and skill demonstration. The course emphasizes core abilities for the workplace.

### How to Apply:

Complete the online application or contact Student Services. When completing an online application, select the Personal Care Worker program from the program of choice drop-down list.

### Outcomes

The Personal Care Worker certificate will prepare you to:

- Provide personal care for clients
- Communicate effectively with clients, families, and healthcare teams
- Promote client rights

### Career Outlook

Typical careers available upon completion include:

- Home care services
- County and private healthcare agencies
- Independent practices

### Curriculum

Number	Course Title	Credits (cr.)
30510308	Personal Care Worker	1 cr.
CERTIFICATE REQUIREMENTS		1 cr.

## Course Descriptions

### 30510308

#### Personal Care Worker - Credits: 1

This course emphasizes aspects of providing personal and supportive/rehabilitative healthcare to clients needing assistance in their home or other care facilities. Basic knowledge and skills acquired through this course include clients' rights, communication, rehabilitation, positioning and transfer skills, infection control, and safety. Personal Care Worker is a 32-hour course that combines online coursework with a laboratory practice time and a final written exam and skills competency testing assessed under the guidance of a registered nurse.



# Pharmacy Technician

31-536-1 Technical Diploma (one-year)

Financial Aid Eligible

Campuses: New Richmond and Superior

## Program Overview

The Pharmacy Technician program will prepare you for a rewarding, demanding and ever-evolving career as a pharmacy technician. Pharmacy technicians perform a variety of duties and responsibilities including preparation of prescriptions, record-keeping, inventory control, handling monetary transactions, filing third-party claims, preparing IV admixtures and unit dose medications and compounding.



## Special Feature

The Pharmacy Technician program will be offered in the evening in a hybrid format.

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Have earned a high school diploma or GED certificate; current high school seniors must provide both a current high school transcript and a final transcript with confer date
- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor (academic admission requirements apply - see page 25 for more information)

## Program-Specific Requirements

- Submit Background Check fee
- Have an acceptable Wisconsin Caregiver Background Check, National Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and other states, if applicable
- Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb)
- Review and sign Nursing and Allied Health Division Confidentiality Statement
- Possess current certification of "CPR for Healthcare Providers" or equivalent
- Attend a mandatory program orientation session
- Pass a mandatory drug test

## Program Outcomes

Pharmacy Technician graduates will be able to:

- Demonstrate personal/interpersonal knowledge and skills in the practice of pharmacy
- Demonstrate foundational professional knowledge and skills for the practice of pharmacy
- Prepare prescriptions/medication orders and pharmaceutical products for dispensing, distribution, and disposal
- Compound sterile and nonsterile medications
- Follow established policies and procedures for procurement, billing, reimbursement and inventory management
- Utilize pharmacy technology and informatics
- Adhere to state and federal regulations governing the practice of pharmacy
- Apply the principles of quality assurance to the practice of pharmacy

## Career Outlook

Typical positions available after graduation include:

- Pharmacy Technician – Hospital
- Pharmacy Technician – Nursing Home
- Pharmacy Technician – Community
- Home IV Specialist

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
31536301	Fundamentals of Reading Prescriptions *	2 cr.
31536302	Pharmacy Business Applications *	3 cr.
31536303	Pharmaceutical Calculations *	3 cr.
31536304	Pharmacy Benefits Management *	1 cr.
31536305	Pharmacy Law *	2 cr.
31536306	Pharmacology *	3 cr.
31536307	Pharmacy Drug Distribution Systems *	2 cr.
31536308	Pharmacy Parenteral Admixtures *	3 cr.
31536309	Pharmacy Community Clinical *	2 cr.
31536310	Pharmacy Hospital Clinical *	2 cr.
10501101	Medical Terminology	<u>3 cr.</u>
Occupational Specific Total		26 cr.

## Occupational Supportive/ General Studies Courses

10501107	Digital Literacy for Healthcare	2 cr.
32809380	Applied Interpersonal Skills **	2 cr.
10809198	Introduction to Psychology **	<u>3 cr.</u>
Occupational Supportive/General Studies Total		7 cr.

TOTAL PROGRAM REQUIREMENTS **33 cr.**

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

You must earn a grade point of 2.0 or better in all required courses.

Course repeat policies exist that allow for only a certain number of retakes within this program; please refer to the policies for details.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 31536301

### Fundamentals of Reading Prescriptions - Credits: 2

In this course, students will develop the skills and knowledge required to complete the prescription filling process. Students will learn to read and identify required information on a written prescription such as abbreviations, medical terminology, and common medication names. The role of the pharmacy technician in medication error prevention will also be discussed. PREREQUISITE: Admission to the Pharmacy Technician program.

## 31536302

### Pharmacy Business Applications - Credits: 3

This course prepares the learner to utilize pharmaceutical business terminology, procedures, customer service, record keeping, purchasing procedures, inventory control systems, pricing, merchandising, reference materials, ethics, roles, responsibilities, and relationships with patients and coworkers. PREREQUISITE: Admission to the Pharmacy Technician program.

## 31536303

### Pharmaceutical Calculations - Credits: 3

This course prepares the learner to enlarge and reduce formulas and solve proportions, dilutions, alligations, and other calculations pertinent to the preparation of pharmaceuticals using metric, apothecary, avoirdupois, and household measuring systems. PREREQUISITE: Admission to the Pharmacy Technician program and COREQUISITES: 31536301 Fundamentals of Reading Prescriptions and 31536304 Pharmacy Benefits Management.

## 31536304

### Pharmacy Benefits Management - Credits: 1

This course prepares the learner to utilize terminology pertinent to third party reimbursements in the field of pharmacy, analyze the various popular formulary systems, demonstrate calculations associated with the billing of prescription medications, analyze the role of the Pharmacy Benefits Manager in the health care system, and summarize medical coverage provided by government agencies. PREREQUISITE: Admission to the Pharmacy Technician program.

## 31536305

### Pharmacy Law - Credits: 2

This course prepares the learner to apply Federal laws to the practice of pharmacy; apply Wisconsin State laws to the practice of pharmacy; select appropriate drug products for substitution in accordance with the law; explain the Investigational New Drug (IND) process; explain pharmacy equipment, license, and floor plan legal requirements; apply controlled substance laws to the procurement, processing, and record keeping of controlled substances; analyze the history of pharmacy law; and summarize drug law enforcement agencies. PREREQUISITE: Admission to the Pharmacy Technician program.

## 31536306

### Pharmacology - Credits: 3

The purpose of this course is to provide a comprehensive overview of the principles of pharmacology and pharmacokinetics including the understanding of body system disease states and the effects of medications in treating disease conditions. Students will learn the cautions involved in adverse drug effects, food and drug interactions, and drug-disease contradictions. Students will learn the therapeutic classifications, indications, and common strengths for the most common drugs. PREREQUISITES: Admission to the Pharmacy Technician program and 31536301 Fundamentals of Reading Prescriptions.

## 31536307

### Pharmacy Drug Distribution Systems - Credits: 2

This course introduces the learner to the basic drug distribution systems used in community and institutional pharmacies, including automation technology, pharmacist and pharmacy technician roles, and dispensing considerations. PREREQUISITE: Admission to the Pharmacy Technician program.

## 31536308

### Pharmacy Parenteral Admixtures - Credits: 3

This course provides the learner with the skills to utilize aseptic technique in vertical and horizontal laminar flow hoods for preparation of solutions and medications to be administered intravenously, intramuscularly, subcutaneously, and intradermally to patients. PREREQUISITES: Admission to the Pharmacy Technician program and 31536303 Pharmaceutical Calculations.

## 31536309

### Pharmacy Community Clinical - Credits: 2

This course prepares the learner to apply policies and procedures in the pharmacy, complete the ordering process to meet inventory goals, bill third parties for patient prescriptions, process prescriptions, identify medical and surgical supplies for customers, process controlled substance prescriptions, compound extemporaneous products, maintain patient medical histories and fulfill duties in unique service areas. PREREQUISITES: Admission to the Pharmacy Technician program; 31536301 Fundamentals of Reading Prescriptions, 31536302 Pharmacy Business Applications, 31536303 Pharmaceutical Calculations, and 31536304 Pharmacy Benefits Management.

## 31536310

### Pharmacy Hospital Clinical - Credits: 2

In this course, students will have the opportunity to experience the daily activities of a pharmacy technician in a hospital pharmacy setting. Students will learn how medication orders are prepared, processed, and delivered along with maintaining medication inventory in several areas, interacting with other medical staff and following policies and procedures of the hospital and pharmacy. PREREQUISITES: Admission to the Pharmacy Technician program, 31536303 Pharmaceutical Calculations; COREQUISITES: 31536308 Pharmacy Parenteral Admixtures and 31536309 Pharmacy Community Clinical.

## 10501101

### Medical Terminology - Credits: 3

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.

## 10501107

### Digital Literacy for Healthcare - Credits: 2

The focus of this course is the use of technology in healthcare. Learners use common business software applications, including word processing, presentation, spreadsheet, and databases. Communication methods using technology are addressed. Learners gain experience with using the electronic health record (EHR). Healthcare EHR security issues, social media use, and digital healthcare resources are examined. Computer skills proficiency developed as a part of this course.

# Phlebotomy

## 17-513-1 Technical Certificate

### Campuses: New Richmond and Rice Lake



### Overview

The Phlebotomy certificate provides practical training in the collection of blood specimens by venipuncture and capillary puncture for the purpose of lab analysis. Phlebotomy students are also trained in non-blood specimen collection procedures, specimen processing and basic laboratory skills. Customer service and communications are also covered to provide required skills for working directly with patients. A 100-hour clinical phlebotomy experience is required including a minimum of 100 successful blood collection procedures. Job opportunities for phlebotomist exist in hospital and clinical laboratories.

### Admission Requirements

- Complete application/registration process and submit registration fee
- Review and sign Background Check Disclosure
- Review and sign the Functional Abilities Disclosure

After Admissions Requirements are complete, register for classes:

<http://www.witc.edu/currentstudents/registration.htm>

### Program-Specific Requirements

- Have acceptable results based on the Wisconsin Caregiver Background Check, National Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and other states, if applicable
- Pass a physical exam, have current immunizations, and demonstrate negative status for Tuberculosis (Tb)
- Review and sign Nursing and Allied Health Division Confidentiality Statement
- Attend a mandatory session scheduled prior to the start of classes

### Program Outcomes

After completion of this certificate, employers will expect students to be able to:

- Collect transport, handle, and process blood and other specimens
- Recognize conditions that might alter collections
- Correlate types of lab tests to the written diagnosis
- Adhere to infection control and safety policies and procedures
- Demonstrate professional interpersonal skills with patients, family members, and other healthcare personnel
- Perform within legal and ethical boundaries
- Perform basic laboratory testing procedures under appropriate supervision
- Process requisitions

### Career Outlook

Upon completion of the certificate, typical settings for employment include:

- Clinical Laboratories
- Emergency Room Services
- Extended Care Facilities
- Insurance Companies
- Nursing Homes
- Outpatient Services

### Related Program

- Medical Assistant

### Curriculum

Number	Course Title	Credits
10501101	Medical Terminology or	3
10806177	General Anatomy and Physiology	4
10160143	Medical Office Procedures and Customer Service	2
10513110	Basic Lab Skills	1
10513111	Phlebotomy*	2
10513112	Phlebotomy Clinical*	2
10801196	Oral/Interpersonal Communication	3

CERTIFICATE REQUIREMENTS **13-14**

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

## Course Descriptions

#### 10501101

#### Medical Terminology - Credits: 3

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.

#### 10806177

#### General Anatomy and Physiology - Credits: 4

Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision-making and professional communication with colleagues and patients. This course includes a one-credit lab component that supports the course objectives. (This course also provides the foundation, and is prerequisite to, Advanced Anatomy and Physiology.) NOTE: Successful completion of a chemistry course within the last five years is highly recommended.

#### 10160143

#### Medical Office Procedures and Customer Service - Credits: 2

This course develops professional skills and attitudes needed in a medical business environment. Skills developed include an ability to communicate effectively with patients and other medical office staff, manage time effectively, schedule patients, greet patients, use the telephone properly, process mail, apply ergonomics and office safety, and use medical computer software efficiently.

#### 10513110

#### Basic Lab Skills - Credits: 1

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. PREREQUISITE: Admission to Phlebotomy certificate.

#### 10513111

#### Phlebotomy - Credits: 2

This course provides opportunities for learners to perform routine venipuncture, routine capillary puncture and special collection procedures. PREREQUISITE: Admission to Phlebotomy certificate and COREQUISITES: 10513110 Basic Lab Skills and 10513112 Phlebotomy Clinical.

#### 10513112

#### Phlebotomy Clinical - Credits: 2

Provides students with experiences at a hospital or clinic in order to complete phlebotomy activities. Students complete venipunctures, perform administration of glucose testing, collect specimens, perform bleeding times, observe or perform arterial blood gas collections and adhere to safety regulations as established by the clinical site. PREREQUISITES: Admission to Phlebotomy certificate and COREQUISITES: 10513110 Basic Lab Skills, 10513111 Phlebotomy, 10501101 Medical Terminology or 10806177 General Anatomy and Physiology, 10160143 Medical Office Procedures and Customer Service, 10801196 Oral/Interpersonal Communication and criminal background check.

#### 10801196

#### Oral/Interpersonal Communication - Credits: 3

Focuses upon developing speaking, verbal and nonverbal communication, and listening skills through individual presentations, group activities, and other projects.

# Power Sports Technician

31-461-3 Technical Diploma (one-year)

Financial Aid Eligible

## Campus: New Richmond

### Program Overview

The Power Sports Technician program will give you the hands-on experience to go to work in less than one year. Dealerships, repair shops, marinas and industry manufacturers desperately need entry-level people in their field. Power Sports is not only a career, it is a lifestyle.



### Special Feature

WITC is an accredited Equipment & Engine Training Council (EETC) testing facility providing you with the opportunity to become industry certified.

### Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

### Program Outcomes

Power Sports Technician graduates will be able to:

- Repair brake systems
- Repair 2-stroke engine
- Repair 4-stroke engines
- Repair drive lines
- Repair electrical systems
- Repair suspensions
- Repair fuel systems
- Repair hydraulic systems
- Develop a customer work order

### Career Outlook

Typical positions available after graduation include:

- Motorcycle, Marine, and Outdoor Power Products Technician
- Motorcycle Technician
- Outboard Motor Technician
- Power Sports Technician
- Chainsaw Technician
- Lawn and Garden Equipment Technician
- ATV Technician
- Industrial Equipment Technician
- Partsperson
- Small Engine Shop Owner

### Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
31461301	Engine and Chassis Repair 1 *	5 cr.
31461302	Engine and Chassis Repair 2 *	4 cr.
31461310	Introduction to 12-Volt Electrical Theory	1 cr.
31461312	Introduction to Hydraulics	1 cr.
31461335	Gas and Diesel Engine Theory *	2 cr.
31461339	Marine Service *	5 cr.
31461342	Motorcycle Service *	3 cr.
31461343	ATV Service *	3 cr.
32442307	Welding for Mechanics	<u>2 cr.</u>
Occupational Specific Total		26 cr.
<b>Occupational Supportive/General Studies Courses**</b>		
32801361	Applied Communications	2 cr.
32804303	Applied Math	2 cr.
32809380	Applied Interpersonal Skills	<u>2 cr.</u>
Occupational Supportive/General Studies Total		6 cr.
PROGRAM REQUIREMENTS		<b>32 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 31461301

### Engine and Chassis Repair 1 - Credits: 5

You will diagnose, troubleshoot, tune up, and overhaul engines and service chassis on lawn and garden equipment and industrial equipment. Practical hands-on experience is gained in engine disassembly, measuring parts for wear, cylinder reconditioning, valve train servicing, governor adjusting, fuel and ignition system servicing, and reassembly techniques. You will service drive and chassis systems to ensure the operation of the complete unit. You will also order repair parts, prepare service report forms, and learn customer relations. COREQUISITES: 31461302 Engine and Chassis Repair 2 and 31461335 Gas and Diesel Engine Theory.

## 31461302

### Engine and Chassis Repair 2 - Credits: 4

You will diagnose, troubleshoot, tune-up, and overhaul engines and service chassis on handheld, industrial and compact equipment and tractors. Practical hands-on experience is gained in engine disassembly, measuring parts for wear, cylinder reconditioning, valve train servicing, governor adjusting, fuel and ignition system servicing, and reassembly techniques. You will service drive and chassis systems to ensure the operation of the complete unit. You will also order repair parts, prepare service report forms, and learn customer relations. COREQUISITES: 31461301 Engine and Chassis Repair 1 and 31461335 Gas and Diesel Engine Theory.

## 31461310

### Introduction to 12-Volt Electrical Theory - Credits: 1

This course is designed for the learner to understand basic 12-volt electrical circuits, wiring diagrams, starting, charging, and lighting systems. Classroom trainers will be used to apply electrical theory. Using hands-on activities, this course will help the learner to better understand basic 12-volt electrical systems.

## 31461312

### Introduction to Hydraulics - Credits: 1

This course will provide a practical understanding of hydraulic components. Their design, application, operation and maintenance will be studied. Hydraulic training components will be used in the classroom.

## 31461335

### Gas and Diesel Engine Theory - Credits: 2

This course provides the theory necessary to understand and perform the hands-on tasks of troubleshooting and repairing engines, their drive mechanisms, and their chassis. Theory is presented on the principles of operation and service of 4-stroke, 2-stroke, and small diesel engines in the outdoor power equipment and compact equipment areas. Drive and chassis operation is explained to enable the student to service the complete unit. COREQUISITE: 31461302 Engine and Chassis Repair 2.

## 31461339

### Marine Service - Credits: 5

This course will provide the theory necessary to understand and troubleshoot the components and systems unique to the outboard marine engine area. Theory will be given in the specialty areas of fuel systems, ignition systems, cooling systems, lubrication systems, and gear cases. You learn to apply basic troubleshooting techniques and repair procedures of marine engine service and repair to marine engines with emphasis on practical hands-on experience. PREREQUISITES: 31461302 Engine and Chassis Repair 2 and 31461335 Gas and Diesel Engine Theory.

## 31461342

### Motorcycle Service - Credits: 3

This course provides the theory necessary to understand and troubleshoot the components and systems unique to motorcycles. Theory is given in the specialty areas of carburetion, fuel injection, ignition, transmissions, clutches, and running gear. You will learn to apply basic techniques and procedures of motorcycle engine service and repair. This is a lecture- and lab-based course. Specialty areas dealing with transmissions and chassis on these units are covered with practical hands-on experience. PREREQUISITES: 31461302 Engine and Chassis Repair 2, 31461335 Gas and Diesel Engine Theory and COREQUISITE: 31461343 ATV Service.

## 31461343

### ATV Service - Credits: 3

This course provides the theory necessary to understand and troubleshoot the components and systems unique to ATVs. Theory is given in the specialty areas of carburetion, fuel injection, ignition, transmissions, clutches, and running gear. You will learn to apply basic techniques and procedures of ATV engine service and repair. This is a lecture- and lab-based course. Specialty areas dealing with transmissions and chassis on these units are covered with practical hands-on experience. PREREQUISITES: 31461302 Engine and Chassis Repair 2, 31461335 Gas and Diesel Engine Theory and COREQUISITE: 31461342 Motorcycle Service.

## 32442307

### Welding for Mechanics - Credits: 2

Instruction in safe setup and operation of plasma cutting (PAC), oxy-fuel cutting (OFC), SMAW (Stick), GMAW (Mig), FCAW, and/or GTAW (Tig) welding in applications related to general industry practices. Selection of appropriate welding processes with a specific emphasis on typical repair situations including metal identification will be stressed.

# Preschool Education Professional (The Registry Preschool Credential)

61-307-9 Pathway Certificate

**Campuses: New Richmond\*, Rice Lake\*, Superior\*, Online**

\*Combination of Online or In person instruction + Community-Based Student Teaching



## Overview

Each age group requires a little something special and preschoolers are no exception. If you work with or are interested in working with preschool children, the Preschool Education Professional (The Registry Preschool Credential) will enhance your existing knowledge and skills and provide you with networking opportunities with other professionals in the field. The Preschool Education Professional (The Registry Preschool Credential) was developed with six courses from the Wisconsin Technical College System Statewide Curriculum for the associate degree in Early Childhood Education. Graduates of this certificate will be recognized as Wisconsin Registry Career Level 10 once they successfully complete the commission process.

Upon completion of certificate classes, students may apply to The Registry to commission for the Preschool Credential, 5900 Monona Drive, Suite #205, Madison, WI 53716, 608.222.1123, [the-registry.org](http://the-registry.org).

## Special Features

All of the courses ladder into the E-Connect - Child Care Services Technical Diploma and E-CHILD, Early Childhood Education Associate Degree programs.

## Admission Requirements

- Complete application form
- Review and sign Functional Abilities Disclosure
- Review and sign Background Check Disclosure

## Program-Specific Requirements

- Submit Background Check information and fee
- Have an acceptable Wisconsin Caregiver Background Check and/or Minnesota Caregiver Background Check, as applicable
  - Information from the Caregiver Background Check may affect ability to secure fieldwork placement and the ability to find employment after graduation
- Complete Staff Health Report - Child Care Provider form (physical form)

## Outcomes

The Preschool Education Professional (The Registry Preschool Credential) will prepare you to:

- Access the development of preschool children
- Provide a healthy, safe, and nutritionally sound preschool environment
- Practice positive guidance strategies
- Create developmentally appropriate preschool environments
- Create developmentally appropriate preschool curriculum
- Integrate strategies that support diversity and anti-bias perspectives
- Demonstrate professionalism

## Career Outlook

Upon completion of this certificate you will be ready for careers in:

- Child Care Centers
- Preschools
- Family Child Care Homes
- Headstart Programs
- Pre-Kindergarten
- Early Intervention Programs

Typical Positions Include:

- Child Care Teacher
- Assistant Child Care Teacher
- Family Child Care Provider

## Career Pathways

The Preschool Education Professional (The Registry Preschool Credential) program is a pathway into the following programs (page202):

- Early Childhood Education
- E-CHILD
- E-Connect - Child Care Services

## Related Program

- Professional Credential for Infant/Toddlers (Wisconsin)



## Curriculum

Number	Course Title	Credits (cr.)
10307108	ECE: Early Language & Literacy	3 cr.
10307110	ECE: Social Studies, Art, & Music	3 cr.
10307167	ECE: Health, Safety, & Nutrition	3 cr.
10307175	ECE: Preschool Practicum*#+	3 cr.
10307179	ECE: Child Development	3 cr.
10307188	ECE: Guiding Children's Behavior	3 cr.

TOTAL CERTIFICATE REQUIREMENTS **18 cr.**

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.  
# Credit for Prior Learning not applicable for this course  
+ You must earn a 2.0 or better in this course  
The Wisconsin Registry Process requires these courses be completed with a 2.0 or better in each course, prior to Commissioning for the Preschool Credential.



<http://wisconsinearlychildhood.org/programs/teach/>



WITC offers a wide array of credit-based early childhood education courses, credentials, and degree options that align with the Youngstar requirements. For more information, go to [www.witc.edu/ece](http://www.witc.edu/ece).

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10307108

### **ECE: Early Language and Literacy - Credits: 3**

This course explores strategies to encourage the development of early language and literacy knowledge and skill building in children birth to 8 years of age. Learners will investigate the components of literacy including; literacy and a source of enjoyment, vocabulary and oral language, phonological awareness, knowledge of print, letters and words, comprehension and an understanding of books and other texts. Theories and philosophies regarding children's language and literacy development will be addressed. Dual language learning will be examined within the context of developmentally appropriate practices. Assessment tools for early language and literacy acquisition will be reviewed.

## 10307110

### **ECE: Social Studies, Art, & Music - Credits: 3**

This 3-credit course will focus on beginning level curriculum development in the specific integrated content areas of social studies, art, music, and movement (SSAMM).

## 10307167

### **ECE: Health, Safety, & Nutrition - Credits: 3**

This 3-credit course examines the topics of health, safety, and nutrition within the context of the early childhood educational setting. Course competencies include: integrate strategies that support diversity, cultural responsiveness, and anti-bias perspectives, examine governmental regulations and professional standards as they apply to health, safety, and nutrition; plan a safe early childhood environment, plan nutritionally sound menus, examine child abuse and neglect issues and mandates; describe Sudden Infant Death Syndrome (SIDS) risk reduction strategies, describe strategies to prevent the occurrence of Shaken Baby Syndrome (SBS), incorporate health, safety, and nutrition concepts into the children's curriculum.

## 10307175

### **ECE: Preschool Practicum - Credits: 3**

This course will apply as the capstone course in The Registry Preschool Credential. You will be placed or working in an early childhood setting with 3-5 year old children and create a portfolio that prepares you for The Registry commission. In this course you will be implementing regulations and standards for quality early childhood education, applying knowledge of child development and positive guidance, utilizing observation and assessment techniques, and assessing developmentally appropriate environments for preschoolers. **PREREQUISITE:** 10307174 ECE: Introductory Practicum. Prerequisite override required for students in the Preschool Education Professional (The Registry Preschool Credential)

## 10307179

### **ECE: Child Development - Credits: 3**

The 3-credit course examines child development within the context of the early childhood education setting. Course competencies include: integrate strategies that support diversity, cultural responsiveness, and anti-bias perspectives; analyze social, cultural, and economic influences on child development; summarize child development theories; analyze development of children ages three through five; analyze development of children ages five through eight; relate child development research findings to teaching practice; analyze the role of heredity and the environment; examine the role of brain development in early learning (ages 3-8); examine developmental and environmental assessment strategies for children ages 3-8.

## 10307188

### **ECE: Guiding Children's Behavior - Credits: 3**

This 3-credit course examines positive strategies to guide children's behavior in the early childhood education setting. Course competencies include: integrate strategies that support diversity, cultural responsiveness, and anti-bias perspectives; analyze techniques for and effects of strong relationship-building with children and families; identify positive and proactive guidance principles and techniques to support children; analyze environmental influences on child behavior; identify strategies that support children's active engagement in the learning environment; identify strategies that proactively teach emotional literacy and regulation techniques; identify strategies that proactively teach friendship skills; identify strategies that proactively teach children calming, relaxation, and problem-solving techniques; utilize observation and assessment techniques to assess and interpret behavior; create a behavior support plan based on a functional behavior assessment; create a guidance philosophy. This course meets the requirements of the "24 hour Wisconsin" Pyramid Model training.

# Professional Credential for Infants/Toddlers (Wisconsin)

17-307-3 Technical Certificate

Certificate Availability Varies

Campus: Online

## Overview

As a student taking the Wisconsin Professional Credential for Infants/Toddlers, you will gain a better understanding of the developmental stages for this age group, while learning how to best guide and nurture children under the age of three in both center-based and family settings. The themes of cultural diversity/sensitivity and reflective practice are woven throughout these courses. Graduates of this certificate will be recognized as Wisconsin Registry Career Level 9 once they successfully complete the commission process.

Upon completion of certificate classes, students may apply to The Registry to commission for the Infants/Toddlers Credential, 5900 Monona Drive, Suite #205, Madison, WI 53716, 608.222.1123, [the-registry.org](http://the-registry.org).



## Outcomes

The Professional Credential for Infants/Toddlers (Wisconsin) will prepare you to:

- Apply developmental knowledge and observation to design, implement, and evaluate individual and group curriculum experiences for infants and toddlers
- Create respectful, healthy, and safe physical and interpersonal environments for infants and toddlers
- Utilize culturally responsive verbal and nonverbal caregiver strategies
- Select appropriate materials and promote health, safety, and nutrition guidelines specific to early care environments
- Design experiences and utilize caregiver strategies that support family involvement and reciprocal relationships
- Perform professionally and ethically, use self-reflection and knowledge, and access relevant resources



## Career Outlook

- Professional advancement in the field of early care comes with increased specialized training in the unique needs of infants and toddlers

## Related Programs

- Early Childhood Education
- E-CHILD
- E-Connect - Child Care Services
- Preschool Education Professional (The Registry Preschool Credential)



WITC offers a wide array of credit-based early childhood education courses, credentials, and degree options that align with the Youngstar requirements.

For more information, go to [www.witc.edu/ece](http://www.witc.edu/ece).

## Curriculum

Number	Course Title	Credits (cr.)
10307115	ECE: Infant Toddler Capstone*+	3 cr.
10307151	ECE: Infant & Toddler Development	3 cr.
10307169	ECE: Infant Toddler Group Care	3 cr.
10307195	ECE: Family & Community Relationships	3 cr.

TOTAL CERTIFICATE REQUIREMENTS **12 cr.**

- \* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.
- + You must earn a 2.0 or better in this course



<http://wisconsinearlychildhood.org/programs/teach/>

## Course Descriptions

10307115

**ECE: Infant Toddler Capstone - Credits: 3**

This course, integrates the theory, practice, and reflection of courses 1 - 3 in the Professional Credential for Infants/Toddlers and requires demonstration of best practices. **PREREQUISITES:** 10307169 ECE: Infant Toddler Group Care, 10307151 ECE: Infant & Toddler Development, and 10307195 ECE: Family & Community Relationships.

10307151

**ECE: Infant & Toddler Development - Credits: 3**

In this 3-credit course you will study infant and toddler development as it applies to an early childhood education setting. Course competencies include: integrate strategies that support diversity and anti-bias perspectives; analyze development of infants and toddlers (conception to thirty-six months); correlate prenatal and postnatal conditions with development; summarize child development theories; analyze the role of heredity and the environment; examine culturally and developmentally appropriate environments for infants and toddlers, examine the role of brain development in early learning (conception through thirty-six months); examine caregiving routines as curriculum; and examine developmental and environmental assessment strategies for infants and toddlers.

10307169

**ECE: Infant Toddler Group Care - Credits: 3**

This 3-credit course focuses on caring for infants and toddlers in a variety of settings, inclusive of center-based and family child care environments. Key course components will be based on elements of quality early care including philosophical foundation, structure and environments, health and safety responsive relationships, developmentally appropriate practice, culturally sensitive care, inclusion, brain development, assessment, and purposeful planning.

10307195

**ECE: Family & Community Relationships - Credits: 3**

In this 3-credit course you will examine the role of relationships with family and community in early childhood education. Course competencies include: implement strategies that support diversity, cultural responsiveness, and anti-bias perspectives when working with families and community; analyze contemporary family patterns and trends; identify strategies to strengthen and support families; explore effective communication strategies; discover strategies for developing respectful and reciprocal relationships with families; analyze strategies to promote family engagement in early childhood education programs; explore a variety of formats for meeting with families in their contexts; advocate for children and families; and explore community resources that provide a range of services for children and families.



# Refrigeration Essentials

30-601-1 Technical Diploma (less than one year)

Campus: Superior

## Program Overview

The Refrigeration Essentials program will allow students to complete coursework in Air Conditioning, Refrigeration and Basic Mechanical Fundamentals, along with Principles of AC/DC and Applied Technical Math 1. Full time students will be able to complete this short term technical diploma in one semester (16 weeks). Students will be prepared to test for the EPA Section 608 Certification and NC3 Certifications.



## Special Feature

Students are eligible to take the following NC3 Certification Exams:

- Indoor Air Quality
- Building Performance Instruments (BPI) - Leak Detection
- Air to Air Heat Pumps and Conditioners
- 575 Multi Meter

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure



## Program Outcomes

Refrigeration Essentials graduates will be able to:

- Perform limited service on refrigeration and air conditioning systems
- Perform limited installation on refrigeration and air conditioning systems
- Demonstrate ability to solder, braze, and flare copper piping
- Demonstrate ability to troubleshoot electrical systems on refrigeration and air conditioning systems

## Career Outlook

Typical positions available after graduation include:

- Refrigeration Technician
- Service Technician

## Career Pathways

The Refrigeration Essentials program is a pathway into the following programs (page 207):

- Heating, Ventilation, and Air Conditioning/ Refrigeration (HVAC/R)
- HVAC Installation Technician

## Curriculum

Number	Course Title	Credits
<b>Occupational Specific Courses</b>		
32601300	Air Conditioning Fundamentals*#	2 cr.
32601301	Basic Mechanical Fundamentals*#	3 cr.
32601303	Principles of AC/DC*#	3 cr.
32601317	Refrigeration Fundamentals*#,#,#	3 cr.
	Occupational Specific Total	11 cr.
<b>Occupational Supportive/ General Studies Courses**</b>		
32804325	Applied Technical Math 1	3 cr.
	Occupational Supportive/General Studies Total	3 cr.
	<b>PROGRAM REQUIREMENTS</b>	<b>14 cr</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# NC3 Certification Exam Administered

## EPA Section 608 Certification Exam Administered.

## Course Descriptions

### 32601300

#### Air Conditioning Fundamentals - Credits: 2

Topics covered include air conditioning principles and terms, physical principles of air movement and humidity, methods of conditioning air for comfort and health, the proper use of psychrometers, dry bulb thermometers, hygrometers, pitot tubes, recorders, manometers and barometers, and the reading and interpretation of psychrometric charts and scales. PREREQUISITE: Admission to HVAC/R Plan, Refrigeration Essentials Plan, or HVAC Installation Technician Plan. (This course will prepare you to take the NC3 Residential Air Flow AND NC3 Building Performance Indoor Air Quality Certification)

### 32601301

#### Basic Mechanical Fundamentals - Credits: 3

This course is designed to introduce the learner to the basic fundamental skills necessary to work in the HVAC/R Industry. Instruction will be given in learning the various types of piping and tubing used in air conditioning, heating, and refrigeration; types of fittings, bending, brazing, soft soldering tubing, black iron pipe work, using hand tools, and the recognition and practice of safety procedures while working on heating, air conditioning, and refrigeration systems. PREREQUISITE: Admission to HVAC/R Plan, Refrigeration Essentials Plan, or HVAC Installation Technician Plan. (This course will prepare you to take the NC3 Building Performance Leak Detection Certification)

### 32601303

#### Principles of AC/DC - Credits: 3

This course provides an introduction to DC and AC electricity. The students will be able to perform basic resistance, current, voltage, and power calculations and measurements in both DC and AC circuits. Knowledge and use of test equipment will focus on multimeters and oscilloscopes. Critical-thinking skills are emphasized to develop competencies in problem solving and troubleshooting. This is a lab- and lecture-based course that provides hands-on and theoretical learning. COREQUISITE: 32804325 Applied Technical Math 1. (This course will prepare you to take the NC3 Test meter 575 Certification)

### 32601317

#### Refrigeration Fundamentals - Credits: 3

Topics include refrigeration principles and terms, thermodynamic processes, refrigerants, vapor compression cycles, mechanical refrigeration system components, use of electrical controls, refrigeration applications, and refrigeration tools and materials. PREREQUISITE: Admission to HVAC/R Plan, Refrigeration Essentials Plan, or HVAC Installation Technician Plan. (This course will prepare you to take the Section 608 EPA Technician Certification AND NC3 Refrigeration Diagnostics Certification).

# Substance Abuse Counselor Education

31-550-1 Technical Diploma (one-year)

Financial Aid Eligible

Campuses: Ashland\*, New Richmond, Rice Lake\*, Superior\*

\*Hybrid instruction



## Program Overview

Help to address substance abuse challenges within our communities. The Substance Abuse Counselor Education technical diploma is pre-approved by the Wisconsin Department of Safety and Professional Services to meet the six content areas (360 hours) of educational requirements for Substance Abuse Counselors. This program will provide you with the foundational coursework necessary to begin working with individuals, families and groups in need of substance abuse assessment, treatment, and counseling. Upon completion, graduates pursuing various levels of Wisconsin Substance Abuse Counselor certification will also need to pass the required state examination and obtain supervised counseling hours, as designated by the Wisconsin Department of Safety & Professional Services. This technical diploma is also fully embedded within the Human Services Associate program, creating a direct pathway for graduates to continue their education and obtain their Human Services Associate of Applied Science degree.

## Special Features

- Courses in this program are available in a variety of in-person, online, and hybrid formats
- Graduates will meet the 360 hour educational requirements needed for Wisconsin Substance Abuse Counselor certification, as preapproved by the Wisconsin Department of Safety & Professional Services. (Certification also requires state application, examination and supervised counseling experience outside of this program, <https://dsps.wi.gov/Documents/SACCurrentPreCertificationEducation.pdf>)

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

## Program Outcomes

Substance Abuse Counselor Education graduates will be able to:

- Clinically evaluate for substance use disorders and treatment needs.
- Develop treatment plans.
- Facilitate referral to meet needs.
- Demonstrate service coordination skills.
- Demonstrate counseling skills with individuals, groups and families.
- Provide culturally relevant education related to substance abuse.
- Maintain clinical records according to agency, federal and state guidelines.
- Adhere to accepted culturally competent, ethical and behavioral conduct.

## Career Outlook

Typical positions available after graduation may include:

- Substance Abuse Counselor – In Training
- Assessment Counselor
- Intake Counselor
- Substance Abuse Counselor

\*Career qualifications vary based on licensure application, examination and supervised practice/employment hours as specified and approved by the Wisconsin Department of Safety and Professional Services

## Career Pathway ►

The Substance Abuse Counselor Education program is a pathway into the following program (page 208):

- Human Services Associate

## Related Programs

- Nursing - Associate Degree
- Gerontology - Aging Services Professional
- Criminal Justice Studies
- Community-Based Residential Facility (CBRF) Caregiver

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
10520102	Interviewing	3 cr.
10520103	Ethics in Human Services #	3 cr.
10520104	Issues in Alcohol and Other Drug Abuse	3 cr.
10520105	Introduction to Counseling *	3 cr.
10520106	Methods of Social Casework	3 cr.
10520110	Group Facilitation *	3 cr.
10520112	Family Systems	3 cr.
10520115	Substance Abuse Assessment and Treatment *	3 cr.
Occupational Specific Total		24 cr.

<b>Occupational Supportive/General Studies Courses **</b>		
10809198	Introduction to Psychology	3 cr.
Occupational Supportive/General Studies Total		3 cr.

TOTAL PROGRAM REQUIREMENTS **27 cr.**

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Credit for prior learning not applicable for these courses.

You must earn a grade point of 2.0 or better in all 105XXXXX courses

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10520102

### Interviewing - Credits: 3

This course provides an introduction to interviewing and recordkeeping skills practiced in human service agencies. Students learn principles and techniques needed to conduct informational and supportive interviews including maintaining clinical records, documenting referrals, staffings, and supervision. Students practice interviewing skills during class.

## 10520103

### Ethics in Human Services - Credits: 3

This course explores the ethical, legal, and professional issues facing the human services worker. It is designed to teach a process of ethical decision-making and to increase awareness of the complexities in practice. Students are introduced to the current state and federal statutes, regulations, and judicial decisions that govern the professional practice in human services. Standards, code of ethics, clients' rights, and confidentiality are emphasized.

## 10520104

### Issues in Alcohol and Other Drug Abuse - Credits: 3

Students gain a basic understanding of the use and abuse of alcohol and other drugs. Emphasis is on historical and social perspectives of drug use, trends of use, and legal and social responses to problematic alcohol and illicit drug use. Additionally, this course provides an accurate description of the effects of psychoactive drugs, identifies methods of substance abuse treatment, and introduces the student to local treatment services.

## 10520105

### Introduction to Counseling - Credits: 3

This course is designed to provide the student with an overview of the major counseling theories and techniques and applications to various situations. Students will apply concepts and skills through practice in initiating, structuring, and terminating counseling sessions. PREREQUISITE: 10520102 Interviewing

## 10520106

### Methods of Social Casework - Credits: 3

This course provides an introduction to case management theory, models, and techniques, along with the management and coordination of case records. Key components include intake assessment, creating a plan of service, coordinating care, referral techniques, client self-determination, and ethical issues.

## 10520110

### Group Facilitation - Credits: 3

An introduction to theory and practice of group dynamics and processes are covered in this course. Knowledge areas include ethical considerations, effective group leadership, and stages of group development. Learners will record and critique practice group sessions, function as group members, and demonstrate effective group facilitation skills. COREQUISITE: 10510102 Interviewing.

## 10520112

### Family Systems - Credits: 3

This course focuses on issues related to families and family functioning relevant to the human services field. Major areas of focus will include child maltreatment, domestic violence, and addiction, with emphasis on relevant helping skills and services.

## 10520115

### Substance Abuse Assessment and Treatment - Credits: 3

This course will gain further understanding of substance abuse and dependence, assessment and treatment interventions. Emphasis is on assessment, diagnostics, and treatment of substance use disorders. Students will also gain further understanding of levels of care, community-based sober support, referrals and family system interventions. PREREQUISITE: 10520104 Issues in Alcohol and Other Drug Abuse.

# Supervisory Leadership

17-196-5 Technical Certificate

**Campuses:** Ashland\*, New Richmond\*, Rice Lake\*, Superior\*

**Outreach Centers:** Balsam Lake\*, Hayward\*, Ladysmith\*

\*Combination of online, Your Choice, In-Person, and Web Conferencing instruction. Select courses are available at the WITC Outreach Centers. Please contact your local campus for specifics.



## Overview

The Supervisory Leadership certificate allows you to customize your training with short, achievable goals. Rather than completing the entire associate degree, you may select course clusters that complement your degree choice.

## How to Apply

Complete the online application or contact Student Services. When completing an online application, select the Supervisory Leadership program from the program of choice dropdown list.

### In addition to this certificate, some campuses offer:

- Ethical Leadership certificate
- Management certificate

## Outcomes

The Supervisory Leadership Certificate will prepare you to:

- Maximize use of time and resources
- Minimize wasted effort
- Address difficult situations in positive ways
- Possess supervisory, communication, and leadership skills
- Understand what motivates people in the workplace
- Create efficient, customer-friendly processes
- Develop productive work teams

## Career Outlook

After completing the Supervisory Leadership certificate, you may be employed in a variety of businesses and industries. This certificate provides you with the opportunity to upgrade your leadership and management skills in preparation for a supervisory position or for support in your present position.

## Related Programs

- Business Management
- Human Resource Management
- Leadership Development
- Nonprofit Leadership

## Curriculum

Number	Course Title	Credits (cr.)
10196190	Leadership Development	3 cr.
10196191	Supervision	3 cr.
101961XX	Three (3) credits of 196 coursework	3 cr.
10801136	English Composition 1#	3 cr.
10801196	Oral/Interpersonal Communication # or	
10801198	Speech #	3 cr.
10809198	Introduction to Psychology #	3 cr.

CERTIFICATE REQUIREMENTS **18 cr.**

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

# See pages 29-31 for course descriptions.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10196190

### Leadership Development - Credits: 3

In Leadership Development, the learner applies the skills and tools necessary to fulfill his/her role as a modern leader. Each learner will demonstrate the application of evaluating leadership effectiveness and organization requirements, individual and group motivation strategies, implementing mission and goals, ethical behavior, personal leadership style and adaptation, impacts of power, facilitating employee development, coaching, managing change, and effective conflict resolution.

## 10196191

### Supervision - Credits: 3

In Supervision, the learner applies the skills and tools necessary to perform the functions of a frontline leader. Each learner will demonstrate the application of strategies and transition to a contemporary supervisory role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.

## 10196108

### Customer Service - Credits: 1

This course examines customer service as it relates to organizational quality. It addresses service models for internal and external customers, systems and strategies applied to customer service, and tools and techniques for gathering customer feedback and handling complaints.

## 10196134

### Legal Issues for Supervisors - Credits: 3

Provides an overview of the general legal responsibilities of an organization. Analyzes the current employment laws in the U.S. and their impact on employer/employees. Examines the supervisor's role in dealing with harassment in the workplace. Compares how appeals can be addressed in both union and nonunion environment.

## 10196136

### Safety in the Workplace - Credits: 3

An introduction to safety and loss prevention in the workplace with an emphasis on the supervisor's responsibility for maintaining a safe, productive environment. Students will study safety concepts, hazard controls, developing safety and health programs, and federal- and state-mandated regulations.

## 10196138

### Conflict Resolution and Confrontation Skills - Credits: 1

In Conflict Resolution and Confrontation Skills the learner applies the skills and tools necessary to deal with conflict and confrontation in the workplace. The learner will identify the major causes of conflict, develop a working plan of action to confront difficult situations, and establish guidelines for gaining resolution to difficult situations. The learner will build greater personal skill and confidence in their ability to deal with conflict in their personal and professional life.

## 10196137

### Management of Safety - Credits: 3

This course is dedicated to the management of safety issues in organizations. Safety has become an important part of every business operation. We will define, study, and practice the concepts of risk management and loss control management. General topics will include all liabilities of business, disaster and recovery issues, security concerns, outside contractor matters, DOT and vehicle regulations, workers' compensation, business site evaluation of needs, and more. The Management of Safety course ties all aspects of the Safety certificate program together. Students enrolling in this course should have at least two years of prior work experience and basic working knowledge of a safety program or the approval of the instructor.

## 10196139

### OSHA General Standards - Credits: 2

This course is designed for students to examine and gain working knowledge of the major OSHA Industrial Safety standards and paperwork process. Students will review, discuss and develop plans of action to implement OSHA requirements in the workplace.

## 10196145

### Contemporary Business for Supervisors - Credits: 2

In this course, you will review how the basic management styles affect the people, processes, and profitability of a business. You will also learn how to balance the organization's needs for profits with employees' basic needs within a global context. You will review and study the basic concepts and the supervisor's role regarding return on investment, return on equity, profit centers, financial statements, and overall departmental operations.

## 10196157

### Strategic Planning - Credits: 1

Analyze current business strategy, recognize trends, develop vision and mission statements, identify benchmarks, measure business against benchmarks, recommend future directions.

## 10196164

### Personal Skills for Supervisors - Credits: 3

In Personal Skills for Supervisors, the learner applies the skills and tools necessary to deal with the time management, stress, and related challenges to a supervisor. Each learner will demonstrate the application of time management techniques, personal planning, continuous learning, valuing rights and responsibilities of others, effective communication, assertiveness, and dealing effectively with stress.

## 10196168

### Organizational Development - Credits: 3

In Organizational Development, the learner applies the skills and tools necessary to effectively deal with organization behavior and change. Each learner will demonstrate the application of the impacts of globalization on an organization, dealing with organization culture, dealing with change and future challenges affecting the total organization, organization decision making, vision, goals, performance management and planning, and the role of organization structure.

## 10196188

### Project Management - Credits: 3

In Project Management, the learner applies the skills and tools necessary to design, implement, and evaluate formal projects. Each learner will demonstrate the application of the role of project management, developing a project proposal, use of relevant software, working with project teams, sequencing tasks, charting progress, dealing with variations, budgets and resources, implementation, and assessment.

## 10196189

### Team Building and Problem Solving - Credits: 3

In Team Building and Problem Solving, the learner applies the skills and tools necessary to facilitate problem solving in a team environment. Each learner will demonstrate the application of the benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, systematic process of problem definition, data acquisition, analysis, developing alternative solutions, solution implementation, evaluation, and documentation.

## 10196192

### Managing for Quality - Credits: 3

In Managing for Quality, the learner applies the skills and tools necessary to implement and maintain a continuous improvement environment. Each learner will demonstrate the application of a personal philosophy of quality, identifying all stakeholder relationships, meeting/exceeding customer expectations, a system-focused approach, using appropriate models and tools, managing a quality improvement project, and measuring effectiveness of continuous improvement activities.

## 10196199

### Ethics in Business - Credits: 3

This course will focus on business practices from an ethical point of view. The student will examine such topics as morality/ethical theory, utilitarianism, Kantian ethics, justice and the market system, whistle blowing, trade secrets/conflict of interest, privacy, advertising, product safety, corporate social responsibility, international business.

# Tax Preparer Assistant

## 61-101-2 Pathway Certificate

**Campuses: Ashland\*, New Richmond\*, Rice Lake\*, Superior\*, Online Outreach Centers: Balsam Lake\*, Hayward\*, Ladysmith\***

\*Combination of Online, Your Choice, In person or Web Conferencing instruction. Select courses available at the WITC Outreach Centers. Please contact your local campus for specifics.



### Program Overview

When you've completed the Tax Preparer Assistant pathway certificate, you have the basic knowledge to prepare tax returns for individuals or small businesses.

### How to Apply:

Complete the online application or contact Student Services. When completing an online application, select the Tax Preparer Assistant program from the program of choice drop-down list.

### Outcomes

The Tax Preparer Assistant Certificate will prepare you to:

- Process financial transactions throughout the accounting cycle
- Perform individual and/or organizational tax accounting preparation, reporting, and analysis tasks

### Career Outlook

Typical positions available after certificate completion include:

- Income Tax Preparer
- Tax Associate
- Tax Preparer

### Career Pathway

The Tax Preparer Assistant program is a pathway into the following program (page 195):

- Accounting

### Related Programs

- Accounting Assistant
- Billing and Posting Clerk

### Curriculum

Number	Course Title	Credits (cr.)
10101101	Financial Accounting 1	4 cr.
10101123	Income Tax Accounting	4 cr.
10101174	QuickBooks Accounting - Beginning *	2 cr.
CERTIFICATE REQUIREMENTS		<b>10 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better. You must earn a grade point of 2.0 or better in all required (10101XXX) courses.

## Course Descriptions

#### 10101101

#### Financial Accounting 1 - Credits: 4

Complete accounting cycle, special journals, payroll tax principles, special procedures, and financial statements. Accounting applications through practice set approach.

#### 10101123

#### Income Tax Accounting - Credits: 4

This course will prepare you to complete and file individual federal and Wisconsin income tax returns including the 1040EZ/WIZ, 1040A/1A, and 1040/1 with most common supporting schedules. This course is lecture- and project-based with most returns done manually and some comprehensive problems being computerized.

#### 10101174

#### QuickBooks Accounting - Beginning - Credits: 2

Students will learn the QuickBooks accounting software by performing tasks that involve the general ledger, accounts payable, accounts receivable, inventory, payroll, and financial statements. Students will be responsible for finding and correcting errors in the QuickBooks program. PREREQUISITE: 10101101 Financial Accounting 1 or 10101176 Financial Accounting 1A.

# Technical Studies - Journeyworker

10-499-5 Associate Degree (two-year)

Financial Aid Eligible

Campuses: Ashland, New Richmond, Rice Lake, Superior

## Program Overview

The apprenticeship associate degree in Technical Studies - Journeyworker is designed for students who are looking for a specialized course of instruction which is not available in existing programs. The program allows the student to receive advanced standing credit for previous apprenticeship work and then create a unique associate degree. Students will be required to complete a program plan with the Director, Apprenticeship and Workforce Training to identify their career objectives and the courses that will help them meet those objectives.



## Inquire

For more information on this program and how to apply, contact: Eric Lockwood, Director, Apprenticeships and Workforce Training at [eric.lockwood@witc.edu](mailto:eric.lockwood@witc.edu) or 800.243.9482, Extension 4297

## Program Outcomes

This unique degree will:

- Provide direction to the student in pursuit of specific occupational outcomes
- Allow the student to meet individual career goals which cannot be achieved through enrollment in any single instructional program currently available at the college
- Meet the needs of students who want to pursue an Associate of Applied Science Degree on either a full- or part-time basis
- Help identify new and emerging occupations for new or modified programs

## Career Outlook

The degree gives students the flexibility to meet the educational goals of new and emerging occupational fields. Employers also benefit from the flexible program that helps them meet their own specific employee training needs as new technologies and methods emerge in the business world.

## Curriculum

Course Title	Credits
Communications	6
Social Science	3
Behavioral Science	3
Math and/or Science	3
Additional Elective General Education <b>OR</b> Associate Degree Level Technical Studies (See list of General Studies courses on page 40.)	6
<b>Total</b>	<b>21</b>
<b>Wisconsin Journey-Level Certificate Courses*</b>	<b>39</b>

Degree completion requirement: possess a Wisconsin Apprenticeship Completion Certificate issued by the Department of Workforce Development - Bureau of Apprenticeship Standards registered apprenticeship program that requires a minimum of 400 hours of paid related instruction in the Wisconsin Technical College System. The certificate will meet the 39-credit minimum Technical Studies - Journeyworker requirement for the Associate of Applied Science degree.

TOTAL PROGRAM CREDITS\* **60**

\*Complete all required WITC apprentice paid related technical instruction with a minimum course grade of C. There are no time limits on credit recognition.

# Truck Driving

30-458-1 Technical Diploma (less than one-year)

Campus: New Richmond, Rice Lake

## Program Overview

Professional truck drivers are responsible for the safe, efficient delivery of goods between locations. Spend time behind the wheel learning how to maneuver trucks in a variety of real-world scenarios. You will develop backing and driving skills through classroom, lab, range and roadway experiences. Non-technical skills such as communications will also be discussed. With successful completion of this program, you will have the ability to obtain your Commercial Driver's License. Opportunities to earn additional CDL endorsements will also be available.



The CDL test is not included within the Truck Driving program. Testing fees are set by the state of Wisconsin. To test and receive your CDL, you have the option to test at WITC or with any examiner in Wisconsin. Testing through WITC reduces some of the process for you. Please expect an additional fee for the test.

## Program-Specific Requirements

(For detailed information on the items below, see the WITC Truck Driving web page at:

<http://www.witc.edu/academic-programs/degree-programs-and-certificates/truck-driving>)

The following requirements must be met before the first day of class:

- Submit a WITC Admissions Application
- Must be 18 years of age
- Verification of valid driver's license
- Contact WITC Student Services to acquire a Federal Drug Testing Custody and Control Form
- Pass the DOT physical exam and FMCSA Pre-Employment drug test
- Provide a copy of CDL Class A permit with air brakes
- Meet all Federal Motor Carrier Safety Regulations (FMCSR) requirements

## Program Outcomes

Truck Driving graduates will be able to:

- Perform basic truck driving operations
- Adhere to safe truck driving operating procedures
- Explain advanced operating practices
- Explain vehicle systems and reporting malfunctions
- Comply with non-driving activity activities

## Career Outlook

Typical positions available after graduation include:

- Company Driver/Owner Operator
- Driver Manager
- Driver Mentor
- Local/Regional/Long Distance Driver
- Recruiting Specialist
- Dispatch Driver
- Over-the-Road Truck Driver
- Straight Truck Driver (Dump, Cement, Delivery)

## Related Programs

- Diesel Equipment Technician
- Utility Construction Installer
- Utility Construction Technician

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
30458304	Truck Driving – Semi Level 1	3 cr.
30458305	Truck Driving – Semi Level 2 *	3 cr.
30458303	Truck Driving – Semi Level 3 *	4 cr.
		10 cr.
<b>PROGRAM REQUIREMENTS</b>		<b>10 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

## Course Descriptions

**30458304**

### Truck Driving - Semi Level 1 - Credits: 3

This is the first of three courses in the 10-week Truck Driving technical diploma. Become prepared for entry-level positions as a commercial driver and understand basic information about trucks and their operation. You will need to present your DOT physical (Fed-Med) card and drug test, CDL Permit (CLP) prior to enrolling in the course. If you need assistance with passing the CLP, refer to the CDL Theory course designed to help you prepare for the test.

**30458305**

### Truck Driving - Semi Level 2 - Credits: 3

This is the second of three courses in the Truck Driving technical diploma. This course will focus on obtaining the Commercial Driver's License (CDL) while highlighting industry regulations, trip planning, hours of service, and driver safety. COREQUISITE: 30458304 Truck Driving - Semi Level 1.

**32458303**

### Truck Driving - Semi Level 3 - Credits: 4

This is the third and final course in the Truck Driving technical diploma. Refine the skills learned in the first two levels assuring readiness for the industry (and to obtain a CDL). The primary focus includes entry-level requirements, program certifications, advanced operations, and technical backing skills. COREQUISITE: 30458305 Truck Driving - Semi Level 2.



# University Transfer Degree - Associate of Arts

20-800-1 Associate Degree (two-year)

Financial Aid Eligible

**Campuses: Ashland, New Richmond, Rice Lake, Superior**

Collaborative Program with Nicolet College



## Program Overview

Upon completion of this program, you'll be able to transfer to most public or private colleges and universities, both inside and outside of Wisconsin. Up to 72 credits may transfer to satisfy university general education requirements (additional courses may be needed for specific majors or licensure requirements). Completion of the full AA degree allows for maximum transfer.

The University Transfer Degree - Associate of Arts program is provided in partnership with Nicolet College. You'll receive all the cost savings and the convenience of a complete liberal arts transfer degree while taking your classes at a WITC campus, online, and/or via ITV. Financial aid will be awarded through Nicolet. The degree will also be awarded by Nicolet.

## Special Features

Nicolet College schedules courses using a trimester schedule.

Nicolet College uses Brightspace as their learning management system. WITC uses Blackboard as their learning management system.

## Admission Requirements

- Complete a WITC application form and submit with \$30 non-refundable application fee (fee waiver may apply if previously submitted)
- Complete Tailwind Placement Assessment at WITC (may be waived based on successful completion of specific post-secondary coursework. Request official college transcripts be sent to WITC and then request a counselor appointment for review)
- Submit official transcript with proof of high school graduation or GED certificate; current high school seniors must provide an official transcript upon graduation
- Submit official transcripts from all military and postsecondary schools attended (if applicable)
- Sign WITC/Nicolet Collaborative Agreement Form

## Program-Specific Requirement

- Attend a joint advising registration appointment with your WITC counselor and the Nicolet advisor (required each term to enroll in courses)

## Program Outcomes

University Transfer Degree - Associate of Arts graduates will be able to:

- Employ effective verbal and nonverbal communication skills in diverse professional and social contexts
- Demonstrate quantitative reasoning skills
- Demonstrate critical thinking skills
- Demonstrate effective use of scientific method skills in a variety of contexts
- Demonstrate an understanding of the social, cultural, political, and historical dimensions of our world
- Demonstrate heightened awareness of our physical, chemical, and biological environment
- Demonstrate an increased responsibility for self-directed learning and personal wellness

## Career Goal

Potential programs of study that you completing the University Transfer Degree - Associate of Arts program could transfer into include:

- Business
- Communications
- Criminal Justice
- Fine Arts
- Education
- Foreign Language
- English
- Literature
- History
- Humanities
- Political Science
- Anthropology
- Economics
- Geography
- Psychology
- Sociology

# Curriculum

(See pages 41-43 for WITC course descriptions)

Only select Nicolet College courses are listed below. To see all possible Nicolet College course options and course descriptions for this program, visit <http://www.nicoletcollege.edu/academics/academic-programs/associate-of-arts/index.html>

## Curriculum Associate of Arts

Number	Course Title	Credits (cr)
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### ENGLISH - 6 Credits Required

#### WITC Course:

10801136	English Composition 1	3 cr.
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#### Nicolet Courses:

20801219	English Composition I	3 cr.
20801223	English Composition II	3 cr.

### SPEECH - 3 Credits Required

#### WITC Course:

10801198	Speech	3 cr.
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#### Nicolet Course:

20810201	Fundamentals of Speech	3 cr.
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**HUMANITIES - 12 Credits Required** (must include courses from at least 2 disciplines: art, history, journalism/writing, literature, music, philosophy, theatre/film or world language)

#### WITC Courses:

10809122	Introduction to American Government	3 cr.
10809166	Introduction to Ethics	3 cr.

#### Nicolet Courses:

20815201	Art Appreciation	3 cr.
20815230	Native American Art	3 cr.
20803215	History of American People to 1877	3 cr.
20803219	History of American People from 1877	3 cr.
20809217	Intro to Philosophy	3 cr.
20809220	Philosophy of Religion	3 cr.
20809225	Ethics	3 cr.
20801243	American Literature Colonial to 1865	3 cr.
20801255	Introduction to Literature	3 cr.
20803258	World History to 1500	3 cr.
20803259	World History since 1500	3 cr.

### SOCIAL SCIENCE - 12 Credits Required

(must include courses from at least 2 disciplines: anthropology, economics, geography, history, political science, psychology or sociology)

#### WITC Courses:

10809122	Intro to American Government	3 cr.
10809172	Intro to Diversity Studies	3 cr.
10809188	Developmental Psychology	3 cr.
10809195	Economics	3 cr.
10809196	Intro to Sociology	3 cr.
10809198	Intro to Psychology	3 cr.

#### Nicolet Courses:

20809212	Wisconsin (Geography)	3 cr.
20809215	World Regional Geography	3 cr.
20809251	Introduction to Psychology	3 cr.
20809252	Developmental Psychology	3 cr.
20809254	Educational Psychology	3 cr.
20809271	Introductory Sociology	3 cr.
20809275	Marriage and Family	3 cr.
20809287	Principles of Macroeconomics	3 cr.

20809291	Principles of Microeconomics	3 cr.
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### MATHEMATICS AND NATURAL SCIENCE - 10 Credits

(requires a total of 10 credits in these two fields)

#### MATHEMATICS - 3 Credits Required

Must include mathematics at the level of Intermediate Algebra, Statistics, Quantitative Reasoning, Elementary Math Education, or higher.

#### WITC Math Courses:

10804134	Mathematical Reasoning	3 cr.
10804189	Introductory Statistics*	3 cr.

#### Nicolet Math Courses:

20804220	Intermediate Algebra	4 cr.
20804227	Elementary Math Education I	4 cr.
20804230	Statistics	3 cr.
20804237	Elementary Math Education II	4 cr.
20804250	Quantitative Reasoning	4 cr.

### NATURAL SCIENCE - 7 Credits Required

(One lab course required) chosen from biology, chemistry, geography (selected courses), geology, and physics.

#### WITC Science Courses:

10806112	Principles of Sustainability	3 cr.
10806114	General Biology (lab)	4 cr.
10806134	General Chemistry (lab)	4 cr.
10806177	General A & P (lab)	4 cr.
10806179	Advanced A & P (lab) *	4 cr.
10806197	Microbiology (lab) *	4 cr.

#### Nicolet Science Courses:

20806207	Physical Geog Landforms (lab)	4 cr.
20806215	Environmental Science	3 cr.
20806240	Survey of Chemistry	3 cr.

### HEALTH/ WELLNESS/ PE - 1 Credit Required

#### Nicolet Recommended Course:

20807201	Fitness for Life	2 cr.
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### DIVERSITY & ETHNIC STUDIES

(courses that meet this requirement may also count toward Humanities or Social Science. These credits are not in addition to the 60 credits required for the degree)

### WORLD LANGUAGE - 4 Credits Required

(may be met with 1 year H.S. with a grade of "C" or better, or one semester in college)

**Nicolet Recommended Course:** (there are other options - Nicolet may also offer French, German, etc.)

20802217	Spanish I	4 cr.
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### ELECTIVES - 12-16# Credits Required

Select any college transfer courses beyond the minimum requirements. One credit of Health and PE beyond the Health/Wellness/PE credit may be selected.

**WITC Option:** Any University Transfer course beyond minimum requirements; maximum 12 credits from 2-year occupational/applied associate degree programs may be used

**Nicolet Option:** Any University Transfer Liberal Arts course beyond the minimum requirements. One credit of health and PE beyond the Health/Wellness/PE credit may be selected.

PROGRAM REQUIREMENTS **60 cr.**

\* Requires a prerequisite and/or corequisite that must

be completed with a grade point of 2.0 or better.

**WITC Students:** A maximum of 30 credits from Aid Code (AC) 10 eligible courses may be applied to the degree requirements. Use of AC courses may not be permissible in guaranteed transfer agreements or articulation, and may not transfer into specific majors. When two AC 10 and AC 20 courses are deemed to be of similar content, both may not be applied to fulfill degree requirements. Consult your advisor before using an AC 10 course.

# 16 credits if students satisfy the world language requirement with one year of high school (C or better).

# University Transfer Degree - Associate of Science

20-800-2 Associate Degree (two-year)

Financial Aid Eligible

**Campuses: Ashland, New Richmond, Rice Lake, Superior**

Collaborative Program with Nicolet College



## Program Overview

Upon completion of this program, you'll be able to transfer to most public or private colleges and universities, both inside and outside of Wisconsin. Up to 72 credits may transfer to satisfy university general education requirements (additional courses may be needed for specific majors or licensure requirements). Completion of the full AS degree allows for maximum transfer.

The University Transfer Degree - Associate of Science program is provided in partnership with Nicolet College. You'll receive all the cost savings and the convenience of a complete liberal arts transfer degree while taking your classes at a WITC campus, online, and/or via ITV. Financial aid will be awarded through Nicolet. The degree will also be awarded by Nicolet.

## Special Features

Nicolet College schedules courses using a trimester schedule.

Nicolet College uses Brightspace as their learning management system. WITC uses Blackboard as their learning management system.

## Admission Requirements

- Complete a WITC application form and submit with \$30 non-refundable application fee (fee waiver may apply if previously submitted)
- Complete Tailwind Placement Assessment at WITC (may be waived based on successful completion of specific post-secondary coursework. Request official college transcripts be sent to WITC and then request a counselor appointment for review)
- Submit official transcript with proof of high school graduation or GED certificate; current high school seniors must provide an official transcript upon graduation
- Submit official transcripts from all military and postsecondary schools attended (if applicable)
- Sign WITC/Nicolet Collaborative Agreement Form

## Program-Specific Requirement

- Attend a joint advising registration appointment with your WITC counselor and the Nicolet advisor (required each term to enroll in courses)

## Program Outcomes

University Transfer Degree - Associate of Science graduates will be able to:

- Employ effective verbal and nonverbal communication skills in diverse professional and social contexts
- Demonstrate quantitative reasoning skills
- Demonstrate critical thinking skills
- Demonstrate effective use of scientific method skills in a variety of contexts
- Demonstrate an understanding of the social, cultural, political, and historical dimensions of our world
- Demonstrate heightened awareness of our physical, chemical, and biological environment
- Demonstrate an increased responsibility for self-directed learning and personal wellness

## Career Goal

Potential programs of study students completing the University Transfer Degree - Associate of Science program could transfer into include:

- Engineering
- Natural Resources
- Math
- Medicine
- Science

# Curriculum

(See pages 41-43 for WITC course descriptions)

Only select Nicolet College courses are listed below. To see all possible Nicolet College course options and course descriptions for this program, visit <http://www.nicoletcollege.edu/academics/academic-programs/associate-of-science/index.html>

## Curriculum

### Associate of Science

Number Course Title Credits (cr)

#### ENGLISH - 6 Credits Required

##### WITC Course:

10801136 English Composition I 3 cr.

##### Nicolet Course:

20801219 English Composition I 3 cr.

20801223 English Composition II 3 cr.

#### SPEECH - 3 Credits Required

##### WITC Course:

10801198 Speech 3 cr.

##### Nicolet Course:

20810201 Fundamentals of Speech 3 cr.

**HUMANITIES - 6 Credits Required** (must include courses from at least 2 disciplines: art, journalism/writing, history, literature, music, philosophy, theatre/film, or world language)

##### WITC Courses:

10809122 Introduction to American Government 3 cr.

10809166 Introduction to Ethics 3 cr.

##### Nicolet Courses:

20815201 Art Appreciation 3 cr.

20815230 Native American Art 3 cr.

20803215 History of American People to 1877 3 cr.

20803219 History of American People from 1877 3 cr.

20809217 Intro to Philosophy 3 cr.

20809220 Philosophy of Religion 3 cr.

20809225 Ethics 3 cr.

20801243 American Literature Colonial to 1865 3 cr.

20801255 Introduction to Literature 3 cr.

20803258 World History to 1500 3 cr.

20803259 World History Since 1500 3 cr.

#### SOCIAL SCIENCE - 6 Credits Required

(must include courses from at least 2 disciplines: anthropology, economics, political science, history, psychology, sociology, or geography)

##### WITC Courses:

10809122 Intro to American Government 3 cr.

10809172 Intro to Diversity Studies 3 cr.

10809188 Developmental Psychology 3 cr.

10809195 Economics 3 cr.

10809196 Intro to Sociology 3 cr.

10809198 Intro to Psychology 3 cr.

##### Nicolet Courses:

20809212 Wisconsin (Geography) 3 cr.

20809215 World Regional Geography 3 cr.

20809251 Introduction to Psychology 3 cr.

20809252 Developmental Psychology 3 cr.

20809254 Educational Psychology 3 cr.

20809271 Intro to Sociology 3 cr.

20809275 Marriage and Family 3 cr.

20809287 Principles of Macroeconomics 3 cr.

20809291 Principles of Microeconomics 3 cr.

#### MATHEMATICS AND NATURAL SCIENCE

(requires a total of 20 credits in these two fields)

##### MATHEMATICS

Algebra for Calculus(20-804-224) or higher required.

##### WITC Math Courses:

10804118 Intermediate Algebra with Applications \* 4 cr.

10804189 Introductory Statistics \* 3 cr.

10804196 Trigonometry with Applications \* 3 cr.

##### Nicolet Math Courses:

20804220 Intermediate Algebra 4 cr.

20804224 Algebra for Calculus 4 cr.

20804227 Elementary Math Education I 4 cr.

20804230 Statistics 3 cr.

20804236 Calculus and Analytic Geometry I 5 cr.

20804237 Elementary Math Education II 4 cr.

##### NATURAL SCIENCE

Must include two lab sciences from at least two disciplines: biology, chemistry, geography (selected courses), geology, physics.

##### WITC Natural Science Courses:

10806112 Principles of Sustainability 3 cr.

10806114 General Biology (lab) 4 cr.

10806134 General Chemistry (lab) 4 cr.

10806177 General A & P (lab) 4 cr.

10806179 Advanced A & P (lab) \* 4 cr.

10806197 Microbiology (lab) \* 4 cr.

##### Nicolet Natural Science Courses:

20806207 Physical Geog Landforms (lab) 4 cr.

20806215 Environmental Science 3 cr.

20806240 Survey of Chemistry 3 cr.

#### HEALTH/WELLNESS/PE - 1 Credit Required

##### Nicolet Recommended Course:

20807201 Fitness for Life 2 cr.

#### DIVERSITY & ETHNIC STUDIES

Courses that meet this requirement may also count toward Humanities or Social Science. These credits are not in addition to the 60 credits required for the degree.

#### WORLD LANGUAGE - 4 Credits Required

(May be met with 1 year high school, with "C" or better, or one semester in college.)

##### Nicolet Recommended Course: (There are other options -

Nicolet may also offer French, German, etc.)

20802217 Spanish I 4 cr.

#### ELECTIVES - 14-18# Credits Required

Select any college transfer courses beyond the minimum requirements. One credit of health and physical education beyond the Health/Wellness/PE credit may be selected.

**WITC Option:** Any University Transfer course beyond minimum requirements. Maximum 12 credits from 2-year occupational/applied associate degree programs may be used

**Nicolet Option:** Any University Transfer Liberal Arts course beyond the minimum requirements. One credit in health and physical education beyond the Health/Wellness/PE credit may be selected.

PROGRAM REQUIREMENTS **60 cr.**

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

WITC Students: A maximum of 30 credits from Aid Code (AC)

10 eligible courses may be applied to the degree requirements. Use of AC 10 courses may not be permissible in guaranteed transfer agreements or articulation, and may not transfer into specific majors. When two AC 10 and AC 20

courses are deemed to be of similar content, both may not be applied to fulfill degree requirements  
\* 18 credits if students satisfy the world language requirement with one year of high school (C or better).

# Utility Construction Installer

31-476-2 Technical Diploma (one-year)

Financial Aid Eligible

Campus: Rice Lake

## Program Overview

This program will introduce outside plant cabling practices, installed as aerial cable between poles, in an underground conduit system, or by direct burial. Students will understand the basic electricity, blue print reading and facility location. Students will have the ability to obtain the CDL class A permit. They will practice basic construction practices techniques for outside plant services. Students will analyze work zone safety practices and receive OSHA 10 permit.



## Special Features

- Unique in the state of Wisconsin
- The Utility Construction Installer program was developed in collaboration with and is endorsed by the Power and Communication Contractors Association (PCCA). PCCA is the national trade association for companies constructing electric power facilities, including transmission and distribution lines and substations and telephone, fiber optic, and cable television systems.



## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

## Program-Specific Requirements

The following must be met before the first day of class:

- Must be 18 years of age or older
- Provide verification of valid driver's license
- Contact WITC Student Services to acquire a Federal Drug Testing Custody and Control form
- Pass the DOT physical exam and FMCSA Pre Employment drug test
- Provide a copy of CDL Class A permit with air brakes
- Meet all Federal Motor Carrier Safety Regulations (FMCSR) requirements

## Program Outcomes

Utility Construction Installer graduates will be able to:

- Demonstrate safe practices and techniques
- Perform site location and preparation
- Perform construction practices
- Apply basic electrical principles
- Demonstrate customer service
- Complete CDL-A licensure

## Career Outlook

Typical positions available after graduation include:

- Construction Technician
- Light Equipment Operator
- Lineman Technician
- Heavy Equipment Truck Driver
- Utility Locator
- Copper and Fiber Optic Splicer

Many other opportunities available

## Career Pathway >

The Utility Construction Installer program is a pathway into the following program (page 221):

- Utility Construction Technician

## Related Program

- Truck Driving

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
10196108	Customer Service	1 cr.
30458304	Truck Driving – Semi Level 1	3 cr.
30458305	Truck Driving – Semi Level 2*	3 cr.
31449310	Work Zone Safety and OSHA 10	2 cr.
31476300	Construction and Utility Permits	1 cr.
31476301	Locating and Print Reading	2 cr.
31476302	Internship	2 cr.
32476305	Construction Practices 1	4 cr.
32605372	Utility Service Electricity	4 cr.
	Occupational Specific Total	22 cr.

## Occupational Supportive/General Studies Courses\*\*

32801361	Applied Communications	2 cr.
32804303	Applied Math	2 cr.
32890305	Applied Information Resources	2 cr.
	Occupational Supportive/General Studies Total	6 cr.

## PROGRAM REQUIREMENTS

28 cr.

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

**10196108**

## **Customer Service - Credits: 1**

This course examines customer service as it relates to organizational quality. It addresses service models for internal and external customers, systems and strategies applied to customer service, and tools and techniques for gathering customer feedback and handling complaints.

**30458304**

## **Truck Driving - Semi Level 1 - Credits: 3**

This is the first of three courses in the 12-week Truck Driving technical diploma. Become prepared for entry-level positions as a commercial driver and understand basic information about trucks and their operation. You will need to present your DOT physical (Fed-Med) card and drug test, CDL Permit (CLP) prior to enrolling in the course. If you need assistance with passing the CLP, refer to the CDL Theory course designed to help you prepare for the test.

**30458305**

## **Truck Driving - Semi Level 2 - Credits: 3**

This is the second of three courses in the Truck Driving technical diploma. This course will focus on obtaining the Commercial Driver's License (CDL) while highlighting industry regulations, trip planning, hours of service, and driver safety. COREQUISITE: 30458304 Truck Driving - Semi Level 1.

**31449310**

## **Work Zone Safety and OSHA 10 - Credits: 2**

Students will be introduced to the principles and convey the importance of using proper methods for safe and efficient temporary traffic control at work sites. Students will examine specific applications relevant to situations routinely encountered by city, county, utility, contractor, and DOT crews. Students will understand how to reduce motor vehicle traffic crashes at roadwork sites, resulting in greater safety for highway users and workers alike. Students will complete the OSHA 10-Hour Construction course, which covers a broad spectrum of valuable health and safety workplace topics that will familiarize them with OSHA Construction standards. These topics will include the OSHA Construction Focus Four, identifying common worksite hazards, tool operation and more. Students will examine environmental, health & safety standards, PPE requirements and achieve confined space certification.

**31476300**

## **Construction and Utility Permits - Credits: 1**

Students will learn Mobility and Safety Policy Requirements. Students will understand permit applications and verify compliance and will deny permit applications or advance notices that do not comply. When mitigation is necessary to ensure the traveling public has minimal impact from work being completed in the State Highway Right-of-Way, the permit applicant may review the online Construction Permit System program to assist in determining the appropriate actions. When work is being conducted in the State Highway Right-of-Way, DOT must be aware in order to notify the public of possible delays in the appropriate manner. The regulations apply to all construction sites that are subject to proper permits. Students will learn SWPPP training.

**31476301**

## **Locating and Print Reading - Credits: 2**

This course provides detailed information about the installation, structure, and components of electric, telephone, cable, gas, water, and wastewater utility systems. The module gives individuals a better understanding of how underground utility systems operate and work together with Diggers Hotline. This course will include the following general plant basics: utility system layouts, utility construction and installation methods, manholes and vaults, termination of facilities, aboveground indicators of buried facilities, abandon facilities, access points, and general print reading concepts.

**31476302**

## **Internship - Credits: 2**

Internship will provide students with on-the-job experience in actual work situations in utility construction services. These experiences strengthen student competencies through participation in a wide variety of occupational experiences, ranging from routine assignments to specialized work-related duties. Instructor approval is required for enrollment in this course.

**32476305**

## **Construction Practices 1 - Credits: 4**

This course introduces the student to buried construction practices used in the utility service industry. Student will safely use hardware components and the equipment used in industry for rigging and installation procedures. Students will operate skid steers, mini excavators and various other industry machinery in a construction site environment. Students will load and unload machinery to safety specifications and secure loads to meet DOT regulations.

**32605372**

## **Utility Service Electricity - Credits: 4**

Introduces the electrical concepts used in Ohm's law as applied to AC and DC series circuits. Discusses atomic theory, electromotive force, resistance, and electric power equations. Also introduces series, parallel, and series-parallel circuits. Covers resistive circuits, Kirchhoff's voltage and current laws, analog and digital circuit analysis. Course explains general, personal, and test equipment for E&I safety. Covers measuring current, voltage, and resistance and the types of meters used. Describes types and applications of conductors as well as their installation techniques. Also describes the technique and components used for terminating and splicing conductors

# Utility Construction Technician

32-476-1 Technical Diploma (two-year)

Financial Aid Eligible

Campus: Rice Lake

## Program Overview

Program will prepare students to identify, operate and maintain underground utility construction heavy equipment including but not limited to tractor loader backhoe, cable plow, drop plow, excavators, horizontal directional drills and more. Safely and efficiently, operate, troubleshoot and maintain different utility systems. Evaluate site plans and maps to the specific type of utility service. The program includes renovation, modification, and installation of underground utility services. Understanding underground power concepts and broadband services. Students will identify leadership skills and how to apply them. Student will learn the fundamentals of project management.



## Special Features

- This is a unique program in the state of Wisconsin
- The Utility Construction Technician program was developed in collaboration with and is endorsed by the Power and Communication Contractors Association (PCCA). PCCA is the national trade association for companies constructing electric power facilities, including transmission and distribution lines and substations and telephone, fiber optic, and cable television systems.



## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

## Program-Specific Requirements

The following must be met before the first day of class:

- Must be 18 years of age or older
- Provide verification of valid driver's license
- Contact WITC Student Services to acquire a Federal Drug Testing Custody and Control form
- Pass the DOT physical exam and FMCSA Pre Employment drug test
- Provide a copy of CDL Class A permit with air brakes
- Meet all Federal Motor Carrier Safety Regulations (FMCSR) requirements

## Program Outcomes

Utility Construction Technician graduates will be able to:

- Demonstrate safe practices and techniques
- Perform site location and preparation
- Perform construction practices
- Apply basic electrical principles
- Demonstrate customer service
- Complete CDL-A licensure
- Analyze broadband principles
- Install power cables to industry specifications
- Demonstrate heavy equipment operation
- Utilize construction plans
- Perform preventative maintenance practices
- Demonstrate supervision practices
- Demonstrate project management practices

## Career Outlook

Typical positions available after graduation include:

- Construction Foreman
- Safety Specialist
- Construction Technician
- Heavy Equipment Operator
- Tractor Backhoe Operator
- Directional Drill Operator
- Light Equipment Operator
- Construction Inspector
- Lineman Technician
- Heavy Equipment Truck Driver
- Utility Locator
- Copper and Fiber Optic Splicer

Many other opportunities available

## Career Pathway

The Utility Construction Technician program includes the following pathway option (page 221):

- Utility Construction Installer

## Related Program

- Truck Driving

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
10196108	Customer Service	1 cr.
10196188	Project Management	3 cr.
10196191	Supervision	3 cr.
30458304	Truck Driving – Semi Level 1	3 cr.
30458305	Truck Driving – Semi Level 2*	3 cr.
31449310	Work Zone Safety and OSHA 10	2 cr.
31476300	Construction and Utility Permits	1 cr.
31476301	Locating and Print Reading	2 cr.
31476302	Internship	2 cr.
32451370	Broadband Fiber Service 201	3 cr.
32476305	Construction Practices 1	4 cr.
32476306	Construction Practices 2	4 cr.
32476307	Broadband and Power Installation	3 cr.
32476308	Heavy Equipment 1	4 cr.
32476309	Heavy Equipment 2	4 cr.
32476310	Preventative and Predictive Maintenance	3 cr.
32605372	Utility Service Electricity	4 cr.
	Occupational Specific Total	49 cr.
<b>Occupational Supportive/General Studies Courses**</b>		
32801361	Applied Communications	2 cr.
32804303	Applied Math	2 cr.
32890305	Applied Information Resources	2 cr.
	Occupational Supportive/General Studies Total	6 cr.
	<b>PROGRAM REQUIREMENTS</b>	<b>55 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10196108

### Customer Service - Credits: 1

This course examines customer service as it relates to organizational quality. It addresses service models for internal and external customers, systems and strategies applied to customer service, and tools and techniques for gathering customer feedback and handling complaints.

## 10196188

### Project Management - Credits: 3

In Project Management, the learner applies the skills and tools necessary to design, implement, and evaluate formal projects. Each learner will demonstrate the application of the role of project management, developing a project proposal, use of relevant software, working with project teams, sequencing tasks, charting progress, dealing with variations, budgets and resources, implementation, and assessment.

## 10196191

### Supervision - Credits: 3

In Supervision, the learner applies the skills and tools necessary to perform the functions of a frontline leader. Each learner will demonstrate the application of strategies and transition to a contemporary supervisory role including day-to-day operations, analysis, delegation, controlling, staffing, leadership, problem solving, team skills, motivation, and training.

## 30458304

### Truck Driving - Semi Level 1 - Credits: 3

This is the first of three courses in the 12-week Truck Driving technical diploma. Become prepared for entry-level positions as a commercial driver and understand basic information about trucks and their operation. You will need to present your DOT physical (Fed-Med) card and drug test, CDL Permit (CLP) prior to enrolling in the course. If you need assistance with passing the CLP, refer to the CDL Theory course designed to help you prepare for the test.

## 30458305

### Truck Driving - Semi Level 2 - Credits: 3

This is the second of three courses in the Truck Driving technical diploma. This course will focus on obtaining the Commercial Driver's License (CDL) while highlighting industry regulations, trip planning, hours of service, and driver safety. COREQUISITE: 30458304 Truck Driving - Semi Level 1.

## 31449310

### Work Zone Safety and OSHA 10 - Credits: 2

Students will be introduced to the principles and convey the importance of using proper methods for safe and efficient temporary traffic control at work sites. Students will examine specific applications relevant to situations routinely encountered by city, county, utility, contractor, and DOT crews. Students will understand how to reduce motor vehicle traffic crashes at roadwork sites, resulting in greater safety for highway users and workers alike. Students will complete the OSHA 10-Hour Construction course, which covers a broad spectrum of valuable health and safety workplace topics that will familiarize them with OSHA Construction standards. These topics will include the OSHA Construction Focus Four, identifying common worksite hazards, tool operation and more. Students will examine environmental, health & safety standards, PPE requirements and achieve confined space certification.

## 31476300

### Construction and Utility Permits - Credits: 1

Students will learn Mobility and Safety Policy Requirements. Students will understand permit applications and verify compliance and will deny permit applications or advance notices that do not comply. When mitigation is necessary to ensure the traveling public has minimal impact from work being completed in the State Highway Right-of-Way, the permit applicant may review the online Construction Permit System program to assist in determining the appropriate actions. When work is being conducted in the State Highway Right-of-Way, DOT must be aware in order to notify the public of possible delays in the appropriate manner. The regulations apply to all construction sites that are subject to proper permits. Students will learn SWPPP training.

## 31476301

### Locating and Print Reading - Credits: 2

This course provides detailed information about the installation, structure, and components of electric, telephone, cable, gas, water, and wastewater utility systems. The module gives individuals a better understanding of how underground utility systems operate and work together with Diggers Hotline. This course will include the following general plant basics: utility system layouts, utility construction and installation methods, manholes and vaults, termination of facilities, aboveground indicators of buried facilities, abandon facilities, access points, and general print reading concepts.

## 31476302

### Internship - Credits: 2

Internship will provide students with on-the-job experience in actual work situations in utility construction services. These experiences strengthen student competencies through participation in a wide variety of occupational experiences, ranging from routine assignments to specialized work-related duties. Instructor approval is required for enrollment in this course.

## 32451370

### Broadband Fiber Service 201 - Credits: 3

This course will introduce the students to industry specifications and practices for understanding fiber optic communication systems. Topics covered include fiber optic design, installation, test and maintenance for multimode and singlemode networks. This class will benefit those with little or no fiber experience.

## 32476305

### Construction Practices 1 - Credits: 4

This course introduces the student to buried construction practices used in the utility service industry. Student will safely use hardware components and the equipment used in industry for rigging and installation procedures. Students will operate skid steers, mini excavators and various other industry machinery in a construction site environment. Students will load and unload machinery to safety specifications and secure loads to meet DOT regulations.

## 32476306

### Construction Practices 2 - Credits: 4

Introduces the process of planning and executing underground utility services on various types of construction projects. The use of heavy equipment such as bulldozers, directional drills, excavators, tractor loader backhoe and other specialized equipment.

## 32476307

### Broadband and Power Installation - Credits: 3

Covers installation, termination, and testing power & broadband cabling systems. Introduces the types of equipment and methods used in power & broadband installation.

## 32476308

### Heavy Equipment 1 - Credits: 4

Students will learn prestart checks of a Utility Tractors, Horizontal Direction Drilling, and Rough Terrain Forklifts. Identify machine's hardware (frame, body panels, tires or tracks, and safety equipment), driveline components, hydraulic system components, electrical components, and controls. Reviews machine safety issues. Explains how to safely start, move, steer, stop, and shut down different types of machines.

## 32476309

### Heavy Equipment 2 - Credits: 4

Students will learn prestart checks of a tractor, Loader backhoe, Excavators and Dozers. Identify machine's hardware (frame, body panels, tires or tracks, and safety equipment), driveline components, hydraulic system components, electrical components, and controls. Review machine safety issues Explains how to safely start, move, steer, stop, and shut down different types of machines.

## 32476310

### Preventative and Predictive Maintenance - Credits: 3

Explains preventive and predictive maintenance and introduces the basic techniques for testing. Students will safely operate power tools, generators, air compressors, lubrication techniques, hydraulics and basic welding techniques.

## 32605372

### Utility Service Electricity - Credits: 4

Introduces the electrical concepts used in Ohm's law as applied to AC and DC series circuits. Discusses atomic theory, electromotive force, resistance, and electric power equations. Also introduces series, parallel, and series-parallel circuits. Covers resistive circuits, Kirchhoff's voltage and current laws, analog and digital circuit analysis. Course explains general, personal, and test equipment for E&I safety. Covers measuring current, voltage, and resistance and the types of meters used. Describes types and applications of conductors as well as their installation techniques. Also describes the technique and components used for terminating and splicing conductors.



# Veterinary Technician

10-091-1 Associate Degree

Financial Aid Eligible

Campus: New Richmond

## Program Overview

The Veterinary Technician associate degree program prepares you to take the Veterinary Technician National Exam (VTNE). Students may take the exam upon graduation from the associate degree program. With a passing score, graduates may apply for credentials from the state of Wisconsin as a Certified Veterinary Technician (CVT). Graduates will be prepared to obtain patient history and perform the initial physical exam, place intravenous catheters and give injectable medications, anesthetize and monitor patients, and assist in surgery. Graduates will also be trained to do dental cleanings on dogs and cats and can handle care for lab animals. Additionally, graduates will be qualified to apply bandages and splints, as well as evaluate lab samples under the microscope.



## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Have earned a high school diploma or GED certificate; current high school seniors must provide both a current high school transcript and a final transcript with confer date
- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor (academic admission requirements apply - see page 25 for more information)

## Program-Specific Requirements

- Submit Background Check fee
- Have an acceptable Wisconsin Caregiver Background Check, National Criminal Background Check, Minnesota Caregiver Background Check (if applicable), and other states, if applicable. Background check may affect ability to secure internship placement and the ability to find employment after graduation
- Complete and submit Veterinary Technician Job Shadow Form documenting an 8-hour volunteer shadowing experience in an approved clinical setting prior to registering for Veterinary Technician core coursework.
- Attend a mandatory program orientation session.

## Program Outcomes

Veterinary Technician graduates will be able to:

- Manage veterinary business functions
- Integrate all aspects of patient management for anesthetic, surgical, and medical nursing procedures
- Produce diagnostic radiographic images
- Perform laboratory procedures
- Administer prescribed drugs

## Career Outlook

Typical positions available after graduation include:

- Veterinary Technician
- Laboratory Animal Technician

Veterinary Technicians work in veterinary clinics and hospitals, humane societies, education, pharmaceutical supplies, research, zoos and wildlife parks, military, public health and government. They collect patient history and perform initial examinations, run laboratory tests, take x-rays, administer anesthesia, and assist in surgery.

## Career Pathway >

The Veterinary Technician program includes the following pathway option (page 222):

- Veterinary Assistant

## Curriculum

Number	Course Title	Credits (cr.)
<b>Technical Studies Courses</b>		
10091100	Animal Care and Management*	3 cr.
10091101	Veterinary Business Practices*	3 cr.
10091102	Veterinary Medical Terminology	2 cr.
10091103	Clinical Pathology 1 for Vet Sciences*	4 cr.
10091104	Clinical Pathology 2 for Vet Sciences*	4 cr.
10091105	Surgical Procedures 1 for Vet Sciences*	3 cr.
10091106	Surgical Procedures 2 for Vet Sciences*	3 cr.
10091107	Imaging for Veterinary Sciences*	3 cr.
10091108	Veterinary Pharmacology	3 cr.
10091109	Lab Animals and Non-Traditional Pets*	2 cr.
10091110	Clinical Skills 1 for Vet Sciences*	2 cr.
10091111	Clinical Skills 2 for Vet Sciences*	2 cr.
10091112	Veterinary Technician Certification Review*	3 cr.
10091113	Anesthesia for Veterinary Technicians*	3 cr.
10091114	Veterinary Technician Clinical Internship*	4 cr.
Technical Studies Total		44 cr.
<b>General Studies Courses**</b>		
10801136	English Composition 1	3 cr.
10801196	Oral /Interpersonal Communication	3 cr.
10806105	Principles of Animal Biology	4 cr.
10806197	Microbiology*	4 cr.
10809166	Introduction to Ethics: Theory and Application	or
10809196	Introduction to Sociology	or
10809172	Introduction to Diversity Studies	3 cr.
10809198	Introduction to Psychology	3 cr.
General Studies Total		20 cr.
PROGRAM REQUIREMENTS		<b>64 cr.</b>

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.  
 \*\* See pages 29-31 for course descriptions. You must earn a grade point of 2.0 or better in all required (100911XX) courses.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 10091100

### Animal Care and Management - Credits: 3

In this course, students explore basic nutrition, housing needs, and behavior of common domestic animals to develop skills that enable them to assess animal condition. Upon completion of this course, students will be able to obtain a thorough history, perform a physical exam, administer medications, collect samples, and use proper restraint techniques. PREREQUISITE: Admission to Veterinary Technician plan and Completion of Job Shadow Experience and COREQUISITE: 10806105 Principles of Animal Biology.

## 10091101

### Veterinary Business Practices - Credits: 3

In this course, students develop practical workplace techniques for veterinary office procedures to develop customer service and veterinary team support skills. Upon completion of this course, students will be able to use veterinary software to manage records and financial applications, maximize client interactions, and participate in day-to-day operations of a veterinary facility. PREREQUISITE: Admission to Veterinary Technician plan and COREQUISITE: 10091100 Animal Care and Management.

## 10091102

### Veterinary Medical Terminology - Credits: 2

In this course, students explore the construction, meaning, and pronunciation of veterinary medical terms to establish understanding and facilitate communication among veterinary team members. Upon completion of this course, students will be able to correctly formulate veterinary medical terms to describe specific concepts. PREREQUISITE: Admission to Veterinary Technician plan and Completion of Job Shadow Experience.

## 10091103

### Clinical Pathology 1 for Vet Sciences - Credits: 4

In this course, students examine basic laboratory equipment and procedures, as well as features of common veterinary diseases, to acquire skills needed to perform various diagnostic tests. Upon completion of this course, students will be able to collect and process appropriate samples for hematology, blood chemistry, urinalysis, and parasitology, and correlate veterinary clinical pathology findings to clinical signs. PREREQUISITES: 10091100 Animal Care and Management, 10091101 Veterinary Business Practices, and 10806105 Principles of Animal Biology.

## 10091104

### Clinical Pathology 2 for Vet Sciences - Credits: 4

In this course, students examine additional laboratory procedures and other veterinary disease processes to establish understanding of appropriate methodology and recognition of accurate results. Upon completion of this course, students will be able to collect and process appropriate samples for mycology, cytology, serology, endocrinology, and coagulation and reproductive evaluations, and correlate veterinary clinical pathology findings to clinical signs. PREREQUISITE: 10806197 Microbiology and COREQUISITE: 10091105 Surgical Procedures 1 for Vet Sciences.

## 10091105

### Surgical Procedures 1 for Vet Sciences - Credits: 3

In this course, students investigate surgical equipment and procedures to develop skills needed to assist with surgical care of animals. Upon completion of this course, students will be able to identify surgical instruments, develop sterile technique, maintain and operate surgical equipment, and assist with patient preparation, monitoring, and recovery. PREREQUISITE: 10091103 Clinical Pathology 1 for Vet Sciences.

## 10091106

### Surgical Procedures 2 for Vet Sciences - Credits: 3

In this course, students explore the veterinary technician's role in surgery to develop skills needed to manage veterinary patients in the pre-, intra-, and post-operative phases. Upon completion of this course, students will be able to anticipate needs of the surgeon, provide veterinary surgical assistance, manage wounds and incisions, and perform dental prophylaxis in dogs and cats. PREREQUISITE: 10091108 Veterinary Pharmacology and COREQUISITE: 10091113 Anesthesia for Veterinary Technicians.

## 10091107

### Imaging for Veterinary Sciences - Credits: 3

In this course, students explore veterinary imaging concepts and apply veterinary imaging techniques to use radiographic equipment and support diagnostic studies. Upon completion of this course, students will be able to properly position veterinary patients, produce diagnostic images, process exposed films, and maintain equipment. PREREQUISITE: 10091103 Clinical Pathology 1 for Vet Sciences.

## 10091108

### Veterinary Pharmacology - Credits: 3

In this course, students examine drugs, vaccines, and other substances used in veterinary medicine to establish a knowledge base of their therapeutic use, administration, and side effects. Upon completion of this course, students will be able to accurately calculate dosages, prepare dispensed medications, safely administer drugs, and recognize normal and abnormal responses to medications. PREREQUISITE: Admission to Veterinary Technician plan.

## 10091109

### Lab Animals and Non-Traditional Pets - Credits: 2

In this course, students explore characteristics, basic care, illness, and treatment of animals that may be encountered in research settings and/or kept as pets, to develop skills needed to participate in caring for these animals. Upon completion of this course, students will be able to provide basic husbandry and medical care to laboratory animals, exotic animals, and non-traditional pets. COREQUISITE: 10091103 Clinical Pathology 1 for Vet Sciences.

## 10091110

### Clinical Skills 1 for Vet Sciences - Credits: 2

In this course, students assimilate skills in a clinical setting to develop proficiency in animal nursing techniques. Upon completion of this course, students will be able to perform routine veterinary clinic procedures such as venipuncture, urine collection, and subcutaneous injection. PREREQUISITES: 10091108 Veterinary Pharmacology and 10091105 Surgical Procedures 1 for Vet Sciences.

## 10091111

### Clinical Skills 2 for Vet Sciences - Credits: 2

In this course, students further assimilate skills in a clinical setting to develop proficiency in animal nursing techniques. Upon completion of this course, students will be able to perform more complex clinical procedures such as monitor patients in the anesthetic and recovery periods, properly restrain small animals, and prepare patients for surgery. PREREQUISITE: 10091110 Clinical Skills 1 for Vet Sciences.

## 10091112

### Veterinary Technician Certification Review - Credits: 3

This is a summary course reviewing the skills, knowledge, and Veterinary Technician abilities acquired throughout the program. This course will serve to assist the student in preparing for the Veterinary Technician National Exam (VTNE) and Wisconsin State Exam required for certification. The course will also review critical laboratory skills and professional development issues. COREQUISITE: 10091106 Surgical Procedures 2 for Vet Sciences. NOTE: This class does not guarantee passage of the national and state Veterinary Technician Certification Exams, but is designed as a studying aid by reviewing the knowledge and skills that a veterinary technician student should possess upon graduation.

## 10091113

### Anesthesia for Veterinary Technicians - Credits: 3

In this course, students investigate anesthetic delivery and monitoring equipment, pain management strategies, and appropriate responses to patient compromise to acquire skills needed to coordinate anesthetic events in veterinary patients. Upon completion of this course, students will be able to choose and administer appropriate veterinary anesthetic protocols, monitor and maintain patient status throughout anesthetic events, and maintain equipment and accurate anesthetic records. PREREQUISITES: 10091108 Veterinary Pharmacology, and COREQUISITE: 10091106 Surgical Procedures 2 for Vet Sciences.

## 10091114

### Veterinary Technician Clinical Internship - Credits: 4

In this course, students hone animal nursing skills in a clinical setting to achieve proficiency needed to function in the role of veterinary technician according to the standards set by CVTEA. Upon completion of this course, students will have the skills and knowledge required of an entry level veterinary technician. PREREQUISITE: 10091110 Clinical Skills 1 for Vet Sciences.

Campuses: Ashland, New Richmond, Rice Lake, Superior



## Program Overview

The Welding program teaches safety during all aspects of welding and cutting. Safety is the most important aspect of proper workmanship. Next, you will be taught the science and art of cutting, fabricating and welding using the latest equipment and technologies. Most entry-level welders can expect to be employed full time with full fringe benefits. Their duties can include fabricating parts and assemblies by reading blueprints, codes, specifications, weld symbols and drawings. Beginners can assist with material preparation, tack up, fitting and finally welding when you prove your ability in the workplace. The work can be physically demanding. Welding requires good manual dexterity and hand-eye coordination. Other essential employability skills include paying attention to details, working well with others in teams, having good communication skills, a positive attitude, excellent attendance and punctuality, and a good work ethic. Manual, semi-automatic and robotic welding will all continue to enjoy strong demand for the foreseeable future.

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a WITC counselor

## Program Outcomes

Welding graduates will 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

## Career Outlook

Typical positions available after graduation include:

- Production Welder
- Construction Welder
- Maintenance Welder
- Welder/Fitter
- Welder Helper
- Welding Machine Operator
- Flame Cutter/Machine Operator

## Career Pathways

The Welding program includes the following pathway options (page 223):

- Shielded Metal Arc Welding
- Gas Metal Arc Welding
- Flux Cored Arc Welding
- Gas Tungsten Arc Welding
- Welding/Maintenance and Fabrication

## Curriculum

Number	Course Title	Credits (cr.)
<b>Occupational Specific Courses</b>		
31442321	Print Reading - Welding Trades	2 cr.
31442325	Welding Fabrication/Production (WBL) *	3 cr.
31442370	Gas Metal Arc Welding 1	3 cr.
31442371	Gas Metal Arc Welding 2 *	2 cr.
31442372	Gas Metal Arc Welding 3 *	1 cr.
31442373	Shielded Metal Arc Welding 1	3 cr.
31442374	Shielded Metal Arc Welding 2 *	2 cr.
31442375	Shielded Metal Arc Welding 3 *	2 cr.
31442376	Oxyfuel and Arc Cutting Processes	2 cr.
31442377	Flux Cored Arc Welding 1	2 cr.
31442378	Flux Cored Arc Welding 2 *	2 cr.
31442379	Gas Tungsten Arc Welding 1	2 cr.
31442380	Gas Tungsten Arc Welding 2 *	<u>2 cr.</u>
Occupational Specific Total		28 cr.

## Occupational Supportive/General Studies Courses \*\*

32801361	Applied Communications	2 cr.
32804303	Applied Math	2 cr.
32809380	Applied Interpersonal Skills	<u>2 cr.</u>
Occupational Supportive/General Studies Total		6 cr.

**PROGRAM REQUIREMENTS 34 cr.**

\* Requires a prerequisite and/or corequisite that must be completed with a grade point of 2.0 or better.

\*\* See pages 29-31 for course descriptions.

# Course Descriptions

(See pages 29-31 for General Studies course descriptions)

## 31442321

### Print Reading - Welding Trades - Credits: 2

Orthographic projection, sketching, dimensioning, section and auxiliary views, structural shape identification, weld symbols, welding symbol nomenclature, welded joint geometry, metric conversion, and interpretation of fabrications from prints.

## 31442325

### Welding Fabrication/Production (WBL) - Credits: 3

This course introduces the student to the basics of metal fabrication including the use of layout tools and principles, and blueprint interpretation. Also, weldment fit-up, tacking, distortion, and flame straightening are covered. The use of shears, drilling, taping, painting, and CNC cutting equipment for fabrication purposes is also covered. PREREQUISITES: 31442321 Print Reading - Welding Trades, 31442370 Gas Metal Arc Welding 1, 31442373 Shielded Metal Arc Welding 1, 31442374 Shielded Metal Arc Welding 2, 31442376 Oxyfuel and Arc Cutting Processes, and COREQUISITE: 31442375 Shielded Metal Arc Welding 3.

## 31442370

### Gas Metal Arc Welding 1 - Credits: 3

This course introduces the student to the basics of GMAW welding operations. It includes the study of the type of metals and equipment utilized in welding. The instruction emphasizes accepted applications in butting and joining metals utilizing standard industry techniques.

## 31442371

### Gas Metal Arc Welding 2 - Credits: 2

This course introduces the student to the next level of GMAW welding operations. It includes the study of the type of metals and equipment utilized in welding. The instruction emphasizes accepted applications in butting and joining metals utilizing standard industry techniques. COREQUISITE: 31442370 Gas Metal Arc Welding 1.

## 31442372

### Gas Metal Arc Welding 3 - Credits: 1

This course introduces the student to an advanced level of GMAW welding operations. It includes the study of the type of metals and equipment utilized in welding. The instruction emphasizes accepted applications in butting and joining metals utilizing standard industry techniques. COREQUISITE: 31442371 Gas Metal Arc Welding 2.

## 31442373

### Shielded Metal Arc Welding 1 - Credits: 3

This course introduces the student to the basics of SMAW welding. It includes the study of the type of metals and equipment utilized when welding. The instruction emphasizes accepted applications in butting and joining metals utilizing standard welding techniques.

## 31442374

### Shielded Metal Arc Welding 2 - Credits: 2

This course introduces the student to the next level of SMAW welding. It includes the study of the type of metals and equipment utilized when welding. The instruction emphasizes accepted applications in butting and joining metals utilizing standard welding techniques. COREQUISITE: 31442373 Shielded Metal Arc Welding 1.

## 31442375

### Shielded Metal Arc Welding 3 - Credits: 2

This course introduces the student to an advanced level of SMAW welding. It includes the study of the type of metals and equipment utilized in SMAW welding. The instruction emphasizes accepted applications in butting and joining metals utilizing standard welding techniques. COREQUISITE: 31442374 Shielded Metal Arc Welding 2.

## 31442376

### Oxyfuel and Arc Cutting Processes - Credits: 2

This course introduces the student to the basics of cutting and gouging operations. It includes the study of the common processes, techniques, and equipment utilized when cutting and gouging. The instruction emphasizes accepted applications in the use of carbon steel, stainless steel, and aluminum.

## 31442377

### Flux Cored Arc Welding 1 - Credits: 2

This course introduces the student to the basics of FCAW welding operations. It includes the study of the type of metals and equipment utilized in welding. The instruction emphasizes accepted applications in butting and joining metals utilizing standard industry techniques.

## 31442378

### Flux Cored Arc Welding 2 - Credits: 2

This course introduces the student to the next level of FCAW welding operations. It includes the study of the type of metals and equipment utilized in welding. The instruction emphasizes accepted applications in butting and joining metals utilizing standard industry techniques. COREQUISITE: 31442377 Flux Cored Arc Welding 1.

## 31442379

### Gas Tungsten Arc Welding 1 - Credits: 2

This course introduces the student to the basics of GTAW welding operations. It includes the study of the type of metals and equipment utilized in welding. The instruction emphasizes accepted applications in butting and joining metals utilizing standard industry techniques.

## 31442380

### Gas Tungsten Arc Welding 2 - Credits: 2

This course introduces the student to the next level of GTAW welding operations. It includes the study of the type of metals and equipment utilized in welding. The instruction emphasizes accepted applications in butting and joining metals utilizing the standard industry techniques. COREQUISITE: 31442379 Gas Tungsten Arc Welding 1.



## CAREER PATHWAY MAPS

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# Accounting Pathway

## You could take this first and get a credential.

### Billing and Posting Clerk

Technical Diploma

13 Credits/ Less than 1 year

### Potential Careers

Payroll Assistant, Payroll Clerk, Accounts Payable Clerk, Accounts Receivable Clerk, Bookkeeper, Accounting Technician

### Tax Preparer Assistant

Pathway Certificate

10 Credits / 1 Year Part Time

### Potential Careers

Income Tax Preparer, Tax Associate, Tax Preparer

## Continue your education to obtain this technical diploma.

### Accounting Assistant

Technical Diploma

30 Credits

### Potential Careers

Accountant, Accounts Receivable Clerk, Accounts Payable Clerk, Payroll Clerk, Tax Accounting Clerk

## Continue your education to obtain an associate degree.

### Accounting

Associate Degree

60 credits

### Potential Careers

Accountant, Bookkeeper, Accounts Receivable Specialist, Accounts Payable Specialist, Payroll Specialist, Cost Accounting Specialist, Tax Accounting Specialist

## Continue your education to obtain a bachelor's degree.

### BEYOND WITC

### Transfer Options

UW-Oshkosh  
UW-Stout  
UW-Superior+  
UM-Crookston+  
Cardinal Stritch University+  
Franklin University  
Lakeland University+  
Northland College+

### Important Notes on Transferring:

- Check out [witc.edu/transfer](http://witc.edu/transfer) for details on specific agreements listed
- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with WITC
- + These colleges have developed an agreement directly related to Accounting
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.

# Administrative Professional Pathway

## You could take this first and get a credential.

### Office Technology Assistant

Technical Diploma

17 Credits / Less Than 1 Year Part Time

#### Potential Careers

Customer Service Representative, File Clerk, Receptionist/Information Clerk

### Microsoft Office

Technical Diploma

9 Credits / Less Than One Year Part Time

#### Potential Careers

Word Processor, Clerk Typist, Program Assistant

## Continue your education to obtain this technical diploma.

### Office Support Specialist

Technical Diploma

33 Credits / 1 Year Full Time; Part Time Options Available

#### Potential Careers

Office Support Specialist, Receptionist/Secretary, Data Entry Operator

## Continue your education to obtain this associate degree.

### Administrative Professional

Associate Degree

60 credits

#### Potential Careers

Administrative Professional, Executive Assistant, Office Manager

## Continue your education to obtain a bachelor's degree.

### BEYOND WITC

#### Transfer Options

UW-Oshkosh  
UW-Stout  
Franklin University  
Lakeland University  
Northland College

#### Important Notes on Transferring:

- Check out [witic.edu/transfer](http://witic.edu/transfer) for details on specific agreements listed
- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process

# Automated Packaging Pathway

## You could take this first and get a credential.

### Mechatronics Basics

Technical Diploma

14 Credits / 1 Year Part Time

### Potential Careers

Entry Level Electro-Mechanical Assembler, Maintenance Technician, Manufacturing Customer Service



## Continue your education to obtain this technical diploma

### Automated Packaging Systems Technician

Technical Diploma

64 Credits / 2 Years Full Time

### Potential Careers

Packaging Systems Assembler, Maintenance Technician, Field Service Technician, Line Mechanic/ Adjuster, Packaging Systems Operator



## Continue your education to obtain a bachelor's degree.

### BEYOND WITC

### Transfer Options

UW-Stout

#### **Important Notes on Transferring:**

- Check out [witic.edu/transfer](http://witic.edu/transfer) for details on specific agreements listed
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.



# Automation for Industrial Systems Pathway

## You could take this first and get a credential.

### IT-Network Technician

Technical Diploma

19 Credits / Less than 1 Year Part Time

#### Potential Careers

Computer Technician, Network Technician

### Industrial Systems Specialist

Technical Diploma

26 Credits / 1 Year Full Time

#### Potential Careers

Field Service Technician, Instrumentation and Controls Technician (I&C), Electrical and Instrument Technician (E&I), Service Technician, Electrical Maintenance Technician

## Continue your education to obtain an associate degree.

### Automation for Industrial Systems

Associate Degree

64 Credits / 2 Years Full Time; 3 Years Part Time

#### Potential Careers

Control Systems Technician, Instrument Technician, Programmable Logic Controller (PLC) Technician, Industrial Automation Technician, Computer Technician, Network Technician, Controls Engineer, Automation Engineer

## Continue your education to obtain a bachelor's degree.

### BEYOND WITC

#### Transfer Options

UW-Oshkosh

UW-Stout

Franklin University

Lakeland University

#### Important Notes on Transferring:

- Check out [witc.edu/transfer](http://witc.edu/transfer) for details on specific agreements listed
- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.

# Automotive Technician Pathway

You could take this first and get a credential.

## Automotive Maintenance and Light Repair Technician

Technical Diploma

11 Credits / 1 Semester

### Potential Careers

Lube Technician, Automotive Maintenance and Light Repair Technician, Quick Service Technician

Continue your education to obtain this technical diploma.

## Automotive Service Technician

Technical Diploma

29 Credits / One Year / 2 Semesters Full Time

### Potential Careers

Automotive Service Technician, Drivability Technician, Brake Technician, Suspension and Alignment Technician, Quick Service Technician, Lube Technician, Auto Service Writer, Automotive Parts Technician.

Continue your education to obtain this technical diploma.

## Automotive Technician

Technical Diploma

55 Credits / Two Years Full Time

### Potential Careers

Brake Technician, Air Conditioning Technician, Auto Transmission Technician, Automotive Electrical Technician, Service Writer, Drive Train Technician, Suspension and Alignment Technician, Drivability Technician, Automotive Technician

Continue your education to obtain a bachelor's degree.

## BEYOND WITC

### Transfer Options

UW-Stout

#### Important Notes on Transferring:

- Check out [witc.edu/transfer](http://witc.edu/transfer) for details on specific agreements listed
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process

# Construction and Cabinetmaking Pathway

## You could take this first and get a credential.

### Construction Essentials

Technical Diploma

9 Credits / 1 Year Part Time

#### Potential Careers

Construction Worker,  
Construction/ Carpenter Laborer,  
Carpenter Assistant, Carpentry  
Framer

### Architectural Woodworking & Cabinetmaking

Technical Diploma

29 Credits / 1 Year

#### Potential Careers

Cabinetmaker, Cabinet Installer,  
Furniture Maker,  
Machine Operator, Interior Finish  
Carpenter



## Continue your education to obtain this technical diploma.

### Construction and Cabinetmaking

Technical Diploma

62 Credits / 2 Years Full Time

#### Potential Careers

Carpenter (Construction), Woodworking Machine Operator,  
Furniture Finisher, Millperson, Machine Setup Person, Cabinetmaker,  
Wood Machinist, Salesperson, Estimator, Draftsperson,  
Material Handling Specialist



## Continue your education to obtain a bachelor's degree.

### BEYOND WITC

### Bachelor's Degree

UW-Stout

#### Important Notes on Transferring:

- Check out [witic.edu/transfer](http://witic.edu/transfer) for details on specific agreements listed
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process

# Dairy Herd Management Pathway

## You could take this first and get a credential.

### Dairy Feeding Management

Technical Diploma

8 Credits / 2

Semesters Part Time

### Potential Careers

Feed Delivery &  
Inventory Manager,  
Farmworker

### Dairy Genetics and Reproduction

Technical Diploma

6 Credits / 1 or 2

Semesters Part Time

### Potential Careers

Artificial  
Insemination  
Technician, DHIA  
Technician

### Dairy Cattle Management

Technical Diploma

4 Credits / 1 or 2

Semesters Part Time

### Potential Careers

Herds Manager /  
Assistant Herds  
Manager, Farm  
Owner



## Continue your education to obtain this technical diploma.

### Dairy Herd Management

Technical Diploma

34 Credits / 1 Year

### Potential Careers

AI Technician, Dairy Herd Manager, DHIA Field Technician, Farm Owner, Feed and Nutrition Consultant, Herdsperson



## Continue your education to obtain a bachelor's degree.

### BEYOND WITC

### Transfer Options

UW-Stout

#### **Important Notes on Transferring:**

- Check out [witc.edu/transfer](http://witc.edu/transfer) for details on specific agreements listed
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.

# Early Childhood Education Pathway

## You could take this first and get a credential.

### Preschool Education Professional (The Registry Preschool Credential)

Pathway Certificate

18 Credits / 2 Semesters Part Time

#### Potential Careers

Child Care Teacher, Assistant Child Care Teacher, Family Child Care Provider

## Continue your education to obtain this technical diploma.

### E-Connect-Child Care Services

Technical Diploma

27 Credits / 1 Year / 2 Semesters Full Time; Part Time Option Available

#### Potential Careers

Child Care Teacher, Child Care Assistant Teacher, Family Child Care Provider, Infant or Toddler Caregiver, Au Pair/Nanny, Early Childhood Special Needs Assistant, Public School Teacher Aide/Assistant

## Continue your education to obtain an associate degree.

### Early Childhood Education/E-CHiLD

Associate Degree

60 Credits / Associate Degree - 2 Year

#### Potential Careers

Child Care Teacher, Preschool Teacher, Family Child Care Provider, Infant or Toddler Caregiver, Early Childhood Special Needs Assistant, , Public School Teacher Aide / Assistant, Head Start Teacher/Assistant, Program Director / Administrator, Au Pair/Nanny

## Continue your education to obtain a bachelor's degree.

### BEYOND WITC

#### Transfer Options

UW-La Crosse+ | UW-Oshkosh+ | UW-Milwaukee+ | UW-Parkside+ | UW-River Falls+ | UW-Stevens Point+ | UW-Stout+ | UW-Superior+ | UW-Whitewater+ | Cardinal Stritch University+ | Franklin University Lakeland University+ | Northland College+ |

#### Important Notes on Transferring:

- Check out [witc.edu/transfer](http://witc.edu/transfer) for details on specific agreements listed
- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with WITC
- + These colleges have developed an agreement directly related to the Early Childhood Education Program and/or similar programs such as Elementary Education and Human Development & Family Studies
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process

# Farm Operation Pathway

## You could take this first and get a credential.

### Crop Production

Pathway Certificate  
9 Credits / less than one year

### Potential Careers

Field Technician,  
Field Applicator,  
Custom Operator,  
Agricultural  
Equipment Operator

### Livestock Production

Pathway Certificate  
9 Credits / less than one year

### Potential Careers

Farm Laborers,  
Feeder, Animal /  
Livestock Handler

### Agricultural Business Fundamentals

Pathway Certificate  
12 Credits / less than one year

### Potential Careers

Farm Bookkeeper,  
Agricultural  
Administrative Assistant



## Continue your education to obtain this technical diploma.

### Farm Operation

Technical Diploma  
28 Credits / 1 Year

### Potential Careers

CSA Owner, Organic Farmer, Farm Owner, Farm Manager / Operator, Farm / Field Crop Manager, Livestock Farmer, Breeder, Farm Worker, Dairy Laborer, Dairy Herdsperson



## Continue your education to obtain a bachelor's degree.

### BEYOND WITC

### Transfer Options

UW-Stout

### Important Notes on Transferring:

- Check out [witic.edu/transfer](http://witic.edu/transfer) for details on specific agreements listed below
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at the four year college listed, to learn how to maximize your credit transfer opportunities
- Transferolog, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.

# Financial Services Pathway

You could take this first and get a credential.

## Financial Services Customer Representative

Technical Diploma

14 Credits / 1 Semester Full Time; Part Time Options Available

### Potential Careers

Bank Teller, Customer Service Associate, Member Services Representative, Cashier, Sales Associate, Loan Analyst, Loan Processor

Continue your education to obtain an associate degree.

## Financial Services

Associate Degree

60 Credits / 2 Years Full Time; Part Time Options Available

### Potential Careers

Business Manager or Owner, Loan Officer or Personal Banker, Sales or Sales Manager, Financial Analyst, Investment Advisor, Insurance Sales or Broker, Real Estate Sales or Broker, Stockbroker, Accountant / Bookkeeper

Continue your education to obtain a bachelor's degree.

## BEYOND WITC

### Transfer Options

UW-Oshkosh  
UW-Superior+  
UW-Stout+  
Cardinal Stritch University+  
Franklin University  
Lakeland University+  
Northland College+

### Important Notes on Transferring:

- Check out [witc.edu/transfer](http://witc.edu/transfer) for details on specific agreements listed
- The colleges listed have developed an Associate Degree Articulation Agreement with WITC
- + These colleges have developed an agreement directly related to the Financial Services field
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.

# Gerontology - Aging Services Professional Pathway

## You could take this first and get a credential.

### Dementia Care

Pathway Certificate

12 Credits / 1 Year Part Time

### Potential Career Settings:

Hospitals, Hospice, Home Health Care and Assisted Living, Long Term Care, Nursing Homes and Group Homes, Adult Care, Senior Centers, Community, Non-Profit and Government Agencies, Counseling Centers, Business and Industry

### Gerontology for Healthcare Professionals

Pathway Certificate

12 Credits / 1 Year Part Time

### Potential Career Settings:

Hospitals, Hospice, Home Health Care and Assisted Living, Long Term Care, Nursing Homes and Group Homes, Adult Care, Senior Centers, Community, Non-Profit and Government Agencies, Counseling Centers, Business and Industry



## Continue your education to obtain an associate degree.

### Gerontology - Aging Services Professional

Associate Degree

61 Credits / 2 Years Full Time; Part Time Options Available

### Potential Careers

Aging Services Provider, Advocacy Specialist, Geriatric Care Specialist, Dementia Care Specialist/Provider, Benefits Coordinator, Client Navigation Specialist, Activity/Recreation Coordinator, Housing/Transportation Specialist, Program Planner



## Continue your education to obtain a bachelor's degree.

### BEYOND WITC

### Transfer Options

UW-Eau Claire+

UW-Oshkosh+

UW-Stout+

Franklin University

Lakeland University

### Important Notes on Transferring:

- Check out [witc.edu/transfer](http://witc.edu/transfer) for details on specific agreements listed below

- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with WITC

- + These colleges have developed an agreement directly related to the Gerontology - Aging Services Professional program

- To learn how your education, or previous college credits, will transfer, talk to transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities

- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.



# Health Information Technology Pathway

You could take this first and get a credential.

## Medical Coding Specialist

Technical Diploma

29 Credits / 1 Year Full Time; Part Time Option Available

### Potential Careers

Medical Coding Specialist, Clinical Coding Specialist, Claims Analyst



Continue your education to obtain an associate degree.

## Health Information Technology

Associate Degree

62 Credits / 2 Years Full Time; Part Time Options Available

### Potential Careers

Health Information Technician, HIM Supervisor, Insurance/Business Specialist



Continue your education to obtain a bachelor's degree.

## BEYOND WITC

### Transfer Options

UW-La Crosse+

UW-Oshkosh

UW-Stout

Franklin University

Lakeland University

The College of St. Scholastica+

### Important Notes on Transferring:

- Check out [witc.edu/transfer](http://witc.edu/transfer) for details on specific agreements listed
- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with WITC
- + These colleges have developed an agreement directly related to the Health Information Technology Program
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.

# Heating, Ventilation, and Air Conditioning/Refrigeration Pathway

You could take this first to get a credential.

## Refrigeration Essentials

Technical Diploma

14 Credits / Less than One Year

### Potential Careers

Service Technician, Refrigeration Technician



Continue your education to obtain this technical diploma.

## HVAC Installation Technician

Technical Diploma

27 Credits / 1 Year Full Time

### Potential Careers

HVAC Installer, HVAC Mechanic, Service Technician, Systems Mechanic



Continue your education to obtain this technical diploma.

## Heating, Ventilation, and Air Conditioning/Refrigeration (HVAC/R)

Technical Diploma

55 Credits / 2 Years Full Time

### Potential Careers

Residential HVAC/R Technician, Commercial HVAC/R Technician, Industrial HVAC/R Technician, Mechanical Contractor HVAC/R Technician, Facilities HVAC/R Technician, Wholesale Service Representative



Continue your education to obtain a bachelor's degree.

## BEYOND WITC

### Bachelor's Degree

UW-Stout

#### **Important Notes on Transferring:**

- Check out [witic.edu/transfer](http://witic.edu/transfer) for details on specific agreements listed
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.

# Human Services Associate Pathway

## You could take this first and get a credential.

### Community-Based Residential Facility (CBRF) Caregiver

Technical Diploma

2 Credits / 1 Course / 1 Semester  
Part Time

### Potential Career Settings:

Assisted Living, Memory Care, Group Homes, Transitional Housing

### Substance Abuse Counselor Education

Technical Diploma

27 Credits / 1 Year Full Time

### Potential Careers

Substance Abuse Counselor - In Training, Assessment Counselor, Intake Counselor, Substance Abuse Counselor

Career qualifications vary based on licensure application, examination and supervised practice/employment hours as specified and approved by the Wisconsin Department of Safety and Professional Services

## Continue your education to obtain an associate degree.

### Human Services Associate

Associate Degree

60 Credits / 2 Years Full Time

### Potential Careers

Case Worker, Community Outreach/Support Worker, Income Maintenance Worker, Human Services / Information and Referral Specialist, Substance Abuse Counselor (with specialized field experience), Intake Worker, Prevention Worker, Residential Manager, Social Services Assistant, Volunteer Coordinator, Adult Day Care Worker, Human Services Technician, Counselor Assistant, Residential Counselor, Youth Care Counselor, Family Advocate, Activities Assistant, Visitation Worker, Program Aide

## Continue your education to obtain a bachelor's degree.

### BEYOND WITC

### Transfer Options

UW-Eau Claire+  
UW-Oshkosh+  
UW-Stout+  
UW-Superior+  
Franklin University  
Lakeland University  
The College of St. Scholastica+

### Important Notes on Transferring

- Check out [witic.edu/transfer](http://witic.edu/transfer) for details on specific agreements listed
- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with WITC
- + These colleges have developed an agreement directly related to the Human Services and/or similar programs such as Social Work, Human Services, and Human Development & Family Studies
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.

# Information Technology - Cybersecurity Specialist Pathway

## You could take this first and get a credential.

### Networking Professional

Technical Certificate

15 Credits / 1 Year Full-Time

### Potential Careers

Network/Technical Coordinators, Network Administrator/Managers, Network Technician or Support Specialists, Computer Support Specialists

### IT - Network Technician

Technical Diploma

19 Credits / Less than 1 Year Part Time

### Potential Careers

Computer Technician, Network Technician

## Continue your education to obtain an associate degree.

### IT - Cybersecurity Specialist

Associate Degree

63 Credits / 2 Years Full Time; 3 Years Part Time

### Potential Careers

Network Administrator, Network Support Specialist, Cyber Security Specialist, Network Security Specialist, Network Specialist, Computer Specialist, SOC Analyst

## Continue your education to obtain a bachelor's degree.

### BEYOND WITC

### Transfer Options

UW-Oshkosh

UW-Stout+

Franklin University

Lakeland University+

### Important Notes on Transferring:

- Check out [witc.edu/transfer](http://witc.edu/transfer) for details on specific agreements listed
- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with WITC
- + These colleges have developed an agreement related directly to the Information Technology (IT) Program
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.

## You could take this first and get a credential.

### IT - Network Technician

Technical Diploma

19 Credits / Less than 1 Year Part Time

### Potential Careers

Computer Technician, Network Technician



## Continue your education to obtain an associate degree.

### Information Technology - Systems Administration Specialist

Associate Degree

63 Credits / 2 Years Full-Time; 3 Years Part Time

### Potential Careers

Systems Administrator, Microsoft Server Administrator, Network Technician, VMware vSphere Administrator, Database Administrator, Cloud Technician



## Continue your education to obtain a bachelor's degree.

### BEYOND WITC

### Transfer Options

UW-Oshkosh

UW-Stout+

Franklin University

Lakeland University+

### Important Notes on Transferring:

- Check out [witc.edu/transfer](http://witc.edu/transfer) for

- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with WITC

- + These colleges have developed an agreement directly related to the Information Technology (IT) Program

- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities

- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools assist your transfer process

# Leadership Development Pathway

You could take this first and get a credential.

## Leadership Essentials

Technical Diploma

12 Credits / Less than 1 Year

## Potential Careers

Office Coordinator, Office Supervisor, Customer Service Specialist, Group Coordinator, Manufacturing Lead



Continue your education to obtain an associate degree.

## Leadership Development

Associate Degree

60 Credits / 2 Years Full Time; Part Time Options Available

## Potential Careers

Supervisor, Coach, Manager, Team Leader, Group Leader, Department Head, Mentor



Continue your education to obtain a bachelor's degree.

## BEYOND WITC

### Transfer Options

UW-Oshkosh

UW-Stout

UM-Crookston+

Franklin University

Lakeland University

Northland College

### Important Notes on Transferring:

- Check out [witc.edu/transfer](http://witc.edu/transfer) for details on specific agreements listed
- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with WITC
- +These colleges have developed an agreement directly related to the Leadership Development program
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.

# Machine Tool Operation - CNC Pathway

You could take this first and get a credential.

## Manufacturing Production Technician

Technical Diploma

11 Credits / 1 Semester Part Time

### Potential Careers

CNC Set-up Operator, CNC Operator



Continue your education to obtain this technical diploma.

## CNC Technician

Technical Diploma

20 Credits / 1 Year Part Time

### Potential Careers

CNC Machine Operator, CNC Set-up Operator, CNC Operator, Machinist



Continue your education to obtain this technical diploma.

## Machine Tool Operation - CNC

Technical Diploma

35 Credits / 1 Year Full Time; Part Time Available

### Potential Careers

Machine Tool Operator, Apprentice Machinist, CNC Machinist, CNC Programmer, Maintenance Machinist



Continue your education to obtain a bachelor's degree.

## BEYOND WITC

### Transfer Options

UW-Stout

#### Important Notes on Transferring:

- Check out [witc.edu/transfer](http://witc.edu/transfer) for details on specific agreements listed
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process

# Machine Tool Technician Pathway

You could take this first and get a credential.

## Machine Tool Operation

Technical Diploma

31 Credits / 1 Year Full Time

### Potential Careers

Machine Operator, Machinist Apprentice, Machine Setup Operator



Continue your education to obtain this technical diploma.

## Machine Tool Technician

Technical Diploma

61 Credits / 2 Years Full Time

### Potential Careers

Machine Tool Operator, Apprentice Machinist, Machine Setup Person, Tool Room Machinist, CNC Machinist, Maintenance Machinist, CNC Programmer



Continue your education to obtain a bachelor's degree.

## BEYOND WITC

### Transfer Options

UW-Stout

#### Important Notes on Transferring:

- Check out [witic.edu/transfer](http://witic.edu/transfer) for details on specific agreements listed
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process



# Machine Tooling Technics Pathway

## You could take this first and get a credential.

### Entry Level Machining

Technical Diploma

27 Credits / 1 Year Full Time

### Potential Careers

Machine Operator, Machine Repair Person, Machinist, Maintenance Machinist, Production Machinist, Set-Up Machinist

### Multi-Axis CNC Milling

Technical Diploma

14 Credits / 1 Semester Full Time

### Potential Careers

CNC Machinist, Programmer



## Continue your education to obtain this technical diploma.

### Machine Tooling Technics

Technical Diploma

57 Credits / 2 Years Full Time

### Potential Careers

Tool and Die Mold Maker, Machinist Apprentice, Machine Operator, CNC Machinist, Setup Person, Programmer, Maintenance Machinist



## Continue your education to obtain a bachelor's degree.

### BEYOND WITC

### Transfer Options

UW-Stout

### Important Notes on Transferring:

- Check out [witc.edu/transfer](http://witc.edu/transfer) for details on specific agreements listed
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.

# Marine Repair Technician Pathway

You could take this first and get a credential.

## Marine Repair Essentials

Pathway Certificate

14 Credits / 1 Semester Full Time

### Potential Careers

Outboard Motor Technician, Marine Service Technician, Marine Mechanic, Small Engine Technician, Dock Attendant/Dock Hand, Marine Fuel Dock Attendant



Continue your education to obtain this technical diploma.

## Marine Repair Technician

Technical Diploma

41 Credits / 3 Semesters Full Time

### Potential Careers

Inboard Engine Technician, Outboard Motor Technician, Boat Rigging Technician, Electronic Equipment Installation Technician, Marine Sales Representative, Marine Service Technician, Marine Service Supervisor



Continue your education to obtain a bachelor's degree.

## BEYOND WITC

### Transfer Options

UW-Stout

#### Important Notes on Transferring:

- Check out [witc.edu/transfer](http://witc.edu/transfer) for details on specific agreements listed
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process

# Medical Administrative Professional Pathway

## You could take this first and get a credential.

### Healthcare Receptionist

Technical Diploma

15 Credits / One Semester Full Time; Part Time Options Available

### Potential Careers

Medical Receptionist, Medical Scheduler, Medical Information Clerk, Appointment Coordinator, Patient Access

## Continue your education to obtain a technical diploma.

### Health Office Professional

Technical Diploma

30 Credits / One year Full Time; Part Time Options Available

### Potential Careers

Medical Office Specialist, Medical Secretary, Medical Receptionist, Hospital Admissions Representative, Customer Service Representative, Medical Scheduler, Health Information Clerk

### Medical Billing Specialist

Technical Diploma

26 Credits

### Potential Careers

Hospital Medical Biller, Physician's Office Medical Biller, Laboratory Medical Biller, Patient Account Representative, Revenue Cycle Representative

## Continue your education to obtain an associate degree.

### Medical Administrative Professional

Associate Degree

60 Credits / Two Years Full Time; Part Time Options Available

### Potential Careers

Medical Administrative Assistant, Medical Secretary, Medical Receptionist, Medical Scheduler, Hospital Admissions Representative, Medical Billing Specialist, Patient Account Representative, Clinic Coder, Health Unit Coordinator (HUC), Health Information Clerk

## Continue your education to obtain a bachelor's degree.

### BEYOND WITC

### Transfer Options

UW-Oshkosh  
UW-Stout  
Franklin University  
Lakeland University  
Northland College

### Important Notes on Transferring:

- Check out [witc.edu/transfer](http://witc.edu/transfer) for details on specific agreements listed
- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process

# Medical Assistant Pathway

## You could take this first and get a credential.

### Patient Services Specialist

Technical Diploma

17 Credits / 1 Year / 2 Semesters Part Time

### Potential Careers

Medical Insurance Clerk, Medical Receptionist, Patient Scheduler, Healthcare Customer Service Representative



## Continue your education to obtain a technical diploma.

### Medical Assistant

Technical Diploma

33 Credits / 1 Year Full Time; Part Time Options Available

### Potential Careers

Medical Assistant, Clinical Assistant, Phlebotomist



## Continue your education to obtain a bachelor's degree.

### BEYOND WITC

### Transfer Options

UW-Stout

### Important Notes on Transferring:

- Check out [witic.edu/transfer](http://witic.edu/transfer) for details on specific agreements listed
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.

# Nonprofit Leadership Pathway

You could take this first and get a credential.

## Nonprofit Essentials

Pathway Certificate

15 Credits / Less than 1 Year

### Potential Careers

Fundraising Coordinator,  
Development Coordinator, Youth  
Worker, Youth Specialist

## Leadership Essentials

Technical Diploma

12 Credits / Less than 1 Year

### Potential Careers

Office Coordinator, Office  
Supervisor, Customer Service  
Specialist, Group Coordinator,  
Manufacturing Lead

Continue your education to obtain this technical diploma.

## Nonprofit Professional

Technical Diploma

30 Credits / 1 Year

### Potential Careers

Fundraising Coordinator, Relationship Manager, Marketing  
Communications Associate, Program Manager

Continue your education to obtain an associate degree.

## Nonprofit Leadership

Associate Degree

60 Credits | 2 Years Full-Time; Part Time Options Available

### Potential Careers

Program Coordinator, Marketing and Communications Coordinator,  
Volunteer Coordinator, Director of Programs

Continue your education to obtain a bachelor's degree.

## BEYOND WITC

### Transfer Options

UW-Stout

Franklin University

Lakeland University

Northland College

### Important Notes on Transferring:

- Check out [witc.edu/transfer](http://witc.edu/transfer) for details on specific agreements listed
- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process

# Nursing Pathway

## You could take this first and get a credential.

### Nursing Assistant

#### Potential Careers

Technical Diploma (Not embedded, but a requirement for the Nursing programs)

3 Credits / 120 Hour Course

Nursing Assistant

### Practical Nursing

#### Potential Careers

36 Credits / At Least 1 Year Full Time

Licensed Practical Nurse

## Continue your education to obtain an associate degree.

### Nursing - Associate Degree

#### Potential Careers

Associate Degree

70 Credits / At Least 2 Years Full Time

Registered Nurse

### LPN Progression

#### Potential Careers

Associate Degree

34 Credits / At Least One Year Full Time

Registered Nurse

## Continue your education to obtain a bachelor's degree.

### BEYOND WITC

#### Transfer Options

UW-Eau Claire+\*\*\*  
UW-Eau Claire NRNA+  
UW-Green Bay+\*\*\*  
UW-Madison+\*\*\*  
UW-Milwaukee+\*\*\*  
UW-Oshkosh+\*\*\*  
UW-Stevens Point+\*\*\*  
UW-Stout  
UW-Superior+  
Alverno College+  
Cardinal Stritch University+  
Chamberlain College of Nursing+  
Franklin University  
Lakeland University+  
Marian University+  
Purdue University-Northwest+  
Viterbo University+

\*\*\*Current Registered Nurses and Graduates of the Nursing – Associate Degree program (after May 1996) are eligible to receive a total 60 transfer credits to be applied to a Bachelor of Science in Nursing degree from a UW System Collaborative Nursing Program (CNP).

#### Important Notes on Transferring:

- Check out [witc.edu/transfer](http://witc.edu/transfer) for details on specific agreements listed
- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with WITC
- + These colleges have developed an agreement directly related to the Nursing - Associate Degree Program\*\*\*
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process

# Paramedic Technician Pathway

## You could take this first and get a credential.

### Emergency Medical Technician

Technical Diploma (Not embedded, but a requirement for the Paramedic Programs)

5 Credits / 180 Required Hours

### Potential Careers

Emergency Medical Technician (EMT)

## Continue your education to obtain this technical diploma.

### EMT-Paramedic

Technical Diploma

38 Credits / 1 Year Full Time

### Potential Careers

EMT – Paramedic

## Continue your education to obtain an associate degree.

### Paramedic Technician

Associate Degree

67 Credit / 2 Years Full Time; Part Time Option Available

### Potential Careers

Paramedic

## Continue your education to obtain a bachelor's degree.

### BEYOND WITC

### Transfer Options

UW-Oshkosh

UW-Stout

Franklin University

Lakeland University

### Important Notes on Transferring:

- Check out [witc.edu/transfer](http://witc.edu/transfer) for details on specific agreements listed
- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process.

# Utility Construction Pathway

You could take this first to get a credential.

## Utility Construction Installer

Technical Diploma

28 Credits / One Year

### Potential Careers

Construction Technician, Lineman Technician, Light Equipment Operator, Heavy Equipment Truck Driver, Utility Locator, Copper and Fiber Optic Splicer



Continue your education to obtain this technical diploma.

## Utility Construction Technician

Technical Diploma

55 Credits / 2 Years Full Time

### Potential Careers

Construction Foreman, Safety Specialist, Construction Technician, Heavy Equipment Operator, Tractor Backhoe Operator, Directional Drill Operator, Light Equipment Operator, Construction Inspector, Lineman Technician, Heavy Equipment Truck Driver, Utility Locator, Copper and Fiber Optic Splicer



Continue your education to obtain a bachelor's degree.

## BEYOND WITC

### Bachelor's Degree

UW-Stout

#### Important Notes on Transferring:

- Check out [witic.edu/transfer](http://witic.edu/transfer) for details on specific agreements listed below.

- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with WITC

- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities

- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process



# Veterinary Technician Pathway

## You could take this first and get a credential.

### Veterinary Assistant

Technical Diploma

32 Credits / 1 Year Full Time

### Potential Careers

Veterinary Assistant

Veterinary assistants can work as assistants, receptionists and kennel workers. Veterinary assistants handle animals and provide nursing assistance, feed and exercise animals, fill prescriptions and keep exam rooms and reception desks running smoothly.



## Continue your education to obtain this associate degree.

### Veterinary Technician

Associate Degree

64 Credits / 2 Years Full Time

### Potential Careers

Veterinary Technician, Laboratory Animal Technician

Veterinary Technicians work in veterinary clinics and hospitals, humane societies, education, pharmaceutical supplies, research, zoos and wildlife parks, military, public health and government. They collect patient history and perform initial examinations, run laboratory tests, take x-rays, administer anesthesia, and assist in surgery.



## Continue your education to obtain a bachelor's degree.

### BEYOND WITC

### Transfer Options

UW-Stout

Franklin University

Lakeland University

### Important Notes on Transferring:

- Check out [witc.edu/transfer](http://witc.edu/transfer) for details on specific agreements listed
- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with WITC
- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities
- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process

# Welding Pathway

## You could take this first and get a credential.

### Shielded Metal Arc (SMAW)

Technical Diploma  
7 Credits / Less Than 1 Year Part Time

#### Potential Careers

Production Welding,  
Welder Helper

### Gas Metal Arc Welding (GMAW)

Technical Diploma  
7 Credits / Less Than 1 Year Part Time

#### Potential Careers

Production Welder,  
Welder Helper

## You could take this first and get a credential.

### Flux Cored Arc Welding (FCAW)

Technical Diploma  
6 Credits / Less than 1 Year Part Time

#### Potential Careers

Production Welder,  
Welder Helper

### Gas Tungsten Arc Welding (GTAW)

Technical Diploma  
6 Credits / Less than 1 Year Part Time

#### Potential Careers

Production Welder,  
Welder Helper

## Continue your education to obtain this technical diploma.

### Welding/Maintenance and Fabrication

Technical Diploma  
14 Credits / Less Than 1 Year Part Time

#### Potential Careers

Production Welding, Welder / Fitter, Flame Cutter / Machine Operator

## Continue your education to obtain this technical diploma.

### Welding

Technical Diploma  
34 Credits / 1 Year Full Time

#### Potential Careers

Production Welder, Construction Welder, Maintenance Welder, Welding Machine Operator, Welder/Fitter, Welder Helper, Flame Cutter/Machine Operator

## Continue your education to obtain a bachelor's degree.

### BEYOND WITC

#### Transfer Options

UW-Stout

#### Important Notes on Transferring:

- Check out [witc.edu/transfer](http://witc.edu/transfer) for details on specific agreements listed

- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with WITC

- To learn how your education, or previous college credits, will transfer, talk to a transfer coordinator, at any of the four year colleges listed, to learn how to maximize your credit transfer opportunities

- Transferology, [www.transferology.com](http://www.transferology.com), or Transfer Evaluation System (TES), may be helpful tools to assist your transfer process



## Administration, Faculty, and Management Staff

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 Technical Diploma, Wisconsin Indianhead Technical College  
 ASE Master Auto Technician

**Richard Walther**  
**Automotive Technician Instructor**  
 ASE Master Auto Technician

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**Associate Degree Nursing Instructor**  
 A.D.N., Wisconsin Indianhead Technical College  
 B.S.N., Capella University

**Melissa Zwiler**  
**Associate Degree Nursing Instructor**  
 B.S.N., U of North Dakota  
 M.S.N., U of North Dakota

## Superior Campus Administration and Management Staff

**Stephanie Erdmann, Ph.D.**  
**Vice President, Academic Affairs & Campus Administrator**  
 B.A., U of Montana  
 M.S., U of Wisconsin-Green Bay  
 Ph.D., Northcentral University

**Kristin Vesel**  
**Dean of Students**  
 B.B.A., U of Wisconsin-Superior  
 M.B.A., Minnesota School of Business

**Thomas Barbano**  
**Administrative Specialist/Supervisor**  
 A.A., U of Wisconsin-Superior

**Peter Gamache**  
**Facility Maintenance Supervisor**  
 A.A.S., Wisconsin Indianhead Technical College

**Charles LaGesse**  
**Law Enforcement Specialist**  
 B.A., Concordia University  
 M.S., St. Cloud State University

**Leslie Larsen**  
**Associate Dean of Continuing Education**  
 B.S., U of Wisconsin-Stevens Point  
 M.Ed., U of Minnesota-Duluth

**Dan Miller**  
**Associate Dean, Workforce and Community Development**  
 A.S., Itasca Community College  
 B.S., Bemidji State University

**James Miller**  
**User & Desktop Administrator**  
 A.A.S., Wisconsin Indianhead Technical College

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**Associate Dean, Superior Region**  
 B.A., Saint Olaf College  
 M.A., U of Wisconsin-Madison  
 M.A., U of Minnesota-Duluth

**Ben Mooney**  
**Manager, Enrollment Services**  
 B.S., U of Wisconsin-Superior

**Venessa Osborne**  
**Applications Specialist**  
 B.A., University of Pretoria

**Andrew Ogren**  
**Software Engineer**  
 B.B.A., University of Minnesota

**Hillary Olson**  
**Academic Coach**  
 B.A., University of Northern Colorado

**Kimberly Pearson**  
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 B.S., St. Cloud State University  
 M.B.A., Capella University

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**Bookstore Manager**  
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B.S., U of Wisconsin-Superior

**Jena Vogtman**  
**Director, Marketing and Communications**  
B.A.S., U of Missouri-Columbia  
B.J., U of Missouri-Columbia  
M.B.A., College of St. Scholastica

**Laura Wassenaar**  
**Dean of Academic Programs & Curriculum, Superior Region**  
B.A., U of Minnesota-Duluth  
M.A., U of St. Thomas

## FACULTY

**Dr. LoriLyn Cypher**  
**Health Sciences Instructor**  
B.S., U of Wisconsin-Superior  
Doctor of Chiropractic, Northwestern Health Sciences University

**Matthew Dietsche**  
**General Studies - Communications Instructor**  
A.A.S., U of Wisconsin-Barron County  
B.S., U of Wisconsin-Superior  
M.S. Ed., U of Wisconsin-Superior

**Jennifer Ellis**  
**Gerontology - Aging Services Professional Instructor**  
A.A., Waldorf College  
B.A., College of St. Scholastica  
M.S., Chestnut Hill College

**Jean Engebretson**  
**Cosmetology Instructor**  
Cosmetologist Degree - Cosmetology  
Careers Unlimited

**Kate Eskuri**  
**College Health Nurse**  
B.S.N., University of Minnesota, Twin Cities

**Kate Flug**  
**Career Specialist/Recruiter**  
B.S., University of Minnesota; Curtis L. Carlson School of Management

**Christopher Fries**  
**Accommodations Specialist**  
B.S., Northern Michigan University  
M.A., Northern Michigan University

**Johanna Garrison, Ed.D.**  
**Human Services Associate Instructor**  
B.E.S., St. Cloud State University  
M.S.W., U of Minnesota-St. Paul  
Ed. D., U of Minnesota-St. Paul

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**Welding Instructor**  
Technical Diploma, Wisconsin Indianhead Technical College  
B.S., U of Wisconsin-Stout

**Terry Glanville**  
**Automotive Technician Instructor**  
Technical Diploma - Wisconsin Indianhead Technical College

**Aleasha Hladilek**  
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M.S., University of Wisconsin-Stout

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**Machine Tool Technician Instructor**  
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M.A., Saint Mary's University of Minnesota  
M.A., Alliant International University - Fresno, CA  
Ph.D., Alliant International University

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**Criminal Justice Studies Instructor**  
B.S., U of Wisconsin-Superior  
M.S.E., U of Wisconsin-Superior

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**Counselor**  
B.S., U of Wisconsin-Superior  
M.S., U of Wisconsin-Superior

**Deirdre Maki**  
**Counselor**  
B.A., Concordia College  
M.A., Edinboro University of Pennsylvania

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**Associate Degree Nursing Instructor**  
B.A., The College of St. Scholastica

**Jennifer Nelson**  
**Associate Degree Nursing Instructor**  
B.S.N., Bemidji State University

**David Nyquist**  
**Business Management/Nonprofit Leadership Instructor**  
B.S., Northern Michigan University

**Paula Persons**  
**Associate Degree Nursing Instructor**  
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M.S.N., U of Phoenix

**Amy Pozniak**  
**Administrative Professional Instructor**  
A.A.S., Duluth Business University  
B.A., Concordia University  
M.A., Concordia University

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**Medical Assistant Instructor**  
Technical Diploma, Minneapolis Business College

**Jeff Rosburg**  
**Machine Tool Technician Instructor**  
Technical Diploma, Wisconsin Indianhead Technical College

**Twila Sauve**  
**Academic Support Instructor**  
A.A., Rainy River Community College  
B.A., College of St. Scholastica  
M.E.D., U of Minnesota-Duluth

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**Associate Degree Nursing Instructor**  
A.D.N., Wisconsin Indianhead Technical College  
B.S.N., Western Governors University

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**Associate Degree Nursing Instructor**  
A.A., Fond Du Lac Tribal & Community College  
A.D.N., Wisconsin Indianhead Technical College  
B.S.N., Western Governors University

**Benjamin Strege, CPA**  
**Accounting Instructor**  
B.A., Brigham Young University - Idaho  
M.A., Ohio State University

**Jeri Sylvester**  
**Associate Degree Nursing Instructor**  
B.S.N., Viterbo University  
M.S.N., Chamberlain College of Nursing

**Celia Tarnowski**  
**General Studies - Communications Instructor**  
B.A., College of St. Scholastica  
M.A., U of Wisconsin-Superior  
Certificate in Online Instruction, College of St. Scholastica

**April Thompson**  
**Cosmetology Instructor**  
B.S., University of Wisconsin-Superior

**Frank Vidas**  
**Heating, Ventilation, and Air Conditioning/Refrigeration Technician Instructor**  
Technical Diploma, Washburn Trade School

**Damian VonFrank**  
**General Studies-Economics Instructor**  
B.S., Francis Marion University  
M.B.A., Florida State University  
M.S., Florida State University

**Sonja VonFrank**  
**Academic Support Instructor**  
B.S., Florida State University  
M.B.A., Florida State University  
M.S.E., Florida State University

**Nora Ziburski, Ph.D.**  
**Early Childhood Education Instructor**  
B.S., U of Minnesota-Duluth  
M.S.E., St. Mary's University of Minnesota  
Ph.D., St. Mary's University of Minnesota

**Thomas Ziburski**  
**Industrial Maintenance Technician Instructor**  
A.A.S., Wisconsin Indianhead Technical College



## Equal Opportunity Statement

Wisconsin Indianhead Technical College (WITC) does not discriminate on the basis of race, color, ancestry, religion, sex, service in the uniformed services, veteran status, national origin, age, disability, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions or status in any group protected by state or local law in employment, admissions or its programs or activities. WITC offers degrees, diplomas, apprenticeships and certificates in the Emergency Management Services, General Education/ABE, Business, Family & Consumer Services, Allied Health and Trade and Technical divisions. Admissions criteria vary by program and are available by calling our Admissions Office at 800-243-9482.

The following person has been designated to oversee Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973 and to handle inquiries regarding the College's nondiscrimination policies: Amanda Gohde, Affirmative Action/ Equal Opportunity Officer/ Title IX Coordinator/Director, Human Resources, Administrative Office, 505 Pine Ridge Drive, Shell Lake WI 54871, 715-468-2815 ext. 2240, TTY 711, amanda.gohde@witc.edu.

Wisconsin Indianhead Technical College (WITC) no discrimina par motivos de raza, color, ascendencia, religion, sexo, servicio en las Fuerzas Armadas, condición de veterano, origen nacional, edad, discapacidad, orientación sexual, estado civil o familiar, embarazo, enfermedades o complicaciones relacionadas con el embarazo en cualquier grupo protegido por la ley estatal o local en las oportunidades de trabajo, las admisiones o sus programas o actividades. WITC ofrece títulos, diplomas, prácticas y certificados en Servicios de Gestión de Emergencias, Estudios Generales/ ABE, Servicios de Empresa, Familia y Consumidor, Servicios Auxiliares de Salud, y divisiones Técnica y Comercio. Los criterios de admisión varían según el programa y están disponibles llamando a nuestra Oficina de Admisiones al 800-243-9482.

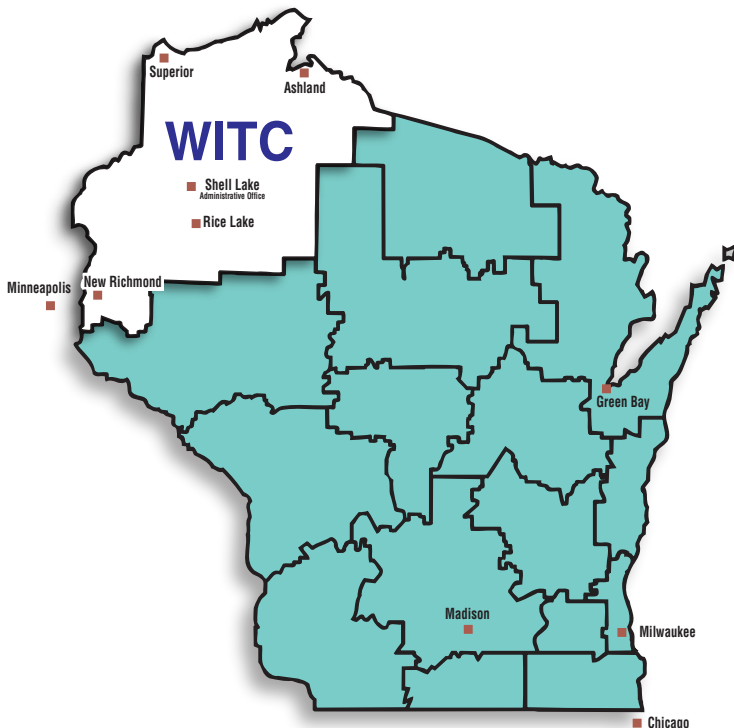
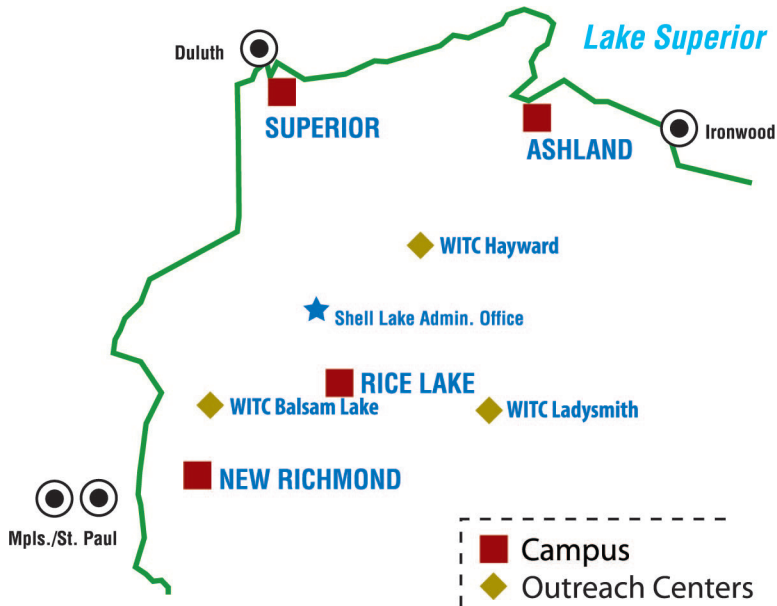
La siguiente persona ha sido designada para supervisar el Título IX de las Enmiendas en la Educación de 1972 y la Sección 504 de la Ley de Rehabilitación de 1973 y para atender las consultas relacionadas con las políticas de no discriminación de WITC: Amanda Gohde, responsable de Acción Positiva / Igualdad de Oportunidades / Coordinadora del Título IX/ Directora de Recursos Humanos, Oficina Administrativa, 505 Pine Ridge Drive, Shell Lake WI 54871, 715-468-2815 ext. 2240, TTY 711, amanda.gohde@witc.edu.

Wisconsin Indianhead Technical College (WITC) t sis muaj kev nt xub ntxaug las ntawm haiv neeg, xim nqaij tawv, poj koo b yawm txwv, kev ntseeg, poj niam txiv neej, kev ua tub ceev xwm, qub tub rag, haiv neeg keeb kwm, hnub nyoog, kev xiam oob qhab, kev nyiam poj niam las txiv neej, t xheej xwm kev sib yuav lossis t sev neeg, t xheej xwm cev xeeb tub, kev mob uas ntsig txog lub cev xeeb tub hauv t xhua pab pawg uas muaj kev tiv thaiv las ntawm lub xeev las yog lub zej zag t xoj cai lij choj txog kev ua haujlwm, kev t xais nk ag lossisnws cov kev pab cuam lossis cov haujlwm ub no. WITC muab kev kawm qib degree, diplomas, xyaum hauj lwm thiab daim ntawv pov thawj t xog kev pab cuam Tswj Hwm Xwm Txheej Ceev, Kev Kawm Ntawv Ncuva Dav/ ABE, Kev Pab Cuam Txog Fab Kev Lag Luam, Tsev Neeg & Cov Neeg Siv Khoom, feem hauj lwm kev Noj Qab Haus Huv thiab Kev Lag Luam thiab Kev Txawj (Technical). Cov kev cai kev txais nkag yuav sib txawv raws li qhov kev pab cuam thiab muaj rau siv tau las ntawm kev hu rau peb lub Tsev Ua Hauj Lem Kev Txais Nkag (Admissions Office) ntawm tus xov tooj 800-243 -9482.

Tus neeg hauv qab no raug xaiv las saib xyuas Nqe Cai IX ntawm Kev Hloov Kho Kev Kawm Ntawv xyoo 1972 thiab Tshooj 504 ntawm Txoj Cai Kho Korn Zoo Rav Los Li Qub xyoo 1973 thiab teb rau cov lus nug hais txog lub Tsev Kawm College cov cai tsis pub muaj kev sib cais: Amanda Gohde, Kev Nqis Tes Ua/ Tus Neeg Ua Hauj Lwm Txog Kev M uaj Vaj Huam Sib Luag Fab Kev Kawm/ Nqe Cai IX Tus Neeg Saib Xyuas/Tus Thawj Coj, Feem Saib Xyuas Neeg Ua Hauj Lwm, Lub Chaw Ua Hauj Lwm Tuav Tswj, 505 Pine Ridge Drive, Shell Lake WI 54871, 715 -468 -2815 tus xov tooj txuas nt xiv. 2240, TTY 711, amanda.gohde@witc.edu.

Amanda Gohde  
Equal Opportunity Officer/  
Title IX, Section 504,  
and Title VII Coordinator  
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**WITC** has four campuses that are part of the Wisconsin Indianhead Technical College district. Together they serve the educational and career needs of more than 17,000 residents of northwestern Wisconsin each year. Each campus offers career-focused associate degree programs, technical diplomas, customized training for area businesses, and a wide array of courses for personal or career enrichment. WITC is also part of the statewide technical college system.



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