

# Northwood Technical College 2021-2022 Catalog

**NorthwoodTech.edu**

**800.243.9482**



**Northwood**  
Technical College



Welcome!

We are excited that you are considering one of the many educational opportunities provided by Northwood Technical College. 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 Northwood Tech, 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 Northwood Tech 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 Northwood Tech their first choice. Come to Northwood Tech and Experience Success!

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

A handwritten signature in black ink that reads "John Will". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

John Will, Ed.D.  
President  
Northwood Technical College



## Northwood Tech 2021-2022 Catalog

This catalog contains general information about Northwood Tech's programs and services, course descriptions, tuition and fees, and policies in existence at the time of this publication's deadline, August 2021.

Northwood Tech 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.



**NorthwoodTech**  
Experience. Success.

**800.243.9482**



# Northwood Tech

Experience. Success.

Welcome to Northwood Technical College, Northwest Wisconsin's leader in Career and Technical Education. At Northwood Tech, 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 Northwood Tech 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 Northwood Tech will enable you to access the exciting and rewarding career opportunities you seek.

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

Respectfully,

### **Northwood Tech Administration, Faculty, and Staff**

### **Board of Trustees**

The College operates under the direction of the Northwood Tech Board of Trustees. Board members are appointed by a board appointment committee made up of the county board chairpersons in Northwood Tech'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**

Northwood Tech 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, Northwood Tech creates dynamic opportunities for career preparation and personal growth. 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

Serve 2,400 FTE, 2,400 credentials, and 24,000 students annually by 2021

#### Strategic Key Strengths

1. **AFFORDABLE:** Emphasize status as a low-cost provider with high value to connect more people to programs and services
2. **STUDENT-CENTERED:** Modify programs and services to reflect changing student needs and interests
3. **REGIONALLY ALIGNED:** Maintain a program mix that focuses on the needs of the regional economy to ensure graduate outcomes remain strong and employer needs are met
4. **COMMUNITY DRIVEN:** Improve attainment through the development of local services and programming

### Diversity, Equity, and Inclusion

Northwood Tech is committed to providing a diverse, equitable, and inclusive working and learning environment. Current goals of the College center on creating opportunities, removing barriers, and ensuring a climate of success that appreciates uniqueness and celebrates diversity. To learn more about the College's Affirmative Action/Equal Opportunity goals and find helpful resources, please visit [www.NorthwoodTech.edu/DEI](http://www.NorthwoodTech.edu/DEI).

#### Equity Vision Statement

The faculty, staff and community partners of Northwood Tech commit to identifying and addressing inequities

through purposeful data use and intentional planning of policies, procedures, professional learning and continuous improvement actions to ensure every individual receives what they need to develop their full academic and economic potential.



### Northwood Technical College Purposes

As an accredited public postsecondary educational institution serving Northwest Wisconsin, Northwood 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 Northwood Tech District

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

The Northwood Tech district encompasses 10,500 square miles with over 300,000 residents. Of the nearly 15,000 students served each year, 54 percent are female, 7.5 percent are ethnic minorities, 1 percent are Veterans, and 76 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 Northwood Tech Foundation also supports the College with scholarships, staff development training, and equipment donations.

Northwood Tech partners with area businesses, educational institutions, and agencies to create programming that meets regional needs.

## Student Academic Achievement at Northwood Tech

Northwood Tech'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 Employability Essentials at Northwood Tech represent the educational values of the College. They are the knowledge skills, and abilities students are expected to develop as a result of their overall experiences at Northwood Tech. The Employability Essentials are assessed in all programs greater than one year. The documentation and assessment of learning outcomes provide a basis for Northwood Tech'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 Northwood Tech Employability Essentials to **communicate clearly, demonstrate professionalism, think critically, and practice inclusivity** will be assessed in all technical diploma and associate degree program students annually. Assessment of the Employability Essentials assist Northwood Tech as we continuously work to improve teaching and learning.

- » Communicate Clearly
- » Demonstrate Professionalism
- » Think Critically
- » Practice Inclusivity

## 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

Northwood Tech 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 Northwood Tech graduates will have the skills necessary to be effective in career and personal effectiveness

Please visit Northwood Tech's Assessment web site for further resources and information related to Assessment of Student Learning:

[www.NorthwoodTech.edu/about-NorthwoodTech/Institutional-organization-and-Priorities/office-of-academic-affairs](http://www.NorthwoodTech.edu/about-NorthwoodTech/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 »  |                  |                  | ■                | 37   | ■      | ■       | ■            | ■         | ■        | ■                | ■      |
| * Accounting Assistant »  | ■                |                  |                  | 39   | ■      | ■       | ■            | ■         | ■        | ■                | ■      |
| * Administrative Coordinator (Administrative Professional) »          |                  |                  | ■                | 41   | ■      | ■       | ■            | ■         | ■        | ■                | ■      |
| Advanced EMT**  |                  |                  |                  | 43   |        |         | ■            | ■         |          |                  |        |
| * Agricultural Power and Equipment Technician                         |                  | ■                |                  | 46   |        |         | ■            |           |          |                  |        |
| * Architectural Commercial Design (unique in Wisconsin) »             |                  |                  | ■                | 48   | ■      | ■       | ■            | ■         | ■        |                  |        |
| * Architectural Woodworking & Cabinetmaking »                         | ■                |                  |                  | 50   |        |         |              | ■         |          |                  | ■      |
| * Automated Packaging Systems Technician (unique in Wisconsin) »      |                  | ■                |                  | 51   |        |         | ■            |           |          |                  |        |
| * Automation for Industrial Systems (unique in Wisconsin) »           |                  |                  | ■                | 53   |        |         | ■            |           |          |                  |        |
| * Automotive Service Technician »                                     | ■                |                  |                  | 55   |        |         |              |           | ■        |                  |        |
| * Automotive Technician »   |                  | ■                |                  | 57   |        |         |              | ■         |          |                  |        |
| Billing and Posting Clerk** »   |                  |                  |                  | 59   | ■      | ■       | ■            | ■         | ■        | ■                |        |
| * Business Management »   |                  |                  | ■                | 62   |        | ■       | ■            | ■         | ■        | ■                |        |
| Community-Based Residential Facility (CBRF) Caregiver** »             |                  |                  |                  | 64   |        | ■       | ■            | ■         | ■        |                  |        |
| * Construction and Cabinetmaking (unique in Wisconsin) »              |                  | ■                |                  | 65   |        |         |              | ■         |          |                  |        |
| Construction Essentials** »   |                  |                  |                  | 67   |        |         |              |           |          |                  | ■      |
| * Cosmetology   | ■                |                  |                  | 68   |        |         |              | ■         | ■        |                  |        |
| * Criminal Justice - Law Enforcement 720 Academy**                    |                  |                  |                  | 70   |        |         |              | ■         |          |                  |        |
| * Criminal Justice Studies  |                  |                  | ■                | 72   | ■      | ■       | ■            | ■         | ■        |                  |        |
| * Customer Service Manager »  | ■                |                  |                  | 76   |        | ■       | ■            | ■         | ■        | ■                |        |
| * Dental Assistant  | ■                |                  |                  | 79   |        |         |              | ■         |          |                  |        |
| * Diesel Equipment Technician   |                  | ■                |                  | 81   |        |         | ■            |           |          |                  |        |
| * Drafting Technician »   | ■                |                  |                  | 83   | ■      | ■       | ■            | ■         | ■        |                  |        |
| * Early Childhood Education »   |                  |                  | ■                | 84   |        |         | ■            | ■         | ■        |                  |        |
| * E-CHILD »   |                  |                  | ■                | 86   | ■      |         |              |           |          |                  |        |
| * E-Connect - Child Care Services »                                   | ■                |                  |                  | 88   | ■      |         |              |           |          |                  |        |
| Emergency Medical Technician** »                                      |                  |                  |                  | 90   |        | ■       | ■            | ■         | ■        | ■                |        |
| * Emergency Medical Technician - Paramedic »                          | ■                |                  |                  | 92   |        | ■       | ■            | ■         | ■        |                  |        |
| * Farm Operation »  | ■                |                  |                  | 95   |        | ■       | ■            | ■         | ■        | ■                |        |
| * Financial Services »  |                  |                  | ■                | 97   | ■      | ■       | ■            | ■         | ■        | ■                |        |
| Financial Services Customer Representative** »                        |                  |                  |                  | 99   | ■      | ■       | ■            | ■         | ■        | ■                |        |
| * Gerontology - Aging Services Professional »                         |                  |                  | ■                | 100  | ■      | ■       | ■            | ■         | ■        | ■                |        |
| * Health Information Technology »                                     |                  |                  | ■                | 104  | ■      |         |              |           |          |                  |        |
| * Health Office Professional »  | ■                |                  |                  | 106  | ■      | ■       | ■            | ■         | ■        |                  |        |
| Healthcare Receptionist** »   |                  |                  |                  | 107  | ■      | ■       | ■            | ■         | ■        |                  |        |
| * Heating, Ventilation, and Air Conditioning/Refrigeration (HVAC/R) » |                  | ■                |                  | 108  |        |         |              |           | ■        |                  |        |
| Hospitality Foundations** (unique in Wisconsin)                       |                  |                  |                  | 110  |        | ■       | ■            | ■         | ■        |                  |        |
| * Human Resource Management »   |                  |                  | ■                | 111  | ■      | ■       | ■            | ■         | ■        | ■                |        |
| * Human Resources and Payroll Generalist »                            | ■                |                  |                  | 113  | ■      | ■       | ■            | ■         | ■        | ■                |        |
| * Human Services Associate »  |                  |                  | ■                | 115  |        | ■       | ■            | ■         | ■        |                  |        |
| * HVAC Installation Technician »                                      | ■                |                  |                  | 117  |        |         |              |           | ■        |                  |        |
| * Individualized Technical Studies                                    |                  |                  | ■                | 119  |        | ■       | ■            | ■         | ■        |                  |        |
| * Industrial Maintenance Technician                                   |                  | ■                |                  | 120  |        |         |              |           | ■        |                  |        |
| * Industrial Systems Specialist (unique in Wisconsin) »               | ■                |                  |                  | 122  |        |         | ■            |           |          |                  |        |
| * Information Technology - Cybersecurity Specialist »                 |                  |                  | ■                | 124  |        | ■       | ■            | ■         | ■        |                  |        |
| * Information Technology - Systems Administration Specialist »        |                  |                  | ■                | 126  |        | ■       | ■            | ■         | ■        |                  |        |
| * Information Technology - Web and Software Developer                 |                  |                  | ■                | 128  | ■      |         | ■            |           |          |                  |        |
| * Leadership Development »  |                  |                  | ■                | 130  | ■      | ■       | ■            | ■         | ■        | ■                |        |
| Leadership Essentials** »   |                  |                  |                  | 132  | ■      | ■       | ■            | ■         | ■        | ■                |        |
| * Machine Tool Operation »  | ■                |                  |                  | 134  |        | ■       |              |           |          |                  |        |
| * Machine Tool Operation - CNC »                                      | ■                |                  |                  | 135  |        |         |              | ■         |          |                  |        |
| * Machine Tool Technician »   |                  | ■                |                  | 137  |        |         |              |           | ■        |                  |        |
| * Machine Tooling Technics »  |                  | ■                |                  | 139  |        |         | ■            |           |          |                  |        |



## Programs (cont.)

Offered at

|  | 1-year technical | 2-year technical | 2-year associate | Page | Online | Ashland | New Richmond | Rice Lake | Superior | Outreach Centers | Custom† |
|--|------------------|------------------|------------------|------|--------|---------|--------------|-----------|----------|------------------|---------|
| * Marine Repair Technician (unique in Wisconsin) ➤             | ■                |                  |                  | 142  |        | ■       |              |           |          |                  |         |
| * Medical Administrative Professional ➤                        |                  | ■                |                  | 144  | ■      | ■       | ■            | ■         | ■        |                  |         |
| * Medical Assistant➤   | ■                |                  |                  | 146  |        | ■       | ■            | ■         | ■        |                  |         |
| * Medical Billing Specialist ➤                                 | ■                |                  |                  | 148  | ■      | ■       | ■            | ■         | ■        |                  |         |
| * Medical Coding Specialist ➤                                  | ■                |                  |                  | 149  | ■      |         |              |           |          |                  |         |
| Microsoft Office** ➤   |                  |                  |                  | 151  | ■      | ■       | ■            | ■         | ■        | ■                |         |
| * Nonprofit Leadership ➤                                       |                  | ■                |                  | 153  | ■      | ■       | ■            | ■         | ■        | ■                |         |
| * Nonprofit Professional (unique in Wisconsin) ➤               | ■                |                  |                  | 155  | ■      | ■       | ■            | ■         | ■        | ■                |         |
| Nursing Assistant**  |                  |                  |                  | 157  |        | ■       | ■            | ■         | ■        | ■                |         |
| Nursing Assistant - Limited Term**                             |                  |                  |                  | 158  |        | ■       | ■            | ■         | ■        | ■                |         |
| * Nursing - Associate Degree                                   |                  | ■                |                  | 159  |        | ■       | ■            | ■         | ■        |                  |         |
| * Occupational Therapy Assistant                               |                  | ■                |                  | 161  |        | ■       | ■            | ■         |          |                  |         |
| * Office Support Specialist ➤                                  | ■                |                  |                  | 163  | ■      | ■       | ■            | ■         | ■        | ■                |         |
| Office Technology Assistant** ➤                                |                  |                  |                  | 165  | ■      | ■       | ■            | ■         | ■        | ■                |         |
| * Paramedic Technician ➤                                       |                  | ■                |                  | 166  |        | ■       | ■            | ■         | ■        |                  |         |
| * Pharmacy Technician  | ■                |                  |                  | 169  |        | ■       |              |           |          | ■                |         |
| * Power Sports Technician                                      | ■                |                  |                  | 172  |        |         | ■            |           |          |                  |         |
| Refrigeration Essentials**➤                                    |                  |                  |                  | 177  |        |         |              |           |          | ■                |         |
| * Substance Abuse Counselor Education ➤                        | ■                |                  |                  | 178  |        | ■       | ■            | ■         | ■        |                  |         |
| * Technical Studies - Journeyworker                            |                  | ■                |                  | 183  |        | ■       | ■            | ■         | ■        |                  |         |
| Truck Driving**  |                  |                  |                  | 184  |        |         | ■            | ■         |          |                  |         |
| * University Transfer Degree - Associate to Bachelor's/Arts    |                  | ■                |                  | 185  | ■      |         |              |           |          |                  |         |
| * University Transfer Degree - Associate to Bachelor's/Science |                  | ■                |                  | 187  | ■      |         |              |           |          |                  |         |
| * Utility Construction Technician (unique in Wisconsin)        | ■                |                  |                  | 189  |        |         |              | ■         |          |                  |         |
| * Veterinary Technician ➤                                      |                  | ■                |                  | 191  |        |         | ■            |           |          |                  |         |
| * Welding ➤  | ■                |                  |                  | 193  |        | ■       | ■            | ■         | ■        |                  |         |

\* 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.

† Custom Programs - See Page 10 for more information

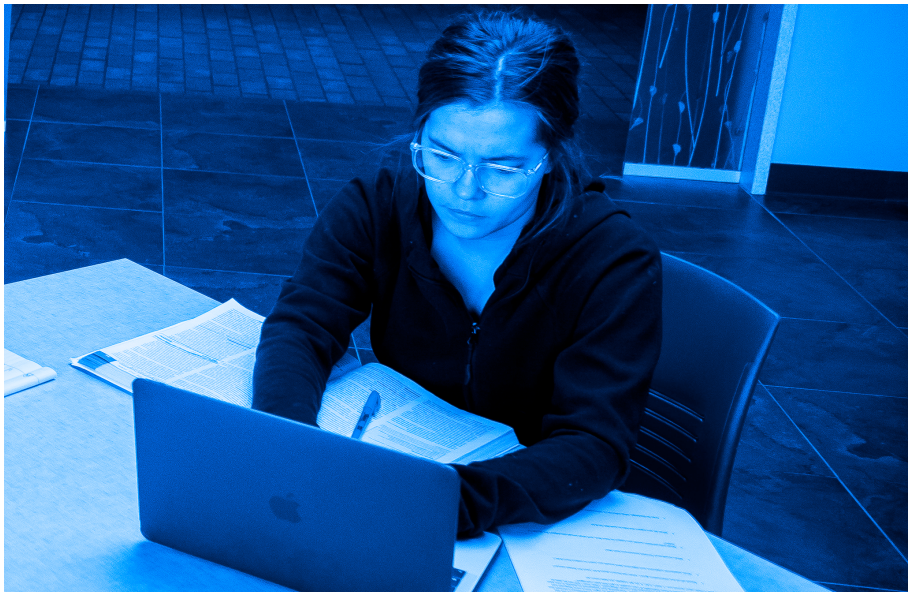
➤ CP Logo: Indicates this program is part of a career pathway

## Certificates

Offered at

|   | Page | Online | Ashland | New Richmond | Rice Lake | Superior | Outreach Centers |
|---|------|--------|---------|--------------|-----------|----------|------------------|
| Advanced Marine Repair Technician                                     | 44   |        | ■       |              |           |          |                  |
| Agricultural Business Fundamentals ➤                                  | 45   |        | ■       | ■            | ■         |          | ■                |
| Business Administration Specialist                                    | 60   | ■      | ■       | ■            | ■         | ■        |                  |
| Business Graphics   | 61   | ■      | ■       | ■            | ■         | ■        |                  |
| Crop Production➤  | 74   |        | ■       | ■            | ■         |          | ■                |
| Customer Service  | 75   |        | ■       | ■            | ■         | ■        | ■                |
| Dementia Care (unique in Wisconsin) ➤                                 | 78   | ■      | ■       | ■            | ■         | ■        | ■                |
| Ethical Leadership  | 94   |        | ■       | ■            | ■         | ■        | ■                |
| Gerontology for Healthcare Professionals (unique in Wisconsin) ➤      | 102  | ■      | ■       | ■            | ■         | ■        | ■                |
| Group Child Care Essentials ➤   | 103  | ■      |         | ■            | ■         | ■        |                  |
| Livestock Production ➤  | 133  |        | ■       | ■            | ■         |          | ■                |
| Management Certificate  | 141  |        | ■       | ■            | ■         | ■        | ■                |
| Nonprofit Essentials (unique in Wisconsin) ➤                          | 152  | ■      |         |              |           |          |                  |
| Personal Care Worker  | 168  |        | ■       | ■            | ■         | ■        |                  |
| Phlebotomy  | 171  |        |         | ■            | ■         |          |                  |
| Preschool Education Professional (The Registry Preschool Credential)➤ | 174  | ■      |         | ■            | ■         | ■        |                  |
| Professional Credential for Infants/Toddlers (Wisconsin)              | 176  | ■      |         |              |           |          |                  |
| Supervisory Leadership  | 180  |        | ■       | ■            | ■         | ■        | ■                |
| Tax Preparer Assistant ➤  | 182  | ■      | ■       | ■            | ■         | ■        | ■                |

Select courses are offered at the Hayward, Ladysmith and/or Balsam Lake outreach centers. Please contact the outreach center manager for details.



## **Northwood Tech Campuses and Online Opportunities**

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**Ladysmith, 21**



**NorthwoodTech**  
Experience. Success.

# Northwood Tech Online

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

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

## **Architecture and Construction**

Architectural Commercial Design (Online Live)  
Drafting Technician (Online Live)

## **Business Management and Administration**

Administrative Coordinator (Administrative Professional)  
Health Office Professional  
Healthcare Receptionist  
Human Resource Management  
Human Resources and Payroll Generalist  
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**

E-CHiLD  
E-Connect - Child Care Services

## **Finance**

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

## **Health Sciences**

Gerontology - Aging Services Professional (Your Choice)  
Health Information Technology  
Medical Coding Specialist

## **Information Technology**

Information Technology – Web and Software Developer

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

Criminal Justice Studies

## **University Transfer Degree**

University Transfer Degree - Associate to Bachelor's/Arts  
University Transfer Degree - Associate to Bachelor's/Science

## **Certificates**

Business Administration Specialist  
Business Graphics  
Customer Service  
Demential Care (Your Choice)  
Ethical Leadership  
Gerontology for Healthcare Professionals (Your Choice)  
Group Child Care Essentials  
Management Certificate  
Nonprofit Essentials  
Professional Credential for Infants/Toddlers (Wisconsin)  
Preschool Education Professional (The Registry Preschool Credential)  
Supervisory Leadership  
Tax Preparer Assistant

## **Apprenticeship**

Broadband Service Technician Apprentice  
Cosmetology Apprentice

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



# Northwood Tech Online

## 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 Northwood Technical College. It is essential that students own or have ready access to a computer.

Northwood 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.NorthwoodTech.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 Northwood Tech online program or course:

- » Students must be familiar with Northwood Tech'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.NorthwoodTech.edu/commons/index.htm](http://www.NorthwoodTech.edu/commons/index.htm).

Use this link to access information on online programming:

<https://www.NorthwoodTech.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.

## Custom Programs

The Workforce and Community Development department offers a number of credit programs through a variety of custom delivery options. Mobile site delivery allows Northwood Tech 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 Northwood Tech 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)
- » Construction Essentials (custom delivery)

# Ashland

Northwood Technical College in 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

## **Architecture and Construction**

Architectural Commercial Design (Online Live)

Drafting Technician (Online Live)

## **Business Management and Administration**

Administrative Coordinator (Administrative Professional)

Business Management

Customer Service Manager

Health Office Professional

Healthcare Receptionist

Human Resource Management

Human Resources and Payroll Generalist

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

## **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  
Gerontology for Healthcare Professionals  
Livestock Production  
Management Certificate  
Personal Care Worker  
Supervisory Leadership  
Tax Preparer Assistant

**Apprenticeship**

Plumbing

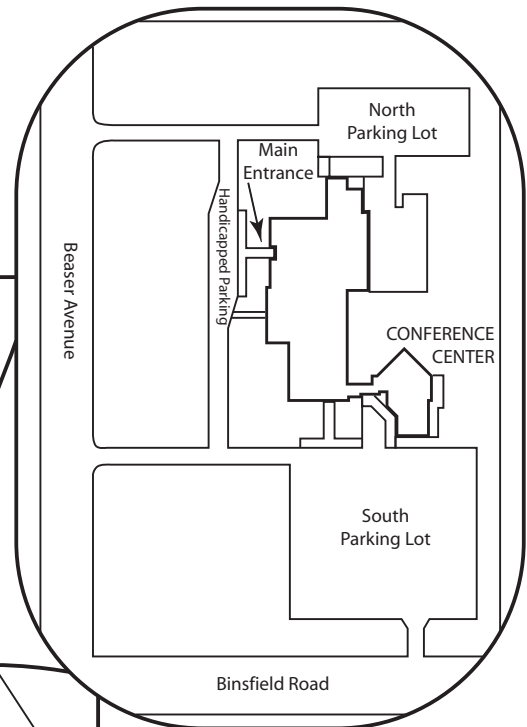
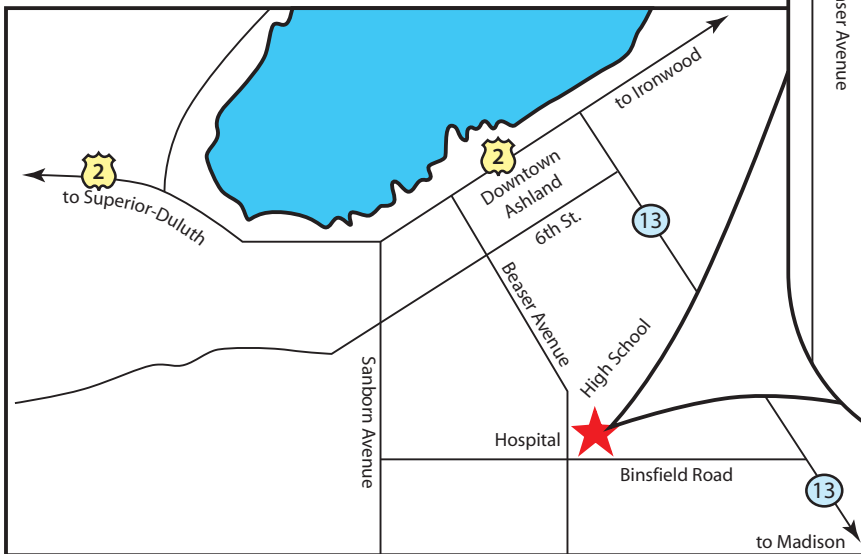
**Other Offerings**

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 Northwood Tech Outreach Centers. Please contact your local campus for specifics.

Please see Page 9 for a listing of Online Programs

2100 Beaser Avenue, Ashland, WI 54806  
715.682.4591, Fax 715.682.8040



# New Richmond

Northwood Technical College in 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  
Drafting Technician

## **Business Management and Administration**

Administrative Coordinator (Administrative Professional)  
Business Management  
Customer Service Manager  
Health Office Professional  
Healthcare Receptionist  
Human Resource Management  
Human Resources and Payroll Generalist  
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  
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



### Manufacturing

Automated Packaging Systems Technician  
Automation for Industrial Systems  
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  
Gerontology for Healthcare Professionals  
Group Child Care Essentials

### Certificates (continued)

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

### Apprenticeship

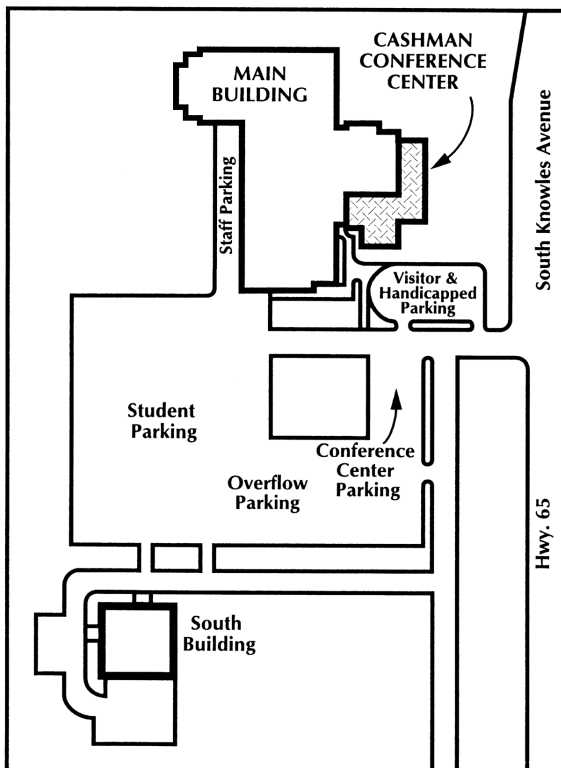
Injection Mold Set-Up (Plastic)  
Plumbing

### Other Offerings

GED/HSED completion  
Academic Support - academic preparation and support  
General Studies - coursework central to all programs  
English Language Learning (ELL)  
Select courses are available at the Northwood Tech Outreach Centers. Please contact your local campus for specifics.

Please see Page 9 for a listing of Online Programs

1019 South Knowles Avenue, New Richmond, WI 54017  
715.246.6561, Fax 715.246.2777





# Rice Lake

Northwood Technical College in Rice Lake 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**

Farm Operation

## **Architecture and Construction**

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

## **Business Management and Administration**

Administrative Coordinator (Administrative Professional)  
Business Management  
Customer Service Manager  
Health Office Professional  
Healthcare Receptionist  
Human Resource Management  
Human Resources and Payroll Generalist  
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



## Manufacturing

Machine Tool Operation - CNC  
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  
Gerontology for Healthcare Professionals  
Group Child Care Essentials  
Livestock Production  
Management Certificate  
Personal Care Worker  
Phlebotomy  
Preschool Education Professional (The Registry Preschool Credential)  
Supervisory Leadership  
Tax Preparer Assistant

## Apprenticeship

Carpentry Apprentice (ABC)  
Electrical Construction Apprentice (Pending Final Approval)  
Maintenance Mechanic/Millwright  
Plumbing

## Other Offerings

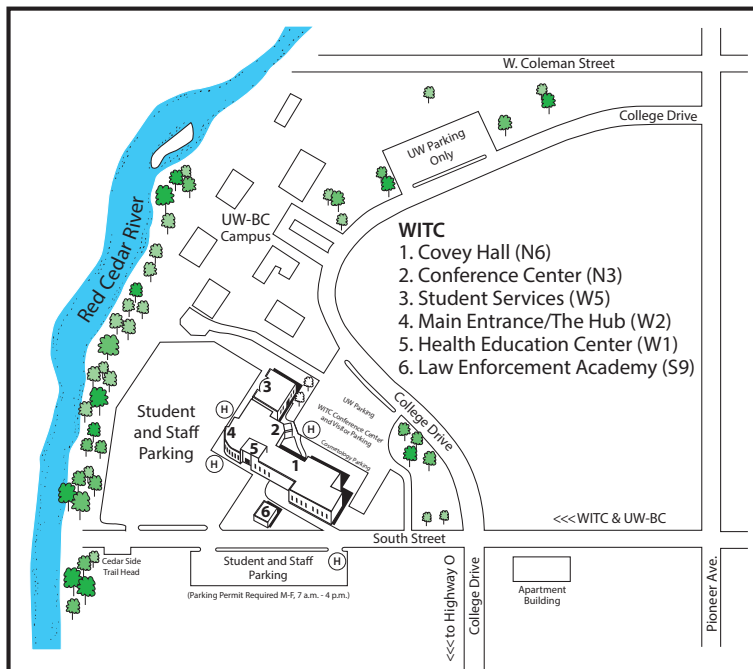
GED/HSED completion  
Academic Support - academic preparation and support  
General Studies - coursework central to all programs  
English Language Learning (ELL)

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

Please see Page 9 for a listing of Online Programs

1900 College Drive, Rice Lake, WI 54868

715.234.7082, Fax 715.234.1241



# Superior

The staff at Northwood Technical College in 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**

Architectural Commercial Design (Online Live)  
Drafting Technician (Online Live)  
Heating, Ventilation, and Air Conditioning/  
Refrigeration (HVAC/R)  
HVAC Installation Technician  
Refrigeration Essentials

## **Business Management and Administration**

Administrative Coordinator (Administrative Professional)  
Business Management  
Customer Service Manager  
Health Office Professional  
Healthcare Receptionist  
Human Resource Management  
Human Resources and Payroll Generalist  
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  
Information Technology - Systems Administration  
Specialist

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

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



**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  
Gerontology for Healthcare Professionals  
Group Child Care Essentials  
Management Certificate  
Personal Care Worker

**Certificates (continued)**

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

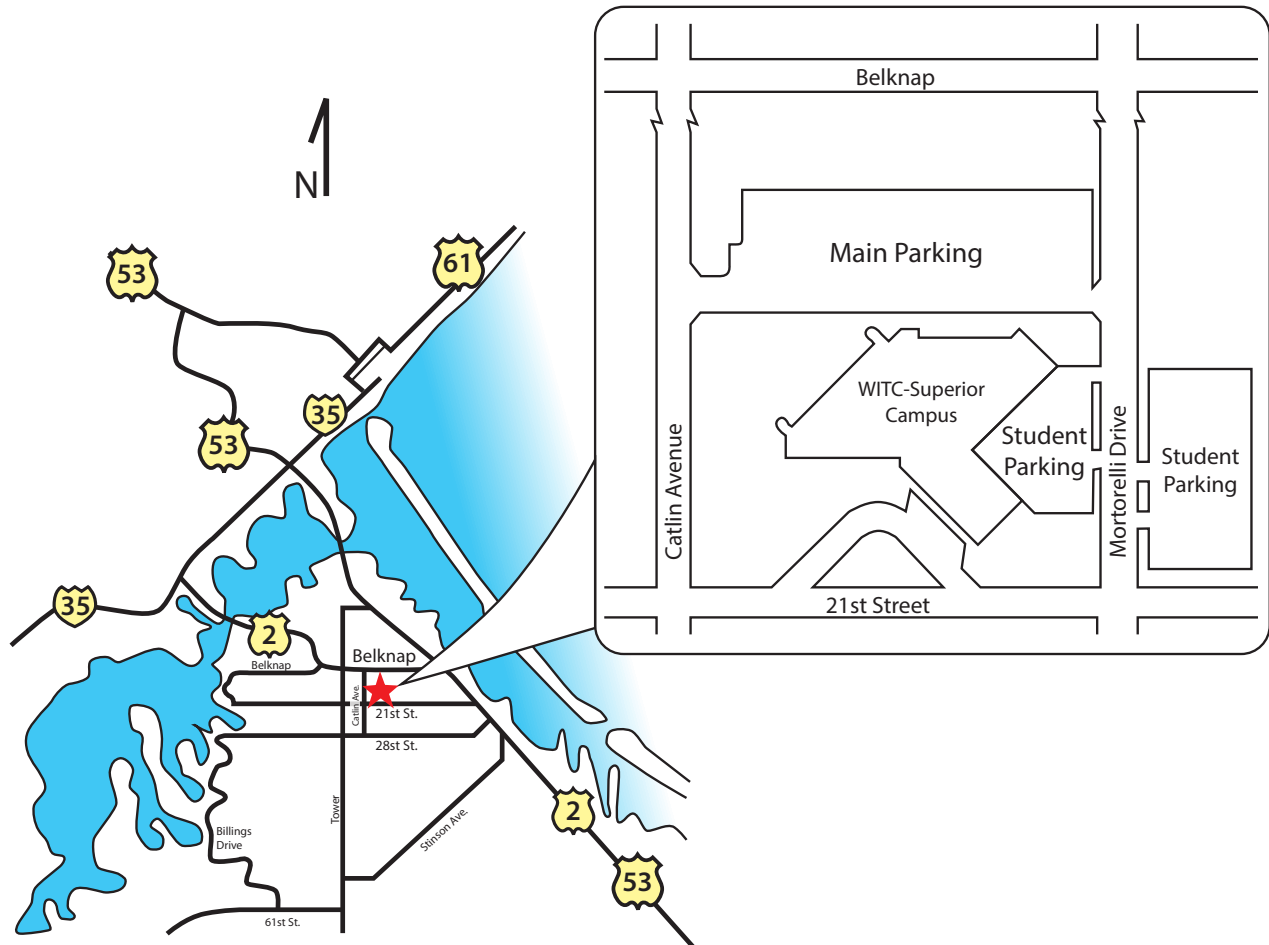
**Other Offerings**

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

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

Please see Page 9 for a listing of Online Programs

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



# Balsam Lake Outreach Center

With a population just over 1,000, Balsam Lake is comfortably sized with a vibrant and friendly community. Located in the scenic woods of Northwest Wisconsin, Balsam Lake is surrounded by dozens of lakes and is renowned for its bass fishing. It is a destination for hiking and ATV/snowmobiling enthusiasts and is known for its abundance of opportunities for recreational activities for all seasons.

Balsam Lake Outreach Center offers many course options to area residents, as well as customized training to business and industry customers. Students may choose from a selection of 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 or another online platform. Another option for attending class is the Your Choice delivery mode classes which provide three ways to attend class - 1) Online Live via the internet, 2) On Site in a classroom, or 3) watch recorded sessions at a time convenient for you. Your Choice provides the flexibility to choose how you want to attend class. For those individuals pursuing their GED or HSED, the Academic Support instructors at Balsam Lake provide free course preparation.

Select courses in the programs below are available at the Northwood Technical College Outreach Centers. Instructional modes vary. Please contact your local campus for specifics.

## Agriculture, Food and Natural Resources

Farm Operation

## Business Management and Administration

Administrative Coordinator (Administrative Professional)

Business Management

Customer Service Manager

Human Resource Management

Human Resources and Payroll Generalist

Leadership Development

Leadership Essentials

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

## Human Services

Gerontology - Aging Services Professional

## Law, Public Safety and Security

Emergency Medical Technician

## Certificates

Agricultural Business Fundamentals

Crop Production

Customer Service

Dementia Care

Ethical Leadership

Gerontology for Healthcare Professionals

Livestock Production

Management Certificate

Supervisory Leadership

Tax Preparer Assistant

## Other Offerings

GED/HSED completion

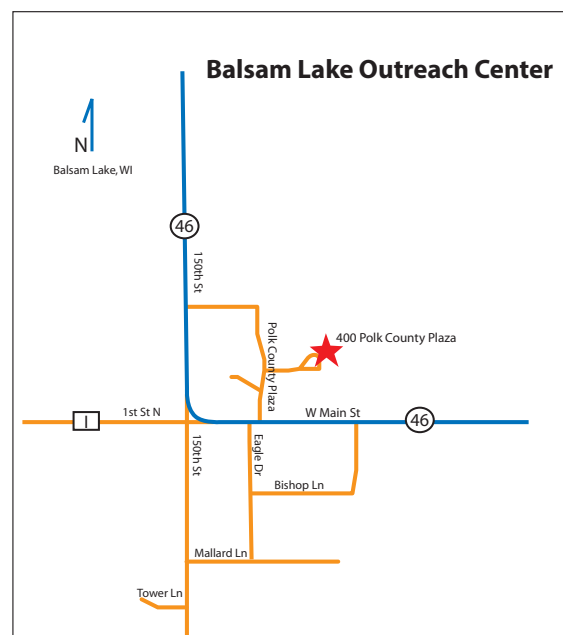
Academic Support - academic preparation and support

General Education - coursework central to all programs

English Language Learning (ELL)

Please see Page 9 for a listing of Online Programs

Balsam Lake Outreach Center 715.485.3044,  
400 Polk County Plaza 800.243.9482  
Balsam Lake, WI 54810 Fax: 715.485.3049



# Hayward Outreach Center

A bustling, yet small community, the Hayward area is a destination for world-class events. Every year, Hayward brings people from around the globe to the renowned American Birkebeiner cross country ski race and the Annual Lumberjack World Championships, to name a couple. Hayward's eclectic downtown area features locally-owned shops and eateries that are buzzing with activity. With crystal clear lakes for water sports and fishing to miles of trails for hiking, bicycling, or snowmobiling, Hayward offers something for everyone!

Hayward Outreach Center offers many course options to area residents, as well as customized training to business and industry customers. Students may choose from a selection of 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 or another online platform. Another option for attending class is the Your Choice delivery mode classes which provide three ways to attend class - 1) Online Live via the internet, 2) On Site in a classroom, or 3) watch recorded sessions at a time convenient for you. Your Choice provides the flexibility to choose how you want to attend class. For those individuals pursuing their GED or HSED, the Academic Support instructors at Hayward provide free course preparation.

Select courses in the programs below are available at the Northwood Technical College Outreach Centers. Instructional modes vary. Please contact your local campus for specifics.

## Business Management and Administration

- Administrative Coordinator (Administrative Professional)
- Business Management
- Customer Service Manager
- Human Resource Management
- Human Resources and Payroll Generalist
- Leadership Development
- Leadership Essentials
- 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

## Human Services

- Gerontology - Aging Services Professional

## Law, Public Safety and Security

- Emergency Medical Technician

## Certificates

- Customer Service
- Dementia Care
- Ethical Leadership
- Gerontology for Healthcare Professionals
- Management Certificate
- Supervisory Leadership
- Tax Preparer Assistant

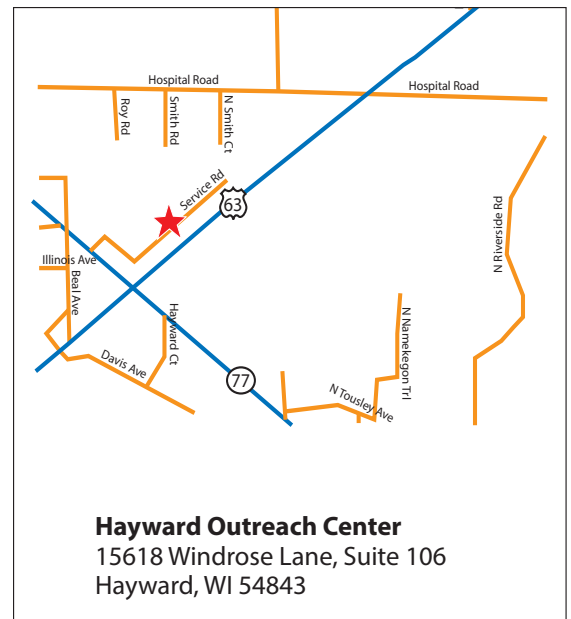
## Other Offerings

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

## Hayward Outreach Center

715.634.5167,  
800.243.9482  
Fax: 715.634.8387

Please see Page 9 for a listing of Online Programs



# Ladysmith Outreach Center

Located in Rusk county, Ladysmith was once a booming rail center. Now visitors come from all over to experience the scenery of the four rivers, and rich history of Ladysmith. Cultural arts, music and dance concerts are offered nearly every weekend in Ladysmith. From Northland Mardi Gras to a spectacular Venetian night parade on the Flambeau River, Ladysmith is the economic and cultural center of Rusk county.

Ladysmith Outreach Center offers many course options to area residents, as well as customized training to business and industry customers. Students may choose from a selection of 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 or another online platform. Another option for attending class is the Your Choice delivery mode classes which provide three ways to attend class - 1) Online Live via the internet, 2) On Site in a classroom, or 3) watch recorded sessions at a time convenient for you. Your Choice provides the flexibility to choose how you want to attend class. For those individuals pursuing their GED or HSED, the Academic Support instructors at Ladysmith provide free course preparation.

Select courses in the programs below are available at the Northwood Technical College Outreach Centers. Instructional modes vary. Please contact your local campus for specifics.

## Business Management and Administration

Administrative Coordinator (Administrative Professional)  
Business Management  
Customer Service Manager  
Human Resource Management  
Human Resources and Payroll Generalist  
Leadership Development  
Leadership Essentials  
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

## Human Services

Gerontology - Aging Services Professional

## Law, Public Safety and Security

Emergency Medical Technician

## Certificates

Customer Service  
Dementia Care  
Ethical Leadership  
Gerontology for Healthcare Professionals  
Management Certificate  
Supervisory Leadership  
Tax Preparer Assistant

## Other Offerings

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

Please see Page 9 for a listing of Online Programs

## Ladysmith Outreach Center

715.532.3399,  
800.243.9482  
Fax: 715.532.5483



**Ladysmith Outreach Center**  
1104 Lake Ave. W. Suite #1  
Ladysmith, WI 54848



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**NorthwoodTech**  
Experience. Success.



# What Is It Like at Northwood Tech?

## What Does Northwood Tech Offer?

Northwood Tech 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 Northwood Tech instructors at an employer's work site. Northwood Tech also provides instruction for apprentices in cooperation with employers and the state of Wisconsin.

## Types of Degrees/Offerings

### Associate Degrees (Associate of Arts in Liberal Arts and Associate of Science in Liberal Arts)

Northwood Tech's Associate of Arts in Liberal Arts and Associate of Science in Liberal Arts will use the marketing titles of: University Transfer Degree - Associate to Bachelor's/ Arts and University Transfer Degree - Associate to Bachelor's/ Science. These degrees are designed to prepare students for a bachelor's degree. Courses in these programs are identified with the credential type 20 and these programs generally take two years to complete when pursued on a full-time basis.

### Associate Degrees (of Applied Science)

Northwood Tech's Associate of 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, Northwood Tech 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

Northwood Tech 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 Next Generation or ACT). Please contact Eric Lockwood, Director, Apprenticeship and Academies for specific information.

### What Is Offered?

The apprenticeship programs offered at Northwood Tech include:

- Broadband Service Technician (Online)
- Carpentry Apprenticeship (ABC)
- Cosmetology (Online)
- Electrical Construction Apprentice (Pending Final Approval)
- 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.

### 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, Northwood Tech instructors and counselors, employers' associations, and labor unions.

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

## GED/HSED Completion

GED/HSED preparation is available at Northwood Tech Academic Support Centers in these communities: Ashland, New Richmond, Rice Lake, Superior, Hayward, Ladysmith, and Balsam Lake. For other current locations, visit [NorthwoodTech.edu](http://NorthwoodTech.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 Northwood Tech 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

Northwood Tech offers selected Start Now classes providing students the opportunity to enroll at different times within a semester. Currently four, eight, and 12 week sessions are available.

## 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. Northwood Tech 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 Northwood Tech 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.NorthwoodTech.edu/academic-programs/degree-programs-and-certificates](http://www.NorthwoodTech.edu/academic-programs/degree-programs-and-certificates), and select a program, then 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 or prepare students to enter Baccalaureate programs.

Northwood Tech 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, 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 communication, 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 virtually and throughout Northwest Wisconsin. Additional information and course offerings are available online at [www.NorthwoodTech.edu/ce](http://www.NorthwoodTech.edu/ce), or students can request a printed Catalog from any campus Continuing Education office.

### Customized Training for Business and Industry

Northwood Tech offers customized training and technical assistance solutions to help businesses stay competitive. Training can be scheduled virtually and at times and locations that are convenient for you.

For more information, go to [www.NorthwoodTech.edu/customized-training](http://www.NorthwoodTech.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

Northwood Tech 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 communication, 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 (Associate to Bachelor's/Arts / Science) programs and their courses are identified with a credential type of 20. For more information, see University Transfer degree pages (185-188).

Associate of Applied Science (A.A.S.) 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

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

### On Site



Attend face-to-face, scheduled meetings in a classroom setting.

- Required, Scheduled Onsite Meetings - Yes
- Required, Scheduled Online Work/Meetings - No
- Instructor Location - Onsite location may vary

### Online



Complete your course totally online. Course content is delivered online, with deadlines, but no set meeting times.

- Required, Scheduled Onsite Meetings - No
- Required, Scheduled Online Work/Meetings - No
- Instructor Location - May vary

### Online Live



Join your classes through the internet live from anywhere. Connect with your instructor and classmates during live classes via the web.

- Required, Scheduled Onsite Meetings - No
- Required, Scheduled Online/Work Meetings - Yes
- Instructor Location - May vary

### Your Choice



Choose from 3 ways to attend classes: 1) on-line via the internet, 2) on site in a classroom, or 3) watch recorded sessions at a time convenient for you.

- Required, Scheduled Onsite Meetings - No, but you may choose to attend on site
- Required, Scheduled Online Work/Meeting - Varies by class
- Instructor Location - May vary

### Flex



Work at your own pace in an individualized, workshop environment. Multiple courses are offered by your instructor during the same time frame.

- Required, Scheduled Onsite Meetings - No, but you may choose to attend onsite
- Required, Scheduled Online Work/Meetings - No \*but, an orientation is required prior to starting class\*
- Instructor Location - May vary

### Hybrid



Leverage the best of on site, online, and/or online instructional formats. Courses are delivered via a combination of modes, based on specific class content.

- Required, Scheduled Onsite Meetings - Varies by class
- Required, Scheduled Online Work/Meetings - Varies by class
- Instructor Location - May vary

### Work Based Learning



Get on-the-job experience combined with expert support and instruction.

- Required, Scheduled Offsite Work Experience in a Community-Based Setting - Yes
- Required, Scheduled Onsite Work/Meetings - Possibly
- Required, Scheduled Online or Virtual Meetings - Possibly
- Instructor Location - May vary

## 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.NorthwoodTech.edu/current\\_students](http://www.NorthwoodTech.edu/current_students). 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.

### 2020 Campus Crime Statistics

Northwood Tech 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 Report (ASR) can be found on the Northwood Tech website, [www.NorthwoodTech.edu/annualsecurityreport](http://www.NorthwoodTech.edu/annualsecurityreport). Questions concerning any of the information contained in the ASR Plan should be directed to the Safety Office, Administrative Services at Northwood Tech Administrative Office, 505 Pine Ridge Drive, Shell Lake, WI 54871, telephone 800/243- 9482 OR 715/468-2815. Email: [safety@NorthwoodTech.edu](mailto:safety@NorthwoodTech.edu). TTY: 711.





## How to Become a Northwood Tech Student

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Grade Point Average (GPA) Requirements



**NorthwoodTech**  
Experience. Success.

# GETTING STARTED IS SIMPLE!

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

### Northwood Tech 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 Northwood Tech 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 Northwood Tech 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>Apprenticeships: Carpentry, Electrical Construction (Pending Final Approval), Plumbing<br/>Nursing—Associate Degree</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>Occupational Therapy Assistant<br/>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 scores</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<br/>Health Information Technology<br/>Medical Coding Specialist<br/>Medical Assistant<br/>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 scores</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> |
|--|--|--|

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! Northwood Tech encourages all students taking the ACCUPLACER® to brush up on their skills before taking the assessment. Online study tools are available at [NorthwoodTech.edu/apply](http://NorthwoodTech.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 Northwood Tech 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 Northwood Tech 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. 5046  
 Superior Student Services: Ext. 6271

## Explore the College and Careers

One of the best ways to see if Northwood Tech 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 or  
Ashland - 715.685.3039  
New Richmond - 715.752.8119  
Rice Lake - 715.788.7144  
Superior - 715.319.7331

Campus Tour: <http://www.NorthwoodTech.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 or  
Ashland - 715.685.3039  
New Richmond - 715.752.8119  
Rice Lake - 715.788.7144  
Superior - 715.319.7331

Program Shadow: <http://www.NorthwoodTech.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 Northwood Tech will work to guide students down the path that will lead to the program or career that is most appropriate.

Northwood Tech 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.NorthwoodTech.edu/careers](http://www.NorthwoodTech.edu/careers)
- 2) A free One-on-One Career Exploration with a Career Specialist to help you evaluate career options. This consists of: self-assessments, personality tests, the Career Clusters interest inventory, labor market trends, employability skills, goal setting, and career decision making.
- 3) A Northwood Tech career counselor will provide guidance in determining which careers are best suited for each individual. Schedule an appointment with a counselor at the campus of your choice. Students will be given the opportunity to complete the Myers-BriggsType Indicator® and the Strong Interest Inventory® for a low to no cost fee. The counselors will discuss the results of assessments, past employment, education, personal experiences, interests, and other factors 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 Northwood Tech 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 Northwood Tech 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.NorthwoodTech.edu/admissions/how-to-apply](http://www.NorthwoodTech.edu/admissions/how-to-apply).

### Get Admitted

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

- Apply online
  - Review admissions requirements
  - Meet with a Northwood Tech 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, available resources, 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 (if required).

## 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 Northwood Tech 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 Northwood Tech admission. Students should check with their high school counselor or a Northwood Tech 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.

## 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. Northwood Tech'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

Northwood Tech 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.NorthwoodTech.edu](http://www.NorthwoodTech.edu).

## Grade Point Average (GPA) Requirements

Northwood Tech 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.

|   |     |  |     |
|---|-----|--|-----|
| Programs by Campus .....  | 6   | Human Resource Management .....  | 111 |
| General Studies .....   | 32  | Human Resources and Payroll Generalist .....                               | 113 |
| <b>Programs and Certificates</b>  |     | Human Services Associate .....   | 115 |
| Accounting .....  | 37  | HVAC Installation Technician .....   | 117 |
| Accounting Assistant .....  | 39  | Individualized Technical Studies .....                                     | 119 |
| Administrative Coordinator (Administrative Professional) .....          | 41  | Industrial Maintenance Technician .....                                    | 120 |
| Advanced EMT .....  | 43  | Industrial Systems Specialist .....  | 122 |
| Advanced Marine Repair Technician .....                                 | 44  | Information Technology - Cybersecurity Specialist .....                    | 124 |
| Agricultural Business Fundamentals .....                                | 45  | Information Technology - Systems Administration Specialist .....           | 126 |
| Agricultural Power and Equipment Technician .....                       | 46  | Information Technology - Web and Software Developer .....                  | 128 |
| Architectural Commercial Design .....                                   | 48  | Leadership Development .....   | 130 |
| Architectural Woodworking & Cabinetmaking .....                         | 50  | Leadership Essentials .....  | 132 |
| Automated Packaging Systems Technician .....                            | 51  | Livestock Production .....   | 133 |
| Automation for Industrial Systems .....                                 | 53  | Machine Tool Operation .....   | 134 |
| Automotive Service Technician .....                                     | 55  | Machine Tool Operation - CNC .....   | 135 |
| Automotive Technician .....   | 57  | Machine Tool Technician .....  | 137 |
| Billing and Posting Clerk .....   | 59  | Machine Tooling Technics .....   | 139 |
| Business Administration Specialist .....                                | 60  | Management Certificate .....   | 141 |
| Business Graphics .....   | 61  | Marine Repair Technician .....   | 142 |
| Business Management .....   | 62  | Medical Administrative Professional .....                                  | 144 |
| CBRF Caregiver .....  | 64  | Medical Assistant .....  | 146 |
| Construction and Cabinetmaking .....                                    | 65  | Medical Billing Specialist .....   | 148 |
| Construction Essentials .....   | 67  | Medical Coding Specialist .....  | 149 |
| Cosmetology .....   | 68  | Microsoft Office .....   | 151 |
| Criminal Justice - Law Enforcement 720 Academy .....                    | 70  | Nonprofit Essentials .....   | 152 |
| Criminal Justice Studies .....  | 72  | Nonprofit Leadership .....   | 153 |
| Crop Production .....   | 74  | Nonprofit Professional .....   | 155 |
| Customer Service .....  | 75  | Nursing Assistant .....  | 157 |
| Customer Service Manager .....  | 76  | Nursing Assistant - Limited Term .....                                     | 158 |
| Dementia Care .....   | 78  | Nursing - Associate Degree .....   | 159 |
| Dental Assistant .....  | 79  | Occupational Therapy Assistant .....                                       | 161 |
| Diesel Equipment Technician .....                                       | 81  | Office Support Specialist .....  | 163 |
| Drafting Technician .....   | 83  | Office Technology Assistant .....  | 165 |
| Early Childhood Education .....   | 84  | Paramedic Technician .....   | 166 |
| E-Child .....   | 86  | Personal Care Worker .....   | 168 |
| E-Connect - Child Care Services .....                                   | 88  | Pharmacy Technician .....  | 169 |
| Emergency Medical Technician .....                                      | 90  | Phlebotomy .....   | 171 |
| Emergency Medical Technician - Paramedic .....                          | 92  | Power Sports Technician .....  | 172 |
| Ethical Leadership .....  | 94  | Preschool Education Professional (The Registry Preschool Credential) ..... | 174 |
| Farm Operation .....  | 95  | Professional Credential for Infants/Toddlers (Wisconsin) .....             | 176 |
| Financial Services .....  | 97  | Refrigeration Essentials .....   | 177 |
| Financial Services Customer Representative .....                        | 99  | Substance Abuse Counselor Education .....                                  | 178 |
| Gerontology - Aging Services Professional .....                         | 100 | Supervisory Leadership .....   | 180 |
| Gerontology for Healthcare Professionals .....                          | 102 | Tax Preparer Assistant .....   | 182 |
| Group Child Care Essentials .....                                       | 103 | Technical Studies - Journeyworker .....                                    | 183 |
| Health Information Technology .....                                     | 104 | Truck Driving .....  | 184 |
| Health Office Professional .....  | 106 | University Transfer Degree - Associate to Bachelor's/Arts .....            | 185 |
| Healthcare Receptionist .....   | 107 | University Transfer Degree - Associate to Bachelor's/Science .....         | 186 |
| Heating, Ventilation, and Air Conditioning/Refrigeration (HVAC/R) ..... | 108 | Utility Construction Technician .....                                      | 189 |
| Hospitality Foundations .....   | 110 | Veterinary Technician .....  | 191 |
|   |     | Welding .....  | 193 |

# General Studies

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

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

\*Combination of Online, Your Choice, or On Site instruction. Select courses are available at the Northwood Tech 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 Northwood Tech.

### University Transfer Courses and Degrees

Northwood Tech offers both a University Transfer Degree-Associate to Bachelor's/Arts and a University Transfer Degree-Associate to Bachelor's/Science degree. The University Transfer programs are an academic partnership with UW-Superior so a full slate of Liberal Arts courses are available to complete the degrees. Courses are available Online and Online Live delivery modes so they are available anywhere you have reliable and available internet access. The combination of Northwood Tech General Studies courses and UW-Superior courses enable a Northwood Tech students to work toward a full Associate to Bachelor's/Arts or Associate to Bachelor's/Science degree, while still living, working and going to school near home. For more information, see the University Transfer degree pages (185-188).

Prepared Learner courses (indicated by course numbers beginning with 76 or 99) 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 Northwood Tech 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.

## General Studies Courses

### Communication

10801136 English Composition 1  
10801196 Oral/Interpersonal Communication  
10801197 Technical Reporting  
10801198 Speech  
20801219 English Composition 1^  
20801260 Technical Communications  
20810201 Fundamentals of Speech^  
20810203 Interpersonal Communication  
32801361 Applied Communications  
32801362 Advanced Communication Skills\*  
10838104 Intro to College Reading  
76851740 Writing Foundations  
76851750 Writing Foundations for Trades  
76858740 Reading Foundations  
99831900 Writing Essentials

### Mathematics

10804107 College 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  
10804138 Math for Health Professionals  
10804189 Introductory Statistics\*  
10804196 Trigonometry with Applications\*  
10834109 Pre-Algebra  
20804201 Intermediate Algebra\*  
20804240 Basic Statistics\*^  
20804213 Trigonometry\*  
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  
20806201 Principles of Biology^  
20806207 Anatomy & Physiology 1  
20806208 Anatomy & Physiology 2\*  
20806209 College Chemistry 1^  
20806229 Introduction to Human Biology  
20806274 General Microbiology\*  
20806280 Environmental Issues

### 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  
20809203 Introductory Sociology^  
20809221 American National Government^  
20809222 Economics^  
20809225 Ethics^  
20809272 Diversity Studies^

### Behavioral Science

10809159 Abnormal Psychology\*  
10809188 Developmental Psychology  
10809198 Introduction to Psychology  
20809231 Introductory Psychology^  
20809237 Abnormal Psychology\*  
32809380 Applied Interpersonal Skills

### Interdisciplinary

10835103 Study Skills  
10890116 Job Quest  
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.

^ These courses have a recognized substitution as part of the University of Wisconsin (UW)/Wisconsin Technical College System (WTCS) Universal Credit Transfer Agreement (UCTA) Agreement.

## 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. **This course focuses on writing-intensive practices and meets expectations of High Impact Practice courses.** Note: This course is recognized for general education transfer as part of the University of Wisconsin (UW) System/Wisconsin Technical College System (WTCS) Universal Credit Transfer Agreement (UCTA).

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. **This course focuses on writing-intensive practices and meets expectations of High Impact Practice courses.** Note: This course is recognized for general education transfer as part of the University of Wisconsin (UW) System/Wisconsin Technical College System (WTCS) Universal Credit Transfer Agreement (UCTA).

20801219

### 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. **This course focuses on writing-intensive practices and meets expectations of High Impact Practice courses.** PREREQUISITE: Admission to the University Transfer Degree - Associate to Bachelor's/Arts or University Transfer Degree - Associate to Bachelor's/Science program.

20801260

### Technical Communications - 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. **This course focuses on writing-intensive practices and meets expectations of High Impact Practice courses.** PREREQUISITE: Admission to the University Transfer Degree - Associate to Bachelor's/Arts or University Transfer Degree - Associate to Bachelor's/Science program.

20810201

### Fundamentals of Speech - Credits: 3

This course 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. **This course focuses on writing-intensive practices and meets expectations of High Impact Practice courses.** PREREQUISITE: Admission to the University Transfer Degree - Associate to Bachelor's/Arts or University Transfer Degree - Associate to Bachelor's/Science program.

20810203

### Interpersonal Communication - Credits: 3

This course 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. **This course focuses on writing-intensive practices and meets expectations of High Impact Practice courses.** PREREQUISITE: Admission to the University Transfer Degree - Associate to Bachelor's/Arts or University Transfer Degree - Associate to Bachelor's/Science program.

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.

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

10804107

### College Mathematics - Credits: 3

This course is designed to review and develop fundamental concepts of mathematics in the areas of algebra, geometry, trigonometry, measurement and data. Algebra topics emphasize simplifying algebraic expressions, solving linear equations and inequalities with one variable, solving proportions and percent applications. Geometry and trigonometry topics include: finding areas and volumes of geometric figures, applying similar and congruent triangles, applying Pythagorean Theorem, and solving right triangles using trigonometric ratios. Measurement topics emphasize the application of measurement concepts and conversion techniques within and between U.S. customary and metric system to solve problems. Data topics emphasize data organization and summarization skills, including: frequency distributions, central tendency, relative position and measures of dispersion. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators.

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.

# General Studies Course Descriptions

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. Students will complete a data analysis project related to issues in undergraduate research. Note: This course is recognized for general education transfer as part of the University of Wisconsin (UW) System/ Wisconsin Technical College System (WTCS) Universal Credit Transfer Agreement (UCTA). 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 the unit circular functions, trigonometric functions, graphs, identities, equations, inverse functions, solutions of triangles, complex numbers, polar coordinates, and vectors. PREREQUISITE: 10804118 Intermediate Algebra with Applications.

20804201

## Intermediate Algebra - 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. **Students in this college transfer course will complete a final project related to issues in undergraduate research in addition to the standard curriculum.** PREREQUISITES: 10834109 Pre-Algebra, any associated degree or college parallel level WTCS mathematics course, or additional measures may be considered as determined by the counselor and Admission to the University Transfer Degree - Associate to Bachelor's/Arts or University Transfer Degree - Associate to Bachelor's/Science program.

20804213

## Trigonometry - Credits: 3

Topics include the unit circular functions, trigonometric functions, graphs, identities, equations, inverse functions, solutions of triangles, complex numbers, polar coordinates, and vectors. **Students in this college transfer course will complete a final project related to issues in undergraduate research in addition to the standard curriculum.** PREREQUISITES: 10804118 Intermediate Algebra with Applications or 20804201 Intermediate Algebra and Admission to the University Transfer Degree - Associate to Bachelor's/Arts or University Transfer Degree - Associate to Bachelor's/Science program.

20804240

## Basic Statistics - Credits: 3

Students taking Basic 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. **Students in this college transfer course will complete a data analysis project related to issues in undergraduate research in addition to the standard curriculum.** Recommended Prerequisite: Introductory computer skills to include spreadsheets. PREREQUISITES: 10834109

Pre-Algebra, any associate degree or college parallel level WTCS mathematics course, or additional measures may be considered as determined by the counselor and Admission to the University Transfer Degree - Associate to Bachelor's/Arts or University Transfer Degree - Associate to Bachelor's/Science program.

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.

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. (This course is a prerequisite to Microbiology.) PREREQUISITE: Admission to Veterinary Technician plan. This course was developed through a grant from the Wisconsin Technical College System, grant #17171124140

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. Students will complete a scholarly research/academic assignment. Note: This course is recognized for general education transfer as part of the University of Wisconsin (UW) System/Wisconsin Technical College System (WTCS) Universal Credit Transfer Agreement (UCTA).

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. Students will complete a scholarly research/academic assignment. Note: This course is recognized for general education transfer as part of the University of Wisconsin (UW) System/Wisconsin Technical College System (WTCS) Universal Credit Transfer Agreement (UCTA).

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 equilibrium; 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.

# General Studies Course Descriptions

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 and Microbiology.) 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 I and II.

## 20806201

### Principles of 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. **Students in this college transfer course will complete a scholarly research/academic assignment in addition to the standard curriculum.** PREREQUISITE: Admission to the University Transfer Degree - Associate to Bachelor's/Arts

or University Transfer Degree - Associate to Bachelor's/Science program.

## 20806207

### Anatomy & Physiology 1 - 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 also provides the foundation, and is prerequisite to, Anatomy and Physiology 2.) NOTE: Successful completion of a chemistry course within the last five years is highly recommended. **Students in this college transfer course will complete a scholarly research/academic assignment in addition to the standard curriculum.** PREREQUISITE: Admission to the University Transfer Degree - Associate to Bachelor's/Arts or University Transfer Degree - Associate to Bachelor's/Science program.

## 20806208

### Anatomy & Physiology 2 - 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 hemostatic mechanisms and their relationship to fluid, electrolyte, acid-base balance and blood. Integration of genetics to human reproduction and development are also included in this course. **Students in this college transfer course will complete a scholarly research/academic assignment in addition to the standard curriculum.** PREREQUISITES: 20806207 Anatomy & Physiology 1, preferably within the last five years and Admission to the University Transfer Degree - Associate to Bachelor's/Arts or University Transfer Degree - Associate to Bachelor's/Science program.

## 20806209

### College Chemistry 1 - 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. **Students in this college transfer course will complete a scholarly research/academic assignment in addition to the standard curriculum.** PREREQUISITE: Admission to the University Transfer Degree - Associate to Bachelor's/Arts or University Transfer Degree - Associate to Bachelor's/Science program.

## 20806229

### Introduction to 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 consist of 3 hours of lecture and 2 hours of lab per week. Note: This course does not meet requirements for or substitute for General Anatomy and Physiology or Anatomy & Physiology I and II. **Students in this college transfer course will complete a scholarly research/academic assignment in addition to the standard curriculum.** PREREQUISITE: Admission to the University Transfer Degree - Associate to Bachelor's/Arts or University Transfer Degree - Associate to Bachelor's/Science program.

## 20806274

### General 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. **Students in this college transfer course will complete a scholarly research/academic assignment in addition to the standard curriculum.** PREREQUISITES: 20806207 Anatomy and Physiology 1, preferably within the last five years and Admission to the University Transfer Degree - Associate to Bachelor's/Arts or University Transfer Degree - Associate to Bachelor's/Science program.

## 20806280

### Environmental Issues - 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. **Students in this college transfer course will complete a scholarly research/academic assignment in addition to the standard curriculum.** PREREQUISITE: Admission to the University Transfer Degree - Associate to Bachelor's/Arts or University Transfer Degree - Associate to Bachelor's/Science program.

## 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. Students will complete a global awareness project. Note: This course is recognized for general education transfer as part of the University of Wisconsin (UW) System/Wisconsin Technical College System (WTCS) Universal Credit Transfer Agreement (UCTA).

## 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. Students will complete a global awareness project. Note: This course is recognized for general education transfer as part of the University of Wisconsin (UW) System/Wisconsin Technical College System (WTCS) Universal Credit Transfer Agreement (UCTA).

## 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.

# General Studies Course Descriptions

Students will complete a global awareness project. Note: This course is recognized for general education transfer as part of the University of Wisconsin (UW) System/Wisconsin Technical College System (WTCS) Universal Credit Transfer Agreement (UCTA).

## 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. Students will complete a global awareness project. Note: This course is recognized for general education transfer as part of the University of Wisconsin (UW) System/Wisconsin Technical College System (WTCS) Universal Credit Transfer Agreement (UCTA).

## 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. Students will complete a global awareness project. Note: This course is recognized for general education transfer as part of the University of Wisconsin (UW) System/Wisconsin Technical College System (WTCS) Universal Credit Transfer Agreement (UCTA).

## 20809203 Introductory Sociology - Credits: 3

This course 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. **Students in this college transfer course will complete a global awareness project in addition to the standard curriculum.** PREREQUISITE: Admission to the University Transfer Degree - Associate to Bachelor's/Arts or University Transfer Degree - Associate to Bachelor's/Science program.

## 20809221 American National Government - Credits: 3

This course 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. **Students in this college transfer course will complete a global awareness project in addition to the standard curriculum.** PREREQUISITE: Admission to the University Transfer Degree - Associate to Bachelor's/Arts or University Transfer Degree - Associate to Bachelor's/Science program.

## 20809222 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. **Students in this college transfer course will complete a global awareness project in addition to the standard curriculum.** PREREQUISITE: Admission to the University Transfer Degree - Associate to Bachelor's/Arts or University Transfer Degree - Associate to Bachelor's/Science program.

## 20809225 Ethics - 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 professional standards of behavior, and apply a systematic decision-making process to these situations. **Students in this college transfer course will complete a global awareness project in addition to the standard curriculum.** PREREQUISITE: Admission to the University Transfer Degree - Associate to Bachelor's/Arts or University Transfer Degree - Associate to Bachelor's/Science program.

## 20809272 Diversity Studies - Credits: 3

This course 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. **Students in this college transfer course will complete a global awareness project in addition to the standard curriculum.** PREREQUISITE: Admission to the University Transfer Degree - Associate to Bachelor's/Arts or University Transfer Degree - Associate to Bachelor's/Science program.

## 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. Students will complete a global awareness project. Note: This course is recognized for general education transfer as part of the University of Wisconsin (UW) System/Wisconsin Technical College System (WTCS) Universal Credit Transfer Agreement (UCTA).

### 20809231 Introductory Psychology - Credits: 3

This science of psychology course is a survey of 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. **Students in this college transfer course will complete a global awareness project in addition to the standard curriculum.** PREREQUISITE: Admission to the University Transfer Degree - Associate to Bachelor's/Arts or University Transfer Degree - Associate to Bachelor's/Science program.

### 20809237 Abnormal Psychology - Credits: 3

This 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 diagnosis 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. **Students in this college transfer course will complete a global awareness project in addition to the standard curriculum.** PREREQUISITE: 20809231 Introductory Psychology and Admission to the University Transfer Degree - Associate to Bachelor's/Arts or University Transfer Degree - Associate to Bachelor's/Science program.

### 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

### 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.

### 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 or On Site instruction. Select courses are available at the Northwood Tech 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 Northwood Tech 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 196):

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

## Related Programs

- Financial Services
- Business Management
- Administrative Coordinator (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.         |
| 10101131                         | Accounting Capstone*               | 3 cr.         |
| 10101174                         | QuickBooks Accounting - Beginning* | 2 cr.         |
| 10101179                         | Advanced Excel for Accounting*     | 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.         |
| 10890116                         | Job Quest                          | 1 cr.         |
|                                  | <b>Technical Studies Total</b>     | <b>42 cr.</b> |
| <b>General Studies Courses**</b> |                                    |               |
| 10801136                         | English Composition 1              | 3 cr.         |
| 10801198                         | Speech or                          |               |
| 10801196                         | Oral/Interpersonal Communication   | 3 cr.         |
| 10804123                         | Math with Business Applications    | 3 cr.         |
| 10809195                         | Economics                          | 3 cr.         |
| 10809188                         | Developmental Psychology or        |               |
| 10809198                         | Introduction to Psychology         | 3 cr.         |
|                                  | <b>General Studies Total</b>       | <b>15 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 33-36 for course descriptions. You must earn a grade point of 2.0 or better in all required (10101XXX) courses.

# Course Descriptions

(See pages 33-36 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

## 10101131

### Accounting Capstone - Credits: 3

Prepares students for real-world accounting. Students will process financial transactions throughout the accounting cycle, analyze financial information to support planning and decision-making, examine internal controls, perform payroll preparation and reporting, and prepare individual tax returns. Coursework is almost entirely project-based. PREREQUISITES: 10103152 MS Excel B, 10101174 Quickbooks Accounting – Beginning, 10101124 Payroll Systems and Accounting, 10101105 Intermediate Accounting 1 and COREQUISITES: 10101123 Income Tax Accounting

## 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.

## 10101179

### Advanced Excel for Accounting - Credits: 2

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

## 10103146

### MS Word A - Credits: 1

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Word features to efficiently and effectively produce business documents. Students will apply Microsoft Word skills to solve practical problems in a project-based format. Explore best practices in document layout, collaboration, tables, reports, desktop publishing basics, themes, sort, styles, and references. Recommended computer foundations: Windows competency, including

solid file management skills; ability to key 30 WPM. This course will use Microsoft Office 2019 or Office 365.

## 10103151

### MS Excel A - Credits: 1

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Excel features to efficiently and effectively produce business spreadsheets. Students will apply Microsoft Excel skills to solve practical problems in a project-based format. Activities will work on creating a spreadsheet, incorporate appropriate formulas and functions to report accurate data, and chart results. Recommended computer foundations: Windows competency, including solid file management skills; basic math fundamentals. This course will use Microsoft Office 2019 or Office 365.

## 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.

## 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 or On Site instruction. Select courses are available at the Northwood Tech 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 Northwood Tech 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

Some graduates also continue their education in the field of Accounting at a four-year institution and/or pursue professional certifications.

## Career Pathways

The Accounting Assistant program includes the following pathway option (page 196):

- 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 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 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 33-36 for course descriptions.

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

# Course Descriptions

(See pages 33-36 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

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Word features to efficiently and effectively produce business documents. Students will apply Microsoft Word skills to solve practical problems in a project-based format. Explore best practices in document layout, collaboration, tables, reports, desktop publishing basics, themes, sort, styles, and references. Recommended computer foundations: Windows competency, including solid file management skills; ability to key 30 WPM. This course will use Microsoft Office 2019 or Office 365.

## 10103151

### MS Excel A - Credits: 1

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Excel features to efficiently and effectively produce business spreadsheets. Students will apply Microsoft Excel skills to solve practical problems in a project-based format. Activities will work on creating a spreadsheet, incorporate appropriate formulas and functions to report accurate data, and chart results. Recommended computer foundations: Windows competency, including solid file management skills; basic math fundamentals. This course will use Microsoft Office 2019 or Office 365.

## 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 Coordinator (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 or On Site instruction. Select courses are available at the Northwood Tech Outreach Centers. Please contact your local campus for specifics.



## Program Overview

The Administrative Coordinator (Administrative Professional) Program prepares individuals with cutting edge skills needed to perform the duties of administrative support personnel. Provide coordination of an office environment while supporting managers, executives, and teams. Manage projects using professional business communication and customer service. Individuals will develop key skills such as virtual assistant, event planning, troubleshooting, and be the go-to for technology needs. This foundation prepares you for many career opportunities and gives you transferable credits to continue your education.

## Admission Requirements

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

## Program Outcomes

Administrative Coordinator (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 Coordinator (Administrative Professional)
- Executive Assistant
- Office Manager
- Virtual Assistant

## Career Pathways ➤

The Administrative Coordinator (Administrative Professional) program includes the following pathway options (page 197):

- 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.         |
| 10103151                         | MS Excel A                                    | 1 cr.         |
| 10103156                         | Adobe Photoshop                               | 2 cr.         |
| 10103162                         | MS Access A                                   | 1 cr.         |
| 10103184                         | Advanced Document Applications*               | 2 cr.         |
| 10103185                         | Advanced Spreadsheets and Analytics*          | 2 cr.         |
| 10106110                         | Document Formatting                           | 2 cr.         |
| 10106123                         | Meeting and Event Planning                    | 3 cr.         |
| 10106127                         | Desktop Publishing                            | 2 cr.         |
| 10106128                         | Software Integration*                         | 1 cr.         |
| 10106129                         | Web and Social Media Technologies             | 3 cr.         |
| 10106139                         | Administrative Office Management*             | 3 cr.         |
| 10106146                         | Proofreading for the Office                   | 3 cr.         |
| 10106165                         | Business Information Management               | 2 cr.         |
| 10106166                         | Virtual Administrative Professional Capstone* | 3 cr.         |
| 10106199                         | Business Technology and Success               | 1 cr.         |
| 10890116                         | Job Quest                                     | 1 cr.         |
|                                  | <b>Technical Studies Total</b>                | <b>39 cr.</b> |
| <b>General Studies Courses**</b> |   |               |
| 1080113                          | English Composition 1                         | 3 cr.         |
| 10801196                         | Oral/Interpersonal Communication or           |               |
| 10801198                         | Speech  | 3 cr.         |
| 10801197                         | Technical Reporting                           | 3 cr.         |
| 10804123                         | Math with Business Applications               | 3 cr.         |
| 10809122                         | Introduction to American Government or        |               |
| 10809172                         | Introduction to Diversity Studies or          |               |
| 10809195                         | Economics or                                  |               |
| 10809196                         | Introduction to Sociology                     | 3 cr.         |
| 10809188                         | Developmental Psychology or                   |               |
| 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 33-36 for course descriptions.

# Course Descriptions

(See pages 33-36 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**  
This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Word features to efficiently and effectively produce business documents. Students will apply Microsoft Word skills to solve practical problems in a project-based format. Explore best practices in document layout, collaboration, tables, reports, desktop publishing basics, themes, sort, styles, and references. Recommended computer foundations: Windows competency, including solid file management skills; ability to key 30 WPM. This course will use Microsoft Office 2019 or Office 365.

## 10103151

**MS Excel A - Credits: 1**  
This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Excel features to efficiently and effectively produce business spreadsheets. Students will apply Microsoft Excel skills to solve practical problems in a project-based format. Activities will work on creating a spreadsheet, incorporate appropriate formulas and functions to report accurate data, and chart results. Recommended computer foundations: Windows competency, including solid file management skills; basic math fundamentals. This course will use Microsoft Office 2019 or Office 365.

## 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.

## 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.

## 10103184

**Advanced Document Applications - Credits: 2**  
This is the second course in a sequence that develops advanced skills in the use of Microsoft Office Word features to efficiently and effectively produce business documents. Students will apply Microsoft Word skills to solve practical problems in a project-based format. Explore best practices in document layout, collaboration, tables, mail merge, desktop publishing, themes, templates, forms, sort, styles, references, captions, and macros. Recommended computer foundations: Windows competency, including solid file management skills; ability to key 30 WPM. This course will use Microsoft Office 2019 or Office 365. COREQUISITE: 10103146 MS Word A

## 10103185

**Advanced Spreadsheets and Analytics - Credits: 2**  
This is the second course in a sequence that develops advanced skills in the use of Microsoft Office Excel software. Students will use spreadsheet software apply advanced features, manage data using PivotTables, and macros. Use software to solve and analyze various business situations. Recommended computer foundations: Windows competency, including solid file management skills; ability to key 30 WPM. This course will use Microsoft Office 2019 or Office 365 for Windows. 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.

## 10106123

**Meeting and Event Planning - Credits: 3**  
In this course students will deepen their understanding of planning meetings and project management. Students learn about event planning and budgeting, negotiation and contracts, income projections, food and beverage coordination, technology utilization, and logistics management.

## 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, 10103184 Advanced Document Applications, 10103151 MS Excel A, 10103185 Advanced Spreadsheets and Analytics, and 10103162 MS Access A.

## 10106129

**Web and Social Media Technologies - Credits: 3**  
This course presents the foundational skills necessary to function in a web and social media platform. Students will create a web site using effective web page design concepts including text, graphics, hypertext links, tables, forms, layers, and templates. This course will also introduce students to a broad spectrum of concepts and issues associated with E-Business, cloud based systems 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 Management - 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

**Business 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

**Virtual 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 On Site 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 Management and COREQUISITE: 10106128 Software Integration.

## 10106199

**Business Technology and Success - Credits: 1**  
Designed to explore the impact of digital technology, communication, and media. Course learners will be able to apply organizational techniques and manage electronic files; explore computer hardware and the web using various software and apps while practicing security and safety techniques. Improve skills in critical thinking, innovation, and personal responsibility through experiential and problem-solving approaches for a workforce-ready mindset.

## 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\*

\*Combination of On Site and Online Live instruction



## 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 enhanced 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

On-site skills labs will be scheduled on select Saturdays at the Rice Lake campus.

## Admission Requirements

- Complete application process
- Review and sign EMT Proof of Licensure Disclosure
- Provide proof of a current State of Wisconsin EMT license with expiration date

## 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
- Have current immunizations, and demonstrate negative status for tuberculosis (Tb)
  - Decision to not receive vaccinations may limit ability to obtain clinical placement based upon meeting site placement requirements
- 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 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 DHS,

Scope of Practice and the Ambulance Service Medical Director.

## Related Programs

- EMT
- EMT-Paramedic
- Paramedic Technician

## 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 cr.

\* Courses require a prerequisite and/or corequisite.

## Professional Licensure and/or Certification Information

Northwood Tech's Advanced EMT program is designed to prepare students to obtain the required licensure to be employed/practice in the state of Wisconsin. However, Northwood Tech has not made a determination whether this program meets the requirements for preparation, examinations, or licensure for other states. Students who may be seeking professional licensure or certification in states other than Wisconsin should contact the appropriate licensing board in that state to verify that the Northwood Tech program meets licensure or certification requirements.

## 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 select their own project that 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:

- Meet project completion deadlines
- Follow proper repair instructions
- Complete projects that meet professional standards
- Complete self-directed projects
- Demonstrate 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

61-080-4 Pathway Certificate (less than one year) - Pending Final Approval

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

Outreach Center: Balsam Lake\*

\*Combination of Hybrid and On Site 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 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@NorthwoodTech.edu or 715.788.7064

## 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.

## 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 205):

- Farm Operation

## Related Programs

- 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> |

## 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.

### 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.

### 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.

# 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.

First year of this program is shared with the Diesel Equipment Technician 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 Northwood Tech 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
- Parts Manager

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 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 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 33-36 for course descriptions.



# Course Descriptions

(See pages 33-36 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: Ashland\*\*, New Richmond\*, Rice Lake\*, Superior\*\*

\*Combination of On Site and/or Online Live instruction

\*\*Available through Online Live instruction



## 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 Northwood Tech 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 Northwood Tech 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

## Career Pathway ➤

The Architectural Commercial Design program includes the following pathway option (page 198):

- Drafting Technician

## 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* or         |               |
| 10614115                         | Architectural Internship*              | 3 cr.         |
| 10614179                         | Mechanical Systems*                    | 3 cr.         |
| 10614180                         | Structural Analysis and Design*        | 3 cr.         |
| Technical Studies Total          |  | 44 cr.        |

## General Studies Courses\*\*

|                       |   |        |
|-----------------------|---|--------|
| 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 or            |        |
| 10809166              | Introduction to Ethics: Theory and Application or |        |
| 10809172              | Introduction to Diversity Studies or              |        |
| 10809195              | Economics or                                      |        |
| 10809196              | Introduction to Sociology                         | 3 cr.  |
| 10809198              | Introduction to Psychology or                     |        |
| 10809188              | Developmental Psychology                          | 3 cr.  |
| General Studies Total |   | 19 cr. |

**TOTAL 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 33-36 for course descriptions.

# Course Descriptions

(See pages 33-36 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 Northwood Tech 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 203):

- Construction and Cabinetmaking

## Related Program

- Architectural Commercial Design
- Drafting Technician

## 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.        |
| <b>Occupational Supportive Courses**</b> |   |               |
| 32801361                                 | Applied Communications                  | 2 cr.         |
| 32804325                                 | Applied Technical Math 1                | 3 cr.         |
| Occupational Supportive 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 33-36 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 Northwood Tech 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 199):

- Mechatronics Basics

## Related Program

- Automation for Industrial Systems
- 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.         |
|                                      | Occupational Specific Total            | 51 cr.        |

## Occupational Supportive Courses\*\*

|          |                                |        |
|----------|--------------------------------|--------|
| 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.  |
|          | Occupational Supportive Total  | 13 cr. |

**PROGRAM REQUIREMENTS** **64 cr.**

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

\*\* See pages 33-36 for course descriptions.



# Course Descriptions

(See pages 33-36 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 Features

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 124-127 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 Northwood Tech 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 200):

- 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 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.         |
| Technical Studies Total          |   | 47 cr.        |
| <b>General Studies Courses**</b> |   |               |
| 10801136                         | English Composition I                             | 3 cr.         |
| 10801196                         | Oral/Interpersonal Communication or               |               |
| 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 or |               |
| 10809172                         | Introduction to Diversity Studies or              |               |
| 10809195                         | Economics   | 3 cr.         |
| 10809198                         | Introduction to Psychology                        | 3 cr.         |
| General Studies Total            |   | 17 cr.        |
| <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 33-36 for course descriptions.

# Course Descriptions

(See pages 33-36 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 On Site4 and On Site6 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. PREREQUISITE: 10154149 Windows Operating Systems

## 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. COREQUISITE:

10631110 Advanced PLC Programming and Interfacing

## 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 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 RSLink, OPC, and RSNetwork, HMI configuration using PanelView, Wonderware and/or RView. 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 ASE Education Foundation. See their Web site at [www.ase.com](http://www.ase.com)



**Accredited Training Program**

Powered by ASE Education Foundation

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 Northwood Tech 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 201):

- 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*                    | 3 cr.         |
| 32404385                                 | Air Conditioning and Heating Systems (WBL)* | 3 cr.         |
| Occupational Specific Total              |   | 26 cr.        |
| <b>Occupational Supportive Courses**</b> |   |               |
| 32804303                                 | Applied Math                                | 2 cr.         |
| Occupational Supportive Total            |   | 2 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 33-36 for course descriptions.

# Course Descriptions

(See pages 33-36 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. COREQUISITE: 32404375 Automotive Fundamentals.

## 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. COREQUISITES: 32404375 Automotive Fundamentals and 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. COREQUISITES: 32404375 Automotive Fundamentals and 32404376 DC Automotive Electrical.

## 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. PREREQUISITES: 32404375 Automotive Fundamentals and 32404376 DC Automotive Electrical.

## 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. PREREQUISITES: 32404375 Automotive Fundamentals and 32404376 DC Automotive Electrical.

## 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. PREREQUISITES: 32404375 Automotive Fundamentals and 32404376 DC Automotive Electrical.

## 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.

## 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.

## 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 Features

This program has received certification by the ASE Education Foundation. See their Web site at [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 Northwood Tech 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 202):

- 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                       | 2 cr.         |
| Occupational Specific Total              |   | 47 cr.        |
| <b>Occupational Supportive Courses**</b> |   |               |
| 32801361                                 | Applied Communications                      | 2 cr.         |
| 32809380                                 | Applied Interpersonal Skills                | 2 cr.         |
| 32804303                                 | Applied Math                                | 2 cr.         |
| 32890305                                 | Applied Information Resources               | 2 cr.         |
| Occupational Supportive 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 33-36 for course descriptions.

# Course Descriptions

(See pages 33-36 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. COREQUISITE: 32404375 Automotive Fundamentals.

## 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. COREQUISITES: 32404375 Automotive Fundamentals and 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. COREQUISITES: 32404375 Automotive Fundamentals and 32404376 DC Automotive Electrical.

## 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. PREREQUISITES: 32404375 Automotive Fundamentals and 32404376 DC Automotive Electrical.

## 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. PREREQUISITES: 32404375 Automotive Fundamentals and 32404376 DC Automotive Electrical.

## 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. PREREQUISITES: 32404375 Automotive Fundamentals and 32404376 DC Automotive Electrical.

## 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 or On Site instruction. Select courses are available at the Northwood Tech 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

Some graduates also continue their education in the field of Accounting at a four-year institution and/or pursue professional certifications.

## Career Pathways

The Billing and Posting Clerk is a pathway into the following programs (page 196):

- 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

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Word features to efficiently and effectively produce business documents. Students will apply Microsoft Word skills to solve practical problems in a project-based format. Explore best practices in document layout, collaboration, tables, reports, desktop publishing basics, themes, sort, styles, and references. Recommended computer foundations: Windows competency, including solid file management skills; ability to key 30 WPM. This course will use Microsoft Office 2019 or Office 365.

### 10103151

#### MS Excel A - Credits: 1

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Excel features to efficiently and effectively produce business spreadsheets. Students will

apply Microsoft Excel skills to solve practical problems in a project-based format. Activities will work on creating a spreadsheet, incorporate appropriate formulas and functions to report accurate data, and chart results. Recommended computer foundations: Windows competency, including solid file management skills; basic math fundamentals. This course will use Microsoft Office 2019 or Office 365.

### 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.

# Business Administration Specialist

17-104-5 Technical Certificate

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

\*Combination of Online and On Site 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 on-line 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** 18 cr.

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

# See pages 33-36 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 or On Site 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 on-line 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 Coordinator (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 and Social Media 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 and Social Media Technologies - Credits: 3

This course presents the foundational skills necessary to function in a web and social media platform. Students will create a web site using effective web page design concepts including text, graphics, hypertext links, tables, forms, layers, and templates. This course will also introduce students to a broad spectrum of concepts and issues associated with E-Business, cloud based systems 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 and Social Media 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, and On Site instruction. Select courses are available at the Northwood Tech 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 Northwood Tech, 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 Northwood Tech 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

## Career Pathway

The Business Management program includes the following pathway option (page 202):

- Customer Service Manager

## 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 or            | 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 33-36 for course descriptions.



# Course Descriptions

(See pages 33-36 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

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Word features to efficiently and effectively produce business documents. Students will apply Microsoft Word skills to solve practical problems in a project-based format. Explore best practices in document layout, collaboration, tables, reports, desktop publishing basics, themes, sort, styles, and references. Recommended computer foundations: Windows competency, including solid file management skills; ability to key 30 WPM. This course will use Microsoft Office 2019 or Office 365.

## 10103151

### MS Excel A - Credits: 1

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Excel features to efficiently and effectively produce business spreadsheets. Students will apply Microsoft Excel skills to solve practical problems in a project-based format. Activities will work on creating a spreadsheet, incorporate appropriate formulas and functions to report accurate data, and chart results. Recommended computer foundations: Windows competency, including solid file management skills; basic math fundamentals. This course will use Microsoft Office 2019 or Office 365.

## 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 drop-down 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 211):

- Human Services Associate

## Related Programs

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

## Curriculum

| Number                               | Course Title                | Credits (cr.) |
|--------------------------------------|-----------------------------|---------------|
| <b>Occupational Specific Courses</b> |                             |               |
| 10575100                             | CBRF Caregiver Fundamentals | 2 cr.         |
| <b>PROGRAM REQUIREMENTS</b>          |                             | 2 cr.         |

## Professional Licensure and/or Certification Information

Northwood Tech's CBRF program is designed to prepare students to obtain the required licensure or to be employed/practice in the state of Wisconsin. However, Northwood Tech has not made a determination whether this program meets licensure requirements in states other than Wisconsin. Students who may be seeking professional licensure or certification in states other than Wisconsin should contact the appropriate licensing board in that state to verify that the Northwood Tech program meets licensure or certification requirements.

## 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 Northwood Tech 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 203):

- 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 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 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 33-36 for course descriptions.

# Course Descriptions

(See pages 33-36 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

Northwood Tech's Construction Essentials program is designed to offer at off-campus sites. This mobile delivery option increases training opportunities for high schools and other Northwood Tech partnering agencies.

## Inquire

For more information on this program, scheduled sites, and how to apply, contact: Karen Hoglund, Dean, Academic Programs-Ashland, Karen.Hoglund@NorthwoodTech.edu or 715.685-3070.

## 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 203):

- 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 Courses**</b> |   |               |
| 32804325                                 | Applied Technical Math 1                | <u>3 cr.</u>  |
| Occupational Supportive Total            |   | 3 cr.         |
| <b>TOTAL PROGRAM REQUIREMENTS</b>        |   | <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 33-36 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\*

\*Combination of Hybrid and On Site instruction



## 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 Northwood Tech'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 Northwood Tech counselor

## Program-Specific Requirement

- Submit non-refundable kit deposit fee and form
- Participate in 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                             | Introductory Client Services*    | 2 cr.         |
| 31502388                             | Intermediate Client Services*    | 3 cr.         |
| 31502389                             | Advanced Cosmetology Techniques* | 2 cr.         |
| 31502394                             | Esthetics*                       | 1 cr.         |
| 31502395                             | Nail Care and Design*            | 1 cr.         |
| 31502396                             | Advanced Client Services*        | 5 cr.         |
|                                      |                                  | 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.

## Professional Licensure and/or Certification Information

Northwood Tech's Cosmetology Technical Diploma is designed to meet the State of Wisconsin's licensing criteria. However, Northwood Tech has not made a determination whether this program meets licensure requirements in states other than Wisconsin. Students who may be seeking professional licensure or certification in states other than Wisconsin should contact the appropriate licensing board in that state to verify that the Northwood Tech program meets licensure or certification requirements.

# Course Descriptions

(See pages 33-36 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 Introductory Client Services.

## 31502383

### Hair Design - Credits: 3

Develop skills, utilizing proper tools and equipment, in hairstyling, curling, thermal waving, finger waving, roller setting, pincurl 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 Introductory Client Services.

## 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 Introductory Client Services.

## 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 Introductory Client Services.

## 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 Introductory Client Services.

## 31502387

### Introductory Client Services - 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

### Intermediate Client Services - 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 Introductory Client Services, and COREQUISITES: 31502389 Advanced Cosmetology Techniques, 31502394 Esthetics, 31502395 Nail Care and Design, and 31502396 Advanced Client Services.

## 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 Introductory Client Services, and COREQUISITES: 31502388 Intermediate Client Services, 31502394 Esthetics, 31502395 Nail Care and Design, and 31502396 Advanced Client Services.

## 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 Introductory Client Services, and COREQUISITES: 31502388 Intermediate Client Services, 31502389 Advanced Cosmetology Techniques, 31502395 Nail Care and Design, and 31502396 Advanced Client Services.

## 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 Introductory Client Services, and COREQUISITES: 31502388 Intermediate Client Services, 31502389 Advanced Cosmetology Techniques, 31502394 Esthetics, and 31502396 Advanced Client Services.

## 31502396

### Advanced Client Services - 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 Introductory Client Services, and COREQUISITES: 31502388 Intermediate Client Services, 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 Law Enforcement Officer 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 three 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.

Candidates for the Criminal Justice - Law Enforcement 720 Academy must undergo criminal history and traffic record checks and will be required to submit fingerprints. All non-sponsored candidates must participate in a personal screening interview and all candidates must pass a physical readiness test for entrance. 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
- Non-sponsored students must 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.
- 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 Law Enforcement Academy Handbook.
- 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 candidate 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 candidate 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
- Other Certified Law Enforcement Positions

## Curriculum

| Number                               | Course Title                             | Credits (cr.) |
|--------------------------------------|--|---------------|
| <b>Occupational Specific Courses</b> |  |               |
| 30504503                             | Overview of Criminal Justice             | 1 cr.         |
| 30504500                             | Overview of Patrol Response              | 2 cr.         |
| 30504507                             | Application of Traffic Response          | 3 cr.         |
| 30504506                             | Overview of Investigations               | 2 cr.         |
| 30504508                             | Principles of Investigations             | 1 cr.         |
| 30504502                             | Application of Investigations            | 1 cr.         |
| 30504501                             | Physical Fitness                         | 1 cr.         |
| 30504504                             | Principles of Emergency Vehicle Response | 2 cr.         |
| 30504510                             | Overview of Tactics                      | 1 cr.         |
| 30504509                             | Principles of Tactics                    | 5 cr.         |
| 30504511                             | Scenario Assessment*                     | 1 cr.         |
| 30504505                             | Sensitive Crimes                         | 2 cr.         |
| <b>PROGRAM REQUIREMENTS</b>          |  | <b>22 cr.</b> |

\* Requires a prerequisite and/or corequisite that must be completed.

## Professional Licensure and/or Certification Information

The Northwood Tech Criminal Justice - Law Enforcement 720 Academy adheres to the uniform student performance objectives as established by the Wisconsin Department of Justice, Bureau of Training and Standards. The program is certified by the Wisconsin Department of Justice. Northwood Tech has not made a determination whether this program meets the requirements for preparation, examinations, or licensure for other states. Students who may be seeking professional licensure or certification in states other than Wisconsin should contact the appropriate licensing board in that state to verify that the Northwood Tech program meets licensure or certification requirements.



# Course Descriptions

## 30504500

### 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.

## 30504501

### 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.

## 30504502

### 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.

## 30504503

### 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.

## 30504504

### 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 (EVO) and Vehicle Contacts II.

## 30504505

### 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.

## 30504506

### 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. The DOJ Phase I Written Examination will be administered in this course.

## 30504507

### 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.

## 30504508

### 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 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.

## 30504509

### 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.

## 30504510

### 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.

## 30504511

### 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.

# Criminal Justice Studies

10-504-5 Associate Degree (two-year)

Financial Aid Eligible

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

\*Combination of On Site, Online, and Hybrid 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 Associate Degree program will prepare you for various positions in law enforcement, probation/parole, corrections, juvenile detention, police dispatching, security, or others. Additional positions in protective services may require a bachelors degree, such as with the FBI or other state/federal agencies.

## 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 Northwood Tech counselor

## Program-Specific Requirements

- Submit background check fee
- Pay fee and have acceptable results based on the Wisconsin Criminal History Record Check, and/or other states if applicable - 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:

- Illustrate the interrelationships of the three core components of the criminal justice system
- Analyze situational responses
- Apply communication skills as a criminal justice professional
- Conduct investigations
- Examine the professional code of ethics for a criminal justice practitioner
- Explore personal wellness strategies for the criminal justice professions
- Explain the role of criminal justice professionals in working with diverse populations

## 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.         |
| 10504183                          | Criminal Justice Capstone*                  | 2 cr.         |
| 10504184                          | Emerging Issues in Criminal Justice*        | 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>   | 3 cr.         |
| 10804107                          | College Mathematics or                      |               |
| 10804189                          | Introductory Statistics *                   |               |
| 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                       | 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 33-36 for course descriptions. You must earn a grade point of 2.0 or better in all required 10504XXX courses.

# Course Descriptions

(See pages 33-36 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, transifoning, 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.

## 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 coursework must be completed.

## 10504184

### Emerging Issues in Criminal Justice - Credits: 3

This course will explore contemporary trends and key issues associated within the criminal justice field. Drawing from student experience in learning, students will come up with solutions for responding to current issues. Topics may include implicit bias, mental health, CIT (Crisis Intervention Training), drug/alcohol effects, social media and technology, homeland security, and other current issues. PREREQUISITE: 32 credits of 10504XXX coursework must be completed.

# Crop Production

61-080-3 Pathway Certificate (less than one year)

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

Outreach Center: Balsam Lake\*

\*Combination of Hybrid and On Site 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 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@NorthwoodTech.edu or 715.788-7064.

## 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 205):

- Farm Operation

## Related Programs

- Livestock Production
- Agricultural Business Fundamentals

## Curriculum

| Number                          | Course Title              | Credits (cr.) |
|---------------------------------|---------------------------|---------------|
| 31080371                        | Soil Management           | 3 cr.         |
| 31080372                        | Crop Management           | 3 cr.         |
| 31080375                        | Farm Records and Analysis | 3 cr.         |
| <b>CERTIFICATE REQUIREMENTS</b> |                           | <b>9 cr.</b>  |

## 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\*, Online

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

\*Combination of Online, Your Choice, or On Site instruction. Select courses are available at the Northwood Tech 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 Coordinator (Administrative Professional)
- Business Management
- Leadership Development
- Office Support Specialist
- Medical Administrative Professional

### Curriculum

| Number   | Course Title                                 | Credits (cr.) |
|----------|--|---------------|
| 1010410  | Marketing Principles or                      |               |
| 10809172 | Introduction to Diversity Studies#           | 3 cr.         |
| 10106123 | Meeting and Event Plannig                    | 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#                                   | 1 cr.         |

**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 33-36 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.

### 10106123

#### Meeting and Event Planning - Credits: 3

In this course students will deepen their understanding of planning meetings and project management. Students learn about event planning and budgeting, negotiation and contracts, income projections, food and beverage coordination, technology utilization, and logistics management.

### 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.

# Customer Service Manager

31-102-9 Technical Diploma (one-year)

Financial Aid Eligible

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

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

\*Combination of Online, Your Choice, and On Site instruction. Select courses are available at the Northwood Tech Outreach Centers. Please contact your local campus for specifics.



## Program Overview

The first year of the Business Management associate's degree, the Customer Service Manager technical diploma will prepare you to implement the activities of production, pricing, distribution, and promotion of products. You'll apply marketing, customer service, project management, and finance skills in solving business problems. In addition, communication and computer skills will enhance your ability to launch your career.

## Admission Requirements

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

## Program Outcomes

Customer Service Manager graduates will be able to:

- Implement the activities of production, pricing, distribution, or promotion of products.
- Assist employees and customers in handling difficult or complex problems.
- Coordinate work schedules, tasks, and production sequences to reach production goals.

## Career Outlook

Typical positions available after graduation include:

- Account Coordinator
- Customer Service Specialist
- Help Desk Specialist
- Account Representative

## Career Pathway ➤

The Customer Service Manager is a pathway into the following program (page 202):

- Business Management

## Related Program

- Business Administration Specialist Certificate

## Curriculum

| Number                               | Course Title                | Credits (cr.) |
|--------------------------------------|-----------------------------|---------------|
| <b>Occupational Specific Courses</b> |                             |               |
| 10103106                             | MS PowerPoint               | 1 cr.         |
| 10103125                             | MS Outlook                  | 1 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.         |
| 10104102                             | Marketing Principles        | 3 cr.         |
| 10104191                             | Customer Service Management | 3 cr.         |
| 10105100                             | Introduction to Business    | 3 cr.         |
| 10114107                             | Principles of Finance       | 3 cr.         |
| 10196188                             | Project Management          | 3 cr.         |
| Occupational Specific Total          |                             | 21 cr.        |

## Occupational Supportive Courses\*\*

|                               |                                  |       |
|-------------------------------|----------------------------------|-------|
| 10801136                      | English Composition 1            | 3 cr. |
| 10801196                      | Oral/Interpersonal Communication | 3 cr. |
| 10804123                      | Math with Business Applications  | 3 cr. |
| Occupational Supportive Total |                                  | 9 cr. |

**TOTAL PROGRAM REQUIREMENTS 30 cr.**

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

\*\* See pages 33-36 for course descriptions.

# Course Descriptions

(See pages 33-36 for General Studies 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

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Word features to efficiently and effectively produce business documents. Students will apply Microsoft Word skills to solve practical problems in a project-based format. Explore best practices in document layout, collaboration, tables, reports, desktop publishing basics, themes, sort, styles, and references. Recommended computer foundations: Windows competency, including solid file management skills; ability to key 30 WPM. This course will use Microsoft Office 2019 or Office 365.

## 10103151

### MS Excel A - Credits: 1

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Excel features to efficiently and effectively produce business spreadsheets. Students will apply Microsoft Excel skills to solve practical problems in a project-based format. Activities will work on creating a spreadsheet, incorporate appropriate formulas and functions to report accurate data, and chart results. Recommended computer foundations: Windows competency, including solid file management skills; basic math fundamentals. This course will use Microsoft Office 2019 or Office 365.

## 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.

## 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.

## 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.

## 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.

## 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.

## 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.

# 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 schedules
- 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 Dementia Care certificate from the program of choice dropdown list.

## Complete application and register for classes:

### Registration

## 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 207):

- 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 (cr.) |
|----------|-------------------------------------|---------------|
| 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

You must earn a grade point of 2.0 or better in all 10544XXX courses.

## 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/home-ada/coda.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 Northwood Tech counselor (academic admission requirements apply - see page 28 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)
  - Decision to not receive vaccinations may limit ability to obtain clinical placement based upon meeting site placement requirements
- Possess current certification of "CPR for Healthcare Providers" or equivalent
- Review and sign Health Sciences Confidentiality Statement
- Review and sign Dental Office Visit form
- Review and sign Dental Assistant program permission form
- Participate in 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*  | 2 cr.         |
|                                      | Occupational Specific Total       | 30 cr.        |

### Occupational Supportive Courses\*\*

|          |                                  |       |
|----------|----------------------------------|-------|
| 10801196 | Oral/Interpersonal Communication | 3 cr. |
|          | Occupational Supportive 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 33-36 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 33-36 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.



## Sponsorships

Northwood Tech's Diesel Equipment Technician program is sponsored by Noregon Systems, allowing technicians to practice real-time diagnostic repair and become certified in using the J-Pro Aftermarket computer interface.



Northwood Tech's Diesel Equipment Technician program is sponsored by River States Freightliner, providing students the opportunity to receive recognitions through Daimler for Freightliner and Western Star trucks using OEM software diagnostics.



## 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 Northwood Tech 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.        |

## Occupational Supportive Courses\*\*

|          |                               |       |
|----------|-------------------------------|-------|
| 32801361 | Applied Communications        | 2 cr. |
| 32804303 | Applied Math                  | 2 cr. |
| 32809380 | Applied Interpersonal Skills  | 2 cr. |
| 32890305 | Applied Information Resources | 2 cr. |
|          | Occupational Supportive Total | 8 cr. |

## PROGRAM REQUIREMENTS

57 cr.

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

\*\* See pages 33-36 for course descriptions.

# Courses available at the Superior Campus. Corequisite override required by Academic Dean (for Automotive programs) for student to enroll in 32404376 DC Automotive Electrical and/or 32404377 Electrical Systems.

## Courses available at the New Richmond Campus

# Course Descriptions

(See pages 33-36 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. COREQUISITE: 32404375 Automotive Fundamentals.

## 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. COREQUISITES: 32404375 Automotive Fundamentals and 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 an 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 experience 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

# Drafting Technician

31-614-3 Technical Diploma (one-year)

Financial Aid Eligible

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

\*Combination of On Site and/or Online Live instruction

\*\*Available through Online Live instruction



## Program Overview

The Drafting Technician will work in various positions within the engineering, architectural, construction and manufacturing industries. Students will create working drawings and technical drawings from rough sketches or from scratch. Skills include the visualization of forms and shapes from blueprints and sketches, applying technical knowledge, attention to details, and competence on the latest versions of AutoCAD and REVIT software.

## 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 Northwood Tech counselor

## Program Outcomes

Drafting Technician graduates will be able to:

- Develop construction documents
- Identify basic construction materials and 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:

- Designer
- CAD Technician
- CAD Designer

## Career Pathways

The Drafting Technician program includes the following pathway option (page 198):

- Architectural Commercial Design

## Curriculum

| Number                                   | Course Title                            | Credits (cr.) |
|--|---|---------------|
| <b>Occupational Specific Courses</b>     |   |               |
| 10614170                                 | Architectural Materials and Methods 1   | 3 cr.         |
| 10614172                                 | Architectural Drafting and Design 1*    | 4 cr.         |
| 10614173                                 | Architectural Drafting and Design 2*    | 4 cr.         |
| 10614176                                 | Architectural Technology 1              | 3 cr.         |
| 10614177                                 | Architectural Technology 2*             | 2 cr.         |
| 10614179                                 | Mechanical Systems*                     | 3 cr.         |
| Occupational Specific Total              |   | 19 cr.        |
| <b>Occupational Supportive Courses**</b> |   |               |
| 10801196                                 | Oral/Interpersonal Communication        | 3 cr.         |
| 10804118                                 | Intermediate Algebra with Applications* | 4 cr.         |
| Occupational Supportive Total            |   | 7 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.

\*\* See pages 33-36 for course descriptions.

## Course Descriptions

### 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.

### 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.

### 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.

### 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.

# 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 On Site.

Agreements between the Wisconsin Technical College System (WTCS) and the following baccalaureate degree-granting institutions allow graduates to transfer credits to:

- UW-Oshkosh
- UW-River Falls
- UW-Milwaukee
- UW-Stevens Point
- UW-Stout
- UW-Superior
- UW-Whitewater
- Concordia University
- Franklin University
- Lakeland University
- Milwaukee School of Engineering (MSOE)
- Northland College
- Viterbo University

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 Northwood Tech counselor



<http://wisconsinearlychildhood.org/programs/teach/>



Northwood Tech 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.NorthwoodTech.edu/ece](http://www.NorthwoodTech.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)
  - Decision to not receive vaccinations may limit ability to obtain fieldwork placement base upon meeting site placement requirements

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 204):

- E-Connect - Child Care Services
- Group Child Care Essentials
- 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 or |        |
| 10801198              | Speech                              | 3 cr.  |
| 10809172              | Introduction to Diversity Studies   | 3 cr.  |
| 10809198              | Introduction to Psychology or       |        |
| 10809188              | Developmental Psychology            | 3 cr.  |
| 10804107              | College Mathematics or              |        |
| 10804123              | Math with Business Applications or  |        |
| 10804189              | Introductory Statistics* or         |        |
| 10806112              | Principles of Sustainability or     |        |
| 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 33-36 for course descriptions.

# An Experiential Portfolio and/or Challenge Exam cannot be used as credit for prior learning for this course

+ You must earn a 2.0 or better in this course

## Professional Licensure and/or Certification Information

Northwood Tech's Early Childhood Education Associate Degree is designed to prepare students to obtain the required licensure to be employed/practice in the state of Wisconsin. However, Northwood Tech has not made a determination whether this program meets licensure requirements in states other than Wisconsin. Students who may be seeking professional licensure or certification in states other than Wisconsin should contact the appropriate licensing board in that state to verify that the Northwood Tech program meets licensure or certification requirements.

# Course Descriptions

(See pages 33-36 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, cultural responsiveness, 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 healthy 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 Abusive Head Trauma (AHT) formerly known as 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-Oshkosh
- UW-River Falls
- UW-Milwaukee
- UW-Stevens Point
- UW-Stout
- UW-Superior
- UW-Whitewater
- Concordia University
- Franklin University
- Lakeland University
- Milwaukee School of Engineering (MSOE)
- Northland College
- Viterbo University

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 Northwood Tech counselor



<http://wisconsinearlychildhood.org/programs/teach/>



Northwood Tech 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.NorthwoodTech.edu/ece](http://www.NorthwoodTech.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)
  - Decision to not receive vaccinations may limit ability to obtain fieldwork placement based upon meeting site placement requirements

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 204):

- E-Connect - Child Care Services
- Group Child Care Essentials
- 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 or           |               |
| 10801198                          | Speech  | 3 cr.         |
| 10809172                          | Introduction to Diversity Studies             | 3 cr.         |
| 10809198                          | Introduction to Psychology or                 |               |
| 10809188                          | Developmental Psychology                      | 3 cr.         |
| 10804107                          | College Mathematics or                        |               |
| 10804123                          | Math with Business Applications or            |               |
| 10804189                          | Introductory Statistics* or                   |               |
| 10806112                          | Principles of Sustainability or               |               |
| 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 33-36 for course descriptions.  
 # An Experiential Portfolio and/or Challenge Exam cannot be used as credit for prior learning for this course  
 +You must earn a 2.0 or better in this course

**Professional Licensure and/or Certification Information**

Northwood Tech's Early Childhood Education Associate Degree is designed to prepare students to obtain the required licensure to be employed/practice in the state of Wisconsin. However, Northwood Tech has not made a determination whether this program meets licensure requirements in states other than Wisconsin. Students who may be seeking professional licensure or certification in states other than Wisconsin should contact the appropriate licensing board in that state to verify that the Northwood Tech program meets licensure or certification requirements.



# Course Descriptions

(See pages 33-36 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, cultural responsiveness, 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 healthy early childhood environment, plan a healthy 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 Abusive Head Trauma (AHT) formerly known as 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 (On Site 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 Northwood Tech 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)
  - Decision to not receive vaccinations may limit ability to obtain fieldwork placement based upon meeting site placement requirements

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 204):

- Group Child Care Essentials
- 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.

# An Experiential Portfolio and/or Challenge Exam cannot be used as credit for prior learning for this course

+You must earn a 2.0 or better in this course

## Professional Licensure and/or Certification Information

Northwood Tech's E-Connect - Child Care Services Technical Diploma is designed to prepare students to obtain the required licensure to be employed/practice in the state of Wisconsin. However, Northwood Tech has not made a determination whether this program meets licensure requirements in states other than Wisconsin. Students who may be seeking professional licensure or certification in states other than Wisconsin should contact the appropriate licensing board in that state to verify that the Northwood Tech program meets licensure or certification requirements.



Northwood Tech 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.NorthwoodTech.edu/ece](http://www.NorthwoodTech.edu/ece).



<http://wisconsinearlychildhood.org/programs/teach/>

# Course Descriptions

(See pages 33-36 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, cultural responsiveness, 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 healthy 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 Abusive Head Trauma (AHT) formerly known as 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\*

\*Combination of On Site and Online Live instruction



## 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 various life threatening emergencies. Students must be 18-years-old for licensing and will also be expected to complete 10 patient contacts 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 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 Wednesdays and 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)
  - Decision to not receive vaccinations may limit ability to obtain clinical placement based upon meeting site placement requirements
- Possess current certification of "CPR for Healthcare Providers" or the equivalent (effective January 2022)
  - Certification must be active through the completion of the program
- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure
- 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

## Professional Licensure and/or Certification Information

Northwood Tech's EMT Technical Diploma is designed to prepare students to obtain the required licensure to be employed/practice in the state of Wisconsin. However, Northwood Tech has not made a determination whether this program meets the requirements for preparation, examinations, or licensure for other states. Students who may be seeking professional licensure or certification in states other than Wisconsin should contact the appropriate licensing board in that state to verify that the Northwood Tech program meets licensure or certification requirements.

# Course Descriptions

(See pages 33-36 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\*

\*Combination of On Site and Online Live instruction



Northwood  
Technical College

## 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. Certifications in Advanced Cardiac Life Support and Pediatric Advanced Life Support are included, 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 all of the General Studies coursework outlined on Page 166.

**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 Online Live on two evenings per week to all campus locations.
- 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, which includes clinicals over the summer term.

## 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
- Provide proof of current State of Wisconsin EMT license with expiration date
- Review and sign EMT Proof of Licensure Disclosure
- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a Northwood Tech counselor

## Program-Specific Requirements

- Attend a mandatory program orientation session
- Pass a physical exam, have current immunizations, and demonstrate negative status for tuberculosis (Tb)
  - Decision to not receive vaccinations may limit ability to obtain clinical placement based upon meeting site placement requirements
- 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 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 223):

- 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.

## Professional Licensure and/or Certification Information

Northwood Tech's EMT Paramedic Technical Diploma is designed to prepare students to obtain the required licensure to be employed/practice in the state of Wisconsin. However, Northwood Tech has not made a determination whether this program meets the requirements for preparation, examinations, or licensure for other states. Students who may be seeking professional licensure or certification in states other than Wisconsin should contact the appropriate licensing board in that state to verify that the Northwood Tech program meets licensure or certification requirements.

# Course Descriptions

(See pages 33-36 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.

# Ethical Leadership

17-196-2 Technical Certificate

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

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

\*Combination of Online, Your Choice, and On Site instruction. Select courses are available at the Northwood Tech 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           | 3 cr.         |
| <b>CERTIFICATE REQUIREMENTS</b> |                              | <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 Hybrid and On Site 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 Features



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 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@NorthwoodTech.edu or 715.788-7064.

## Admission Requirements

- Complete an application form and submit with fee (fee waiver may apply if previously submitted)
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a Northwood Tech 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 205):

- 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** 28 cr.

# Course Descriptions

(See pages 33-36 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\*, Online  
**Outreach Centers:** Balsam Lake\*, Hayward\*, Ladysmith\*

\*Combination of Online, Your Choice, and On Site instruction. Select courses are available at the Northwood Tech Outreach Centers. Please contact your local campus for specifics.



## 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 Northwood Tech 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
- Customer Service Representative
- 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 206):

- 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 or                         |               |
| 10801196                         | Oral/Interpersonal Communication  | 3 cr.         |
| 10804123                         | Math with Business Applications   | 3 cr.         |
| 10809195                         | Economics                         | 3 cr.         |
| 10809198                         | Introduction to Psychology or     |               |
| 10809188                         | Developmental Psychology          | <u>3 cr.</u>  |
| General Studies Total            |                                   | 15 cr.        |

**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 33-36 for course descriptions.

# Course Descriptions

(See pages 33-36 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

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Word features to efficiently and effectively produce business documents. Students will apply Microsoft Word skills to solve practical problems in a project-based format. Explore best practices in document layout, collaboration, tables, reports, desktop publishing basics, themes, sort, styles, and references. Recommended computer foundations: Windows competency, including solid file management skills; ability to key 30 WPM. This course will use Microsoft Office 2019 or Office 365.

## 10103151

### MS Excel A - Credits: 1

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Excel features to efficiently and effectively produce business spreadsheets. Students will apply Microsoft Excel skills to solve practical problems in a project-based format. Activities will work on creating a spreadsheet, incorporate appropriate formulas and functions to report accurate data, and chart results. Recommended computer foundations: Windows competency, including solid file management skills; basic math fundamentals. This course will use Microsoft Office 2019 or Office 365.

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

\*Combination of Online, Your Choice, and On Site instruction. Select courses are available at the Northwood Tech Outreach Centers. Please contact your local campus for specifics.



## 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 on-line 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 206):

- 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       | 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.

## 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

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Word features to efficiently and effectively produce business documents. Students will apply Microsoft Word skills to solve practical problems in a project-based format. Explore best practices in document layout, collaboration, tables, reports, desktop publishing basics, themes, sort, styles, and references. Recommended computer foundations: Windows competency, including solid file management skills; ability to key 30 WPM. This course will use Microsoft Office 2019 or Office 365.

### 10103151

#### MS Excel A - Credits: 1

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Excel features to efficiently and effectively produce business spreadsheets. Students will apply Microsoft Excel skills to solve practical problems in a project-based format. Activities will work on creating a spreadsheet, incorporate appropriate formulas and functions to report accurate data, and chart results. Recommended computer foundations: Windows competency, including solid file management skills; basic math fundamentals. This course will use Microsoft Office 2019 or Office 365.

### 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.

# 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 Northwood Tech 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 schedules
- 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 Northwood Tech 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

**NOTE:** Decision to not receive vaccinations may limit ability to obtain fieldwork placement based upon meeting site placement requirements

## 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

## Career Pathways

The Gerontology - Aging Services Professional program includes the following pathway certificate options (page 207):

- 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.        |
| <b>General Studies Courses**</b>  |   |               |
| 10801136                          | English Composition 1                     | 3 cr.         |
| 10801198                          | Speech or                                 |               |
| 10801196                          | Oral/Interpersonal Communication          | 3 cr.         |
| 10806198                          | Human Biology or                          |               |
| 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.         |
| <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 33-36 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 33-36 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

- Offered Fall Only
- Flexible course selection and schedules
- 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.

## Complete application and register for classes:

### [Registration](#)

## 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 207):

- 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 (cr.) |
|----------|----------------------------|---------------|
| 10544101 | Social Gerontology         | 3 cr.         |
| 10544105 | Alzheimer's and Dementia   | 3 cr.         |
| 10544110 | Programs of Aging Services | 3 cr.         |
| 10544100 | Communication of Aging     | 3 cr.         |

**CERTIFICATE REQUIREMENTS** 12 cr.

You must earn a grade point of 2.0 or better in all 10544XXX courses.

## 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.



# Group Child Care Essentials

## 61-307-6 Pathway Certificate

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

\*Combination of Online and On Site instruction.



### Overview

As a student in the Group Child Care Essentials certificate, you will gain a better understanding of the knowledge and skills required of a child care teacher. This pathway certificate was developed with two courses from the Wisconsin Technical College System statewide curriculum for the associate degree in Early Childhood Education. Completers of this certificate will meet the Wisconsin Department of Children and Families licensing guidelines for teachers in group child care centers and will be recognized as Wisconsin Registry Career Level 7.

### Special Features

- All of the courses ladder into the Preschool Education Professional (The Registry Preschool Credential) Pathway Certificate, E-Connect - Child Care Services Technical Diploma and E-CHILD / Early Childhood Education Associate Degree programs.
- Training meets requirements for licensed group center lead teacher
- Completers of this pathway certificate will be recognized as Wisconsin Registry Career Level 7

### Admission Requirements

- Complete application form
- Review and sign Functional Abilities Disclosure

### Professional Licensure and/or Certification Information

Northwood Tech's Group Child Care Essentials is designed to prepare students to obtain the required licensure to be employed/practice in the state of Wisconsin. However, Northwood Tech has not made a determination whether this program meets licensure requirements in states other than Wisconsin. Students who may be seeking professional licensure or certification in states other than Wisconsin should contact the appropriate licensing board in that state to verify that the Northwood Tech program meets licensure or certification requirements.

### Outcomes

The Group Child Care Essentials pathway certificate will prepare you to:

- Assess the development of preschool children
- Provide a healthy, safe, and nutritionally sound preschool environment
- Integrate strategies that support diversity and anti-bias perspectives

### Career Outlook

Upon completion of this certificate you will be ready for careers in:

- Child Care Centers
- Preschools or Nursery Schools
- Family Child Care Homes
- Headstart Programs
- Pre-Kindergarten
- Early Intervention Programs

Typical Positions Include:

- Child Care Teacher
- Assistant Child Care Teacher

### Career Pathways

The Group Child Care Essentials program is a pathway into the following programs (page 204):

- Early Childhood Education
- E-CHILD
- E-Connect - Child Care Services
- Preschool Education Professional (The Registry Preschool Credential)

### Related Program

- Professional Credential for Infant/Toddlers (Wisconsin)

### Curriculum

| Number                                | Course Title                     | Credits (cr.) |
|---------------------------------------|----------------------------------|---------------|
| 1030716                               | ECE: Health, Safety, & Nutrition | 3 cr.         |
| 10307179                              | ECE: Child Development           | 3 cr.         |
| <b>TOTAL CERTIFICATE REQUIREMENTS</b> |                                  | <b>6 cr.</b>  |



<http://wisconsinearlychildhood.org/programs/teach/>



Northwood Tech 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.NorthwoodTech.edu/ece](http://www.NorthwoodTech.edu/ece).

## Course Descriptions

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 Abusive Head Trauma (AHT) formerly known as Shaken Baby Syndrome (SBS); incorporate health, safety, and nutrition concepts into the children's curriculum.

10307179

**ECE: Child Development - Credits: 3**

The 3-credit course examines child development within the context of the early childhood educational 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.

# 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 Northwood Tech counselor (academic admission requirements apply - see page 28 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
- Pass a physical exam, have current immunizations and demonstrate negative status for tuberculosis (Tb)
  - Decision to not receive vaccinations may limit ability to obtain clinical placement based upon meeting site placement requirements
- Review and sign Health Sciences 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 208):

- Medical Coding Specialist

The Health Information Management accreditor of Wisconsin Northwood 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 inquires about the program's 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 or       |               |
| 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 33-36 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 33-36 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 or On Site 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 Northwood Tech 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 219):

- 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.         |
|  | <b>Occupational Specific Total</b>             | <b>21 cr.</b> |
| <b>Occupational Supportive Courses**</b> |  |               |
| 10801136                                 | English Composition 1                          | 3 cr.         |
| 10801196                                 | Oral/Interpersonal Communication               | 3 cr.         |
| 10804123                                 | Math with Business Applications                | 3 cr.         |
|  | <b>Occupational Supportive Total</b>           | <b>9 cr.</b>  |
| <b>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 33-36 for course descriptions.

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.

## 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

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Word features to efficiently and effectively produce business documents. Students will apply Microsoft Word skills to solve practical problems in a project-based format. Explore best practices in document layout, collaboration, tables, reports, desktop publishing basics, themes, sort, styles, and references. Recommended computer foundations: Windows competency, including solid file management skills; ability to key 30 WPM. This course will use Microsoft Office 2019 or Office 365.

### 10103147

#### MS Word B - Credits: 1

This is the second course in a sequence that develops advanced skills in the use of Microsoft Office Word software. Students will use templates, building blocks, mail merge, the sort feature, and apply formatting skills to produce quality documents. Recommended computer foundations: Windows competency, including solid file management skills; ability to key 30 WPM. This course will use Microsoft Office 2019 or Office 365 for Windows. COREQUISITE: 10103146 MS Word A

### 10103151

#### MS Excel A - Credits: 1

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Excel features to efficiently and effectively produce business spreadsheets. Students will apply Microsoft Excel skills to solve practical problems in a project-based format. Activities will work on creating a spreadsheet, incorporate appropriate formulas and functions to report accurate data, and

chart results. Recommended computer foundations: Windows competency, including solid file management skills; basic math fundamentals. This course will use Microsoft Office 2019 or Office 365.

### 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

### 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

# Healthcare Receptionist

30-160-2 Technical Diploma (less than one-year)

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

\*Combination of Online, Your Choice or On Site 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 dropdown 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 Representative

## Career Pathways

The Healthcare Receptionist program is a pathway into the following programs (page 219):

- 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                            | 3 cr.         |
| Occupational Specific Total              |  | 12 cr.        |
| <b>Occupational Supportive Courses**</b> |  |               |
| 10801196                                 | Oral/Interpersonal Communication               | 3 cr.         |
| Occupational Supportive Total            |  | 3 cr.         |
| <b>TOTAL PROGRAM REQUIREMENTS</b>        |  | <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 33-36 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

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Word features to efficiently and effectively produce business documents. Students will apply Microsoft Word skills to solve practical problems in a project-based format. Explore best practices in document layout, collaboration, tables, reports, desktop publishing basics, themes, sort, styles, and references. Recommended computer foundations: Windows competency, including solid file management skills; ability to key 30 WPM. This course will use Microsoft Office 2019 or Office 365.

### 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.

# Heating, Ventilation, and Air Conditioning/Refrigeration (HVAC/R)

32-601-1 Technical Diploma (two-year)

Financial Aid Eligible

Campus: Superior

## Program Overview

The program operates out of Northwood Tech's head-of-the-Great Lakes training center, a state-of-the-art facility on Northwood Tech-Superior's campus. Through partnerships with Trane USA, Snap-on Tools, and the National Coalition of Certification Centers (www.nc3.net), Northwood Tech 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 Northwood Tech 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 209):

- HVAC Installation Technician
- Refrigeration Essentials

## Curriculum

| Number                               | Course Title                                     | Credits (cr.) |
|--------------------------------------|--|---------------|
| <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 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 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 33-36 for course descriptions.

# NC3 Certification Exam Administered.

## EPA section 608 Certification Exam Administered.

# Course Descriptions

(See pages 33-36 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

Program Coordinator/Accommodation Specialist

Phone: 715-788-7142

Fax: 715-234-1241

heidi.diesterhaft@NorthwoodTech.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:** Northwood Tech 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

Graduates will be prepared for entry-level positions in diverse settings, including:

- Hotels
- Restaurants
- Event Centers
- 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 Courses</b> |                                    |               |
| 30890320                               | Working Smart*                     | 1 cr.         |
| Occupational Supportive Total          |                                    | 1 cr.         |
| <b>PROGRAM REQUIREMENTS</b>            |                                    | <b>6 cr.</b>  |

\* 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 Sanitation 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 Northwood Tech 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\*, Online  
**Outreach Centers:** Balsam Lake\*, Hayward\*, Ladysmith\*

\*Combination of Online, Your Choice or On Site instruction. Select courses are available at the Northwood Tech Outreach Centers. Please contact your local campus for specifics.



## 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 Northwood Tech 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
- Recruitment Specialist
- Training and Development Specialist
- Payroll Analyst
- Human Resources Generalist
- Human Resources Assistant

## Career Pathways >

The Human Resource Management program includes the following pathway option (page 210):

- Human Resources and Payroll Generalist

## 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.         |
|                                   | <b>Technical Studies Total</b>               | <b>43 cr.</b> |
| <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.         |
|                                   | <b>General Studies Total</b>                 | <b>18 cr.</b> |
| <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 33-36 for course descriptions.

# Course Descriptions

(See pages 33-36 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

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Word features to efficiently and effectively produce business documents. Students will apply Microsoft Word skills to solve practical problems in a project-based format. Explore best practices in document layout, collaboration, tables, reports, desktop publishing basics, themes, sort, styles, and references. Recommended computer foundations: Windows competency, including solid file management skills; ability to key 30 WPM. This course will use Microsoft Office 2019 or Office 365.

## 10103151

### MS Excel A - Credits: 1

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Excel features to efficiently and effectively produce business spreadsheets. Students will apply Microsoft Excel skills to solve practical problems in a project-based format. Activities will work on creating a spreadsheet, incorporate appropriate formulas and functions to report accurate data, and chart results. Recommended computer foundations: Windows competency, including solid file management skills; basic math fundamentals. This course will use Microsoft Office 2019 or Office 365.

## 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: 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.

## 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. NOTE: This course is only offered in the spring term. COREQUISITES: 10196145 Contemporary Business for Supervisors, 10116106 Orientation and Training, 10116107 Benefit Administration, 10116103 Compensation Management, 10196199 Ethics in Business, 10116102 Employment Law, and 10196138 Conflict Resolution and Confrontation Skills

## 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 Resources and Payroll Generalist

31-116-2 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 or On Site instruction. Select courses are available online at the Northwood Tech Outreach Centers. Please contact your local campus for specifics.



## Program Overview

As a Human Resources and Payroll Generalist, you apply the skills and tools necessary to effectively value and apply employees' abilities and needs in support of organizational goals. You will demonstrate the application of the generalist's responsibilities in contemporary human resource management, supporting employees' growth and development, the impacts of employment law, prepare and maintain employment records, writing job descriptions, recruitment and selection, conducting job interviews, onboarding, interpreting policies and procedures, and effective use of compensation and benefit strategies. You will gain experience using Microsoft Office products and Human Resource Information Systems software suites.

## Admission Requirements

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

## Program Outcomes

Human Resources and Payroll Generalist graduates will be able to:

- Support effective employee relations
- Create accurate employee records
- Incorporate employment law into administrative practices

## Career Outlook

Typical positions available after graduation include:

- Human Resources Administrative Assistant
- Human Resources Associate
- Human Resources Coordinator
- Human Resources Generalist
- Human Resources Technician
- Human Resources Assistant
- Payroll Assistant
- Payroll Coordinator
- Payroll Specialist

## Career Pathways

The Human Resources and Payroll Generalist is a pathway into the following program (page 210).

- Human Resource Management

## Curriculum

| Number                                   | Course Title                                 | Credits (cr.) |
|--|--|---------------|
| <b>Occupational Specific Courses</b>     |  |               |
| 10103151                                 | MS Excel A                                   | 1 cr.         |
| 10103152                                 | MS Excel B*                                  | 1 cr.         |
| 10116100                                 | Human Resource Management                    | 3 cr.         |
| 10116101                                 | Introduction to Payroll and HRIS             | 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.         |
| 10196108                                 | Customer Service                             | 1 cr.         |
| 10196138                                 | Conflict Resolution and Confrontation Skills | <u>1 cr.</u>  |
| <b>Occupational Specific Total</b>       |  | <b>24 cr.</b> |
| <b>Occupational Supportive Courses**</b> |  |               |
| 10804123                                 | Math with Business Applications              | <u>3 cr.</u>  |
| <b>Occupational Supportive Total</b>     |  | <b>3 cr.</b>  |
| <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 33-36 for course descriptions.

# Course Descriptions

(See pages 33-36 for General Studies course descriptions)

## 10103151

### MS Excel A - Credits: 1

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Excel features to efficiently and effectively produce business spreadsheets. Students will apply Microsoft Excel skills to solve practical problems in a project-based format. Activities will work on creating a spreadsheet, incorporate appropriate formulas and functions to report accurate data, and chart results. Recommended computer foundations: Windows competency, including solid file management skills; basic math fundamentals. This course will use Microsoft Office 2019 or Office 365.

## 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.

## 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.

## 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.

## 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.

## 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.

# 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/SACCurrentPreCertificationEducation.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 Northwood Tech 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 211):

- 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               | 2 cr.         |
| Technical Studies Total          |   | 38 cr.        |

|                                  |                                   |        |
|----------------------------------|-----------------------------------|--------|
| <b>General Studies Courses**</b> |                                   |        |
| 10801136                         | English Composition 1             | 3 cr.  |
| 10801198                         | Speech or                         |        |
| 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        | 3 cr.  |
| 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 33-36 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

## Professional Licensure and/or Certification Information

Northwood Tech's Human Services Associate Degree is designed to meet the State of Wisconsin's licensing criteria. However, Northwood Tech has not made a determination whether this program meets licensure requirements in states other than Wisconsin. Students who may be seeking professional licensure or certification in states other than Wisconsin should contact the appropriate licensing board in that state to verify that the Northwood Tech program meets licensure or certification requirements.

# Course Descriptions

(See pages 33-36 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 indirectly 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.

## ELECTIVE

## 10520111

### Psychopharmacology - Credits: 3

This course is an introductory course in psychopharmacology that provides practical information to workers in a human services setting. It is designed to provide an overview of the psychopharmacology of therapeutic drugs, over-the-counter medications, illicit drugs, and alcohol. Emphasis will be on the nervous system structure, brain function, site of action theory, and on comprehending the effects of substances on these systems. Interactions, withdrawal, and maternal and fetal effects and effects on persons in different stages of development will also be addressed.

# 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 Northwood Tech 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 209):

- 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 (cr.) |
|--|----------------------------------|---------------|
| <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 Courses**</b> |                                  |               |
| 32801361                                 | Applied Communications           | 2 cr.         |
| 32804325                                 | Applied Technical Math 1         | 3 cr.         |
| 32804334                                 | Applied Technical Math 2*        | 2 cr.         |
| Occupational Supportive 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 33-36 for course descriptions.

# NC3 Certification Exam Administered.

## EPA Section 608 Certification Exam Administered

# Course Descriptions

(See pages 33-36 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-X Associate Degree (two-year) Specific career clusters listed below

Financial Aid Eligible

Campuses: Ashland, New Richmond, Rice Lake, Superior

## Program Overview

Complete a program plan with Northwood Tech Director of Curriculum and Assessment by identifying your own career goals and what you need to get there.

This program is typically designed for students who: have a high school diploma or G.E.D., are currently employed, are able to articulate a specific career objective, would benefit from the combination of associate degree courses from two or more major areas, and are seeking academic credit for work and/or other experience related to a specific career goal.



### Specific Career Cluster Plans include:

- 1082518 ITS - Agriculture, Food and Natural Resources
- 108252 ITS - Architecture and Construction
- 108253 ITS - Arts, Audio-Visual Technology and Communications
- 108254 ITS - Business, Management and Administration
- 108255 ITS - Education and Training
- 108256 ITS - Finance
- 108257 ITS - Government and Public Administration
- 108258 ITS - Health Sciences
- 108259 ITS - Hospitality and Tourism
- 1082510 ITS - Human Services
- 1082511 ITS - Information Technology
- 1082512 ITS - Law, Public Safety and Security
- 1082513 ITS - Manufacturing
- 1082514 ITS - Marketing, Sales and Service
- 1082515 ITS - Science, Technology, Engineering and Mathematics
- 1082516 ITS - Transportation, Distribution and Logistics

### Inquire:

For more information, contact:  
Ryon List, Director of Curriculum and Assessment. Phone: 715-685-3086  
[ryon.list@NorthwoodTech.edu](mailto:ryon.list@NorthwoodTech.edu)

### Program Outcomes

The Individualized Technical Studies Program is NOT intended to become a catch-all for students with little or no career focus, nor is it intended to prepare students for occupations that have little or no job market demand. It is also NOT simply an accumulation of credit hours leading to a degree. Finally, this degree program option is NOT designed to give students the opportunity to make minor course changes to current existing programs.

#### The technical studies option is typically designed for students who:

- Have a high school diploma or G.E.D.
- Are currently employed
- Are able to articulate a specific career objective
- Would benefit from the combination of associate degree courses from two or more major areas
- Are seeking academic credit for work and/or other experience related to a specific career goal

### 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 |
|--|---------|
| Communication  | 6       |
| Social Science   | 3       |
| Behavioral Science   | 3       |
| Math and/or Science  | 3       |
| Additional General Studies OR Associate Degree Level Technical Studies | 6       |
| Total  | 21      |

(See list of General Studies courses on page 32.)

Individualized Technical Studies Courses 40

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.

TOTAL PROGRAM CREDITS 61

# 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 Northwood Tech 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

- Automation for Industrial Systems
- 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)* | 2 cr.         |
| Occupational Specific Total          |                                 | 46 cr.        |

### Occupational Supportive Courses\*\*

|                               |                              |       |
|-------------------------------|------------------------------|-------|
| 32801361                      | Applied Communications       | 2 cr. |
| 32804325                      | Applied Technical Math 1     | 3 cr. |
| 32804334                      | Applied Technical Math 2*    | 2 cr. |
| 32809380                      | Applied Interpersonal Skills | 2 cr. |
| Occupational Supportive Total |                              | 9 cr. |

**TOTAL 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 33-36 for course descriptions.

# Course Descriptions

(See pages 33-36 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, Northwood Techhes, 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, electricity, or IT.

## Inquire

For more information on this program, and how to apply, contact: Jon Haglin, Instructor at Jon.Haglin@NorthwoodTech.edu or 715.246.1844.

## 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 Northwood Tech counselor

## 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 200):

- 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          |
| 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.         |
| <b>TOTAL PROGRAM REQUIREMENTS</b> |   | <b>28 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 33-36 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.

## 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 Buses - Credits: 2

This course introduces networks, communication buses, 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. COREQUISITE: 10631110 Advanced PLC Programming and Interfacing.

## 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 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 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, Rice Lake, and Superior campuses

\*Only first year coursework available at the Ashland campus

\*\* via Hybrid instruction



## 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, sNorthwood Techhes, 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

Northwood Tech 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.

Northwood Tech locations are Cisco academies, and Northwood Tech 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 126 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 Northwood Tech 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 212):

- IT - Network Technician

## 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 Enterprise Networking, Security and Automation* | 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.         |
| 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.         |
| 10151107                         | Emerging Technologies in Cybersecurity*                      | 3 cr.         |
| 10154103                         | Linux Operating Systems*                                     | 3 cr.         |
| 10154149                         | Windows Operating Systems                                    | 3 cr.         |
|                                  | Technical Studies Total                                      | 48 cr.        |

## 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.  |
|          | General Studies Total                                    | 15 cr. |

**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 33-36 for course descriptions.

# Course Descriptions

(See pages 33-36 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 SNorthwood Techhing 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 On Site4 and On Site6 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), sNorthwood Techhes and clients for a basic network.

## 10150112

### Cisco CCNA 3 Enterprise Networking, Security and Automation - Credits: 3

The CCNA 3 v7 curriculum describes the architectures and considerations related to designing, securing, operating, and troubleshooting enterprise networks. Students gain skills to configure and troubleshoot OSPF, Access control lists, Network address translation (NAT), WAN technologies, quality of service (QoS), cyber security threats, mechanisms used for secure remote access (VPN), software-defined networking, virtualization, network management and network automation concepts (APIs) that support the digitalization of networks. PREREQUISITE: 10150113 Cisco CCNA 2 Routing and SNorthwood Techhing Essentials.

## 10150113

### Cisco CCNA 2 Routing and SNorthwood Techhing Essentials - Credits: 3

Cisco CCNA 2 Routing and SNorthwood Techhing Essentials (RSE) covers the architecture, components, and operations of routers and sNorthwood Techhes in a small network. Students learn how to configure, device management, sNorthwood Techh ports, security, VLANs, Static and Dynamic routing, DHCP (v4 and v6), NAT and ACLs on routers and sNorthwood Techhes. 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. 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 SNorthwood Techhing 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 on 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.

## 10151107

### Emerging Technologies in Cybersecurity - Credits: 3

This exciting course provides the student with the opportunity to research and explore current and rapidly evolving technologies with an eye towards how they affect an organization. Students will discuss the disruptive nature of new technologies on individuals, businesses, and the society at large. Some of these technologies include robotics, encryption, social media, biometrics, SmartHome controllers, remote access, genetic tracing, and Big Data. The student will develop a project plan that implements a new technology into an existing business or organizational model and identify the impacts the new technology will have on the organization. PREREQUISITE: 10150112 Cisco CCNA 3 Enterprise Networking, Security and Automation

## 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. PREREQUISITE: 10154149 Windows Operating Systems.

## 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 via On Site or Hybrid instruction at the Ashland or Rice Lake campus

\*Only first year coursework fully available at the New Richmond campus. Second year coursework is available at other campus locations or through a combination of Online, Hybrid or On Site instruction at the New Richmond campus

\*\*Full program available at the Superior campus via Hybrid instruction



## 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

Northwood Tech is affiliated with the following industry partners providing students with access to a variety of materials and software: Cisco, CompTIA, Microsoft, and VMware.



Northwood Tech locations are Cisco academies, and Northwood Tech 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 124 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 Northwood Tech 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 213):

- 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.        |

## General Studies Courses\*\*

|          |   |        |
|----------|---|--------|
| 10801136 | English Composition 1                             | 3 cr.  |
| 10801196 | Oral/Interpersonal Communication or               |        |
| 10801198 | Speech  | 3 cr.  |
| 10804123 | Math with Business Applications or                |        |
| 10804113 | College Technical Mathematics 1A or               |        |
| 10804133 | Mathematics and Logic                             | 3 cr.  |
| 10809166 | Introduction to Ethics: Theory and Application or |        |
| 10809172 | Introduction to Diversity Studies or              |        |
| 10809195 | Economics   | 3 cr.  |
| 10809198 | Introduction to Psychology                        | 3 cr.  |
|          | General Studies Total                             | 15 cr. |

ELECTIVES 3 cr.

**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 33-36 for course descriptions.



# Course Descriptions

(See pages 33-36 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 On Site4 and On Site6 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), sNorthwood Techhes and clients for a basic network.

## 10150113

### **Cisco CCNA 2 Routing and sNorthwood Techhing Essentials- Credits: 3**

Cisco CCNA 2 Routing and sNorthwood Techhing Essentials (RSE) covers the architecture, components, and operations of routers and sNorthwood Techhes in a small network. Students learn how to configure, device management, sNorthwood Techh ports, security, VLANs, Static and Dynamic routing, DHCP (v4 and v6), NAT and ACLs on routers and sNorthwood Techhes. 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. PREREQUISITE: 10154149 Windows Operating Systems

## 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 sNorthwood Techhing Essentials.

## 10154165

### **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 Northwood Tech 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
- Full Stack 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 Website 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 or   |               |
| 10801198                         | Speech                                | 3 cr.         |
| 10804123                         | Math with Business Applications or    |               |
| 10804113                         | College Technical Mathematics 1 or    |               |
| 10804133                         | Mathematics and Logic                 | 3 cr.         |
| 10809166                         | Introduction to Ethics: Theory and    |               |
|                                  | Application or                        |               |
| 10809172                         | Introduction to Diversity Studies or  |               |
| 10809195                         | Economics                             | 3 cr.         |
| 10809198                         | Introduction to Psychology            | 3 cr.         |
|                                  | General Studies Total                 | 15 cr.        |
|                                  | <b>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 33-36 for course descriptions. You must earn a grade point of 2.0 or better in 10152113 Applications Development

# Course Descriptions

(See pages 33-36 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. The first eight weeks will focus on using Microsoft Access. The second eight weeks will work with Microsoft SQL Server learning how to work with the SQL language to create tables, join tables, query data, write summary queries, insert, update, and delete data.

## 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.

## 10152102

### Advanced Website Development - Credits: 3

Students gain hands-on experience with the design and implementation of dynamic websites. Topics include JavaScript, jQuery, Ajax, and APIs with which students thoroughly explore event-driven techniques, data storage, accessing the DOM, and JSON. 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 website to a web server using FTP. 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 learn to communicate with a database. COREQUISITE: 10152135 Program Logic and 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 Website 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 learn to script all creation and modification of tables, views, and stored procedures. Students will also explore 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 building requirements for a software solution. Included will be the definition of the problem, fact gathering, and evaluation of alternative solutions. A majority of the course will focus on understanding the importance of finding and documenting the business requirements for a project. Students will also work with various design and project management software tools. NOTE: This course should be taken in the fall semester, prior to the final spring semester. This course will be used to build the requirements for the final capstone project that will be completed in 10152113 Applications Development PREREQUISITE: 10152117 Advanced .NET Programming

## 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 Website 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 Website 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 websites 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 Website 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\*, Online  
**Outreach Centers:** Balsam Lake\*, Hayward\*, Ladysmith\*

\*Combination of Online, Your Choice or On Site instruction. Select courses are available at the Northwood Tech Outreach Centers. Please contact your local campus for specifics.



## 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 Northwood Tech 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 214):

- 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.         |
|                                   | <b>Technical Studies Total</b>               | <b>42 cr.</b> |
| <b>General Studies Courses**</b>  |  |               |
| 10801136                          | English Composition 1                        | 3 cr.         |
| 10801198                          | Speech or                                    |               |
| 10801196                          | Oral/Interpersonal Communication             | 3 cr.         |
| 10804123                          | Math with Business Applications              | 3 cr.         |
| 10809195                          | Economics                                    | 3 cr.         |
| 10809122                          | Introduction to American Government or       |               |
| 10809196                          | Introduction to Sociology                    | 3 cr.         |
| 10809188                          | Developmental Psychology or                  |               |
| 10809198                          | Introduction to Psychology                   | 3 cr.         |
|                                   | <b>General Studies Total</b>                 | <b>18 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 33-36 for course descriptions.

# Course Descriptions

(See pages 33-36 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

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Word features to efficiently and effectively produce business documents. Students will apply Microsoft Word skills to solve practical problems in a project-based format. Explore best practices in document layout, collaboration, tables, reports, desktop publishing basics, themes, sort, styles, and references. Recommended computer foundations: Windows competency, including solid file management skills; ability to key 30 WPM. This course will use Microsoft Office 2019 or Office 365.

## 10103151

### MS Excel A - Credits: 1

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Excel features to efficiently and effectively produce business spreadsheets. Students will apply Microsoft Excel skills to solve practical problems in a project-based format. Activities will work on creating a spreadsheet, incorporate appropriate formulas and functions to report accurate data, and chart results. Recommended computer foundations: Windows competency, including solid file management skills; basic math fundamentals. This course will use Microsoft Office 2019 or Office 365.

## 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

On Site 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\*, Online  
**Outreach Centers:** Balsam Lake\*, Hayward\*, Ladysmith\*

\*Combination of Online, Your Choice or On Site instruction. Select courses are available at the Northwood Tech Outreach Centers. Please contact your local campus for specifics.



## 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
- Team Lead

## Career Pathways

Leadership Essentials is a pathway into the following programs (pages 214 and 221):

- 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

On Site 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 Hybrid and On Site 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 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@NorthwoodTech.edu or 715.788.7064.

## 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 205):

- Farm Operation

## Related Programs

- Agricultural Business Fundamentals
- Crop Production

## Curriculum

| Number                          | Course Title              | Credits (cr.) |
|---------------------------------|---------------------------|---------------|
| 31080373                        | Livestock Nutrition       | 3 cr.         |
| 31080374                        | Livestock Management      | 3 cr.         |
| 31080375                        | Farm Records and Analysis | 3 cr.         |
| <b>CERTIFICATE REQUIREMENTS</b> |                           | <b>9 cr.</b>  |

## 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 Northwood Tech 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 Programmer
- Machine Shop Operator
- Tool-machine Setup Operator

## Career Pathway

Machine Tool Operation is a pathway into the following program (page 216):

- 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 Courses**</b> |                                  |               |
| 32801361                                 | Applied Communications           | 2 cr.         |
| 32804325                                 | Applied Technical Math 1         | 3 cr.         |
| 32809380                                 | Applied Interpersonal Skills     | 2 cr.         |
|  | Occupational Supportive Total    | 7 cr.         |
| <b>TOTAL PROGRAM REQUIREMENTS</b>        |                                  | <b>31 cr.</b> |

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

\*\* See pages 33-36 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.

### 32420366

#### 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 as manual mills, lathes, drills, and saws. Students write set sheets, build fixtures, program parts, set-up, and machine parts using the students' 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 Northwood Tech 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 option (page 215):

- CNC Technician

## Curriculum

| Number                                   | Course Title                     | Credits (cr.) |
|--|----------------------------------|---------------|
| <b>Occupational Specific Courses</b>     |                                  |               |
| 32420320                                 | CAD/CAM Applications*            | 2 cr.         |
| 32420321                                 | Print Reading for Machine Trades | 1 cr.         |
| 32420361                                 | Introduction to CAD/CAM          | 1 cr.         |
| 32444302                                 | Machining Fundamentals           | 2 cr.         |
| 31144310                                 | Milling and Turning 1            | 3 cr.         |
| 31444311                                 | Milling and Turning 2*           | 5 cr.         |
| 31444312                                 | Milling and Turning 3*           | 3 cr.         |
| 31444313                                 | Milling and Turning 4*           | 4 cr.         |
| 31444314                                 | Milling and Turning 5*           | 4 cr.         |
|  | Occupational Specific Total      | 25 cr.        |
| <b>Occupational Supportive Courses**</b> |                                  |               |
| 32801361                                 | Applied Communications           | 2 cr.         |
| 32804325                                 | Applied Technical Math 1         | 3 cr.         |
| 32804334                                 | Applied Technical Math 2*        | 2 cr.         |
|  | Occupational Supportive Total    | 7 cr.         |
| <b>TOTAL PROGRAM REQUIREMENTS</b>        |                                  | <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 33-36 for course descriptions.

# Course Descriptions

(See pages 33-36 for General Studies course descriptions)

## 31444310

### Milling and Turning 1 - Credits: 3

This course includes instruction of CNC (Computer Numerical Control) lathes and mills including calling up programs in the machine control unit, loading and deleting programs; setting work offsets; loading and unloading parts; loading tooling and tool offsets; running programs to make parts; and part inspection. By the end of the course, learners will set up work pieces in machines, enter programs, set up tool offsets, enter work offsets, and complete parts and projects.

## 31444311

### Milling and Turning 2 - Credits: 5

This course includes the operation of CNC (Computer Numerical Control) mills and lathes by providing instruction and practice in the use of milling and turning machines. This course will also provide an introduction to job planning for CNC lathes and mills using standard G and M codes, including the use of process plans, inspection sheets, and set up guides will also be covered. This course will also provide the opportunity for learners to write their own job planning and editing of provided programs. By the end of this course, learners will edit programs, change speeds and feeds as needed, and adjust tool and work offsets to produce parts within specified tolerances. COREQUISITE: 31444310 Milling and Turning 1

## 31444312

### Milling and Turning 3 - Credits: 3

This course includes the operation of CNC (Computer Numerical Control) mills and lathes including selection of tools, custom-made fixtures and other work holding devices such 4-jaw chucks, collets, and use of tail stocks to provide part support. Use of fixed cycles are introduced. Learners will be provided the opportunity to set the project, load and edit programs, change and modify tooling and programs to complete the required parts without the need to have the changes approved. This is the first class that the students will have both the opportunity and skills to complete a project using their own process. PREREQUISITE: 31444311 Milling and Turning 2

## 31444313

### Milling and Turning 4 - Credits: 4

This course includes more advanced processes and tooling as it builds upon skills learned in the previous courses in the Milling and Turning sequence. Applications include selection of tools and work-holding devices, auto setting of tool offsets and work coordinate positions, load and editing programs, proofing programs, and making machine parameter adjustments. Advanced level programming will include canned machine cycles and use of software to assist in complex profiles. Learners will write complete programs, machine processes and set-up instruction. Including monitoring tool wear and offset updates designing and building customer-made fixtures for manufacturing and inspection. Learners will machine multiple parts to prove out programs and produce projects. This course will also provide an introduction and instruction to manual surface grinding set ups and operations. PREREQUISITE: 31444311 Milling and Turning 2 and COREQUISITE: 31444312 Milling and Turning 3

## 31444314

### Milling and Turning 5 - Credits: 4

This course will continue to develop the skills and knowledge needed for entry into a machining workplace environment by providing instruction and practice in the use of milling, turning and grinding machines and the various manufacturing processes performed on them. It also includes an introduction to the automated surface grinding machines. This course allows the students to perfect the skills learned in the pre-requisite Milling and Turning courses. Students will have the opportunity to complete the capstone project using the tooling, machines and processes they deem best to meet the project requirements, though guidance will be given as needed. Students will be responsible for all aspects of their project using the skills learned in earlier classes such as material selection, tooling, work holding, inspection requirements, programming, editing, assembly, and documentation of the project. PREREQUISITE: 31444311 Milling and Turning 2 and COREQUISITE: 31444313 Milling and Turning 4

## 32444302

### Machining Fundamentals - 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.

## 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.

## 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.

# 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 Northwood Tech 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 Northwood Tech 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 216):

- 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.        |

### Occupational Supportive Courses\*\*

|                               |                              |       |
|-------------------------------|------------------------------|-------|
| 32801361                      | Applied Communications       | 2 cr. |
| 32804325                      | Applied Technical Math 1     | 3 cr. |
| 32809380                      | Applied Interpersonal Skills | 2 cr. |
| Occupational Supportive 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 33-36 for course descriptions.

# Course Descriptions

(See pages 33-36 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 Northwood Tech 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 tool, die, and/or 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 217):

- 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                      | 2 cr.         |
|  | Occupational Specific Total            | 43 cr.        |
| <b>Occupational Supportive 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          | 2 cr.         |
|  | Occupational Supportive 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 33-36 for course descriptions.

# Course Descriptions

(See pages 33-36 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\*, Online

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

\*Combination of Online, Your Choice and On Site instruction.

Select courses are available at the Northwood Tech 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

- Business Management
- 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.         |
| <b>CERTIFICATE REQUIREMENTS</b> |                                   | <b>11 cr.</b> |

\* 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

Students will be prepared for a career in the marina and marine service, and repair business. This three-semester program includes instruction in marine engine service, service in marine propulsion systems, operation, diagnosis, repair, equipment installation, maintenance, and rigging new boats. Students will work on two- and four-cycle gasoline engines, drive systems, transmissions, electrical systems, and consumer-supplied products.



## Special Features

- Unique in the state of Wisconsin
- Service school options
- 6,000-square-foot 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 Northwood Tech 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 218):

- 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 Courses**</b> |   |               |
| 32801361                                 | Applied Communications                  | 2 cr.         |
| 32804303                                 | Applied Math                            | 2 cr.         |
| Occupational Supportive Total            |   | 4 cr.         |

**PROGRAM REQUIREMENTS** 41 cr.

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

\*\* See pages 33-36 for course descriptions.



# Course Descriptions

(See pages 33-36 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.

# 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 or On Site 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 Northwood Tech counselor

## Program-Specific Requirements

- 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 (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
  - Decision to not receive vaccinations may limit ability to obtain externship placement based upon meeting site placement requirements

## 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 Records Specialist
- Patient Services Representative
- 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 219):

- Health Office Professional
- Medical Billing Specialist
- Healthcare Receptionist

## Related Programs

- Administrative Coordinator (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 or                   |               |
| 10809172                         | Introduction to Diversity Studies              | 3 cr.         |
| 10809198                         | Introduction to Psychology                     | 3 cr.         |
| General Studies Total            |  | 18 cr.        |
| ELECTIVES                        |  | 3 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 33-36 for course descriptions.

# Criminal background checks will be required for this course.

# Course Descriptions

(See pages 33-36 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

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Word features to efficiently and effectively produce business documents. Students will apply Microsoft Word skills to solve practical problems in a project-based format. Explore best practices in document layout, collaboration, tables, reports, desktop publishing basics, themes, sort, styles, and references. Recommended computer foundations: Windows competency, including solid file management skills; ability to key 30 WPM. This course will use Microsoft Office 2019 or Office 365.

## 10103147

### MS Word B - Credits: 1

This is the second course in a sequence that develops advanced skills in the use of Microsoft Office Word software. Students will use templates, building blocks, mail merge, the sort feature, and apply formatting skills to produce quality documents. Recommended computer foundations: Windows competency, including solid file management skills; ability to key 30 WPM. This course will use Microsoft Office 2019 or Office 365 for Windows. COREQUISITE: 10103146 MS Word A

## 10103151

### MS Excel A - Credits: 1

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Excel features to efficiently and effectively produce business spreadsheets. Students will apply Microsoft Excel skills to solve practical problems in a project-based format. Activities will work on creating a spreadsheet, incorporate appropriate formulas and functions to report accurate data, and chart results. Recommended computer foundations: Windows competency, including solid file management skills; basic math fundamentals. This course will use Microsoft Office 2019 or Office 365.

## 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.

# Medical Assistant

31-509-1 Technical Diploma (one-year)

Financial Aid Eligible

Campuses: Ashland, New Richmond, Rice Lake, Superior

Combination of On Site and Online instruction.

## 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 Northwood Technical College's 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, 9355 - 113th St. N, #7709, Seminole, FL 33775, phone: 727-210-2350, [www.caahep.org](http://www.caahep.org), [www.aama-nfl.org](http://www.aama-nfl.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 Northwood Tech counselor (academic admission requirements apply - see page 28 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)
  - Decision to not receive vaccinations may limit ability to obtain clinical placement based upon meeting site placement requirements
- Possess current certification of First Aid and "CPR for Healthcare Providers" or equivalent
- Review and sign Health Sciences Confidentiality Statement
- Participate in 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 220):

- 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 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 Courses

|                               |                                 |       |
|-------------------------------|---------------------------------|-------|
| 10501101                      | Medical Terminology             | 3 cr. |
| 10501107                      | Digital Literacy for Healthcare | 2 cr. |
| 10801136                      | English Composition 1#          | 3 cr. |
| Occupational Supportive Total |                                 | 8 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 33-36 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 33-36 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 or On Site 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 Northwood Tech 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 219):

- 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.        |
| <b>Occupational Supportive Courses**</b> |  |               |
| 10804123                                 | Math with Business Applications                | 3 cr.         |
| Occupational Supportive Total            |  | 3 cr.         |
| <b>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.

\*\* See pages 33-36 for course descriptions.

## Course Descriptions

### 10103151 MS Excel A - Credits: 1

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Excel features to efficiently and effectively produce business spreadsheets. Students will apply Microsoft Excel skills to solve practical problems in a project-based format. Activities will work on creating a spreadsheet, incorporate appropriate formulas and functions to report accurate data, and chart results. Recommended computer foundations: Windows competency, including solid file management skills; basic math fundamentals. This course will use Microsoft Office 2019 or Office 365.

### 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 104 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 Northwood Tech counselor (academic admission requirements apply - see page 28 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 208):

- Health Information Technology

## 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.        |

|  |                                 |       |
|--|---------------------------------|-------|
| <b>Occupational Supportive Courses</b> |                                 |       |
| 10501101                               | Medical Terminology             | 3 cr. |
| 10806177                               | General Anatomy and Physiology# | 4 cr. |
| Occupational Supportive 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 33-36 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 33-36 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 or On Site instruction. Select courses are available at the Northwood Tech 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 197):

- Administrative Coordinator (Administrative Professional)

## Related Programs

- Office Technology Assistant
- Office Support Specialist
- Healthcare Receptionist

## Curriculum

| Number                               | Course Title                        | Credits (cr.) |
|--------------------------------------|-------------------------------------|---------------|
| <b>Occupational Specific Courses</b> |                                     |               |
| 10103106                             | MS PowerPoint                       | 1 cr.         |
| 10103125                             | MS Outlook                          | 1 cr.         |
| 10103146                             | MS Word A                           | 1 cr.         |
| 10103151                             | MS Excel A                          | 1 cr.         |
| 10103162                             | MS Access A                         | 1 cr.         |
| 10103184                             | Advanced Document Applications      | 2 cr.         |
| 10103185                             | Advanced Spreadsheets and Analytics | 2 cr.         |
| 10106128                             | Software Integration                | 1 cr.         |

**PROGRAM REQUIREMENTS** 10 cr.

\* 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

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Word features to efficiently and effectively produce business documents. Students will apply Microsoft Word skills to solve practical problems in a project-based format. Explore best practices in document layout, collaboration, tables, reports, desktop publishing basics, themes, sort, styles, and references. Recommended computer foundations: Windows competency, including solid file management skills; ability to key 30 WPM. This course will use Microsoft Office 2019 or Office 365.

### 10103151

#### MS Excel A - Credits: 1

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Excel features to efficiently and effectively produce business spreadsheets. Students will apply Microsoft Excel skills to solve practical problems in a project-based format. Activities will work on creating a spreadsheet, incorporate appropriate formulas and functions to report accurate data, and chart results. Recommended computer foundations: Windows competency, including solid file management skills; basic math fundamentals. This course will use Microsoft Office 2019 or Office 365.

### 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.

### 10103184

#### Advance Document Applications - Credits: 2

This is the second course in a sequence that develops advanced skills in the use of Microsoft Office Word features to efficiently and effectively produce business documents. Students will apply Microsoft Word skills to solve practical problems in a project-based format. Explore best practices in document layout, collaboration, tables, mail merge, desktop publishing, themes, templates,

forms, sort, styles, references, captions, and macros. Recommended computer foundations: Windows competency, including solid file management skills; ability to key 30 WPM. This course will use Microsoft Office 2019 or Office 365. COREQUISITE: 10103146 MS Word A

### 10103185

#### Advanced Spreadsheets and Analytics - Credits: 2

This is the second course in a sequence that develops advanced skills in the use of Microsoft Office Excel software. Students will use spreadsheet software apply advanced features, manage data using PivotTables, and macros. Use software to solve and analyze various business situations. Recommended computer foundations: Windows competency, including solid file management skills; ability to key 30 WPM. This course will use Microsoft Office 2019 or Office 365 for Windows. COREQUISITE: 10103151 MS Excel A

### 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, 10103181 Advanced Document Applications, 10103151 MS Excel A, 10103185 Advanced Spreadsheets and Analytics, 10103162 MS Access A.

# Nonprofit Essentials

61-196-6 Pathway Certificate

Campus: 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 dropdown 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 221):

- 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           | <u>1 cr.</u>  |
| <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 or On Site instruction. Select courses are available at the Northwood Tech 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.

## Admission Requirements

- Complete application form and submit with fee (fee waiver may apply if previously submitted)
- Complete admissions meeting with a Northwood Tech 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 221):

- 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                     | 3 cr.         |
|                                  | 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>    |               |
| 10804107                         | College Mathematics <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                   | 3 cr.         |
|                                  | General Studies Total                        | 15-16 cr.     |
|                                  | <b>ELECTIVES</b>                             | 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 33-36 for course descriptions.

# Course Descriptions

(See pages 33-36 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

On Siteal 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.

## 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 or On Site instruction. Select courses are available at the Northwood Tech 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 Northwood Tech 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 221):

- 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                     | 3 cr.         |
| Occupational Specific Total              |  | 24 cr.        |
| <b>Occupational Supportive Courses**</b> |  |               |
| 10801136                                 | English Composition 1                        | 3 cr.         |
| 10801198                                 | Speech                                       | 3 cr.         |
| Occupational Supportive 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 33-36 for course descriptions.

# Course Descriptions

(See pages 33-36 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, Office of Quality Assurance](#). 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 Health Sciences Confidentiality Statement

## Program Outcomes

Nursing Assistant graduates will be able to:

- Communicate effectively with clients, family, and co-workers
- Protect rights of clients
- Demonstrate ethical and legal responsibilities
- Work cooperatively in a team environment
- Provide holistic, safe care to diverse populations
- Demonstrate reporting and documentation
- Assist clients with rehabilitation and restorative care
- Provide safe care for clients with acute and chronic health conditions
- Complete educational requirements for 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 Aid 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

## Professional Licensure and/or Certification Information

State Licensure Disclosure: Northwood Tech's Nursing Assistant program prepares students to obtain the required certification to be employed/practice in the state of Wisconsin. The College does not guarantee its curriculum matches the requirements for preparation, examinations, licensure, or certification for other states. Please click below to review more details about DHS approval.

[Wisconsin Nurse Aide Registry](#)

## 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.

# Nursing Assistant - Limited Term

17-543-1 Technical Certificate

Campuses: Ashland, New Richmond, Rice Lake, Superior, and Other Outreach Locations



## Program Overview

The Nursing Assistant - Limited Term program provides classroom, laboratory instruction and clinical check offs. The program is approved by the [Wisconsin Department of Health Services, Office of Quality Assurance](#). 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.

The Wisconsin Department of Health Services (DHS) has approved a waiver to Northwood Tech to offer the [Emergency Nurse Aide Program](#) for 75 hours.

## 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 Health Sciences Confidentiality Statement

## Program Outcomes

Nursing Assistant - Limited Term graduates will be able to:

- Communicate effectively with clients, family, and co-workers
- Protect rights of clients
- Demonstrate ethical and legal responsibilities
- Work cooperatively in a team environment
- Provide holistic, safe care to diverse populations
- Demonstrate reporting and documentation
- Assist clients with rehabilitation and restorative care
- Provide safe care for clients with acute and chronic health conditions
- Complete educational requirements for 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.) |
|-------------------------------------|-----------------------------------|---------------|
| <b>Occupational Specific Course</b> |                                   |               |
| 30543200                            | Nursing Assistant - Limited Term* | <u>2 cr.</u>  |

**PROGRAM REQUIREMENTS** 2 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 Aid 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

## Professional Licensure and/or Certification Information

State Licensure Disclosure: Northwood Tech's Nursing Assistant program prepares students to obtain the required certification to be employed/practice in the state of Wisconsin. The College does not guarantee its curriculum matches the requirements for preparation, examinations, licensure, or certification for other states. Please click below to review more details about DHS approval.

[Wisconsin Nurse Aide Registry](#)

## Course Descriptions

30543200

**Nursing Assistant - Credits: 2**

This course focuses on the physical and emotional care you will provide for clients in a health care setting. Through classroom, laboratory, and clinical check offs, 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 - Limited Term certificate.



# Nursing - Associate Degree

10-543-1 Associate Degree (two-year)

Financial Aid Eligible

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), Northwood Tech 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 Northwood Tech 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
- Complete Northwood Tech pre-ADN Admissions Quiz
- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a Northwood Tech counselor

## Program-Specific Requirements

Pre-Nursing students must complete the petition process to be eligible for the core Nursing program (go to: <https://www.NorthwoodTech.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, or one credit, of high school chemistry or one credit of college-level chemistry with a 2.0 or better
- Complete a Nursing Assistant course with grade of 2.0 or better
- Complete priority petition for admission forms:
  - Submit a high school diploma or GED certificate;
  - current high school seniors must provide documentation upon graduation
  - Northwood Tech 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)
  - Decision to not receive vaccinations may limit ability to obtain clinical placement based upon meeting site placement requirements

- Possess current certification of "CPR for Healthcare Providers" or the equivalent
- Review and sign Health Sciences Confidentiality Statement
- Participate in a mandatory orientation session

## Program Outcomes

ADN Graduates will be able to:

- Integrate professional nursing identity reflecting integrity, responsibility, and nursing
- Communicate comprehensive information using multiple sources in nursing practice
- Integrate theoretical knowledge to support decision making
- Integrate the nursing process into patient care across diverse populations
- Function as a healthcare team member to provide safe and effective care

## 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. \(ACEN\)](#), 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 3390 Peachtree Road NE, Suite 1400, 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.



## 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.        |

## General Studies Courses\*\*

|                       |                                     |        |
|-----------------------|-------------------------------------|--------|
| 10801136              | English Composition 1               | 3 cr.  |
| 10801196              | Oral/Interpersonal Communication or |        |
| 10801198              | Speech                              | 3 cr.  |
| 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

**TOTAL PROGRAM REQUIREMENTS** 70 cr.

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

\*\* See pages 33-36 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.

## Professional Licensure and/or Certification Information

State Licensure Disclosure: WITC's Nursing program prepares students to obtain the required licensure to be employed/practice in the state of Wisconsin. The College does not guarantee its curriculum matches the requirements for preparation, examinations, or licensure for other states. Please click below to review more details about accreditation and licensure.

[National Council of State Boards of Nursing \(NCSBN\)](#)

[State of Wisconsin Department of Safety and Professional Services](#)

# Course Descriptions

(See pages 33-36 for General Studies course descriptions)

## 10543101

### **Nursing Fundamentals - Credits: 2**

This course focuses on basic nursing concepts to provide evidenced-based 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. PREREQUISITE: Admission to Nursing program and COREQUISITE: 10806177 General Anatomy and Physiology.

## 10543102

### **Nursing Skills - Credits: 3**

This course focuses on development of evidence-based clinical skills and physical assessment across the lifespan. Content includes mathematic calculations and conversions related to clinical skills. 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 across the lifespan. 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 patients through the lifespan, utilizing problem solving and critical thinking. This course will provide an opportunity to study conditions affecting different body systems and apply evidence-based nursing interventions. It will also introduce concepts of leadership and management. 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 focuses on 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 lifestyles 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 patients 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 patients 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 provide and evaluate care for patients across the lifespan with alterations in cardiovascular, respiratory, endocrine, and hematologic systems as well as patients 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 across the lifespan. Content includes advanced intravenous skills, blood product administration, chest tube systems, basic electrocardiogram 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 provide and evaluate care for patients across the lifespan with alterations in the immune, neuro-sensory, musculoskeletal, gastrointestinal, hepatobiliary, renal/urinary, reproductive systems and shock, burns and trauma. The learner will also focus on management of care for patients with high-risk perinatal conditions and high-risk newborns. 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 registered nurse. Emphasis is placed on preparing for practice as a registered nurse. 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 Hybrid instruction



Northwood  
Technical College

## 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 Northwood Tech counselor (academic admission requirements apply - see page 28 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)
  - Decision to not receive vaccinations may limit ability to obtain clinical placement based upon meeting site placement requirements
- Possess current certification of "CPR for Healthcare Providers" or equivalent
- Review and sign Health Sciences Confidentiality Statement
- Participate in 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
- Seek out learning opportunities 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

## Professional Licensure and/or Certification Information

Northwood Tech's Occupational Therapy

Assistant program prepares students to obtain the required licensure to be employed/ practice in the state of Wisconsin. The College does not guarantee its curriculum matches the requirements for preparation, examinations, or licensure for other states. Please click below to review more details about accreditation and licensure.

[National Board for Certification in Occupational Therapy \(NBCOT\)](#)

[State of Wisconsin Department of Safety and Professional Services](#)

## 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 eligible 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 33-36 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 33-36 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. PREREQUISITE: Admission to the OTA program and COREQUISITES: 10514173 Activity Analysis and Applications and 10514172 Medical and Psychosocial Conditions.

## 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 assessment in the areas of sensory perceptual skills, motor skills, cognition skills. 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, 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 or On Site instruction. Select courses are available at the Northwood Tech 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 Northwood Tech 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 Northwood Tech 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 197):

- Administrative Coordinator (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.         |
| 10103151                                 | MS Excel A                          | 1 cr.         |
| 10103162                                 | MS Access A                         | 1 cr.         |
| 10103184                                 | Advanced Document Applications      | 2 cr.         |
| 10106110                                 | Document Formatting                 | 2 cr.         |
| 10106139                                 | Administrative Office Management*   | 3 cr.         |
| 10106146                                 | Proofreading for the Office         | 3 cr.         |
| 10106165                                 | Business Information Management     | 2 cr.         |
| 10106199                                 | Business Technology and Success     | 1 cr.         |
| 10804123                                 | Math with Business Applications     | 3 cr.         |
| 10890116                                 | Job Quest                           | 1 cr.         |
| Occupational Specific Total              |                                     | 24 cr.        |
| <b>Occupational Supportive Courses**</b> |                                     |               |
| 10801136                                 | English Composition 1               | 3 cr.         |
| 10801196                                 | Oral/Interpersonal Communication or |               |
| 10801198                                 | Speech                              | 3 cr.         |
| Occupational Supportive 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 33-36 for course descriptions.

# Course Descriptions

(See pages 33-36 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

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Word features to efficiently and effectively produce business documents. Students will apply Microsoft Word skills to solve practical problems in a project-based format. Explore best practices in document layout, collaboration, tables, reports, desktop publishing basics, themes, sort, styles, and references. Recommended computer foundations: Windows competency, including solid file management skills; ability to key 30 WPM. This course will use Microsoft Office 2019 or Office 365.

## 10103151

### MS Excel A - Credits: 1

This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Excel features to efficiently and effectively produce business spreadsheets. Students will apply Microsoft Excel skills to solve practical problems in a project-based format. Activities will work on creating a spreadsheet, incorporate appropriate formulas and functions to report accurate data, and chart results. Recommended computer foundations: Windows competency, including solid file management skills; basic math fundamentals. This course will use Microsoft Office 2019 or Office 365.

## 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.

## 10103184

### Advanced Document Applications - Credits: 2

This is the second course in a sequence that develops advanced skills in the use of Microsoft Office Word features to efficiently and effectively produce business documents. Students will apply Microsoft Word skills to solve practical problems in a project-based format. Explore best practices in document layout, collaboration, tables, mail merge, desktop publishing, themes, templates, forms, sort, styles, references, captions, and macros. Recommended computer foundations: Windows competency, including solid file management skills; ability to key 30 WPM. This course will use Microsoft Office 2019 or Office 365. COREQUISITE: 10103146 MS Word 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.

## 10106139

### Administrative Office Management - 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

### Business 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.

## 10106199

### Business Technology and Success - Credits: 1

Designed to explore the impact of digital technology, communication, and media. Course learners will be able to apply organizational techniques and manage electronic files; explore computer hardware and the web using various software and apps while practicing security and safety techniques. Improve skills in critical thinking, innovation, and personal responsibility through experiential and problem-solving approaches for a workforce-ready mindset.

## 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 or On Site instruction. Select course are available at the Northwood Tech 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 197):

- Administrative Coordinator (Administrative Professional)

## Related Programs

- Office Support Specialist
- Microsoft Office

## Curriculum

| Number                               | Course Title                       | Credits (cr.) |
|--------------------------------------|------------------------------------|---------------|
| <b>Occupational Specific 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.         |
| 10103151                             | MS Excel A                         | 1 cr.         |
| 10103184                             | Advanced Document Applications*    | 2 cr.         |
| 10106110                             | Document Formatting                | 2 cr.         |
| 10106123                             | Meeting and Event Planning         | 3 cr.         |
| 10106146                             | Proofreading for the Office        | 3 cr.         |
| 10106199                             | Business Technology and Success    | 1 cr.         |

**PROGRAM REQUIREMENTS** 18 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**  
This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Word features to efficiently and effectively produce business documents. Students will apply Microsoft Word skills to solve practical problems in a project-based format. Explore best practices in document layout, collaboration, tables, reports, desktop publishing basics, themes, sort, styles, and references. Recommended computer foundations: Windows competency, including

solid file management skills; ability to key 30 WPM. This course will use Microsoft Office 2019 or Office 365.

**10103151 MS Excel A - Credits: 1**  
This is the first course in a sequence that develops foundational skills in the use of Microsoft Office Excel features to efficiently and effectively produce business spreadsheets. Students will apply Microsoft Excel skills to solve practical problems in a project-based format. Activities will work on creating a spreadsheet, incorporate appropriate formulas and functions to report accurate data, and chart results. Recommended computer foundations: Windows competency, including solid file management skills; basic math fundamentals. This course will use Microsoft Office 2019 or Office 365.

**10103184 Advanced Document Applications - Credits: 3**  
This is the second course in a sequence that develops advanced skills in the use of Microsoft Office Word features to efficiently and effectively produce business documents. Students will apply Microsoft Word skills to solve practical problems in a project-based format. Explore best practices in document layout, collaboration, tables, mail merge, desktop publishing, themes, templates, forms, sort, styles, references, captions, and macros. Recommended computer foundations: Windows competency, including solid file management skills; ability to key 30 WPM. This course will use Microsoft Office 2019 or Office 365. COREQUISITE: 10103146 MS Word 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.

**10106123 Meeting and Event Planning - Credits: 3**  
In this course students will deepen their understanding of planning meetings and project management. Students learn about event planning and budgeting, negotiation and contracts, income projections, food and beverage coordination, technology utilization, and logistics management.

**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.

**10106199 Business Technology and Success - Credits: 1**  
Designed to explore the impact of digital technology, communication, and media. Course learners will be able to apply organizational techniques and manage electronic files; explore computer hardware and the web using various software and apps while practicing security and safety techniques. Improve skills in critical thinking, innovation, and personal responsibility through experiential and problem-solving approaches for a workforce-ready mindset.

# Paramedic Technician

10-531-1 Associate Degree (two-year)

Financial Aid Eligible

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

\*Combination of On Site and Online Live instruction



## Program Overview

The Paramedic Technician program offers you the opportunity to further your professional EMS career 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 enhances the classroom lectures, skills, simulation trainings from the EMT-Paramedic program to round out the associate degree as a Paramedic Technician.

## Special Features

- Core lecture coursework will be offered via Online Live on two evenings per week to all campus locations.
- 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
- Complete the EMT-Paramedic program with a 2.0 or better in all required courses
- Provide proof of a current State of Wisconsin EMT license with expiration date
- Review and sign EMT Proof of Licensure Disclosure
- Review and sign Background Check Disclosure
- Review and sign Functional Abilities Disclosure
- Complete admissions meeting with a Northwood Tech counselor

## 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 a Paramedic Technician 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 223):

- 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 or |        |
| 10801197              | Technical Reporting or              |        |
| 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 or        |        |
| 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 33-36 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.

## Professional Licensure and/or Certification Information

Northwood Tech's Paramedic Technician Associate Degree is designed to prepare students to obtain the required licensure to be employed/practice in the state of Wisconsin. However, Northwood Tech has not made a determination whether this program meets the requirements for preparation, examinations, or licensure for other states. Students who may be seeking professional licensure or certification in states other than Wisconsin should contact the appropriate licensing board in that state to verify that the Northwood Tech program meets licensure or certification requirements.



# Course Descriptions

(See pages 33-36 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 Northwood Tech 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 dropdown 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.         |
| <b>CERTIFICATE REQUIREMENTS</b> |                      | <b>1 cr.</b>  |

## 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\*

\*via Hybrid instruction



## 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 Northwood Tech counselor (academic admission requirements apply - see page 28 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)
  - Decision to not receive vaccinations may limit ability to obtain clinical placement based upon meeting site placement requirements
- Review and sign Health Sciences Confidentiality Statement
- Possess current certification of "CPR for Healthcare Providers" or equivalent
- Participate in 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                    | 3 cr.         |
| Occupational Specific Total            |  | 26 cr.        |
| <b>Occupational Supportive Courses</b> |  |               |
| 10501107                               | Digital Literacy for Healthcare        | 2 cr.         |
| 32809380                               | Applied Interpersonal Skills**         | 2 cr.         |
| 10809198                               | Introduction to Psychology**           | 3 cr.         |
| Occupational Supportive 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 33-36 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 33-36 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
- 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 the Functional Abilities Disclosure

After Admissions Requirements are complete, register for classes:

<http://www.NorthwoodTech.edu/current-students/registration.htm>

## Program-Specific Requirements

- Submit Background Check Fee
- 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)
  - Decision to not receive vaccinations may limit ability to obtain clinical placement based upon meeting site placement requirements
- Review and sign Health Sciences Confidentiality Statement

- Possess current certification of "CPR for Healthcare Providers" or equivalent
- Participate in 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:

- Adhere to infection control and safety
- Perform specimen collection
- Process specimens
- Comply with legal regulations
- Model professional behaviors

## 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 (cr.) |
|----------|--|---------------|
| 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

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

### 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

Northwood Tech 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 Northwood Tech 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                     | 2 cr.         |
| Occupational Specific Total              |   | 26 cr.        |
| <b>Occupational Supportive Courses**</b> |   |               |
| 32801361                                 | Applied Communications                    | 2 cr.         |
| 32804303                                 | Applied Math                              | 2 cr.         |
| Occupational Supportive Total            |   | 4 cr.         |

**PROGRAM REQUIREMENTS** 30 cr.

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

\*\* See pages 33-36 for course descriptions.

# Course Descriptions

(See pages 33-36 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 On Site 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)
  - Decision to not receive vaccinations may limit ability to obtain fieldwork placement based upon meeting site placement requirements

## Professional Licensure and/or Certification Information

Northwood Tech's Preschool Education Professional (The Registry Preschool Credential) is designed prepares students to obtain the required licensure to be employed/practice in the state of Wisconsin. However, Northwood Tech has not made a determination whether this program meets licensure requirements in states other than Wisconsin. Students who may be seeking professional licensure or certification in states other than Wisconsin should contact the appropriate licensing board in that state to verify that the Northwood Tech program meets licensure or certification requirements.

## 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 (page 204):

- Early Childhood Education
- E-CHILD
- E-Connect - Child Care Services
- Group Child Care Essentials

## 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.

# An Experiential Portfolio and/or Challenge Exam cannot be used as credit for prior learning 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/>



Northwood Tech 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.NorthwoodTech.edu/ece](http://www.NorthwoodTech.edu/ece).





# Course Descriptions

(See pages 33-36 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 Abusive Head Trauma (AHT) formerly known as 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



Northwood Tech 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.NorthwoodTech.edu/ece](http://www.NorthwoodTech.edu/ece).

## 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
- Group Child Care Essentials
- Preschool Education Professional (The Registry Preschool Credential)



<http://wisconsinearlychildhood.org/programs/teach/>



## 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

## Professional Licensure and/or Certification Information

Northwood Tech's Infant Toddler Credential is designed to prepare students to obtain the required licensure to be employed/practice in the state of Wisconsin. However, Northwood Tech has not made a determination whether this program meets licensure requirements in states other than Wisconsin. Students who may be seeking professional licensure or certification in states other than Wisconsin should contact the appropriate licensing board in that state to verify that the Northwood Tech program meets licensure or certification requirements.

## 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. Full-time students will be able to complete this short term technical diploma in one semester. Students will be prepared to test for the EPA Section 608 Technician Certification and NC3 Certifications. The certifications allow graduates of the program to perform installation and services on refrigeration and air conditioning systems with the oversight of an HVAC Technician.



## 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
- 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

## Curriculum

| Number                                   | Course Title                     | Credits (cr.) |
|--|----------------------------------|---------------|
| <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 Courses**</b> |                                  |               |
| 32804325                                 | Applied Technical Math 1         | 3 cr.         |
| Occupational Supportive 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 33-36 for course descriptions.

# NC3 Certification Exam Administered

## EPA Section 608 Certification Exam Administered.

## 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 209):

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



## 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 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/SACurrentPreCertificationEducation.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 Northwood Tech counselor

## Program Outcomes

Substance Abuse Counselor Education graduates will be able to:

- Apply case management skills
- Identify professional SUDC documentation requirements
- Apply the client SUDC evaluation process
- Analyze professional conduct in the clinical setting
- Counsel Clients

## 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 211):

- 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 Courses**</b> |   |               |
| 10809198                                 | Introduction to Psychology                | 3 cr.         |
| Occupational Supportive 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 33-36 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

## Professional Licensure and/or Certification Information

Northwood Tech's Substance Abuse Counselor Technical Diploma is designed to meet the State of Wisconsin's Substance Abuse Counselor-In Training licensing criteria. However, Northwood Tech has not made a determination whether this program meets licensure requirements in states other than Wisconsin. Students who may be seeking professional licensure or certification in states other than Wisconsin should contact the appropriate licensing board in that state to verify that the Northwood Tech program meets licensure or certification requirements.

# Course Descriptions

(See pages 33-36 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\*, Online

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

\*Combination of Online, Your Choice, and On Site instruction. Select courses are available at the Northwood Tech 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.

## 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 33-36 for course descriptions.

# Course Descriptions

(See pages 33-36 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

On Site 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, or On Site instruction. Select courses available at the Northwood Tech 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 dropdown 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:

- Tax Associate
- Tax Preparer

Some graduates also continue their education in the field of Accounting at a four-year institution and/or pursue professional certifications.

### Career Pathway

The Tax Preparer Assistant program is a pathway into the following program (page 196):

- 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* | <u>2 cr.</u>  |

**CERTIFICATE REQUIREMENTS** 10 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.

**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, Apprenticeships and Academies 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 Academies at [eric.lockwood@NorthwoodTech.edu](mailto:eric.lockwood@NorthwoodTech.edu) or 800.243.9482

## 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   |
|---|-----------|
| Communication   | 6         |
| Social Science  | 3         |
| Behavioral Science  | 3         |
| Math and/or Science   | 3         |
| Additional Elective General Education OR 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 3 years and 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.

|                               |           |
|-------------------------------|-----------|
| <b>TOTAL PROGRAM CREDITS*</b> | <b>60</b> |
|-------------------------------|-----------|

\*Complete all required WTCS 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 Northwood Tech or with any examiner in Wisconsin. Testing through Northwood Tech 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 Northwood Tech Truck Driving web page at: <http://www.NorthwoodTech.edu/academic-programs/degree-programs-and-certificates/truck-driving>)

The following requirements must be met before the first day of class:

- Submit a Northwood Tech Admissions Application
- Must be 18 years of age
- Verification of valid driver's license
- Pass the DOT physical exam and FMCSA Pre-Employment drug test
- Contact Northwood Tech Student Services to acquire a Federal Drug Testing Custody and Control Form
- Provide a copy of CDL Class A permit with air brakes
- Meet all Federal Motor Carrier Safety Regulations (FMCSR) requirements

NOTE: It is recommended that Truck Driving students enroll in all three Truck Driving courses (30458304, 30458305, and 30458303) at the same time to ensure space availability.

## 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 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.        |

**PROGRAM REQUIREMENTS** 10 cr.

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

## Professional Licensure and/or Certification Information

Northwood Tech's Truck Driving program is designed to prepare students to obtain the required licensure to be employed/practice in the state of Wisconsin. However, Northwood Tech has not made a determination whether this program meets licensure requirements in states other than Wisconsin. Students who may be seeking professional licensure or certification in states other than Wisconsin should contact the appropriate licensing agency in that state to verify that the Northwood Tech program meets licensure or certification requirements.

## 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. NOTE: It is required that Truck Driving program students enroll in all three levels of truck driving (30458304, 30458305 and 30458303) at the same time to secure space. PREREQUISITE: Admission to the Truck Driving, Utility Construction Technician or Diesel Equipment Technician Plan.

### 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 to Bachelor's/Arts

20-800-1 Associate Degree (two-year)

Financial Aid Eligible

## Campuses: Online or Online Live

Academic partnership with UW-Superior



## Program Overview

With the University Transfer Degree - Associate to Bachelor's/Arts program, you will receive the cost savings and convenience of a liberal arts transfer degree while taking your classes Online or Online Live. The University Transfer Degree - Associate to Bachelor's/Arts program is an academic partnership with UW-Superior. However, Northwood Tech awards the degree and financial aid is awarded by Northwood Tech.

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 University Transfer Degree - Associate to Bachelor's/Arts degree allows for maximum transfer. Typical transfer areas of study include English, Art, Humanities, Modern Language, and Communication.

## Admission Requirements

- Complete a Northwood Tech application form and submit with \$30 non-refundable application fee (fee waiver may apply if previously submitted)
- Review and Sign the Academic Partnership with UW-Superior Disclosure Statement
- Complete admissions meeting with a Northwood Tech counselor

## Program-Specific Requirement

- Each term a virtual joint advising session will be available for students between Northwood Tech and UW-Superior. Contact your Northwood Tech advisor for more information.

## Program Outcomes

University Transfer Degree - Associate to Bachelor's/Arts graduates will be able to:

- **Communication:** Communicate with varied audiences by actively listening, reading and comprehending written materials, and synthesizing and organizing information for diverse audiences.
- **Critical Thinking:** Use identified critical thinking skills to pose questions, process information and make decisions.
- **Ethics:** Demonstrate professional behaviors.
- **Global Awareness:** Recognize the contributions of diverse cultures, historical periods, and art forms to the improvement of the human condition in a global society.
- **Inclusive Social Interaction:** Engage in collaborative activities toward a shared goal.
- **Mathematical Principles:** Compute and analyze quantitative data using mathematical, statistical and/or logical methods to solve problems.
- **Science:** Explore physical and social environments using scientific tools and methods.
- **Technology:** Access, evaluate, and use information technology to support academic, community, and career-related interests.
- **Self-determination:** Exhibit awareness and skills necessary to succeed in increasingly challenging academic environments.

## Career Goal

Potential programs of study that your University Transfer Degree - Associate to Bachelor's/Arts program could transfer into include:

- Business
- Communication
- Criminal Justice
- Education
- English
- History
- Humanities
- Political Science
- Economics
- Psychology
- Sociology

# Curriculum

(See pages 33-36 for Northwood Tech course descriptions)

## University Transfer Degree - Associate to Bachelor's/Arts Curriculum

Number Course Title Credits (cr)

### ENGLISH - 6 Credits Required

#### Northwood Tech Courses:

20801219 English Composition 1<sup>^</sup> 3 cr.  
20801260 Technical Communications 3 cr.

#### UW - Superior Courses:

WRIT 102 Introduction to Academic Writing 3 cr.  
WRIT 209 Introduction to Professional Writing 3 cr.

### SPEECH - 3 Credits Required

#### Northwood Tech Courses:

20810201 Fundamentals of Speech<sup>^</sup> 3 cr.  
20810203 Interpersonal Communication 3 cr.

#### UW - Superior Courses:

COMM 110 Introduction to Communication 3 cr.

### HUMANITIES - 12 Credits Required

(Must include courses in at least 2 disciplines)

#### Northwood Tech Course:

20809225 Ethics<sup>^</sup> 3 cr.

#### UW - Superior Courses:

PHIL 211 Contemporary Moral Problems 3 cr.  
HIST 111 Modern World History 3 cr.  
HIST 152 The United States Since 1877 3 cr.  
ENGL 228 Multi-Ethnic American Literature (DV) 3 cr.  
ENGL 229 Literature by Women (DV) 3 cr.  
ENGL 241 World Literature I 3 cr.  
ENGL 242 World Literature II 3 cr.  
FREN 101 Beginning French I 3 cr.  
MUSI 161 Music and World Culture (DV) 3 cr.  
PHIL 151 Introduction to Philosophy 3 cr.  
PHIL 212 Critical Thinking 3 cr.  
JAPA 101 Beginning Japanese I 3 cr.  
SPAN 101 Spanish 101 3 cr.

### SOCIAL SCIENCE - 12 Credits Required

#### Northwood Tech Courses:

20809221 American National Government<sup>^</sup> 3 cr.  
20809222 Economics<sup>^</sup> 3 cr.  
20809203 Introductory Sociology<sup>^</sup> 3 cr.  
20809231 Introductory Psychology<sup>^</sup> 3 cr.  
20809237 Abnormal Psychology<sup>^</sup> 3 cr.

#### UW - Superior Courses:

POLS 150 Sex, Scandal, and Corruption in U.S. Politics 3 cr.  
ECON 235 Economics in Society 3 cr.  
SOC 101 Introduction Sociology 3 cr.  
PSYC 101 Introduction Psychology 3 cr.  
PSYC 362 Psychological Disorders 3 cr.  
ECON 250 Principles of Microeconomics 3 cr.  
ECON 251 Principles of Macroeconomics 3 cr.  
GEOG 100 World Regional Geography (DV) 3 cr.  
POLS 230 U.S. National, State and Local Government 3 cr.  
PSYC 230 Social Cognition 3 cr.

### MATHEMATICS AND NATURAL SCIENCE - 10 Credits Required

(Requires a total of 10 credits in these two fields)

#### MATHEMATICS - 3-4 Credits Required

(Must include 3-4 credits at level of Intermediate Algebra or above. Or Quantitative Reasoning or equivalent, or 4-6 credits in Math for Elementary Teachers (Education Students only))

#### Northwood Tech Math Courses:

20804201 Intermediate Algebra\* 4 cr.  
20804240 Basic Statistics\*\* 3 cr.  
20804213 Trigonometry\* 3 cr.

#### UW - Superior Math Courses:

MATH 130 Elementary Statistics 4 cr.  
MATH 115 Precalculus 5 cr.  
MATH 113 Algebra with Applications 3 cr.  
MATH 151 Calculus for Business, Life and Social Sciences 3 cr.

### NATURAL SCIENCE - 7-8 Credits Required

(One lab course required)

#### Northwood Tech Natural Science Courses:

20806280 Environmental Issues 3 cr.  
20806201 Principles of Biology (lab)<sup>^</sup> 4 cr.  
20806209 College Chemistry I (lab)<sup>^</sup> 4 cr.  
20806207 Anatomy & Physiology I (lab) 4 cr.  
20806208 Anatomy & Physiology 2\* (lab) 4 cr.  
20806274 General Microbiology\* (lab) 4 cr.  
20806229 Introduction to Human Biology (lab) 4 cr.

#### UW-Superior Natural Science Courses:

BIOL 123 Concepts in Biology 4 cr.  
BIOL 270 Human Anatomy & Physiology I (LS) 4 cr.  
BIOL 280 Human Anatomy & Physiology II (LS) 4 cr.  
BIOL 355 Microbiology 3 cr.  
BIOL 115 Human Biology (LS) 4 cr.  
PHYS 100 Astronomy (LS) 4 cr.  
PHYS 107 Algebra-Based Physics I 4 cr.  
PHYS 160 Physical Science 4 cr.

### HEALTH/ WELLNESS/ PHYSICAL EDUCATION - 1 Credit Required

#### UW-Superior Course:

HHP 102 Health and Wellness 3 cr.

### WORLD/ FOREIGN LANGUAGE - 4 Credits Required

(May be met with one year high school, with a grade of "C" or better, or one semester in college)

#### UW-Superior Courses:

FREN 101 Beginning French I 3 cr.  
FREN 102 Beginning French 2 3 cr.  
JAPA 101 Beginning Japanese 1 3 cr.  
JAPA 102 Beginning Japanese 2 3 cr.  
SPAN 101 Spanish 101 3 cr.  
SPAN 102 Spanish 102 3 cr.

### DIVERSITY & ETHNIC STUDIES - 3 Credits Required

(Courses that meet this requirement may also count toward Humanities or Social Science.)

#### Northwood Tech Course:

20809272 Diversity Studies<sup>^</sup> 3 cr.

#### UW-Superior Courses:

SOCI 273 Race and Ethnicity 3 cr.  
ART 224 Visual Arts in Non-Western Societies 3 cr.  
ART 221 Art History Survey: The Ancient World to the Renaissance 4 cr.  
ART 222 Art History Survey: Renaissance to Modern Art 4 cr.  
ENGL 228 Multi-Ethnic American Literature 3 cr.  
ENGL 229 Literature by Women 3 cr.  
GEOG 100 World Regional Geography 3 cr.  
MUSI 161 Music and World Culture 3 cr.

### ELECTIVES - 10 Credits Required

(Select any college transfer courses beyond the minimum requirements. Two credits of health and physical education beyond the Health/Wellness/Physical Education credit may be selected.)

### PROGRAM REQUIREMENTS 61 cr.

Student must take both 20806207 Anatomy & Physiology I and 20806208 Anatomy & Physiology 2 to transfer in for 10806177 General Anatomy & Physiology and 10806179 Advanced Anatomy & Physiology.

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

<sup>^</sup>These courses have a recognized substitution as part of the University of Wisconsin (UW)/Wisconsin Technical College System (WTCS) Universal Credit Transfer Agreement (UCTA)

KEY: LS: Lab Science Requirement; DV: Diversity Requirement; ES: Environmental Science Requirement

# University Transfer Degree - Associate to Bachelor's/Science

20-800-2 Associate Degree (two-year)

Financial Aid Eligible

**Campus:** Online or Online Live

Academic partnership with UW-Superior



## Program Overview

With the University Transfer Degree - Associate to Bachelor's/Science program, you will receive the cost savings and convenience of a complete liberal arts transfer degree while taking your classes Online or Online Live. The University Transfer Degree - Associate to Bachelor's/Science program is an academic partnership with UW-Superior. However, Northwood Tech awards the degree and financial aid is awarded by Northwood Tech.

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 University Transfer Degree - Associate to Bachelor's/Science degree allows for maximum transfer. Typical transfer areas of study include Science, Engineering, Business, Health, or Technology.

## Admission Requirements

- Complete a Northwood Tech application form and submit with \$30 non-refundable application fee (fee waiver may apply if previously submitted)
- Review and Sign the Academic Partnership with UW-Superior Disclosure Statement
- Complete admissions meeting with a Northwood Tech counselor

## Program-Specific Requirement

- Each term a virtual joint advising session will be available for students between Northwood Tech and UW-Superior. Contact your Northwood Tech advisor for more information.

## Program Outcomes

University Transfer Degree - Associate to Bachelor's/Science graduates will be able to:

- **Communication:** Communicate with varied audiences by actively listening, reading and comprehending written materials, and synthesizing and organizing information for diverse audiences.
- **Critical Thinking:** Use identified critical thinking skills to pose questions, process information and make decisions.
- **Ethics:** Demonstrate professional behaviors.
- **Global Awareness:** Recognize the contributions of diverse cultures, historical periods, and art forms to the improvement of the human condition in a global society.
- **Inclusive Social Interaction:** Engage in collaborative activities toward a shared goal.
- **Mathematical Principles:** Compute and analyze quantitative data using mathematical, statistical and/or logical methods to solve problems.
- **Science:** Explore physical and social environments using scientific tools and methods.
- **Technology:** Access, evaluate, and use information technology to support academic, community, and career-related interests.
- **Self-determination:** Exhibit awareness and skills necessary to succeed in increasingly challenging academic environments.

## Career Goal

Potential programs of study students completing the University Transfer Degree - Associate to Bachelor's/ Science program could transfer into include:

- Accounting
- Biology
- Business Administration
- Chemistry
- Computer Science
- Economics
- Environmental Science
- Finance
- Health Care
- Horticulture
- Information Technology
- Management
- Marketing
- Mathematics
- Medicine
- Physics
- Science

# Curriculum

(See pages 33-36 for Northwood Tech course descriptions)

## University Transfer Degree - Associate to Bachelor's/Science Curriculum

Number Course Title Credits (cr.)

### ENGLISH - 6 Credits Required

#### Northwood Tech Courses:

20801219 English Composition 1<sup>^</sup> 3 cr.

20801260 Technical Communications 3 cr.

#### UW - Superior Courses:

WRIT 102 Introduction to Academic Writing 3 cr.

WRIT 209 Introduction to Professional Writing 3 cr.

### SPEECH - 3 Credits Required

#### Northwood Tech Courses:

20810201 Fundamentals of Speech<sup>^</sup> 3 cr.

20810203 Interpersonal Communication 3 cr.

#### UW - Superior Courses:

COMM 110 Introduction to Communication 3 cr.

### HUMANITIES - 6 Credits Required

(Must include courses in at least 2 disciplines)

#### Northwood Tech Course:

20809225 Ethics<sup>^</sup> 3 cr.

#### UW - Superior Courses:

PHIL 211 Contemporary Moral Problems 3 cr.

HIST 111 Modern World History 3 cr.

HIST 152 The United States Since 1877 3 cr.

ENGL 228 Multi-Ethnic American Literature (DV) 3 cr.

ENGL 229 Literature by Women (DV) 3 cr.

ENGL 241 World Literature I 3 cr.

ENGL 242 World Literature II 3 cr.

FREN 101 Beginning French I 3 cr.

MUSI 161 Music and World Culture (DV) 3 cr.

PHIL 151 Introduction to Philosophy 3 cr.

PHIL 212 Critical Thinking 3 cr.

JAPA 101 Beginning Japanese I 3 cr.

SPAN 101 Spanish 101 3 cr.

### SOCIAL SCIENCE - 6 Credits Required

#### Northwood Tech Courses:

20809221 American National Government<sup>^</sup> 3 cr.

20809222 Economics<sup>^</sup> 3 cr.

20809203 Introductory Sociology<sup>^</sup> 3 cr.

20809231 Introductory Psychology<sup>^</sup> 3 cr.

20809237 Abnormal Psychology<sup>^</sup> 3 cr.

#### UW - Superior Courses:

POLS 150 Sex, Scandal, and Corruption in U.S. Politics 3 cr.

ECON 235 Economics in Society 3 cr.

SOCI 101 Introduction Sociology 3 cr.

PSYC 101 Introduction Psychology 3 cr.

PSYC 362 Psychological Disorders 3 cr.

ECON 250 Principles of Microeconomics 3 cr.

ECON 251 Principles of Macroeconomics 3 cr.

GEOG 100 World Regional Geography (DV) 3 cr.

POLS 230 U.S. National, State and Local Government 3 cr.

PSYC 230 Social Cognition 3 cr.

### MATHEMATICS AND NATURAL SCIENCE - 20 Credits Required

(Requires a minimum of 20 total credits in these two fields)

#### MATHEMATICS

(Mathematics at the level of College Algebra, Statistics, Quantitative Reasoning or higher)

#### Northwood Tech Math Courses:

20804201 Intermediate Algebra\* 4 cr.

20804240 Basic Statistics\*\* 3 cr.

20804213 Trigonometry\* 3 cr.

#### UW - Superior Math Courses:

MATH 130 Elementary Statistics 4 cr.

MATH 115 Precalculus 5 cr.

MATH 113 Algebra with Applications 3 cr.

MATH 151 Calculus for Business, Life and Social Sciences 3 cr.

#### NATURAL SCIENCE

(Must include 2 lab courses, one from each of 2 different science disciplines)

#### Northwood Tech Natural Science Courses:

20806280 Environmental Issues 3 cr.

20806201 Principles of Biology (lab)<sup>^</sup> 4 cr.

20806209 College Chemistry I (lab)<sup>^</sup> 4 cr.

20806207 Anatomy & Physiology I (lab) 4 cr.

20806208 Anatomy & Physiology 2\* (lab) 4 cr.

20806274 General Microbiology\* (lab) 4 cr.

20806229 Introduction to Human Biology (lab) 4 cr.

#### UW-Superior Natural Science Courses:

BIOL 123 Concepts in Biology 4 cr.

BIOL 270 Human Anatomy & Physiology I (LS) 4 cr.

BIOL 280 Human Anatomy & Physiology II (LS) 4 cr.

BIOL 355 Microbiology 3 cr.

BIOL 115 Human Biology (LS) 4 cr.

PHYS 100 Astronomy (LS) 4 cr.

PHYS 107 Algebra-Based Physics I 4 cr.

PHYS 160 Physical Science 4 cr.

#### HEALTH/WELLNESS/PHYSICAL EDUCATION

##### - 1 Credit Required

#### UW-Superior Course:

HHP 102 Health and Wellness 3 cr.

#### WORLD/FOREIGN LANGUAGE - 4 Credits Required

(May be met with one year high school, with a grade of "C" or better, or one semester in college)

#### UW-Superior Courses:

FREN 101 Beginning French I 3 cr.

FREN 102 Beginning French 2 3 cr.

JAPA 101 Beginning Japanese I 3 cr.

JAPA 102 Beginning Japanese 2 3 cr.

SPAN 101 Spanish 101 3 cr.

SPAN 102 Spanish 102 3 cr.

### DIVERSITY & ETHNIC STUDIES - 3 Credits Required

(Courses that meet this requirement may also count toward Humanities or Social Science.)

#### Northwood Tech Course:

20809272 Diversity Studies<sup>^</sup> 3 cr.

#### UW-Superior Courses:

SOCI 273 Race and Ethnicity 3 cr.

ART 224 Visual Arts in Non-Western Societies 3 cr.

ART 221 Art History Survey: The Ancient World to the Renaissance 4 cr.

ART 222 Art History Survey: Renaissance to Modern Art 4 cr.

ENGL 228 Multi-Ethnic American Literature 3 cr.

ENGL 229 Literature by Women 3 cr.

GEOG 100 World Regional Geography 3 cr.

MUSI 161 Music and World Culture 3 cr.

### ELECTIVES - 12 Credits Required

(Select any college transfer courses beyond the minimum requirements. Two credits of health and physical education beyond the Health/Wellness/Physical Education credit may be selected.)

### PROGRAM REQUIREMENTS 61 cr.

Student must take both 20806207 Anatomy & Physiology I and 20806208 Anatomy & Physiology 2 to transfer in for 10806177 General Anatomy & Physiology and 10806179 Advanced Anatomy & Physiology.

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

<sup>^</sup>These courses have a recognized substitution as part of the University of Wisconsin (UW)/Wisconsin Technical College System (WTCS) Universal Credit Transfer Agreement (UCTA)

KEY: LS: Lab Science Requirement; DV: Diversity Requirement; ES: Environmental Science Requirement

# Utility Construction Technician

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 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.



- Industry Certifications available to students include: WIS DOT Flagger Certification, OSHA10 Certification and ETA Fiber Optic Installer Certification
- The following simulator training is available: Truck Driving, Excavator and Backhoe
- Additional Scholarships available from: Wisconsin State Telecommunications Association (WSTA) and the International Brotherhood of Electrical Workers (IBEW)

## 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 Northwood Tech 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
- Pass the DOT physical exam and FMCSA Pre Employment drug test
- Contact Northwood Tech Student Services to acquire a Federal Drug Testing Custody and Control form
- 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
- Analyze broadband principles
- Demonstrate heavy equipment operation
- Utilize construction plans
- Perform preventative maintenance practices

## Career Outlook

Typical positions available after graduation include:

- Utility Service Operator
- Vibratory Plow Operator
- Horizontal Directional Drill Operator
- Excavator Operator
- Truck Driver Equipment Hauler
- Fiber Optic and Copper Slicer
- Utility Service Flagger
- Underground Facilities Locator
- Utility Service Laborer

Many other opportunities available

## Related Program

- Truck Driving

## 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.         |
| 31476303                                 | Broadband and Power Installation        | 4 cr.         |
| 31476304                                 | Work Zone Training and Cable Locating   | 3 cr.         |
| 31476305                                 | Utility Construction Concerns           | 1 cr.         |
| 31476306                                 | Aerial Installation Field Training      | 4 cr.         |
| 31476307                                 | Preventative and Predictive Maintenance | 2 cr.         |
| 32476305                                 | Construction Practices 1                | 4 cr.         |
| 32476306                                 | Construction Practices 2                | 4 cr.         |
| 32451370                                 | Broadband Fiber Service 201             | 3 cr.         |
| Occupational Specific Total              |   | 31 cr.        |
| <b>Occupational Supportive Courses**</b> |   |               |
| 32804303                                 | Applied Math                            | 2 cr.         |
| Occupational Supportive Total            |   | 2 cr.         |

**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 33-36 for course descriptions.

## Professional Licensure and/or Certification Information

Northwood Tech's Utility Construction Technician program is designed to prepare students to obtain the required licensure to be employed/practice in the state of Wisconsin. However, Northwood Tech has not made a determination whether this program meets licensure requirements in states other than Wisconsin. Students who may be seeking professional licensure or certification in states other than Wisconsin should contact the appropriate licensing agency in that state to verify that the Northwood Tech program meets licensure or certification requirements.

# Course Descriptions

(See pages 33-36 for General Studies 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. NOTE: It is required that Truck Driving program students enroll in all three levels of truck driving (30458304, 30458305 and 30458303) at the same time to secure space. PREREQUISITE: Admission to the Truck Driving, Utility Construction Technician or Diesel Equipment Technician Plan.

## 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.

## 31476303

### Broadband and Power Installation - Credits: 4

The student will be introduced to electrical concepts applied to AC and DC circuits. Covers resistive circuits, voltage and current laws, and 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. Covers installation, termination, and testing power & broadband cabling systems. Introduces the types of equipment and methods used in power & broadband drop installations.

## 31476304

### Work Zone Training and Cable Locating - Credits: 3

Students will complete the OSHA 10-Hour Construction certification. Students will complete Wisconsin Flagger Handbook Training Certification Course. Students will understand how underground utility systems operate and work together with Diggers Hotline. This course will include the following locating facilities and 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.

## 31476305

### Utility Construction Concerns - Credits: 1

This course will introduce the students to the utility construction service industry. It will help them understand how they operate independently, as well as together as a team, and provide exceptional customer services. Students will examine current trends in utility construction industry. Students will prepare for utility construction interview. Students will track progress construction projects using spreadsheets. Students will provide operational status reports as used in construction industry.

## 31476306

### Aerial Installation Field Training - Credits: 4

This course introduces the student to the safe use and care of aerial construction equipment. Students will be introduced to climbing equipment (belt/climbers), lashing equipment, ladders, and bucket truck operation. It will familiarize the student with aerial construction specifications and installation practices used in the broadband industry.

## 31476307

### Preventative and Predictive Maintenance - Credits: 2

Students will be introduced to preventive and predictive maintenance and basic techniques for testing and inspections. Students will safely operate power tools, generators, air compressors, lubrication techniques, hydraulics and trash pumps. Students will learn how to prime diesel fuel systems, operate ground rod pounders, and jack hammers.

## 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 be safely introduced to a variety of construction machinery and operate in a controlled construction site environment setting. 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

## 32451370

### Broadband Fiber Service 201 - Credits: 3

This course will introduce the students to 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.



# Veterinary Technician

10-091-1 Associate Degree

Financial Aid Eligible

Campus: New Richmond

## Program Overview

Veterinary Technician 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 Northwood Tech counselor (academic admission requirements apply - see page 28 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.
- **NOTE:** Decision to not receive vaccinations may limit ability to obtain internship placement based upon meeting site placement requirements.

Veterinary Technician programs are accredited by the American Veterinary Medical Association - Committee on Veterinary Technician Education and Activities (AVMA-CVTEA) at 1931 North Meacham Road, Suite 100, Schaumburg, IL 60173-4360, phone: 800.248.2862. Graduates of AVMA-CVTEA accredited programs are eligible to take the Veterinary Technical National Exam (VTNE) and the Wisconsin state exam directly with the American Associate of Veterinary State Boards (AAVSB) at [AAVSB.org](http://AAVSB.org) upon graduation. The Committee on Veterinary Technical Education and Activities (CVTEA) of the American Veterinary Association (AVMA) has granted Initial Accreditation to Northwood Tech's Veterinary Technology Program, effective February 4, 2021. All students will be eligible to take the VTNE and Wisconsin state exam upon graduation. After successful completion of the exams, the individual will be a Certified Veterinary Technician (CVT).



## 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 224):

- Veterinary Assistant

## Professional Licensure and/or Certification Information

Northwood Tech's Veterinary Technician Associate Degree is designed to meet the State of Wisconsin's licensing criteria. However, Northwood Tech has not made a determination whether this program meets licensure requirements in states other than Wisconsin. Students who may be seeking professional licensure or certification in states other than Wisconsin should contact the appropriate licensing board in that state to verify that the Northwood Tech program meets licensure or certification requirements.

## 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.         |
| 10091120                         | Lab Animals and Non-Traditional Pets*       | 3 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          |   | 45 cr.        |

### General Studies Courses\*\*

|                       |  |        |
|-----------------------|--|--------|
| 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 <b>or</b> |        |
| 10809196              | Introduction to Sociology                                | 3 cr.  |
| 10809172              | Introduction to Diversity Studies                        | 3 cr.  |
| 10809198              | Introduction to Psychology                               | 3 cr.  |
| General Studies Total |  | 20 cr. |

**PROGRAM REQUIREMENTS 65 cr.**

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

\*\* See pages 33-36 for course descriptions. You must earn a grade point of 2.0 or better in all required (100911XX) courses.

# Course Descriptions

(See pages 33-36 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. This course was developed through a grant from the Wisconsin Technical College System, grant #17171124140

## 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. This course was developed through a grant from the Wisconsin Technical College System, grant #17171124140

## 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. This course was developed through a grant from the Wisconsin Technical College System, grant #17171124140

## 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. This course was developed through a grant from the Wisconsin Technical College System, grant #17171124140

## 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. This course was developed through a grant from the Wisconsin Technical College System, grant #17171124140

## 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. This course was developed through a grant from the Wisconsin Technical College System, grant #17171124140

## 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. This course was developed through a grant from the Wisconsin Technical College System, grant #17171124140

## 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. This course was developed through a grant from the Wisconsin Technical College System, grant #17171124140

## 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. This course was developed through a grant from the Wisconsin Technical College System, grant #17171124140

## 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. This course was developed through a grant from the Wisconsin Technical College System, grant #17171124140

## 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. This course was developed through a grant from the Wisconsin Technical College System, grant #17171124140

## 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. This course was developed through a grant from the Wisconsin Technical College System, grant #17171124140

## 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. This course was developed through a grant from the Wisconsin Technical College System, grant #17171124140

## 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. This course was developed through a grant from the Wisconsin Technical College System, grant #17171124140

## 10091120

### Lab Animals and Non-Traditional Pets - Credits: 3

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. This course was developed through a grant from the Wisconsin Technical College System, grant #17171124140

# Welding

31-442-1 Technical Diploma (one-year)

Financial Aid Eligible

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 Northwood Tech 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 225):

- 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*            | 2 cr.         |
|  | Occupational Specific Total            | 28 cr.        |
| <b>Occupational Supportive Courses**</b> |  |               |
| 32801361                                 | Applied Communications                 | 2 cr.         |
| 32804303                                 | Applied Math                           | 2 cr.         |
| 32809380                                 | Applied Interpersonal Skills           | 2 cr.         |
|  | Occupational Supportive 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 33-36 for course descriptions.

# Course Descriptions

(See pages 33-36 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   | 196 | Human Resource Management                    | 210 |
| Administrative Coordinator (Administrative Professional) Pathway | 197 | Human Services Associate Pathway             | 211 |
| Architectural Commercial Design                                  | 198 | IT-Cybersecurity Specialist Pathway          | 212 |
| Automated Packaging Pathway                                      | 199 | IT-Systems Administration Specialist Pathway | 213 |
| Automation for Industrial Systems Pathway                        | 200 | Leadership Development Pathway               | 214 |
| Automotive Technician Pathway                                    | 201 | Machine Tool Operation-CNC Pathway           | 215 |
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| Financial Services Pathway                                       | 206 | Medical Assistant Pathway                    | 220 |
| Gerontology-Aging Services Professional Pathway                  | 207 | Nonprofit Leadership Pathway                 | 221 |
| Health Information Technology Pathway                            | 208 | Nursing Pathway                              | 222 |
| Heating, Ventilation, and Air Conditioning/Refrigeration Pathway | 209 | Paramedic Technician Pathway                 | 223 |
|  |     | Veterinary Technician Pathway                | 224 |
|  |     | Welding Pathway                              | 225 |

# 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

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 Northwood Tech

#### Transfer Options

UW-Stout  
UW-Superior+  
UW-Whitewater  
UM-Crookston+  
Concordia University  
Franklin University  
Lakeland University+  
Milwaukee School of Engineering (MSOE)  
Northland College+

#### Professional Certification

Students are also able to pursue professional certifications

#### Important Notes on Transferring:

- Check out [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific agreements listed
- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with Northwood Tech
- + 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 Coordinator (Administrative Professional) Pathway

## You could take this first and get a credential.

### Office Technology Assistant

Technical Diploma

18 Credits / Less Than 1 Year  
Part Time

#### Potential Careers

Customer Service Representative, File Clerk, Receptionist/Information Clerk

### Microsoft Office

Technical Diploma

10 Credits / Less Than One Year  
Part Time

#### Potential Careers

Word Processor, Clerk Typist, Program Assistant

## You could take this first and get a credential

### Office Support Specialist

Technical Diploma

30 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 Coordinator (Administrative Professional)

Associate Degree

60 credits

#### Potential Careers

Administrative Coordinator (Administrative Professional), Executive Assistant, Office Manager, Virtual Assistant

## Continue your education to obtain a bachelor's degree.

### BEYOND Northwood Tech

#### Transfer Options

UW-Stout  
UW-Whitewater  
Concordia University  
Franklin University  
Lakeland University  
Milwaukee School of Engineering (MSOE)

#### Important Notes on Transferring:

- Check out [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific agreements listed
- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with Northwood Tech
- 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

# Architectural Commercial Design Pathway

You could take this first and get a credential.

## Drafting Technician

Technical Diploma

26 Credits / 1 Year Full Time

### Potential Careers

Designer, CAD Technician, CAD Designer



Continue your education to obtain an associate degree.

## Architectural Commercial Design

Associate Degree

63 Credits / 2 Years Full Time; Part Time Options Available

### Potential Careers

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



Continue your education to obtain a bachelor's degree.

## BEYOND Northwood Tech

### Become An Architect

The four steps include: Education, Experience, Examination and Licensure & Certification

For details, please go to the National Council of Architectural Registration Boards website: [www.ncarb.org/become-architect/basics](http://www.ncarb.org/become-architect/basics)

### Transfer Options

UW-Stout

UW-Whitewater

Concordia University

Franklin University

Lakeland University

Milwaukee School of Engineering (MSOE)

### Important Notes on Transferring:

- Check out [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific agreements listed

- The colleges listed have developed an Associate Degree Articulation Agreement with Northwood Tech

- 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 Systems Technician Pathway

## Embedded in the Automated Packaging Systems Technician program.

### Mechatronics Basics

Technical Diploma

14 Credits / 1 Year Part Time

### Potential Careers

Entry Level Electro-Mechanical Assembler, Maintenance Technician, Manufacturing Customer Service



## You could earn 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 Northwood Tech

### Transfer Options

UW-Stout

#### Important Notes on Transferring:

- Check out [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific agreements listed
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with Northwood Tech
- 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

28 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 Northwood Tech

#### Transfer Options

UW-Stout

UW-Whitewater

Concordia University

Franklin University

Lakeland University

Milwaukee School of Engineering (MSOE)

#### Important Notes on Transferring:

- Check out [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific agreements listed

- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with Northwood Tech

- 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

## Embedded in the Automotive Service Tech and Automotive Tech program.

### 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

## You could earn this technical diploma.

### Automotive Service Technician

Technical Diploma

28 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 Northwood Tech

#### Transfer Options

UW-Stout

#### Important Notes on Transferring:

- Check out [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific agreements listed
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with Northwood Tech
- 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

# Business Management - General Emphasis Pathway

You could take this first and get a credential.

## Customer Service Manager

Technical Diploma

30 Credits / 1 Year Full Time; Part Time Options Available

### Potential Careers

Account Coordinator, Customer Service Specialist, Help Desk Specialist, Account Representative



Continue your education to obtain an associate degree.

## Business Management - General Emphasis

Associate Degree

60 Credits / 2 Years Full Time; Part Time Options Available

### Potential Careers

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



Continue your education to obtain a bachelor's degree.

## BEYOND Northwood Tech

### Transfer Options

UW-Stout  
UW-Superior+  
UW-Whitewater  
Concordia University  
Franklin University+  
Lakeland University+  
Milwaukee School of Engineering (MSOE)  
Northland College+  
UM-Crookston+

### Important Notes on Transferring:

- Check out [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific agreements listed
- The colleges listed have developed an Associate Degree Articulation Agreement with Northwood Tech
- + These colleges have developed an agreement directly related to the Business Management 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.

# 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 Northwood Tech

#### Transfer Options

UW-Stout

#### Important Notes on Transferring:

- Check out [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific agreements listed
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with Northwood Tech
- 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.

### Group Child Care

### Potential Careers

### Essentials

Child Care Teacher, Assistant  
Child Care Teacher

Pathway Certificate

6 Credits / 1 Semester Part Time

### Preschool Education Professional (The Registry Preschool Credential)

### Potential Careers

Child Care Teacher, Assistant  
Child Care Teacher, Family Child Care Provider

Pathway Certificate

18 Credits / 2 Semesters Part Time

## Continue your education to obtain this technical diploma.

### E-Connect-Child Care Services

### Potential Careers

Technical Diploma

27 Credits / 1 Year / 2 Semesters Full Time; Part Time Option Available

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

### Potential Careers

Associate Degree

60 Credits / Associate Degree - 2 Year

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 Northwood Tech

### Important Notes on Transferring:

### Transfer Options

UW-Oshkosh+ | UW-Milwaukee+ | UW-River Falls+ | UW-Stevens Point+ | UW-Stout+ | UW-Superior+ | UW-Whitewater+ | Concordia University | Franklin University | Lakeland University+ | Milwaukee School of Engineering | Northland College+ | Viterbo University+

- Check out [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific agreements listed

- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with Northwood Tech

- + 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 Northwood Tech

### Transfer Options

UW-Stout

#### Important Notes on Transferring:

- Check out [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific agreements listed below
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with Northwood Tech
- 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
- Transferology, [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 Northwood Tech

### Transfer Options

UW-Superior+

UW-Stout

UW-Whitewater

Concordia University

Franklin University

Lakeland University+

Milwaukee School of Engineering (MSOE)

Northland College+

### Important Notes on Transferring:

- Check out [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific agreements listed

- The colleges listed have developed an Associate Degree Articulation Agreement with Northwood Tech

- + 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 or 2 semesters / Fall Only

#### 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 Northwood Tech

#### Transfer Options

UW-Eau Claire+

UW-Stout+

UW-Whitewater

Concordia University

Franklin University

Lakeland University

Milwaukee School of Engineering (MSOE)

#### Important Notes on Transferring:

- Check out [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific agreements listed below

- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with Northwood Tech

- + 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 Northwood Tech

### Transfer Options

UW-Stout

UW-Whitewater

Concordia University

Franklin University

Lakeland University

Milwaukee School of Engineering (MSOE)

The College of St. Scholastica+

### Important Notes on Transferring:

- Check out [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific agreements listed

- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with Northwood Tech

- + 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 Northwood Tech

### Transfer Options

UW-Stout

#### Important Notes on Transferring:

- Check out [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific agreements listed
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with Northwood Tech
- 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 Resource Management Pathway

You could take this first and get a credential.

## Human Resources and Payroll Generalist

Technical Diploma

27 Credits / 1 Year Full Time; Part Time Options Available

### Potential Careers

Human Resources Administrative Assistant, Human Resources Associate, Human Resources Coordinator, Human Resources Generalist, Human Resources Technician, Personnel Assistant, Payroll Administrator, Payroll Assistant, Payroll Coordinator, Payroll Technician



Continue your education to obtain an associate degree.

## Human Resource Management

Associate Degree

61 Credits / 2 Years Full Time; Part Time Options Available

### Potential Careers

Compensation and Benefits Specialist, Employment Specialist, Human Resources Coordinator, Human Resources Specialist, Recruitment Specialist, Training and Development Specialist, Payroll Analyst, Human Resources Generalist, Human Resources Assistant



Continue your education to obtain a bachelor's degree.

## BEYOND Northwood Tech

### Transfer Options

UW-Stout

UW-Whitewater

Concordia University

Franklin University

Lakeland University+

Milwaukee School of Engineering (MSOE)

Northland College+

### Important Notes on Transferring:

- Check out [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific agreements listed

- The colleges listed have developed an Associate Degree Articulation Agreement with Northwood Tech

- + These colleges have developed an agreement directly related to the Human Resource Management 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.

# 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 Northwood Tech

#### Transfer Options

UW-Eau Claire+

UW-Stout+

UW-Superior+

UW-Whitewater

Concordia University+

Franklin University

Lakeland University

Milwaukee School of Engineering (MSOE)

The College of St. Scholastica+

#### Important Notes on Transferring:

- Check out [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific  
agreements listed

- The colleges listed have developed an Associate Degree to Bachelor  
Degree Articulation Agreement with Northwood Tech

- + 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.

## Embedded in the IT-Cybersecurity Specialist program.

### IT - Network Technician

Technical Diploma

19 Credits / Less than 1 Year Part Time

#### Potential Careers

Computer Technician, Network Technician



## You could earn this 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 Northwood Tech

#### Transfer Options

UW-Stout+

UW-Whitewater

Concordia University

Franklin University

Lakeland University+

Milwaukee School of Engineering (MSOE)

#### Important Notes on Transferring:

- Check out [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific agreements listed

- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with Northwood Tech

- + 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.

# Information Technology - Systems Administration Specialist Pathway

## Embedded in the IT-Systems Administration Specialist.

### IT - Network Technician

Technical Diploma

19 Credits / Less than 1 Year Part Time

### Potential Careers

Computer Technician, Network Technician

## You could earn this 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 Northwood Tech

### Transfer Options

UW-Stout+

UW-Whitewater

Concordia University

Franklin University

Lakeland University+

Milwaukee School of Engineering (MSOE)

### Important Notes on Transferring:

- Check out [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific agreements listed

- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with Northwood Tech

- + 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 Northwood Tech

### Transfer Options

UW-Stout

UW-Whitewater

UM-Crookston+

Concordia University

Franklin University

Lakeland University

Milwaukee School of Engineering (MSOE)

Northland College+

### Important Notes on Transferring:

- Check out [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific agreements listed

- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with Northwood Tech

- +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

## Embedded in the Machine Tool Operation - CNC program.

### CNC Technician

Technical Diploma

15 Credits / 1 Semester

### Potential Careers

CNC Machine Operator, CNC Set-up Operator, CNC Operator, Machinist



## You could earn this technical diploma.

### Machine Tool Operation - CNC

Technical Diploma

32 Credits / 1 Year Full Time

### Potential Careers

Machine Tool Operator, Apprentice Machinist, CNC Machinist, CNC Programmer, Maintenance Machinist



## Continue your education to obtain a bachelor's degree.

### BEYOND Northwood Tech

### Transfer Options

UW-Stout

#### Important Notes on Transferring:

- Check out [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific agreements listed
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with Northwood Tech
- 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 Northwood Tech

### Transfer Options

UW-Stout

#### Important Notes on Transferring:

- Check out [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific agreements listed

- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with Northwood Tech

- 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

## Embedded in the Machine Tooling Technics program.

### Entry Level Machining

Technical Diploma

27 Credits

#### Potential Careers

Machine Operator, Machine Repair Person, Machinist, Maintenance Machinist, Production Machinist, Set-Up Machinist

### Multi-Axis CNC Milling

Technical Diploma

14 Credits

#### Potential Careers

CNC Machinist, Programmer



## You could earn 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 Northwood Tech

#### Transfer Options

UW-Stout

#### Important Notes on Transferring:

- Check out [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific agreements listed
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with Northwood Tech
- 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

## Embedded in the Marine Repair Technician program.

### 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 Northwood Tech

### Transfer Options

UW-Stout

#### Important Notes on Transferring:

- Check out NorthwoodTech.edu/transfer for details on specific agreements listed
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with Northwood Tech
- 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

Patient Services Representative, Medical Scheduler, Medical Information Clerk, Appointment Coordinator, Patient Access Representative

## 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 Records Specialist, Patient Services Representative, 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 Records Specialist, Patient Services Representative, 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 Northwood Tech

### Transfer Options

UW-Stout  
UW-Whitewater  
Concordia University  
Franklin University  
Lakeland University  
Milwaukee School of Engineering (MSOE)  
Northland College

### Important Notes on Transferring:

- Check out [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific agreements listed
- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with Northwood Tech
- 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

## Embedded in the Medical Assistant program.

### 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



## You could earn this 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 Northwood Tech

### Transfer Options

UW-Stout

#### Important Notes on Transferring:

- Check out [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific agreements listed
- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with Northwood Tech
- 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 Northwood Tech

### Transfer Options

UW-Stout

UW-Whitewater

Concordia University

Franklin University

Lakeland University

Milwaukee School of Engineering (MSOE)

Northland College+

### Important Notes on Transferring:

- Check out [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific agreements listed

- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with Northwood Tech

- 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 - Associate Degree Pathway

## Nursing Assistant is required for Nursing - Associate Degree.

### Nursing Assistant

#### Potential Careers

Nursing Assistant

Technical Diploma (Not embedded, but a requirement for the Nursing programs)

3 Credits / 120 Hour Course



### Licensed Practical Nurse (LPN)

#### Potential Careers

Licensed Practical Nurse

If you are a Licensed Practical Nurse (LPN) and are interested in becoming a Registered Nurse

Credits vary depending upon previously completed courses



## You could earn this associate degree.

### Nursing - Associate Degree

Associate Degree

70 Credits / At Least 2 Years Full Time

#### Potential Careers

Registered Nurse



## Continue your education to obtain a bachelor's degree.

### BEYOND Northwood Tech

#### 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+  
UW-Whitewater  
Alverno College+  
Cardinal Stritch University+  
Carthage College+  
Chamberlain University+  
Concordia University  
Franklin University  
Herzing University+  
Grand Canyon University+  
Grantham University+  
Lakeland University+  
Marian University+

Milwaukee School of Engineering (MSOE)  
Mount Mary College  
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 [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific agreements listed

- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with Northwood Tech

- + 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

**EMT is required for the EMT-Paramedic and Paramedic Technician Programs.**

## 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 Northwood Tech

### Transfer Options

UW-Stout

UW-Whitewater

Concordia University

Franklin University

Lakeland University

Milwaukee School of Engineering (MSOE)

### Important Notes on Transferring:

- Check out [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific agreements listed

- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with Northwood Tech

- 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

## Technical diploma embedded in the Veterinary Technician program.

### 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.



## You could earn this associate degree.

### Veterinary Technician

Associate Degree

65 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 Northwood Tech

### Transfer Options

UW-River Falls+  
UW-Stout  
UW-Whitewater  
Concordia University  
Franklin University  
Lakeland University  
Milwaukee School of Engineering (MSOE)

### Important Notes on Transferring:

- Check out [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific agreements listed
- The colleges listed have developed an Associate Degree to Bachelor Degree Articulation Agreement with Northwood Tech
- + These colleges have developed an agreement directly related to the Veterinary Technician 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

# Welding Pathway

## Embedded in the Welding program.

### 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

## Embedded in the Welding program.

### 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

## Embedded in the Welding program.

### Welding/Maintenance and Fabrication

Technical Diploma  
14 Credits / Less Than 1 Year Part Time

#### Potential Careers

Production Welding, Welder / Fitter, Flame Cutter / Machine Operator

## You could earn 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 Northwood Tech

#### Transfer Options

UW-Stout

#### Important Notes on Transferring:

- Check out [NorthwoodTech.edu/transfer](http://NorthwoodTech.edu/transfer) for details on specific agreements listed

- The college listed has developed a Technical Diploma to Bachelor Degree Articulation Agreement with Northwood Tech

- 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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## College Administration

**John Will, Ed.D.**

**President**

B.B.A., U of Wisconsin-Eau Claire  
M.S.Ed, U of Wisconsin-Whitewater  
Ed.D., U of Wisconsin-Stout

**Steve Bitzer, Ed.D.**

**Vice President, Student Affairs & Campus Administrator**

B.S., U of Wisconsin-Stout  
M.B.A., U of Wisconsin-Oshkosh  
Ed.D., Nova Southeastern University

**Aliesha Crowe**

**Vice President, Academic Affairs**

B.A., U of Wisconsin-River Falls  
M.S., U of Wisconsin-River Falls  
PH.D., U of Minnesota-Twin Cities

**Jena Vogtman**

**Associate Vice President, Marketing & Communications, Campus Administrator**

B.A.S., U of Missouri-Columbia  
B.J., U of Missouri-Columbia  
M.B.A., College of St. Scholastica

**Steve Decker, CPA, CMA**

**Vice President, Administrative Service/Chief Financial Officer & Campus Administrator**

B.B.A., U of Wisconsin-Eau Claire  
M.S., U of Wisconsin-Stout

**Susan Yohnk-Lockwood**

**Vice President, Institutional Effectiveness & Campus Administrator**

B.S., U of Wisconsin-Eau Claire  
M.S., U of Wisconsin-Stout

## Ashland Campus

### Administration and Management Staff

**Steve Bitzer, Ed.D.**

**Vice President, Student Affairs & Campus Administrator**

B.S., U of Wisconsin-Stout  
M.B.A., U of Wisconsin-Oshkosh  
Ed.D., Nova Southeastern University

**Benita Allen, Ed.D.**

**Dean of Students**

B.S., U of Wisconsin-Green Bay  
M.S.E., U of Wisconsin-Superior  
Ed.D., Edgewood College

**Annette Brown**

**Administrative Specialist/Supervisor**

A.A.S., Milwaukee Area Technical College  
B.S., Cardinal Stritch University

**David Haan**

**Fire Training Manager**

**Keith Hasart**

**User Services Manager**

B.S., U of Wisconsin-Superior

**Beth Hazelton**

**Manager, Enrollment Services**

B.A.S., U of Minnesota-Duluth

**Karen Høglund**

**Dean of Academic Programs, Ashland Region/Associate Dean, Ashland Region**

A.A.S., Chippewa Valley Technical College  
B.S., Franklin University  
M.S., Capella University

**Ryon List**

**Director, Curriculum & Assessment**

B.S., Western Michigan University  
M.A., Central Michigan University

**Bambi Pattermann**

**Dean, Workforce & Community Development**

A.A.S., Northwood Technical College  
B.S., Northland College  
M.A., College of St. Scholastica

**Kevin Rowe**

**Facility Maintenance Supervisor**

**Laura Sullivan**

**Director of Enrollment**

Technical Diploma, Northwood Technical College  
A.A.S., Northwood Technical College

**Mari Jo Ulrich, OTR**

**Dean of Allied Health and Nursing**

B.S., U of Wisconsin-Madison  
M.A., College of St. Scholastica

## FACULTY

**Amy Altman**

**Associate Degree Nursing Instructor**

**Carl Anderson**

**Machine Tool Operation Instructor**

Technical Diploma, Northwood Technical College

**Barbara Beeksmann**

**Medical Assistant Instructor/Practicum Coordinator**

Technical Diploma, Northwood Technical College

**Andrew Boso**

**General Studies - Mathematics Instructor**

B.A., Youngstown University  
M.S.E., Otterbein University

**Timothy Edwards**

**Marine Repair Technician Instructor**

**Megan Fahlstrom**

**General Studies-Communication Instructor**

B.S., Northern Michigan University  
M.A., U of Wisconsin-Stevens Point

**Lisa Fiorio Martinsen**

**Academic Support Instructor**

A.A.S., Northwood Technical College  
B.S., Northland College  
M.S. University of Wisconsin-Stout

**Paul Gordon**

**Information Technology Instructor**

Technical Diploma, Northwood Technical College  
B.A., U of Wisconsin-Milwaukee

M.S., U of Minnesota-Duluth

**Donna Jones Ilsley, Ed.D.**

**Accommodation Specialist**

B.A., St. Lawrence University  
M.A., American University  
C.A.S., Syracuse University  
Ed.D., Northern Illinois University

**Jodie Karr**

**General Studies - Science Instructor**

B.S., Michigan Technological University  
M.S., Michigan Technological University

**Denise Kontny**

**Medical Administrative Professional Instructor**

A.A., Chippewa Valley Technical College  
B.S., Northland College  
M.S., Franklin University

**Todd L. Larson**

**Marine Repair Technician Instructor**

**Maryann Ledin**

**Accounting/Business Management Instructor**

A.A.S., Northwood Technical College  
B.S., Franklin University

**Scott Leonard**

**Counselor**

B.S., U of Wisconsin-Madison  
M.A., Trinity Evangelical Divinity School

**Rebecca Mika**

**OTA Instructor/Program Director**

B.S., U of Wisconsin-La Crosse  
M.B.A., Ellis College of the New York Institute of Technology

**James Miller**

**User & Desktop Administrator**

A.A.S., Northwood Technical College

**John Nuutinen**

**Welding Instructor**

B.S., U of Wisconsin-Stout  
M.A.E., Silver Lake College of the Holy Family

**Theresa Perry**

**Academic Coach**

**Tom Renz**

**EMS Training Manager**

**Kathleen Rybak**

**Counselor**

B.A., U of Wisconsin-Eau Claire  
M.S., U of Wisconsin-Stout

**Melissa Weber**

**Career Specialist/Recruiter**

B.S., U of Wisconsin-Green Bay

**Maren Zinski**

**Associate Degree Nursing Instructor**

A.D.N., Northwood Technical College  
B.S., Northland College

## New Richmond Campus

### Administration and Management Staff

**Susan Yohnk-Lockwood**

**Vice President, Institutional Effectiveness & Campus Administrator**

B.S., U of Wisconsin-Eau Claire  
M.S., U of Wisconsin-Stout

**Steven Dus**

**Dean of Students**

B.S., U of Wisconsin-Eau Claire  
M.A.E., Augsburg College

**Hayley Bauer**

**Institutional Research Analyst**

B.A., U of Wisconsin-Stout  
M.S., U of Wisconsin-Stout

**Shawna Benish**

**Procurement Manager**

A.A.S., Western Wisconsin Technical College

**Pamela Brunclik**

**Dean of Academic Programs, Rice Lake Region**

B.S., U of Minnesota  
M.Ed., Saint Mary's University

**Rose Cibulka**

**Associate Dean, New Richmond Region**

B.S., U of Wisconsin-Platteville  
M.S., U of Wisconsin-Stout

**Jessica Eccles**

**Manager, Enrollment Services**

B.S., U of Wisconsin-La Crosse  
M.S., U of Wisconsin-Stout

**Megan Evans**

**Career Specialist/Recruiter**

B.A., U of Wisconsin-Eau Claire

**Deana Folie**

**Paramedic Program Director/EMS Clinical Coordinator**

B.S., St. Cloud State University

**Nathaniel Fry**

**Web/Portal Manager**

A.A.S., Alexandria Technical College  
B.S., Southwest MN State University

**Jeanne Germain**

**Dean, Career Prep and Apprentice**

B.A., St. Olaf College  
M.S., U of Wisconsin-River Falls  
M.S.E., U of Wisconsin-River Falls

**Christy Kobernick**

**Training & Development Director**

B.B.A., U of Wisconsin-River Falls  
M.S., U of Wisconsin-Stout

**Eric Lockwood**  
**Director, Apprenticeship & Academics**  
 Technical Diploma, Century Community and  
 Technical College  
 B.S., U of Wisconsin-Stout

**Dori Marty**  
**Director, Grants/Resource Development**  
 B.S., U of Wisconsin-River Falls  
 M.A., U of South Dakota

**Tina Nygren**  
**Learning Technologies Director**  
 A.A.S., Northwood Technical College

**Elizabeth Pizzi**  
**Associate Dean, Workforce & Community  
 Development**  
 B.S., U of Wisconsin-Stout

**Greg Ricci**  
**Facility Maintenance Supervisor**

**Samuel Salter**  
**Associate Dean, New Richmond Region**  
 B.A., U of Wisconsin-Madison  
 M.S., U of Wisconsin-Madison

## FACULTY

**Serene Abrahams**  
**Veterinary Technician Instructor**  
 A.A.S., U of Minnesota  
 B.S., Grinnell College

**Amanda Abrahamson**  
**Health Information Technology  
 Instructor/Program Director**  
 B.A., College of St. Scholastica  
 M.A., College of St. Scholastica

**Bridget Anderson-Kling**  
**Counselor**  
 B.S., Winona State University  
 M.S., U of Wisconsin-Madison  
 M.S.E., U of Wisconsin-River Falls

**Thomas Barbano**  
**Institutional Effectiveness Research Specialist**  
 A.A., U of Wisconsin-Superior  
 B.S., U of Wisconsin-Superior

**Andrew Bangsberg**  
**Information Technology-Web and Software  
 Developer Instructor**  
 B.S., U of Wisconsin-Stevens Point

**Alex Birkholz, Ed.D.**  
**Business Management Instructor**  
 B.B.A., U of Wisconsin-Eau Claire  
 M.S., U of Wisconsin-Stout  
 M.B.A., U of Wisconsin-Eau Claire  
 Ed.S., U of Wisconsin-Stout  
 Ed.D., U of Minnesota

**Tracee Bishop**  
**Academic Coach**  
 A.A.S., Northwood Technical College

**Joseph Blank**  
**Fire Training Manager**  
 A.A.S., Hennepin Technical College

**René Bylander**  
**Information Technology-Web and Software  
 Developer Instructor**  
 B.S., U of Wisconsin-River Falls  
 M.B.A., Western Governors University

**Charles Christensen**  
**Automated Packaging Systems Technician  
 Instructor**  
 Technical Diploma, Northwood Technical  
 College

**Jolene Colburn**  
**Health Information Technology Instructor**  
 A.A.S., Chippewa Valley Technical College  
 B.S., U of Cincinnati

**Carla J. Cornwall**  
**Academic Support Instructor**  
 B.S., U of Wisconsin-River Falls  
 M.Ed., U of Wisconsin-Stout

**Rachel Dalton**  
**Associate Degree Nursing Instructor**  
 B.S., U of Phoenix

**Lori Denzine**  
**Accommodation Specialist**  
 B.S., U of Wisconsin-Stout  
 M.S., U of Wisconsin-Stout

**Karen L. Engesether, RN**  
**Associate Degree Nursing Instructor**  
 Technical Diploma, Chippewa Valley Technical  
 College  
 A.D.N., Century College  
 B.S.N., Viterbo University  
 M.S.N., U of Wisconsin-Eau Claire

**Amy Everts, RN**  
**College Health Nurse**  
 B.S.N., U of Wisconsin-Eau Claire

**Lee Fiedler**  
**Agricultural Power & Equipment  
 Technician Instructor**  
 A.A.S., Northwood Technical College

**Joel Gibson**  
**Human Services Associate Instructor**  
 B.A., St. Cloud State University  
 M.S.W., U of Minnesota

**Mary Goldsmith**  
**General Studies - Health Science Instructor**  
 B.S., U of Wisconsin-River Falls  
 D.C., Northwestern College of  
 Chiropractic  
 M.Ed., Viterbo University

**David Greenfield**  
**Diesel Equipment Technician Instructor**  
 Technical Diploma, Universal Technical Institute

**Marie Hagen**  
**Administrative Specialist/Supervisor**  
 Technical Diploma, Globe College

**Ethan Hager**  
**Power Sports Technician Instructor**  
 Technical Diploma, Northwood Technical  
 College

**Jon Haglin**  
**Automation for Industrial Systems Instructor**  
 A.A.S., Ridgewater College  
 B.S., St. Cloud State University

**Tara Hakes, CMA**  
**Medical Assistant Instructor**  
 Technical Diploma, Northwood Technical  
 College

**Julie Hansen**  
**Veterinary Technician Instructor/Program Director**  
 B.S., Iowa State University  
 D.V.M., Iowa State University

**Tracey Heyder-Kitching**  
**Veterinary Technician Instructor**  
 A.A., Ontario Business College  
 B.S., Lakehead University  
 M.A., Argosy University  
 DEL. D, U of Charleston

**Cody Hiben**  
**Welding Instructor**  
 Technical Diploma, Northwood Technical  
 College

**Anthony Howe**  
**General Studies-Communication Instructor**  
 B.S., Monmouth College  
 M.A., U of Minnesota-Duluth

**Brian Hudson**  
**Truck Driving Instructor**

**Michaela Hudson**  
**Architectural Commercial Design Instructor**  
 A.A.S., Northwood Technical College  
 B.S., U of Minnesota-Twin Cities

**Tracy Jacobson**  
**Early Childhood Education Instructor**  
 B.S., Fielding University  
 M.E., U of Wisconsin-Eau Claire

**Stephanie Johnson**  
**Nursing Assistant Program Director**  
 Teaching License, University of Minnesota  
 A.A.S., Century College  
 B.A., University of North Dakota

**Kelley Kepler**  
**General Studies - Communication  
 Instructor**  
 B.A., St. Norbert College  
 M.A., U of Minnesota-Duluth

**Vladimir Kozubovsky, Ph.D.**  
**General Studies-Sociology Instructor**  
 B.A., Uzhgorod National University  
 M.A., Uzhgorod National University  
 Ph.D., International Academy of Personnel  
 Management

**Sheryl Lucas, RN**  
**Associate Degree Nursing Instructor**  
 Technical Diploma, Northwood Technical  
 College  
 A.D.N., Northwood Technical College  
 B.S.N., U of St. Mary's  
 M.S.N., Walden University

**Nancy Mager**  
**Associate Degree Nursing Instructor**  
 A.D.N., Northwood Technical College  
 M.S., Walden University

**Kimberly McDonald**  
**Gerontology - Aging Services Professional  
 Instructor**  
 B.A., U of Wisconsin-Eau Claire  
 M.S.W., U of St. Thomas

**Kristin Nelson**  
**Counselor**  
 B.S., U of Wisconsin-Superior  
 M.Ed., U of Wisconsin-Oshkosh

**Sarah Noreen**  
**General Studies - Communication Instructor**  
 B.A., U of Wisconsin-Eau Claire  
 M.A., Northern Arizona University

**Jesse Novak**  
**Welding Instructor**  
 Technical Diploma, Northwood  
 Technical College

**Erik Pederstuen**  
**Information Technology Instructor**  
 B.S., U of Wisconsin-Stout

**Amy Pennington**  
**Early Childhood Education Instructor**  
 B.A., U of Wisconsin-Madison  
 M.A., Mills College

**Becky Peterson**  
**Academic Support Instructor**  
 B.A., U of Wisconsin-Eau Claire  
 M.S.E., U of Wisconsin-Stout

**Abby Pike**  
**Academic Coach**  
 B.S., U of Wisconsin-River Falls

**Peter Ptacek**  
**Leadership Development/Human Resource  
 Management Instructor**  
 B.S., U of Wisconsin-Stout  
 M.S., U of Wisconsin-Stout

**Erin Raiol**  
**Associate Degree Nursing Instructor**  
 B.S., U of Wisconsin-Eau Claire  
 M.S., U of Minnesota

**Eric Roberts**  
**Associate Degree Nursing Instructor**  
 Technical Diploma, Northwood Technical  
 College  
 B.S., U of Wisconsin-River Falls

**Kristin Roll**  
**Occupational Therapy Assistant Instructor**  
 B.S., U of Minnesota  
 M.A., St. Catherine University

**Jeanne Salmon**  
**General Studies - Mathematics Instructor**  
 B.I.E., Marquette University  
 M.S.E., U of Wisconsin-River Falls

**Kevin Salmon**  
**General Studies - Mathematics Instructor**  
 B.S., U of Wisconsin-Madison  
 M.B.A., Marquette University

**Elizabeth Schmidt**  
Accounting Instructor  
B.B.A., U of Wisconsin Madison  
M.A., U of Wisconsin Madison

**Damon Sharretts**  
Information Technology Instructor  
B.B.A., U of Wisconsin-Eau Claire  
M.S., U of Wisconsin-Stout

**Anna Steen**  
Associate Degree Nursing Instructor  
M.S., Sacred Heart University

**Jeffrey Steen**  
Automated Packaging Systems Technician Instructor  
A.A.S., Northwood Technical College  
B.S., U of Wisconsin-River Falls

**Kim Suo, CMA**  
Medical Assistant Instructor Practicum Coordinator  
Technical Diploma, Northwood Technical College  
B.S., U of Wisconsin-Stout

**Heath Swanson**  
Agricultural Power and Equipment Technician Instructor  
Technical Diploma, Northwood Technical College

**Kristen Vicker**  
Criminal Justice Studies Instructor  
A.A., North Central Technical College  
B.S., Mount Senario College  
M.A., Concordia University

**Brian Vrtis**  
Counselor  
B.B.A., U of Arizona  
M.S., Minnesota State University Moorhead

**Nicole Wagner**  
Health Science Instructor  
A.A.S., Globe University  
B.A., Macalester College  
B.S., U of Minnesota-St. Paul

**Jami Wallace**  
Pharmacy Technician Instructor/Program Director  
B.S., U of Wisconsin-Whitewater

**William White**  
Machine Tooling Technics Instructor  
A.A., NE Metro Technical College

**2021/2022**

**Becka Cusick**  
Institutional Effectiveness Coordinator  
A.A.S., Northwood Technical College

**John DuBois**  
Academy Director  
A.A.S., Fox Valley Technical College  
B.A., Upper Iowa University  
M.A., Upper Iowa University

**Elizabeth Elza**  
Distance Learning Specialist  
Technical Diploma, Northwood Technical College  
A.A.S. Northwood Technical College

**Wayne Erdman**  
Instructional Television Specialist  
A.A., United Electronic Institute

**Shane Evenson**  
Registrar  
B.A., U of Minnesota-Duluth

**Kimberly Fick**  
Human Resources Manager  
A.A.S., Minneapolis Business College  
B.B.A., American InterContinental University

**Kristi Foust**  
Director, Facilities and Procurement  
A.A.S., Northwood Technical College  
B.A., Lakeland College  
M.S., U of Wisconsin-Stout

**Amanda Gohde**  
Director, Human Resources  
A.A.S., Northwood Technical College  
B.A., Lakeland College  
M.B.A., Western Governors University

**Anita Hacker**  
District Controller  
B.B.A., U of Wisconsin-Eau Claire  
B.S., City University of Seattle

**Timothy Halbur**  
Fire Services Director  
B.S., U of Wisconsin-Stevens Point

**Robert Hernandez**  
Systems Administrator  
A.A.S., Northwood Technical College

**William Hodge**  
Director, Technology Services  
M.B.A., University of Missouri-St. Louis

**Chelsea Kilmer**  
Human Resources Coordinator  
A.A.S., U of Wisconsin- Barron County

**Terry Klein**  
Director, Financial Aid  
B.B.A., Wartburg College

**Trent Kohel**  
Fire Training Manager

**Scott Kupferschmidt**  
Facility Maintenance Supervisor  
A.A.S., NEI College of Technology

**Deborah Kutrieb**  
Associate Dean, Rice Lake Region  
A.A.S., Northwood Technical College  
B.A., U of Iowa  
M.S., U of Wisconsin-Stout

**Wendy Loy**  
Associate Dean, Continuing Education  
B.S., U of Wisconsin-River Falls  
M.A., Fielding Graduate University

**Cheryl Maki**  
Academic Affair Specialist/Curriculum and Scheduling Systems  
A.A.S., Northwood Technical College  
B.S., U of Wisconsin-Stout

**Rodney Mau**  
Safety & Compliance Coordinator

**Timothy McRaith**  
Dean, Academic Programs-Rice Lake  
B.S., U of Wisconsin-La Crosse  
M.A., U of Wisconsin-Eau Claire

**Sinai Mejia**  
Administrative Assistant/Supervisor  
A.A.S., Northwood Technical College

**Brenda Nunemaker**  
Software Engineer  
A.A.S., Northwood Technical College

**Kimberly Olson**  
Executive Assistant to the President & Board  
Technical Diploma, Northwood Technical College  
B.S., U of Wisconsin-Stout

**Christy Roshell**  
Curriculum and Articulation Coordinator  
B.S., U of Wisconsin-Stevens Point  
M.S.E., U of Wisconsin-La Crosse

**Timothy Salo**  
EMS Director  
A.A., Vermillion Community College

**Andrea Schullo**  
Associate Dean, Rice Lake Region  
B.S., U of Wisconsin-Superior  
M.A.E., Viterbo University  
Ed.S., U of Wisconsin-Stout

**Shannon Scott**  
Manager of Application Development  
A.A.S., U of Wisconsin-Barron County  
B.B.A., U of Wisconsin-Eau Claire

**Betty Shaffer**  
Traffic Safety Manager  
A.A.S., Northwood Technical College

**Stephanie Fostvedt-Smith**  
Veteran Student Advocate  
B.S., U of Wisconsin-Stout  
M.S., U of Wisconsin-Stout

**Thomas Vande Berg**  
Firearms Teaching Manager

**Lori Weigel**  
Instructional Designer  
Technical Diploma, Mid-State Technical College  
A.A., Mid-State Technical College  
B.A., Lakeland University  
M.B.A., Lakeland University

**Tammy Will**  
Director, Academic Support  
B.S., Mount Senario College  
M.B.A., Holy Family College

**Billy (BJ) Williams**  
Associate Dean, Workforce & Community Development  
Technical Diploma, Northwood Technical College  
B.S., U of Wisconsin-Stout  
M.A., U of Alaska Southeast

**Melissa Zappa**  
Business Services Manager  
A.A.S., Northwood Technical College

## FACULTY

**Jeffrey Ahonen**  
Human Services Associate Instructor

**Anthony Allen**  
Plumbing Apprentice Instructor  
A.A.S., Northwood Technical College

**Richard Becker**  
Machine Tool Operation-CNC Instructor  
A.A., Chippewa Valley Technical College

**Rachel Berg**  
Counselor/Accommodations Specialist  
B.S., U of Wisconsin-River Falls  
M.A., U of Wisconsin-River Falls

**Cindie Bischoffer, RN**  
Associate Degree Nursing Instructor  
A.D.N., Northwood Technical College  
B.S.N., Viterbo University  
M.S.N., U of Wisconsin-Eau Claire

**Greg Brodt**  
Information Technology Instructor  
B.S., U of Wisconsin-Stout  
M.S., U of Minnesota

**Abigail Brueggen**  
Instructional Designer  
B.A., Viterbo University

**Syna Carlton**  
**College Health Nurse**  
B.A., University of Minnesota-Minneapolis  
B.S., Herzing University

**Mary Slisz-Chucka**  
**ADN Program Coordinator**  
B.S., U of Wisconsin-Eau Claire  
M.S., Western Governors University

**Kirsten Dieckman, RN**  
**Associate Degree Instructor/ADN Program Director**  
A.A., St. Catherine's University  
B.S.N., College of St. Scholastica  
M.S.N., Jacksonvillle University

**Heidi Diesterhaft**  
**Accommodation Specialist**  
B.A., U of Wisconsin-Eau Claire  
M.S., U of Wisconsin-Stout

**Sally Dittloff, Ph.D.**  
**General Studies - Psychology Instructor**  
B.A., San Diego State University  
M.S., Western Illinois University  
Ph.D., U of Nevada-Reno

**Kathleen Doe**  
**General Studies - Sociology Instructor**  
B.S., U of Wisconsin-Eau Claire  
M.S.W., U of Minnesota

**Patricia Dykstra**  
**Academic Coach**  
B.S., U of Wisconsin-Stevens Point

**Ric Eckstein**  
**Welding Instructor**  
Technical Diploma, Hobart Institute of Welding

**Megen Elliot**  
**Dental Assistant Instructor**  
A.A.S., Chippewa Valley Technical College  
B.S., Minnesota State University-Mankato  
M.S., U of Wisconsin-Platteville

**Catrina Everitt**  
**Counselor**  
B.A., U of Wisconsin-Eau Claire  
M.A., U of Minnesota-Duluth

**Ashley Garfield**  
**Associate Degree Nursing Instructor**  
B.S., U of Wisconsin-Eau Claire

**Anne Gonske**  
**Medical Administrative Professional Instructor**  
A.A.S., Northwood Technical College  
B.S., U of Wisconsin-Eau Claire  
M.S.E., Capella University

**Carol Goodale**  
**Cosmetology Instructor**  
B.A., Lakehead University  
M.A., Fielding Graduate University

**Christopher Harder**  
**Construction and Cabinetmaking Instructor**  
Technical Diploma, Chippewa Valley  
Technical College  
Apprentice-Carpentry

**Hugh Harris**  
**Accounting and Financial Services Instructor**  
B.B.A., U of Wisconsin-Madison  
M.B.A., U of Montana  
M.S., Texas A & M University

**Jeffrey Heathman**  
**Technology Instructor/Program Director**  
B.S., U of Wisconsin-Madison

**Jennifer Heutmaker-Holden, CDA**  
**Dental Assistant Instructor/Program Director**  
B.S., U of Wisconsin-Stout  
M.S.E., U of Wisconsin-River Falls

**Todd Hoff**  
**General Studies - Mathematics Instructor**  
B.S.E, U of Wisconsin-Madison  
M.S.T., U of Wisconsin-Eau Claire

**Leah Holst**  
**Human Resources Management/Leadership Development Instructor**  
B.S., University of Wisconsin-River Falls

**Michael Hover**  
**EMS Training Manager**  
Technical Diploma, Northwood Technical  
College

**Paul Kostner**  
**Utility Construction Technician Instructor**  
A.A.S., Northwood Technical College  
B.S., U of Wisconsin-Stout  
M.A., Fielding Graduate University

**Brenda Kretzschmar**  
**Administrative Coordinator (Administrative Professional) Instructor**  
A.S., Northwood Technical College  
B.A., U of Wisconsin-Stout  
M.E., U of Wisconsin-La Crosse

**Megan LeMoine**  
**Career Specialist/Pathway Advisor**  
B.S., U of Wisconsin-River Falls

**Jolie Losey**  
**Cosmetology Instructor**  
Cosmetology Program, International Beauty  
Academy  
Instructor Program, Professional Hair Design  
Academy

**Jamie Lynch**  
**Early Childhood Education Instructor**  
B.S., U of Wisconsin-Stout  
M.S.E., U of Wisconsin-Stout

**Rebecca Madvig**  
**Associate Degree Nursing Instructor**  
Technical Diploma, Northwood  
Technical College  
A.D.N., Northwood Technical College  
M.S.N., Capella University

**Scott Matula**  
**Architectural Commercial Design Instructor**  
B.A., U of Wisconsin-Milwaukee

**Sarah Mayhak**  
**General Studies - Communication Instructor**  
B.A., U of Wisconsin-Eau Claire  
M.A., University of Northern Iowa

**Michael Miller**  
**Information Technology Instructor**  
B.B.A., U of Wisconsin-Eau Claire  
M.S.E., Capella University

**Melissa Neal, CMA**  
**Medical Assistant Instructor**  
A.A., Lake Superior College  
A.A.S., Northwood Technical College

**Janel Ouimette, CMA**  
**Medical Assistant Instructor/Program Director**  
Technical Diploma, Northwood Technical  
College  
B.S., U of Wisconsin-Stout

**Donald Pashby**  
**Academic Support Instructor**  
B.A., St. Mary's University  
Teaching Certification, St. Mary's University  
M.S., U of Wisconsin-Stout

**Anna Polzin**  
**Occupational Therapy Assistant Instructor**  
A.S., Western Technical College  
B.S., University of Wisconsin-La Crosse

**Adele Richie**  
**Criminal Justice Studies Instructor**  
B.A., U of Wisconsin-Eau Claire

**Linda Richie, CPA**  
**Accounting Instructor**  
A.A., Lakewood Community College  
B.A., College of St. Teresa  
M.Ed., U of Minnesota

**Janine Running**  
**Truck Driving Instructor**  
Technical Diploma, Chippewa Valley Technical  
College

**Matthew Schleusner**  
**Public Safety Specialist**  
Technical Diploma, Northwood Technical  
College

**Stephanie (Katrice) Shuler**  
**General Studies - Psychology Instructor**  
B.A., Davidson College  
M.S., Western Washington University

**Gina Sookiayak**  
**General Studies - Communication Instructor**  
B.A., U of Wisconsin-River Falls  
M.A., Concordia University, Wisconsin

**David Stanley, DVM**  
**General Studies-Health Sciences Instructor**  
A.A.S., U of Wisconsin-Barron County  
B.S., U of Wisconsin-River Falls  
M.S., Iowa State University  
D.V.M., Iowa State University

**Aaron Staut**  
**Counselor**  
B.S., U of Wisconsin-River Falls  
M.S., U of Wisconsin-Stout

**Scott Theilig**  
**Construction and Cabinetmaking Instructor**  
Technical Diploma, Northwood Technical  
College  
B.S., U of Wisconsin-Stout  
M.A., Fielding University

**Kevin Thill**  
**Paramedic Instructor**  
B.A., Waldorf University

**Julie Wadzinski**  
**Program Director, Farm Operation**  
B.S., U of Wisconsin-River Falls

**Jeffrey Wahl**  
**Automotive Technician Instructor**  
Technical Diploma, Northwood Technical  
College  
ASE Master Auto Technician

**Richard Walther**  
**Automotive Technician Instructor**  
ASE Master Auto Technician

**Sarah Warring**  
**Associate Degree Nursing Instructor**  
A.D.N., Northwood Technical College  
B.S.N., Capella University

**Lori Weigel**  
**Instructional Designer**

**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

**Jena Vogtman**  
**Associate Vice President, Marketing & Communications, Campus Administrator**  
B.A.S., U of Missouri-Columbia  
B.J., U of Missouri-Columbia  
M.B.A., College of St. Scholastica

**Kristin Vesel**  
**Dean of Students**  
B.B.A., U of Wisconsin-Superior  
M.B.A., Minnesota School of Business

**Jasmin Burt**  
**Administrative Specialist/Supervisor**

**Matthew Dietsche**  
**Associate Dean**  
A.A.S., U of Wisconsin-Barron County  
B.S., U of Wisconsin-Superior  
M.S. Ed., U of Wisconsin-Superior

**Peter Gamache**  
**Facility Maintenance Supervisor**  
A.A.S., Northwood Technical College

**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

**Alison Moffat**  
**Dean of Academic Programs, Superior Region**  
B.A., Saint Olaf College  
M.A., U of Wisconsin-Madison  
M.A., U of Minnesota-Duluth

**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**  
**Director, College Advancement/Executive Director Foundation**  
A.A., Northland Community College  
B.S., St. Cloud State University  
M.B.A., Capella University

**Diane Schmitt**  
**Bookstore Manager**  
A.A.S., Northwood Technical College  
B.S., U of Wisconsin-Superior

**Laura Wassenaar**  
**Dean of Innovative Learning**  
B.A., U of Minnesota-Duluth  
M.A., U of St. Thomas

## FACULTY

**Dr. LoriLyn Cypher**  
**General Studies-Health Sciences Instructor**  
B.S., U of Wisconsin-Superior  
Doctor of Chiropractic, Northwestern Health Sciences University

**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 Flug**  
**Career Specialist/Recruiter**  
B.S., U 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

**Stephen Geiger**  
**Welding Instructor**  
Technical Diploma, Northwood Technical College  
B.S., U of Wisconsin-Stout

**Terry Glanville**  
**Automotive Technician Instructor**  
Technical Diploma - Northwood Technical College

**Anna Harms**  
**Associate Degree Nursing Instructor**  
B.S., U of Wisconsin-Eau Claire  
M.S., Western Governors University

**Aleasha Hladilek**  
**Welding Instructor**  
Technical Diploma, Northwood Technical College  
B.S., University of Minnesota-Duluth  
M.S., University of Wisconsin-Stout

**Paul Kalin**  
**Machine Tool Technician Instructor**  
Technical Diploma, Northwood Technical College

**Shane Kramlich**  
**Heating, Ventilation, and Air Conditioning/Refrigeration Technician Instructor**  
Technical Diploma, Northwood Technical College

**Mark Langenfeld, Ph.D.**  
**General Studies - Psychology Instructor**  
B.S., U of Minnesota  
M.A., Saint Mary's University of Minnesota  
M.A., Alliant International University - Fresno, CA  
Ph.D., Alliant International University

**Jess LaPorte**  
**General Studies - Mathematics Instructor**  
B.A., St. Cloud State University  
M.B.A., Minnesota State University-Mankato

**Danna Livingston - Matherly**  
**Criminal Justice Studies Instructor**  
B.S., U of Wisconsin-Superior  
M.S.E., U of Wisconsin-Superior

**Kent Lundahl**  
**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

**Rachael Mooney**  
**Associate Degree Nursing Instructor**  
B.A., The College of St. Scholastica  
M.S., Grand Canyon University

**David Nyquist**  
**Business Management/Nonprofit Leadership Instructor**  
B.S., Northern Michigan University  
M.B., Southern New Hampshire University

**Paula Persons**  
**Associate Degree Nursing Instructor**  
B.S.N., College of St. Scholastica  
M.S.N., U of Phoenix

**Amy Pozniak**  
**Administrative Coordinator (Administrative Professional) Instructor**  
A.A.S., Duluth Business University  
B.A., Concordia University  
M.A., Concordia University

**Kristina Reuille, CMA**  
**Medical Assistant Instructor**  
Technical Diploma, Minneapolis Business College

**Jeff Rosburg**  
**Machine Tool Technician Instructor**  
Technical Diploma, Northwood 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

**Laurie Simon**  
**Instructional Designer**  
B.S., U of Wisconsin-River Falls  
M.A.E., Viterbo University

**Diana Smith**  
**Associate Degree Nursing Instructor**  
A.D.N., Northwood Technical College  
B.S.N., Western Governors University

**Theresa Snyder**  
**Associate Degree Nursing Instructor**  
A.A., Fond Du Lac Tribal & Community College  
A.D.N., Northwood Technical College  
B.S.N., Western Governors University  
M.B.A., Western Governors University

**Heather Souders**  
**Associate Degree Nursing Instructor**  
B.A., College of St. Scholastica

**Benjamin Strege, CPA**  
**Accounting Instructor**  
B.A., Brigham Young University-Idaho  
M.A., Ohio State University

**Celia Tarnowski**  
**General Studies - Communication 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

**Kris Voigt**  
**Associate Dean, Health Science**  
B.S., U of Phoenix

**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., Northwood Technical College

## Equal Opportunity Statement

Northwood Technical College (Northwood Tech) 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. Northwood Tech 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, 1900 College Drive, Rice Lake WI 54868, 715-645-7042, TTY 711, amanda.gohde@NorthwoodTech.edu.

Northwood Technical College (Northwood Tech) 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. Northwood Tech 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 Northwood Tech: Amanda Gohde, responsable de Acción Positiva / Igualdad de Oportunidades / Coordinadora del Título IX/ Directora de Recursos Humanos, Oficina Administrativa, 1900 College Drive, Rice Lake WI 54868, 715-645-7042, TTY 711, amanda.gohde@NorthwoodTech.edu.

Northwood Technical College (Northwood Tech) 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 lossis cov kev pab cuam lossis cov haujlwm ub no. Northwood Tech 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 Ncua 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 pab 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, 1900 College Drive, Rice Lake WI 54868, 715-645-7042, TTY 711, amanda.gohde@NorthwoodTech.edu.

Amanda Gohde  
Equal Opportunity Officer/Title IX, Section 504, and Title VII Coordinator  
Northwood Tech Human Resources Department  
Administrative Office  
1900 College Drive  
Rice Lake, WI 54868  
715.645-7042  
amanda.gohde@NorthwoodTech.edu

**Northwood Tech** has four campuses that are part of the Northwood 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. Northwood Tech is also part of the statewide technical college system.



Ashland  
2100 Beaser Avenue  
Ashland, WI 54806  
715.682.4591  
fax 715.682.8040

New Richmond  
1019 South Knowles Avenue  
New Richmond, WI 54017  
715.246.6561  
fax 715.246.2777

Rice Lake  
1900 College Drive  
Rice Lake, WI 54868  
715.234.7082  
fax 715.234.1241

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

Balsam Lake Outreach Center  
400 Polk County Plaza  
Balsam Lake, WI 54810  
715.485.3044  
fax 715.485.3049

Hayward Outreach Center  
15618 Windrose Lane, Suite 106  
Hayward, WI 54843  
715.634.5167  
fax 715.634.8387

Ladysmith Outreach Center  
1104 Lake Ave. W., Suite 1  
Ladysmith, WI 54848  
715.532.3399  
fax 715.532.5483

Health Education Center  
505 Pine Ridge Drive  
Shell Lake, WI 54871  
715.468.2815  
fax 715.468.2819

TTY 711

TOLL FREE 800.243.9482