Welcome to Nicolet College!

You are taking a meaningful and significant step in building your future. In this catalog you will see the many ways in which Nicolet can enrich your life. Whether you are enhancing your career, starting your higher education journey, or developing your special interests, Nicolet is your partner in building a stronger future for you and the communities in which you live and work.

Nicolet is committed to providing programs relevant to today's quickly changing employment environment. For example, our new Architectural Technology program will prepare students to understand and apply sustainable building practices into residential design.

If you have your sights set on a bachelor's degree, Nicolet is an ideal place to begin. Agreements with University of Wisconsin schools and other four-year colleges allow Nicolet students to easily transfer and continue their studies.

Short-term courses through the Workforce Development and Community Education programs provide the opportunity for you to learn more about a career specialty, and to develop interests for your time outside of the workplace.

We are all lifelong learners. On behalf of the Nicolet trustees, faculty, and staff, I welcome you and look forward to our partnership in learning.

Elizabeth Burmaster
Nicolet College President

The Purpose of This Catalog
This catalog should not be considered as a contract between Nicolet College and the student. Regulations and course offerings as published in this catalog, or in effect during a student's attendance, may change. In making changes, Nicolet strives to act in the interest of the total student body and to improve Nicolet's educational program.

Information in the catalog is regularly supplemented and updated by information published on the College website. All individuals enrolled at Nicolet College are ultimately responsible for being knowledgeable about institutional policies, procedures, and requirements. It is each student's responsibility to review information and to inquire about policies and options that affect his or her academic studies.

Statement of Nondiscrimination
Nicolet Area Technical College does not discriminate on the basis of race, color, national origin, sex, disability, or age in employment, admissions, or its programs or activities. The following person has been designated to handle inquiries regarding the College's nondiscrimination policies:

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Rhineland, WI 54501-0518
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About Nicolet College

Nicolet is a public community college serving Northern Wisconsin from its Rhinelander Campus on Lake Julia and from outreach centers located throughout the Nicolet District. The College offers one- and two-year technical diplomas and associate degrees, liberal arts university transfer studies, and a comprehensive continuing education program.

Created in 1967 as a pilot community college, Nicolet was destined to be unique in Wisconsin. In a state with University of Wisconsin branch campuses and separately administered technical colleges, Nicolet’s mission is to combine the two functions and offer a comprehensive educational program incorporating occupational education, liberal arts studies, and continuing education offerings. In its short history it has persisted in removing artificial barriers between what traditionally have been identified as “academic” and “vocational.” The total curriculum is open to all members of the Nicolet learning community. Students can choose programs to meet individual educational and occupational goals.

The Nicolet District is comprised of Oneida, Vilas, and Forest counties, and portions of Iron, Lincoln, and Langlade counties. The District covers about 4,000 square miles with a population of nearly 89,000. Nicolet currently serves more than 2,200 students annually with offerings in vocational-technical and liberal arts, and more than 7,100 in community education, trade extension, and apprenticeship programs.

The governing agency for the College is the Board of Trustees. The institution is under the general jurisdiction of the Wisconsin Technical College System.

Mission/Vision/Values Mission

In service to the people of Northern Wisconsin, we deliver superior community college education that transforms lives and enriches communities, fosters economic development, and expands employment opportunities.

Nicolet 2020 Strategic Vision

- Mission and Integrity
- Preparing for the Future
- Student Learning, Effective Teaching, and Student Success
- Acquisition, Discovery, and the Application of Knowledge and Skill in the 21st Century
- Engagement, Service, and Public Trust

Values

- We believe in the worth and dignity of the individual, and we therefore commit to treating each person with kindness and respect.
- We honor individual freedom of inquiry and individual and group contributions to governance.
- We value education as a lifelong process.
- We value our students, and we strive to empower them to realize their educational goals.
- We value our staff and Board, and we strive to support each other in our common efforts to contribute fully to the success of Nicolet and each other.

- We value our communities, and we strive to enrich them by being responsive to their needs through partnerships.

Nicolet 2020 Core Abilities

Core abilities represent fundamental values or skills believed to be so critical to student success that Nicolet College purposely identifies them and designs strategies to effectively incorporate them into degree programs, individual courses, and student support services. According to the Worldwide Instructional Design System, each core ability is “a broad skill that is cross-functional to many disciplines and occupations. Core abilities are essential regardless of an individual’s personal, occupational, or community role. Core abilities are not taught in specific lessons—they are integrated throughout instruction.” At Nicolet College, core abilities are derived from what is common among the diverse sets of program goals represented in this comprehensive community college.

Ideally, these core abilities become not only a part of student development in and out of the classroom, but also serve as a touchstone for student-centered decision-making throughout the College. In essence, core abilities are the outcomes that document achievement of our purposes and keep us focused on the mission, vision, and values of Nicolet College. The Core Abilities are shown here in Figure 1.

Core Abilities with Defining Statements

Apply Mathematic, Scientific, Artistic, and Technological Concepts

Success as a member of our complex society requires proficient application of mathematical, scientific, artistic, and technological skills.

Communicate Effectively

Success as a communicator requires comprehensive application of language and visual arts skills across multiple settings to engage multiple audiences.

Embrace Lifelong Learning

Success as a lifelong learner requires a committed pursuit of professional and personal development to navigate change over a lifetime.

Live Ethically

Success in ethical living requires rational reflection on behavior that leads a person to make principled and sustainable decisions.

Think Critically and Creatively

Success as a critical and creative thinker requires independent and rigorous reasoning that leads to informed decisions, innovation, and personal empowerment.
Assessment and Continuous Improvement

Nicolet is committed to continuously improving all its programs and services. Systematic reviews identify the areas in which improvements are necessary to better serve Nicolet students, staff, and community members. To this end, the College engages in the assessment of student learning with respect to core abilities, program outcomes, and course competencies. In addition, the College reviews the impact of each service and whether or not the service is achieving the desired objectives.

The College has identified six core abilities that represent values or skills fundamental to student success in any occupation. These core abilities are incorporated into degree programs, individual courses, and student support services.

In addition to the core abilities, every program has a set of program outcomes that represent the specific knowledge and skills students achieve as a result of completing the program. The program outcomes are listed in the program’s description in Chapter 6 of this catalog. The assessment of student learning with respect to these program outcomes ensures program graduates are able to meet the entry level occupational requirements.

Each course also has a set of course competencies which are the knowledge and skills students achieve upon successful completion of the course. The assessment of student learning regarding these course competencies ensures students are acquiring the necessary competencies to progress within a program.

Students and community members participate in assessment of student learning with respect to: core abilities, program outcomes, and course competencies. Students are, of course, assessed on their individual accomplishments for their grade, but the College also assesses student learning on all three of these dimensions to assess how well the College itself is achieving its goal of facilitating student learning. The information gained is used to improve the College.

Students and community members are asked for their input on College courses and services on a regular basis. When requested, please participate. This input is crucial to the improvement of the College.

Accreditation

Nicolet is fully accredited by the Higher Learning Commission (HLC), one of six regional accrediting bodies in the United States. The commission can be reached at: The Higher Learning Commission, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604. Phone: 800.621.7440.

An HLC accreditation team visited the College in 2005 to review the College’s academic standards and achievements as well as its operational effectiveness. The review resulted in the College receiving the HLC’s highest level of accreditation: a 10-year term with no need for follow-up visits or reports during that time.

Receiving accreditation is vital for a college; accreditation enables the college’s credits to transfer to other institutions, students to receive federal financial aid, and employers to know graduates were held to high academic standards.

Nicolet College was recently selected as a pioneer institution for the HLC’s new Open Pathways accreditation model. As a pioneer institution, Nicolet will help shape the new accreditation process, which will assist Nicolet as it seeks reaccreditation in 2015.

Educational Offerings

University Transfer Liberal Arts

The University Transfer Liberal Arts Program provides a foundation for success to students who intend to continue their education at a baccalaureate degree granting college or university by offering liberal arts courses equal to those found in the first two years of a four-year degree. The breadth and depth of courses introduce students to a full range of communications, humanities, sciences, mathematics, and social sciences. Students earn either an Associate of Arts or Associate of Science degree by successfully completing courses that build their knowledge of the forces that have shaped and continue to direct our cultural identity. Courses are designed to encourage students to think critically about complex subjects and present their conclusions coherently and precisely.

Students enrolled in the Nicolet College University Transfer Program may be guaranteed admission into the University of Wisconsin-Madison by meeting specific requirements; see an enrollment advisor for details.

Career Preparation

Associate Degree Programs prepare people to enter or advance in a technical or management level occupation. Curricula are based on the verified competency requirements of the given business or industry. Associate degree programs require between 60 and 70 semester credits. In addition to courses that provide technical knowledge and skills, each associate degree includes 21 credits of general education courses that assure a solid foundation in communication, human relations, math, and citizenship skills.

Technical Diploma Programs prepare people to enter, remain, or advance in a skilled craft or semi-skilled job. Technical diploma programs range in length from one semester to two years. The majority of credits in technical diploma programs are in courses that emphasize hands-on training. There are also supportive/general education courses that help an individual to function effectively in occupational settings and as productive citizens.

Certificate Programs provide training and updating of skills in specialized fields. They consist of a series of courses with a targeted occupational focus. Advanced Technical Certificates extend skills in areas not typically included in a degree program. Other certificate courses typically are part of an approved degree or diploma program and can be applied toward completion of the degree or diploma at a later time.

Apprenticeship Training provides the related training for apprentices indentured through the Bureau of Apprenticeship Standards of the Department of Industry, Labor, and Human Relations. For more information on specific programs, see Chapter 6.

Guaranteed Retraining Policy

The Wisconsin Technical College System guarantees up to six free credits of additional instruction within the same occupational program to Wisconsin graduates of a vocational diploma or associate degree program if under the following conditions:

- The graduate is unable to secure employment in the field for which he or she was trained, provided the graduate has actively pursued (and not refused) employment in the field and has actively sought job placement assistance. The student must apply for the exemption within six months of graduation.
- Within 90 days after initial employment, the graduate’s employer certifies to the District Board that the graduate lacks entry-level job skills and specifies in writing the specific areas of deficiency.
Chapter 1   Profile of the College

Nicolet District Board of Trustees
Jeannine Bruguier - Employee Member
Tribal Administrator, Lac du Flambeau Tribe

David Hintz - Elected Official Member
County Board Supervisor, Oneida County

Amy Jacobs - Additional Member
FACE Teacher, School District of Elcho; Retired

Marcelina Metropulos - Employee Member
Deputy Director, Finance & Personnel, Great Lakes Inter-Tribal Council, Inc.

Dr. Richard Peters - School District Administrator Member
District Administrator, School District of Crandon; Retired

Deanna Pierpont - Additional Member
School Board Treasurer, School District of Mercer

Elizabeth Reach - Employer Member
President, Reach & Schwaiger, Ltd., CPAs

Thomas Umlauf - Additional Member
President CEO, Superior Diesel, Inc.

Ron Zimmerman - Employer Member
Human Resources Manager, Packaging Corporation of America

President’s Collaborative Council (PCC)
First Semester Members
Bethyn Baldauf, Support Staff Member

Elizabeth Burmaster, President

Dr. Dan Groleau, Director of Human Resources

Sandy Kinney, Executive Director of Communications and College and Community Initiatives

Chuck Komp, Dean of Business and Institutional Effectiveness

Beth Kost, Faculty Member

Roxanne Lutgen, Vice President of Finance and College Operations

Greg Miljevich, Manager of Information Technology Operations

Ron Skallerud, Executive Dean of Economic Development and Security

Dr. Kenneth Urban, Vice President of Teaching, Learning, and Student Success

John Van De Loo, Director of Accounting and Business Services

Pete Vanney, Facilities Member

Lisa Young, Faculty Innovation Council Chair Member

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Joe Placek, Nursing Assistant
E.M.T., Nicolet Area Technical College; L.P.N., Gogebic Community College; A.D.N., Nicolet Area Technical College

Lance Powers, Fire Service
Coursework, Davenport College of Business; B.S., Upper Iowa University

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Suzanne Sandmann, Barber/Cosmetology
Certificate, Wisconsin Indianhead Technical College; Certificate, Professional Academy of Hair Design; B.S., University of Wisconsin-Stout

Phil Schmidt, Criminal Justice
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Jon Werkmeister, Automotive Technician
Technical Diploma, Nicolet Area Technical College

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Lisa Young, Academic Success
B.S., University of Wisconsin-Stevens Point; M.S., Human Services, Capella University
Admissions

Admissions Requirements
Nicolet College is committed to an open-door policy for admission to the College for all prospective students who meet institutional requirements. Applicants who apply for admissions to technical programs and the University Transfer Liberal Arts Program are served as directed by Wisconsin Technical College System policies and procedures.

Applications for admission are treated on a first-come, first-served basis, as long as all admissions requirements are met. Admission to Nicolet Area Technical College is open to individuals who feel they can benefit from the instruction offered. Individuals who hold a high school diploma, a high school equivalency diploma, or a GED certificate are eligible to enroll in post-secondary programs consistent with their ability levels. Other individuals may be admitted to post-secondary programs if they can demonstrate an "ability to benefit" from instruction through testing.

Because of the varied background in educational preparation of our students and because college programs and courses vary widely in levels of difficulty, admissions services are designed to provide the best match for an individual's abilities, interests, and academic aptitudes. To facilitate this match, applicants for admission to designated programs will undergo assessment prior to being accepted into a program. Although admission to particular programs may require specific prerequisites, such as test score minimums, Nicolet will work with students to assist them in developing prerequisite skills. Students who do not have a high school diploma, GED certificate, or high school equivalency diploma can enroll in programs designed to assist them in earning those credentials while still attending college classes.

Admissions Process
1. Submit Application, Fee, Transcripts
Anyone who wishes to be admitted and graduate from an occupational certificate, diploma or degree program, or the University Transfer Liberal Arts, or anyone who wishes to register for six or more credits, must complete an application for admission in order to be admitted to the College or a specific program. Although paper applications are available, the College prefers that all prospective students complete an online admissions application in order to receive optimum processing and avoid additional processing fees.

A link to the Nicolet online admissions application can be found on the College website at nicoletcollege.edu the one-time $30 application fee must be paid online with a credit, debit card, or electronic check. Please note that an additional $10 processing fee is required for submitting a paper application and response time may be delayed for non-electronic applications.

Students are encouraged to apply for admissions early as some programs fill quickly and may have waiting lists. However, there is no application deadline. High school seniors may apply beginning September 1 of their senior year, but not earlier.

Students must also ask to have official copies of their high school and any post-secondary educational work, if applicable, submitted to the Admissions Office. The Admissions Office will accept transcripts faxed directly from the high schools or colleges as official. Current high school students should have transcripts sent when they first apply and then final transcripts sent again after graduation. Students who have completed an ACT test within the last five years should submit those test scores along with their official transcripts.

2. Complete Accuplacer Testing
Most students will need to take the Accuplacer assessment in order to determine academic readiness for course placement. The Accuplacer is a multiple-choice, computerized assessment, which measures academic skill levels in reading, writing, and math. Students who submit recent ACT scores or provide post-secondary transcripts indicating successful completion of at least 12 academic credits will, in most cases, be exempt from testing. There is a $10 charge for the Accuplacer assessment.

No appointment is necessary to take the Accuplacer test. Students may report to the Testing Center Monday –Thursday, 7:30 a.m. through 2:30 p.m. and until 1 p.m. on Friday. Students who need accommodations for testing should contact Disabilities Support Services to meet with a case manager prior to testing. In instances where a student scores particularly low on the Accuplacer, further testing may be needed.

Some Nicolet programs may require additional testing such as the UW Math Placement exam or computer keyboarding. Test scores, however, are not the only predictor of college success and low scores will not prevent students from being admitted to the College. Low test scores, however, may suggest additional preparatory courses are needed in some academic areas. Examples of Accuplacer test questions, as well as ideas for pre-test brush up, can be found on the Nicolet website under Accuplacer testing.

3. College Readiness Survey
Along with the Accuplacer, new students must complete the online College Readiness Survey, which is designed to give academic advisors and program counselors a more complete profile of each new entering student. If students are taking the Accuplacer, a staff member in the Testing Center will assist them in accessing the survey. Students who are exempt from Accuplacer or who simply prefer to complete the survey online at another location, may do so by going to the College website at nicoletcollege.edu

4. Acceptance Status
Following testing and completion of the College Readiness Survey, most students will be admitted as pre-program students and notified in writing of their acceptance and new student registration/advising timelines. Students who need additional academic remediation prior to enrolling in program classes may be deferred from their program temporarily and asked to meet with Academic Success Center instructors to determine a plan for further basic skill attainment. All new students will also be notified of when to attend possible individual program orientation/registration group events and New Student Orientation just prior to the start of each semester.

5. Academic Advising/Registration
All Nicolet students are assigned an academic advisor based on their program of study. Advisors are available to assist students at any time during their educational experience at the college. They can provide information about course selection,
Admissions Process cont.

interpretation of test scores, program requirements, transfer of credits, transcript evaluation, credit for prior learning, and anything else regarding a student’s academic readiness, course requirements, and success plans. All new Nicolet students must meet with an advisor in order to register for their first semester classes. Continuing students should also meet with their advisor each semester prior to registration to ensure they are on track for graduation or completion of educational goals. Advisors see students by appointment and also communicate with them by phone and email. Following advising, students may register online or change their schedule online during the open registration period. Tuition and fees are not due until fee deadline, which is approximately two to three weeks prior to the start of the semester.

The College publishes the exact tuition and fee due date before each semester.

Testing Exemptions

Students may be exempted from Accuplacer testing if they have taken an ACT test within the last five years and submit the results along with their admissions application. Students who have completed more than 12 post-secondary credits at another college or university and have earned a cumulative GPA of 2.0, or who have earned a bachelor’s degree or higher, may also be exempted from taking the Accuplacer.

Accommodations for Students with Disabilities

Accommodations on Accuplacer or any other assessment are available for any students with a need documented through the Disabilities Support Services. Students who have been diagnosed with a disability, or who feel they may have a disability, are encouraged to meet with the Disabilities Support Services staff prior to testing.

Technology and Information Literacy Expectation

Technology and information literacy is essential to student success. Students register for courses, manage accounts, and access transcripts through “My Nicolet.” Most Nicolet College courses require students to complete assignments and exams using word-processing software, to communicate with instructors and other students via email, to distinguish where to go to access materials e.g. the Internet and subscription data bases, and to navigate the Blackboard online course management system. Computer application courses, Blackboard orientation, and information literacy learning opportunities are available to help students develop skills.

Basic technology and information literacy skills consist of:
- Navigating “My Nicolet” student portal and the Blackboard Course Management System.
- Using word-processing software to create, save, and print documents.
- Using email software to create, send, read, and file manage messages.
- Opening and sending email attachments.
- Evaluating information retrieved from the Internet.
- Performing online searches of library catalogs and other research databases.

Daily login and access to your Nicolet College email is recommended for most courses; check the course syllabus for specific information.

New Student Orientation

New students will be notified of the date and time for New Student Orientation, held prior to the start of each fall or spring semester. Attendance at orientation is mandatory for all new students. During this event, students receive information about academic policies and procedures, campus services, online services, Nicolet email accounts, and student activities and clubs. Students also receive their yearly academic calendars and student ID cards.

Program Waiting Lists

Periodically, high demand for enrollment in a particular program may require students to be placed on a waiting list. If a program is filled when a student applies, but the student meets all the admissions requirements, he/she will be placed on a waiting list based on acceptance date. The student will be notified if and when any openings occur in the program. These students accepted into the program and on the waiting list may be surveyed by the Admissions Office from time to time to determine their intent to enroll in a particular program or to remain on a waiting list. A student on a waiting list can take general education and support courses that relate to the degree. Some Nicolet programs admit new students in the fall semester only. Students may still enter Nicolet in the spring semester, but they usually enroll in general education courses required for their program. Students should check with the Admissions Office for all program entry requirements, waiting lists, and dates.

Application Timelines for High School Students

The Nicolet College Admissions Office will accept admissions applications from current high school students no earlier than September 1 of the student’s senior year in high school. Applications received prior to September 1 will be returned to the student.

International Students

Nicolet College is approved by the U.S. Department of Homeland Security for attendance by non-immigrant students and to issue F-1 student visas. Non-immigrant international students who wish to apply must follow the regular admission process and demonstrate a level of proficiency in English to pursue their chosen program. International students must also provide the Admissions Office with written proof of adequate financial resources available for their period of schooling and proof of sponsorship before an I-20 form can be issued. For more information about international student admissions, contact the Admissions Office.

Minimum Age for Enrollment

Students ages 16-18 and who are still enrolled in high school, may enroll in Nicolet College credit and non-credit courses providing that those courses meet after the regular high school day is over, or are part of Nicolet’s summer session, unless they are enrolled through the Youth Options program. The student must meet the course/program requirements or prerequisites. If the high school student wishes to enroll in a course during the regular high school day, but are not enrolled in Youth Options, they must provide the Nicolet Admissions Office with written permission from a designated high school official that they are able to leave their high school to attend the Nicolet class.
Home School Students

Students who are ages 16-18, and are not enrolled in high school (i.e. home school students), may enroll in Nicolet Courses providing they meet course/program requirements (Federal Ability to Benefit guidelines) and have the written permission of their parent or guardian.

In order for Home School Students to attend classes, they:
• must be at least 16 years of age
• must have completed regular “Home School” class hours
• must be a Wisconsin resident

Home School Students:
• can take courses at any time a course is scheduled
• cannot enroll in Adult Basic Education or adult high school courses

Non-high school graduates who enroll under federal Ability to Benefit guidelines, no matter what age, are expected to complete a high school equivalency diploma (GED/HSED) while enrolled in post-secondary courses.

Students ages 16-18, unless they are a high school graduate, may not enroll in any courses which involve hands-on activities that take place in classroom or lab areas defined as hazardous in Chapter 70 Wisconsin Code Ind 70.03(3e). These hazardous areas would contain such things as hoists, baking equipment, firearms or explosives, manufacturing or processing equipment, or hazardous substances.

Students Under Age 16

Any student under the age of 16 must receive written permission from both a parent or guardian and the instructor of the Nicolet College course they wish to enroll in, before registering for the course. A form is available from the Admissions Office. The course must meet after the regular school day is completed or during the summer session. The student must meet all course requirements and prerequisites.

Home School students under the age of 16 may only enroll in courses during the summer session or after “normal” high school hours and meet all other course requirements.

Students under the age of 16 may not enroll in the following courses or programs:
• EMT-Basic
• All Health Occupation Program Courses, including Certified Nursing Assistant courses (students may enroll in CNA courses at the age of 15, but must be 16 and possess a driver’s license when they begin clinicals)
• Fire Training courses (unless the student is covered by a group Workman’s Compensation Insurance Policy)

PK-16 Pathways/School to Work/Articulations

The PK-16 Pathways Office is responsible for maintaining and coordinating all collaborative programs, activities, and relationships with PK-12 school districts within the Nicolet College service area. This includes administering the state’s Career Prep grant which receives funding from the federal Carl D. Perkins Vocational and Technical Education Grant. Nicolet College and 11 high schools are members of the Northwoods School to Career Consortium, which uses the Career Prep monies to provide educational opportunities, along with college and work-based activities for students in grades 6-12, so they can better understand the world of work and the connections between the classroom and careers. By combining rigorous school and work-based learning activities, students will develop stronger skills to allow them to be successful in whatever they choose to do after high school. It is a partnership that focuses on students and involves parents, educators, and employers.

Starting in 9th grade, students work with their guidance counselor to develop a personal program of study based on their general career interest. This plan provides a seamless pathway of academic and technical high school and college courses that is meant to lead them to their educational and career goals. Part of this plan may include various articulated credit arrangements such as Advanced Standing and Transcripted Credit.

Articulated Credit

Articulated credit refers to an alignment of high school and post-secondary courses that create a series of courses that offer progressive skill attainment, with no gaps or duplication. Courses that provide articulated credit are either considered advanced standing or transcripted credit.

Advanced Standing

Advanced standing articulations refer to a high school course or set of courses that are determined by College and high school faculty to be similar to a Nicolet College course. A formal articulation agreement is created so that students who complete the designated high school courses with a “B” or better may receive advanced standing for that college course when they are admitted to Nicolet. Students do not pay tuition to receive these credits.

Transcripted Credit

Transcripted credit articulations exist when a high school delivers a qualifying Nicolet course at the high school using a certifiable high school instructor to deliver the Nicolet course curriculum, using the same course objectives and performance standards, textbooks, assessments, etc. as the college course. The student pays no tuition for the course and the high school pays nothing to offer the class. The student is dual enrolled for the course and receives a grade at both institutions, and a Nicolet College transcript. High school students may also receive college credits while in high school for participating in a two-year Youth Apprenticeship program, Advanced Placement courses and exams, and Youth Options courses. For more information about earning college credits while in high school, contact the PK-16 Pathways Office or nicoletcollege.edu

Youth Options

Youth Options provides greater learning opportunities for qualified high school juniors and seniors. Students who are considering a technical career, wishing to begin college course work early, or wanting to prepare to enter the workforce
Youth Options cont.

immediately after high school graduation may be interested in Youth Options. The program allows students to take credit courses at Nicolet while still enrolled as a Wisconsin public high school student.

If the high school board determines a Nicolet College course is not comparable to a course offered by the high school, the high school will cover the cost of tuition and books, up to 18 credits. The student may receive both high school and post-secondary credit for successfully completed courses. The student who has completed 10th grade, is in good academic standing with the high school, does not have a record of disciplinary problems, and does not meet the statutory definition of a “child-at-risk” may participate in Youth Options. To enroll in Youth Options, high school students may obtain the forms from the counseling office at the high school. The student must obtain a parent or guardian’s signature on the form and then discuss with a high school counselor how Youth Options will fit into the student’s high school schedule. Forms must be submitted to the high school by March 1 for the Fall Semester and October 1 for the Spring Semester in order to participate.

The high school will notify Nicolet College of those interested in participating in Youth Options. Students will be required to take the Accuplacer assessment or submit ACT scores to verify basic academic competencies. If Nicolet approves the Youth Options request, the student will enroll in courses and attend a Youth Options Orientation prior to the start of the Nicolet semester. Some students attend Nicolet full-time under Youth Options, while other select one or two classes to meet their needs.

Courses in both the University Transfer Liberal Arts program and in most associate degree or diploma program may be taken under this program as long as student meets the course prerequisites and admissions requirements. No remedial coursework is allowed under the Youth Options Program. Courses taken by students during the Nicolet Summer Session cannot be part of the Youth Options Program. For more information about Youth Options, contact the PK-16 Pathways Office.

Registration

Credit Limits

Students may enroll in up to 18 credits during the Fall or Spring Semester (12 credits for summer session). Enrollment in more than the maximum number of credits requires approval from the Vice President of Teaching, Learning, and Student Success.

Anyone enrolled for 12 or more semester credit hours is considered a full-time student. Anyone enrolled for fewer than 12 credit hours during a semester is considered a part-time student. Most career programs are structured with 16-18 credits per semester to complete the degree in the one- or two-year time frame.

Registration Procedures

Registration details are published each term on the College website at nicoletcollege.edu.

Current students who are continuing their program of study are given priority to enroll in courses. They are notified through their Nicolet email account when to schedule their academic advising/ registration appointments; students also may register for classes via online registration.

New students who have been admitted to a program of study must register through their academic advisor. New students are notified by letter of the procedures for arranging advising/ registration appointments or attending registration sessions.

Non-program students enrolling in fewer than six credits may use mail-in, phone-in, or online registration options as outlined in the course schedules and register only during the late registration period.

Students may register for classes up until the first day of classes, provided they have met applicable admission requirements and there is space available. For classes that have already met once and through Date of Record, students must have written permission from the instructor prior to registering for that class.

After the Date of Record, students will not be allowed to register for any classes that are already in progress. Date of Record is defined as 10 school days (Saturdays, Sundays and Holidays are not included) into normal 16-week semester with day one being the first day of each semester. Date of Record for the Summer Session is defined as five school days from the first day of the summer session.

Tuition and Fees

The Wisconsin Technical College System Board and/or the District Board prescribe tuition and fees. Out-of-state students pay non-resident tuition except for residents of Minnesota and Michigan where reciprocity tuition agreements apply. Minnesota and Michigan residents pay Wisconsin’s resident tuition rate while attending Nicolet Area Technical College.

Tuition is to be paid in full by the deadline published in the course schedule. A payment plan is available to certain qualified students upon request.

Tuition is due at the time of registration if the student registers after the tuition deadline. A student’s course schedule is either given to the student at the time of registration or mailed to him/her. A student is not officially registered for a semester until all tuition and fees are paid. If a student fails to pay tuition in full by the indicated deadline date, he/she will be dropped from all courses. Nicolet accepts VISA, Master Card, and Discover for tuition and fees.

Students who are anticipating financial aid or other third-party arrangements to cover tuition and fees must complete the necessary verification and/or forms by the tuition deadline date. The Business Office handles all third-party tuition and fee arrangements. Questions regarding these arrangements should be directed to the Business Office.

Class Cancellation

The College reserves the right to cancel a course with insufficient enrollment. Every effort will be made to cancel such courses in a timely manner and to alert students as expeditiously as possible. All courses canceled are 100% refundable. A refund will automatically be issued unless a student requests the tuition be applied to a different course.

Adding and Dropping Courses

Changes in a student’s schedule are made in the Welcome Center. Program students should make course changes through their academic advisor. Students receiving financial aid should consult with financial aid personnel before requesting to officially drop courses. Non-attendance in a course(s) for which a student is officially enrolled does not constitute an official drop. The specific drop/add periods are indicated in each Schedule of Classes.
Before the Semester Begins
Students can change their schedule if the desired courses are still available. No grade will appear on their transcript for dropped courses.

After the Semester Begins
Students are expected to attend the first day of each course. Written permission from the instructor may be required to enroll in a course after it begins; this depends on the length of the course, the frequency of the course, and the mode of presentation. Students may drop a course during the first fourteen calendar days of a 16-week semester or a proportionate time for shorter courses without a grade appearing on their transcript. Drop forms can be obtained in the Welcome Center.

After Date of Record
Students may drop a course before 75% percent of the course is completed. A grade of “W” (withdrawn) will appear on the student’s transcript if the course is dropped after the fourteenth calendar day of 16-week semester or a proportionate time for shorter courses. Drop forms can be obtained in the Welcome Center.

Withdrawal from College
Students may withdraw from Nicolet College at any time, however, students must follow the formal withdrawal procedures of the College in order to retain academic standing and learn the status of future financial aid assistance. Leaving the College during the semester without formal withdrawal may result in failing grades and could jeopardize future attendance at this or other higher education institutions. Please contact the Welcome Center if you plan to withdraw. Any student intending to leave Nicolet College before completing his/her goals is encouraged to explore the decision with the assistance of an instructor, advisor, counselor, or other College personnel. A thorough discussion of College resources and alternative options may alter the need to withdraw.

Refund Policy
1. A student shall receive a refund of 100% of program fees, material fees, and out-of-state tuition for a course if application for refund is made by the student prior to the first scheduled meeting of the course and if the student does not add another course.
2. A student who drops one or more courses and, prior to the issuance of a refund for the dropped course(s), adds one or more courses shall have the program fees, material fees, and tuition for the dropped course(s) applied to the tuition and fee charges of the added course(s), subject to the following:
   a. Where the fees for an added course or courses exceed applicable fees for the dropped course or courses, students will be assessed the additional amount.
   b. Where the fees for a dropped course(s) exceed applicable fees for an added course(s), students will receive a refund pursuant to paragraph 3.
3. Except as provided in paragraphs a and b, refunds shall be issued as follows:
   a. 80% of program fees, materials fees, and out-of-state tuition if application for refund is made before or at the time 10% of the course’s total potential hours of instruction have been completed.
   b. 60% of program fees, materials fees, and out-of-state tuition if application for refund is made after 10% but before less than 20% of the course’s total potential hours of instruction have been completed.
4. No refund shall be granted if application is made after 20% of the course’s total potential hours of instruction have been completed.

The official date of the drop for refund purposes is the day on which the student initiates the refund request in writing. The drop form can be obtained from, and returned to, the Welcome Center.

Information concerning Financial Aid Title IV Refund, and Withdrawing from Courses with No Passing Grades can be found by visiting:

nicoletcollege.edu/pdfs/finaid/title_iv.pdf

Financial Aid/Veterans Office
The Financial Aid/Veterans Office provides information about financial aid and assists students seeking financial aid. Although the major responsibility for financing a college education resides with the student, Nicolet College is able to assist students in meeting their educational expenses. Assistance may be in the form of grants, scholarships, loans, employment, or a combination of these. Many of the financial aid programs are based upon financial need. Financial need is the difference between the student’s established cost of attendance and resources the student and/or family should have available to meet those costs. They include the following:

- Grants are financial aid that normally does not have to be paid back. (see section on Return of Title IV Funds)
- Work-study enables students to work and earn money to help pay for school.
- Loans are borrowed money that must be repaid with interest.
- Scholarships are similar to grants in that there is no obligation to repay them. Scholarships generally are not need-based. Academic achievement and service are the main criteria. For more information contact the Financial Aid/ Veterans’ Office in the University Transfer Center Room 211.

Financial Aid (FAFSA-Free Application for Federal Student Aid) Process
Students can apply online for financial aid at any time during the academic year. Priority filing dates are April 15 for the Fall Semester, which begins in August, and November 15 for the Spring Semester, which begins in January. New financial aid forms are available after January 1 of each year.

Step One
If you do not have a PIN number, apply for one immediately. If you are a dependent student, you and your parent will need to sign the FAFSA online with a PIN number. Both student and a parent may apply for a PIN number at www.pin.ed.gov. Or you may first complete the application, request a PIN (this might take a few days), then go back to FAFSA online and electronically sign your application. When you receive your PIN number, keep it in a secure place. This PIN number will stay with you through your entire education.
Step Two
To compete your FAFSA online, use information from your 2010 Federal Tax Return. Collect all of your income information for 2010 (signed Federal Tax Return 1040, 1040A or 1040EZ; W-2s from each job worked in 2010; unemployment, social security, Wisconsin Works W-2, etc.). If you are a dependent student (under the age of 24, single, no dependents and you are not a veteran), you will also need your parents’ 2010 Federal Tax Returns and income information for 2010. You can download your tax information directly from the IRS site.

U.S. Department of Education Programs

Pell Grant
The Pell Grant is a federally-funded grant awarded to students with a high financial need and may be combined with other forms of assistance in order to meet a student’s need. Eligibility for the Pell Grant is determined by the Department of Education based on your Expected Family Contribution (EFC).

Federal Direct Subsidized Loans
The Federal Direct Subsidized Loans are available to eligible students who have demonstrated financial need. Need is determined by completion of the FAFSA. Annual loan limits are $3,500 for first-year students and $4,500 for second-year students. The Federal government will pay the interest during the period of enrollment, plus a six-month grace period after a student is no longer enrolled on at least a half-time basis (6 credits minimum).

Unsubsidized Federal Direct Loan (UNSUB)
The Unsubsidized Federal Direct Loan Program is also available to students who may not qualify for a subsidized Federal Direct Loan or may qualify for only a partial subsidized Federal Direct Loan. The terms and conditions for the UNSUB are the same as the subsidized Federal Direct Loan, except that the student is responsible for interest that accrues while he/she is in school. Eligible students may receive both subsidized and unsubsidized Federal Direct Loans. The combination of subsidized and unsubsidized Federal Direct Loans for dependent students cannot exceed the subsidized Federal Direct Loan limits.

Federal Direct Parent Loan for Undergraduate Students (PLUS)
The PLUS is an auxiliary Federal loan that provides additional funds for educational expenses. The PLUS is available to the parents of dependent students and enables parents to borrow up to the total cost of education, less other financial aid, for each child who is enrolled in college at least half-time (6 credits minimum).

Nursing Student Loan Program
The Nursing Student Loan Program provides loans to Wisconsin residents enrolled at least half-time in an eligible in-state nursing or practical nursing study program. Students must demonstrate financial need as determined by completion of the FAFSA. Following graduation, students who become employed as licensed nurses in Wisconsin will have 25% of their loan forgiven for each of the first two years of that employment (up to 50%). Their remaining loan balance must be repaid at an interest rate not to exceed 5%. Students who do not graduate or work in Wisconsin as licensed nurses following graduation, must pay back the loan at an interest rate not to exceed 5%.

Supplemental Educational Opportunity Grant (SEOG)
The Supplemental Educational Opportunity Grant is a federally-funded grant available on limited basis to students who demonstrate high financial need, low EFC, and are Pell Grant recipients. Due to the limited amount of funding for the SEOG, a student must apply by the priority processing deadline to receive consideration for the SEOG.

Federal Work-Study
The Federal Work-Study Program provides jobs for students with financial need to earn money to help pay education expenses. The program encourages community service work and work related to the student’s course of study.

The Federal Work-Study wages will be at least the current federal minimum wage, but may be higher. The total Federal Work-Study award depends on date of application and level of need. The amount earned cannot exceed the total Federal Work-Study award. When assigning work hours, the Financial Aid Office will consider the student’s class schedule and academic progress.

Title IV Refund
The federal government has issued guidelines concerning students who receive federal funds (Title IV aid). Under these guidelines, Nicolet College will calculate a percentage of aid earned by the student based on the number of days in the term and the student’s withdrawal date. The withdrawal date is the earlier of:
- The date the student began the school’s withdrawal process
- The date the student otherwise provided “official” notice of withdrawal

If the student did not notify the school, the withdrawal date is the midpoint of the term. This calculation will determine both the amount of aid to be returned to the Title IV sources (Direct subsidized and unsubsidized loans, Pell grant, SEOG, other Title IV assistance programs) from NATC and the student, and also the availability of undisbursed aid for which the student may still be eligible.

State of Wisconsin Programs

Wisconsin Higher Education Grant (WHEG)
The Wisconsin Higher Education Grant program provides grant assistance to undergraduate, Wisconsin residents enrolled at least half-time in degree or certificate programs at a University of Wisconsin and/or a Wisconsin Technical College. Awards are based on financial need. Eligibility cannot exceed ten semesters.

Talent Incentive Program Grant (TIP)
Talent Incentive Program grants are available to disadvantaged students who are residents of the State of Wisconsin. Students must meet two of six qualifying criteria established by the Department of Public Instruction. The TIP grant provides supplemental grant awards to severely needy, non-traditional students. Students may contact the Financial Aid/Veterans Office for further application information and instructions.

Wisconsin Indian Grant
The Wisconsin Indian Grant is available to Native Americans who demonstrate financial need and are Wisconsin residents. Applicants must complete the Indian Scholarship Application available from their tribe.
Wisconsin Minority Grant
The Wisconsin Minority Grant is a state grant program for Wisconsin residents who are of Native American, Black, Hispanic, or Asian heritage. A student must be sophomore, junior, or senior level, have a GPA of 2.00, and meet all other eligibility requirements. Eligible students will be nominated by the Financial Aid Office. Minority students are encouraged to contact the Financial Aid/Veterans’ Office.

Federal Veterans Educational Programs:
Veterans, spouses, and dependents that are eligible to receive veterans’ benefits should contact their local County Service Officer or access online at www.gibill.va.gov to apply for their educational benefits. Once the veteran, spouse or dependent of the veteran receives their Certificate of Eligibility, they should contact the Financial Aid Office and provide Nicolet’s Veterans Certifying Official with a copy of their DD 214 (veteran), Certificate of Eligibility (veteran, spouse, or dependent), and a copy of their semester course schedule to initiate their monthly educational benefits.

Wisconsin G.I. Bill Tuition Remission Program for Veterans & Dependents
The Wisconsin G.I. Bill provides a full waiver (“remission”) of tuition and fees for eligible veterans and their dependents for up to 8 full-time semesters or 128 credits at any University of Wisconsin System (UWS) or Wisconsin Technical College System (WTCS) institution for continuing education, or for study at the undergraduate or graduate level. Specific qualifications apply. For details contact your VA County Service Office, www.dva.state.wi.us, or the Nicolet College Financial Aid Office located in the University Transfer Center, Room 211.

The benefit recipient must reside in Wisconsin.
For helpful veterans education links, access online at www.gibill.va.gov and www.dva.state.wi.us

Bureau of Indian Affairs
Tribal Grants are available to Native Americans who can demonstrate financial need and are one-quarter Native American Indian. Applicants must complete the Indian Scholarship Application (from their tribe) to be considered for the grant.

Wisconsin Covenant
The Wisconsin Covenant was created to inspire young people to plan early for a successful high-school career that will lead to higher education. Eighth graders in Wisconsin are invited to sign the Wisconsin Covenant Pledge, a promise that they will:
- Earn a high-school diploma.
- Maintain at least a “B” average in high school.
- Complete the classes they need to prepare them for higher education.
- Demonstrate good citizenship and participate in their community.
- Apply for state and federal financial aid in a timely manner.
- Take the necessary steps to gain admission to a University of Wisconsin System institution, a Wisconsin Technical College, and/or a Wisconsin private college or university.

In return for meeting these goals and keeping the pledge, a Wisconsin Covenant Student will be recognized as a Wisconsin Covenant Scholar, earn a place within our partnered systems of higher education, and receive a financial aid package, based on their family’s financial need, to help make college affordable.

The Wisconsin Covenant program is being phased out; 2011/2012 eighth-graders have until September 30, 2011 to enroll in the Wisconsin Covenant.

Disabilities Support Services Program
Nicolet College’s Disabilities Support Services (DSS) program provides academic support and accommodations to students with documented disabilities. DSS also provides a variety of direct services to students with disabilities on an individual basis. DSS services are designed to help students succeed at Nicolet. The most successful students are the ones who recognize their own support needs and ask for assistance prior to starting the semester. DSS staff recommends an orientation to services and procedures. During this orientation, students and staff will have the opportunity to ask questions, review previous records, and go over accommodations that may be necessary.

Disabilities Support Services program and accommodations include the following:
- TDD phone access
- Computer accessibility
- Guided study
- Taped texts/materials
- Note taking assistance
- Readers/writers
- Adaptive listening equipment
- Enlarged print materials
- Assessment
- Accommodations for entrance testing
- Alternative testing procedures
- Other reasonable accommodations may be available upon request.

Staff can also provide information on the following:
- Career planning
- Campus tours
- Academic advising
- Student counseling
- Job placement assistance
- Transition to college
- Financial aid/application assistance
- Other community services

Utilization of support services for students with documented disabilities is voluntary. Disclosure of request for services will not affect enrollment status or placement into a program or class.
Chapter 3
Policies and Procedures

Attendance

Students are expected to attend all sessions of each class in which they are enrolled. The instructor will give students the written attendance policy for each course at the first course meeting. Failure to conform to the attendance policy may result in the student’s grade being lowered, up to and including a failing grade for the course.

Any student enrolled in a course at Nicolet College who is unable to attend the first session of the course must contact his/her instructor prior to the second session to ensure continued enrollment in the course. Students who do not attend the first session and do not contact their instructor by the second session may be dropped from the course by a student on a waitlist.

Absences due to illness or other unavoidable circumstances may be excused if the instructor of the course is completely satisfied as to the cause. Absences resulting from a student’s participation in approved activities arranged by the College will be excused if such activities have been scheduled by the instructor in cooperation with other involved instructors. An excused absence does not relieve the student of responsibility for completing all course requirements to the satisfaction of the instructor.

Academic Standing

For students who are taking, or have taken, a total of six credits or more, the following Academic Standards apply:

Good Standing
A student achieving a semester grade point average (GPA) of 2.0 or better at the end of a semester of enrollment is in good standing.

Academic Probation
A student will be placed on Academic Probation when the current semester GPA is less than 2.0 at the end of a semester of enrollment. Students placed on academic probation will receive written notification acknowledging academic probationary status. Within thirty days of written notification, the student will be required to meet with an academic advisor, counselor, or case manager to develop an academic improvement plan. If an academic improvement plan is not completed, an academic hold will be placed on the student’s record. A student will be reinstated to good standing if the student achieves a semester grade point average of 2.0 or better at the end of their probationary semester.

Academic Suspension
A student will be suspended from Nicolet College when the current GPA is less than 2.0 for the second consecutive semester. A student placed on academic suspension will be notified in writing, and an academic hold will be placed on the student’s records. If the student is pre-registered for any upcoming semesters, the enrollment for the classes will be canceled.

If a student placed on Academic Suspension wishes to re-enroll in classes at Nicolet College, the student may request a meeting with the Vice President of Teaching, Learning, and Student Success to review their academic status. Based on that review, the vice president will determine the action to be taken.

Students having difficulty maintaining good academic standing are encouraged to seek early assistance from their course instructor(s), their academic advisor, counselor, or case manager.

Credits
Students may earn credit only for courses in which they are officially registered for credit. The maximum number of credits for each course is shown following the course description in Chapter 7 of this catalog. Courses may be offered for fewer credits as indicated in the semester course schedule.

Grading
Grades are assigned to report student academic achievement. Instructors use sound judgment and fair methods in determining grades. They inform their students at the beginning of the semester about the course requirements and evaluation criteria. Any time students are unsure of their progress, they should talk to their course instructor. Instructors submit grades at the end of each semester. The following grades and corresponding grade points are used at Nicolet College:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Points</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
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<td></td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>Grades of “S” or “U” are assigned only in Community Education courses and/or in special circumstances requiring the approval of the Vice President of Teaching, Learning, and Student Success.</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
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</table>

AS = Advanced Standing
AU = Audit
I = Incomplete
S = Satisfactory
T = Transfer Credit
U = Unsatisfactory
W = Withdrawn

Grade Point Averages
Grade points and grade point averages (GPA) are used for many purposes:

- self-assessment of progress by students
- advising and counseling
- recognition of excellence in academic work
- eligibility for programs sponsored by various external agencies such as colleges and universities to which students transfer
- various scholarship and financial aid programs funded by government units

The GPA is computed by multiplying the point value by the number of credits and dividing the total points by the total number of credits, e.g.:

5 Credits of “A” = 5 x 4 = 20
10 Credits of “B+” = 10 x 2.67 = 26.7
5 Credits of “D+” = 5 x 1.33 = 6.65
20 Total Credits = 53.35 Total Points divided by 20 Credits = 2.67 GPA
The GPA calculation for financial aid recipients is computed on all courses undertaken. “I” and “W” grades received and recorded are included in the computation of a GPA only when the GPA is utilized to determine a student’s financial aid standing. (See the Academic Standards of Progress policy in Chapter 4.) A student’s cumulative GPA is calculated using all courses taken at Nicolet College regardless of the year in which the courses were taken. Grades received at other higher education institutions are not used in the cumulative GPA calculation for Nicolet College.

Repeating a Course

Students may repeat courses unless specific program policy prohibits it. However, course credits will apply only once toward meeting program degree requirements. Only the highest grade will be used for GPA calculations. Students on financial aid programs must consult with Financial Aid personnel before repeating a course. Please note that when transferring credits, some institutions do not ignore repeated courses and may use those duplicate course grades in GPA calculations.

Incompletes

Under extenuating circumstances, students may request an Incomplete grade. To receive an Incomplete, students must have completed 50% of the coursework. It is up to the instructor to decide if the request is feasible based on the reason for the request, the type of class, and whether or not it is possible for the student to complete the course work in an acceptable method and time frame. A signed Incomplete Contract between the student and the instructor must be filed in the Welcome Center by 4:00 p.m. on the deadline day. An Incomplete grade can be carried for only one semester (summer session does not count as a semester). If a grade is not issued by the completion of the following semester, a grade of “F” will automatically be recorded on the student’s transcript. Once given, the Incomplete grade cannot be changed to a Withdrawal grade. The instructor will file a change of grade upon completion of work specified in the Incomplete Contract.

Auditing a Course

An audit is a grading option where students have the privilege of attending classes, have limited course responsibilities, and do not receive credit for the course. A course that has been audited will appear on the student’s transcript with an “AU” grade, but the course does not count toward a degree or certificate. Students must meet course prerequisites, and pay full tuition and fees for courses they audit. Credit-seeking students have priority when course space is limited. By 154 WI. Stat.§36.27 (1)(b), students over 60 years of age may audit courses on a space-available basis without payment of tuition but must pay all other applicable material or course fees. The tuition exemption excludes community service courses and apprenticeship courses.

Course requirements for auditing students are set by the instructor. Students considering auditing a course should consult with the instructor prior to registering as an audit or on the first day of class to discuss expectations. Based on the discussion, students will receive a set of written expectations for an auditing student within the first week of class. Students must return a completed Request to Audit form to the Welcome Center within the first week of class. Since learning is a shared responsibility in a class, the following expectations are examples of possible auditor responsibilities:

- Contribute to the learning environment of the class by participating during class sessions.
- Adhere to all rules regarding attendance. If an auditor volunteers to work on a group project where the other group members are graded, the auditor is required to complete his/her group work.
- A student may be asked to withdraw if the audit expectations are not being met. Faculty also may issue a withdrawal grade (“W”) if audit expectations are not met.
- A student may change his/her registration status from credit to audit using the standard procedures for schedule changes, following these guidelines:
  - During the first half of the course, a student may change from credit to audit with the consent of the instructor.
  - In the second half of the course, a student may change from credit to audit with the consent of the instructor and if he/she is passing the course at the time of the change.
- A student who has elected to change to audit may not, at a later date, change back to credit status.
- A student who initially elects to audit may change to credit if:
  - He/she has completed the work to that point following the required timelines of the course.
  - The instructor validates that all course requirements for credit have been completed satisfactorily at the time the student makes the request.
  - Approval for the change is signed by student and instructor and submitted to the Welcome Center.

Course Substitution

When courses are no longer offered due to a curriculum change, alternative course requirements will be identified and approved by the lead program instructor and the Vice President of Teaching, Learning, and Student Success for substitution so that the student will have the total credits required for graduation. Approval must be documented and maintained in the student’s academic file by the academic advisor.

Under extenuating circumstances, a student may be allowed to replace a course required for graduation from a program. The replacement course must be at the same aid code level or higher and in the same curriculum category, (i.e. technical studies/occupational specific or general studies/occupational supportive). A student should request a course substitution through his/her academic advisor. The academic advisor, in conjunction with the appropriate program faculty, must approve the substitution. Approval must be documented and maintained in the student’s academic file. The Vice President of Teaching, Learning, and Student Success must approve any exception.

Examinations

Students are required to take their course examinations as scheduled. Permission from the course instructor is required in order to take an examination at a time other than the scheduled time or to have a special examination.
Credit for Prior Learning

Transfer of Credit

Students transferring from another nationally or regionally accredited institution of higher education who want to apply their credits to a diploma or degree program at Nicolet must have a credit evaluation completed. Students must request that official transcripts be sent directly from the granting institution to the Records Office at Nicolet. Nicolet will grant transfer credit only for courses that apply to the student’s diploma or degree program at Nicolet. Transfer credits are not used in determining grade point average.

Credits are accepted for University Transfer courses when course content is confirmed to be comparable. Occupational specific courses taken more than five years prior to the request for transfer are subject to review.

For a student transferring from one WTCS institution to another, credit awarded for courses designated as fulfilling a general education requirement at one WTCS institution shall be honored as fulfilling the same general education requirement at the receiving institution.

If a University Transfer course is evaluated as comparable and acceptable, the credit value assigned by the granting institution will be applied towards an appropriate Nicolet diploma or degree program.

For a student who has an earned degree (AA/AS/AAS, BA/BS, MA/MS, Ph.D. or other graduate or professional degree) from a nationally or regionally accredited institution of higher education, a minimum of 15 credits will be awarded toward completion of the technical college general education core in an applied associate degree program regardless of the student’s prior course of study, time since the awarding of the degree, or technical college program in which the student is enrolled.

Military education credits will be accepted for transfer in conformance with the American Council on Education Office of Educational Credits as outlined in A Guide to the Evaluation of Educational Experience in the Services. Students are expected to present an official military transcript for evaluation.

Advanced Standing with Credit

Advanced standing with credit may be granted when it is determined that an individual’s expertise is equivalent to the competencies in one or more course requirements for a diploma or degree program. Recognition of advanced standing is an effort to minimize duplication of competencies attained from previous education, life, or work experience. To be eligible for advanced standing, a student must first be officially accepted into a diploma or degree program at Nicolet. The student should then contact his/her academic advisor in the Welcome Center for directions and assistance with the request for advanced standing procedures. Credits earned through this process do not take the place of the minimum number of credits students must earn at Nicolet.

With the exception of high school articulations, registered apprenticeships, military education credits, and national examinations, a fee of 25% of course tuition and fees is assessed for all credits earned through advanced standing. If a student is already enrolled in a course, the advanced standing evaluation must be completed during the first 14 calendar days of the semester, the first 7 calendar days during the Summer Session, or the first 15% of the course hours for non-semester length courses. If credit is granted, the student will be withdrawn from the course and will receive a refund of 75% of the tuition/fees paid for the course. Students on financial aid programs should consult with financial aid personnel before beginning the advanced standing procedure.

Students who are not satisfied with the outcome of their request for credit for prior learning may appeal to the Vice President of Teaching, Learning, and Student Success. Options available for Advanced Standing with Credit are as follows:

A. High School Coursework

Credit will be granted for high school coursework that the student successfully completed if this coursework meets one of the following criteria: (a) It is covered by an articulation agreement with the high school and the student earned a minimum of 3.0 grade point on a 4.0 scale; (b) It is part of a recognized Youth Apprenticeship program; or (c) It is otherwise comparable in scope and content to a specific course or courses (not covered by an articulation agreement), as deemed by program faculty.

To be eligible for articulated high school credit, the student must be enrolled at Nicolet within 27 months of high school graduation.

B. Written/Performance Examinations

A student may elect to prove his/her knowledge of course competencies if the student believes he/she has already acquired the knowledge from coursework or prior life experiences. The criteria for the examination are determined by the course instructor(s) and approved by the Dean of Instruction. The examination for a specific course can be taken only once. Credits are recorded on the transcript however, they are not calculated into the cumulative GPA.

C. National Examinations

Credit may be granted for a specific course or courses with a minimally acceptable score on an examination with nationally recognized standards. National exams include, but are not limited to, the College Board Advanced Placement (AP), College-Level Examination Program (CLEP), DANTES, the International Baccalaureate exams, and nationally recognized exams in specific occupational areas.

- CLEP: Credit will be granted for the applicable diploma or degree course for CLEP general or subject examination scores of 50 or above. The Nicolet Testing Center administers CLEP examinations.
- AP: Credit may be granted for the applicable diploma or degree course for AP scores of 3 or above. Official national examination scores will be evaluated by the Registrar.

D. Work Experience

Credit may be granted for work experience deemed comparable to program coursework by program faculty. A list of comparable competencies signed by the employer is required.

E. Registered Apprenticeships

A student who possesses a Wisconsin Journey-Level Certificate from a program that included a minimum of 400 hours of paid related instruction will be awarded 39 credits in occupational specific courses under the following conditions:

- The student enrolls in a Technical Studies Journey-Level Worker program
- The student presents appropriate documentation
F. Experiential Learning
A student may be awarded credit for previous life experiences and/or appropriate non-collegiate coursework. The student’s portfolio will assist appropriate College personnel in determining credits to be granted. Coursework from business and industry training, government agencies, and/or other sources will be granted in conformity with the American Council on Education National Guide to Credit Recommendations for Non-Collegiate Courses.

Student Records Office
All educational records/transcripts of Nicolet students are maintained and housed in the Student Records Office. This office provides information on courses taken, credits completed, grades, transcripts, and degrees or certificates awarded. The office can also assist with the following services: enrollment verification, loan deferrals, and “Good Student” insurance discount verifications. Any change of name, address, or other personal information should be reported to this office.

Transcripts
Students who would like copies of their official transcript to be sent to another institution must fill out a Transcript Request Form. Forms are available at the Welcome Center. A student who wishes official copies of transcripts or test scores which have been sent to Nicolet from other institutions must request this information from those other institutions. Only unofficial copies of records from other institutions can be obtained at the Welcome Center.

Degrees, Diplomas, and Graduation
Students earning a technical diploma or associate degree must complete the approved program requirements. For specific details of these individual program requirements, see Chapter 6.

Additionally, each candidate for a diploma or degree will meet the following criteria:

- Possess a minimum GPA of 2.00 (“C”) on all credits to be applied toward satisfying degree or diploma requirements. Individual programs may require a “C-” or better in each course.
- Earn at Nicolet College a minimum of 25% of the required technical studies/occupational specific credits. A minimum of 20 credits must be earned at Nicolet to meet the requirements for the Associate of Arts and Associate of Science degrees. These established minimums cannot be met through advanced standing.
- Complete a program of courses approved by the instructional administration.
- Be in academic good standing at the time that final credits are earned.
- File a Petition for Graduation at least eight weeks prior to graduation and no earlier than the semester prior to the student’s final semester. Forms can be obtained in the Welcome Center or online at nicoletcollege.edu. The student is also responsible for seeing that all required courses and electives have been successfully completed.
- Satisfy all financial and other institutional obligations.

Dean’s List
The Vice President of Teaching, Learning, and Student Success publishes the Dean’s List each fall and spring semester. The list includes the names of all program students with a grade point average of 3.5 or higher for the semester just concluded. “F” and “W” grades are not considered in the computation.

Phi Theta Kappa
Phi Theta Kappa is an international honor society for two-year colleges. Nicolet’s Chapter, Alpha Nu Iota, focuses its efforts on service and scholarship. Members are asked to join by the President of the College after being nominated by an instructor. The nominee must be a full-time student with at least 12 credit hours of coursework completed and must have a cumulative GPA of 3.50 or higher. Initiates are responsible for the membership fee and are entitled to a membership certificate, transcript stamp, a Phi Theta Kappa pin, placement on national transfer and employment databases, and a two-year subscription to all Phi Theta Kappa publications. Members must maintain a GPA of 3.50 or higher to remain a member.

Petition for Graduation / Graduation Ceremony
Nicolet College holds a graduation ceremony at the end of the Spring Semester. Participation in the graduation ceremony is optional to all graduating students. All students nearing completion of a degree/diploma/certificate must file a Petition for Graduation. To receive a Petition, students may go online at the Nicolet College website or pick one up in the Welcome Center. The petitioning deadlines are Nov. 1 for fall semester and March 15 for spring semester.

Graduation with Academic Honors
The distinction of Academic Honors will be awarded to the graduates who qualify upon completion of their program at Nicolet College. Academic Honors will be determined from the student’s last fully graded semester and recognized as follows: Gold Cord Scholars are those graduates of two-year associate degree or two-year diploma programs who achieved a cumulative grade point average of 3.75 or greater. Silver Cord Scholars are graduates of one-year diploma programs who achieved a cumulative grade point average of 3.75 or greater. This distinction will be awarded as follows: cords will be presented at the Spring Graduation Ceremony and will be noted in the graduation program.

Drug-Free Campus
Nicolet is committed to providing a drug-free campus in accordance with local, state, and federal laws. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on any property controlled by Nicolet College. In addition to being prosecuted by the appropriate civil authorities, students found in violation of the Drug-Free Campus Policy will be treated as having violated the Nicolet Student Standards of Conduct and will be subject to disciplinary action up to, and including, expulsion. Student Counseling Services provides counseling and awareness programs on substance abuse for students.
Smoke/Tobacco-Free Policy

Nicolet College is a tobacco-free campus. The use of tobacco products is prohibited on campus property, including in vehicles on campus property. Tobacco cessation programs and resources are available for students through:

- Nicolet College Counseling Services Department
- Family or personal health insurance plans
- Oneida County Public Health Department (715.369.6111)
- Wisconsin Tobacco Quit Line (www.WiQuitLine.org or 800.QUIT.NOW)
- UW Center for Tobacco Research and Intervention (www.ctri.wisc.edu)
- American Lung Association’s “Freedom from Smoking” individual online program (www.ffsonline.org)
- American Cancer Society (www.cancer.org)

Students violating this policy will be given a verbal warning and referred to meet with the Student Life Coordinator. The student will be referred to services and resources as appropriate. A second offense will result in a mandatory meeting with the Executive Dean of Economic Development and Security, a written minor warning, and a formal referral to campus counseling services and/or to community resources. A third offense will result in a written major warning, a $15 fine, or the student may elect to engage in two hours of community service. The community service activity must be approved by the Executive Dean of Economic Development and Security, or his or her designee. Successful completion of the community service activity must be documented, signed by an authorized individual supervising the community service activity, and submitted to the Executive Dean of Economic Development and Security. Failure to pay all associated fines or failure to successfully complete the required community service hours will result in a meeting with the Vice President of Finance and College Operations and a “hold for indebtedness” being placed on the student’s record and the student will not be allowed to register for future classes until the hold is cleared.

Inclement Weather Campus Closing

In the event of weather which would seriously impede the functioning of the College, the President or his/her designee will determine whether the College will be closed and will be responsible for informing the College community of the closing.

Procedure

- Each fall the Director of Facilities will establish a password for announcements with the media.
- The Director of Facilities will send a reminder of the Inclement Weather Closing policy and procedure to all staff before October 1st of each year.
- If severe weather is anticipated, the Director of Facilities or his/her designee will plan on being on campus by 4:45 am.
- The Director of Facilities or his/her designee will assess the weather situation, i.e. storm potential, road conditions, anticipated time to remove snow from roadways and walkways, and assess the ability of equipment and personnel to keep up with existing conditions.
- The Director of Facilities or his/her designee will call the President or his/her designee at home no later than 5:15 am, to provide a status report on conditions at the College. The President (or designee) will make a decision, no later than 5:30 am, whether or not to cancel classes and/or close the College for the day.
- If the decision to close the College is made, the Director of Facilities or his/her designee will make the following notifications by 5:45 am:

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<tr>
<th>RADIO</th>
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<td>Wausau</td>
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- All staff, all student, and all adjunct email

NOTE: All faculty, including continuing education, shall indicate in their course syllabi, or through other means, the procedure for communicating class cancellations and/or College closure.
Chapter 4
Student Rights and Responsibilities

Academic Code of Conduct

Nicolet students must adhere to the College Academic Code of Conduct. Academic misconduct undermines the integrity of Nicolet degrees, and the educational environment and process. Academic misconduct is an act in which a student:

- seeks to claim credit for the work or efforts of another without authorization or citation.
- uses unauthorized materials or fabricated data in any academic exercise.
- forges or falsifies academic documents or records.
- intentionally impedes or damages the academic work of others.
- engages in conduct aimed at making false representation of a student’s academic performance.
- assists other students in any of these acts.

Examples of academic misconduct include, but are not limited to:

- cheating on an examination; including the unauthorized materials or aids, or use of unauthorized additional time (special needs accommodations require approval of instructor and disability support services staff).
- collaborating with others in work to be presented, when it is not allowed.
- submitting a paper or assignment as one’s own work when apart or all of the paper or assignment is the work of another.
- submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas or research.
- stealing examinations or course materials.
- submitting, without the explicit approval of the course instructor, work previously presented in another course.
- tampering with the laboratory experiment or computer program of another student.
- knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement where any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Sanctions can range in severity. Some possibilities are:

- oral reprimand
- repeat of an assignment or test
- lowering of a grade on an assignment or test
- failure of an assignment or test
- lowering of a grade in the course
- failure of a course with no option to withdraw
- dismissal from the program
- dismissal from the College

A student may not withdraw from a course after being notified of an academic misconduct action.

A student has the right to appeal decisions regarding academic misconduct through the College Complaint and Grievance Procedure. The student must initiate the complaint procedure (the first part of the process) within 10 working days of written notification from the instructor that academic misconduct has occurred.

The Complaint and Grievance Procedure contains detailed timelines for the student, faculty member, and staff to respond during the steps of the procedure; the detailed procedure is available from the office of the Vice President of Teaching, Learning, and Student Success. A student should continue going to classes throughout the complaint and grievance process, but a withdrawal will not be granted simply to avoid an academic misconduct charge.

Student Standards of Conduct

Students are expected to comply with all local, state, and federal laws, and to conduct themselves in such a manner as not to interfere with the educational process or endanger the safety or welfare of other persons. These standards of conduct apply to the main campus, all branch campuses, other sites utilized by the College for educational purposes, and during off-campus, College-sponsored activities or events. The College believes that every student has the right to be educated under conditions of respect, dignity, and safety. Students found in violation of the Student Standards of Conduct may be subject to disciplinary action.

Misconduct is subject to disciplinary action and includes (but is not limited to) the following:

1. All forms of dishonesty including cheating, plagiarism, knowingly furnishing false information to the College, and the alteration or use of College documents or instruments of identification with intent to defraud.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other authorized College activities.
3. Verbal and/or physical abuse of any person(s) on College premises or at College-sponsored functions.
4. Sexual assault or sexual harassment.
5. Theft of, or damage to, College property or theft of or damage to property of a person on College premises.
6. Failure to comply with directions of College officials acting in the performance of their duties.
7. Unauthorized entry onto College premises.
8. Use, possession, or distribution of illegal drugs.
9. Use, possession, or distribution of alcohol.
10. Possession of firearms, dangerous weapons, or explosives.
11. Computer abuse or misuse.
12. Alleged violation of federal, state, or local law on campus.
13. Violations of published College regulations.

Serious infractions could result in suspension or expulsion from the College. Sanctions may be imposed for violations of these rules whether or not criminal or civil sanctions are pursued. Apparent or alleged violation of local ordinances, federal or state law on College premises, or at College-sponsored or supervised activities will be forwarded to local law enforcement authorities. Student discipline on campus is the responsibility of the Office of the Vice President of Teaching, Learning, and Student Success and the Student Conduct Committee. The student has the right to appeal all decisions of the student conduct committee to the President. The President’s decision is final.
Academic Standards of Progress for Financial Aid Recipients

Students applying for participation in financial aid programs at Nicolet College are assumed to have the academic qualifications necessary for participation at the time the first application is submitted. Students also must have a declared academic program major to be considered for financial aid. A student will remain academically eligible for participation in financial aid programs at Nicolet College as long as these requirements are fulfilled. Students must complete a minimum of sixty-seven percent (67%) of all credits attempted with a cumulative grade point average (GPA) of at least 2.0 (C average). A cumulative GPA of 2.00 is required at the end of the second year. Students enrolled in remedial courses as part of their program must receive a satisfactory grade in all remedial courses.

Students must complete their academic program within 150% of the program length. Student financial aid will be provided to complete one degree or diploma. Students wishing to obtain a second degree must appeal to the Financial Aid Advisory Committee. (Enrollment in two degree/diploma programs at the same time is exempt.) Audited and test out courses are not eligible for funding, students who change a course to audit status or test out of a course will not receive credit for financial aid purposes.

A student who has not met the academic requirements remains eligible on a warning basis for participation in financial aid programs for one more semester. Students funded on a warning basis must submit their grades to the Financial Aid Office prior to the next semester fee deadline date. If the student does not meet the eligibility requirements for a second consecutive semester, participation in financial aid programs is discontinued unless there is an appeal approved through the Financial Aid Advisory Committee or the student has successfully maintained satisfactory academic progress without financial aid funding. Regardless of the status of eligibility for participation in financial aid programs, students may continue to enroll at Nicolet College.

Requests for an appeal should be made to the Financial Aid Office as soon as grades are received. Decisions made by The Financial Aid Advisory Committee are final. The appeal meeting dates are as follows:

- Second Friday in May
- Second Friday in June
- Second Friday in July
- Second Friday in August
- Second Friday in December
- Second Friday in January

For more detailed information, please visit nicoletcollege.edu

Rights Under the Family Educational Rights and Privacy Act (FERPA)

Nicolet College policy on privacy of records and releasing of information follows the directives outlined in the Family Educational Rights and Privacy Act (FERPA), the federal law governing the protection of educational records. Registered students will be notified of this policy on an annual basis.

Personally identifiable information will not be released from an education record without the prior, written consent of the student unless an exception has been granted by FERPA (see exception section below).

FERPA affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access. Students should present to the Registrar signed, written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. At the time of viewing, the student will present some form of picture identification, such as a valid driver’s license, before being allowed to view the record.

2. The right to request the amendment of the student’s education records that the student believes are inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to grieve the decision through the College Complaint and Grievance Process. Information on the grievance process can be obtained at the Human Resource Office.

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent (see section on exceptions below).

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures of the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

   Family Policy Compliance Office
   U.S. Department of Education
   600 Independence Avenue, SW
   Washington, D.C. 20202-4605
Chapter 4  Student Rights and Responsibilities

Exceptions Under FERPA

Under certain conditions, as authorized by FERPA, information can be released without student consent. They are:

1. Directory Information: The use of the term Directory Information does not imply that the College actually has a document containing Student Directory Information, or that the College has any obligation to produce such a document. The term Directory Information is a legal term applying to that information that the College can release, without student consent, to any third party.

2. The College has defined Directory Information as the following:
   - Student Name
   - Full-time or part-time status
   - Major field of study
   - Dates of attendance
   - Degrees, honors, and awards received
   - Photos and videos of students for use in College news releases, publications, and websites
   - Nicolet College assigned student email accounts

   Students have the right to restrict the disclosure of Directory Information at any time. To restrict the disclosure of Directory Information, a student may file a written request with the Registrar’s Office in the Welcome Center. This request to restrict disclosure of Directory Information will be honored until such time as the student notifies the Registrar, in writing, to the contrary.

3. U.S. Military: According to federal law, the College must release to the U.S. Armed Forces student name, address, phone number, date of birth, and field of study.

4. Authorized Federal, State, and Local Authorities: Student authorization is not required for disclosure to an authorized representative of the following individuals or entities:
   - The Comptroller General of the United States
   - The Secretary of the U.S. Department of Education
   - State educational authorities
   - Any party legitimately connected with a student’s application for, or receipt of, financial aid
   - Accrediting organizations
   - Agencies involving an audit or evaluation of compliance with education programs
   - Organizations conducting studies for or on behalf of educational institutions

5. Other Institutions: Information can be released to other schools to which a student seeks or intends to enroll.

6. Emergency Situations: Information can be released to law enforcement personnel, emergency personnel, and College officials in an emergency in order to protect the health or safety of students or other persons.

7. Legitimate Educational Interest: Officials of the College who are determined by the College to have a legitimate educational interest may have access to student records without obtaining consent from the student. Officials of the College are defined as:
   - Persons employed by the school in an administrative, supervisory, academic, research, or support staff position
   - Persons serving on school governing bodies, and persons employed by or under contract to the College to perform a specific task, such as an attorney or auditor

   An official has a legitimate educational interest if they need to:
   - Perform duties specified in their job description or under terms of contractual agreement
   - Provide campus services related to a student, such as advising, financial aid, and counseling
   - Conduct tasks related to a student’s education or campus discipline

8. Judicial Order: Information must be released to comply with a judicial order or lawfully issued subpoena. However, the College will make a reasonable effort to notify the student of the order or subpoena in advance of compliance, so that the student may seek protective action. However, if the court (or other issuing agency) has ordered that the existence or the contents of the subpoena or judicial order not be disclosed, the College will comply and notification to the student will be withheld.

9. Grievance Hearing: Information about a student or students involved in a grievance investigation or grievance hearing may be released to members of the grievance committee, including any students assigned to that committee, if such information is germane to the investigation or hearing.

10. Disciplinary Hearing: The results of a disciplinary hearing may be released to an alleged victim of a crime of violence without the permission of the accused.

11. Nicolet College Foundation: Student names and addresses may be released to the Nicolet College Foundation for foundation-related activities. The Foundation is considered part of the College and will hold such information confidential, using the information only in specific activities intended to aid and support the College. Release of such information to the Foundation will be made only with the approval of the College President or his/her designee.

12. U.S. Patriot Act: The College must release, without consent or knowledge of the student, personally identifiable information from a student’s education record to the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes specified in sections 233b (g)(5)(B) and 2331 of Title 18, U.S. Code.

13. Written Release: Personnel employed by the College who have consent in the form of a written release of information, signed by the student, may disclose student information to appropriate outside agencies or persons.

   Note: A record of disclosure will be maintained within a student’s file indicating when information has been released from that file and to whom.

   Note: A fee may be assessed for the copying of all or a portion of a student record.

Social Security Number

Social security numbers are used for identifying student records for internal record keeping only. A student’s failure to furnish this number may delay processing. Social Security numbers are not disclosed to outside agencies other than those required by the state or federal government.

Graduate Follow-up Information

Under federally-mandated Student Right-To-Know legislation, Nicolet College makes available to all current and prospective students information on graduate statistics by program. These statistics are available on the College’s website or from the Dean of Business and Institutional Effectiveness 715-365-4537.
Discrimination and Harassment

Nicolet Area Technical College prohibits discrimination and harassment and complies with all requirements of federal and state discrimination laws. If a student feels he/she has been discriminated against or harassed as outlined in Policy 009 “Prohibition Against Discrimination” or Policy 005 “Harassment”, he/she should follow the procedures in Policy 011 “Discrimination Complaint Resolution.” If a student has a question or concern regarding any of the above policies, he/she should contact the Director of Human Resources, Human Resources Department, Nicolet Area Technical College, PO Box 518, Rhinelander, WI 54501. Phone: 715-365-4449.

Nicolet College does not tolerate harassment by its employees, its students, or by community members. Staff members who engage in harassment will be subject to corrective disciplinary action, up to and including termination. Students who engage in harassment are subject to the Student Code of Conduct and will face disciplinary action up to and including being expelled from the institution. Community members engaging in harassment will be turned over to either the Oneida County Sheriff Department or the Minocqua Police Department.

Harassment is defined as unwanted attention, either verbal or physical, that interferes with an individual’s work/school performance or creates an intimidating, hostile, or offensive work or learning environment. Sexual harassment is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive work or learning environment. If you are a victim of harassment, notify the Human Resources Office, or the Office of the Vice President Teaching, Learning, and Student Success immediately.

Student Grievances Unrelated to Discrimination

As outlined in Policy 108 “Student Complaints and Grievances”, students have the right to contest a policy or practice of the College or College staff that is considered improper or unfair, or where there has been deviation from or misinterpretation or misapplication of a practice or policy unrelated to discrimination. The “Complaint and Grievance Procedure for Nicolet College Students” is available to students in the Human Resources Office and on the College website. Students should be aware of the timelines associated with the grievance procedure.

Hold for Indebtedness

Records and registration are withheld for students who fail to meet financial obligations that are levied by recognized College offices. Conflicting opinions concerning outstanding indebtedness will be handled through the grievance procedure.

Parking

Nicolet College provides free parking to students, staff, and visitors. Students are expected to honor all campus parking regulations. Parking in No Parking or undesignated areas on campus will not be tolerated, and persons parking in those non-designated areas will be ticketed. No cars are to be left parked overnight in the campus lots unless prior arrangements have been made with the Facilities Department. Vehicles found to be in violation of overnight parking and/or parked in areas that obstruct traffic and/or cause a potential hazard will be subject to ticketing and towing (at owner’s expense). Offenders who do not pay their parking tickets within three weeks will have a Hold for Indebtedness placed on their records and will not be allowed to register for future classes until the Hold is cleared.

Handicapped parking is clearly marked and reserved for individuals with a state disability permit or with a temporary disability permit issued from the Campus Safety and Security Department located in the Northwoods Center; the department can also be reached at 715-365-4420.

Carpooling is encouraged, and there are several parking spots reserved for carpooling. Individuals wishing to take advantage of this option must obtain a carpooling sticker each semester (including summer) from the Campus Safety and Security Department. There is no cost for the issuance of the stickers. Students will be given preference for the issuance of any carpooling stickers. Individuals must be actively carpooling in order to use those preferred parking locations (violators will be ticketed and subject to having their carpooling privileges revoked).

If you wish to grieve a parking violation, please contact the Safety and Security Department at 715-365-4420. All parking related fines paid will be given to the Nicolet College Foundation.

Children on Campus

Nicolet College supports a safe and positive educational environment. Therefore, it is the policy of Nicolet that children under the age of 16 shall not be left unattended in any of Nicolet’s facilities (including parking lots and the immediate surrounding areas). Parents need to make adequate arrangements for the care of their children. Exceptions to this policy may be made for children who are here for legitimate purposes and who are not being disruptive. Nicolet staff members are responsible for enforcement of this policy. Staff members who are unsuccessful in dealing with a problem should contact their supervisors. The Vice President will be called to deal with enforcement when ongoing or serious problems occur.

In order to preserve the integrity of the educational environment, students may not bring children to classes, labs, or shops except when the children are part of the instructional activities. Children are defined as persons under the age of 18 not enrolled in Nicolet classes or programs. Individual instructors may make exceptions for emergencies with the consent of all students in the class.

Student Religious Beliefs

Nicolet College recognizes the need to reasonably accommodate a student’s sincerely held religious beliefs with regard to examinations and other academic requirements. It is the responsibility of all Nicolet employees to be sensitive to and accommodate the religious beliefs of students. The Vice President of Teaching, Learning, and Student Success will be responsible for notifying all students, parents or guardians of minor students, and instructors of the existence of this policy. New students will be notified of this policy by information in the Nicolet College catalog or on the Nicolet College website. Students must notify instructors of a potential conflict with scheduling an examination or other academic requirement with their sincerely held religious beliefs at least five (5) days in advance of anticipated absence by sending or handing an instructor a confidential letter outlining the potential conflict. Instructors who receive such information regarding potential conflicts shall permit a student to make up an examination and/or other academic requirement at a different time or by alternate means without any prejudicial effect upon the student. The student must fulfill the missed academic requirement within thirty (30) days of the date which the potential conflict with sincerely held religious beliefs occurred.
Chapter 5
Campus Safety and Security

Emergency Reporting Procedures

IN THE EVENT OF AN EMERGENCY - CALL 911 IMMEDIATELY

An emergency situation can be defined as any event that may pose a significant threat to the life, safety, or health of students and/or staff. After contacting authorities, call or contact any Nicolet staff member, then if the situation allows, call the Emergency Response Team at 715-365-4999. Students should follow the directions of Nicolet staff and law enforcement personnel during an emergency.

Crime Reporting Procedures

IN THE EVENT OF AN EMERGENCY - CALL 911 IMMEDIATELY

The Executive Dean of Economic Development and Security will act as the liaison with all law enforcement agencies. The primary way of reporting (non-emergency) criminal action is to notify the Safety and Security Department at 715-365-4420. The after-hours number for the Safety and Security Department is 715-490-0240. If you are unable to reach a member of the Safety and Security Department you can also report all criminal activities to a member of the Emergency Response Team at 715-365-4999.

At the Rhinelander Campus, Facilities personnel patrol the grounds all days and hours the campus is open. Additionally, security officers patrol the campus Monday – Thursday during fall and spring semesters.

Confidential Reporting of Crimes

If you feel you would be placing yourself at risk by identifying yourself when reporting a crime, you may do so anonymously. If you wish to remain anonymous, you may call the Office of Campus Safety and Security at 715-365-4420 or the Emergency Response Team at 715-365-4999 and report the crime without revealing your identity. With such information, the College can take steps to ensure the future safety of yourself and others. Reports such as this will be counted and disclosed in the annual crime statistics of the institution.

Security and Access to Campus Facilities

Nicolet encourages the prompt reporting of all crimes or suspicious behavior to appropriate College officials. College officials, when deemed appropriate, will involve local law enforcement agencies as soon as the information is known. Prompt crime reporting and the reporting of suspicious behavior will better enable local law enforcement officials to remedy the situation.

The Oneida County Sheriff Department has primary jurisdiction of the Rhinelander Campus. The Sheriff Department can be reached by calling 911 for emergencies or 715-361-5100 for non-emergencies. At the Lakeland Outreach Center, the Minocqua Police Department has primary jurisdiction and can be reached by calling 911 for emergencies or 715-356-3234 for non-emergencies.

Most campus buildings and facilities on the Rhinelander Campus and at the Lakeland Outreach Center are accessible to members of the campus community, including guests and visitors, during normal hours of business, Monday through Friday, and for limited designated hours on weekends (this excludes most holidays). Students, staff, and community visitors should be aware the campus grounds are open to vehicular and pedestrian access 24 hours a day, seven days a week, even when campus buildings are closed and locked. Although the Oneida County Sheriff and the Minocqua Police Departments do periodically patrol the campus and Lakeland Outreach Center, security cannot be provided at all times.

Timely Warning of Potential Threats

In the event that a situation arises, either on or off campus, that, in the judgment of the President and/or members of the Emergency Response Team, constitutes an ongoing or continuing threat to personal safety, a campus-wide timely warning will be issued. The warning will be issued through the College email system to students and staff. If appropriate, warnings will be communicated via our CISCO Informacast system.

Depending on the particular circumstances of the crime or incident, the College may use local radio and television stations to transmit a warning. In situations that could pose an immediate physical threat to members of the campus community, the Emergency Response Team may also post hard copy notices in campus buildings.

Crime Prevention

It is the philosophy of the College that crime prevention is preferable to reaction after the fact. A primary vehicle for accomplishing this goal is the diligence of students and staff. Crime prevention is based upon the dual concepts of eliminating or minimizing criminal opportunities whenever possible, and encouraging students and staff to be responsible for their own security and the security of others.

The following campus crime prevention tactics may reduce a student or staff member’s risk of becoming a victim:

1. Walk on established and maintained walkways. At night, walk on those walkways that are well lighted.
2. Lock your vehicle. At night, park as close to your building and under or near street lamps as space allows.
3. At dark, walk with a friend or in a group. Avoid darker areas and try to avoid walking between vehicles to get to your intended destination.
4. Place anything of value left in your vehicle out of sight (under a seat or locked in a trunk).
5. Never leave purses, coats, or other items of value unattended in the classroom, library, or other study or student areas.
6. Promptly report any suspicious behavior you observe to the Campus Safety and Security Department at 715-365-4420, College Staff member, or the Emergency Response Team at 715-365-4999.
7. Locate and become familiar with the outdoor emergency telephones at various locations on campus.

Crime Prevention Programs Offered

Specific crime prevention programs and efforts include:

1. Crime prevention information is presented during New Student Orientation
2. Faculty and safety surveys are routinely performed to judge exterior lighting, doors, and the safety of the grounds.
3. Identification of all school equipment—tagged and assigned an inventory number.
Crime Prevention Programs cont.

4. Safety and Security topics are frequently posted on Kiosks, all staff and student e-mails, and paper postings at strategic locations throughout campus.

5. Distribution of the College Resource Guide document emailed to all students annually and the inclusion of the Campus Security Policy in the College catalog, on the College website.

Possession, Use, and Sale of Alcohol and Illegal Drugs

Nicolet prohibits the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, including but not limited to alcohol, prescription, and illicit drugs on any College campus or other instructional facility; or while participating in officially sponsored College events off premise. Violations of this policy will result in appropriate disciplinary action up to and including: (a) expulsion of students in accordance with applicable civil, state, and federal law, and in accordance with the Nicolet College Student Code of Conduct, and (b) termination of employment from Nicolet in accordance with applicable Board policy, master contract provisions, civil, state, and federal law.

Information on alcohol and drug addiction treatment centers and clinics can be obtained from the Welcome Center. This information can also be obtained from the College Resource Guide available from the Safety and Security.

Restraining Order

If a student has a restraining order against another individual that includes as part of the restriction area the Nicolet College campus, branch campuses, or other facilities used by the College for educational purposes or activities, he/she must report that fact and provide a copy of the order to the Safety and Security Department at 715-365-4420.

Reporting a Sexual Assault

If you are sexually assaulted on either of the College campuses, report this crime immediately by calling 911. If you are not comfortable with calling the police, there are 24-hour crisis hotlines available to call. The numbers in this area are 800-236-1222 or 715-362-6800. Regardless of whether you report the crime directly to law enforcement authorities or contact the crisis line, make sure you preserve as much evidence of the crime as you can. Do not shower, change clothes, or wash away any evidence. Although difficult, you need to allow law enforcement authorities to gather as much physical evidence from your person as possible. This will greatly aid in the arrest and conviction of the perpetrator.

As soon as possible, please report the assault to the Emergency Response Team at 715-365-4999 so the College authorities may take action against the perpetrators or issue a warning to the rest of the campus population if the perpetrator remains at large. You are also encouraged to seek help from the agencies listed below for follow-up counseling and support. If needed, the College will assist a student victim with changes in her/his academic schedule if desired and if possible.

Alleged sex offenders on College premises will be subject to the Student Code of Conduct and disciplinary action. The accuser and the accused will be informed of the outcome of any institutional disciplinary action taken. Sanctions which may be imposed if the accused is found to be in violation of the Student Code of Conduct could include suspension or expulsion from the College. Sanctions may be imposed for these violations whether not criminal or civil sanctions are pursued. All decisions made by the Student Conduct Committee can be appealed through the formal College Complaint and Grievance Procedure.

Sexual Assault Victim Information

The following organizations can be contacted for help if you are the victim of a sexual assault.

Oneida County

Tri-County Council on Domestic Violence and Sexual Assault
Sexual assault victim advocacy 800-236-1222
- 24-hour crisis hotline
- Legal advocacy

St. Mary’s Hospital 715-631-2100
- Sexual assault nurse examiner (SANE) program

Howard Young Medical Center 715-365-8000
- Sexual assault nurse examiner (SANE) program
- Oneida County Health Dept. (Reproduction Health Clinic)
- STD screening, treatment, education
- HIV counseling and testing
- Emergency contraception

Forest County

Tri-County Council on Domestic Violence and Sexual Assault
800-236-1222
- Sexual assault victim advocacy
- 24-hour crisis hotline
- Legal advocacy

Forest County Potawatomi Health and Wellness Center
715-478-4300
- Sexual assault nurse examiner (SANE) program
- Forest County Potawatomi Domestic Violence program
- Sexual assault advocacy

Vilas County

Tri-County Council on Domestic Violence and Sexual Assault
800-236-1222
- Sexual assault victim advocacy
- 24-hour crisis hotline
- Legal advocacy

Eagle River Memorial Hospital 715-479-7411
- Sexual assault nurse examiner (SANE) program

Lincoln County

The Haven – Lincoln County Domestic Violence Shelter
715-536-1300
- Sexual assault victim advocacy
- 24-hour crisis hotline
- Legal advocacy
Sexual Assault Prevention
Nicolet College does not offer specific training in preventing sexual assault other than to offer the following guidelines. Additional information can be obtained from the agencies listed on page 26. Information can also be found through The Wisconsin Coalition against Sexual Assault at http://www.wcasa.

Please keep in mind that nearly 7 in 10 (70%) of sexual assault victims know their attacker. It is reported that drugs and alcohol are an important influencing factor in non-stranger (date/acquaintance) rape.

Risk Reduction: Increasing Your Personal Safety
- Park/walk in well-lighted areas and follow the other pertinent crime prevention strategies listed under Crime Prevention above.
- Trust your instincts: If the situation feels uncomfortable, leave immediately.
- Be assertive. Expect respect.
- Stay sober and be aware of date-rape drugs: don’t leave your drink unattended.
- Do not accept food or drinks that are opened or not directly from the server.
- Be cautious when inviting someone into your home or going to someone else’s home.
- Use a buddy system: always make sure that someone else knows who you are with, where you will be, and when you are expected to return.
- Carry a cellphone and/or have money available for a phone call or transportation to get away if necessary.

Sex Offender Information
In 1997, the State of Wisconsin enacted the Sex Offender Registration and Community Notification Law. The law was created to monitor and track people convicted of sex crimes and to provide access to this information for police, victims, and the general public. Information on registered sex offenders since 1995 in this state can be obtained on the web at offender.doc.state.wi.us/public.home.jsp or you may call 608-240-5830 between 7:45 am - 4:30 pm, Monday - Friday.

Stalking Laws
What is stalking? In Wisconsin, a person stalks a victim when he or she engages in a course of conduct that causes the victim to experience serious emotional distress or to fear bodily injury or death of her/himself, to a family member, or to a member of his/her household. If the stalker knew or should have known that at least one of the stalking acts would cause the victim to experience this distress or fear, the stalker may be charged. In most instances, a course of conduct means two or more acts carried out over any period of time. However, if a person had previously been convicted of a domestic abuse offense or a sexual assault offense against the same victim, the person may be charged with stalking after one stalking act against the victim. Stalking acts include but are not limited to:
- Maintaining a visual or physical proximity to the victim.
- Approaching or confronting the victim.
- Appearing at the victim’s workplace or contacting coworkers or employers of the victim.
- Appearing at the victim’s home or contacting the victim’s neighbors.
- Entering property owned, leased, or occupied by the victim.
- Contacting the victim by telephone repeatedly or continuously causing the victim’s (or another’s) telephone to ring, whether or not a conversation ensues.
- Photographing, videotaping, audiotaping, or, by other electronics means, monitoring/recording the victim’s activities, regardless of where the monitoring takes place.
- Sending material by any means, including via the Internet, to the victim or to the victim’s family, member of the victim’s household, employer, coworker, or friend in order to obtain information about, disseminate information about, or communicate with the victim.
- Placing an object on or delivering an object to property owned, leased, or occupied by the victim.
- Delivering objects to certain others with the intent of delivery to the victim or placing objects on property owned, leased, or occupied by certain others with intent that it be delivered to the victim.

If you believe you are being stalked by someone on any of our locations, notify the Campus Safety and Security Department at 715-365-4420 or the Emergency Response Team at 715-365-4999 immediately. If this action is taking place off campus, it is strongly suggested you involve the police immediately.

If you have been a victim of stalking and have a restraining order against another individual, bring this to attention of the Campus Safety and Security Department at 715-365-4420. This is especially important if the person who is object of the restraining order is a student or staff member at the College.

Annual Disclosure of Crime Statistics
Nicolet College complies with the Jeanne Clery Disclosure Act and prepares an annual report of crimes that have occurred on campus. Those statistics can be found on the Nicolet College website, obtained from the Office of the Executive Dean of Economic Development and Security, and each year all enrolled students receive the report in the campus Resource Guide brochure which is mailed directly to them. Campus crime, arrest, and referral statistics include those reported to the Oneida County Sheriff Department, the Minocqua Police Department, and to College officials. A copy of this report can be obtained from the Office of the Executive Director of Campus Safety and Security.

Counseling staff on campus inform their clients of the procedure to report crime to the College on a voluntary or confidential basis, should they feel it is in the best interest of the client. A procedure is in place to anonymously report and capture crime statistics (see section on Confidential Reporting of Crimes above).

Behavioral Intervention Team
The College has a Behavioral Intervention Team (BIT) which is designed to provide a collaborative, cross-functional approach to assessing and responding to individuals who might pose a threat to themself or others. You are encouraged to contact the BIT to report any behaviors of concern such as individuals who are depressed, making inappropriate comments or threats, or exhibiting disruptive behavior. You can remain anonymous when making any reports. If the situation you are concerned about needs immediate attention contact 911 or the Emergency Response Team 715-365-4999. In non-emergency situations, contact the BIT by calling 715-365-4932 or send an email message to BITMail@nicoletcollege.edu.
**Chapter 6**  
**Educational Offerings**  
**University Transfer Liberal Arts**

**Associate of Arts and Associate of Science Degrees**

The University Transfer Liberal Arts Program provides a foundation for success to students who intend to continue their education at a baccalaureate degree granting college or university by offering liberal arts courses equal to those found in the first two years of a four year degree. Students who complete an Associate of Arts or Associate of Science degree often have the benefit of a degree-to-degree transfer, where universities grant junior status and automatically waive specific lower division requirements, such as general degree requirements, regardless of individual courses taken at Nicolet. For students who do not intend to pursue a baccalaureate degree, these degrees signify achievement of diverse skills and knowledge that are valued in today’s work environments. The breadth and depth of the courses introduce students to a full range of communications, humanities, sciences, mathematics, and social sciences. The Associate of Arts and Associate of Science degrees include courses that enhance students’ fundamental knowledge of the forces that have shaped and continue to direct our cultural identity. Courses are designed to encourage students to think critically about complex subjects and present their conclusions coherently and precisely. Associate of Arts and Associate of Science degrees are designed for students who want a broad general education, whether or not they intend to complete a baccalaureate degree. Graduates of the program have acquired skills and knowledge that are valuable in today’s world.

**Program Outcomes**

1. Employ effective verbal and nonverbal communication skills in diverse professional and social contexts.
2. Demonstrate quantitative reasoning skills at the appropriate undergraduate level.
3. Demonstrate critical thinking skills at the appropriate undergraduate level.
4. Demonstrate effective use of scientific method skills in a variety of contexts at the appropriate undergraduate level.
5. Demonstrate an understanding of the social, cultural, political, and historical dimensions of our world at the appropriate undergraduate level.
6. Demonstrate a heightened awareness of our physical, chemical, and biological environment at the appropriate undergraduate level.
7. Demonstrate an increased responsibility for self-directed learning and personal wellness.

| I. English | ASSOCIATE OF ARTS  
concentration on social sciences and humanities | ASSOCIATE OF SCIENCE  
emphasis on science and mathematics | ASSOCIATE OF SCIENCE with  
Natural Resources Emphasis  
concentration on environmental science, natural resources, and earth science |
<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>COMM</td>
<td>6 credits</td>
<td>9 credits</td>
<td>9 credits</td>
</tr>
</tbody>
</table>
| II. Speech | English Composition I and English Composition 2 | Fundamentals of Speech | Environmental Ethics  
Courses in at least 2 disciplines:  
art, world language, history,  
journalism, literature, music,  
philosophy, theatre/film |
| III. Humanities | 15 credits | 9 credits | 9 credits |
| HU | 3 credits in literature  
3 credits in at least 2 disciplines:  
art, world language, history,  
journalism, literature, music,  
philosophy, theatre/film | Courses in at least 2 disciplines:  
art, world language, history,  
journalism, literature, music,  
philosophy, theatre/film | Environmental Ethics  
Courses in at least 2 disciplines:  
art, world language, history,  
journalism, literature, music,  
philosophy, theatre/film |
| IV. Mathematics | 3-4 credits Math*  
Intermediate Algebra or higher | 20-25 credits | 24 credits |
| MATH | 7-8 credits Natural Science*  
1 lab science:  
biology, chemistry, geography  
(selected courses), geology, physics  
*Mathematics and Natural Science:  
11 credits minimum | College Algebra or higher  
2 lab sciences:  
biology, chemistry, geography  
(selected courses), geology, physics | College Algebra or higher  
Required Science Courses  
General Ecology  
Intro to Soil & Water Resources;  
Intro to Forestry, Fisheries, & Wildlife;  
Environmental Science  
Plus 5 credits from:  
General Botany, General Zoology,  
College Chemistry I, or College Chemistry II |
| V. Natural Science | 15 credits | 9 credits | 9 credits |
| SCI | Courses in at least 3 disciplines:  
anthropology, economics, geography,  
history, political science, psychology, sociology | Courses in at least 2 disciplines:  
anthropology, economics, geography  
(selected courses), history,  
political science, psychology, sociology |
| VI. Social Science | 2 credits | | |
| SOCSCI | | | |
| VII. Health/Wellness | 3 college level credits | | |
| PHYED | Physical Education | | |
| VIII. Diversity & Ethnic Studies | | | |
| May also count toward Humanities requirements. Not in addition to 64 credits required for degree. | | |
| IX. World Language | 4 college level credits | | |
| HU | May be met with 1 year from high school or 1 semester in college.  
College level courses may also count toward Humanities requirements. Not in addition to 64 credits required for degree. | | |
| Electives | 12 credit | 12-15 credits | 11 credits |
| | | | Suggested: General Botany,  
General Zoology, College Chemistry I,  
College Chemistry II |
| | | | Any University Transfer course beyond minimum requirements. 1 credit of Health/Wellness may be selected.  
Maximum 12 credits from 2-year occupational/applied associate degree programs may be used. See advisor for details. |

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Page 28  
800.544.3039
I. English Communication  COMM
20-801-219 English Composition I
20-801-221 English Composition II
20-801-227 Creative Writing
20-801-228 Advanced Creative Writing
20-810-201 Fundamentals of Speech

II. Speech  COMM
20-810-201 Fundamentals of Speech

III. Humanities  HU
A. Art
20-815-201 Art Appreciation
20-815-205 Drawing
20-815-209 Design
20-815-210 Life Drawing
20-815-211 Three Dimensional Art
20-815-213 Painting
20-815-215 Watercolor
20-815-217 Sculpture
20-815-221 Ceramics
20-815-226 Survey of Western Art History I
20-815-227 Survey of Western Art History II
20-815-230 Native American Art
20-815-240 Basic Photography
20-815-245 Intermediate Drawing
20-815-250 Intermediate Design
20-815-255 Intermediate Painting
20-815-265 Intermediate Ceramics
20-815-270 Graphic Design Portfolio
20-815-275 Computer Graphics
20-815-276 Advanced Computer Graphics
20-815-281 Graphic Design
20-815-282 Web Page Design
20-815-283 Typography
20-815-284 Introduction to Digital Media
20-815-285 Interactive Multimedia
20-815-299 Special Projects: Art

B. World Language
20-802-217 Spanish I
20-802-221 Spanish II
20-802-230 Spanish III
20-802-231 Spanish IV
20-802-235 Spanish: Writing & Grammar

C. History (May be taken as Humanities or Social Science)
20-803-215 History Amer. People to 1877
20-803-219 History Amer. People from 1877
20-803-225 The Americas
20-803-227 American Government
20-803-240 History of Ethnic America
20-803-256 Modern Asian History
20-803-257 U.S. Civil Rights Movement
20-803-258 World History to 1500
20-803-259 World History since 1500
20-803-260 Topics in History

D. Journalism
20-801-230 Introduction to Journalism

E. Literature
20-801-231 English Literature I
20-801-233 Children’s Literature
20-801-235 English Literature II
20-801-239 American Literature II
20-801-243 American Literature I
20-801-248 Topics in Literature
20-801-24801 Environmental Literature
20-801-24802 Gothic Literature
20-801-24803 The Graphic Novel
20-801-24804 Creative Non-Fiction
20-801-24805 Native American Literature
20-801-255 Introduction to Literature

F. Music
20-805-201 Music Appreciation
20-805-205 Music Theory I
20-805-209 Music Theory II
20-805-210 Basic Music Theory
20-805-215 20th Century American Music
20-805-280 Topics in Music
20-805-28001 Music In Film
20-805-285 Applied Topics in Music

G. Philosophy
20-809-217 Introduction to Philosophy
20-809-220 Topics in Philosophy
20-809-22002 Intro to World Religions
20-809-225 Ethics
20-809-226 Environmental Ethics
20-809-241 Contemporary Philosophy

H. Theatre/Film
20-810-207 Introduction to Theatre
20-810-204 Motion Picture Appreciation
20-810-213 Fundamentals of Acting
20-810-225 Topics in Speech/Theatre
20-810-22501 Diversity in Film Spectator
20-810-209 Theatre Practicum

IV. Mathematics  MATH
20-804-210 Intro to Computers & Their Use
20-804-220 Intermediate Algebra
20-804-224 College Algebra
20-804-227 Elementary Math Education I
20-804-228 Plane Trigonometry
20-804-230 Statistics
20-804-236 Calculus & Analytic Geometry I
20-804-237 Elementary Math Education II
20-804-240 Calculus & Analytic Geometry II
20-804-241 Calculus & Analytic Geometry III
20-804-250 Quantitative Reasoning
20-804-290 Topics in Mathematics

V. Science  SCI
A. Biology
20-806-201 Principles of Biology
20-806-205 Topics in Human Biology
20-806-209 General Botany
20-806-210 General Ecology
20-806-211 Intro to Soil & Water Resources
20-806-213 General Zoology
20-806-215 Environmental Science
20-806-222 Intro Forestry Fisheries Wildlife

B. Chemistry
20-806-240 Survey of Chemistry
20-806-241 Introductory Chemistry
20-806-242 Environmental Chemistry
20-806-245 College Chemistry I
20-806-249 College Chemistry II
20-806-257 Organic Chemistry I
20-806-258 Organic Chemistry II
20-806-265 Survey of Organic Chemistry

C. Geography
20-806-207 Physical Geog-Landforms
20-806-208 Physical Geog-Weather & Climate
20-806-212 Geographic Information Systems
20-806-21201 GIS A
20-806-21202 GIS B
20-806-21203 GIS C

D. Geology
20-806-230 Physical Geology
20-806-231 Historical Geology
20-806-235 Topics in Geology

E. Physics
20-806-271 Survey of Physics I
20-806-273 Survey of Physics II
20-806-276 College Physics I
20-806-280 College Physics II
20-806-286 College Physics I-Calc Based
20-806-287 College Physics II-Calc Based

VI. Social Sciences  SOCSCI
A. Anthropology
20-809-283 Cultural Anthropology

B. Economics
20-809-287 Principles of Macroeconomics
20-809-288 Topics in Economics
20-809-28801 History of Economic Thought
20-809-291 Principles of Microeconomics

C. Geography
20-809-210 Topics in Geography
20-809-212 Wisconsin
20-809-215 World Regional Geography
20-809-216 Human/Cultural Geography

D. History
See III. Humanities, C. for course

E. Political Science
20-803-227 American Government

F. Psychology
20-809-232 Abnormal Psychology
20-809-245 Human Sexuality
20-809-251 Introduction to Psychology
20-809-254 Educational Psychology
20-809-255 Child Psychology
20-809-259 Psych of Human Adjustment
20-809-263 Social Psychology
20-809-265 Topics in Psychology
20-809-26501 Diversity in Film Spectatorship

G. Sociology
20-809-209 Sociology of Religion
20-809-271 Introductory Sociology
20-809-272 Valuing Diversity
20-809-275 Marriage and Family
20-809-278 Topics in Sociology
20-809-279 Social Problems
20-809-250 Living with Death

VII. Health / Physical Education  PHYED
20-807-201 Fitness for Life
20-807-205 Topics in Health & Physical Ed.
20-807-20502 Self Defense for Women
20-807-210 Health Education
20-807-213 First Aid and CPR
20-807-221 Canoeing
20-807-234 Fitness and Weight Control
20-807-235 Strength Training
20-807-251 Sea Kayaking, Beginning
20-807-280 Challenge/Ropes Course

VIII. Diversity & Ethnic Studies
Any course marked with ●. Courses that meet this requirement may also count toward degree requirements in Science, Humanities, or Social Science. These credits are not in addition to the 64 credits required for the degree.

IX. World Language
See III. Humanities, B. for course list
# Credit Transfer

## University Transfer Liberal Arts Degrees

Transfer individual courses or a completed degree to ANY major toward general education requirements.

### Use the transfer agreements to receive junior status or have general education requirements waived

<table>
<thead>
<tr>
<th>University</th>
<th>Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UW Madison</strong></td>
<td><strong>Guaranteed Transfer Contract</strong> Available for all majors, guarantees admission &amp; credit transfer. Must declare intent prior to completing 30 Nicolet credits. Must complete at least 54 credits of specific courses from Nicolet with 3.0 GPA. <strong>Transfer Connections Program</strong> Transfer Nicolet Credits - Dual admission for 1st yr (freshmen) Transfer up to 72 credits to satisfy some or all general education requirements.</td>
</tr>
<tr>
<td><strong>UW Green Bay</strong></td>
<td><strong>BA Interdisciplinary Studies</strong> Transfer Nicolet Credits - Emphasis of choice Rhinelander, ONLINE &amp; Green Bay Transfer up to 72 credits or Nicolet’s Associate of Arts or Associate of Science degrees to satisfy university general education requirements. Added requirements such as foreign language and diversity can all be satisfied with specific Nicolet course selections. Additional courses may be needed for specific majors or licensure requirements.</td>
</tr>
<tr>
<td><strong>UW Milwaukee</strong></td>
<td><strong>Guaranteed Transfer Contract</strong> Available for all majors, guarantees admission &amp; credit transfer. Must declare intent prior to completing 30 Nicolet credits. Available to students who complete at least 54 credits of specific courses with 2.75 GPA. <strong>UWM Connections Program</strong> Transfer Nicolet Credits - Transfer as junior to: BA Law Studies ONLINE BA Political Science ONLINE BA Psychology ONLINE BA Sociology ONLINE BA Organizational Administration ONLINE BA Communications ONLINE BA Information Resources ONLINE Transfer up to 72 credits or Nicolet’s Associate of Arts or Associate of Science degrees to satisfy university general education requirements. Added requirements such as foreign language and diversity can all be satisfied with specific Nicolet course selections. Additional courses may be needed for specific majors or licensure requirements.</td>
</tr>
<tr>
<td><strong>UW Superior</strong></td>
<td><strong>BA Individually Designed Major</strong> ONLINE <strong>BS Elementary Education</strong> Mostly ONLINE <strong>BA Communicating Arts</strong> ONLINE <strong>BS Sustainable Management</strong> ONLINE Transfer Nicolet Credits - Transfer up to 72 credits or Nicolet’s Associate of Arts or Associate of Science degrees to satisfy university general education requirements. Added requirements such as foreign language and diversity can all be satisfied with specific Nicolet course selections. Additional courses may be needed for specific majors or licensure requirements.</td>
</tr>
<tr>
<td><strong>UW Eau Claire</strong></td>
<td><strong>BA Social Work</strong> (Associate of Arts) Transfer Nicolet Credits - Transfer up to 72 credits or Nicolet’s Associate of Arts or Associate of Science degrees to satisfy university general education requirements.</td>
</tr>
<tr>
<td><strong>UW Stevens Point</strong></td>
<td>Associate of Science Natural Resource emphasis graduates transfer as juniors to the College of Natural Resources and are eligible to attend Treehaven summer camp prior to transfer.</td>
</tr>
<tr>
<td><strong>UW Oshkosh</strong></td>
<td>Transfer Nicolet Credits - Transfer up to 72 credits to satisfy some/all general education requirements.</td>
</tr>
<tr>
<td><strong>Northland College</strong></td>
<td><strong>BA Management Leadership</strong> Transfer Nicolet Credits - University Transfer courses will transfer! See your advisor for details.</td>
</tr>
<tr>
<td><strong>UW La Crosse</strong></td>
<td><strong>BA Health Care Administration</strong> Transfer Nicolet Credits - University Transfer courses will transfer! See your advisor for details.</td>
</tr>
<tr>
<td><strong>UW Platteville</strong></td>
<td><strong>UW Stout</strong> <strong>UW Parkside</strong> <strong>UW River Falls</strong> <strong>UW Whitewater</strong></td>
</tr>
</tbody>
</table>
Applied Associate of Science Degrees

Students completing an Applied Associates of Science degree may take advantage of these credit transfer agreements.

<table>
<thead>
<tr>
<th>ANY Applied Associate Science degree</th>
<th>UW Green Bay</th>
<th>Interdisciplinary BAA Rhinelander, ONLINE &amp; Green Bay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Franklin University</td>
<td>Multiple programs ONLINE</td>
<td></td>
</tr>
<tr>
<td>Franklin University</td>
<td>Accounting ONLINE, Business Administration ONLINE Management ONLINE</td>
<td></td>
</tr>
<tr>
<td>MSOE</td>
<td>Management</td>
<td></td>
</tr>
<tr>
<td>Ottawa University</td>
<td>Will accept a maxium of 80 credits from WTCS* towards a bachelor of Arts degree</td>
<td></td>
</tr>
<tr>
<td>Silver Lake College</td>
<td>Management</td>
<td></td>
</tr>
<tr>
<td>Univ. of Upper Iowa</td>
<td>Accounting ONLINE</td>
<td></td>
</tr>
<tr>
<td>UW Platteville</td>
<td>Business Administration</td>
<td></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Franklin University</td>
<td>Applied Management ONLINE</td>
</tr>
<tr>
<td>MSOE</td>
<td>Management (2+2)</td>
<td></td>
</tr>
<tr>
<td>Business Management</td>
<td>Franklin University</td>
<td>Business Administration ONLINE Human Resources Mgmt ONLINE Management ONLINE Marketing ONLINE</td>
</tr>
<tr>
<td>MSOE</td>
<td>Management</td>
<td></td>
</tr>
<tr>
<td>Northland College</td>
<td>Management Leadership Health Care Administration</td>
<td></td>
</tr>
<tr>
<td>Univ. of Upper Iowa</td>
<td>Business Management ONLINE</td>
<td></td>
</tr>
<tr>
<td>UW Whitewater</td>
<td>Business &amp; Economics **</td>
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</tr>
<tr>
<td>CIS programs</td>
<td>Franklin University</td>
<td>Computer Science ONLINE Digital Communication ONLINE Information Technology ONLINE Management Info, Scl ONLINE</td>
</tr>
<tr>
<td>MSOE</td>
<td>Management</td>
<td></td>
</tr>
<tr>
<td>Univ. of Upper Iowa</td>
<td>Tech. &amp; Information Mgmt ONLINE</td>
<td></td>
</tr>
<tr>
<td>UW Platteville</td>
<td>Business Administration</td>
<td></td>
</tr>
<tr>
<td>UW Stout</td>
<td>Information Technology Mgmt. ** Information &amp; Communication Technologies ** ONLINE</td>
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</tr>
<tr>
<td>Criminal Justice - Law Enforcement</td>
<td>Franklin University</td>
<td>Public Safety Management ONLINE</td>
</tr>
<tr>
<td>Univ. of Upper Iowa</td>
<td>Criminal Justice ONLINE</td>
<td></td>
</tr>
<tr>
<td>UW Oshkosh</td>
<td>Human Services ONLINE</td>
<td></td>
</tr>
<tr>
<td>Viterbo University</td>
<td>Criminal Justice</td>
<td></td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>UW Stout</td>
<td>Hotel, Restaurant &amp; Tourism Management</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>Lakeland College</td>
<td>Early-Mid Childhood Ed (PK-6) **</td>
</tr>
<tr>
<td>Silver Lake College</td>
<td>PK-3</td>
<td></td>
</tr>
<tr>
<td>UW La Crosse</td>
<td>Middle Childhood **</td>
<td></td>
</tr>
<tr>
<td>UW Milwaukee</td>
<td>ECE ** ONLINE Community Education **</td>
<td></td>
</tr>
<tr>
<td>UW Oshkosh</td>
<td>PK-3-PK-6 **</td>
<td></td>
</tr>
<tr>
<td>UW Parkside</td>
<td>Community Ed PK-3 **</td>
<td></td>
</tr>
<tr>
<td>UW River Falls</td>
<td>Early Childhood Education ** Elementary Ed **</td>
<td></td>
</tr>
<tr>
<td>UW Stevens Point</td>
<td>Elementary Exceptional Secondary/K-12 Pre-K-G3 **</td>
<td></td>
</tr>
<tr>
<td>UW Stout</td>
<td>ECE** ONLINE Human Dev./Family Studies **</td>
<td></td>
</tr>
<tr>
<td>UW Superior</td>
<td>Elementary Education ** ONLINE</td>
<td></td>
</tr>
<tr>
<td>UW Whitewater</td>
<td>BSE Early Childhood Education (Regular and Special Education)</td>
<td></td>
</tr>
<tr>
<td>Land Surveying</td>
<td>Franklin University</td>
<td>Applied Management ONLINE</td>
</tr>
<tr>
<td>St. Cloud State University</td>
<td>Land Surveying &amp; Mapping</td>
<td></td>
</tr>
<tr>
<td>Marketing</td>
<td>Franklin University</td>
<td>Business Administration ONLINE Marketing ONLINE</td>
</tr>
<tr>
<td>MSOE</td>
<td>Management</td>
<td></td>
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<tr>
<td>Northland College</td>
<td>Management Leadership Health Care Administration</td>
<td></td>
</tr>
<tr>
<td>University of Upper Iowa</td>
<td>Marketing ONLINE</td>
<td></td>
</tr>
<tr>
<td>UW Platteville</td>
<td>Business Administration</td>
<td></td>
</tr>
<tr>
<td>Nursing</td>
<td>Franklin University</td>
<td>Healthcare Management ONLINE</td>
</tr>
<tr>
<td>Marian University</td>
<td>BS Nursing</td>
<td></td>
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<tr>
<td>UW Eau Claire</td>
<td>B.S.N. Nursing (Collaborative)</td>
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</tr>
<tr>
<td>UW Green Bay</td>
<td>BSN@Home ONLINE</td>
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</tr>
<tr>
<td>UW Madison</td>
<td>B.S.N. Nursing (Collaborative)</td>
<td></td>
</tr>
<tr>
<td>UW Milwaukee</td>
<td>B.S.N. Nursing (Collaborative)</td>
<td></td>
</tr>
<tr>
<td>UW Oshkosh</td>
<td>B.S.N. Nursing (Collaborative)</td>
<td></td>
</tr>
</tbody>
</table>

** Wisconsin Technical College System (WTCS) Statewide Agreement

Visit tis.uwsa.edu for the most up-to-date detailed information on transferring your Nicolet degree or courses.
Accounting

Associate of Applied Science – 66 credits
10-101-1

The full range of businesses, from small companies to corporate giants, rely on accountants to assemble, analyze, and interpret essential statistical and financial information. Every enterprise requires data supplied by accountants to make effective day-to-day decisions and long-term plans.

Nicolet’s Accounting program provides a thorough foundation in accounting theory and practice as students learn to perform a variety of business accounting functions. Graduates are prepared for positions as junior accountants in public accounting firms, private industry, or government service. This program, taken in combination with an Information Technology program or the Business Management program, further enhances the student’s employment potential.

Certificate descriptions and their requirements can be found in the Certificate section of this chapter.

Program Outcomes
1. Process financial transactions throughout the accounting cycle
2. Perform organizational and individual tax accounting preparation, reporting, and analysis tasks
3. Perform payroll preparation, reporting, and analysis tasks
4. Perform cost accounting preparation, reporting, and analysis tasks
5. Identify internal controls to reduce risk
6. Analyze financial and business information to support planning and decision-making

Possible Careers
- Staff Accountant
- Accounts Payable/Receive Clerk
- Payroll Accountant
- Tax Accountant
- Cost Accounting
- Assist in Public Accounting

Curriculum .................................................. Credits

First Year
Fall Semester
10-101-112 Payroll Accounting .......................3
10-101-151 Accounting Principles 1 ..................2
10-101-152 Accounting Principles 2 ..................2
10-103-101 Computer Literacy-MS Windows ........1
10-103-115 MS Word, Beginning .....................1
10-801-195 Written Communications ................3
10-804-123 Math with Business Applications ........3
.................................................................15

Spring Semester
10-101-113 Income Tax Preparation I .................4
10-101-154 Accounting Principles 3 .................4
10-102-120 Business Law ..........................3
10-103-126 MS Excel, Beginning ......................1
10-801-196 Oral/Interpersonal Communication .......3
10-809-199 Psychology of Human Relations ........3
.................................................................18

Second Year
Fall Semester
10-101-114 Income Tax Preparation II ...............3
OR
10-101-175 Government Accounting .................(3)
10-101-158 Cost Accounting ..........................3
10-101-162 Intermediate Accounting 1 ...............3
10-101-165 Computerized Accounting ...............3
10-103-127 MS Excel, Intermediate .................1
10-103-128 MS Excel, Advanced ......................1
10-801-197 Technical Reporting ......................3
.................................................................16

Spring Semester
10-101-166 Intermediate Accounting 2 .............3
10-101-170 Accounting Information Systems .......3
10-101-185 Accounting Spreadsheet Applications ....2
10-809-195 Economics ...............................3
10-809-197 Contemporary American Society ........3
Electives .......................................................17

Students must have a grade of "C" or better to progress in core courses in the following semester and a grade of "C" or better in all core courses to graduate. A cumulative GPA of 2.0 is required for graduation.

Considering a bachelor's degree? This Nicolet College degree will transfer to other colleges and universities. Refer to Chapter 6: Credit Transfer in this catalog or visit lis.uwsa.edu for interactive, course-by-course transfer details.
Administrative professionals are key members of a business team performing a variety of activities related to the operations of the business. They utilize their advanced computer, as well as organizational and interpersonal skills to create, integrate, and maintain business information.

The program helps students acquire advanced computer skills in word processing, spreadsheets, databases, presentations, desktop publishing and web development, along with a practical command of written/oral communications and business procedures. The second year of the program allows more flexibility of scheduling so students can complete their degree while employed in the administrative assistant field. Certificate descriptions and their requirements can be found in the Certificate section of this chapter.

Program Outcomes
1. Demonstrate effective workplace communications.
2. Apply technology skills to business and administrative tasks.
3. Perform routine administrative procedures.
4. Manage administrative projects.
5. Maintain internal and external relationships.
6. Model professionalism in the workplace.

Possible Careers
- Administrative Professionals
- Desktop Publishing Specialist
- Software Trainer
- Office Manager/Coordinator
- Human Resources or Marketing Assistant
- Project Coordinator
- Help Desk Support

Advanced Standing
Articulation agreements between Nicolet and most district high schools provide credit for selected high school courses. In addition, Nicolet will accept agreements between other Wisconsin Technical Colleges and their district high schools.

Advanced standing is also available for skills acquired through work experience. Students are encouraged to use the advanced standing option; contact the Welcome Center for details.

Curriculum..............................................Credits
First Year
Fall Semester
10-106-116 Document Processing .........................3
10-106-125 Workplace Communications ..................2
10-106-130 Integrated Computer Applications, Beg ...4
10-106-151 Career Management I ............................1
10-801-195 Written Communications .......................3
 ...............................................................16
Spring Semester
10-103-119 Desktop Publishing ...............................2
10-106-126 Editing Business Applications .................3
10-106-131 Integrated Computer Applications, Int. ...4
10-106-170 Administrative Procedures .....................3
10-801-196 Oral/Interpersonal Communication ..........3
 ...............................................................15
Second Year
Fall Semester
10-106-132 Integrated Computer Applications, Adv ...4
10-107-162 Microcomputer Support .........................2
10-804-123 Math with Business Applications .............3
10-106-152 Career Management II .........................1
10-801-197 Technical Reporting ............................3
10-809-195 Economics ......................................3
 ...............................................................16
Spring Semester
10-101-101 Office Accounting I .............................2
10-103-165 Web Page Development .......................2
10-106-175 Project Management ............................3
10-106-190 Administrative Assistant Internship ..........3
10-809-197 Contemporary American Society .............3
10-809-199 Psychology of Human Relations .............3
 ...............................................................16

Students must have a grade of "C" or better in any course to progress in courses which require that course as a prerequisite and a grade of "C" or better in all core courses to graduate. A cumulative GPA of 2.0 is required for graduation.
The Architectural Technology Program focuses on the principles of residential design with an emphasis on sustainable building practices in both new and renovated structures. Sustainable design seeks to improve building performance, reduce negative impacts on the environment, and improve the health and comfort of building occupants. The basic objectives of sustainable design are to reduce consumption of non-renewable resources, minimize waste, and create healthy, productive environments. It is an integrated, holistic design approach that positively impacts all phases of a building’s life-cycle. Students in the Architectural Technology program are primarily engaged in the planning and designing of residential structures along with producing construction documents. Students will gain experience with various design software, structural detailing, and building integrated modeling (BIM). Modern construction techniques, as well as materials used in today’s residential buildings are also closely examined.

Program Outcomes
1. Demonstrate computer aided design skills using industry-standard software to prepare presentation and construction documents.
2. Demonstrate a working knowledge of structural, heating, plumbing, electrical and other mechanical systems within a building.
3. Explain the fundamentals of building sciences including basic physics of structures, properties of materials, construction processes, and building systems.
4. Apply and promote principles and practices of environmentally sustainable design in architecture, construction, and daily living.
5. Demonstrate knowledge of construction principles, materials, techniques and building codes.
7. Work as a team member by demonstrating good communication and listening skills, cooperation, and providing a supportive environment.

Possible Careers
- Residential Designer
- Architectural Technician
- Building Material Sales or Representative
- Building Mechanical Technician
- Shop Drawing Draftsperson
- Structural Detailer
- Estimator
- Project Manager
- Building Inspector
- CAD Technician
- Electrical CAD Drafter
- Survey Assistant
- Interior Design

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Credits</th>
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<tr>
<td>First Year</td>
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<td>Fall Semester</td>
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<tr>
<td>10-614-100 Architectural Principles</td>
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<tr>
<td>10-614-110 Architectural Revit Intro</td>
<td>1</td>
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<td>10-614-112 Building Materials</td>
<td>2</td>
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<tr>
<td>10-614-115 Construction Blueprint Reading</td>
<td>3</td>
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<tr>
<td>10-606-119 CAD Introduction</td>
<td>2</td>
</tr>
<tr>
<td>10-804-106 Intro to College Mathematics</td>
<td>3</td>
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<tr>
<td>10-614-111 Architecture Revit Advanced</td>
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<td>10-614-120 Architecture Residential</td>
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<td>10-614-121 Structural Residential</td>
<td>2</td>
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<tr>
<td>10-614-130 Building Green Intro</td>
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<tr>
<td>10-801-195 Written Communications</td>
<td>3</td>
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<tr>
<td>10-806-170 Introductory Physics</td>
<td>3</td>
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<td>Fall Semester</td>
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<tr>
<td>10-614-125 Site Design</td>
<td>3</td>
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<tr>
<td>10-614-126 Architectural Building Science</td>
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<td>10-614-127 Job Orientation</td>
<td>1</td>
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<tr>
<td>10-614-131 Building Green Residential</td>
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<tr>
<td>10-480-100 Alternative Energy Overview</td>
<td>2</td>
</tr>
<tr>
<td>10-801-196 Oral/Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td>10-809-199 Psychology of Human Relations</td>
<td>3</td>
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<tr>
<td>10-614-135 Building MEP Systems</td>
<td>3</td>
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<tr>
<td>10-614-136 Construction Estimating</td>
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<tr>
<td>10-614-190 Architectural Capstone</td>
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<tr>
<td>10-809-112 Principles of Sustainability</td>
<td>3</td>
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<tr>
<td>10-809-166 Introduction to Ethics</td>
<td>3</td>
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Students must have a grade of "C" or better in any course to progress in courses which require that course as a prerequisite and a grade of "C" or better in all core courses to graduate. A cumulative GPA of 2.0 is required for graduation.
Automotive technicians are essential support people in our mobile society. The continually advancing technology designed into automobiles requires that technicians be skilled in the diagnosis and repair of electronic control, mechanical, hydraulic, and power transmission systems. On the job, technicians use electronic test equipment, technical manuals, and computer-based reference and communication systems to perform automotive service. Today’s prepared automotive technicians develop highly respected skills that are often applied in many diverse service occupations.

The Automotive Technician program provides the academic and technical education endorsed by industry that will help students develop the academic and technical knowledge and skills, life-long learning skills, and attitude awareness necessary to enter and advance in the occupation of automotive technician.

Automotive courses combine lecture and hands-on lab experience in the operation and repair of all key automotive systems. These courses are designed to prepare the student for successful certification testing by the National Institute for Automotive Service Excellence (ASE).

In addition to the automotive courses, the technical diploma program includes courses in mathematics, physical science, and communications.

**Program Outcomes**

1. Conduct automotive service and repair with a focus upon customer satisfaction
2. Apply the learning skills required to continue automotive technical career development
3. Develop a level of professional image, attitude, and appearance that will contribute to the attainment of his/her employer’s goals
4. Use process-specific specialized service equipment to conduct automotive service
5. Adapt to, and cope with, the elements of change in the automotive service industry
6. Demonstrate systematic problem solving strategies in the automotive service setting
7. Interpret the efficiency/effectiveness principles of the workplace required of an automotive technician
8. Demonstrate the accurate use of trade-specific jargon
9. Demonstrate safe service practices

**Possible Careers**

- Automotive Service Technician
- Technical Specialist
- Shop Foreman
- Service Manager
- Manufacturer’s Representative
- Automotive Parts Specialist
- Automotive Service Advisor

Advanced Standing: Articulation agreements between Nicolet and some district high schools provide credit in this program for selected high school courses; contact the Welcome Center for details.

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>First Year</strong></td>
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<tr>
<td>Fall Semester</td>
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<tr>
<td>32-404-311 Auto Service Orientation</td>
<td>3</td>
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<tr>
<td>32-404-312 Engine Systems Repair I</td>
<td>2</td>
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<tr>
<td>32-404-324 Auto Brake Systems I</td>
<td>3</td>
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<tr>
<td>31-804-30202 Applied Technical Math A</td>
<td>1</td>
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<tr>
<td>OR</td>
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<tr>
<td>31-804-30203 Applied Technical Math B</td>
<td>(1)</td>
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<tr>
<td>32-806-370 Intro D.C. Circuits</td>
<td>2</td>
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<tr>
<td>10-890-100 College Success</td>
<td>1</td>
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<tr>
<td><strong>Spring Semester</strong></td>
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<tr>
<td>32-404-323 Steering/Suspension I</td>
<td>3</td>
</tr>
<tr>
<td>32-404-328 Engine Performance I</td>
<td>4</td>
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<tr>
<td>32-404-329 Chassis Electrical I</td>
<td>3</td>
</tr>
<tr>
<td>31-801-304 Applied Communications: Writing</td>
<td>2</td>
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<tr>
<td>31-804-30202 Applied Technical Math A</td>
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<tr>
<td>OR</td>
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<tr>
<td>31-804-30203 Applied Technical Math B</td>
<td>(1)</td>
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<tr>
<td>31-806-369 Basic Physical Science</td>
<td>2</td>
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<td><strong>Second Year</strong></td>
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<tr>
<td>32-404-332 Engine Systems Repair II</td>
<td>3</td>
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<tr>
<td>32-404-335 Automatic Transmissions</td>
<td>4</td>
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<tr>
<td>32-404-336 Manual Drive Trains</td>
<td>4</td>
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<tr>
<td>32-404-349 Chassis Electrical II</td>
<td>3</td>
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<tr>
<td><strong>Spring Semester</strong></td>
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<tr>
<td>32-404-337 Auto Heating/Air Conditioning</td>
<td>3</td>
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<tr>
<td>32-404-344 Steering/Suspension and Brakes II</td>
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<td>32-404-348 Engine Performance II</td>
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<td>32-404-391 Auto Workplace/Capstone</td>
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<tr>
<td>31-801-305 Applied Comm: Listening/Speaking</td>
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</table>

Students must have a grade of “C” or better to progress in core courses in the following semester and a grade of “C” or better in all core courses to graduate. A cumulative GPA of 2.0 is required for graduation.

**Considering a bachelor’s degree?** This Nicolet College degree will transfer to other colleges and universities. Refer to Chapter 6: Credit Transfer in this catalog or visit nicoletcollege.edu for interactive, course-by-course transfer details.
Today’s barbers and cosmetologists are trained as professionals using a scientific approach to hair sculpting, texture, color, design, facials, makeup, and manicure/pedicure. Training is introduced by using the Pivot Point laser disc system which allows students to check progress as they become competent in that area. Assessment bars in the practical exercises track their understanding of the theoretical as well as the hands-on application of step-by-step lessons.

The Barber/Cosmetology program has something for everyone by providing four terms of specialty training over a 17-month cycle. Depending on seat availability, students may start at any point in the cycle. Students have the opportunity to perform customer services on the public when they have achieved the required competencies. Nicolet’s Barber/Cosmetology program also offers a unique workplace capstone designed to help students make the transition from school to the working salon.

Graduates of this program are eligible to take the Wisconsin Barber/Cosmetology License Examination. Upon receiving their license, graduates are ready for employment in a variety of positions in barbershops or beauty salons.

**Program Outcomes**

1. Apply barbering/cosmetology theory and technical skills, at entry level standards in a professional manner
2. Demonstrate trouble shooting and problem solving in various barbering/cosmetology work-related situations
3. Apply effective listening and speaking skills to educate barbering/cosmetology clients on individual beauty requirements
4. Show professionalism and sensitivity towards others
5. Practice safe and sanitary procedures in compliance with state regulations
6. Demonstrate efficient time management skills when working in barbering/cosmetology salons
7. Demonstrate marketing strategies to barbering/cosmetology customers

**Possible Careers**
- Barber
- Cosmetologist
- Skin Care Specialist
- Educational Trainer
- Nail Technician
- Platform Artist
- Makeup Consultant
- Salon Owner

**Curriculum........................................ Credits**

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<td>31-502-305 B/C Professional Development</td>
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<tr>
<td>31-502-312 Basic Hair Sculpting</td>
<td>2</td>
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<tr>
<td>31-502-314 Chemical Services 1</td>
<td>2</td>
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<tr>
<td>31-502-311 Hair and Scalp Care</td>
<td>2</td>
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<tr>
<td>31-502-310 Male Hair Cutting</td>
<td>3</td>
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<td>31-502-Salon Services 1</td>
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<td>31-502-309 Hair Sculpture 2 and Hair Styling</td>
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<tr>
<td>31-502-313 Chemical Services 2</td>
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<tr>
<td>31-502-316 Manicure/Pedicure</td>
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<td>31-502-318 Salon Services 2</td>
<td>2</td>
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<td>31-502-372 Salon Ecology</td>
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<tr>
<td>31-806-355 Biology for Cosmetology</td>
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<tr>
<td>31-502-346 Hairstyling 2</td>
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<td>31-502-330 Salon Services 3</td>
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<td>31-502-358 Product Knowledge</td>
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<tr>
<td>31-502-317 Facials</td>
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<td>31-502-371 Salon Insight</td>
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<td>31-502-368 Salon Services 4</td>
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<tr>
<td>31-502-319 Chemical services 3</td>
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<td>31-801-305 Applied Communications:</td>
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<td>Listening/Speaking</td>
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<td>31-502-348 Salon Services 5</td>
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<tr>
<td>31-502-370 Salon Fundamentals</td>
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<td>31-502-331 Salon Services 6</td>
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<tr>
<td>31-502-335 B/C Law, Mock Board Prep</td>
<td>1</td>
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</table>

Students must have a grade of “C” or better in all courses and 1800 hours to complete diploma requirements.
The building construction industry is one of the largest industries in America today. With the increasing population, the skills of a well-trained carpenter are in high demand. Carpenters handle many different kinds of construction activity. They cut, fit, and assemble wood and other materials for buildings, highways, bridges, docks, industrial plants, boats, and many other structures. A carpenter’s duties vary widely by the employer and nature of the job. Each carpentry task is somewhat different, but most involve the same basic steps. Working from blueprints or instructions from supervisors, carpenters first do the layout — measuring, marking and arranging materials. They cut and shape wood and other materials using hand and power tools, and then join the materials with nails, screws, staples, or adhesives. The final step involves checking accuracy with levels, rules and other instruments and making adjustments for a distinguished final product.

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

**Program Outcomes**

1. Perform general carpentry skills.
2. Use hand and power tools safely and efficiently.
3. Demonstrate sustainable building practices and material application.
4. Interpret technical information from blueprints.
5. Estimate materials and labor necessary to complete a building project.
6. Work as a productive carpentry team member.

**Possible Careers:**

- Residential Carpenter
- Light or Heavy Commercial Carpenter
- Building Contractor
- Building Inspector
- Estimator
- Building Materials Sales
- Building Products Representative
- Drafting / Design

**Curriculum ...................................................... Credits**

<table>
<thead>
<tr>
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<td>31-475-301</td>
<td>Carpentry I</td>
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<td>Carpentry II</td>
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<td>31-475-308</td>
<td>Blueprint Reading</td>
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<td></td>
<td>31-804-302</td>
<td>Applied Technical Math</td>
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<td>Spring Semester</td>
<td>31-475-304</td>
<td>Carpentry III</td>
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<td>31-475-305</td>
<td>Carpentry IV</td>
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<td>31-475-310</td>
<td>Construction Estimating</td>
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<td>31-801-305</td>
<td>Applied Communications: Listen/Speak</td>
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Students must have a grade of “C” or better in any course to progress in courses which require that course as a prerequisite and a grade of “C” or better in all core courses to graduate. A cumulative GPA of 2.0 is required for graduation.
Management activities occur in business, manufacturing, government, not-for-profit, and Native nation/tribal sectors of our economy. Business managers implement the plans of an organization by coordinating basic operations. They work in finance, staffing, planning, quality, marketing, and information management. They analyze external and internal conditions and problems; lead, motivate, and coach employees; and serve as representatives of their organization.

The Business Management program provides the skills and knowledge managers need to guide organizations in reaching goals by working with people and other organizational resources. The program assists students in identifying career goals and assists people who are already in the workforce by providing additional training for career advancement. The program also helps students identify areas of special interest in management and create an educational plan to develop specialized knowledge in those management areas.

Business Management students can earn certificates to achieve recognition for a series of related courses before they earn the Business Management degree. Credits from four certificates apply to the Business Management degree. Certificate descriptions and their requirements can be found in the Certificate section of this chapter.

Program Outcomes
1. Plan the operations of a business across functional areas.
2. Organize resources to achieve the goals of the organization.
3. Direct individuals and/or processes to meet organizational goals.

Possible Careers
- Line Supervisor
- Department Manager
- Program Manager
- Business Owner

Students must have a grade of “C” or better in any course to progress in courses which require that course as a prerequisite and a grade of “C” or better in all core courses to graduate. A cumulative GPA of 2.0 is required for graduation.

Considering a bachelor’s degree? This Nicolet College degree will transfer to other colleges and universities. Refer to Chapter 6: Credit Transfer in this catalog or visit tis.uwsa.edu for interactive, course-by-course transfer details.
Shared program with Northcentral Technical College. This program prepares learners to act as entry level Clinical Laboratory Technicians. The Clinical Laboratory Technician is a member of the health care team who provides clinical information for disease prevention, medical diagnosis, and treatment of the patient by processing specimens and performing laboratory tests. Clinical Laboratory Technicians may also have responsibilities for information processing, training, and quality control monitoring. They perform tests manually, with automated equipment or both. Graduates are qualified to take the Board of Registry examination from the American Society of Clinical Pathologists, as well as the credentialing examination of the National Certification Agency for Laboratory Personnel. The majority of Clinical Laboratory Technicians work in hospital or clinical labs. Some Clinical Laboratory Technicians may choose to work for veterinary laboratories, industrial labs, insurance companies, research facilities, environmental labs or public health.

**Admission Requirements**

1. Complete the admission requirements to Nicolet Area Technical College.
2. Complete Accuplacer entrance test or ACT with the following scores:
   - Reading 89/19
   - Writing 103/19
   - Math79/18
   - Algebra 60
3. Two semesters of high school biology with a grade of "C" or better, successful completion of biology prep course or one semester of college biology with a "C" or better.
4. Two semesters of high school Chemistry with a grade of "C" or better or one semester of college chemistry with a grade of "C" or better.
5. Submit proof of current health care provider level CPR.
6. Submit completed Background Information Disclosure form.
7. Submit and pass Wisconsin Criminal Background check – DOJ and DHFS forms (http://wi-recordcheck.org)
8. Complete job shadow experience.
9. Students must have all general education courses and science courses completed prior to acceptance into the core program.

**Possible Careers**

- Clinical Laboratory Technician
- Forensic Laboratory Technician
- Physician Office Laboratory Technician
- Pathology Research Assistant
- Quality Control Technician
- Phlebotomist

**Curriculum ......................................................... Credits**

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<thead>
<tr>
<th>First Semester</th>
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<tr>
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<td>10-513-123 Advanced Blood Bank</td>
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<td>10-806-197 Microbiology (Nicolet)</td>
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<td>10-809-199 Psychology of Human Relations (Nicolet)</td>
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<td>10-513-132 Clinical Chemistry 2</td>
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<td>10-513-133 Clinical Microbiology</td>
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Students must have a grade of “C” or better to progress in core courses in the following semester and a grade of “C” or better in all courses to graduate. A cumulative GPA of 2.0 is required for graduation.

**Considering a bachelor’s degree?** This Nicolet College degree will transfer to other colleges and universities. Refer to Chapter 6: Credit Transfer in this catalog or visit nis.uwsys.edu for interactive, course-by-course transfer details.
Criminal Justice-Corrections Specialist is to provide students with a marketable diploma specifically related to a career in a jail or corrections setting for their first year of school which would allow them to move into the world of work if they are not able to continue with their education.

Program Outcomes

1. Basic understanding of the criminal justice system
2. Ability to create accurate and detailed reports
3. Understanding of jail and correctional laws and procedures
4. Understanding of juvenile laws and procedures related to the jail and corrections setting
5. Understanding of corrections security procedures related to facilities
6. Standard and protocols for supervising inmates
7. Ability to communicate in a professional manner in a jail or corrections environment
8. Proper medical response to jail situations
9. Ability to deal with inmates with mental health issues

Possible Careers

- Corrections Officer
- Jailer
- Private Security
- Prison Guard

Curriculum.................................................................................. Credits

Summer Semester
10-504-104 Criminal Justice Program Orientation ..........1

Fall Semester
*10-504-900 Introduction to Criminal Justice .............3
*10-504-902 Criminal Law .............................................3
*10-504-904 Juvenile Law ..................................................3
*10-504-920 Corrections Security Procedures .............3
10-801-195 Written Communications OR
   20-801-219 English Composition I ..................... (3)

Spring Semester
*10-504-901 Constitutional Law .................................3
*10-504-145 Rules of Evidence ....................................3
*10-504-903 Professional Communications .............3
*10-504-905 Report Writing ............................................3
10-801-196 Oral/Interpersonal Communications OR
   20-801-201 Fundamentals of Speech ..................... (3)

*Students must have a grade of "C" or better to progress in core courses in the following semester and a grade of "C" or better in all core courses to graduate. A cumulative GPA of 2.0 is required for graduation.
Criminal Justice – Law Enforcement students study the law enforcement field plus the areas of physical and behavioral sciences to meet the demands of the police profession, including criminal investigation, traffic theory, and professional communication. The Criminal Justice – Law Enforcement program is designed for entry level as well as presently employed police officers to complete the requirements in approximately four to five semesters. Students who meet the advanced standing requirements may take tactical skills courses in the 3rd and 4th semester in order to complete the Wisconsin Law Enforcement Board’s standards for certification. Please consult with the program advisor regarding Law Enforcement Standards’ Board requirements or a criminal justice practicum.

Program Outcomes
1. Think critically.
2. Manage emergencies.
3. Communicate effectively.
4. Demonstrate professionalism.
5. Conduct investigations.
6. Interact with others.
7. Demonstrate tactical skill.

Possible Careers
- Municipal, County, State, or Federal Law Enforcement
- Private Security
- Private Investigator
- Corrections
- Code Enforcement Officer
- Police Telecommunicator/Dispatcher
- Loss Control/Prevention Manager
- Government Security Agent
- Conservation Warden/DNR or Park Ranger
- Military Law Enforcement Officer

Recommended Electives
- Tactical Skills I
- Tactical Skills II
- Correction’s Officer I
- Correction’s Officer II
- Criminal Justice Practicum
- Juvenile Security Detention

Some courses are available through Northcentral Technical College via ITV.

### Curriculum

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<tr>
<td>10-504-104 Criminal Justice Program Orientation</td>
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<td>10-504-902 Criminal Law</td>
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<td>10-504-145 Rules of Evidence</td>
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<td>10-504-905 Report Writing</td>
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<td>10-504-133 Delinquency and Deviant Behavior</td>
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<td>10-504-140 Computer Utilization for Criminal Justice</td>
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<td>10-504-906 Traffic Theory</td>
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<td>20-809-271 Introductory Sociology</td>
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<td>10-504-129 Interviewing Techniques</td>
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<td>10-504-907 Community Policing Strategies</td>
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<td>20-809-225 Ethics</td>
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<td>10-809-199 Psychology Human Relations</td>
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<td>20-809-251 Introduction to Psychology</td>
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<td>10-809-195 Economics</td>
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<td>20-809-287 Principles of Macroeconomics</td>
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Students must have a grade of “C” or better to progress in core courses in the following semester and a grade of “C” or better in all core courses to graduate. A cumulative GPA of 2.0 is required for graduation.

### Considering a bachelor’s degree?
This Nicolet College degree will transfer to other colleges and universities. Refer to Chapter 6: Credit Transfer in this catalog or visit tis.uwsa.edu for interactive, course-by-course transfer details.
Culinary Arts professionals are trained to produce safe, healthful, and creative food for all segments of the food service industry. They may handle one type of specialized food preparation or be responsible for preparing all the foods served in a given establishment. They may also plan menus, control costs, purchase food supplies, and/or supervise other personnel. This occupational field is growing rapidly and provides a wide variety of career opportunities.

The Culinary Arts program begins with basic theory and techniques of food production and service. Building on these basics, the program then develops advanced culinary techniques as well as skills in menu planning, purchasing, cost control, and food service supervision through a combination of lecture, demonstration, and extensive hands-on experience.

Graduates of the Culinary Arts program are qualified for advanced positions in food preparation and service in both commercial and institutional establishments, including full-service restaurants, hotels, supper and private clubs, colleges, hospitals, and delis.

Certificate descriptions and their requirements can be found in the Certificate section of this chapter.

### Program Outcomes

1. Apply safety and sanitation codes to conditions and operations in food service kitchens
2. Prepare recipes and formulas to industry standards
3. Apply basic food theory to solve problems in food preparation
4. Use nutritional principles in recipe development and preparation
5. Produce creative menus for buffet, a’la carte, and catered events
6. Supervise food service operations using prescribed management theories and techniques
7. Integrate purchasing principles and food cost controls into menus
8. Demonstrate attributes of a professional culinarian

### Possible Careers

- Line Cook
- Sous Chef
- Assistant Chef
- Specialty Cook (Banquet)
- Assistant Pastry Chef
- Kitchen Manager
- Caterer
- Culinary Educator
- Deli Manager
- Food Manager
- Food Demonstrator
- Personal Chef
- Research Chef
- Food Writer
- Food Photographer
- Food Purveyor
- Food Service Sanitarian

### Curriculum

<table>
<thead>
<tr>
<th>First Year</th>
<th>Credits</th>
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<tr>
<td>10-316-126 Food Production Principles</td>
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<tr>
<td>10-801-195 Written Communication</td>
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<td>10-809-197 Contemporary American Society</td>
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<td>Spring Semester</td>
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<td>10-316-111 Garde-Manger</td>
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<td>10-316-130 Nutrition</td>
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<td>10-316-141 Food Practicum II</td>
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<td>10-809-166 Intro to Ethics: Theory &amp; Application</td>
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<td>10-316-190 Culinary Internship (elective)</td>
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| Second Year                                                               |         |
| Fall Semester                                                             |         |
| 10-316-150 Catering                                                      | 3       |
| 10-316-151 Advanced Professional Cooking                                 | 3       |
| 10-316-152 Professional Baking                                           | 3       |
| 10-316-155 Menu Planning                                                 | 2       |
| 10-316-160 Food Purchasing                                               | 2       |
| 10-809-199 Psychology of Human Relations                                 | 3       |
| Elective                                                                 | 2       |
|                                                                           | 18      |
| Spring Semester                                                           |         |
| 10-316-170 Restaurant Practicum I                                       | 3       |
| 10-316-171 Restaurant Practicum II                                      | 3       |
| 10-316-175 Food Service Cost Control                                    | 2       |
| 10-316-180 Food Service Supervision                                      | 3       |
| 10-804-123 Math with Business Applications                              | 3       |
| 10-809-195 Economics                                                    |         |
|                                                                           | 17      |

### Recommended Electives:

- 10-316-153 Advanced Baking
- 10-109-195 Beverage Management
- 10-316-190 Internship in Culinary Arts

Students must have a grade of “C” or better to progress in core courses in the following semester and a grade of “C” or better in all core courses to graduate. A cumulative GPA of 2.0 is required for graduation.
Skillful cooks are essential to the success of food service establishments, and they contribute significantly to clients’ enjoyment in restaurants, supper clubs, hotels, resorts, hospitals, schools, and residential facilities. Food service is a growing field in today’s economic picture, and career opportunities are predicted to increase in the twenty-first century.

In the Culinary Assistant program, students learn basic theory and techniques of food production and service through a combination of lecture, demonstration, and hands-on experience. The program is designed to prepare students for entry-level employment in the food service industry wherever food is prepared in quantity.

Graduates of the program may transfer their credits into Nicolet College’s Culinary Arts program to earn an Associate Degree in Culinary Arts.

**Program Outcomes**
1. Practice basic sanitary and safety procedures during food preparation, service, and clean-up
2. Operate food service equipment
3. Prepare large quantity recipes to industry standards
4. Demonstrate good work habits and positive attitudes towards food service assignments
5. Serve food, in predetermined portions, in a neat and attractive manner

**Possible Careers**
- Short Order Cook
- Line Cook
- Assistant Baker
- Pantry Person
- Dietary Aide
- Caterer Assistant
- School Food Service Worker
- Deli Worker/Cook
- Prep Cook
- Institutional Food Workers
- Food Preparation/Professional Cooking/Kitchen Assistant

**Curriculum........................................ Credits**

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<thead>
<tr>
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<tr>
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<td>10-103-115 MS Word, Beginning</td>
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<tbody>
<tr>
<td>10-316-111 Garde-Manger</td>
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<td>20-809-225 Ethics</td>
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Students must have a grade of “C” or better to progress in core courses in the following semester and a grade of “C” or better in all core courses to graduate. A cumulative GPA of 2.0 is required for graduation.
The need for high-quality childcare experiences for infants, toddlers, preschoolers, and school-age children reflects many trends in our society. These include a national belief that children should begin school ready to learn and a growing demand by parents for safe and stimulating programs for their children. Research tells us that the single most important ingredient to providing high-quality childcare is a well-educated childcare teacher.

The Early Childhood Education program provides both academic theory and hands-on application through a series of practicums. Students develop an understanding of physical, social, emotional, and cognitive development of young children and acquire skill in planning and implementing programs that promote that development. The program prepares students to work in a variety of early childhood education settings including child care centers, nursery schools, Head Start programs, school-age child care programs, and family day care homes. Certificate descriptions and their requirements can be found in the Certificate section of this chapter.

Special Considerations
- Students must have a physical examination, including a tuberculin skin test and a criminal background check, before participating in on-site practicums.
- They must complete a basic program of First Aid CPR training before starting their second semester.
- Some courses include preparation of learning materials or snacks, field trips, or other activities at additional cost to the student.
- Credits from certificates for part-time and evening study may be applied toward the Early Childhood Education degree. See this chapter’s section on Certificates for more information.
- Advanced Certificates are also offered. See this chapter’s section on Advanced Certificates for more information.

Program Outcomes
1. Apply child development theory to practice.
2. Cultivate relationships with children, family, and the community.
3. Assess child growth and development.
5. Demonstrate professionalism.
6. Integrate health, safety, and nutrition practices.

Possible Careers
- Family Day Care Provider
- Infant/Toddler/Preschool Child Care Teacher
- Head Start Teacher or Home Visitor
- Child Care Center Program Director or Owner
- School Age Child Care Teacher/Director
- Child Care Center Administrator or Owner
- Child Care Resource and Referral Specialist
- Child and Family Center Specialist

Students must have a grade of “C” or better to progress in core courses in the following semester and a grade of “C” or better in all core courses to graduate. A cumulative GPA of 2.0 is required for graduation.

Curriculum

<table>
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<td>10-307-167 ECE: Health, Safety, and Nutrition</td>
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<td>10-307-178 ECE: Art, Music, &amp; Language Arts</td>
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<tr>
<td>OR</td>
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<tr>
<td>20-809-259 Psychology of Human Adjustment</td>
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<td>OR</td>
<td></td>
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<tr>
<td>20-809-251 Introduction to Psychology</td>
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<td>Spring Semester</td>
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</tr>
<tr>
<td>10-307-197 ECE: Practicum 3</td>
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<tr>
<td>10-307-198 ECE: Administering an Early Childhood Education Program</td>
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<tr>
<td>OR</td>
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<tr>
<td>20-801-220 Intermediate Algebra</td>
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<td>10-307-110 ECE: Topics in ECE</td>
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<tr>
<td>10-307-114 ECE: School Age Child Care</td>
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<tr>
<td>10-307-119 ECE: Professional Leadership</td>
<td>1</td>
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<tr>
<td>20-804-227 Elementary Math Education</td>
<td>4</td>
</tr>
<tr>
<td>20-804-237 Elementary Math Education II</td>
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</table>

Considering a bachelor’s degree? This Nicolet College degree will transfer to other colleges and universities. Refer to Chapter 6: Credit Transfer in this catalog or visit tis.uwsa.edu for interactive, course-by-course transfer details.
Emergency Medical Technician - Basic

This program covers all emergency medical techniques currently considered to be within the responsibilities of the EMT-Basic who is providing emergency care with an ambulance service. The instructional program consists of lecture with laboratory practice and supervised clinical experience in a local hospital emergency department. This program meets the standards established for certification by the state of Wisconsin and the National Registry of Emergency Medical Technicians. Graduates are prepared for employment by an ambulance service and are eligible to take the Wisconsin EMT Licensure Exam.

This program requires approximately five months to complete.

Program Outcomes
1. Assess requirements for emergency care.
2. Administer emergency medical care according to standards.
3. Demonstrate proper patient transport techniques.
5. Demonstrate standard safety practices and procedures.
6. Demonstrate caring and respectful communication.

Possible Careers
- Ambulance Services
- Hospitals
- Fire Departments
- Industry
- Emergency Medical Services

Emergency Medical Technician - Intermediate

The EMT-Intermediate Technician program expands the role and skills of the EMT-Basic. Skills involved in obtaining intravenous access, medication administration, and fluid therapy will be included.

Prerequisites
- Current licensure as an EMT-Basic in Wisconsin.
- Completion of an EMT-Basic or Refresher course within the past 24 months.
- Current BLS Healthcare Provider certification.
- Current endorsement of physician medical director

Program Outcomes
1. Demonstrate the ability to successfully start an IV in a patient.
2. Formulate management plans for various medical emergencies.
3. Incorporate medication administration with patient management plans
Nicolet offers the Fire Protection Technician program in cooperation with Fox Valley Technical College. Admission procedures, deadlines, and program availability are subject to change. Please contact the Welcome Center for the latest information. Fire protection technicians protect life and property through fire prevention efforts and fire fighting principles and techniques.

This program will prepare students for a career in fire prevention and protection. Students will learn to apply proper principles in solving fire-related problems. Through realistic classroom simulation and “hands-on” experience, students will master the knowledge and techniques necessary to save lives and property.

**Program Outcomes**

1. Demonstrate all appropriate firefighter skills and techniques during a non-emergency or emergency situation
2. Demonstrate the necessary firefighting skills as required by industry

**Admission Requirements**

- Students should have a high school diploma or its equivalent. Minimum scores are also required in verbal, written and math areas of Accuplacer testing: Reading 30%, Writing 50%, and Math 51%.
- Completion of a criminal background check verifying no record with the Department of Justice and Department of Health and Family Services that would bar you from working in a fire protection profession.

For work as a firefighter:

- Students should be in good physical condition in order to pass required physical agility examinations and have no physical impediments which prevent them from performing strenuous firefighting work.
- Emotional stability and maturity area also necessary due to the stress created by working in emergency and highly dangerous situations, which can involve firefighter and civilian fatalities.
- General qualifications necessary to be successful in the fire protection field include good to excellent verbal and written communication skills; good math and mechanical abilities and skills; an attitude of caring and empathy for other people; good judgment under emergency conditions; and maturity, with the ability to function in a paramilitary organization.

**Curriculum ........................................ Credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>10-503-101</td>
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<td>10-503-130</td>
<td>Fire Protection Internship</td>
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<td>10-503-139</td>
<td>Principles of Emergency Services</td>
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<td>10-503-142</td>
<td>Firefighting Principles</td>
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<td>10-503-143</td>
<td>Building Construction</td>
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<td>10-503-147</td>
<td>Fire Protection Systems</td>
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<td>10-503-151</td>
<td>Fire Prevention</td>
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<td>10-503-152</td>
<td>Hazardous Materials</td>
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<tr>
<td>10-503-155</td>
<td>Fire Protection Hydraulics</td>
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<tr>
<td>10-503-156</td>
<td>Strategies, Tactics, and Incident Mgmt</td>
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<tr>
<td>10-503-157</td>
<td>Fire Investigation</td>
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</tbody>
</table>

See a Nicolet academic advisor to determine what Nicolet courses can be taken for this program.

Students must have a grade of “C” or better to progress in core courses in the following semester and a grade of “C” or better in all core courses to graduate.

**Considering a bachelor’s degree?** This Nicolet College degree will transfer to other colleges and universities. Refer to Chapter 6: Credit Transfer in this catalog or visit tis.uwsa.edu for interactive, course-by-course transfer details.
Graphic Design

Graphic designers create art to communicate ideas, thoughts, or feelings serving commercial clients, such as major corporations, retail stores, and advertising, design, and publishing firms. Graphic designers use a variety of print, electronic, web, and film media to create designs that meet client needs. They develop the overall layout and design of magazines, newspapers, journals, corporate reports, Internet web pages, and other publications. Many graphic designers work on a freelance project-by-project arrangement while working on a contract basis with other companies.

The Graphic Design program prepares students to creatively, ethically, and responsibly work in a variety of graphics, advertising, and web-related jobs at the entry level for the profession and provides continuing education opportunities for employed graphic designers.

Graphic Design students should consider also enrolling in the Digital Media Arts Advanced Technical Certificate. The additional two courses required for this certificate, Digital Video and Compositing & Visual Effects, may be taken as electives or after completion of the Graphic Design Program. Please refer to the complete description in the Advanced Technical Certificate section of this chapter.

Program Outcomes

1. Solve visual communication problems encountered in all phases of the graphic design process through the application of design theories and principles.
2. Use the relevant tools and technologies to create, capture, and manipulate design elements in the production of a final artifact.
3. Implement informed, effective, and appropriate design solutions using a variety of media.
4. Apply graphic/typography skills and knowledge to create effective visual communications.
5. Apply effective business practices including the ability to organize projects appropriate to his/her position in the graphic design field.
6. Interact effectively with supervisors/instructors, coworkers/student peers, clients, and target audience through reliable, clear, and accurate communication.
7. Devise personal and professional strategies to improve job performance and working relationships with clients, supervisors/instructors, and coworkers/student peers.

Students must have a grade of “C” or better to progress in core courses in the following semester and a grade of “C” or better in all core courses to graduate. A cumulative GPA of 2.0 is required for graduation.

Curriculum................................................................ Credits

Fall Semester
10-201-105 Drawing .............................................. 3
OR 20-815-205 Drawing
10-201-109 Design .............................................. 3
OR 20-815-209 Design
10-201-113 Painting ............................................ 3
OR 20-815-213 Painting
10-201-140 Basic Photography ............................ 3
OR 20-815-240 Basic Photography
10-801-195 Written Communications ................. 3
OR 20-801-219 English Composition I
10-801-196 Oral/Interpersonal Communications ..... 3
OR 20-810-201 Fundamentals of Speech ............. 18

Spring Semester
10-201-101 Art Appreciation ............................... 3
OR 20-815-201 Art Appreciation
10-201-175 Computer Graphics .......................... 3
OR 20-815-275 Computer Graphics
10-201-181 Graphic Design ................................. 3
OR 20-815-281 Graphic Design
10-201-182 Web Page Design ......................... 3
OR 20-815-282 Web Page Design
10-801-197 Technical Reporting ....................... 3
OR 20-801-223 English Composition II
10-809-197 Contemporary American Society ....... 3
OR 20-809-271 Introductory Sociology ............... 18

Fall Semester
10-201-150 Intermediate Design ....................... 3
OR 20-815-250 Intermediate Design
10-201-183 Typography ................................. 3
OR 20-815-283 Typography
10-201-184 Introduction to Digital Media .......... 3
OR 20-815-284 Introduction to Digital Media
10-809-199 Psychology of Human Relations ....... 3
OR 20-809-251 Introduction to Psychology ........ 15

Spring Semester
10-201-110 Life Drawing ................................. 3
OR 20-815-210 Life Drawing
10-201-170 Graphic Design Portfolio ................. 3
OR 20-815-270 Graphic Design Portfolio ............ 3
10-201-185 Interactive Multimedia .................. 3
OR 20-815-285 Interactive Multimedia ............... 3
10-804-123 Math with Business Applications ...... 3
OR 20-804-220 Intermediate Algebra ................. 3
10-809-166 Intro to Ethics: Theory & Applications .. 3
OR 20-809-225 Ethics
Elective: ......................................................... 3
............................................................. 18

Considering a bachelor's degree? This Nicolet College degree will transfer to other colleges and universities. Refer to Chapter 6: Credit Transfer in this catalog or visit tis.uwsa.edu for interactive, course-by-course transfer details.
With the growth of employment opportunities in small- to medium-sized firms, employees are taking on multiple tasks and roles that cut across traditional occupational categories. In addition, as new kinds of technologies and work processes are introduced, occupational duties and required competencies fluctuate continually, regardless of firm size. As jobs change and new occupations emerge, workers need skills and knowledge drawn from a variety of traditional disciplines in order to be productive and effective in today’s workplace.

The Individualized Technical Studies degree (ITSD) is a customized program for individuals currently working in their desired field of study who have clearly defined career goals with specific job performance needs that cannot be met by the College’s existing degree programs. The ITSD was created by the Wisconsin Technical College System in response to the need for employees to be more effective and productive in the workplace. The degree is targeted particularly for workers performing multiple tasks using new technologies and work processes where there is no existing degree program to need these needs. Students employed in the field of their degree interest can create an associate degree customized to gain the competencies necessary for the job opportunity available to them in their workplace. An occupational mentor from an appropriate business or industry assists in identifying the skills and competencies the student will need in the new job opportunity. The student’s program plan must be approved by the College’s Individualized Technical Studies Degree Committee before the student has completed 32 credits.

Students may be eligible for credit based on prior work experience, course work, or non-collegiate training. Documentation of learning from previous training or work experience can be submitted in a request for advanced standing in degree program courses. A minimum of 25% of the total program requirements must be earned at Nicolet.

### Curriculum

<table>
<thead>
<tr>
<th>I. Individualized Technical Studies Courses</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>At least 20 of these credits must be focused in one discipline.</td>
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<table>
<thead>
<tr>
<th>II. General Education Core</th>
<th>Credits</th>
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<tbody>
<tr>
<td>A. Communications (Select at least 2 courses)</td>
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<td>10-801-195 Written Communications</td>
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<td>OR</td>
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<td>20-801-219 English Composition</td>
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<td>OR</td>
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<td>10-801-196 Oral/Interpersonal Communications</td>
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<td>OR</td>
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<td>20-801-210 Fundamentals of Speech</td>
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<td>OR</td>
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<td>10-801-197 Technical Reporting</td>
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<td>OR</td>
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<td>20-801-223 English Composition II</td>
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<tr>
<th>B. Social Science (Select at least 1 course)</th>
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<tr>
<td>10-809-195 Economics</td>
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<td>OR</td>
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<tr>
<td>20-809-287 Principles of Macroeconomics</td>
<td>3</td>
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<tr>
<td>10-809-197 Contemporary American Society</td>
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<tr>
<td>20-809-271 Introductory Sociology</td>
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<tr>
<th>C. Behavioral Science (Select at least 1 course)</th>
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<tbody>
<tr>
<td>10-809-199 Psychology of Human Relations</td>
<td>3</td>
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<tr>
<td>20-809-251 Introductory to Psychology</td>
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<tr>
<td>20-809-259 Psychology of Human Adjustment</td>
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<th>D. Additional Credits</th>
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<td>Students must select 3 additional credits from the above listed courses.</td>
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<tr>
<th>III. Math and/or Science</th>
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<tr>
<th>IV. Electives</th>
<th>Credits</th>
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<td>6</td>
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</table>
Industrial Electronics Maintenance Technicians support the advanced manufacturing industry. They service the industrial machinery that manufactures consumer goods and equipment of many kinds. They work with journeymen electromechanical technicians to perform the basic installation, maintenance, and repair activities on industrial electronic and mechanical equipment. Industrial Electronic Maintenance Technicians also maintain pneumatic and hydraulic power systems and mechanical drives. They service and install the motors, motor control systems, and the programmable logic controllers that are used in manufacturing.

The program is designed so as to lend to flexible, self-paced learning lab delivery. The series of one credit courses have been grouped into a progressive set of certificates and a diploma that have been validated by the local manufacturing industry. The content is designed to have currency in the local manufacturing workplace and beyond.

**Program Outcomes**
1. Demonstrate effective reading, writing, speaking, and listening skills.
2. Demonstrate mathematical skills.
3. Apply scientific concepts.
4. Identify and solve problems, apply knowledge in a critical, creative, and ethical manner.
5. Recognize the value of self and others in order to be a productive member of a diverse global society (for example, function effectively in a team environment).
6. Evaluate and use information technology effectively.
7. Demonstrate a basic understanding of applied science.
8. Exhibit professionalism.
9. Adhere to proper safety practices and procedures.
10. Disassemble/reassemble and build electromechanical hardware.
11. Perform preventative maintenance.
12. Install and program electronic and electromechanical systems.

**Possible Careers**
- Industrial Electronic or Electrical Technician
- Industrial Maintenance Technician

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### Curriculum ................................................ Credits

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>First Semester</td>
<td>31-660-311</td>
<td>Introduction to Electricity</td>
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<td>32-660-301</td>
<td>Electronics Calculations 1</td>
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<td>31-660-312 DC Circuits</td>
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<td>Second Semester</td>
<td>31-660-351 DC Generators &amp; Motors</td>
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<td>32-660-302 Electronic Calculations</td>
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<td>31-660-313 Introduction to Alternating Current</td>
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<td>31-660-314 AC Circuits</td>
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<td>Third Semester</td>
<td>31-660-321 Industrial Electronic Devices</td>
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<td>31-660-341 Introduction to Power Systems &amp; Circuit Protection</td>
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<td>10-103-101 Computer Literacy-Microsoft Windows</td>
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<td>31-660-322 Industrial Electronic Devices 2</td>
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<td>31-660-352 AC Motors</td>
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<td>31-660-371 Industrial Maintenance Practices</td>
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<td>31-660-353 AC Motor Controls</td>
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Students must have a grade of “C” or better in any course to progress in courses which require that course as a prerequisite and a grade of “C” or better in all core courses to graduate. A cumulative GPA of 2.0 is required for graduation.
Computer support specialists troubleshoot computer problems and provide technical support for hardware and software systems. Using automated diagnostic programs, support specialists analyze computer problems and resolve difficulties. They may troubleshoot problems experienced by an organization’s computer users and may install, modify, clean, and repair computer hardware and software. Computer support specialists may work within a company that uses computer systems or for a computer hardware or software vendor. Computer support specialists may also work for help-desk or support services firms, for which they provide computer support to clients on a contract basis.

According to the U.S. Bureau of Labor Statistics, employment of computer support specialists is expected to increase faster than the average for all occupations through 2014 as organizations continue to adopt increasingly sophisticated technology and integrate it into their business systems.

Nicolet’s Computer Support Specialist program provides students with the latest skills and technology to obtain jobs in business and industry where computer systems and networks are integral parts of an organization’s infrastructure. Students are prepared to install, modify, and repair computer hardware and software, provide technical assistance and support for hardware and software systems, and analyze problems using automated diagnostic programs.

**Program Outcomes**

1. Demonstrate an understanding of the various career opportunities in the Information Technology field, along with the social and ethical responsibilities required of those positions.
2. Demonstrate the ability to write basic computer programs and execute command line utilities.
3. Demonstrate the ability to maintain and upgrade computer hardware and operating system software.
4. Demonstrate the ability to implement and troubleshoot application software products.
5. Prepare commonly used documents and procedures extracting information from Information Technology case studies.
6. Demonstrate the ability to write interactive computer programs with a web interface.
7. Demonstrate the ability to develop and deliver software training sessions.
8. Demonstrate the ability to interconnect various hardware devices and establish a small computer network.

**Possible Careers**

- Computer Support Specialist
- Technical Support Specialist
- Help-Desk Technician
- Network Administrator
- Systems Administrator

Students must have a grade of “C” or better in any course to progress in courses which require that course as a prerequisite and a grade of “C” or better in all core courses to graduate. A cumulative GPA of 2.0 is required for graduation.

**Curriculum...............................Credits**

<table>
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<th>First Year</th>
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<td><strong>Fall Semester</strong></td>
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<tr>
<td>10-107-127 IT Careers</td>
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<td>10-150-110 Networking Fundamentals</td>
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<td>10-154-125 IT Fundamentals</td>
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<td>10-154-177 Web Programming Fundamentals</td>
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<td>10-801-195 Written Communications</td>
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<td>10-804-123 Math with Business Application</td>
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<td><strong>Total First Year</strong></td>
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<td>10-152-115 Database Fundamentals</td>
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<td>10-152-120 Introduction to Programming</td>
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<td>10-154-140 PC Maintenance &amp; Troubleshooting</td>
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<td>10-154-165 Project Management</td>
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<td>10-801-196 Oral/Interpersonal Communication</td>
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<td>10-809-199 Psychology of Human Relations</td>
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<td>10-150-130 Network Infrastructure</td>
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<td>10-154-147 Emerging Network Technologies</td>
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<td>10-154-155 Microcomputer Operation Systems</td>
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<td>10-154-170 Help Desk Fundamentals</td>
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<td>10-150-140 Network Management</td>
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<td>10-801-197 Technical Reporting</td>
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<td>10-809-197 Contemporary American Society</td>
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<td><strong>Total Second Year</strong></td>
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<tr>
<td>10-107-128 Introduction to Security</td>
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<td>10-150-141 WAN Technologies</td>
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<td>10-150-180 Server Operating Systems</td>
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<td>10-154-150 Application Software Support</td>
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<td>10-150-166 Integrated IP Communications</td>
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<tr>
<td>10-809-195 Economics</td>
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</table>
|  | **Total Spring Semester** | **14** 

**Considering a bachelor's degree?** This Nicolet College degree will transfer to other colleges and universities. Refer to Chapter 6: Credit Transfer in this catalog or visit tis.uwsa.edu for interactive, course-by-course transfer details.
Analysts/Programmers design, code, and test new computer software and modify existing web-based software applications. They work with other members of the business team to solve business problems using computer capabilities. They may also set up computer systems and teach others how to use them.

The Information Technology-Web Analyst/Programmer program provides a solid foundation in web-based software application design and programming. It gives students an understanding of business operations and the factors that determine which functions a computer program or system should perform. Students learn how to design and write programs using various programming languages and to maintain computer files and web sites. Students become proficient in using microcomputers, mini-computers, and web-based network systems. The program also includes courses in communications, human relations, economics, and accounting.

The Information Technology-Web Analyst/Programmer program prepares students for entry-level positions as web computer programmers, programmer/analysts, web designer, or web developers.

### Program Outcomes

1. Demonstrate the ability to design and implement efficient relational database structures, such as 3NF
2. Demonstrate an understanding of the various career opportunities in the Information Technology field, along with the social and ethical responsibilities required of those positions
3. Prepare commonly used documents and procedures extracting information from Information Technology case studies
4. Demonstrate the ability to write computer programs to access database records
5. Demonstrate the ability to write interactive computer programs
6. Demonstrate the ability to write web-based programs
7. Demonstrate an understanding of the fundamentals of computer networking and the various technologies of local and wide area computer networks through lab assignments and projects
8. Demonstrate the ability to develop the requirements of information systems and databases
9. Demonstrate the ability to write software documentation and system design specifications

### Possible Careers

- Web Programmer
- Web Analyst
- Web Developer
- Web Designer

### Curriculum

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
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<td>IT Careers</td>
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<tr>
<td>10-150</td>
<td>Networking Fundamentals</td>
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<td>10-154</td>
<td>IT Fundamentals</td>
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<td>Web Programming Fundamentals</td>
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<td>Math with Business Application</td>
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<td>10-152</td>
<td>Database Fundamentals</td>
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<td>Introduction to Programming</td>
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<td>10-154</td>
<td>PC Maintenance &amp; Troubleshooting</td>
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<td>10-154</td>
<td>Project Management</td>
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<td>10-801</td>
<td>Oral/Interpersonal Communication</td>
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<td>10-809</td>
<td>Psychology of Human Relations</td>
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<td>10-152</td>
<td>Database Design &amp; Implementation</td>
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<td>10-152</td>
<td>C# Programming</td>
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<td>Interactive Web Programming</td>
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<td>10-801</td>
<td>Technical Reporting</td>
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<td>10-809</td>
<td>Contemporary American Society</td>
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<td>10-152</td>
<td>Emerging Software Development Tech.</td>
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<td>SQL Programming</td>
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<td>10-152</td>
<td>JAVA Programming</td>
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<td>e-Portfolio Administration</td>
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<td>Programming for Simulation</td>
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<td>10-809</td>
<td>Economics</td>
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<td>10-152</td>
<td>Economics</td>
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Students must have a grade of "C" or better in any course to progress in courses which require that course as a prerequisite and a grade of "C" or better in all core courses to graduate. A cumulative GPA of 2.0 is required for graduation.
Nicolet College suspended the Land Surveying Technician program effective Fall Semester, 2011. The following information is provided for currently enrolled students; new students will not be admitted into the program.

Surveyors measure and plot the location of land and water boundaries. They gather data about the features of land and water areas. Using reference points, they measure lines, elevation contours, and distances between points. Also, they make legal descriptions for deeds and leases. Surveying includes many special fields. Land surveyors establish and mark property lines. Marine surveyors map shorelines and depths of water bodies. Engineering surveyors survey sites of buildings, roads, sewers, and other projects. Geodetic surveyors set reference points for use by other surveyors.

Surveyors work for private surveying or engineering firms. Many work for state or local highway departments. Some are self-employed. They usually work eight-hour days, five days per week, although longer hours may be required in summer. Surveyors do much of their work out-doors, but they also work indoors when doing computations, writing reports, and drawing maps.

Program Outcomes
1. Prepare Maps of Survey from field survey data that creates land boundaries, as required by the State of Wisconsin Laws and Regulations
2. Perform various surveying techniques
3. Perform a route survey
4. Define and evaluate evidence and how it relates to land surveying
5. Demonstrate knowledge of the history of land surveying and surveying law
6. Write and interpret a land description
7. Conduct legal research for a retracement survey
8. Use a CAD program and a surveying software program to create maps of a survey
9. Demonstrate knowledge of what constitutes professional conduct and what is expected of an employee in a work environment

Possible Careers
- Land Surveying Technician
- Civil Engineer Technician
- Engineering Technician
- Cartographer

### Curriculum ................................................................ Credits

<table>
<thead>
<tr>
<th>First Year</th>
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<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
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<tr>
<td>10-606-119 CAD Introduction</td>
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<td>10-606-120 CAD Level I</td>
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<tr>
<td>10-607-101 Surveying Drafting I</td>
<td>3</td>
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<td>10-607-104 Surveying I</td>
<td>3</td>
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<td>10-607-102 Surveying Drafting II</td>
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<td>10-607-105 Surveying II</td>
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<td>10-804-116 College Technical Mathematics 2</td>
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<td>10-809-199 Psychology of Human Relations</td>
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<td>10-607-106 Surveying III</td>
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<td>10-607-107 Land Subdivision Drawing I</td>
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<td>10-607-109 Route Location</td>
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<td>10-801-196 Oral/Interpersonal Communication</td>
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<td>20-806-212 Geographic Information Systems</td>
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<td>10-607-103 Legal Elements of Land Surveying</td>
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<td>10-607-112 Surveying IV</td>
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<td>10-607-108 Land Subdivision Drawing II</td>
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<td>10-607-110 Boundary Location</td>
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</table>

Students must have a grade of "C" or better to progress in core courses in the following semester and a grade of "C" or better in all core courses to graduate. A cumulative GPA of 2.0 is required for graduation.

Considering a bachelor's degree? This Nicolet College degree will transfer to other colleges and universities. Refer to Chapter 6: Credit Transfer in this catalog or visit tis.uwsa.edu for interactive, course-by-course transfer details.
Marketing involves a variety of business activities that move goods and services from the producer to the consumer/user. Effective marketing is essential to the success of a business. Marketing functions employ over one-third of the nation’s workforce.

The Marketing program provides a broad background of business skills needed for effective marketing. Students learn the principles, practices, and concepts of marketing and management that are directly involved with selling, buying, promotion, customer relations, physical distribution, and entrepreneurship. This program is designed to be taken in either a part-time or full-time format. Information included below, outlines the part-time sequence.

Career opportunities are found in all sizes and types of business and industry including retail and wholesale establishments, manufacturing firms, and governmental agencies.

Program Outcomes
1. Develop strategies to anticipate and satisfy market needs.
2. Promote products, services, images, and/or ideas to achieve a desired outcome.
3. Evaluate information through the market research process to make business decisions.
4. Prepare selling strategies.

Possible Careers
- Customer Service Representative
- Merchandising Assistant
- Sales Representative
- Retail Department/Store Manager
- Marketing Coordinator
- Market Research Assistant
- Public Relations Assistant

Curriculum ....................................................... Credits
10-102-106 Business Orientation ......................... 1
10-103-115 MS Word, Beginning .......................... 1
10-103-126 MS Excel, Beginning .......................... 1
10-104-111 Marketing Principles .......................... 3
10-102-130 Principles of Management OR ............ 3
10-102-140 Fundamentals of Tribal Management ......(3)
10-801-195 Written Communications .................. 3
10-809-172 Race, Ethnic and Diversity Studies ........ 3
10-103-127 MS Excel, Intermediate ...................... 1
10-809-195 Economics ...................................... 3
10-801-196 Oral/Interpersonal Communications .......... 3
10-804-123 Math with Business Applications .......... 3
10-103-128 MS Excel, Advanced .......................... 1
10-102-110 Business Statistics ............................ 3
10-104-120 Principles of Selling ........................... 3
10-809-199 Psychology of Human Relations ........... 3
10-103-169 MS Publisher, Beginning ..................... 1
10-104-140 Internet Marketing ............................. 3
10-801-197 Technical Reporting ........................... 3
10-101-140 Survey of Accounting ........................ 3
10-104-135 Promotion .................................... 3
10-102-120 Business Law ................................ 3
10-104-112 Marketing Management OR ............... 3
10-102-163 Small Business Management ...............(3)
10-104-145 Marketing Research ........................... 3
10-104-175 Marketing Internship/Capstone ............. 2
10-102-191 Service Learning for Manage/Market ...... 1
.............................................................................. 60

Students must have a grade of “C” or better to progress in core courses in the following semester and a grade of “C” or better in all core courses to graduate. A cumulative GPA of 2.0 is required for graduation.
Medical assistants work primarily in medical clinics, physician offices, or ambulatory care clinics. The medical assistant is trained in all aspects of the medical office. Responsibilities might include preparing the patient for physical examination, obtaining a health history, assisting the physician with the exam as well as assisting with minor surgery, performing routine tests independently, and disinfecting and sterilizing instruments. Some medical assistants manage the office, arrange and confirm appointments, register patients, keep treatment records, send bills, receive payments, file insurance forms, handle the mail, and keep inventory records.

The Medical Assistant program requires two semesters of full-time study. Students are admitted in the fall semester. A part-time track is also available. Students learn basic body structure and functions, medical terminology, and communication/interpersonal skills. Students learn the principles of medical asepsis, safety, ethics, law, and pharmacology. This knowledge serves as a basis for acquiring competence in entry level medical assistant skills. Through classroom and laboratory practice students demonstrate competence in basic front office, clinical, examining room, and diagnostic procedures. In the final semester students are provided experiences in office, laboratory, and clinical work settings where they apply theory, principles, and skills learned throughout the program.

The Nicolet Area Technical College Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon recommendation of the Medical Assisting Education Review Board (MAERB) of the American Association of Medical Assistants Endowment (AAMAE), 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208, (312.553.9355).

**Admission Requirements**

To be considered for admission to the medical assistant program the applicant must meet the following criteria:

- Complete a Nicolet College application form
- Submit official high school transcripts or equivalent
- Complete Accuplacer entrance test with following scores:
  - Reading 90+
  - Writing 103+
  - Math 79+
- Demonstrate proof of basic computer skills
- Demonstrate keyboarding skills at a minimum of 30 wpm
- Acceptable Caregiver Background Check
- Current CPR certification
- Physical examination and specified health requirements including blood titers.

**Program Outcomes**

1. Demonstrate caring and respectful communication as a medical assistant
2. Demonstrate competence in administrative duties as a medical assistant
3. Demonstrate competence in clinical duties as a medical assistant
4. Practice medical assisting collaboratively
5. Incorporate critical thinking in practice as a medical assistant
6. Practice medical assisting according to AAMA Code of Ethics
7. Demonstrate standard safety and emergency practices and procedures as a medical assistant

**Possible Careers**

- Medical/Surgical Office Assistant
- Phlebotomist
- Laboratory Assistant
- Optometric Assistant
- Podiatric Assistant
- Pharmacy Assistant
- Chiropractor Assistant

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Fall Semester</td>
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<tr>
<td>10-501-107 Intro to Healthcare Computer</td>
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<tr>
<td>10-501-101 Medical Terminology</td>
<td>3</td>
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<tr>
<td>31-509-301 Medical Asst Admin Procedures</td>
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<tr>
<td>31-509-302 Human Body in Health &amp; Disease</td>
<td>3</td>
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<tr>
<td>31-509-303 Medical Asst Lab Procedures</td>
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<td>31-509-304 Medical Asst Clin Procedures</td>
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<td>10-501-104 Healthcare Customer Services</td>
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<td>OR 31-801-304 Applied Communications: Writing</td>
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<tr>
<td>31-509-305 Medical Asst Lab Procedures</td>
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<td>31-509-306 Med Asst Clin Procedures</td>
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<tr>
<td>31-509-307 Medical Office Insurance &amp; Finance</td>
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<tr>
<td>31-501-308 Pharmacology for Allied Health</td>
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<tr>
<td>31-509-310 Medical Assistant Practicum</td>
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<tr>
<td>31-509-309 Medical Law, Ethics &amp; Profess</td>
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<tr>
<td>OR 10-509-108 Law &amp; Ethics for Health Occupation</td>
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</table>

Students must have a grade of “C” or better to progress in core courses in the following semester and a grade of “C” or better in all courses to graduate. A cumulative GPA of 2.0 is required for graduation.
The nursing program at Nicolet College prepares entry level nurses to be members of the health care team. Graduates must demonstrate critical thinking, clinical judgment, and clinical competence. The educational framework consists of the nursing process and is used to care for individuals across the lifespan. Our philosophy incorporates faculty beliefs regarding nursing, health, person, community, nursing education, and nursing practice.

Educational methodologies include lecture, small and large group discussions, computer-assisted instruction, and clinical experiences in a variety of settings. The nursing program is approved by the Wisconsin State Board of Nursing and is accredited by the National League for Nursing Accrediting Commission (NLNAC). Graduates are eligible to take the National Council of State Boards of Nursing Licensure Examination (NCLEX) for licensed practical and/or registered nurse. The Wisconsin Technical College System nursing programs strive to provide a seamless nursing curriculum that is flexible and accessible to learners on a statewide basis.

### Program Requirements
- Accuplacer Test (scores within required guidelines)
- Satisfactory scores on NLN pre RN examination
- Two semesters of high school chemistry (C- grade or better) or a post-secondary chemistry course
- Nursing assistant course completion
- Acceptable Caregiver Background Check
- Current CPR certification
- Evidence of professional liability insurance (optional)
- Physical examination and specified health requirements prior to starting clinical (annually)
- Completion of nurse entrance exam
- Practice settings within the field of nursing include, but are not limited to the following: acute care, long-term care, clinics, home health, hospice, corrections

### Program Goals
- To present an integrated general education and nursing curriculum.
- To prepare entry-level nurses.
- To meet the needs of area health care employers and the community.
- To promote LPN and RN progression.
- To facilitate matriculation with BSN completion programs.
- At the completion of the first year of the program, students have the option of submitting an application to the state Board of Nursing to take the examination for licensure as a practical nurse.

### Program Outcomes

#### Practical Nurse
1. Adhere to standards of practice within legal, ethical, and regulatory frameworks of the licensed practice nurse.
2. Use effective communication skills recognizing lifespan considerations.
3. Assist with health assessment of individuals, families and groups across the lifespan.
4. Participate in clinical decision-making within the LPN scope of practice.
5. Provide safe, caring interventions with diverse populations across the lifespan.
6. Use principles of teaching and learning processes to reinforce teaching plans recognizing lifespan considerations.
7. Work cooperatively with others to provide holistic care.
8. Under supervision, manage and direct care within and across health care settings according to established protocols.

#### Associate Degree Nursing
1. Adhere to professional standards of practice within legal, ethical, and regulatory frameworks of the registered nurse.
2. Use effective communication skills incorporating lifespan considerations.
3. Assess health of individuals, families, and groups across the lifespan within the context of the community.
4. Make clinical decisions to assure safe and accurate nursing care.
5. Provide safe caring interventions with diverse populations across the lifespan.
6. Use teaching and learning processes to promote and restore health, incorporating lifespan considerations.
7. Collaborate with others to respond to the needs of individuals, families, and groups across the health-illness continuum.
8. Manage care to facilitate continuity within and across health care settings.

### Considering a bachelor's degree?
This Nicolet College degree will transfer to other colleges and universities. Refer to Chapter 6: Credit Transfer in this catalog or visit [tlis.uwss.edu](http://tlis.uwss.edu) for interactive, course-by-course transfer details.
The nursing assistant is a vital member of the health care team. The nursing assistant carries out assigned duties under the direction of the professional nurse. Responsibilities include bathing, dressing, toileting, assisting with feeding, taking vital signs, ambulating, lifting and moving clients, and performing other selected nursing procedures.

The instructional program for the Nursing Assistant/Long-term Care diploma consists of lecture with laboratory practice and supervised clinical experience in local health care facilities. This program is approved by the Wisconsin Department of Health as a nurse aide training program. The diploma is granted for successful completion of 120 hours of instruction. Additional options are available which the student may choose depending on the type of health care facility in which the student wishes to seek employment. (See course descriptions for explanations.)

The instructional program for the Nursing Assistant/Acute Care diploma may be taken after successful completion of the Long-term Care diploma. This is a 60-hour course of instruction in intermediate level nursing assistant skills which prepares the graduate for employment in hospital settings.

Nursing assistants are employed in long-term care facilities, hospitals, community-based residential facilities, and home health agencies.

**Program Outcomes**
1. Demonstrate caring and respectful communication as a nursing assistant
2. Practice as a nursing assistant collaboratively
3. Demonstrate accountability in the role of the nursing assistant
4. Demonstrate standard safety practices and procedures as a nursing assistant
5. Incorporate critical thinking in the role of the nursing assistant
6. Prioritize the care of groups of clients among multiple competing demands as a nursing assistant
7. Work according to state and federal regulations in the role of the nursing assistant
8. Demonstrate basic nursing skills as a nursing assistant
9. Demonstrate personal care skills as a nursing assistant
10. Document care given and report findings in the role of the nursing assistant

**Curriculum**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
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<tr>
<td>30-543-300 Nursing Assistant</td>
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<td>30-543-302 Nursing Assistant-Skilled Care</td>
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*Hours lecture-lab per week for semester long courses.

Students must have a grade of “C” or better to progress in core courses in the following semester and a grade of “C” or better in all core courses to graduate. A cumulative GPA of 2.0 is required for graduation.
Office Assistant

Technical Diploma – 28 credits
31-106-1

Office assistants help with the day-to-day routine tasks necessary to keep offices functioning. Utilizing their basic computer skills in word processing, spreadsheets, databases, and desktop publishing, office assistants perform a variety of basic business procedures. Human relations and communications skills are integral to being an effective office assistant in today’s rapidly changing office.

The Office Assistant program covers basic business procedures and essential software skills including word processing, spreadsheets, databases, desktop publishing, and web development. Students develop oral and written communications to enable them to work as successful team members in a business environment. All the entry-level skills obtained in the Office Assistant program may be applied toward the two-year Administrative Professional degree.

**Program Outcomes**
1. Demonstrate effective workplace communications.
2. Apply technology skills to business and administrative tasks.
3. Perform routine administrative procedures.
4. Maintain internal and external relationships.
5. Model professionalism in the workplace.

**Possible Careers**
- Office Assistant
- Receptionist
- File Clerk
- Typist
- General Office Clerk

**Advanced Standing:**
Articulation agreements between Nicolet and most district high schools provide credit for selected high school courses. In addition, Nicolet will accept agreements between other Wisconsin Technical Colleges and their district high schools.

Advanced standing is also available for skills acquired through work experience. Students are encouraged to use the advanced standing option; contact the Welcome Center for details.

**Curriculum .................................................... Credits**

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<tr>
<th>First Year</th>
<th>Fall Semester</th>
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<td>10-106-125 WorkPlace Communications ............. 2</td>
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<td>10-106-130 Integrated Computer Applications, Beg.. 4</td>
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<td>10-106-151 Career Management I ..................... 1</td>
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<td>10-801-195 Written Communications ................ 3</td>
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<td>10-106-126 Editing Business Applications .......... 3</td>
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<td>10-106-131 Integrated Computer Applications, Int .... 4</td>
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<td>10-106-170 Administrative Procedures ............... 3</td>
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<td>10-801-196 Oral/Interpersonal Communication ........ 3</td>
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</table>

Students must have a grade of “C” or better to progress in core courses in the following semester and a grade of “C” or better in all core courses to graduate. A cumulative GPA of 2.0 is required for graduation.
Nicolet offers the Pharmacy Technician program in cooperation with Lakeshore Technical College. Admission procedures, deadlines, and program availability are subject to change. Please contact the Welcome Center for the latest information.

The Pharmacy Technician assists the pharmacist by performing the following duties:

- Package and label drugs for prescription dispensing
- Prepare and deliver unit dose drugs to the nursing services of hospitals or nursing homes
- Prepare parenteral admixtures under aseptic and sterile conditions
- Receive and inventory drug shipments
- Manual and computer maintenance of records, including patient profiles
- Provide office services as needed in the pharmacy
- Compound solutions, ointments, lotions, suppositories, and other medications
- Comprehend and utilize medical and drug terminology common to the pharmaceutical environments
- Recognize and apply the knowledge of ethics as well as legal implications of their actions as it relates to themselves, the pharmacist, and the pharmacy

The Pharmacy Technician program trains individuals for the roles of supportive personnel for hospital and community pharmacies. The Pharmacy Technician provides assistance to the pharmacist in a variety of technical tasks involving the packaging, distribution, compounding, labeling, and recording of drugs. This program is presented using interactive television (ITV) to distance sites where the students will also have lab instruction and clinical experiences.

The Pharmacy Technician program is accredited by the American Society of Hospital Pharmacists (ASHP).

**Admission Requirements**

- High School Diploma, High School Equivalency Diploma, or Certificate of General Educational Development. Recommended high school courses: typing, sciences, and math. ACT scores of 18 in reading, writing, and math or Accuplacer scores of 79 reading, 88 writing, and 79 math.
- All courses taken to meet program and graduation requirements for this program need to have a final grade of “C.” Physical examination with appropriate immunizations.
- The physical requirements for pharmacy technicians includes being able to lift 10 pounds for 76 to 100 percent of the time and 20 pounds for 31 to 75 percent of the time. Standing is required for 76 to 100 percent of the time. Reaching, grasping, and fine motor skills are required for 76 to 100 percent of the time.
- Background information checks are required by law for all caregiver programs. Students should have email and Internet access either at home or through their local campus or library.

**Possible Careers**

- Pharmacy Technician in Community Pharmacies
- Nursing Home Pharmacies
- Home IVS
- Hospital Pharmacies

Call 800.443.2129 for further information about this program.

**Curriculum........................................... Credits**

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Fall Semester</td>
<td>10-536-110 Pharmaceutical Calculations</td>
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<tr>
<td></td>
<td>10-510-102 Health Insurance &amp; Reimbursement</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>10-536-112 Pharmacy Business Applications</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>10-536-115 Pharmacy Law</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>10-536-120 Fundamentals of Reading Prescriptions</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>10-536-138 Pharmacy Community Clinical</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>10-501-101 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>18</td>
</tr>
<tr>
<td>Spring Semester**</td>
<td>10-801-196 Oral/Interpersonal Communications</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>10-809-199 Introduction to Psychology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>10-536-122 Pharmacology</td>
<td>3</td>
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<tr>
<td></td>
<td>10-536-124 Pharmacy Drug Distribution Systems</td>
<td>1</td>
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<tr>
<td></td>
<td>10-536-126 Pharmacy Parenteral Admixtures</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Choice A (5 credits)</td>
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</tr>
<tr>
<td></td>
<td>10-536-140 Pharmacy Hospital Clinical</td>
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<td>10-536-141 Hospital Clinical Lab</td>
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<tr>
<td></td>
<td>Choice B (5 credits)</td>
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<tr>
<td></td>
<td>10-536-142 Pharmacy Community Clinical-Adv</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>10- approved business class</td>
<td>18</td>
</tr>
</tbody>
</table>

See a Nicolet academic advisor to determine what Nicolet courses can be taken for this program.

**CPR Certification required**
Nicolet offers the Radiography program in cooperation with Lakeshore Technical College. Radiography program students attend live, interactive television courses at Nicolet and complete all general education courses at Nicolet. Admissions procedures, deadlines, and program availability are subject to change. Please contact the Welcome Center for the latest information.

Diagnosing certain medical conditions or injuries often requires physicians to go beyond a routine physical examination; they need to see inside the body, so an x-ray of the affected area is ordered. Radiographers work with patients to acquire the necessary diagnostic images. If you’re detail-oriented, caring, interested in anatomy and physiology, able to work under pressure, and inclined to work with technology and people, a career as a radiographer may be satisfying choice for you.

Graduate Competencies
1. Apply knowledge of anatomy, physiology, positioning, and radiographic techniques to accurately demonstrate anatomical structures on a radiograph or other imaging receptor.
2. Determine exposure factors to achieve optimum radiographic techniques with minimum radiation exposure to the patient.
3. Evaluate radiographic images for appropriate positioning and image quality.
4. Apply the principles of radiation protection for the patient, self, and others.
5. Provide patient care and comfort.
6. Recognize emergency patient conditions and initiate lifesaving first aid and basic life support procedures.
7. Report malfunctions to the proper authority.
8. Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
9. Participate in radiologic quality assurance programs.

Admission Requirements
- Background check
- Chemistry requirement
- Math requirement
- Complete Medical Terminology
- Complete Computer Literacy
- Complete General Anatomy & Physiology (credits included in total credits of program)
- Clinical observation
- Counseling interview
- Entrance Exam program minimum
- Health/TB/Tetanus Form
- Program Entrance Exam Scores:

<table>
<thead>
<tr>
<th>ACT</th>
<th>Accuplacer</th>
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<tbody>
<tr>
<td>Math</td>
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<tr>
<td>Read</td>
<td>17</td>
</tr>
<tr>
<td>Write</td>
<td>14</td>
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</tbody>
</table>

Possible Careers
Upon successful completion of the program, graduates are eligible to take the entry-level certification exam administered by the American Registry of Radiologic Technicians (ARRT) and are employed as radiographers in:
- Clinics
- Diagnostic Imaging Centers
- Radiology and Imaging Departments of Hospitals

Curriculum...Credits

<table>
<thead>
<tr>
<th>Term 1 Spring Semester</th>
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<tbody>
<tr>
<td>10-526-158 Introduction to Radiography</td>
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<tr>
<td>10-526-149 Radiographic Procedures 1</td>
</tr>
<tr>
<td>10-526-159 Radiographic Imaging 1</td>
</tr>
<tr>
<td>10-526-168 Radiography Clinical Practice 1</td>
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<thead>
<tr>
<th>Term 2 Summer Semester</th>
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<tbody>
<tr>
<td>10-526-192 Radiographic Clinical Practice 2</td>
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<tr>
<td>10-804-106 Introduction to College Math (Nicolet)</td>
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<th>Term 3 Fall Semester</th>
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<tbody>
<tr>
<td>10-526-170 Radiographic Imaging 2</td>
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<tr>
<td>10-526-191 Radiographic Procedures 2</td>
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<tr>
<td>10-526-193 Radiographic Clinical Practice 3</td>
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<tr>
<td>10-801-196 Oral/Interpersonal Communications (Nicolet)</td>
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<tr>
<th>Term 4 Spring Semester</th>
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<tbody>
<tr>
<td>10-526-196 Modalities</td>
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<tr>
<td>10-526-199 Radiographic Clinical Practice 4</td>
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<tr>
<td>10-526-194 Imaging Equipment Operation</td>
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<tr>
<td>10-809-198 Introduction Psychology (Nicolet)</td>
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<tr>
<td>10-809-172 Race, Ethnic &amp; Diversity (Nicolet)</td>
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<td>Total</td>
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<table>
<thead>
<tr>
<th>Term 5 Summer Semester</th>
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<tbody>
<tr>
<td>10-526-190 Radiographic Clinical Practice 5</td>
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<tr>
<td>10-801-195 Written Communication (Nicolet)</td>
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<table>
<thead>
<tr>
<th>Term 6 Fall Semester</th>
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</thead>
<tbody>
<tr>
<td>10-526-189 Radiographic Pathology</td>
</tr>
<tr>
<td>10-526-197 Radiation Protection and Biology</td>
</tr>
<tr>
<td>10-526-198 Radiography Clinical Practice 6</td>
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<tr>
<td>10-526-174 ARRT Certification Seminar</td>
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<tr>
<td>10-526-195 Radiographic Quality Analysis</td>
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<tr>
<td>10-809-196 Introduction to Sociology (Nicolet)</td>
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<td>Total</td>
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</table>

Please contact the Health Occupations Advisor for more information.
Nicolet offers the Surgical Technologist program in cooperation with Northcentral Technical College. Admissions procedures, deadlines, and program availability are subject to change. Please contact the Welcome Center for the latest information.

The Surgical Technologist student is prepared to become an integral member of the surgical team. As a member of this team, the student provides patient care before, during, and after surgery having primary responsibility for maintaining the sterile field. These specified responsibilities are performed in an operating room setting under the direct supervision of qualified professional surgical technologists, registered nurses, and surgeons.

**Program Outcomes**
1. Demonstrate desirable employee traits as a surgical technologist.
2. Function as a first scrub in select surgical procedures.
3. Function as a second scrub on all surgical procedures.
4. Perform circulating duties under direction of a registered nurse.
5. Maintain equipment, instrumentation, and supplies

**Admission Requirements**
- Two semesters of high school chemistry, or one semester of post-secondary chemistry, with grades of “C” or better.
- Demonstrate proficiency in basic skills through ACCUPLACER or ACT with following scores:
  - Reading 89/19
  - Math 79/18
  - Writing 103/18
- Submit satisfactory medical history and physical examination results.
- Submit completed Background disclosure form.
- Submit an acceptable Wisconsin Criminal Background check.
- Complete job shadow experience at local clinical agency.
- Submit proof of CPR - Health Care Provider.

Students accepted into clinical will
- Attend orientation mandatory session
- Submit satisfactory medical history and physical examination results.
- Submit proof of required blood titers
- Submit proof of non-reactive TB skin test within three past 3 months or negative chest x-ray

**Possible Careers**
- Scrub Surgical Technologist
- Circulating Surgical Technologist
- Second Assisting Technologist
- Central Supply Technician

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**Curriculum ........................................ Credits**

**First Semester (Summer)**
- 10-806-177 General Anatomy & Physiology .......... 4
- 10-501-101 Medical Terminology ...................... 3
- 10-801-196 Oral/Interpersonal Communication ......... 3

**Second Semester (Fall)**
- 31-512-337 Introduction to Surgical Technology ...... 4
- 31-512-338 Surgical Technology Fundamentals 1 .... 4
- 31-512-339 Surgical Technology Fundamentals 2 .... 2
- 31-512-330 Surgical Technology Clinical 1 ............ 3
- 10-806-197 Microbiology .................................. 4

**Third Semester (Spring)**
- 31-512-331 Surgical Procedures ........................ 4
- 31-512-332 Surgical Technology Clinical 2 ............ 4
- 31-512-334 Surgical Technology Clinical 3 ............ 4

Note: Students must receive a grade of “C” or better in all program core courses.
The Technical Studies-Journey Worker program is designed for journey workers from various trades who are interested in continuing their education and earning an Associate in Applied Science degree customized to their individual career goals and interests. Thirty-nine credits are granted toward the degree, based upon possession of a Wisconsin Journey-level Certificate from an apprenticeship program that included at least 400 hours of paid related instruction.

Program Requirements

- Possess a Wisconsin Apprenticeship Completion Certificate issued by the Department of Workforce Development-Bureau of Apprenticeship Standards registered program which includes a minimum of 400 hours of prescribed apprentice related technical instruction in the Wisconsin Technical College System.
- Submit a Wisconsin Technical College System Application for Admissions to Nicolet College. The $30 application fee will be waived for apprentices who have been enrolled in Nicolet courses. High school transcripts and placement test scores must be on file with Nicolet College.
- Meet with the appointed Academic Advisor to review the program requirements and advanced standing evaluation of previous coursework.
- Complete at least 25% of the total program credits through Nicolet College coursework.

Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>Technical Studies</td>
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<tr>
<td>(awarded upon successful completion of a registered, approved apprenticeship program)</td>
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<tr>
<td>Communications</td>
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<tr>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>(includes courses in government, economics, ethics, sociology)</td>
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</tr>
<tr>
<td>Behavioral Science</td>
<td>3</td>
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<tr>
<td>(includes courses in psychology)</td>
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</tr>
<tr>
<td>Math and/or Science</td>
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<tr>
<td>Additional General Education</td>
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</tr>
<tr>
<td>(select any general education credits beyond the minimum requirements)</td>
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<tr>
<td>General Education</td>
<td>21</td>
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</tbody>
</table>

A cumulative GPA of 2.0 is required for graduation. Copy of Wisconsin Apprenticeship Completion Certificate must be attached to program requirement sheet.
Welding is an important process in business, construction, and manufacturing sectors of our economy. The welding profession will provide good job opportunities now and in the future. Today, even plastic is welded and will soon be used to make and weld car frames. Nicolet’s welding diploma program will open this career field, providing the student with skills for a lifetime profession.

The Welding program is designed to give students the job-entry skills required in fabrication, construction, maintenance, apprenticeship, and other metal working industries. Students will develop competency in the following areas:

- **Welding and brazing processes:**
  - basic oxyacetylene welding and brazing
  - shielded metal arc
  - gas tungsten arc
  - submerged arc
  - flux core
  - resistance welding

- **Cutting processes:**
  - plasma
  - arc-air
  - photo-electric eye cutting

Students will also experience robotic welding, computerized cutting, safe overhead crane operation, and will learn blueprint reading, layout and fabrication techniques, and math and communication skills.

Requirements for welder certification will be explained, and simulated certification tests will be offered. Upon successfully completing the program, students will have the skills needed to take a welding certification test or job-entry performance test.

### Program Outcomes

1. Work in a safe and productive manner acceptable to OSHA and the Welding Industry.
2. Demonstrate skills in a safe set-up of various welding and cutting processes in a manner acceptable to American Welding Society (AWS) and Occupational Safety and Health Association (OSHA) standards. They include OAW, OAC, SMAW, GMAW, GTAW, PAC and robotics.
3. Produce and evaluate quality welds/cuts using various welding/cutting processes in a safe manner acceptable to industry, OAW, OAC, SMAW, GMAW, GTAW, PAC, and robotics.
4. Demonstrate skills in fabrication techniques by building various projects.
5. Apply communication skills in various weld shop settings.
6. Demonstrate skills in Metallurgy by completing various experiments.
7. Apply math skills in various weld shop settings.

### Possible Careers

- Production Welder
- Maintenance Welder
- Job Shop Layout Welder
- Welding Sales and Service
- Self-employment

### Curriculum

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Fall</td>
<td>31-442-307 Metallurgy Fundamentals</td>
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<tr>
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<td>31-442-321 Shielded Metal Arc Welding</td>
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<td>31-442-322 Oxyfuel &amp; Arc Cutting Processes</td>
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<td>31-442-323 Gas Metal Arc and Flux Cored Arc Welding I</td>
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<td>31-804-30202 Applied Technical Math A</td>
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<td>31-804-30203 Applied Technical Math B</td>
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<td>31-809-350 Customer Relations</td>
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<tr>
<td>Spring</td>
<td>31-421-320 Welding Blueprint Reading</td>
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<td>31-442-325 Adv. Welding &amp; Cutting Processes</td>
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<td>31-442-324 Gas Metal Arc and Flux Cored Arc Welding II</td>
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<td>31-442-326 Gas Tungsten Arc Welding</td>
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<td>31-801-304 Applied Communications: Writing</td>
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<td>31-804-30202 Applied Technical Math A</td>
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<tr>
<td></td>
<td>31-804-30203 Applied Technical Math B</td>
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Students must have a grade of “C” or better to progress in core courses in the following semester and a grade of “C” or better in all core courses to graduate. A cumulative GPA of 2.0 is required for graduation.
Advanced Technical Certificates

Students must have a grade of “C” or better to progress in core courses in the following semester and a grade of “C” or better in all core courses to graduate. A cumulative GPA of 2.0 is required for graduation.

Child Care Administration
40-307-4
This certificate program focuses on the business and personnel aspects of administration to develop management skills for those directing a child care program.

This certificate requires successful completion of the following twelve credits of course work.

With the addition of the two identified electives, students will fulfill the requirements of the 18 credit Wisconsin Professional Credential for Child Care Administrators. This credential articulates with the Nicolet College associate degree in Early Childhood Education and with the baccalaureate degree in business through Franklin University.

10-307-160 Administration & Supervision (3 credits)
10-307-161 Child Care Financial Manage & Planning (3 credits)
10-307-162 Child Care Operations Management (3 credits)
10-307-163 Child Care Marketing & Community Env. (3 credits)

Additional Electives for Completion of the Credential:
10-307-164 Best Practices for Children and Families (3 credits)
10-307-165 Administrative Seminar (3 credits)

Law Enforcement Academy
40-504-1
This certificate is designed to provide students seeking the DOJ college certification track with advanced tactical and technical skills necessary to become certifiable as law enforcement officers per Wisconsin DOJ standards. This certificate is necessary for students who are enrolled in the DOJ college certification track course of study. This will be the final piece that students will need to achieve Wisconsin DOJ certification track.

10-504-926 Tactical Skills (4 credits)
10-504-927 Patrol Procedure Skills (5 credits)

Digital Media Arts
40-201-1
Prepares students to enter the digital media industry with solid technical, conceptual, and aesthetic foundations as capable and fluent creators of visual, time-based digital content for existing and emerging media.

The certificate is a twelve credit, four-course program that covers a broad range of digital media topics. Students will learn to direct, shoot, edit and produce video, produce original animated 2D and 3D graphic elements, and to enhance the visual communication of ideas and information for traditional screen-based delivery and emerging web and mobile delivery.

10-201-185 Interactive Multimedia (3 credits)
10-201-184 Introduction to Digital Media (3 credits)
10-201-160 Digital Video (3 credits)
10-201-165 Compositing & Visual Effects (3 credits)
To pursue a certificate, a student must “declare” that they are planning to work toward the certificate. This is done through the Admissions Office at time of application, or through the student’s academic advisor. Upon completion of the requirements for a certificate, the student must complete a Petition to Graduate form in the semester in which they will complete the certificate requirements. A separate Program Requirement Worksheet for each certificate program is available in the Welcome Center or from the academic advisor.

Students must have a grade of “C” or better in any course to progress in courses which require that course as a prerequisite and a grade of “C” or better in all core courses to graduate. A cumulative GPA of 2.0 is required for graduation.

### Accounting

**Small Business Accounting Certificate** 40-101-3

This certificate is designed for individuals who own or are interested in owning a small business, individuals who seek employment in a small business as an entry-level account clerk, or currently employed individuals who need to update their small business accounting skills and knowledge.

- 10-101-151 Accounting Principles 1 (2 credits)
- 10-101-152 Accounting Principles 2 (2 credits)
- 10-101-112 Payroll Accounting (3 credits)
- 10-103-101 Computer Literacy-MS Windows (1 credit)
- 10-103-126 MS Excel, Beginning (1 credit)
- 10-103-155 Quickbooks, Basics (1 credit)
- OR 10-101-165 Computerized Accounting
- 10-804-123 Math with Business Applications (3 credits)

### Air Conditioning, Refrigeration, and Heating

**Heating, Ventilation, Air Conditioning Certificate** 40-401-1

- 31-660-311 Introduction to Electricity (1 credit)
- 32-660-301 Electronic Calculations 1 (1 credit)
- 31-660-312 DC Circuits (1 credit)
- 32-660-302 Electronic Calculations 2 (1 credit)
- 31-660-313 Introduction to Alternating Current (1 credit)
- 31-660-314 AC Circuits (1 credit)
- 31-660-351 DC Generators & Motors (1 credit)
- 31-401-305 Beginning Air Conditioning/Refrigeration (2 credit)
- 31-401-320 Beginning Principles of Heating (2 credit)
- 31-401-300 Schematic Wiring for HVACR (1 credit)
- 31-401-310 Internm. Air Cond./Refrigeration Service (2 credit)
- 31-401-325 Intermediate Principles of Heating (2 credit)

### Business Management

**Entrepreneurial Certificate** 40-102-6

Entrepreneurs are driven by a desire to control their own destinies and bring their dreams to a marketplace. The two primary goals of this certificate are: 1) to help our existing entrepreneurs develop the skills, knowledge, and abilities needed to become more successful and 2) to help potential entrepreneurs turn their dreams into reality. The Entrepreneurial Certificate involves completion of four courses selected from across the disciplines and additionally allows learners to choose a focus of marketing, human resources, or business math.

- 10-102-120 Business Law (3 credits)
- 10-102-163 Small Business Management (3 credits)
- 10-103-155 Quickbooks Basics (1 credit)
- OR 10-101-165 Computerized Accounting (2 credits)
- 10-103-169 MS Publisher, Beginning (1 credit)
- 10-801-196 Oral/Interpersonal Communications (3 credits)
- 10-104-111 Marketing Principles (3 credits)
- OR 10-804-123 Math with Business Applications (3 credits)
- OR 10-102-115 Human Resource Management (3 credits)

**General Business Management Certificate** 40-102-1

This certificate indicates that students possess a broad range of business skills in management, marketing, accounting, and business law. The certificate demonstrates to employees that the students possess management skills that may be useful in whatever professional area they are employed. Students in the three-year evening Business Management Program usually earn the General Business Management Certificate in the second year.

- 10-101-140 Survey of Accounting (3 credits)
- 10-102-106 Business Orientation (1 credit)
- 10-102-107 Managing for Quality (3 credits)
- 10-102-120 Business Law (3 credits)
- OR 10-102-141 Advanced Tribal Management (3 credits)
- OR 10-102-144 The Law and Public Policy (3 credits)
- 10-102-130 Principles of Management (3 credits)
- OR 10-102-140 Fundamentals of Tribal Management (3 credits)
- 10-103-115 MS Word, Beginning (1 credit)
- OR 10-103-126 MS Excel, Beginning (1 credit)
- 10-104-111 Marketing Principles (3 credits)
- 10-801-195 Written Communications (3 credits)
- 10-801-196 Oral/Interpersonal Communications (3 credits)
- 10-804-123 Math with Business Applications (3 credits)
- 10-809-195 Economics (3 credits)
Tribal Management Certificate 40-102-5
The Tribal Management certificate recognizes and develops the skills of people who work or plan to work in a tribal environment. Managing tribal organizations is not the same as managing non-tribal organizations. In additional to fundamental management skills, tribal managers must understand how a tribe’s social, legal, political, and cultural context shape their work. This certificate is designed to specifically incorporate these understandings.

10-102-140 Fundamentals of Tribal Management (3 credits)
10-102-141 Advanced Tribal Management (3 credits)
10-102-142 Tribal Supervisory Management (3 credits)

Supervisory Management Certificate 40-102-3
This certificate recognizes and improves the student’s skills in planning and organizing work activities, lead teams, communicate with the organization, and oversee daily business operations. It is designed for employees who hold, or are seeking promotions to, management positions.

10-102-115 Human Resource Management (3 credits)
10-102-130 Principles of Management (3 credits)
OR 10-102-140 Fundamentals of Tribal Management (3 credits)
10-102-160 Supervisory Management (3 credits)
OR 10-102-142 Tribal Supervisory Management (3 credits)
10-801-195 Written Communication (3 credits)
OR 10-801-196 Oral/Interpersonal Communication (3 credits)

Culinary Arts

Baking Certificate 40-316-1
This is a specialized certificate for individuals interested in professional baking and pastry arts. Three core courses (Culinary Career Essentials) develop a sound foundation in kitchen basics. Two additional courses concentrate on baking principles and techniques used in bakeries and food service establishments.

10-316-121 Sanitation and Safety Fundamentals (2 credits)
10-316-125 Food Theory (3 credits)
10-316-126 Food Production Principles (3 credits)
10-316-152 Professional Baking (3 credits)
10-316-153 Advanced Baking (3 credits)

Catering Certificate 40-316-2
This certificate is offered for individuals interested in on- or off-premise catering operations. The fundamentals of kitchen operations are stressed in the three core courses (Culinary Career Essentials). Specific skills and knowledge for business start-up, operation, menu planning, elegant food preparation, and promotion are the focus of the remaining two courses.

10-316-111 Garde Manger (2 credits)
10-316-121 Sanitation and Safety Fundamentals (2 credits)
10-316-125 Food Theory (3 credits)
10-316-126 Food Production Principles (3 credits)
10-316-150 Catering (3 credits)

Culinary Career Essentials Certificate 40-316-0
For individuals interested in learning culinary basics and training, this eight-credit certificate provides the foundations for entry-level food service jobs and serves as the core in other certificates and the Culinary Arts program. It is offered in a fast track one semester, two days per week format every fall semester.

10-316-121 Sanitation and Safety Fundamentals (2 credits)
10-316-125 Food Theory (3 credits)
10-316-126 Food Production Principles (3 credits)

Food Service Management Certificate 40-316-3
In partnership with the Educational Foundation of the National Restaurant Association, Nicolet offers this certificate. It is a series of management-based courses for those interested in hospitality career. The program involves completion of four core courses and exams and a choice of one Foundation course and exam. Coupled with 800 hours of industry work experience, student received the prestigious NRAEF ManageFirst Professional credential.

Kitchen Assistant Certificate 40-316-4
This certificate is awarded upon completion of a twelve credit sequence of courses designed to train individuals with special learning abilities for jobs in food service as kitchen helpers, salad makers, bus persons, cafeteria servers, cook’s helpers, prep cooks, and dishwashers.

Kitchen Management Certificate 40-316-6
Building on the basics of Culinary Career Essentials, this certificate focuses on managerial functions required for positions as kitchen managers, deli managers, sous chef, or institutional food service managers.
Early Childhood Education

Infant Toddler Certificate 40-307-9
This certificate is designed for early childhood teachers and directors working with infants and toddlers in early childhood programs or for those who want a deeper understanding of infant and toddler care and education. The certificate consists of four courses for a total of 12 credits. Individuals who complete this certificate are eligible to submit a portfolio of their competencies to The Registry; Wisconsin’s Recognition System for the Child Care and Education Profession and apply for the Wisconsin Infant Toddler Professional Credential awarded by that agency. This certificate articulates with the Nicolet College Early Childhood Education Associate Degree.

10-307-151 ECE: Infant and Toddler Development (3 credits)
10-307-171 ECE: Infant Toddler Group Care (3 credits)
10-307-195 ECE: Family & Community Relationships (3 credits)
10-307-181 ECE: Infant Toddler Capstone (3 credits)

Preschool Certificate 40-307-8
This certificate program is designed to provide specialized training for early childhood teachers and directors working with preschool aged children. The certificate consists of five courses for a total of 15 credits. Individuals who complete this certificate are eligible to submit a portfolio of their competencies to The Registry; Wisconsin’s Recognition System for the Child Care and Education Profession and apply for the Wisconsin Preschool Professional Credential awarded by that agency. This certificate articulates with the Nicolet College Early Childhood Education Associate Degree.

10-307-148 ECE: Foundations of Early Childhood Ed. (3 credits)
10-307-167 ECE: Health, Safety, and Nutrition (3 credits)
10-307-178 ECE: Art, Music, & Language Arts (3 credits)
10-307-179 ECE: Child Development (3 credits)
10-307-180 ECE: Preschool Capstone (3 credits)

Health

Health Care Worker Basic Certificate 40-510-2
This certificate provides the participant the necessary skills to gain unsubsidized employment in health care facilities (including acute care, skilled nursing facilities, home health agencies, and some clinics). The certificate provides the participant with a range of skills required to entry level health care workers in a variety of employment settings.

10-501-104 Health Care Customer Services (2 credits)
10-501-101 Medical Terminology (3 credits)
30-543-300 Nursing Assistant (3 credits)
10-103-115 MS Word, Beginning (1 credit)

Phlebotomy Certificate 40-513-1
This certificate provides practical training in the collection of blood specimens by venipuncture and routine capillary puncture. This certificate includes a 100 hour clinical phlebotomy experience. Students must have a minimum of 100 successful blood collection procedures (venipuncture and capillary combined).

10-501-104 Healthcare Customer Service (2 credits)
10-501-101 Medical Terminology (3 credits)
31-509-302 Human Body in Health & Disease (3 credits)
10-513-110 Basic Lab Skills (1 credit)
10-513-111 Phlebotomy (2 credits)
10-513-147 Phlebotomy Clinical (2 credits)

Industrial Electronics Maintenance

Basic Industrial Electronics Maintenance Certificate 40-414-1
This certificate covers the fundamental concepts of electricity and electrical circuits along with the required prerequisite knowledge of personal computer applications. Electrical qualities such as Voltage, Current, Resistance, and Power are discussed long with coverage of standard circuit configurations such as series and parallel.

31-660-311 Introduction to Electricity (1 credit)
32-660-301 Electronics Calculations 1 (1 credit)
31-660-312 DC Circuits (1 credit)
32-660-302 Electronic Calculations 2 (1 credit)
31-660-313 Introduction to Alternating Current (1 credit)
31-660-314 AC Circuits (1 credit)
31-660-351 DC Generators & Motors (1 credit)
10-103-101 Computer Literacy-Microsoft Windows (1 credit)

Information Technology

IT-CISCO CCNA Certificate 40-150-2
This certificate is intended for people already working in the information technology field who want to update their skills and knowledge relating to current Cisco hardware and software. Upon completion of this certificate the student will meet the basic competencies and be prepared to take the Cisco Systems exam to meet the requirements for the Cisco Certified Network Associate (CCNA) certificate. Courses in this certificate require the use of a PC configured with the Microsoft Windows XP Professional operating system. If the student does not have access to this configuration, the coursework can be completed at the college campus in the IT computer labs.

10-150-110 Networking Fundamentals (3 credits)
10-150-130 Network Infrastructures (3 credits)
10-150-141 WAN Technologies (3 credits)
10-801-195 Written Communications (3 credits)
OR 10-801-196 Oral/Interpersonal Communications (3 credits)

Home Technology Integration Certificate 40-150-3
Home Technology Integration (HTI) is the concept of a connected home environment in which a central controlling device (PC or other dedicated controlling device) is programmed or otherwise configured by the homeowner. This device is utilized to manage and control in-coming and outgoing internet access, audio/visual digital data, appliances, security, lighting, heating/cooling, and utilities of the home. This certificate will contain courses to address the seven areas of the home technology environment.

31-660-311 Introduction to Electricity (1 credit)
32-660-302 Electronic Calculations (1 credit)
10-150-110 Networking Fundamentals (3 credits)
31-475-30101 Carpentry I Part A (1 credit)
31-475-30102 Carpentry I Part B (1 credit)
10-150-101 Home Audio/Video System Configuration (1 credit)
10-150-102 Home Control & Management (1 credit)
10-150-103 Home Security & Surveillance (1 credit)
IT-Database Management Certificate 40-152-1
The development of new information technologies has created a demand for highly trained specialists who can develop and support the Internet and intranet applications. As more organizations use the Internet to conduct their business online, new systems must be analyzed and new data must be administered and managed. The spread of new technologies has resulted in a need for information technology specialists knowledgeable about computer networks and database management. According to the U.S. Department of Labor, employment in these areas is expected to increase much faster than the average as organizations continue to adopt increasingly sophisticated technologies. As the Internet and electronic business generate large volumes of data, there is a growing need to be able to store, manage, and extract data effectively. Database administrators work with database management software and determine ways to organize and store data. They identify user requirements, set up computer databases, and test and coordinate modifications to computer database systems. They also ensure the performance of the system, are knowledgeable about the platform the database runs on, and may plan and coordinate system security measures. Database administrators may be employed by Internet service providers, or data processing, hosting, and related services firms.

10-152-115 Database Fundamentals (3 credits)
10-152-125 Database Design & Implementation (3 credits)
10-152-142 SQL Programming (2 credits)
10-801-195 Written Communications (3 credits)
OR 10-801-196 Oral/Interpersonal Communications (3 credits)

IT-Desktop Support Technician Certificate 40-154-2
Upon completion of this certificate the student will meet the basic competencies and be prepared to take Microsoft exams to meet the requirements for Microsoft Certified Desktop Support Technician and partial requirements for the Microsoft Certified Systems Associate certificate. Courses in this certificate require the use of a PC configured with the Microsoft Windows XP Professional operating system and Microsoft Office 2007 with Word, Excel, Access, PowerPoint, and Visio. If the student does not have access to this configuration, the coursework can be completed at the College campus in the IT computer labs.

10-154-125 IT Fundamentals (2 credits)
10-154-155 Microcomputer Operating Systems (3 credits)
10-154-150 Application Software Support (3 credits)
10-801-195 Written Communications (3 credits)
OR 10-801-196 Oral/Interpersonal Communications (3 credits)

IT-Website Development & Support Certificate 40-154-1
With this certificate the student will learn to manage and maintain websites and assist website users with their needs. Upon completion of this certificate the student will meet the basics competencies and be prepared to take the following CompTIA exam to meet the requirements for the Project+ industry certificate. Courses in this certificate require the use of a PC configured with the Microsoft Windows XP Professional operating system, Microsoft Project 2007, and JAVA 2 with SDK 5. If the student does not have access to this configuration, the coursework can be completed at the College campus in the IT computer labs.

10-154-165 Project Management (3 credits)
10-154-170 Help Desk Fundamentals (2 credits)
10-154-177 Web Programming Fundamentals (3 credits)
10-152-145 JAVA Programming (3 credits)
10-801-195 Written Communications (3 credits)
OR 10-801-196 Oral/Interpersonal Communications (3 credits)

IT-Web Programming and Development Certificate 40-152-2
The expansion of the World Wide Web has created a number of occupations related to the design, development, and maintenance of websites and their servers. Web programmers, web developers, and web designers are responsible for site creation, design, and day-to-day maintenance. They may also address performance issues such as speed of access and content management. Web programmers and developers may work for technology businesses, organizations who conduct business via the Internet, or as self-employed contractors working independently.

Nicolet’s IT Certificate programs provide students with a broad knowledge of computer systems and technologies and strong problem-solving and analytical skills. Students are prepared to obtain jobs in business and industry where database management and the Internet are integral to an organization’s business operations. Technological advances in the computer field come so rapidly that continuous study is necessary to keep skills up to date. Information Technology programs provide the continuing education required to keep pace with current and future trends in information technology. Students are trained in data analysis, backup systems, database security, website development, and web server maintenance.

10-152-120 Introduction to Programming (3 credits)
10-152-145 JAVA Programming (3 credits)
10-152-183 Interactive Web Programming (3 credits)
10-154-177 Web Programming Fundamentals (3 credits)
10-801-195 Written Communications (3 credits)
OR 10-801-196 Oral/Interpersonal Communications (3 credits)

Manufacturing Essentials 40-623-1
Designed for individuals considering a career in manufacturing, as well as for incumbent workers seeking advancement in the field. The certificate provides an introduction to the changing nature of the modern manufacturing enterprise and assists in the development of foundational knowledge and skills needed to succeed in industry.

10-103-101 Computer Literacy-Microsoft Windows (1 credit)
30-623-300 Intro to High Performance Manufacturing (1 credit)
30-625-305 Critical Core Manufacturing Skills (1 credit)
30-623-310 Blueprint Reading Fundamentals for Mfg (1 credit)
10-623-101 Principles of Lean Manufacturing (1 credit)
30-625-300 MSSC Safety (1 credit)
30-625-301 MSSC Quality Practices & Measurements (1 credit)
31-804-302 Applied Technical Mathematics (1 credit)
10-890-100 College Success Skills (1 credit)

Manufacturing Fundamentals 40-625-1
Designed for individuals seeking entry-level employment in manufacturing and provides opportunities for students to develop the foundational academic, employability, and technical skills needed in the modern manufacturing setting.

10-103-101 Computer Literacy-Microsoft Windows (1 credit)
30-625-305 Critical Core Manufacturing Skills (1 credit)
30-625-300 MSSC Safety (1 credit)
30-625-301 MSSC Quality Practices & Measurements (1 credit)
31-421-32001 Basic Blueprint Reading/Welding-Part A (1 credit)
31-804-30202 Applied Technical Math-Part A (1 credit)
Marketing

Marketing Specialist Certificate  40-104-1
Marketing specialists are often given the responsibilities of selling, web marketing, and promotional activities with very little educational background specific to these duties. The goal of this certificate is to help these employees quickly become skilled in these critical marketing areas. Involves completion of five courses selected specifically for the purpose of enhancing the skills that will provide the greatest level of benefit for both the employee and employer.

10-104-111 Marketing Principles (3 credits)
10-104-120 Principles of Selling (3 credits)
10-104-140 Web Marketing (3 credits)
10-104-135 Promotion (3 credits)
10-809-199 Psychology of Human Relations (3 credits)

Office Technology

Microsoft Office Certificate  40-106-7
The Microsoft Office certificate gives comprehensive training in the latest Microsoft Office software. Whether you process information in the office, input data, or do other tasks, this certificate will give you an edge because of the extra knowledge you will gain. Individuals who will benefit include receptionists, administrative assistant, office assistant, and managers.

10-106-130 Integrated Computer Applications, Beg (4 credits)
10-106-131 Integrated Computer Applications, Interm (4 credits)
10-103-119 Desktop Publishing (2 credits)

Receptionist Certificate  40-106-5
The Receptionist Certificate prepares students for employment in entry-level office positions. Basic computer skills and essential business as well as communication skills are emphasized. The Business Technology Department offers the opportunity to advance by moving up the ladder from the Receptionist Certificate to the Office Assistant Diploma to the Administrative Assistant Degree. Progressively more advanced skills and highly marketable credentials will be obtained at each level.

10-106-116 Document Processing (3 credits)
10-106-151 Career Management I (1 credit)
10-106-125 Workplace Communications (2 credits)
10-106-130 Integrated Computer Applications, Beg (4 credits)
10-801-195 Written Communications (3 credits)

Welding

Fabrication Certificate  40-442-3
The Welding Fabrication Certificate is designed to give students advanced skills utilized in the fabrication industry beyond entry level welders. The certificate gives students exposure to advanced welding blueprint reading, measurements, and welding processes in spray and pulsed spray transfer. This certificate is available for students that have completed the one-year technical diploma in Welding.

31-442-330 Advanced Welding Blueprint Reading (2 credits)
31-442-331 Measuring Devices (1 credit)
31-442-332 Areas Layout (2 credits)
31-442-333 Advanced GMAW Spray, Pulse Spray, and FCAW (3 credits)
31-442-334 Welding Fabrication (3 credits)
31-801-305 Applied Communications: Listening and Speaking (2 credits)

Gas Metal Arc Welding Certificate  40-442-2
The Welding Certificate is designed to provide the basic overview of gas metal arc welding in a variety of types (spray, short circuit, and flux) on a variety of metal types (mild steel, stainless steel and aluminum).

31-442-32301 GMAW I – Basic Short Circuit Transfer (1 credit)
31-442-32302 GMAW I – Basic Spray Transfer (1 credit)
31-442-32303 GMAW I – Basic Flux Core (1 credit)
31-442-32304 GMAW I – GMAW Stainless Steel (1 credit)
31-442-32305 GMAW II – GMAW Aluminum (1 credit)
31-442-32401 GMAW II – Advanced Spray Transfer (1 credit)
31-442-32402 GMAW II – Advanced Flux Core (1 credit)
31-421-320 Welding Blueprint Reading (2 credits)

General Education (choose one):
31-809-350 Customer Relations (1 credit)
31-801-304 Applied Communications: Writing (2 credits)
The Academic Success Program offers courses and developmental services to enhance students’ access to, and success in, educational programs and to enhance the ability of individuals to function effectively in an increasingly complex period.

**College Preparation and Support Options**

**Introductory College Courses**

Courses are designed to help recent high school graduates and returning adults prepare for success in college level courses and programs. Classroom courses in reading and study skills, English, and math are offered on the Rhinelander campus and online. Math courses are offered at Nicolet-Lakeland through ITV. Accuplacer scores and other academic measures are used to determine whether entering students need to take introductory courses prior to taking an occupational or university transfer course. Students register through the Welcome Center before the semester begins.

**Academic Support for Program Students**

Students enrolled in occupational programs or general education courses at Nicolet can work individually with Academic Success instructors to strengthen their academic skills while they concurrently pursue career or academic training.

**High School Completion Options**

**Adult High School Completion**

Adults who do not have a high school diploma may enroll in courses for a General Education Development certificate (GED) or a High School Equivalency Diploma (HSED). Both the GED and the HSED require students to pass tests in English, social studies, science, reading, and math. Additional courses in civics, health, and employability skills are required for the HSED. Career planning is included in both programs of study. Students may enroll at the Rhinelander campus, Nicolet-Lakeland, or any of the Academic Success outreach centers located throughout the district. Instruction is offered free of charge to district residents; there is a fee, however, for taking the actual GED tests. Nicolet College holds an annual graduation ceremony for students who earn a GED or HSED.

**ADVANCE/Alternative High School Program**

The ADVANCE program provides an alternative means for high school students to earn their high school diplomas. The curriculum is approved by participating district high schools and includes opportunities for students to begin a college program while completing their high school requirements. Students receive their diplomas from their respective high schools upon successful completion of the program.

The ADVANCE program is offered on the Rhinelander campus. Nicolet district students who meet the state’s requirement for alternative high school programs can begin the application process by contacting their high school counselors.

**HSED Contracts**

The Academic Success program serves high school students through contractual agreements with high schools that allow students to complete an HSED. Certain restrictions apply.

**Special Services and Programs**

**Counseling**

The Academic Success program provides a variety of counseling services to help students make decisions about careers and educational programs. These include orientation to high school completion options, courses for career planning and employability, individualized career planning, help with study skills and test anxiety, and referrals to College and community resources. A goal-oriented format not only addresses a student’s immediate concerns but also emphasizes future plans for school and work. Students can get help selecting a college program, applying for admission to Nicolet, and securing financial aid. Counseling services use a team approach that includes the student, counselor, instructors, and staff.

**Computer Basics**

This course is designed to provide orientation to computer use, word processing, windows-based software, Internet use, and the computer’s role in our increasingly technological world.

**Instruction for English Language Learners (ELL)**

The English Language Learner program provides English language instruction at beginning through advanced levels for Nicolet district residents whose native language is not English. ELL classes help participants learn about the American culture and improve their English speaking, reading, writing, and listening skills. Instruction is tailored to meet individual needs. Students may attend at the Rhinelander campus, Nicolet-Lakeland, or any of the Academic Success outreach centers located throughout the district.

**Literacy**

Nicolet’s Academic Success Program offers basic literacy (writing, math, reading) instructional opportunities at all Academic Success Centers. The staff also offers instruction in the areas of financial and health literacy through individualized lessons that teach students strategies to effectively handle finances and to deal with the complexities of the health care system. The Academic Success Program provides resources to students with children under the age of 13 to help them develop their children’s reading, writing, and math skills.
Apprenticeship Training

Apprenticeship is a combination of on-the-job training and related classroom instruction.

- An apprentice enters a contract to learn a skilled craft or trade in exchange for paid services to an employer in the field.
- The apprentice works with a journeyman (skilled craftsman) for two to five years depending on the trade where the skilled craftsman passes on knowledge to the apprentice.
- Each apprentice is required to take designated related instruction throughout their apprenticeship. Instruction is usually provided through the technical college. Typically, apprentices attend day school for eight hours every other week (72-hours per semester) and receive a normal hourly salary while attending class during the day.
- Many apprenticeship trades also require night school.
- Apprenticeships are a partnership between the employer who offers on-the-job training, the apprentice who agrees to work for the employer, the technical college or training group, and the State of Wisconsin, Department of Workforce Development, Bureau of Apprenticeship Standards.

The Department of Workforce Development - Bureau of Apprenticeship Standards (BAS) governs apprenticeship programs, deriving its authority from Chapter 106 of the Wisconsin Statutes. This law determines all requirements of students, employers, and apprenticeship training programs. The indenture assures that the employer has a qualified employee and that the apprentice receives a thorough grounding in the knowledge and skills required in his/her selected field. BAS’s supervision assures that training meets the standards of the trade.

Eligibility:
- High school diploma or GED/HSED
- Passing score on Accuplacer or other required tests
- Physical capability of performing the trade
- Valid driver’s license or reliable transportation
- Applicants must meet the application and testing requirements of the field they are interested in entering. These rules and policies may vary depending on the requirements of the specific occupation.
- Applicants must be employed prior to starting an apprenticeship. If you do not have an employer, you can still start the application process and go before the committee to receive a Letter of Introduction, which can be taken to potential employers to designate that you are a qualified apprenticeship candidate.

Application Process: This process varies for each program.

Availability: Depending on the current needs of business and industry, the availability of apprenticeship programs may vary. Please check with the Nicolet Apprenticeship Office to see if the following trades are being offered in any given year.

Other Apprenticeships and General Information Sites:
- www.dwd.state.wi.us/apprenticeship
- www.witechcolleges.com/Explore_Careers/Apprenticeship

Referral services are available for all apprentice trades. For additional information regarding opportunities and requirements for various apprenticeship programs, contact the Apprenticeship Office.

CONSTRUCTION ELECTRICIAN

Electricians plan the electrical systems for structures. They install wiring and other electrical components such as breaker boxes, switches, light fixtures, and telephone and television wiring. They must be familiar with local and national codes. Electricians must be carefully trained and safe because they can be exposed to hazardous conditions and situations. In Wisconsin, upon completion of the apprenticeship, apprentices receive a Journeyman Certification. Future career path opportunities include jobs as estimators, distribution manager, inspectors, project managers, trade instructors, and foremen.

Electrical work can be indoors or outdoors. Their work is sometimes physically strenuous requiring prolonged standing in cramped or uncomfortable positions. Electricians may work in dusty, dirty, hot and wet conditions, or in confined areas, ditches or other uncomfortable places. The working environment varies with each job and may include working on ladders and scaffolding. Electricians follow strict safety procedures to prevent injuries from electrical shock, falls, and cuts.

Application Process:
All of the following materials must be in the ABC of WI office by the application deadline, July 15th.

- Apprenticeship Application
- Employer Application, if sponsored
- Supplemental Information Form
- High school transcripts
- Copy of driver’s license, or means to get to and from work and school
- Test results (Reading & Arithmetic), if applicable
- Algebra verification, if applicable
- To learn more visit: www.abcw.org/apprenticeship

Terms of Apprenticeship:
- 5-year training program
- 7,920 hours of on-the-job training
- 720 hours of paid related classroom instruction
- 200 hours of non-paid related instruction to include First Aid, Welding, OSHA, etc.
- Additional related instruction may be required

PLUMBING

Plumbing apprentices learn to install and repair pipes for water, gas, sewage, and drainage systems, and to install and repair sanitary facilities. They learn how to test their installations to ensure compliance with plumbing code.

Work can be indoors or outdoors on existing or new construction projects. Plumbers may work on a ladder/scaffold, in trenches and in various weather conditions. Work requires both stamina and physical strength, working in cramped or uncomfortable positions, and standing for long periods.

Application Process:

- Send completed Apprenticeship Application and official copy of high school transcripts or GED to the Nicolet Apprenticeship Office.
- Once everything is in place you will be called before the Plumbing Committee to become indentured or to receive a Letter of Introduction, which can be taken to potential employers to designate that you are a qualified apprenticeship candidate.

Terms of Apprenticeship:

- 5-year training program
- 7,500 hours of on-the-job training
- 500 hours of paid related classroom instruction
- 268 hours of non-paid related instruction to include First Aid, Welding, OSHA, Modules, Blueprint Reading, Transition to Trainer, etc.
Workforce and Economic Development/Community Education

Workshops, Seminars, and Continuing Education

The college offers high quality professional development and continuing education opportunities to working adults to help them acquire or update job skills, maintain licensure and certification, gain valuable interpersonal and leadership skills, and explore new career endeavors. Classes are conveniently scheduled and affordably priced and cover a wide range of business and technical topics, including:

- Automotive Service and Repair
- Building and Construction Trades
- Computer Applications
- Early Childhood Education
- Emergency First Aid/CPR
- Food and Beverage Management
- Health Care
- Human Resources
- Industrial Safety/OSHA
- Insurance
- Land Surveying
- Law Enforcement
- Leadership and Supervision
- Manufacturing
- Sales, Marketing and Customer Service
- Small Business Management

Find out about upcoming classes by calling 715-365-4425 or visit us at nicoletcollege.edu.

Customized Training and Consulting Services

Nicolet College offers a wide range of customized training and consulting services tailored to meet the workforce development needs of business and industry. Over the years, Nicolet has worked with hundreds of organizations throughout northern Wisconsin and has helped thousands of employees enhance their job knowledge and skills. Training is delivered when and where it’s needed—days, evenings, or weekends—to accommodate the schedules of both employers and employees. An array of business and technical topics is available in areas including:

- Leadership development
- Human resource management
- Communication and team skills
- Problem solving and decision making
- Customer service
- Occupational safety and health
- Emergency medical services
- Technical training for building and construction trades
- Manufacturing and industrial technology
- Computer software applications
- Programs for small business

Through partnerships with internationally renowned training organizations, Nicolet offers programs from Franklin Covey, Achieve Global, Vision Point, and others. And in conjunction with the industry experts in the Northwest Wisconsin Manufacturing Outreach Center, Nicolet provides technical expertise and hands-on business assistance to help small and mid-sized manufacturers improve productivity and profitability through the application of advanced manufacturing strategies.

To learn more about our specialized offerings or to schedule a complimentary training needs assessment for your business call 715-365-4564 or visit nicoletcollege.edu

Resources for Starting a Business

If you have an entrepreneurial spirit, Nicolet College offers training and resources for those who have been thinking about starting a business but don’t know where to begin. Free workshops are offered regularly to help individuals determine their entrepreneurial readiness and find out what’s needed to turn their dreams into reality. Classes and one-on-one help are available through the Workforce and Economic Development Office. Call 715-365-4492 or visit us at nicoletcollege.edu to learn more.

Community Education Courses

Courses, workshops, and other life-enriching learning opportunities are available to meet the needs of other lifelong learners.

A schedule of community education courses and activities is published three times a year. These courses and activities do not usually require formal educational prerequisites. To learn more about our community education courses, visit us at nicoletcollege.edu

Examples of types of courses offered include:

- Arts and Crafts
- Computers at Home
- Dance
- Sewing and Quilting
- Health and Fitness
- Food Preparation
- Photography
- Landscaping and Gardening

Outdoor Adventure Series

Nicolet College’s Outdoor Adventure Series courses are designed to combine academic and outdoor recreational skills in a unique Northwoods atmosphere. These courses can show students the basics or broaden their expertise in canoeing, kayaking, fly fishing, biking, birding, flora and fauna, writing, and hiking.

A printed schedule of Outdoor Adventure Series courses is usually available in March for the upcoming summer. Information is also available on the website. For more information about the Outdoor Adventure Series, call 715-356-6753 or 800-585-9304.

Instructor-Led Online Classes

In partnership with ed2go®, Nicolet College offers a large selection of non-credit instructor-facilitated online courses that are informative, fun, convenient, and highly interactive. Any of these courses can be completed entirely from your home or office and at any time of the day or night. Courses begin on the third Wednesday of every month, and run for six weeks. Check out the complete list of courses at www.ed2go.com/nicolet
Emergency Medical Services

The Emergency Medical Services program offers initial training and continuing education for emergency personnel, industry, and the general public. Selections include the following:

- Emergency Medical Technician Basic
- EMT Intermediate Technician
- Wisconsin Emergency Medical Responder Training
- EMS Skills Updates
- American Heart Association:
  - BLS Healthcare Provider and Heartsaver CPR courses
  - First Aid and Pediatric First Aid courses
  - Heartsaver AED training

For more information on EMS courses, call the Director of Protective Services.

Fire Service Technology (Associate of Applied Science Program)

In conjunction with Fox Valley Technical College, Nicolet offers a two-year associate degree program in Fire Protection Technology. Students are enrolled at FVTC, but can complete their general education requirements at Nicolet and FVTC classes are presented via ITV here at the college. For more information, students interested in this program should contact an advisor.

Fire Training

The Fire Service Technology training program at Nicolet is a multi-faceted program designed to meet the initial training and continuing education needs of area fire departments, fire brigades, hazardous materials response teams, and industry. Technical assistance to help agencies reduce the cost of Workers Compensation costs, the risk of citations and fines, and exposure to liability is also available.

Selections include the following:

- Specialized fire department courses
- Wisconsin Firefighter and Officer Certification Programs
- National Fire Academy field courses
- Emergency Vehicle Operations (EVOC)
- Site-specific and specialized courses for industry
- Incident Command Systems (NIIMS I-100, I-200, I-300, and IS-700)
- Confined space

For more information on Fire Service Technology, call the Director of Protective Services.

Hazardous Material Training

Nicolet's hazardous materials courses are designed to meet requirements of the Code of Federal Regulations 1910.120 (OSHA). This federal law mandates specific education and training for people who work or come in contact with any substance that can be classified as a hazardous material. Nicolet is one of forty EPA-approved trainers in the nation, offering both initial and refresher courses. Training available includes the following:

- Recognition and identification of hazardous materials
- Initial and refresher training at awareness, operational, and technician levels
- Site worker
- U.S. Environmental Protection Agency hazardous material training

Online course: Moderate Risk/Operations (24 hours)
Online course: Wastewater, Water Treatment and Water Distribution. Hours vary.

These classes will meet recertification requirements for Wisconsin DNR.

For more information on Hazardous Materials Training, call the Director of Protective Services.

Traffic Safety

Nicolet offers a variety of courses to increase traffic safety awareness, comply with state laws, and help meet the needs of the district.

- Basic Motorcycle Rider Course
- Defensive Driving
- Defensive Driving Refresher
- Emergency Vehicle Operations (EVOC)
- Group Dynamics/TSS
- Multiple Offender Program/TSS
- Traffic Safety/Point Reduction

For more information on Traffic Safety programs, call the Director of Protective Services.
Chapter 7
Courses and Descriptions

This chapter lists the courses that Nicolet offers for its degree, diploma, and certificate programs. The courses are listed alphabetically by subject then numerically by course number. Each course has an eight-digit course number. The first two digits identify the aid code. The next three digits identify the instructional area (numbers listed below). The final three digits identify the type of program and the particular course.

- Occupational associate degree courses are—100 level (e.g. 10-101-1xx is an Associate of Applied Science accounting course)
- University Transfer Liberal Arts courses are—200 level (20-xxx-2xx)
- Technical diploma courses are—300 level (31-xxx-3xx)

### Instructional Areas

- Accounting (101)
- Air Conditioning, Refrigeration, Heating (401)
- Architectural Technology (614)
- Art (815)
- Automotive Technician (404)
- Barber/Cosmetologist (502)
- Building Trades - Carpentry (475)
- Business Management (102)
- Business Related (105)
- Computer Applications (103)
- Computer Information Systems (107)
- Criminal Justice-Law Enforcement (504)
- Culinary Arts (316)
- Early Childhood Education (307)
- Emergency Medical Technician (531)
- English/Communications (801)
- Foreign Language (802)
- General College
- Graphic Design (201)
- Health/Physical Education (807)
- Health Related (510)
- History (803)
- Information Technology (150, 152, 154)
- Interdisciplinary Quality Improvement (625)
- Land Surveying (607)
- Marketing (104)
- Manufacturing (623)
- Mathematics (804)
- Mechanical Design/CAD (606)
- Medical Assistant (509)
- Music (805)
- Nursing, Licensed Practical Nursing and Nursing Assistant (543)
- Office Technology (106)
- Real Estate (194)
- Science (806)
- Social Science (809)
- Speech/Theatre (810)
- Student Development (890)
- Surgical Technologist (512)
- Welding (442)

### Alternate Delivery:

Courses available via alternate delivery are identified in the semester class schedules. The course outcomes and content are equivalent to those of traditional classroom courses. Delivery methods include:

- **Individually Arranged (IA)**
  Individually arranged courses allow students to complete the majority of coursework using independent study. Students are expected to meet with the instructor on a regular basis.

- **Interactive Television (ITV)**
  Interactive television courses connect students in different locations with instructors through live video and audio links. Students can see and hear each other, and the instructor, at all sites. Instructors often incorporate an online component for distribution of course materials, for testing, etc. Interactive television classes are often videotaped as approved by the instructor. Students will be informed when video taping takes place. Technical problems at a receive site which interfere with transmission, and weather or receive-site conflicts are examples that might warrant videotaping.

- **Business Technologies Skills Labs (BTSL)**
  Students are required to attend each lab session. Work may be done outside of the lab if students want to work ahead or if additional time is needed to complete assignments. Instructors are available to assist students.

- **Video (VID)**
  Video is a more independent way of learning through the use of study guides, textbook(s), and videotapes. The student interacts with the instructor and other students via telephone, mail, email, online, or in person as specified in the course materials. Increasingly, courses have online components that follow weekly deadlines. Students should consult with the instructor if they have questions regarding online components in individual courses.

- **Web/Online (WEB)**
  Web courses are delivered entirely online. Students enrolled in an online course for the first time need to participate in an online student orientation. Students who do not have high speed internet access may use computers at Nicolet’s campuses, local libraries, internet cafés, etc. Daily login and access to your Nicolet College email is recommended for most courses; check the course syllabus for specific information.

- **Hybrid (HYBRD)**
  Hybrid courses are a blend of face-to-face and online instruction. In a hybrid course, a portion of the learning is online. As a result, the amount of classroom seat-time is reduced. Students enrolled in a hybrid course for the first time need to participate in an online student orientation. Students who do not have high speed internet access may use computers at Nicolet’s campuses, local libraries, internet cafés, etc. Daily login and access to your Nicolet College email is recommended for most courses; check the course syllabus for specific information.

- **Hybrid/ITV (HYBTV)**
  Hybrid/ITV courses are a blend of face-to-face and online instruction. The face-to-face instruction is conducted through live video and audio links (see ITV) to connect students at remote sites with instructors. In a hybrid course, a portion of the learning is online. As a result, the amount of ITV classroom seat-time is reduced. Students enrolled in a hybrid/ITV course for the first time need to participate in an online student orientation. Students who do not have high speed internet access may use computers at Nicolet’s campuses, local libraries, internet cafés, etc. Daily login and access to your Nicolet College email is recommended for most courses; check the course syllabus for specific information.

- **Accelerated Learning (ACCEL)**
  Accelerated learning incorporates hands-on experiences with positive reinforcement of the natural learning abilities of every individual. These courses are geared toward working adults who apply knowledge acquired in the course to their work setting. As a result, class time is reduced.

- **Accelerated/ITV (ACCTV)**
  This delivery method utilizes accelerated learning concepts in an ITV setting. The face-to-face instruction is conducted through live video and audio links (see ITV) to connect students at remote sites with instructors. The actual class time is reduced through the incorporation of accelerated learning techniques (see Accelerated Learning).
ACCOUNTING

10-101-101 Office Accounting I
Emphasizes office-related accounting tasks. Students learn to apply debit/credit theory in preparing journals and ledgers for service and merchandise firms. Includes procedures for petty cash, banking, and payroll. Lecture. 2 credits.

10-101-112 Payroll Accounting
Teaches accounting procedures dealing with payroll, laws, and government requirements including completion and filing of periodic reports. Pre/corequisite: 10-101-151. Lecture/lab. 3 credits.

10-101-113 Income Tax Preparation I
Studies current state and federal tax laws. Students learn to calculate and present gross income, deductions, exemptions, taxable income, tax liability, and tax credits on appropriate tax forms. Lecture. 4 credits.

10-101-114 Income Tax Preparation II
Continuation of Income Tax Preparation I. Students learn more advanced tax concepts of individuals as well as businesses. Prerequisite: 10-101-113 or consent of instructor. Lecture. 3 credits.

10-101-140 Survey of Accounting
Uses a debit/credit approach to emphasize the general principles of modern accounting. Designed for marketing program students, the course includes the following topics: business activities, financial statement, merchandising, accounting for cash, inventory, budgeting, and financial statement analysis. Pre/corequisite: 10-804-123. Lecture. 3 credits.

10-101-151 Accounting Principles 1
Develops an understanding of the fundamental principles of accounting with applications to service and merchandising enterprises. Lecture. 2 credits.

10-101-152 Accounting Principles 2
Extends students' understanding of accounting principles including applications of inventory, accounting systems, manufacturing, plant assets, and payroll. Prerequisites: 10-101-151. Lecture. 2 credits.

10-101-154 Accounting Principles 3
Extends and applies accounting concepts and principles to corporations and the analysis of financial statements. Partnership accounting is also introduced. Prerequisites: 10-101-151 and 10-101-152. Lecture. 4 credits.

10-101-158 Cost Accounting
Develops basic skills in accounting for materials, labor, and factory overhead in the manufacturing concern. Prerequisite: 10-101-152. Lecture. 3 credits.

10-101-162 Intermediate Accounting 1
Presents advanced accounting principles and applications including financial statements, receivables, cash, inventory, plant assets, and intangible assets. Prerequisite: 10-101-154. Lecture. 3 credits.

10-101-165 Computerized Accounting
Develops skills in using computer software to record daily accounting transactions. Prerequisites: 10-101-151, 10-103-101 and 10-103-126. Lecture/lab. 2 credits.

10-101-166 Intermediate Accounting 2
Prepares the learner to account for revenue, debt and equity financing, leases, deferred income taxes, changes in estimates or principle, error, retirement plans, investments in securities and to report earnings per share. Prerequisite: 10-101-162. Lecture. 3 credits.

10-101-170 Accounting Information Systems
Prepares the learner to examine a business information system, design output reports for effective financial reporting and decision making, design input documents to gather data, document and information system of a business, create a database to organize informational needs for managing a business, design a plan for internal control of a business, and develop an information system for a business. Prerequisites: 10-101-112, 10-101-154, 10-101-165, and 10-103-115. Lecture. 3 credits.

10-101-175 Government Accounting
Studies generally accepted accounting principles as applied to government and non-profit entities, including fund accounting procedures, budgets, and definitions. Prerequisites: 10-101-151 and 10-101-152. Lecture. 3 credits.

10-101-185 Accounting Spreadsheet Applications
Prepares the learner to use formatting for financial reports, design macros for financial reporting, use financial/accounting functions in spreadsheets, create charts for financial analysis, use Excel database functions to query financial information, utilize spreadsheet financial analysis tools, and maintain data integrity by using internal control features. Prerequisites: 10-101-152 and 10-103-128. Lecture/Lab. 2 credits.

10-101-195 Accounting Internship
Provides opportunities to apply classroom learning to actual work in an employer supervised environment. Open to students who have finished the first year of Associate Degree-Accounting or by consent of the instructor. 3 credits.

10-101-196 Accounting Special Projects
Pursues advanced or specialized topics and skills in a structured but independent format. Requirements are developed in consultation with the instructor. Prerequisite: completion of all first and second semester courses. Lecture. 3 credits.

AIRCUT CONDITIONING, REFRIGERATION, AND HEATING

31-401-300 Schematic Writing for HVAC
Reading and interpreting electrical schematics found on a variety of HVAC equipment. An advanced Study of control and electrical systems including commercial applications. Prerequisites: 31-660-314 or consent of instructor. Lecture/lab. 1 credit.

31-401-305 Beginning Air Conditioning/Refrigeration
Learn the basic components, wiring, and operation of the air conditioning cycle, know all controls, and safety controls. When course is completed, you will be able to take the EPA Refrigeration Certification Test. Prerequisites: 31-660-314 or consent of instructor. Lecture/lab. 2 credits.

31-401-310 Intermediate Air Conditioning/Refrigeration Service
Continues concepts introduced in the Beginning Air Conditioning and Refrigeration Service but concentrates on in-depth troubleshooting and repair of commercial and light industrial systems. Covers most common and industrial control systems from both electrical and refrigerant aspects. Extensive hands-on experience. Prerequisites: 31-401-305 and 31-401-300 or consent of instructor. Lecture/lab. 2 credits.

31-401-320 Beginning Principles of Heating
Gas, oil and electric heating systems are evaluated and tested. Course covers forced air and hydronic equipment along with setup, controls troubleshooting and service. Fundamentals of proper installation are included, but this course is intended for “service technicians.” Extensive hands-on experience is provided. Prerequisites: 31-660-314 or consent of instructor. Lecture/lab. 2 credits.

31-401-32001 Beginning Principles of Heating Part A
This one credit portion of the Beginning Principles of Heating course is a basic overview of climate control, heating tools and their safe use, combustion and fuels, components and controls of heating and cooling equipment. This course is intended for those who are seeking a certificate in Home Technology Integration. Lecture/Lab. 1 credit.

31-401-325 Intermediate Principles of Heating
Covers gas and oil ignition systems and controls along with electric heating operation and controls. Emphasizes total system operation. Includes troubleshooting and repair techniques for various heating systems. Extensive hands-on experience. Prerequisites: 31-401-320 or consent of instructor. Lecture/Lab. 2 credits.

ARCHITECTURAL TECHNOLOGY

10-614-100 Architectural Principles
Establishes a background in graphic communication and the field of architecture. Creation, interpretation, and effective use of construction documents and specifications will be examined. Basic architectural sketches and drawings will be prepared. Lecture/lab. 4 credits.

10-614-110 Architecture Revit Intro
Introduces the parametric design software Autodesk Revit used for building information modeling. Basic design and documentation tools will be employed. A simple building design will be modeled that matches given specifications. Lab. 1 credit.
10-614-111 Architecture Revit Advanced
Expands the implementation of additional features found in the parametric design software Autodesk Revit. Advanced modeling and documentation tools will be explored. More complex building information models will be generated, edited, and documented. Prerequisite: 10-614-110. Lecture/lab. 2 credits.

10-614-112 Building Materials
Learn to consider material properties, processes of manufacture, installation procedures, and performance. Construction methods, building systems, and products will be evaluated. Materials will be analyzed and classified based on the Construction Specifications Institute Master Format. Lecture. 2 credits.

10-614-115 Constructional Blueprint Reading
Students interpret blueprints for trade information. They draw sketches to convey ideas and utilize drawing software to prepare blueprints prior to building. Students appreciate the importance of accuracy and completeness as well as material selection. Students develop a set of residential building plans. Lecture/lab. 3 credits.

10-614-120 Architecture Residential
Residential house styles, building codes, and design components related to the site and structure. Conceptual designs of single family residences will be planned collaboratively. Construction drawings will be produced using Autodesk Revit and AutoCad design software. Prerequisite: 10-614-100. Lecture/lab. 4 credits.

10-614-121 Structural Residential
Highlights load distribution and coordination of structural components within residential buildings. Foundation systems, framing design, and applicable codes will be examined. Various methods will be utilized to select members for use in structural drawings. Prerequisites: 10-614-100, 10-614-110 and 10-606-119. Lecture/lab. 2 credits.

10-614-125 Site Design
Introduces the student to the basic design issues of the urban environment. Explore building massing and site analysis as they relate to the urban context. Learn about vehicular and pedestrian circulation, zoning analysis, contour manipulation, and basic plant material selections. Course places a strong emphasis on in-class presentations utilizing the use of multimedia digital technology. Lecture/lab. 3 credits.

10-614-126 Architectural Building Science
Develops the introductory knowledge and understanding of fundamental concepts of applied statics and strength of materials as related to architectural design and building construction including force analysis; relationships of stress, strain, and deformation; resultants and equilibrium of coplanar force systems; and analysis of trusses and frames. Lecture. 2 credits.

10-614-127 Job Orientation
Occupational information prepares students to seek employment. Includes personal data sheets, job interviews, portfolio design, and letters of interest toward becoming an employee. Lecture. 1 credit.

10-614-130 Building Green Introduction
Summarize the history, technology, and science underlying sustainable building practices. The human factor and the economics of sustainability will be discussed. Alternative energy including wind, solar, photovoltaic, geothermal, and fuel cells will be researched. Lecture. 1 credit.

10-614-131 Building Green Residential
Investigates basic sustainable design theory. The energy concepts of an extrinsically loaded house, natural building materials, and alternative technologies will be explored. Green building principles will be employed to design a home. Prerequisites: 10-614-130 Lecture. 1 credit.

10-614-135 Building MEP Systems
Correlates the relationship between a building and it mechanical, electrical and plumbing systems. Codes, space requirements and specifications will be related to the building. MEP plans and necessary calculations will be prepared for a building. Prerequisites: 10-614-120 and 10-614-111. Lecture/lab. 3 credits.

10-614-136 Construction Estimating
Students specify materials, labor, and costs associated with a construction project. They consider weather, availability of materials, special tools, and equipment that will be necessary. Students evaluate the economic impact of materials selection and disposal for energy efficiency. They coordinate work with other trades to maximize efficiency. Prerequisite: 10-614-115. Lecture. 2 credits.

10-614-190 Architectural Capstone
This advanced course offers architectural students the opportunity to incorporate content from the first three semesters while focusing on personal interests within the field of architecture. Students will begin projects as preliminary building program proposals, further refine them through the design phase, and then develop them into construction documents. Prerequisite: All courses in semesters 1-3. Lecture/lab. 4 credits.

10-480-100 Alternative Energy Overview
Students will investigate the need for renewable energy systems and emerging careers in renewable energy. Students will examine the basic design, cost, and other considerations associated with photovoltaic, wind, and biogas electrical generation systems. In addition, students will evaluate the basic design, costs, truths and myths associated with solar thermal, geothermal, and biomass heating and cooling systems. Students will also explore the production and use of alternative transportation fuels. Lecture. 2 credits.

ART

20-815-201 Art Appreciation (HU)
Explores the purpose of art as it relates to history, our Explores the purpose of art as it relates to history, our society, and the issues of visual perception. Lecture. 3 credits.

20-815-205 Drawing (HU)
Provides a foundation in a variety of drawing techniques and concepts through the use of figure, still life, landscape, and compositional exercises. Lecture. 3 credits.

20-815-209 Design (HU)
Explores the organizational and perceptual qualities of design as they relate to a two-dimensional surface. This foundation studio course stresses design as a foundation and as visual problem solving. Lecture/lab. 3 credits.

20-815-210 Life Drawing (HU)
Studies the principles, methods, and image variations of life drawing. Explores the figure both traditionally and as a contemporary form. Variations of the figure will be addressed, from expression to graphic design. Lecture/lab. 3 credits.

20-815-211 Three Dimensional Design (HU)
A foundation studio course exploring fundamental visual elements, issues, and principles of three-dimensional design for further study. Students will demonstrate an understanding of three dimensional design components: space, linear space, planes, and scale. Through creative application students will effectively use texture and material, conceptual variation, value and light in compositions. Lab. 3 credits.

20-815-213 Painting (HU)
Explores the principles, methods, and image variations of painting. Lecture/lab. 3 credits.

20-815-215 Watercolor (HU)
Studies the principles, methods, and image variations of watercolor painting. Explores traditional and contemporary ideas, images, techniques in watercolor. Lecture/lab. 3 credits.

20-815-217 Sculpture (HU)
Explores variations in sculptural techniques and concepts through the use of the figure and non-representation exercises. Lecture/lab. 3 credits.

20-815-221 Ceramics (HU)
Explores variations in ceramic techniques and concepts through the use of thrown and hand-built forms. Lab. 3 credits.

20-815-226 Survey of Western Art History I (HU)
History of art in ancient and medieval cultures, emphasizing historical, cultural, religious, economic, and political factors that influence the architecture, painting, and sculpture of Egypt, the ancient near East, Greece, Rome, Byzantium, and medieval western Europe. Lecture. 3 credits.
20-815-227 Survey of Western Art History II (HU)
History of Art from the 13th century to the present, emphasizing cultural, religious, economic and political factors that influence the architecture, painting and sculpture of Europe and the United States. Lecture. 3 credits.

20-815-230 Native American Art (HU)
A survey of Native American visual arts from historical to contemporary. Course includes historical, cultural and aesthetic overviews, a survey of traditional arts produced by tribes in each major geographic region, and a survey of contemporary Native American fine art. Lecture. 3 credits.

20-815-240 Basic Photography (HU)
Covers the principles of light, depth, exposure, printing, developing negatives, printing black and white 35mm film. Lecture/lab. 3 credits.

20-815-245 Intermediate Drawing (HU)
Uses a variety of media and approaches emphasizing conceptual development and contemporary issues of art. Prerequisite: 20-815-205. Lecture. 3 credits.

20-815-250 Intermediate Design (HU)
Builds on concepts introduced in the Design and Graphic Design classes. Learning is focused intensively on the formal elements of art as they are organized by the principles of design within the two and three-dimensional space. Course work is based on the exploration of conceptual and technical issues relevant to the project specification and target audience. This is a three-credit studio art course. Prerequisite: 10-201-181 or 20-815-281 and 20-815-275 or 10-201-175 and 10-201-109 or 20-815-209. Lab. 3 credits.

20-815-255 Intermediate Painting (HU)
Uses a variety of media and approaches emphasizing conceptual development and contemporary issues of art. Prerequisite: 20-815-213. Lecture/lab. 3 credits.

20-815-265 Intermediate Ceramics (HU)
Investigates advanced technique, conceptual development, and contemporary issues of art. Prerequisite: 20-815-221. Lab. 3 credits.

20-815-270 Graphic Design Portfolio (HU)
Covers compiling and evaluating portfolio content in graphic design. Presentation skills are mastered and visual portfolio is completed in this class. Prerequisites: all program courses completed or concurrent, or consent of instructor. Lab. 3 credits.

20-815-275 Computer Graphics (HU)
Explores the computer’s graphic capabilities in presenting images and investigating visual ideas. Lecture/lab. 3 credits.

20-815-276 Advanced Computer Graphics (HU)
Explores advanced applications of leading graphics software packages on the Macintosh platform; introduces pre-press work. Prerequisite: 20-815-275 or 10-201-175 and 10-201-109 or 20-815-209, or consent of instructor. Lecture/lab. 3 credits.

20-815-281 Graphic Design (HU)
Examines the structure of words and images in graphic design. Covers basic principles of typographic design. Prerequisite: 10-201-109 or 20-815-209, or consent of instructor. Lab. 3 credits.

20-815-282 Web Page Design (HU)
Introduces concepts of web page design. Students will learn the basics of design as they related to html page construction, site maps with links, and visual aspects and issues of web pages. Prerequisite: 10-201-109 or 20-815-209 or consent of instructor. Lab. 3 credits.

20-815-283 Typography (HU)
Introduction to the art of visual communication-through the most basic element of communication-the word. This course explores the enhancement of communication by the employment of typographic skills. Placing emphasis on the historical development of type styles, the expressive potential of type, the application of typographic principles and the organization of information. Utilizes Adobe Illustrator, InDesign, Photoshop and Acrobat. Prerequisites: 10-201-181 or 20-815-281 and 10-201-175 or 20-815-275. Lab. 3 credits

20-815-284 Introduction to Digital Media (HU)
Investigates advanced design techniques and conceptual development in digital and time based media. Covers the issues of advanced interactivity, and the consideration of time and narrative as design elements in digital media. Work is performed in both web and video media. Corequisites: 10-201-176 or 20-815-276, or consent of instructor. Lab. 3 credits.

20-815-285 Interactive Multimedia (HU)
Takes the student through the basic of 2-dimensional animation and interactivity for the web. Student will become familiar with, and complete projects with software such as Macromedia Flash, Dreamweaver and Image Ready. Theory and practice will include scripting, design concepts, site organization, file optimization, and working with both film clips and sound clips. Pre/co-requisites: 20-815-276 or 10-201-176, or consent of instructor. Lab. 3 credits.

20-815-299 Special Projects: Art (HU)
Includes a general special project in art studio or history. Independent study/lab. 3 credits.

AUTOMOTIVE TECHNICIAN

32-404-309 Introduction to Automotive Technology-Pre Technical I
This is course one of a series of two courses intended for high school students that have an interest in the automotive industry. The course will reinforce the linkages of communication and math to the technology associated with the automotive industry. The students will study and perform automotive related projects in a classroom and lab setting. Math and communications will be studied in the context of the automotive industry. Lecture/lab. 3 credits.

32-404-310 Introduction to Automotive Technology-Pre Technical II
This is course two of a series of two courses intended for high school students that have an interest in the automotive industry. The course will reinforce the linkages of communication, the physical sciences and math to the technology associated with the automotive industry. The students will study and perform automotive related projects in a classroom and lab setting. Math, the physical sciences and communications will be studied in the context of the automotive industry. Lecture/lab. 3 credits.

32-404-311 Automotive Service Orientation
Orients students to the automotive service industry. Students research service information sources, workplace processes, and vehicle design and operation. Students demonstrate engine, vehicle chassis, drive train inspections and routine maintenance procedures. Lecture/lab. 3 credits.

32-404-312 Engine Systems Repair I
Studies automotive engine theory and integrated/supporting systems of engine operation. Emphasizes the principles of operation, design, and construction as a foundation for maintenance, diagnosis, and repair of automotive engines. Lecture/lab. 2 credits.

32-404-315 Basic Automotive and Light Truck Systems Repair
Develops, applies, and evaluates basic automotive service principles via flexible course content and delivery. Students contract for learning lab time based upon the student’s learning needs. Prerequisite: an instructor conference. Lab. 1 credit.

32-404-316 Advanced Automotive and Light Truck Systems Repair
Provides individualized course for technicians to advance their technical knowledge via flexible content and delivery. Students will contract for learning lab time based upon the student’s learning needs. Prerequisite: an instructor conference. Lab. 1 credit.

32-404-323 Automotive Steering and Suspension I
Prepares the student to service steering and suspension systems including springs and shock absorbers, struts, steering sectors, power steering units, steering linkage, pre-alignment inspections, and wheel balance. Lecture/lab. 3 credits.

32-404-324 Automotive Brake Systems I
Prepares the student to service brake system disc and drum design applications, power brake units, hydraulic systems, and parking brake systems, and conduct brake drum and rotor resurfacing. Lecture/lab. 3 credits.

32-404-328 Engine Performance I
Develop the basic technical skills required to function as an engine control systems technician. Ignition, fuel delivery, emission, and computer controls systems principles of operation and repair for late model vehicles will be studied. Lecture/lab. 4 credits.
32-404-329 Chassis Electrical I
Prepares the student with the systems knowledge to service automotive starting, charging, cranking systems, and the basic DC circuits and components of lighting, safety, and accessory applications. Lecture/lab. 3 credits.

32-404-332 Engine Systems Repair II
Prepares the student with the basic systems knowledge to service gasoline engine internal components and systems, including head reconditioning, block overhaul, and major unit removal and installation. Lecture/directed practice. 3 credits.

32-404-335 Automotive Automatic Transmissions
Prepares the student with the basic systems knowledge to service the automatic transmission and transaxle, its related components, and computer-based, hydraulic, and mechanical systems. Lecture/directed practice. 4 credits.

32-404-336 Manual Drivetrains
Prepares the student with the basic systems knowledge to service manual clutches, manual transmissions, transaxles, transfer cases, final drive, and components of front wheel, rear wheel, four-wheel, and all-wheel drive automobiles and light trucks. 4 credits.

32-404-337 Automotive Heating and Air Conditioning
Prepares the student to service automotive heating, ventilation, and air conditioning systems in accordance with state of Wisconsin and federal regulations applying to mobile refrigerant systems. Lecture/directed practice. 3 credits.

32-404-344 Steering/Suspension and Brakes II
Develops advanced knowledge, skills, and abilities to diagnose, service, and repair power steering systems, power brake systems, ABS systems and to conduct four-wheel alignment. Lecture/lab. 3 credits.

32-404-348 Engine Performance II
Prepares the student to diagnose and repair gasoline engine performance, fuel control, ignition, emission, and integrated drive train systems. The student will apply advanced diagnostic, and repair concepts to drivability-related symptoms. Special focus will be placed upon advanced concepts using drivability-specific tools and diagnostic equipment, reference systems, on-board diagnostic systems, system inputs and outputs and relating service procedures to state of Wisconsin and federal regulations. Lecture/lab. 5 credits.

32-404-349 Chassis Electrical II
Prepares the student to service complex or modularized circuitry such as instrumentation, IC integrated accessory systems, multiplexing, circuits with multiple and varied loads and switching, and integrated with multiple electrical systems. Lecture/directed practice. 3 credits.

32-404-391 Automotive Workplace Capstone
Provides opportunity for students to demonstrate workplace employability and employment seeking skills in the classroom and automotive workplace, and to develop a continuing education plan that will advance their career goals. Prerequisites: 32-404-31x, 32-404-32x. Lecture/field work. 2 credits.

BARBER/COSMETOLOGY

31-502-305 Barbering/Cosmetology Professional Development
Provides an overview of the profession and an introduction to basic requirements for the program and to the use informational resources on Nicolet Campus. Lecture. 1 credit.

31-502-309 Hair Sculpting 2 and Styling
Builds on Hair Sculpting to perform full-service haircuts and styles. Create designed using a variety of forms and techniques. Each design will include all the aspects of full-services from greeting, consultation, delivery and completion. Trends in haircutting and styling will be covered. Prerequisites: 31-502-305, 31-502-312, 31-502-314 and 31-502-311. Lecture. 2 credits.

31-502-310 Male Hair Cutting

31-502-311 Hair and Scalp Care
Teaches students to recognize how to care for the hair and scalp by doing an evaluation of the hair composition, structure, and condition of the scalp for the purpose of product selection. Proper drape, shampoo, and scalp massage are performed along with infection control and salon safety. Lecture/lab. 2 credits.

31-502-312 Basic Hair Sculpting
Covers a scientific approach to hair sculpting (cutting) through the use of art forms, analysis of design component, and knowledge to face profiles. Includes practical concepts of sculpting (cutting) techniques that include a solid form cut, increased layer cut, graduation cut, and a uniform layer cut are performed using a variety of tools. Lecture/lab. 2 credits.

31-502-313 Chemical Services 2
Students build on permanent waving techniques, color techniques, perform chemical relaxing and soft curl reformation. Students will incorporate consultation and analysis skills to choose the best product and techniques to meet the needs of the clients. Pre/Co-requisites: 31-502-309, 31-502-310, and 31-502-378. Lecture. 2 credits.

31-502-314 Chemical Services 1
Students perform chemical services using permanent waving and hair coloring techniques. Students wrap and process hair to permanently curl into different curl and design textures. Students identify the chemicals used in permanent waving and hair coloring services. Students practice client consultations and all safety and sanitation procedures. Lecture. 2 credits.

31-502-316 Manicure/Pedicure
Focuses on sanitation, tool safety, and proper procedure for manicure/ pedicure services and the art and technology of nail contouring. Students learn to shape natural nails and the correct use of professional nail care products. Nail enhancement techniques are practiced to show students increased earnings when working in a salon. Pre/Co-requisites: 31-502-305, 31-502-312, 31-502-314 and 31-502-311. Lecture/lab. 2 credits.

31-502-317 Facials
Provides an introduction to facial skin care with cosmetic creams, facial masks, light ray therapy, and massage techniques to preserve or correct facial skin. Special make-up applications are studied to enhance good features and de-emphasize others. Pre/Co-requisites: 31-502-358, 31-502-346, 31-502-330, 31-502-316. Lecture/lab. 3 credits.

31-502-318 Salon Services 2
Provide services to guest in school salon under supervision of instructor, providing manicuring, pedicuring, cutting, styling, scalp treatments, hair color and chemical texturizing. Pre/Co-requisites: 31-502-509, 31-502-310, and 31-502-378. Lecture/lab. 3 credits.

31-502-319 Chemical Services 2
Problem solve aspects of color correction and challenges in chemical texturizing and hair color services. Observe and research trends and techniques in chemical services within a salon setting. Create a marketable look using theoretical knowledge, application techniques in chemical texturizing and hair color. Pre/Co-requisites: 31-502-371, 31-502-317 and 31-502-368. Lecture. 2 credits.

31-502-330 Salon Services 3
Under direct supervision of an instructor, students will provide services to clients in school salon. A full menu of services will be provided. Pre/Co-requisites: 31-502-305, 31-502-312, 31-502-314 and 31-502-311. Clinical. 2 credits.

31-502-331 Salon Services 6
Integrate the theory, practice, and reflection of coursework by providing services to guests in school. Services will be offered on the student meeting minimum competence requirements. Pre/Co-requisites: 31-502-348, and 31-502-319. Clinical. 3 credits.

31-502-335 Barber Cosmetology Law and Mock Board Prep
31-502-346 Hairstyling 2
Study the composition and construction of a variety of wigs and hairpieces to make effective choices for salon guests. Employ design principles of balance, contrast, repetition and asymmetry to create long hair designs for wedding, prom and formal evenings. Pre/Co-requisites: 31-502-305, 31-502-312, 31-502-314 and 31-502-311. Lecture/lab. 2 credits.

31-502-348 Salon Services 5
Students continue developing speed and proficiency in all areas of the advanced salon services-chemical services, cutting, barbering techniques, color, nail technology and skin care with increased attention to individual client needs. Working together as a team and cooperation with other students assessed along with professional attitude, ethics and conduct. Pre/Co-requisites: 31-502-371, 31-502-317 and 31-502-368. Clinical. 3 credits.

31-502-358 Product Knowledge
Provides students the opportunity to learn methods of product presentation and ways to educate the client about professional products. Students study the connection between retailing and client retention, effective product consultation, and increased earning potentials. Pre/Co-requisites: 31-502-305, 31-502-312, 31-502-314 and 31-502-311. Lecture. 1 credit.

31-502-368 Salon Services 4
Under direct supervision of an instructor, students will provide services to clients in school salon. A full menu of services will be provided. Pre/Co-requisites: 31-502-358, 31-502-346, 31-502-330, and 31-502-316. Clinical. 2 credits.

31-502-370 Salon Fundamentals
Prepares students for salon work by spending time with salon mentors learning salon safety, salon sanitation, customer communication, and procedures used when performing salon services. Aspects of successful salon ownership and management will be studied. Pre/Co-requisites: 31-502-348, 31-801-305, and 31-502-319. Lecture/clinical. 1 credit.

31-502-371 Salon Insight
Introduces students to the beauty industry, how to job search, and professional relationships. Develop a portfolio including resume, cover letter and other pictures to use when seeking employment. Mock interviews will help with the transformation. Pre/Co-requisites: 31-502-358, 31-502-346, 31-502-330, 31-502-316. Lecture/clinical. 1 credit.

31-502-372 Salon Ecology
Introduces students to salon safety and sanitation. This course presents three main concepts: microbiology, infection control, and first aid safety. Student can study ecology in the classroom and the salon. Pre/corequisites: 31-502-309, 31-502-310 and 31-502-378. Lecture/clinical. 1 credit.

31-502-378 Salon Services 1
Consultation and analysis skills will be practiced first on fellow students and models in the salon atmosphere with aspects of a salon experience from greeting to completion with maximum supervision. Study how personality, teamwork, and contribute to both personal and professional success within the salon business. Pre/Co-requisites: 31-502-305, 31-502-312, 31-502-314 and 31-502-311. Lecture/clinical. 2 credits.

BUILDING TRADES - CARPENTRY

31-475-301 Carpentry I
An introduction to residential construction practices. Fundamentals of planning, layout, foundations, and rough framing are taught in theory and through the construction of a residential structure. An emphasis is placed upon sustainable building practices. Building codes are covered and applied in practice on the building site. Prerequisite: 31-475-303. Lecture/lab. 5 credits.

31-475-30101 Carpentry I Part A
This one credit portion of the Carpentry I course emphasizes concepts of basic carpentry safety, interior and exterior wall construction concepts as they relate to basic residential wiring, junction box installation, insulation, sealing, and weatherization concepts as practiced by home contractors and renovators. Lecture/Lab. 1 credit.

31-475-30102 Carpentry I Part B
An introduction to hands-on residential construction practices used in the Home Technology Integration installation practices. Basic use of tools, equipment and materials incorporated in this industry will be demonstrated. Areas that will be examined include construction drawings, framing construction systems, air sealing and weatherization, insulating, wall board finishes and repair, along with routing and basic safety procedures. Building codes are also covered and applied in the laboratory setting. Lecture/Lab. 1 credit.

31-475-302 Carpentry II
A continuation of Carpentry 1. Topics include wall and roof systems, exterior wall components, soffit construction, insulation techniques and applied building codes. Student evaluate the impact of wall and roof systems materials, designs and construction methods upon energy efficiency. Theory and practice are applied on-site through the construction of a residential structure. Prerequisite: 31-475-301. Lecture/lab. 5 credits.

31-475-303 Construction Safety
Students apply approved construction site safety and health procedures, the use of personal protection gear and the safe use of hand and power tools. Students are required to purchase a prescribed set of carpentry tools with an approximate value of $800. Lab. 1 credit.

31-475-304 Carpentry III
A continuation of Carpentry 2. Topics include insulation, ventilation, building envelope sealing, rafter framing, trusses, special beams, and stairs. Students frame-in windows, doors, archways, bookcases, and apply other finishing considerations. Students evaluate the impact of window, door, and roofing system design and materials upon energy efficiency and environmentally sound practices. Prerequisite: 31-475-302 and 31-475-308. Lecture/lab. 5 credits.

31-475-305 Carpentry IV
A continuation of Carpentry 3. Students finish the interior of a building project. They hang windows and doors, building cabinets, hang and tape drywall, cut and apply trim, and install stairs and banisters. Students evaluate the impact of structural venting, sealing and insulating upon efficiency, indoor air quality, and long-range sustainability. Prerequisite: 31-475-304. Lecture/lab. 5 credits.

31-475-308 Carpentry Blueprint Reading
Students interpret blueprints for trade information. They draw sketches to convey ideas and utilize drawing software to prepare blueprints prior to building. Students appreciate the importance of accuracy and completeness as well as material selection. Students develop a set of residential building plans. Prerequisite: 31-475-303. Corequisites: 31-475-301 and 31-475-302. Lecture/lab. 3 credits. 10-614-136

10-614-136 Construction Estimating
Techniques for standard construction estimating procedures from takeoff to bid, covering the areas of excavation, concrete, wood, masonry, carpentry, alteration work, electrical work, and general conditions. Topics introduced include preparation of typical estimated cost recording documents and techniques as well as preparation and presentation of formal bidding document. Prerequisite: 10-614-115. Lecture. 2 credits.

BUSINESS MANAGEMENT

10-102-105 Public Administration
Introduces the principles of public administration. Analyzes key similarities and differences between the government, nonprofit, and private sectors. Studies the policy making process, and federal state, local and tribal administrative relationships. Students learn basic management functions of planning, decision making, organizing, leading, and implementation, human resources, budgeting and finance, and information management as applied in the public sector. Lecture. 3 credits.

10-102-106 Business Orientation
Introduces students to the topics of business and allows them to experience the expectations and rigor of the program. Students also participate in self-assessments to provide feedback and self-awareness of the relationship between interest and aptitude of the program. Lecture. 1 credit.
10-102-107 Managing for Quality
The student applies the skills and tools necessary to implement and maintain a continuous improvement environment. Each student will demonstrate the application of a personal philosophy of quality, identify stakeholder relationships, identify ways to meet/exceed customer expectations, apply a systems-focused approach, use quality models and tools, manage a quality improvement project, and measure effectiveness of continuous improvement activities. Lecture. 1 credit.

10-102-110 Business Statistics
Designed to introduce students to the statistical way of thinking. The course is designed to provide students with the basic concepts and methods of statistical analysis for decision making under uncertainties. Prerequisite: high school Algebra or equivalent. Lecture. 3 credits.

10-102-112 Business Ethics
Designed to engage the student in two major themes that will provide direction throughout the semester: business ethics and corporate social responsibility. The problems and issues of business ethics/ corporate social responsibility embrace the entire spectrum of business management disciplines. Many variables and situational factors must be dealt with at once; weighing the pros and cons of a particular course of action necessitates a total enterprise perspective. Lecture. 3 credits.

10-102-115 Human Resource Management
Examines overall functions of human resource management. Teaches specific skills in forecasting, recruitment, selection, appraisal, job design, compensation and benefits management, training, labor relations, employee rights, and Equal Employment Opportunity laws. Lecture. 3 credits.

10-102-120 Business Law
Examines the law and the ways it can impact business operations, including the framework of the court system, contracts, torts, criminal law, business ethics, forms of business organizations, real and personal property. Lecture. 3 credits.

10-102-130 Principles of Management
Examines the overall functions of management and organizational structure and dynamics. This class will provide lessons in specific skills in cross-cultural competence, planning, quality initiatives, project management, human resource management, leadership, teamwork, and decision making. Lecture. 3 credits.

10-102-140 Fundamentals of Tribal Management
Examines leadership, motivation, organizational dynamics, personnel, and budgeting within a Native American community and sovereign government context. Includes Federal Indian law and policy, community and economic development, and culturally specific management practices. Lecture. 3 credits.

10-102-141 Advanced Tribal Management
Continues coverage of management skills such as leadership, motivation, organizational dynamics, personnel, budgeting, community and economic development, strategic planning, program evaluation, and grant writing within a Native American community and sovereign governmental context. Relevant topics included are Federal Indian law and policy. Prerequisite: 10-102-140. Lecture. 3 credits.

10-102-142 Tribal Supervisory Management
Develops an understanding of management theories and practical techniques for first line supervisors. Teaches personal, interpersonal, technical, and administrative skills required of successful supervisors. Applies general supervision issues to a Native American tribal environment. Lecture. 3 credits.

10-102-143 Managing Non-Profit Organizations
Covers the day-to-day development and management of non-profit organizations. Includes NPO status and structure, financial resource development, public relations, risk management, program planning and evaluation, board development, volunteer management, and financial management. Lecture. 3 credits.

10-102-144 The Law and Public Policy
Examines the policy making process as, first, a legislative and then a departmental rule-making activity. Explores issues between government authority and citizens rights. Internal administrative processes will also be covered. Lecture. 3 credits.

10-102-145 Business Finance and Budgeting
Introductory course in business finance with emphasis on improving business financial performance. Learners will apply the skills necessary to achieve an understanding of the fiscal/monetary aspects of business. Special attention is given to ratio and financial statement analysis, cash budgeting, working capital management, capital budgeting and the risk-return relationship in business. Prerequisite: 10-101-140; or 10-101-151 and 10-101-152. Lecture. 3 credits.

10-102-160 Supervisory Management
Teaches theories and skills for first line supervisors. Develops skills in conflict management, coaching, managing work groups, safety, and grievances. Helps students transition from line worker to supervisor, manage time, identify management styles, and develop self awareness. Lecture. 3 credits.

10-102-163 Small Business Management
Helps students experience the key elements of successful entrepreneurship. Throughout the course, students will work on business scenarios, exercises, case studies, self-assessment, and assignments to help reinforce and apply the knowledge and skills required to plan a new business. The major assignments are focused on creating a start-up Business Plan. Pre/corequisite: 10-101-140. Lecture. 3 credits.

10-102-190 Management Internship/Capstone
Applies previously learned skills in a real-work setting. Serves as a culminating course for the Business Management Program. Field Hours. 2 credits.

10-102-191 Service Learning for Management & Marketing
This course is a credit-bearing, education experience in which students plan and participate in an organized service activity that meets identified community needs and then reflect on the service activity in such a way as to gain a broader appreciation of the discipline and an enhanced sense of civic responsibility. Prerequisite: 10-102-130. Lecture. 1 credit.

CLINICAL LAB TECHNICIAN

10-513-110 Basic Lab Skills
This class explores health career options and the fundamentals 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 test. Pre/corequisites: 10-501-101, 10-501-104 and 31-509-302. Lab. 1 credit.

10-513-111 Phlebotomy

10-513-151 Clinical Experience 1
In this clinical you will practice the principles and procedures of laboratory medicine as an entry level Clinical Laboratory Technician in a clinical laboratory setting. You will learn to operate state of the art instruments and report results on laboratory information systems. Co/Prerequisites: “C” or better in all CLT program and science courses. Clinical. 3 credits.

10-513-152 Clinical Experience 2
Provides continuing practice for the principles and procedures of laboratory medicine as an entry level Clinical Laboratory Technician in a clinical laboratory setting. You will learn to operate state of the art instruments and report result on laboratory information systems. Pre/corequisites: “C” or better in all CLT program and science courses. Clinical. 4 credits.

10-513-147 Phlebotomy Clinical
Course provides opportunities for learners to gain experience performing venipunctures, capillary punctures, special collection procedures, waived laboratory testing and to transport and process laboratory specimens at a clinical site. Prerequisites: 10-501-104, 10-501-101, 31-509-302, 10-513-110 and 10-513-111. Clinical. 2 credits.
COMPUTER-AIDED DESIGN/CAD

10-606-119 CAD Introduction
Teaches students how to create, store/retrieve, and produce a hardcopy of a computer-aided-design two-dimensional drawing using AutoCad software. Lecture/lab. 2 credits.

10-606-120 CAD Level I
Provides further knowledge of AutoCad’s 2-dimensional drawing/editing features and some of its three-dimensional features. Prerequisite: 10-606-119 or consent of instructor. Lecture/lab. 2 credits.

COMPUTER APPLICATIONS

10-103-101 Computer Literacy-Microsoft Windows
A beginning level course for individuals who have little or no computer experience. The student will learn how to perform basic computer operations that will include creating, saving, and managing files and folders in a Windows environment, as well as gain knowledge of Web browser basics. Lecture. 1 credit.

10-103-115 MS Word, Beginning
Provides practice in using basic word processing features and functions of MS Word. Lecture/lab or self-paced. 1 credit.

10-103-117 MS Word, Intermediate
Provides practice in using additional features of MS Word, including tables, charts, form letters, mailing labels, and newsletters. Prerequisite: 10-103-115. Lecture/lab or self-paced. 1 credit.

10-103-118 MS Word, Advanced
Develops skills using advanced features of MS Word that include creating a table of contents, an online form, and working with macros. Prerequisites: 10-103-150 and 10-103-117. Lecture. 1 credit.

10-103-119 Desktop Publishing
Covers design and production of professional quality documents that combine text, graphics, and illustrations. Lecture/lab. 2 credits.

10-103-126 MS Excel, Beginning
Develops skills in using basic spreadsheet functions of MS Excel for business users. Lecture/lab or self-paced. 1 credit.

10-103-127 MS Excel, Intermediate
Develops skills in using additional spreadsheet features including multiple worksheets, 3-D references, macro basics, charts, and databases. Prerequisite: 10-103-126. Lecture/lab or self-paced. 1 credit.

10-103-128 MS Excel, Advanced
Develops skills in using advanced features of Excel including importing data, problem solving, creating PivotCharts and PivotTables, and automating data entry. Prerequisite: 10-103-127. Lecture/lab or self-paced. 1 credit.

10-103-135 MS Access, Beginning
Develops skills in using basic features to design a database, manipulate and query records, and prepare reports and labels. Lecture/lab or self-paced. 1 credit.

10-103-136 MS Access, Intermediate
Extends database skills to include custom reports, advanced form techniques, macros, command buttons, and a switchboard. Prerequisite: 10-103-135 or consent of instructor. Lecture/lab or self-paced. 1 credit.

10-103-137 MS Access, Advanced
Develops skills using advanced features of MS Access that include working with advanced report and form techniques, and administering a database system. Prerequisites: 10-103-135 and 10-103-136. Lecture/lab. 1 credit.

10-103-141 MS PowerPoint, Beginning
Develops skills in using basic graphics, layout, and slide show features to produce professional-looking presentations. Prerequisites: 10-106-115 and 10-103-101 or consent of instructor. Lecture/lab or self-paced. 1 credit.

10-103-142 MS PowerPoint, Intermediate
Enhances graphic presentation skills through practice in customizing presentations, creating and working with objects, and embedding features. Prerequisites: 10-103-141, or consent of instructor. Lecture/lab or self-paced. 1 credit.

10-103-143 MS PowerPoint, Advanced
Develops skills using advanced features of MS PowerPoint that include working with multimedia and animated shapes. Prerequisites: 10-103-141 and 10-103-142. Lecture/lab. 1 credit.

10-103-150 ArcView: GIS for Everyone
Utilizes a Geographic Information System (GIS), a tool that uses the power of the computer to pose the answer geographic questions by arranging and displaying data about places on earth in a variety of ways, such as maps, charts and tables. ArcView GIS is a desktop GIS system that brings the power of interactive mapping and analysis to everyone. Lecture/lab. 1 credit.

10-103-155 QuickBooks Basics
Introduces the basic features of QuickBooks. Topics include reports, recording cash receipts/disbursements, sales/purchases, and bank reconciliation. Prerequisites: 10-101-151 or 10-101-101 or 10-101-140. Lecture/lab. 1 credit.

10-103-165 Web Page Development
Introduces and enhance skills in web page development using Dreamweaver. Topics included the basic in creating, modifying, and managing multimedia-rich web pages. Prerequisites: 10-103-101, or consent of instructor. Lecture/lab. 2 credits.

10-103-169 MS Publisher, Beginning
Enables students to design and produce professional quality MS Publisher documents that combine text, graphics, and illustrations suitable for print and digital media publication. Students learn basic MS Publisher functions, design principles, and application copyright law. Lecture/lab. 1 credit.

CRIMINAL JUSTICE-LAW ENFORCEMENT

10-504-900 Introduction to Criminal Justice
Offers a broad overview of the criminal justice system with emphasis on law enforcement and related agencies. The American criminal justice system and its components are thoroughly examined. Particular emphasis is placed on the professional development as well as scientific achievements and technological developments of law enforcement. Pre/co-requisite: 10-504-104. Lecture. 3 credits.

10-504-104 Criminal Justice Program Orientation
Covers the following topics: program overview, related careers, college services and support services available, library resources, introduction to academic research techniques, and introduction to Blackboard. The course will help student increase critical and creative thinking skills and better prepare them for program and overall college success. Lecture. 1 credit.

10-504-109 Courts and Jurisdiction
Deals with the adversary system of criminal justice, including the various steps which precede the actual trial. Principles of constitutional, federal, state, and civil laws are analyzed as they affect law enforcement. Prerequisites: 10-504-104 and instructor permission. Lecture. 3 credits.

10-504-905 Report Writing
In this course, the learner will explain the context of report writing, take effective field notes, organize information in reports, write narrative, describe what information should be included in certain types of reports, prepare for court, describe how to be an effective witness, and testify as a witness in court. Prerequisites: 10-504-900 and 10-801-195. Lecture. 3 credits.

10-504-906 Criminal Investigation Theory
Focuses on the investigative process. The intent of the course is to convey an understanding of the responsibilities of the first officer responding to crime scene. An overview of the investigative process includes crime scene processing, identification and processing of evidence. Lab includes hands-on fingerprinting and latent fingerprint processing as well as crime scene analysis/ investigation. Prerequisites: 10-504-900, 10-504-905, 10-504-902, 10-504-901, 10-504-145. Lecture. 3 credits.

10-504-902 Criminal Law
Deals specifically with substantive criminal law which includes an understanding of acts or omissions, the mental state, and other essential elements, all of which combine to constitute a crime. Prerequisites: 10-504-900. Lecture. 3 credits.
10-504-901 Constitutional Law
Involves a detailed study of the legal aspects of arrest, search and seizure law. Emphasis is placed on the procedure of law and the accompanied process. Constitutional principles for procedure and constitutional safeguards outlined in the Bill of Rights as well as the balance of individual rights and freedoms against the rights of the state are explored in depth. Prerequisite: 10-504-900. Lecture. 3 credits.

10-504-129 Interviewing Techniques
Describes the purposes and mechanics of conducting proper interviews and interrogations, as well as securing and recording confessions. Special emphasis is given to psychological and legal aspects of various interviewing techniques. Prerequisites: 10-504-104 and instructor permission. Lecture. 3 credits.

10-504-133 Delinquency and Deviant Behavior
Discusses current trends in juvenile misconduct and the relationship between society and the criminal justice system. Prerequisites: 10-504-104. Lecture. 3 credits.

10-504-904 Juvenile Law
Studies the juvenile justice system and how “juveniles” are legally defined. Parallels between juvenile and adult systems are also presented because certain types of offenders may be processed by either system. Pre/co-requisite: 10-504-104. Lecture. 3 credits.

10-504-907 Community Policing Strategies
Deals with the sociological aspects of police-community interactions. The dynamics of a diverse society are explored in order to develop the necessary knowledge, skills, and attitudes that reflect understanding of the diversity within communities. Prerequisites: 10-504-900, 10-504-902, 10-504-901, and 10-504-905. Lecture. 3 credits.

10-504-140 Computer Utilization for Criminal Justice
Introduces the learner to the use of computer and Internet technologies available to the criminal justice practitioner. Students will learn the fundamentals of computer usage, Internet research methods and resources, fundamental investigative techniques of cyber crimes, and the specialized use of criminal justice software for crime scene reconstruction and suspect facial reconstruction. Lecture. Prerequisite: 10-504-104. 3 credits.

10-504-903 Professional Communications
In order to ethically discharge their duties criminal justice professionals must communicate on a daily basis with a wide variety of people. This course is designed to prepare the law enforcement officer to communicate with the public in a professional manner, often times under extraordinary circumstance and conditions. Whether in patrol, corrections, dispatch, or the private sector, communications is a major part of the job. Because it is such a major part of the job, it is imperative to set communications skills in the context of the criminal justice professional. Prerequisites: 10-504-900 and 10-504-902. Lecture. 3 credits.

10-504-145 Rules of Evidence
Describes the different types and degrees of evidence and stresses the importance of how evidence is developed. Pre-requisite: 10-504-104. Lecture. 3 credits.

10-504-908 Traffic Theory
Provides an introduction to patrol procedures for law enforcement with emphasis on enforcement of traffic laws. Investigation of traffic-related offenses and traffic accidents. Procedures and practices of patrolling the community will be discussed. Students will participate in patrolling with a police vehicle. Course includes an on-scene accident investigation. Pre/ Co-requisite: 10-504-104. Lecture. 3 credits.

10-504-920 Corrections Security Procedures
Learners will demonstrate the steps involved in receiving and release inmates, maintaining security, and practicing the basic principles of supervisor and behavior control. Topics include: admissions, release, and search procedures; use of jail locking and surveillance equipment; principles of supervision; and inmate health management procedures. All procedures are consistent with the DOJ Jail Certification Standards. This course will cover DOJ topics-introduction to POLS. admit and release inmates, inmate supervision and behavior control, supervision of special inmates/ crisis intervention, maintain jail security, supervision of juveniles, and manage personal stress. Prerequisite: 10-504-104, Lecture. 3 credits.

10-504-926 Tactical Skills
Students will learn advanced tactical skills related to use of force situations. Students will learn material covered in DOJ topics defense and arrest tactics, use of force concepts, firearms, deadly force decision making, tactical response and hazardous materials. Prerequisites: 10-504-900, 10-504-908 and 10-504-901. Lecture/lab. 4 credits.

10-504-927 Patrol Procedure Skills
Students will be introduced to advanced strategies dealing with patrol procedures and the skills necessary to be successful as a patrol officer. Students will cover the DOJ topics emergency vehicle operation, vehicle contacts, and OMVWI/SFST. Prerequisites: 10-504-900, 10-504-908 and 10-504-901. Lecture/lab. 5 credits.

10-504-195 Criminal Justice Practicum
Involves hands-on experience, which focuses on a specific area of the criminal justice system. This is primarily a field study course. The non-classroom learning environment will assist the student in developing self-directed learning skills. Enable students to increase their knowledge and their understanding of the complexities of the criminal justice system. In addition to gaining experience, the students will develop relationships with practitioners who can help them set their future career goals and possibly assist them in procuring future employment. Prerequisites: 10-504-101, 10-504-121, 10-504-125, and 10-504-145. Field. Three 1 credit courses or one 3 credit course.

CULINARY ARTS

10-109-159 Restaurant Management
Analyzes management principles used in commercial restaurants and food service operations. Emphasis on planning, service, menu design, staffing, and operational budgeting. Lecture. 3 credits.

10-109-195 Beverage Management
Introduces the management, responsible service, and sales of beverages. The areas of planning, equipping, staffing, product knowledge and purchasing, inventory management, marketing, and legal regulations are included. Lecture. 2 credits.

10-316-111 Garde-Manger
Methods and techniques of preparing and presenting food specialties created in the garde-manger department are practiced. Hors d’oeuvres, salads, garnishing, food displays, charcuterie, and culinary competition units are included. Lecture/lab. 2 credits.

10-316-115 Culinary Math
Application of math procedures used by preparation, service, and management personnel in food service operations. Problems are solved in recipe sizing, costing and conversion, measurements and equivalents, controlling costs, forms, and reports. Lecture. 2 credits.

10-316-121 Sanitation and Safety Fundamentals
Applies sanitary, safety, and legal principles to practices in the food service industry. Successful completion of the course enables students to write a national sanitation certification examination. Lecture. 2 credits.

10-316-125 Food Theory
Explores food science principles related to professional culinary food preparation. Units include professional kitchen operation, recipe terminology, and cooking techniques for various food categories. Co-requisites: 10-316-126 and 10-316-121. Lecture. 3 credits.

10-316-126 Food Production Principles
Provides practical experience applying food science principles in food preparation, analysis, and evaluation of preparation techniques. Co-requisites: 10-316-125 and 10-316-121. Demonstration/lab. 3 credits.

10-316-130 Nutrition
Applies basic nutritional principles to responsible food preparation in the food service industry. Recipe analysis, modification, and menu planning for clientele are discussed. Lecture. 2 credits.

10-316-140 Food Practicum I
Cafeteria and a la carte restaurant service applying the principles, methods, and practices of professional food production. Students rotate weekly to kitchen and dining room stations. Prerequisites: 10-316-121, 10-316-125, and 10-316-126. Lab. 3 credits.
Chapter 7 Courses and Descriptions

10-316-141 Food Practicum II
À la carte restaurant service applying principles, methods, and practices of professional food production. Students rotate weekly to kitchen and dining room stations. Prerequisites: 10-316-121, 10-316-125, and 10-316-126. Lab. 3 credits.

10-316-150 Catering
Explores set-up and operation principles for on- and off-premise catering, deli and take-out food, and buffet and banquet management. International cuisines are investigated. Prerequisites: 10-316-140 or equivalent. Lecture/lab. 3 credits.

10-316-151 Advanced Professional Cooking
Develops advanced culinary skills necessary for success in quality food service operations. Classical terminology, philosophies, and techniques are refined for the modern kitchen. Prerequisites: 10-316-140 or equivalent. Lecture/ lab. 3 credits.

10-316-152 Professional Baking
Introduces modern bakeshop principles used to produce quick and yeast breads, restaurant style desserts, and pastries. Products are evaluated for practicality, flavor, presentation, and correct techniques. Prerequisite: 10-316-140 or equivalent. Lecture/lab. 3 credits.

10-316-153 Advanced Baking
Application and refinement of basic baking knowledge and techniques gained in Professional Baking. Units include rolled-in dough, specialty breads, European-style desserts, petits fours, and decorative work. Prerequisites: 10-316-152 or 115. 10-316-126 or equivalents. Lecture. 2 credits.

10-316-156 Advanced Sauces
Focusses on classical cooking terminology, philosophies, and techniques as applied to sauce making. Primary, secondary, and modern sauces are made and evaluated. Prerequisite: 10-316-140 or equivalent. Lecture/lab. 1 credit.

10-316-157 Advanced Entrees
Explores culinary techniques for advanced entree preparation. Tableside cooking is demonstrated. Presentation methods for gourmet entrees are introduced. Prerequisite: 10-316-140 or equivalent. Lecture/lab. 1 credit.

10-316-158 Advanced Accompaniments
Sophisticated first course, entree accompaniment, and desserts are prepared and evaluated. Classical and modern advanced techniques are applied. Prerequisite: 10-316-140 or equivalent. Lecture/lab. 1 credit.

10-316-160 Food Purchasing
Examines standards and specifications of food purchasing with emphasis on quality, grading, optimal price, and ordering requirements. Situational problems develop skills for work situations. Prerequisites: 10-316-115, 10-316-125, 10-316-126, or equivalents. Lecture. 2 credits.

10-316-170 Restaurant Practicum I
Refinement of techniques used in restaurant food production. Students plan menus, develop food purchasing requisitions, design work assignments, and operate the on-campus restaurant. Prerequisite: 10-316-140, 10-316-141, 10-316-150, 10-316-151, 10-316-152, 10-316-155, or equivalents. Lab. 3 credits.

10-316-171 Restaurant Practicum II
Refines techniques used in restaurant food production. Students plan menus, develop food purchasing requisitions, design work assignments, and operate the on-campus restaurant for a la carte service. Prerequisite: 10-316-140, 10-316-141, 10-316-140, 10-316-150, 10-316-151, 10-316-152, 10-316-155, or equivalents. Lab. 3 credits.

10-316-175 Food Service Cost Control
Analysis of the factors affecting food and beverage cost control. Purchasing, receiving, preparation, storage, and inventory practices are examined. Prerequisites: 10-316-115, 10-316-125, 10-316-126, or equivalent. Lecture. 2 credits.

10-316-180 Food Service Supervision
Introduction to food service management. Fundamentals of leadership, communication techniques, employee motivation, recruitment, hiring, training employees, and problem solving/decision making processes are covered. Lecture. 3 credits.

10-316-190 Culinary Internship
Placement in selected restaurant establishments to gain experience in work situations. Work plans will be constructed to include multiple aspects of the food service industry. Prerequisites: Culinary Arts first year courses. Field Study. 2 credits.

EARLY CHILDHOOD EDUCATION

10-307-110 ECE: Topics in Early Childhood Education
Pursues advanced or specialized study on the issues of early childhood education in a traditionally structured, independent study or service-learning format. Topics vary each semester but may include child development, curriculum, program management, teaching methods, policy, or social issues. Depending on the structure, requirements and credit value, topics are developed in advanced by the instructor and the student. Prerequisite: consent of instructor. Lecture. 3 credits.

10-307-11001 ECE: Topics in Early Childhood Education I
This one credit course pursues advanced or specialized study on the issues of early childhood education in a traditionally structured, independent study or service-learning format. Topics vary each semester but may include child development, curriculum, program management, teaching methods, policy, or social issues. Depending on the structure, requirements and credit value, topics are developed in advanced by the instructor and the student. Prerequisite: consent of instructor. Lecture. 1 credit.

10-307-11002 ECE: Topics in Early Childhood Education II
This two credit course pursues advanced or specialized study on the issues of early childhood education in a traditionally structured, independent study or service-learning format. Topics vary each semester but may include child development, curriculum, program management, teaching methods, policy, or social issues. Depending on the structure, requirements and credit value, topics are developed in advanced by the instructor and the student. Prerequisite: consent of instructor. Lecture. 2 credits.

10-307-119 ECE: Professional Leadership

Introduces the student to the early childhood profession. Course competencies include: integrate strategies that support diversity and anti-bias perspectives; investigate the history of early childhood education; summarize types of early childhood education settings; identify the components of a quality early childhood education program; summarize responsibilities of early childhood education professionals; and explore early childhood curriculum models. Lecture. 3 credits.

10-307-151 ECE: Infant and Toddler Development
Student 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 three years); correlate prenatal conditions with development; summarize child development theories; analyze the role of heredity and the environment; examine research-based models; examine culturally and developmentally appropriate environments for infants and toddlers. Lecture. 3 credits.

10-307-160 Administration and Supervision in Child Care Programs
Focuses on the role of the administrator in achieving quality for children and their families. Introduces personnel law, personnel policies, and issues in supervision, including authority issues, and identifies the stakeholder groups with which directors work. Lecture. 3 credits.

10-307-161 Child Care Financial Management and Planning
Develops skills in financial management and explores policy issues. Administrators use case studies and financial software to practice budgeting, break-even cost analysis, cash flow analysis, staffing plans, personnel budgeting, and three-year projections. Lecture. 3 credits.
10-307-162 Child Care Operations Management
Deals with how a center’s systems relate to quality for children and families. Students develop efficient systems for operating a child care program, including communication, enrollment, scheduling, purchasing, record keeping, health - and safety, meal planning, and building management. Computer software is incorporated. Lecture. 3 credits.

10-307-163 Child Care Marketing and the Community Environment
Examines legal and regulatory policies affecting child care programs and family support. Students explore community-specific issues such as domestic violence, poverty, or teen parenting. They also develop a marketing plan specific to their program and community. Lecture. 3 credits.

10-307-164 Best Practices for Children and Families
Develops administrators’ skills in using best practices to provide care that meets community trends and needs. Based on brain development, child development concepts, and whole child theory. Concepts of family development and caring are included. Lecture. 3 credits.

10-307-165 Administrative Seminar
Integrates content from previous program courses, especially strategic thinking and evaluation and change, and explores transformational leadership. Students develop a major individualized project such as a business plan, grant proposal, or strategic analysis and action plan. Lecture. 3 credits.

10-307-166 ECE: Curriculum Planning
Examines the components of curriculum planning in early childhood education. Course competencies include integrate strategies that support diversity and anti-bias perspectives; examine the critical role of play; establish a developmentally appropriate environment; examine care giving routines as curriculum; develop activity plans that promote child development and learning; develop unit plans that promote child development and learning; analyze early childhood curriculum models. Lecture. 3 credits.

10-307-167 ECE: Health, Safety & Nutrition
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 and anti-bias perspectives; follow governmental regulations and professional standards as they apply to health, safety, and nutrition; provide a safe early childhood program; provide a healthy early childhood program; provide a nutritionally sound early childhood program; adhere to child abuse and neglect mandates; apply Sudden Infant Death Syndrome (SIDS) risk reduction strategies; incorporate health, safety, and nutrition concepts into the children’s curriculum. Lecture. 3 credits.

10-307-171 ECE: Infant Toddler Group Care
Focuses on caring for infants and toddlers in group settings, both center-based and family child care. Material will cover program quality, philosophy, structure, environments, health and safety, developmentally appropriate practice, and inclusion/diversity issues. Lecture. 3 credits.

10-307-174 ECE: Practicum I
Students will learn about and apply the course competencies in an actual childcare setting. The course competencies include: document children’s behavior; explore the standards for quality early childhood education; explore strategies that support diversity and anti-bias perspectives; implement activities developed by the co-op teacher/instructor; demonstrate professional behaviors; practice caregiving routines as curriculum; practice positive interpersonal skills with children and adults; analyze the guiding principles and the five developmental domains related to the WI Early Learning Standards, the WI Early Learning Standards into the program’s teaching cycle (ongoing assessment, planning and curriculum goals, and implementation); evaluate learning and assessment activities using the early learning standards for each individual child. Prerequisites: 10-307-151 and 10-307-167. Lecture/ Clinical. 3 credits.

10-307-178 ECE: Art, Music & Language Arts
Focuses on beginning level curriculum development in the specific content areas of arts, music, and language arts. Course competencies include: integrate strategies that support diversity and anti-bias perspectives; examine the critical role of play; establish a developmentally appropriate environment; develop activity plans that promote child development and learning; analyze care giving routines as curriculum; create developmentally appropriate language, literature, and literacy activities; create developmentally appropriate art activities; create developmentally appropriate music and movement activities. Lecture. 3 credits.

10-307-179 ECE: Child Development
Examines child development within the context of the early childhood education setting. Course competencies include: analyze social, cultural, and economic influences on child development; summarize child development theories; analyze development of children age three through age eight; summarize the methods and designs of child development research; analyze the role of heredity and environment. Lecture. 3 credits.

10-307-180 ECE: Preschool Capstone
The capstone is the last course all students take prior to completing the Preschool Credential. The intent of this capstone course is to cover and revisit some important themes from the prior five courses. The student will synthesize the information and demonstrate mastery of the competencies through the completion of a portfolio. Clinical. 3 credits

10-307-181 ECE: Infant Toddler Capstone
The capstone is the last course all students take prior to completing the Infant Toddler Credential. The intent of this capstone course is to cover and revisit some important themes from the prior five courses. The student will synthesize the information and demonstrate mastery of the competencies through the completion of a portfolio. Clinical. 3 credits.

10-307-187 ECE: Children with Differing Abilities
Focuses on the child with differing abilities in an early childhood setting. Course competencies include: integrate strategies that support diversity and anti-bias perspectives; provide inclusive programs for young children; apply legal and ethical requirements including, but not limited to ADA and IDEA; differentiate between typical and exceptional development; analyze the differing abilities of children with physical, cognitive, health/medical, communication, and/or behavioral/emotional disorders; work collaboratively with community and professional resources; utilize an individual education plan (IEP/IFSP) for children with developmental differences; adapt curriculum to meet the needs of children with developmental differences; cultivate partnerships with families who have children with developmental differences. Lecture. 3 credits.

10-307-188 ECE: Guiding Children’s Behavior
Examines positive strategies to guide children’s behavior in the early childhood education setting. Course competencies include: integrate strategies that support diversity and anti-bias perspectives; summarize early childhood guidance principles; analyze factors that affect the behavior of children; practice positive guidance strategies; develop guidance strategies to meet individual needs; create a guidance philosophy. Lecture. 3 credits.

10-307-192 ECE: Practicum II
Students will learn about and apply the course competencies in an actual child care setting. The course competencies include: identify children’s growth and development; maintain the standards for quality early childhood education; practice strategies to support diversity and anti-bias perspectives; implement student teacher-developed activity plans; identify the elements of a developmentally appropriate environment; implement positive guidance strategies; demonstrate professional behaviors; utilize care giving routines as curriculum; utilize positive interpersonal skills with children and adults. Prerequisites: 10-307-166, 10-103-174, and 10-307-179 and 10-307-188. Lecture/clinical. 3 credits.

10-307-194 ECE: Math, Science & Social Studies
Focus on beginning level curriculum development in the specific content areas of math, science and social studies. Course competencies include: integrate strategies that support diversity and anti-bias perspectives; examine the critical role of play; establish a developmentally appropriate environment; develop activity plans that promote child development and learning; create developmentally appropriate science activities; create developmentally appropriate math activities; create developmentally appropriate social studies activities. Prerequisites: 10-307-186. Lecture. 3 credits.
10-307-195 ECE: Family and Community Relationships
Examines the role of relationships with family and community in early childhood education. Course competencies include: implement strategies that support diversity and anti-bias perspectives when working with families and community; analyze contemporary family patterns, trends, and relationships; utilize effective communication strategies; establish ongoing relationships with families; advocate for children and families; work collaboratively with community resources. Lecture. 3 credits.

10-307-197 ECE: Practicum III
Learn about and apply the course competencies in an actual childcare setting. The course competencies include: assess children’s growth and development; implement the standards for quality and early childhood education; integrate strategies that support diversity and anti-bias perspectives; build meaningful curriculum; provide a developmentally appropriate environment; facilitate positive guidance strategies; evaluate one’s own professional behaviors and practices; lead care giving routines as curriculum; utilize positive interpersonal skills with children; utilize positive interpersonal skills with adults. Prerequisites: 10-307-178, 10-307-192, and 10-307-194. Corequisite: 10-307-199. Lecture/clinical. 3 credits.

10-307-198 ECE: Administering an Early Childhood Education Program
Focuses on the administration of an early childhood education program. Course competencies include: integrate strategies that support diversity and anti-bias perspectives; analyze the components of an ECE facility; design an ECE program; analyze the aspects of personnel supervision; outline financial components of an ECE program; apply laws and regulations related to an ECE facility; advocate for the early childhood profession. Lecture. 3 credits.

10-307-199 ECE: Practicum IV
Learn about and apply the course competencies in an actual childcare setting. Course competencies includes analyze children’s growth and development based on assessment integrate strategies that support diversity and anti-bias perspectives; promote professional behaviors and practices; implement meaningful curriculum; create respectful reciprocal relationships; evaluate early childhood education programs for quality; explore professional options in early childhood education. Co-requisite: 10-307-197. Lecture/clinical. 3 credits.

EMERGENCY MEDICAL TECHNICIAN
30-531-301 Emergency Medical Technician - Basic
Provides lecture, laboratory practice, and hospital emergency department clinical experience. Graduates are prepared for employment by an ambulance service and are eligible to take the Wisconsin EMT Licensure Exam. Prerequisite: 42-531-403. Lecture/lab. 4 credits/140 hours.

30-531-304 Emergency Medical Technician - Intermediate
Expands the role and skills of the EMT Basic. Students acquire the skills required to obtain intravenous access, administer medication, and provide fluid therapy. Prerequisite: 30-531-301. Lecture/lab. 3 credits.

ENGLISH/COMMUNICATIONS
10-801-195 Written Communication
Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents. Lecture/discussion/workshop. 3 credits.

10-801-196 Oral/Interpersonal Communication
Focuses upon developing speaking, verbal and nonverbal communications, and listening skills through individual presentations, groups activities, and other projects. Lecture/discussion/workshop. 3 credits.

10-801-197 Technical Reporting
Teaches preparation and presentation of written, oral, and multi-media technical reports. Prerequisites: 10-801-195 and 10-801-196 or 20-801-219 and 20-810-201, or consent of instructor. Lecture/discussion/ workshop. 3 credits.

20-801-219 English Composition I (COMM)
Develops expository writing and critical thinking skills, including clarity, conciseness, concreteness, and completeness of expression, supported by reasoned organization, and language conventions. Lecture/discussion/ workshop. 3 credits.

20-801-223 English Composition II (COMM)
Advances composition skills, emphasizing well-reasoned argumentative research papers. Prerequisite: 20-801-219. Lecture/discussion/ workshop. 3 credits.

20-801-227 Creative Writing (COMM)
Introduces the writing process as a creative framework for individual expression, emphasizing idea generation, language development, and effective revision as applied to poetry and prose. Students write and critique their own literary efforts while exploring their own writing personas. Workshop. 3 credits.

20-801-228 Advanced Creative Writing (COMM)
Focuses on concentrated application of expressive language and structure to the development of poetry, fiction, or non-fiction manuscripts. Prerequisite: 20-801-227. Workshop. 3 credits.

20-801-230 Introduction to Journalism (HU)
Examines the journalist’s role as a public communicator, focusing on concepts, issues, functions, and effects of the mass media. Lecture/discussion. 3 credits.

20-801-231 English Literature (HU)
Examines early English literature through the 18th century period, including development of the novel. Lecture. 3 credits.

20-801-233 Children’s Literature (HU)
Introduces the forms, functions, and literary merits of literature for children. Students will read and evaluate both classic and contemporary texts for a variety of age levels. Readings, lecture, class discussion, and projects will also explore historical and cultural contexts for and influences upon children’s literature. Lecture. 3 credits.

20-801-235 English Literature 2 (HU)
Examines fiction, poetry, and drama from the romantic revival to the contemporary period. Lecture. 3 credits.

20-801-239 American Literature 2 (HU)
Examines development of national writings from 1865 to the present as they reflect social changes and influential trends that contributed to American culture. Lecture. 3 credits.

20-801-243 American Literature 1 (HU)
Examines writings of the Colonial through the Civil War Periods, including Native American Traditions. Lecture. 3 credits.

20-801-248 Topics in Literature (HU)
Students gain awareness of, and appreciation for, major themes, movements, and writers through an in-depth study of specific literary works as they related to the special topic. Topics, which vary from semester to semester, may include such areas as environmental, non-fiction, gothic, world, science fiction and fantasy, women’s, mystery, and detective literature. Lecture. 1-3 credits.

20-801-24801 Environmental Literature (HU)
Focuses on the aesthetic, spiritual, commercial, cultural, and historical lenses through which humans understand nature. Students may expect to read and respond to works from regional and travel writers, past and present. Lecture. 1-3 credits.

20-801-24802 Gothic Literature (HU)
Discover the horrible, the grotesque, the taboo, the supernatural, and the simply creepy in British and American gothic literature from the 19th century to the present. This course examines the characteristics of the gothic tradition in novels, short fiction, and corresponding film interpretations. We will explore representations of gender, violence, family, politics, nature, and sexuality in these texts and speculate about their enduring and evolutionary qualities. Lecture. 1-3 credits.

20-801-24803 The Graphic Novel (HU)
Students discriminate significant works in the graphic novel genre and explore how the mediums of image and word combine to create beautiful and compelling works of fiction, memoir, and criticism. Students read and analyze complex texts dealing with historical, biographical, and supernatural events with characters both realistic and fantastic. Major authors include Scott McCloud, Alan Moore, Marjane Satrapi, and Art Spiegelman. Lecture. 1-3 credits.
20-801-24804 Creative Non-Fiction (HU)
Explores the boundary between truth and invention in memoir, travel, nature, crime, adventure, and other categories of fact-based literary writing, and examines both literary technique and the surge in popularity of such writing among contemporary readers. Lecture. 1-3 credits.

20-801-24805 Native American Literature (HU)
Covers readings in the contemporary American Indian genres of poetry, fiction, and creative non-fiction. Students will examine historical and contemporary themes, and analyze the oral tradition as it shapes contemporary Native American literature. Lecture. 1-3 credits.

20-801-255 Introduction to Literature (HU)
Presents the major literary genres-poetry, fiction, non-fiction, and drama-and their distinct characteristics. Students will be introduced to principal literary themes, relevant critical approaches, and various literary traditions and cultures. This course enhances appreciation of literature and prepares students for further literary study. Lecture. 3 credits.

31-801-304 Applied Communications: Writing
Focuses on writing skills related to employment. Students write and edit letters, resumes, memos, and brief reports. Lecture/discussion. 2 credits.

31-801-305 Applied Communications: Listening and Speaking
Emphasizes effective listening and speaking skills required for job performance and satisfaction. Those skills include interviewing for a job, communicating in the work place, and securing a job promotion. Lecture/discussion. 2 credits.

GENERAL COLLEGE

10-831-103 Intro to College Writing
Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. Lecture. 3 credits.

10-834-109 Pre-algebra
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. Lecture. 3 credits.

10-836-113 Prep for Basic Biology
Introduces learners to basic principles of biology. Students will become familiar with the nature of science, basic biochemistry concepts, and the structure and function of a cell. Lecture. 2 credits.

10-838-105 Intro to Reading and Study Skills
This course provides learners with opportunities to develop study skills and expand reading skills including comprehension, fluency, and vocabulary skills. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources. Lecture. 2 credits.

GRAPHIC DESIGN

10-201-101 Art Appreciation
Explores the purpose of art as it relates to history, our society, and the issues of visual perception. Lecture. 3 credits.

10-201-105 Drawing
Provides a foundation in a variety of drawing techniques and concepts through the use of figure, still life, landscape, and compositional exercises. Lab. 3 credits.

10-201-109 Design
Explores the organizational and perceptual qualities of design as they relate to a 2-dimensional surface. This foundation studio course stresses design as a foundation and as visual problem solving. Lecture/lab. 3 credits.

10-201-110 Life Drawing
Studies the principles, methods, and image variations of life drawing. The course explores the figure both traditionally and as a contemporary form. Variations of the figure will be addressed, from expression to graphic design. Lecture/lab. 3 credits.

10-201-113 Painting
Explores the principles, methods, and image variations of painting. Lecture/lab. 3 credits.

10-201-140 Basic Photography
Examines the principles of light, depth, exposure, printing, developing negatives, printing black and white 35 mm film. Lecture/lab. 3 credits.

10-201-150 Intermediate Design
Builds on concepts introduced in the Design and Graphic Design classes. Learning is focused intensively on the formal elements of art as they are organized by the principles of design within the two and three-dimensional space. Course work is based on the exploration of conceptual and technical issues relevant to the project specification and target audience. This is a three-credit studio art course. Prerequisite: 10-201-181 or 20-815-281 and 20-815-275 or 10-201-175 and 10-201-109 or 20-815-209. Lab. 3 credits.

10-201-160 Digital Video
Hands-on studio course in which students learn the basic tools of digital storytelling, using the digital video camera, and digital editing workflow from pre-shoot planning to final output. Course focuses on foundational principles in camera and editing basics common to most digital video cameras and non-linear editing suites. Students independently shoot and produce their own creative work. Topics include high definition digital camera operation, monitor calibration, camera-to-editor acquisition and workflow, tape and tapeless workflow, chromakeying, studio and location shooting, basic digital sound acquisition and editing, lighting basics, editing basics, principles and software, and compression and delivery for various media. Pre/Corequisites: 20-815-284 or 10-201-184, or consent of instructor. Lab. 3 credits.

10-201-165 Compositing and Visual Effects
Students learn basics of motion graphic design and post-production processes in a digital video workflow environment. Emphasis on creating independent animated pieces which visually communicate a message and creating effects and post-production corrections/modifications consistent with provided conceptual direction in a collaborative environment. Topics include color correction, basics and principles of motion graphic design and effects software, typography for screen, video compositing and image correcting, rotoscoping, basics and principles of visual effects, basics and principles of graphic animation (news and television graphics, lower thirds, animated logos, etc.), and compression and delivery for various media. Pre/Corequisites: 10-201-185 or 20-815-284 or consent of instructor. Lab. 3 credits.

10-201-170 Graphic Design Portfolio
This is the capstone course in the Graphic Design program. You will work individually with the instructor and other graphic design professionals in the creation of a portfolio for interviewing purposes. Each student begins with the selection of representative pieces that showcase their unique style and demonstrates their overall conceptual abilities and technical competencies. Your work is critiqued and self-directed improvement is required in order to develop 10 portfolio quality pieces. You will also learn about the business side of the graphic design industry including but not limited to: ethics, job interviews, visual and verbal presentation skills, job types, standards of professional practice, professional relationships, copyright issues and legal issues. Pre/Co-requisite: all program courses either completed or concurrent. Lab. 3 credits.

10-201-175 Computer Graphics
Explores the computer’s graphic capabilities in presenting images and investigating visual ideas. Lecture/lab. 3 credits.

10-201-176 Advanced Computer Graphics
Explores advanced applications of leading graphics software packages on the Macintosh platform; introduces pre-press work. Prerequisites: 10-201-175 or 20-815-275 and 10-201-109 or 20-815-209, or consent of instructor. Lecture/lab. 3 credits.

10-201-181 Graphic Design
Examines the structure of words and images in graphic design. Covers basic principles of typographic design. Prerequisite: 10-201-109 or 20-815-209, or consent of instructor. Lab. 3 credits.

10-201-182 Web Page Design
Introduces concepts of web page design. Students will learn the basics of designing a page they relate to html page construction, site maps with links, and visual aspects and issues of web pages. Prerequisite: 10-201-109 or 20-815-209 or consent of instructor. Lab. 3 credits.
10-201-183 Typography
Introduction to the art of visual communication—through the most basic element of communication—the word. This course explores the enhancement of communication by the employment of typographic skills. Placing emphasis on the historical development of type styles, the expressive potential of type, the application of typographic principles and the organization of information. Utilizes Adobe Illustrator, InDesign, Photoshop and Acrobat. Prerequisites: 10-201-181 or 20-815-281 and 10-201-175 or 20-815-275. Lab. 3 credits

10-201-184 Introduction to Digital Media
Investigates advanced design techniques and conceptual development in digital and time based media. Covers the issues of advanced interactivity and the consideration of time and narrative as design elements in digital media. Work is performed in both web and video media. Corequisites: 10-201-176 or 20-815-276, or consent of instructor. Lab. 3 credits.

10-201-185 Interactive Multimedia
Takes the student through the basic of 2-dimensional animation and interactivity for the web. Student will become familiar with, and complete projects with software such as Macromedia Flash, Dreamweaver and Image Ready. Theory and practice will include scripting, design concepts, site organization, file optimization, and working with both film clips and sound clips. Pre/Co-requisite: 10-201-176 or 20-815-276, or consent of instructor. Lab. 3 credits.

10-201-190 Graphic Design Internship
Students will have the opportunity to work under the employ of a business/ department in a Graphic Design role to learn to work effectively in a product environment with peers and/or customers. Prerequisite: completion of 1st year or consent of instructor. Internship. 3 credits.

HEALTH/PHYSICAL EDUCATION

20-807-201 Fitness for Life (PHYED)
Examines the relationship of physical fitness and activity to healthy lifestyles and wellness. Students plan and implement a personal fitness and nutrition program. Lecture. 2 credits.

20-807-205 Topics in Health and Physical Education (PHYED)
Topics vary each semester. Depending on the structure, requirements and topics are developed in advance by the instructor or by the student in consultation with the instructor. Prerequisites vary by special topic. Lab. 3 credits.

20-807-20502 Self Defense for Women (PHYED)
Students learn practical and readily usable self-defense techniques. Students apply situational awareness, determine options, and implement a self defense strategy. Strategies include avoidance, assertiveness, verbal skills, safety practices, and physical techniques. Physical techniques include strikes to target points, blocks, ground defense, escape moves, key chains or other everyday objects as weapons, and defense in specific locations such as cars and stairwells. Students learn viable options for all ages and levels of physical activity. Through repetition, students develop greater body awareness, preparedness, and physical condition. Students practice realistic scenarios and explore issues of societal violence such as sexual assault and domestic violence. Course sections are offered as for women or men only. Lab. 3 credits.

20-807-210 Health Education (PHYED)
Provides information and skills teachers need to implement comprehensive school health education at the elementary level, including current perspectives on school health services, school health curriculum, and instructional strategies. Lecture. 3 credits.

20-807-213 First Aid and CPR (PHYED)
Covers principles and practices of first aid, coronary heart disease risk factors, burn and poisoning care, sudden onset illness (stroke, seizures, allergic reactions), and bleeding control. Includes instruction for adults, pediatric, and infant CPR, automated external defibrillation, and foreign-body airway obstruction. Upon completion, students receive the American Heart Association Basic Life Support for Healthcare Providers (BLS) two year certification. Open to all students, and may fulfill employer certification requirements for healthcare workers. Lecture/clinical. 3 credits.

20-807-234 Fitness and Weight Control (PHYED)
Provides opportunity for each student to develop and participate regularly in an aerobic exercise program and nutritional adjustments to meet individual goals. Lecture/lab. 1 credit.

20-807-221 Canoeing (PHYED)
Acquaints the student with the basic knowledge and skills necessary to enjoy and actively participate in the lifetime sport of canoeing. Includes lake and river canoeing. Lecture/directed practice. 1 credit.

20-807-235 Strength Training (PHYED)
 Enables student to develop and participate in an appropriate resistance exercise program using free weights, weight machines, and floor exercise. Lecture/lab. 1 credit.

20-807-251 Sea Kayaking-Beginning (PHYED)
Serves as basic course for beginning paddlers or those seeking formal instruction. On water and classroom sessions will address equipment, paddling strokes, braces, rescues, basic navigation, trip planning, and other related topics important for safety. Lab.1 credit.

20-807-280 Challenge/Ropes Course (PHYED)
Uses cooperative games, goal setting, problem solving initiatives, and low and high ropes activities to stimulate personal and team growth. Explores connections between adventures and the students’ professional and personal lives. Directed practice. 1 credit.

HEALTH RELATED

10-501-101 Medical Terminology
Focuses on the component parts of medical terms: prefixes, suffixes and word roots. You will 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. Lecture. 3 credits.

10-501-104 Healthcare Customer Service
Designed as an introduction to customer service for learners interested in working in various healthcare settings. The learner investigates healthcare systems, safety standards, and the workforce. The learner examines professionalism, interpersonal and written communication skills, and confidentiality as they relate to customer service in healthcare. Lecture. 2 credits.

10-501-107 Intro to Healthcare Computing
Introduction to basic computer functions and applications utilized in contemporary healthcare settings. Students are introduced to the hardware and software components of modern computer systems and the application of computers in the workplace. Emphasizes the use of common software packages, operating systems, file management, word processing, spreadsheet, database, Internet, and electronic mail. Lecture/lab. 2 credits.

30-510-305 Medication Assistant
Consists of 68 hours of classroom and lab followed by 40 hours of clinical training in the long term care environment. This course is designed for certified nursing assistants that are currently active on the State of Wisconsin Nurse Aide Registry, and who are currently working in long term care. Upon successful completion of the course, participants will have their name placed on the Wisconsin Nurse Aide Registry. Lecture/clinical. 3 credits.

HISTORY

20-803-215 History of the American People to 1877 (HU or SO SCI)
Surveys U.S. political, social, and economic development from the pre-colonial era to the post-Civil War period. Emphasizes reading, writing, and discussion. Lecture. 3 credits.

20-803-219 History of the American People from 1877 (HU or SO SCI)
Surveys U.S. political, social, and economic development from the post- Civil War era to the present. Emphasizes reading, writing, and discussion. Lecture. 3 credits.

20-803-225 The Americas (HU or SO SCI)
Examines the contemporary history, politics, economics, culture, and social structure of Latin America. Lecture. 3 credits.
20-803-227 American Government  (HU or SOCSCI)
Emphasizes the relationships between structure, behavior and political process in the development and functioning of the U.S. political system. Addresses political theory, political philosophy, the U.S. Constitution, federalism, elections, federal powers, interest groups, parties, mass media, congress, judiciary, the presidency, the bureaucracy, civil rights and freedoms, in American political cultures. Overviews local and state institutions and foreign policy. Lecture. 3 credits.

20-803-240 History of Ethnic America  (HU or SOCSCI)
Surveys the contributions and experiences of various ethnic and racial groups from the pre-colonial era to the present. Emphasizes reading, writing, and discussion. Lecture. 3 credits.

20-803-256 Modern Asian History  (HU or SOCSCI)
Examines the societies, cultures, and emergence of the Pacific Asian nations from the 19th century to the 1990s. Lecture. 3 credits.

20-803-257 The United States Civil Rights Movement  (HU or SOCSCI)
Examines the events, issues, and personal stories of the civil rights movement from World War II through the 1980's that transformed the United States politically, socially, and culturally. Lecture. 3 credits.

20-803-258 World History to 1500  (HU or SOCSCI)
Surveys the diversity of the human experience by examining the development and contributions of various civilizations. Emphasizes reading, writing, and discussion. Lecture. 3 credits.

20-803-259 World History Since 1500 1500  (HU or SOCSCI)
Surveys the development of the human community by examining the development, contributions, and interactions of various civilizations. Emphasizes reading, writing, and discussion. Lecture. 3 credits.

20-803-260 Topics in History  (HU or SOCSCI)
Pursues advanced or specialized history topics in a traditionally structured, independent study or service-learning format. Topics vary each semester. Depending on the structure, requirements and topics are developed in advance by the instructor or by the student in consultation with the instructor. Prerequisites vary by special topic. 1-3 credits.

INDUSTRIAL ELECTRONICS

31-660-311 Introduction to Electricity
This course is a basic introduction to electricity. Brief electrical theory and the quantities of voltage, current, resistance and power will be discussed. Ohm’s Law, series circuits and multimeter usage are covered as well. The operation of the electronics open lab and an introduction to electrical safety will also be included. Co-requisite: 32-660-301. Lecture/lab. 1 credit.

31-660-312 DC Circuits
This course will concentrate on the DC characteristics of circuits and electrical components. Coverage will include parallel and series-parallel circuits, batteries, electromagnetism, inductors/coils and capacitors. Co-requisite: 31-660-311. Lecture/lab. 1 credit.

31-660-313 Introduction to Alternating Current
This course will cover the generation of alternating current and voltage. properties of an AC waveform such as period, frequency, peak, RMS, average and peak to peak will also be included. Three-phase voltage will also be introduced. Laboratory activities using the oscilloscope/ scopemeter are performed to verify theory. Prerequisite: 31-660-312. Co-requisite: 32-660-302. Lecture/lab. 1 credit.

31-660-314 AC Circuits
This course covers the AC characteristics of Inductors, Transformers and capacitors. Reactive properties and series and parallel RC, RL and RLC circuits are discussed with emphasis on operation with minimal calculations. Topics include reactance, phase angle and fundamental AC power concepts such as power triangle and power factor. Co-requisite: 31-660-313. Lecture/lab. 1 credit.

31-660-321 Industrial Electronic Devices 1
This course provides an introduction to semiconductor principles and operation. Diode types, characteristics and operation are presented. Methods for testing and troubleshooting are investigated. Diode applications are presented with emphasis on rectification and DC power supplies. Zener diodes and packaged linear regulators are studied and applied. Prerequisite: 31-660-314. Lecture/lab. 1 credit.

31-660-322 Industrial Electronic Devices 2
The transistor is applied as a switch and basic biasing is presented. Basic power field effect transistor function is introduced. Power control components are studied including the SCR, triac, solid state relays and insulated gate bipolar transistors. Pulse width modulation is introduced along with application to DC motor speed control. Testing and troubleshooting are also included. Prerequisite: 31-660-321. Lecture/lab. 1 credit.

31-660-341 Introduction to Power Systems & Circuit Protection
The operation and make-up of single and three phase power distribution systems found in commercial and industrial installations are investigated. Common three phase Wye and Delta systems are emphasized. Methods of circuit protection using fuses and circuit breakers are introduced. Instruments are applied for testing and troubleshooting. Prerequisite: 31-660-314. Lecture/lab. 1 credit.

31-660-351 DC Generators and Motors
Basic DC generator and motor concepts, emphasizing practical characteristics and construction are presented. Machine ratings, operating characteristics, measurement and testing are utilized to support the theory. Emphasis is placed on shunt and permanent magnet motors. Motor maintenance is introduced. Co-requisite: 31-660-314. Lecture/lab. 1 credit.

31-660-352 AC Motors Controls
Methods of controlling AC motors beyond simple on/off control are explored. These included reduced voltage starting methods, electronic soft starting and speed control using adjustable frequency drives. Basic theory, set-up and troubleshooting are supported through hands-on activities with actual industrial equipment. Prerequisite: 31-660-361. Lecture/lab. 1 credit.

31-660-352 AC Motors
Basic single and three phase motor concepts, emphasizing practical characteristics and construction are presented. Machine ratings, operating characteristics, measurement and testing are utilized to support the theory. Emphasis is placed on three phase motors and their application. Basic three phase starting and control systems are introduced along with ladder logic. Prerequisite: 31-660-351. Lecture/lab. 1 credit.

31-660-361 Industrial Control Devices
Control elements found in industrial systems are investigated. These include switching elements, optical and proximity sensors, control relays and timers. The function and application of these devices are studied with emphasis on troubleshooting, testing and use of control diagrams. Prerequisite: 31-660-352. Lecture/lab. 1 credit.

31-660-371 Industrial Maintenance Practices
Common practices in industrial maintenance will be explored. These include practices for industrial wiring systems, lighting, motors, controls and mechanical components. Safe working practices are also included in this course. Prerequisite: 31-660-353. Lecture/lab. 1 credit.

32-660-301 Electronic Calculations 1
This is the first course in a series of three courses designed to prepare student take basic electronics coursework. Electronic Calculations 1 starts with a review of basic math operations and covers the topics of fractions, decimal conversions, exponents, signed numbers, metric notation, square roots, evaluation of three variable expressions, graphing, unit conversions, efficiency and percent error. Lecture/lab. 1 credit.

32-660-302 Electronic Calculations 2
This is the second course in a series of three. Electronic Calculation 2 continues to increase the student’s ability to solve algebraic expressions relating to electronics. Additional topics include sine wave analysis, introduction to right angle trigonometry, and the evaluation of trigonometric functions. Prerequisite: 32-660-301. Lecture/lab. 1 credit.

INFORMATION TECHNOLOGY

10-107-127 IT Careers
Student are introduced to and do research into the IT field career possibilities, the paths and skills necessary to obtain those positions. Skills learned and practiced include, job search, cover letter, resume, thank you letter writing, interview techniques, and completion of job applications. Students will participate in job-seeking activities. Lecture/lab. 3 credits.
Chapter 7 Courses and Descriptions

10-107-128 Introduction to Security
Gives the student an introduction to computer security. It focuses on what is security and why it is important in business today. The student will investigate different aspects of security from email security to denial of service attacks on a system. The student will gain practical skills necessary to protect against such attacks. Prerequisites: 10-150-110, 10-154-125 and 10-154-140. Lecture/lab. 2 credits.

10-107-162 Microcomputer Support
Provides the technical skills necessary to install and configure computer hardware components. The student will also learn to troubleshoot basic computer hardware problems and correct them. The students learn to use manuals and software for troubleshooting and upgrading hardware and the Internet for software driver upgrades and technical support. In this course the student will also learn to install and upgrade operating systems and various application software. Lecture/lab. 2 credits.

10-107-190 Information Technology Internship
Provides a structured practical work experience in which students apply the skills and concepts of information technology under the supervision of an affiliated business and a coordinating instructor. Prerequisite: consent of instructor. Field study. 1-3 credits.

10-150-101 Home Audio/Video System Configuration
Introduces the student to the commonly used audio and video system components for the home. The student will learn the requirements to install, setup, configure, and network home audio and video systems. Lab. 1 credit.

10-150-102 Home Control & Management
Introduces the student to the overall setup, integration, and management of the home automation system. The student will be introduced to the different types of automated lighting systems, their components, and their installation process. The student will also be introduced to water management systems, automated window and door systems, and heating and cooling control systems. The student will be exposed to the network control devices and the total integration of the home automation system. Lab. 1 credit.

10-150-103 Home Security & Surveillance
Introduces the student to home security design and installation factors. The student will be introduced to the different types of home security systems, location for equipment placement, and security system components and interfaces. Lab. 1 credit.

10-150-110 Networking Fundamentals
This course will give the student a basic understanding of the network. The student will gain an understanding of basic networking terminology, and OSI model, network cabling practices, TCP/IP addressing and subnet masking. The student will investigate communication on a LAN environment. Lecture/lab. 3 credits.

10-150-11001 Networking Fundamentals Part A
An introductory course that covers the theory and application of wide area and local area network. The learner studies PC hardware basics, the 7 layers of the OSI model for networking, networking protocols, and networking hardware devices. Lecture. 1 credit.

10-150-11002 Networking Fundamentals Part B
An introductory course that covers the theory and application of wide area and local area network. The learner studies TCP/IP addressing, networking cable construction, and basic information about TCP communication parts. Prerequisite: 10-150-11001. Lecture. 1 credit.

10-150-11003 Networking Fundamentals Part C
An introductory course that covers the theory and application of wide area and local area network. The learner studies the principles of wireless networking, telephony/VoIP, network security, and network maintenance. Prerequisite: 10-150-11002. Lecture. 1 credit.

10-150-130 Network Infrastructures
Identifies LAN equipment used in business today. The student will gain an understanding of what switches and routers are and their function in the LAN. The student will be required to configure and setup various LAN hardware. Prerequisite: 10-150-110. Lecture/lab. 3 credits.

10-150-140 Network Management
Student will gain an understanding of five areas of network management. Students will learn to use network monitoring tools and they will identify and analyze network protocols and data information. Prerequisites: 10-150-110 and 10-154-140. Lecture/lab. 2 credits.

10-150-141 WAN Technologies
This course will take an in-depth look at Wide Area Networks. This student will gain an understanding of Point to Point communications, ISDN, Frame Relay, and ATM technologies. The student will configure network backbone hardware to establish WAN communications. Prerequisites: 10-150-110. Lecture/lab. 3 credits.

10-150-147 Emerging Network Technologies
This course provides learners with an insight into the new and emerging technologies that use the network infrastructure to include protocols and virtualization by using the latest tools and techniques. Prerequisite: 10-150-110 and 10-154-140. Lecture/lab. 3 credits.

10-150-166 Integrated IP Communications
Covers concepts of voice communications using IP technology and the integration of video, voice and data communication over local area networks using wired and wireless technologies. Prerequisites: 10-150-110 and 10-150-140. Lecture/lab. 3 credits.

10-150-180 Server Operating Systems
Teaches basic network design, implementation, and management using Windows 2003 Server. Students install networking operating systems software for servers. They establish file sharing, print sharing, log-in security, user profiles, create directory structure, implement disaster recovery strategies. Configure web services, implement group policies, investigate security controls, and manage and monitor the system for performance. Prerequisites: 10-150-110 and 10-154-140. Lecture/lab. 3 credits.

10-152-115 Database Fundamentals
Students learn the fundamental concepts and applications of relational database tables using a hands-on approach. Topics include database architectures, data structures, planning, creation, inquiry, updating, input and output forms (reporting), and importation of data from an outside source for use in databases. Lecture/lab. 3 credits.

10-152-120 Introduction to Programming
Introduces the learner to programming concepts using structured logic and the Visual Basic programming language using the Visual Studio. Included are basic concepts related to computer programming and program development. Programs will be developed using sequential, selection, and looping control structures, functions, and arithmetic statements. Lecture/lab. 3 credits.

10-152-125 Database Design and Implementation
Students design, construct, populate and implement relational databases in third normal form. Tools and techniques will be used to define, access, manipulate, update, and create reports. The student will demonstrate the functionality of databases through performance, integrity, security, testing, and documentation processes. Concepts introduced include data warehousing and data mining. Prerequisite: 10-152-115. Lecture/lab. 3 credits.

10-152-131 C# Programming
Introduces the student to C# programming concepts and statements using object-oriented programming techniques to create programs solving business problems. Prerequisite: 10-152-115 and 10-152-120. Lecture/lab. 3 credits.

10-152-140 Emerging Software Development Technologies
Combines the emerging development technologies and environments, such as virtual reality and simulation, for students to gain exposure to and experience with them. Prerequisite: 10-152-115 and 10-152-120. Lecture/lab. 3 credits.

10-152-142 SQL Programming
This course integrates relational concepts and theory while writing SQL programming code to create, access, update, and query relational database tables to create reports. Prerequisites: 10-152-115 and 10-152-120. Lecture/lab. 2 credits.

10-152-145 JAVA Programming
Teaches JAVA Programming language. Program are developed using object oriented design, graphical user interfaces, and database access. Co/Prerequisites: 10-152-115 and 10-152-120. Lecture/lab. 3 credits.
Chapter 7  Courses and Descriptions

10-152-155 E-Portfolio Administration
Students will design and create an e-Portfolio. This portfolio will contain information about personal achievements in the field of information technology as well as sample offerings of the work completed as part of their coursework while attending Nicolet College. The e-Portfolio will take the form of a personal/professional website that will be implemented on a web server for review. Prerequisites: 10-152-115, 10-154-177 and 10-152-120. Lecture/Lab. 3 credits.

10-152-156 Programming for Simulation
This course is for currently enrolled students in the Information Technology Web Analyst Programmer program. The student will develop computer program for simulation to meet the requirements for Information Technology case studies. Prerequisites: 10-152-120. Lecture/Lab. 3 credits

10-152-170 Systems Analysis & Design
Covers principles and techniques of systems analysis and design. Students define system objectives and solve related problems. Includes data gathering analysis, system requirements, system and file design, management controls, and feasibility studies. Prerequisites: 10-152-115 and 10-152-120. Lecture/laboratory. 3 credits.

10-152-183 Interactive Web Programming
Provides knowledge on web-based relational databases, Structured Query Language, web servers, and an object-oriented programming language to create applications. Involves developing database programs for both the client-side and server-side web technologies. Co/Prerequisites: 10-152-115 and 10-152-120. Lecture/laboratory. 3 credits.

10-154-125 IT Fundamentals
Introduces the student to forms and processes necessary in the IT field. Students break down the required documents and processes required in the IT field by discipline. Included will be hands-on development of forms types required in the Training, Networking, Programming, Database, and End-User area. Lecture. 2 credits.

10-154-140 PC Maintenance & Troubleshooting
Students will maintain and troubleshoot PC hardware and peripherals, configure and upgrade PC components and modules. The students will also learn to maintain and troubleshoot PC operating systems. Lecture/laboratory. 3 credits.

10-154-150 Application Software Support
The learner will use multimedia products to create presentations for end-users, departments and upper management, for informational purposes. Knowledge and experience are also provided in how to obtain and apply software programs, patches, updates, and upgrades to the computer system. Troubleshooting and correction techniques regarding both software products and users are also reviewed and experienced in this course. Prerequisites: 10-150-110, 10-152-115, 10-152-120, 10-154-125, and 10-154-140. Lecture/laboratory. 3 credits.

10-154-155 Microcomputer Operating Systems
The student will learn the desktop operating systems most commonly used in business. The student will manage secure system resources through the operating system. Peer-to-peer and simple client-server networks will be implemented. The student will also learn to install and manage various peripheral devices with the operating systems. Prerequisites: 10-150-110 and 10-154-140. Lecture/laboratory. 3 credits.

10-154-165 Project Management
The student will learn the tools and techniques of project management. The student will become familiar with the five process groups of project management and will gain experience in applying the nine knowledge areas of project management. Lecture/laboratory. 3 credits.

10-154-170 Help Desk Fundamentals
The student will gain knowledge and experience in applying the techniques used in problem troubleshooting, end-user support and customer service. The student will also become familiar with and apply the tools used in user supply and help desk operations. Prerequisites: 10-150-110, 10-152-120 and 10-154-125. Lecture/laboratory. 2 credits.

10-154-177 Web Programming Fundamentals
Introduces the learner to the principles of web page development. In this course the student will learn to develop static web pages that contain text, image, and video. The student will also link multiple web pages to produce a complete website. Lecture/laboratory. 3 credits.

LAND SURVEYING

10-607-101 Surveying Drafting I
Presents methods of drafting and calculating techniques relating to land, engineering, and construction surveying. Preparation of maps and traverse and area calculations are presented. Concurrent enrollment in 10-607-104 and 10-804-115 required. Lecture/laboratory. 3 credits.

10-607-102 Surveying Drafting II
Continues 10-607-101. Students learn additional drafting, calculating, and mapping techniques. Calculation of horizontal and vertical curves and volumes are also presented. Prerequisite: 10-607-101. Concurrent enrollment in 10-607-105 and 10-804-116 required. Lecture/laboratory. 3 credits.

10-607-103 Legal Elements of Land Surveying
Presents legal principles and concepts relating to land and land location. Also presents professional land surveying practices and methods. Prerequisites: 10-607-106 and 10-607-107. Concurrent enrollment in 10-607-110. Lecture/laboratory. 3 credits.

10-607-104 Surveying I
Covers fundamental principles of plane surveying. Topics include an introduction to surveying, theory of measurement and errors, field notes, linear measurements, transit and theodolite operations, traversing, and the compass. Concurrent enrollment in 10-607-110 and 10-804-115 required. Lecture/laboratory. 3 credits.

10-607-105 Surveying II
Continues 10-607-104 with additional plane surveying concepts and techniques. Topics include traversing and traverse calculations, leveling, stadia, topographic surveying, and mapping. Prerequisites: 10-607-104 and 10-607-101. Concurrent enrollment in 10-607-102 and 10-804-116. Lecture/laboratory. 3 credits.

10-607-106 Surveying III
Principles of advanced surveying are presented. Topics include total station operation, coordinate geometry applications, astronomical observations, state plane coordinates, and computer applications for surveying calculations. Prerequisites: 10-607-105 and 10-607-102. Lecture/laboratory. 3 credits.

10-607-107 Land Subdivision Drawing I
Covers legal requirements for land subdivision planning and design. Topics include state and county land division regulations, soil testing for on-site waste disposal systems, preparation of maps of survey, certified surveys, and an introduction to computer-aided drafting for land surveying. Prerequisite: 10-607-105 and 10-607-102. Lecture/laboratory. 3 credits.

10-607-108 Land Subdivision Drawing II
Continues 10-607-107 with emphasis on the design and preparation of a state approved plat. Also includes an introduction of geographic information systems. Prerequisite: 10-607-107. Lecture/laboratory. 3 credits.

10-607-109 Route Location

10-607-110 Boundary Location
Covers principles and practices of land boundary retracement surveys and field practice in retracing boundary locations. Prerequisites: 10-607-106 and 10-607-107. Concurrent enrollment with 10-607-103. Lecture/laboratory. 3 credits.

10-607-112 Surveying IV
Designed to introduce students to the basics of remote sensing, GPS, various map projections and how to work between them. We will introduce students to the latest technology available which they will encounter in the workplace. Prerequisites: 10-607-106 and 10-607-107. Lecture/laboratory. 3 credits.

10-607-195 Land Survey Technician Internship
Provides the opportunity to apply classroom learning to actual work in an employer supervised environment. Open only by consent of instructor. Prerequisites: 10-607-104, 10-607-105, 10-804-170, 10-804-173, 10-806-192. Occupational. 3 credits.
MANUFACTURING

30-623-300 Introduction to High Performance Manufacturing
Explore the changing nature of the 21st century manufacturing enterprise in terms of competition, globalization, quality, efficiency, and technology. Examine various manufacturing strategies and practices that have helped companies remain competitive in the global marketplace. Understand the importance of core manufacturing skills in employing new technologies and process improvements. Lecture. 1 credit.

30-623-310 Blueprint Reading Fundamentals for Manufacturing
Introductory course in interpreting drawings commonly found in manufacturing. Reading and interpreting the types of lines and views of blueprints will be covered; dimensioning and tolerancing are explained; and an introduction to geometric dimensioning and tolerancing is included. Lecture. 1 credit.

30-625-300 MSSC Safety
Introduces general safety for a manufacturing environment while raising the awareness of the worker to the hazards around them, and how to best protect themselves while working safely. Other safety topics covered include MSDS sheets, personal protective equipment, safe use of equipment in the workplace, communicating safety-related needs, and more. Leads to Manufacturing Skill Standards certification. Lecture. 1 credit.

30-625-301 MSSC Quality Practices and Measurements
Prepares participants to maintain and implement continuous improvement processes by participating in internal quality audit activities, correcting the product and process to meet quality standards, and communicating quality requirements and issues. Leads to Manufacturing Skill Standards certification. Lecture. 1 credit.

30-625-305 Critical Core Manufacturing Skills
Introduces the skills and concepts needed to meet the changing demands of the modern manufacturing environment while building a culture of high performance. Focus areas include core productivity skills, core problem solving skills, core team skills, and core adaptability skills. Lecture. 30-623-30500. 1 credit.

MARKETING

10-104-111 Marketing Principles
Introduces modern marketing. Students study the role of marketing in business and society and will be introduced to marketing planning. Students will learn the differences between total and target markets as well as how to apply the marketing mix of pricing, promotion, product, and physical distribution to a marketing strategy. Lecture. 3 credits.

10-104-112 Marketing Management
Examines the role of retailing, wholesaling, selling, pricing, promotion, distribution, and products in marketing. The student applies marketing principles to a business and determines an effective marketing strategy. Prerequisite: 10-104-111. Lecture. 3 credits.

10-104-120 Principles of Selling
Develops an understanding of the relationship between salesperson and customers. Students prepare and deliver a sales presentation that demonstrates the proper techniques of determining customer needs and presenting solutions to those needs. Lecture. 3 credits.

10-104-125 E-Commerce
Provides an overview of electronic commerce. Business models underlying these electronic commerce applications are studies from both an operational and strategic perspective. A review is made of WWW technology trends including electronic payment and related issues of authentication, security, privacy, intellectual property rights, and tax implications. Lecture. 3 credits.

10-104-135 Promotion
Studies the concept of Integrated Marketing Communications. Students design and create promotional materials in the areas of advertising, direct and interactive marketing, personal selling, sales promotion, and public relations. Students will have the opportunity to prepare and deliver an Integrated Marketing Communications plan for a product or service of their choice. Lecture. 3 credits.

10-104-140 Internet Marketing
Enhances student understanding and appreciation of the importance and relevance of the Internet/Web as a marketing tool in today’s increasingly competitive and dynamic marketplace. This hands-on course helps define the role the Internet/Web plays in the growth, survival, and success of today’s and tomorrow’s businesses. Knowledge and understanding of the “why” and “how” of Internet/Web marketing is paramount to understanding business in the new millennium. Lecture. 3 credits.

10-104-145 Marketing Research
Explores the methods of collecting data through marketing research and analyzing data gathered. Includes problem definition, planning, secondary and primary data, survey design, and data collection and interpretation. Prerequisite: 10-102-110. Lecture. 3 credits.

10-104-175 Marketing Internship/Capstone
Applies previously learned skills in a real (or simulated) work environment. Serves as a culminating course for marketing. Field. 2 credits.

MATHEMATICS

10-804-106 Introduction to College Mathematics
Introductory level course designed to review and develop fundamental concepts of arithmetic, algebra, geometry, and statistics. Emphasis will be placed on computational skills and applications of rational numbers; problem solving skills with ratios, proportions, and percent; basic principles and application of algebra, geometry, graphing, and statistics; measurement skills in U.S. Customary and Metric Systems; and the use of calculators as a tool. Lecture. 3 credits.

10-804-107 College Mathematics
This course is designed to review and develop fundamental concepts of mathematics pertinent to the areas of arithmetic and algebra, geometry and trigonometry, and probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities and one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurement within and between U.S. and metric systems, applying Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data. Recommended: pre-algebra, prepared-learner math course, or appropriate placement scores. Lecture. 3 credits.

10-804-113 College Technical Math 1A
Topics include: Solving linear, quadratic, and rational equations; graphing; formula rearrangement; solving systems of equations; percent; proportions; and operations on polynomials. Emphasis will be on the application of skills to technical problems. Successful completion of College Technical Math 1A and College Technical Math 1B is the equivalent of College Technical Math 1. Lecture. 3 credits.

10-804-114 College Technical Math 1B
This course is a continuation of College Technical Math 1A. Topics include: measurement systems; computational geometry; right and oblique triangle trigonometry; and trigonometric functions on the unit circle. Emphasis will be on the application of skills of technical problems. Successful completion of or concurrent enrollment in College Technical Math 1A is required for course enrollment. Successful Completion of College Technical Math 1A and College Technical Math 1B is the equivalent of College Technical Math 1. Prerequisite: 10-804-113. Lecture. 2 credits.

10-804-115 College Technical Mathematics 1
Topics include: solving linear, quadratic, and rational equations; formula rearrangement; solving systems of equations; percent; proportions; measurement systems; computational geometry; right and oblique triangle trigonometry; trigonometric functions on the unit circle; and operations on polynomials. Emphasis will be on the application of skills to technical problems. This course is the equivalent of successful completion of College Technical Mathematics 1A and College Technical Mathematics 1B. Lecture. 5 credits.
Chapter 7 Courses and Descriptions

10-804-116 College Technical Mathematics
Topics include: vectors; trigonometric functions and their graphs; identities, exponential and logarithmic functions and equations; radical equations; equations with rational exponents; dimension of a circle; velocity; sine and cosine graphs; complex numbers in polar and rectangular form; trigonometric equations; conic sections; and analysis of statistical data. Emphasis will be on the application of skills to technical problems. Prerequisite: 10-804-115. Lecture. 4 credits.

10-804-11601 College Technical Math 2A
Topics include radical equations, equations with rational exponents, dimension of a circle, velocity, sine and cosine graphs, and trigonometric equations. Emphasis will be on the application of skills to technical problems. Prerequisite: 10-804-115, or 10-804-113 and 10-804-114. Lecture. 2 credits.

10-804-11602 College Technical Math 2B
Topics include vectors, identities, exponential and logarithmic functions and equations, complex number in polar and rectangular form, conic sections, and analysis of statistical data. Emphasis will be on the application of skills to technical problems. Prerequisite: 10-804-11601. Lecture. 2 credits.

10-804-123 Math with Business Applications
Covers real numbers, basic operations, linear equations, proportions with one variable, percents, simple interest, compound interest, annuity, applying math concepts to purchasing/buying/selling processes, basic statistics with business/ consumer applications. Lecture. 3 credits.

20-804-210 Introduction to Computers and Their Use (MATH)
Introduces hardware, software, and information processing methodologies as problem-solving tools in liberal arts, sciences, and education. Addresses the history and social impact of computers. Students will use productivity tools such as word processing, spreadsheet, and database software. Lecture/lab. 3 credits.

20-804-220 Intermediate Algebra (MATH)
Studies the construction and resulting properties of the real number system. Students simplify and factor algebraic expressions using fundamental laws and order of operations; solve first and second degree equations and inequalities in one variable, systems of equations, and exponential and logarithmic equations; graph first degree and second degree equations and inequalities in two variables; and solve equations involving rational expressions, fractional exponents and radicals. Prerequisite: One year of high school algebra or 31-804-310. Lecture. 4 credits.

20-804-224 College Algebra (MATH)
Covers properties of the real number system, algebraic expressions, equations and inequalities, functions and graphs, polynomial and rational functions, exponential and logarithmic functions, analytic geometry, matrices, determinants, and systems of linear equations, sequences, series, and probability. Prerequisite: 20-804-220 or equivalent. Lecture. 4 credits.

20-804-227 Elementary Math Education I (MATH)
Covers mathematics content necessary for prospective early childhood and elementary teachers. Topics include foundational and historical concepts from arithmetic, algebra, proportions. Prerequisite 20-804-220 or two years of high school algebra. 4 credits.

20-804-228 Plane Trigonometry (MATH)
Covers trigonometric functions and their inverse functions, graphing trigonometric functions, trigonometric identities, solving triangles, solving equations and inequalities, complex numbers in trigonometric form, and polar curves. Prerequisite: 20-804-220 or equivalent. Lecture. 3 credits.

20-804-230 Statistics (MATH)
Studies appropriate statistical techniques for the systematic collection, presentation, analysis and interpretation of data using experimental and quasi-experimental methods found in research. Studies statistical inference including techniques, confidence intervals, Types I and II errors, hypothesis testing, and results interpretation. Also includes descriptive statistics, basic probability-theory, the Central Limit Theorem; the binomial, normal, Student t, chi-squared, and F distributions; and techniques of 1 and 2 sample tests, linear regression, correlation, sample sizes, and introduction to analysis of variance and selected nonparametric procedures. May require use of a graphing calculator or computer software. Prerequisite: 20-804-220 with “C” or better. Lecture. 3 credits.

20-804-236 Calculus and Analytics Geometry I (MATH)
Covers limits and continuity of functions, the derivative and its applications, the definite integral and its applications, and logarithmic and exponential functions. Prerequisites: 20-804-224 and 20-804-228 or equivalent or 20-802-224 and consent of instructor. Lecture. 5 credits.

20-804-237 Elementary Math Education II (MATH)
Includes concepts of proportionality, statistics and probability, plane geometry, the geometry of solids, and measurement. Prerequisite: 20-804-220 or two years of high school algebra. 4 credits.

20-804-240 Calculus and Analytics Geometry II (MATH)
Covers transcendental functions, methods of integration, indeterminate forms, improper integrals, Taylor’s formula, infinite series, topics from analytic geometry, plane curves and polar coordinates, vectors, and surfaces. Prerequisite: 20-804-236 or equivalent. Lecture. 5 credits.

20-804-241 Calculus and Analytics Geometry III (MATH)
Designed for students of mathematics, science, and engineering. Topics covered include differentiation of vectors, space curves and curvature, functions of more than one variable, level curves and level surfaces, limits and continuity, partial derivatives, total differential, tangent planes, the gradient operator, the directional derivative, multivariable forms of the chain rule, locating maxima, minima, and saddle points, the method of Lagrange multipliers, multiple integrals in rectangular, polar, cylindrical and spherical coordinates, transformations of multiple integrals and the Jacobian, surface area, applications of multiple integrals to geometry and mechanics, line integrals in two and three dimensions, vector fields, circulation and flux in two dimensions, Green’s Theorem, the curl and divergence operators, surfaces and surface area defined parametrically, Gauss’ and Stokes’ Theorems, applications of vector calculus to geometry, mechanical work, fluid mechanics and electromagnetic fields, an introduction to the theory and solution of first and second order ordinary differential equations. Prerequisite: 20-804-240 or equivalent. Lecture. 5 credits.

20-804-250 Quantitative Reasoning (MATH)
Intended to develop analytic reasoning and the ability to solve quantitative problems. Topics to be covered include: construction and interpretation of graphs; functional relationships and mathematical modeling; descriptive statistics; basic probability; geometry & spatial visualizations; and math of finance. Appropriate use of units and dimensions, estimates, mathematical notation, and available technology will be emphasized throughout the course. Prerequisite: 20-804-220 or consent of instructor. Lecture. 4 credits.

20-804-280 Topics in Mathematics (MATH)
Pursues advanced or specialized mathematics topics in a traditionally structured, independent study, or service learning format. Topics vary each semester. Depending on the structure, requirements and topics are developed in advance by the instructor or by the student in consultation with the instructor. Lecture. 3 credits.

31-804-302 Applied Technical Mathematics
Develops skills in using mathematics principles essential to the technical service and production workplace, through applied learning contexts. Content includes whole numbers, fractions, percent, graphs, fundamentals of algebra, geometry and trigonometry, and tools and techniques for precision measurement. Lecture. 2 credits.

31-804-310 Basic Algebra
Covers fundamental algebraic operations using signed numbers, variables, expressions, and exponents. Includes linear equations in one variable, polynomials, graphing equations, systems of equations, rational expressions, and quadratic equations. Emphasizes solving word problems. Prerequisite: ability to perform operations with fractions. Lecture. 2 credits.

31-804-350 Introduction to Technical Math
Designed as a preparatory course for students enrolling in College Technical Math 1 as well as other technical math courses. It will provide review in the fundamentals of arithmetic, basic geometry, and basic algebra as well as briefly preview right triangle trigonometry. Lecture. 1 credit.
MEDICAL ASSISTANT

10-509-108 Law & Ethics for Health Occupations
Examines the increasingly complex ethical and legal issues found in health care today. Students will learn to apply these issues to the client, employer, and self. The study of value systems, ethical codes of conduct, legal issues, confidentiality, global health care issues, and end of life decisions will be discussed. Lecture. 2 credits.

31-509-301 Medical Asst Admin Procedures
Introduces medical assistant students to office management and business administration in the medical office. Students learn to schedule appointments, perform filing, keeps records, perform telephone and reception duties, communicate effectively with patients and other medical office staff, and keep an inventory of supplies. Students apply introductory medical coding skills and managed care terminology. Prerequisite: Declared Medical Assistant program. Corequisite: computer course. Lecture/lab. 2 credits.

31-509-302 Human Body in Health & Disease
Introduces student to basic anatomy and physiology of the human body. Focuses on wellness and disease prevention. Student identifies diseases that are frequently first diagnosed and treated in the medical office setting. Students learn to recognize the causes, signs, and symptoms of diseases of the major body systems as well as the diagnostic procedures, usual treatment, prognosis, and prevention of common diseases. Co/Prerequisite: 10-501-101. Lecture. 3 credits.

31-509-303 Medical Asst Lab Procedures 1
Introduces medical assistant students to laboratory procedures commonly performed by medical assistants in a medical office setting. Students perform routine laboratory procedures commonly performed in the ambulatory care setting under the supervision of a physician. Students follow laboratory safety requirements and federal regulations while performing specimen collection and processing, microbiology, and urinalysis testing. Prerequisite: Admitted to Medical Assistant program. Lecture/lab. 2 credits.

31-509-304 Medical Asst Clin Procedures 1
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. Co/Prerequisite: 10-501-101, 31-509-302 and admitted to Medical Assistant program. Lecture/lab. 4 credits.

31-509-305 Medical Asst Lab Procedures 2
Prepares students to perform laboratory procedures commonly performed by medical assistants in the ambulatory care setting under the supervision of a physician. Students perform phlebotomy, immunology, hematology and chemistry laboratory procedures. Prerequisite: 31-509-303. Lecture/lab. 2 credits.

31-509-306 Medical Asst Clin Procedures 2
Prepares medical assistant students to perform patient care skills in the medical office setting. Students perform clinical procedures including administering medications, assisting with minor surgery, performing an electrocardiogram, assisting with respiratory testing, educating patients/community, and maintaining clinical equipment in an ambulatory care setting. Prerequisites: 31-509-304, 31-509-303, 10-501-101, 31-509-302. Lecture/lab. 3 credits.

31-509-307 Medical Office Insurance & Finance
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. Co/prerequisites: 10-501-101, 31-509-302 and a computer course. Lecture/lab. 2 credits.

31-509-308 Pharmacology for Allied Health
Introduces students to classifying medications into correct drug categories and applying basic pharmacology principles. Students apply basic pharmacodynamics to identifying common medications, medication preparation, and administration of medications used by the major body systems. Co/prerequisites: 10-501-101, 31-509-302. Lecture. 2 credits.

31-509-309 Medical Law, Ethics & Professionalism
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 records, perform risk management procedures, and examine legal and bioethical issues. Lecture. 1 credit.

31-509-310 Medical Assistant Practicum
Requires medical assistant students to integrate and apply knowledge and skills from all previous medical assistant courses in actual patient care settings. Learners perform medical assistant administrative, clinical, and laboratory duties under the supervision of trained mentors to effectively transition to the role of a medical assistant. Prerequisites: successful completion of all first semester courses. Corequisites: 2nd semester courses. Occupational. 3 credits.

MUSIC

20-805-201 Music Appreciation (HU)
Introduces music elements such as rhythm, melody, harmony, and texture in vocal and instrumental forms to analyze and appreciate music from the Middle Ages, Renaissance, Baroque, Classical, Romantic, and the 19th Century. Composers studied include Pope Gregory, Josquin Desprez, Bach, Mozart, Beethoven, Brahms, and Dvorak. The course is lecture and guided listening with analysis and discussion. Students will be required to attend concerts, listen to music, and write reports. Lecture. 3 credits.

20-805-205 Music Theory 1 (HU)
Studies music notation, scales, tonality, intervals, chords, harmony, rhythm, and melodic organization. Lecture. 3 credits.

20-805-209 Music Theory 2 (HU)
Studies of texture in music, voice leading, harmonic progression, the dominant and leading-tone seventh chords, non-dominant seventh chords, modulation, secondary dominants, and two- and three-part form. Prerequisite: 20-805-205. Lecture. 3 credits.

20-805-210 Basic Music Theory (HU)
Develops basic music concepts in notation, intervals, scales, chords, and rhythm through elementary dictation. Includes beginning piano keyboard skills and methods for tracking songs. Lecture. 3 credits.

20-805-215 Twentieth Century American Music (HU)
Examines Ragtime, Blues, Contemporary Classical music, Swing, Jazz, Rock, Folk, Country Western, and music of the American theater. Lecture. 3 credits.

20-805-280 Topics in Music (HU)
Pursues advanced or specialized music topics in a traditionally structured, independent study or service-learning format. Topics vary each semester. Depending on the structure, requirements, and topics are developed in advance by the instructor or by the student in consultation with the instructor. Lecture. 3 credits.

20-805-28001 Music in Film (HU)
Follows the development music and sound in film, from the beginning of the silent-motion era to the great film composers of the twentieth century and today. Students will explore the role and expression of music in film, learn about the fundamental elements of film music and composers, as well as develop a vocabulary for describing and assessment film music. This course will include classroom discussion, evaluation of different compositional styles, and learning to listen critically to film score while viewing movies. No prior knowledge of music or film history is necessary. Lecture. 3 credits.

20-805-285 Applied Topics in Music (HU)
Pursues advanced or specialized applied music topics. Topics vary each semester. Requirements and topics are developed in advance by the instructor. Lab. 3 credits.
NURSING

10-543-101 Nursing Fundamentals
Focuses on basic nursing concepts that the beginning nurse will need to provide care to diverse patient populations across the lifespan. Current and historical issues impacting nursing will be explored within the scope of nursing practice. The nursing process will be introduced as a framework for organizing the care of patients within alterations in cognition, elimination, comfort, grief/floss, mobility, integument, and fluid/electrolyte balance. Prerequisites: admission to Nursing program. Corequisites: 10-806-177 and 10-809-188. Lecture. 2 credits.

10-543-102 Nursing Skills
Focuses on development of clinical skills and physical assessment across the lifespan. Content includes mathematical calculations and conversions related to clinical skills, blood pressure assessment, aspetic technique, wound care, oxygen administration, tracheotomy care, suctioning, management of enteral tubes, basic medication administration, glucose testing, enemas, ostomy care, and catheterization. In addition the course includes techniques related to obtaining a health history and basic physical assessment using a body systems approach. Prerequisites: admission to Nursing program or LPN licensure. Corequisites: 10-806-177 and 10-809-188. Lab. 3 credits.

10-543-103 Nursing Pharmacology
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. Prerequisites: admission to Nursing program. Corequisites: 10-806-177 and 10-809-188. Lecture. 2 credits.

10-543-104 NSG: Intro to Clinical Practice
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: 10-543-101, 10-543-102, 10-543-103, 10-806-177 and 10-809-188. Clinical. 2 credits.

10-543-105 Nursing Health Alterations
Course elaborates upon the basic concepts of health and illness as presented in Nursing Fundamentals. It applies theories of nursing in the care of clients through the lifespan, utilizing problem solving and critical thinking. The course will provide an opportunity to study conditions affecting different body systems and apply therapeutic nursing interventions. It will also introduce concepts of leadership, team building, and scope of practice. Prerequisites: successful completion of all 1st semester nursing courses. Corequisites: 10-806-179 and 10-543-106. Lecture. 3 credits.

10-543-106 Nursing Health Promotion
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, post-partum, 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: successful completion of all 1st semester nursing courses. Corequisites: 10-543-104, 10-806-179. Lecture. 3 credits.

10-543-107 NSG: Clin Care Across Lifespan
Clinical experience applies nursing concepts and therapeutic interventions to clients across the lifespan. It also provides an introduction to concepts of teaching and learning. Extending care to include the family is emphasized. Prerequisite: Successful completion all 1st semester nursing courses. Corequisites: 10-543-105, 10-543-106 and 10-806-179. Clinical. 2 credits.

10-543-108 NSG: Intro Clinical Care Mgmt
This clinical experience applies nursing concepts and therapeutic nursing interventions to groups of clients across the lifespan. It also provides an introduction to leadership, management, and team building. Prerequisite: successful completion of 1st semester nursing courses. Corequisites: 10-543-105, 10-543-106 and 10-806-179. Clinical. 2 credits.

10-543-109 NSG: Complex Health Altern 1
Prepares the learner to expand knowledge from previous courses in caring for clients across the lifespan with alterations in musculoskeletal, cardiovascular, respiratory, endocrine, and hematologic systems as well as clients with fluid/electrolyte and acid base imbalance, and alterations in comfort. Prerequisite: successful completion of all 2nd semester nursing courses. Corequisite: 10-806-197. Lecture. 3 credits.

10-543-110 NSG: Mental Health Comm Con
Covers 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. Prerequisite: successful completion of all 2nd semester nursing courses. Corequisites: 10-543-109, 10-806-197, 10-806-196, 10-809-199. Lecture. 2 credits.

10-543-111 NSG: Intermed Clin Practice
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. Prerequisite: Successful completion of nursing program through 2nd semester. Corequisites: 10-543-112, 10-543-110, 10-543-109, 10-806-197, 10-809-199. Clinical. 3 credits.

10-543-112 Nursing Advanced Skills
Focuses on the development advanced clinical skills across the lifespan. Content includes advanced IV skills, blood product administration, chest tube systems, basic EKG interpretation and nasogastric/feeding tube insertion. Prerequisite: successful completion of all nursing courses through 2nd semester. Corequisite: 10-806-197. Lab. 1 credit.

10-543-113 NSG: Complex Health Alterat 2
Prepares the learner to expand knowledge and skills from previous courses in caring for clients across the lifespan with alterations in the immune, neuro-sensory, musculoskeletal, gastrointestinal, hepatobiliary, renal/urinary and the reproductive systems. The learner will also focus on management of care for clients with high-risk prenatal conditions, high-risk newborns and the ill child. Synthesis and application of previously learned concepts will be evident in the management on clients with critical/life threatening situations. Prerequisite: successful completion of all nursing courses through 3rd semester. Lecture. 3 credits.

10-543-114 NSG: Mgt & Profess Concepts
Covers nursing management and professional issues related to the role of the RN. Emphasis is placed on preparing for the RN practice. Prerequisite: successful completion of nursing courses through 3rd semester. Corequisite: 10-543-113. Lecture. 2 credits.

10-543-115 NSG: Adv Clinical Practice
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. Prerequisite: successful completion of nursing courses through 3rd semester. Corequisites: 10-543-113, 10-543-114. Clinical. 3 credits.

10-543-116 Nursing: Clinical Transition
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. Pre-requisites: Successful completion of nursing courses through 3rd semester. Co-requisites: 10-543-113, 10-543-114, 10-543-115. Clinical. 2 credits.

10-543-125 Introduction to Critical Care Nursing
Provides basic knowledge of critical care nursing and is designed to present introductory critical care concepts and enhance critical thinking and nursing judgment. Prerequisite: 10-543-121 or consent of instructor. Lecture. 2 credits.

10-543-126 LPN to RN Bridge
Provides a transitional experience for the LPN seeking an ADN. Prerequisite: Wisconsin LPN licensure, or consent of instructor. Lecture/lab. 3 credits.
10-543-135 Nursing Skills Refresher
Review physical assessment knowledge and skills, use of the nursing process, and common psychomotor skills. Prerequisite: complete Mid-State course 10-510-123. Lab. 2 credits.

10-543-136 Precepted Clinical Nursing Refresher
Provide the student the opportunity to apply clinical skills through an internship experience. Selected area health care agencies provide “on the job” training with experienced RN preceptors. Lab. 2 credits.

10-543-150 A Preview of Professional Nursing
Explores the career of nursing as it examines the knowledge, skills and abilities to be successful in the program (profession). Assists students with information and resources to prepare for completion of the required courses of an ADN. Overview the nursing theories and roles of the RN. Applies college-success skills to the nursing courses. Lecture 2 credits.

31-543-337 LPN Skills Refresher
Reviews physical assessment skills, aspects of safe medication administration, pain management, and aspects of the care of immobile patients, along with a variety of psychomotor skills commonly performed by the LPN. This course is primarily skills-lab based. Lab. 2 credits.

31-543-338 LPN Precepted Clinical Refresher
Provides the LPN student with the opportunity for “on-the-job” training. The student will work directly with the LPN preceptor in the long-term care setting. The clinical experience will be a minimum of 108 hours. Lab. 2 credits.

NURSING ASSISTANT

30-543-302 Acute Care Nursing Assistant
Provides theory and clinical experience in intermediate level nursing assistant skills for employment in hospital settings. Prerequisite: 30-543-310. 72 hours. 2 credits.

30-543-300 Nursing Assistant
Provides theory, laboratory practice, and clinical experience for employment as an entry level nursing assistant in a health care facility. This course is approved by the Wisconsin Department of Health and Family Services. 120 hours; 3 credits.

OFFICE TECHNOLOGY

10-106-115 Computer Keyboarding, Introduction
Introduces students to computer operations and the touch method of keyboarding. Lecture/lab or self-paced. 1 credit.

10-106-116 Document Processing
Enhances keyboarding skills and develops basic document formatting techniques. Lecture/labor or self-paced. 3 credits.

10-106-125 Workplace Communications
Develops basic business skills of telephone/voice mail, email/calendaring, and filing. Lecture/lab. 2 credits.

10-106-126 Editing Business Applications
Covers proofreading and editing of business documents. Transcription and composition will be used to process business documents. Lecture/lab. 3 credits.

10-106-130 Integrated Computer Applications, Beginning
Uses word processing, spreadsheet, database, and presentation software to create and integrate basic application documents for professional and personal use. Lecture/lab. 4 credits.

10-106-131 Integrated Computer Applications, Intermediate
Integrates software applications (word processing, spreadsheet, database, and presentations) to enhance and customize documents. The course includes creation of basic interactive components. Prerequisite: 10-106-130 or consent of instructor. Lecture/lab. 4 credits.

10-106-132 Integrated Computer Applications, Advanced
Covers the creation and administration of interactive, fully-integrated software application processes (word processing, spreadsheet, database, and presentations) for individual and group use. Prerequisite: 10-106-131 or consent of instructor. Lecture/ lab. 4 credits.

10-106-151 Career Management I
Teaches students to identify work environment preferences, develop personal profile for career success, and begin a support system network for employment. Lecture. 1 credit.

10-106-152 Career Management II
Teaches students to develop job search techniques and create a professional image. Emphasis will be on preparation of resume, letter of application, and interviewing techniques. Lecture. 1 credit.

10-106-170 Administrative Procedures
Develops professional skills and attitudes for today’s global business environment. Develops office skills in telecommunications, mail processing, travel arrangements and conferences, public relations, and economics. Prerequisite: 10-106-116, 10-103-101 and 10-106-130. Lecture/lab. 3 credits.

10-106-175 Project Management
Explores principles, practices, and procedures for effective office management. In a learning environment of team work, discussions and lecture, the student will become aware of dynamics in diverse office settings. Lecture. 3 credits.

10-106-190 Administrative Assistant Internship
Applies previously learned administrative assistant skills in a real work setting. This is a culminating course for the Administrative Assistant program. Prerequisites: 10-106-170. Field hours. 3 credits.

REAL ESTATE

10-194-180 Principles of Real Estate
Introduces the physical, legal, and economic characteristics of real estate; valuation; government regulations; land development; property management; financing, and real estate trends. Meets requirements for state sales license. Lecture. 4 credits.

10-194-181 Broker Business Management
Fulfills the 36 hours required by the Department of Regulation and Licensing to obtain a broker’s license. Lecture. 2 credits.

10-194-182 Real Estate Law
Acquaints students with the field of real estate and Wisconsin real estate law while preparing them for the Wisconsin Real Estate Salesperson’s Examination. Covers topics such as the law of agency, legal descriptions, real estate contracts, mortgages, land contracts, consumer-protection and landlord-tenant laws, fair-housing ordinances, etc. Lecture. 4 credits.

10-194-185 Real Estate Brokerage
Covers market analysis, sales, planning, staff compensation and sales management including selection, training and supervisor. This course is oriented to real estate brokerage in Wisconsin and fulfills the educational requirements for the Real Estate Broker’s License in Wisconsin. Lecture. 2 credits.

SCIENCE

10-806-137 Comprehensive Technical Physics
The areas of mechanics, heat, electricity, magnetism and optics are covered through lecture, demonstration, and laboratory work. Empirical relationships are emphasized, incorporating mathematical prerequisites. Prerequisites: 10-804-116 or equivalent. Lecture/lab. 4 credits.

10-806-160 Geographic Information Systems
Includes application of map layers and attribute tables, mapping basics, map design, choropleth maps, pin (point) maps, hyperlinks, data sources, entry, editing, metadata, GIS outputs (print layouts, custom templates, report, graphs), geodatabases, importing spatial and attribute data, map projections, vector spatial data formats, and export data. Lecture. 3 credits.

10-806-170 Introductory Physics
Introduces the basic principles of physics including scientific measurement, motion, energy, heat, sound, electricity, light, and color. Lecture. 3 credits.

10-806-177 General Anatomy and Physiology
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. Pre-requisite: High school and college Chemistry with a grade of “C-” or better. Lecture/lab. 4 credits.
Chapter 7 Courses and Descriptions

10-806-179 Advanced Anatomy and Physiology
This is a 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, neuro-muscular, 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: 10-806-177 with a grade of "C-" or better. Lecture/lab. 4 credits.

10-806-197 Microbiology
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 and microbes in the environment, industry, and biotechnology. Prerequisite: 10-806-177 with a grade of "C-" or better. Lecture/lab. 4 credits.

20-806-201 Principles of Biology (SCI)
Emphasizes preparing for subsequent biology courses and understanding the health, ecological, and environmental issues facing our society. Lecture/lab. 4 credits.

20-806-205 Topics in Biology (SCI)
Develops an understanding of organ systems, cell biology, genetics, microbiology, anatomy, physiology, and ecology related to human health. Areas of biology not included in other courses also may be discussed. Lecture. 3 credits.

20-806-207 Physical Geography-Landforms (SCI)
Introduces landforms: their origin, classification, and distribution on the earth's surface. Field trip required. Lecture/lab. 4 credits

20-806-208 Physical Geography-Weather and Climate (SCI)
Studies the elements of weather, weather forecasting, and distribution of the earth's surface. Lecture/lab. 4 credits.

20-806-209 General Botany (SCI)
Serves as a plant science survey course covering morphology, life cycles, taxonomy, ecology, physiology of bacteria, algae, fungi, and non-flowering and flowering plants. Previous college biology course or equivalent recommended. Lecture/lab. 5 credits.

20-806-210 General Ecology (SCI)
Cover organisms/environment interrelationships including human impacts and changes. Discusses evolution, ecological processes, species interactions, communities, and local ecosystems. Designed for those interested in natural resources. Lecture, field trips, lab, and discussion. 4 credits.

20-806-211 Introduction to Soil and Water Resources (SCI)
Integrated concepts of soil and water resources at the landscape level. Physical, chemical, and biological interactions relating to watershed processes and response to land use and management. Lecture/lab. 4 credits.

20-806-212 Geographic Information Systems (SCI)
Includes working with map layers and attribute tables, mapping basics, map design, choropleth maps, pin (point) maps, hyperlinks, data sources, entry, editing, metadata, GIS outputs (print layouts, custom templates, reports, graphs), geodatabases, importing spatial and attribute data, map projections, vector spatial data formats, and export data. Additional topics include photos and satellite images, digitizing new features, spatially adjusting vector data, table manipulation, geocoding, basics of spatial analysis, vector and raster data analysis, spatial data processing, terrain models, spatial analysis, optimal routing and location, and site selection. GIS Part C adds capstone project development and analysis: Explores the creation of a model of a problem, gathering data, use spatial analysis tools to edit and manipulate data, solving the problem, and creating a layout of the solution with a map, chart, and table. Prerequisite: 20-806-2102. Lecture. 1 credit.

20-806-2102 Geographic Information Systems B (SCI)
Builds on GIS Part A (working with map layers and attribute tables, mapping basics, map design, choropleth maps, pin (point) maps, hyperlinks, data sources, entry, editing, metadata, GIS outputs (print layouts, custom templates, reports, graphs), geodatabases, importing spatial and attribute data, map projections, vector spatial data formats, and export data) and adds topics including photos and satellite images, digitizing new features, spatially adjusting vector data, table manipulation, geocoding, basics of spatial analysis, vector and raster data analysis, spatial data processing, terrain models, spatial analysis, optimal routing and location, and site selection. Prerequisite: 20-806-2101 or consent of instructor. Lecture. 1 credit.

20-806-2103 Geographic Information Systems C (SCI)
Uses skills gained in GIS Parts B: Includes working with map layers and attribute tables, mapping basics, map design, choropleth maps, pin (point) maps, hyperlinks, data sources, entry, editing, metadata, GIS outputs (print layouts, custom templates, reports, graphs), geodatabases, importing spatial and attribute data, map projections, vector spatial data formats, and export data. Additional topics include photos and satellite images, digitizing new features, spatially adjusting vector data, table manipulation, geocoding, basics of spatial analysis, vector and raster data analysis, spatial data processing, terrain models, spatial analysis, optimal routing and location, and site selection. GIS Part C adds capstone project development and analysis: Explores the creation of a model of a problem, gathering data, use spatial analysis tools to edit and manipulate data, solving the problem, and creating a layout of the solution with a map, chart, and table. Prerequisite: 20-806-2102. Lecture. 1 credit.

20-806-2123 General Zoology (SCI)
Serves as an animal science survey course covering structure, function, life histories, ecology, and classification of major invertebrate and vertebrate groups. Previous college biology course or equivalent recommended. Lecture/lab. 5 credits.

20-806-215 Environmental Science (SCI)
Develops an understanding of environmental concerns and current issues including water resources, land use, air pollution, biocides, energy use, population, and health. Examines ecological, economic, historical, and philosophic views of issues. Lecture. 3 credits.

20-806-218 Anatomy and Physiology 1 (SCI)
Covers human anatomy and physiology of the integumentary skeletal, muscular, nervous, and endocrine systems with regard to maintaining homeostasis. Introduces biochemistry, cell physiology, and histology. Prerequisites: 10-106-101 and (20-806-201 or 20-806-245), or consent of instructor. Lecture/lab. 4 credits.

20-806-219 Anatomy and Physiology 2 (SCI)
Covers human anatomy and physiology of the cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems with regard to maintaining homeostasis. Prerequisite: 10-806-140 with a "C" or better, or consent of instructor. Lecture/lab. 4 credits.

20-806-222 Microbiology (SCI)
Studies the morphology, physiology, taxonomy, and cultivation of microorganisms with an introduction to molecular biology, microbial genetics, pathogenesis, and control of these organisms. Prerequisite: 10-806-142 with a "C" or better or consent of instructor. Lecture/lab. 4 credits.

20-806-230 Physical Geology (SCI)
Introduces the student to the composition and structure of the earth, the processes and systems that produce earth's features, and provides the student a better understanding of why the earth's features are constantly changing. The laboratory provides a hands-on examination of topographic and geologic maps, earth processes, and identification of rocks and minerals. Lecture/lab. 4 credits.

20-806-231 Historical Geology (SCI)
Examines earth history through three main themes: plate tectonics, organic evolution, and geologic time. Students will come to understand that the history of the earth is dynamic and complex interaction between the evolution of life and the evolution of the earth. As a result of taking this course, students will develop a new understanding of the Earth's past interactions that have resulted in earth's current state. Students will learn the principles of historical geology and how these principles are applied to unraveling earth's biologic and geologic history. Lecture/lab. 4 credits.
20-806-232 Introduction to Forestry, Fisheries, and Wildlife (SCI)
Integrates principles of managing forests, fisheries and wildlife. Focus will be on maintaining ecosystem integrity while meeting human needs for goods and services. Lecture. 4 credits.

20-806-235 Topics in Geology (SCI)
Pursues advanced or specialized geology topics in a traditionally structured, independent study or service-learning format. Topics vary each semester. Depending on the structure, requirements and topics are developed in advanced by the instructor or by the student in consultation with the instructor. Lecture. 3 credits.

20-806-240 Survey of Chemistry (SCI)
Introduces aspects of chemistry that are important for the life sciences including the study of biochemical processes using atomic theories, structure-reactivity relationships, and thermo-dynamics. Lecture. 3 credits.

20-806-241 Introductory Chemistry (SCI)
Deals with the composition, characteristics, and changes of atoms and molecules. This is a laboratory-based course designed specifically for liberal arts students. Lecture/lab. 5 credits.

20-806-242 Environmental Chemistry (SCI)
Introduces topics involving recognition, hazards, and remediation of environmental problems associated with unnatural chemical concentrations. Prerequisite: any college chemistry course. Lecture. 3 credits.

20-806-245 College Chemistry I (SCI)
The first semester of a two-semester sequence in general college chemistry which includes the topics of measurement, chemical nomenclature, chemical reactions and stoichiometry, atomic structure, gas laws, thermo chemistry, chemical bonding and solution chemistry. This course is for students who need one or two semesters of what is typically considered freshman college chemistry. Laboratory work assists in understanding chemical concepts and developing problem-solving skills. Students may complete the year of general college chemistry with 20-806-249. Prerequisites: 20-804-220, including exponentials and logarithms, and one year of high school chemistry or 20-806-241. Lecture/lab. 5 credits.

20-806-249 College Chemistry II (SCI)
A continuation of 20-806-245. This course includes applications of principles to and mathematical treatment of the topics of kinetics, equilibrium, thermodynamics, electrochemistry, coordination compounds, nuclear chemistry and organic structures and nomenclature. Prerequisite: 20-806-245 and 20-804-220, including exponentials and logarithms or its equivalent. Lecture/lab. 5 credits.

20-806-257 Organic Chemistry I (SCI)
Provides in-depth review of the physical properties, synthesis, and transformations of compounds containing carbon. Prerequisite: 20-806-249. Lecture/lab. 4 credits.

20-806-258 Organic Chemistry II (SCI)
Continues 20-806-257. Prerequisite: 20-806-257. Lecture/lab. 4 credits.

20-806-265 Survey of Organic Chemistry (SCI)
Introduces the basic concepts of organic chemistry. Prerequisite: Any college chemistry course. Lecture. 4 credits.

20-806-271 Survey of Physics I (SCI)
Explores the concepts of physics related to mechanics, sound, and heat energy. It is a base from which to view nature or a springboard to a greater involvement in physics. Prerequisite: 31-804-310. Lecture/lab. 4 credits.

20-806-273 Survey of Physics II (SCI)
Explores the concepts of physics related to electricity, magnetism, light, atomic and nuclear energy. It is a base from which to view nature or a springboard to a great involvement in physics. Prerequisite: 31-804-310. Lecture/lab. 4 credits.

20-806-276 College Physics I (SCI)
First semester course of a one-year introductory algebra-based college physics sequence. Appropriate for students wishing to pursue a program of study in the liberal arts, general education, life sciences, or pre-professional programs. Develops a conceptual understanding of the basics of physics and provides practical hands-on laboratory experiences to broaden the understanding of physics and the scientific method. Covers the properties of motion, force, energy, momentum, rotation, fluids, heat, and sound. Stresses developing good problem-solving strategies. Prerequisite: 20-804-220. Lecture/lab. 4 credits.

20-806-280 College Physics II (SCI)
Second semester course of a one-year introductory algebra-based college physics sequence. Appropriate for students wishing to pursue a program of study in the liberal arts, general education, life sciences, or pre-professional programs. Continues to develop the student’s problem solving skills and conceptual understanding of physics through lecture, demonstrations, and practical hands-on laboratory experiences. Topics studied include electricity, magnetism, geometric and physical optics, and the basics of modern physics. Prerequisite: 20-806-276. Lecture/lab. 4 credits.

20-806-286 College Physics I-Calculus Based (SCI)
First semester course of a one-year introductory calculus-based college physics sequence. Intended for students wishing to pursue a program of study in the natural sciences or engineering fields. Students will develop a conceptual understanding of physics, as they explore the theoretical and experimental treatment of mechanics, material properties, fluids, heat, sound, and wave motion. Critical thinking and sound problem solving are stressed throughout the course. Prerequisite or Corequisite: 20-804-236. Lecture/lab. 5 credits.

20-806-287 College Physics II-Calculus Based (SCI)
Second semester course of a one-year introductory calculus-based college physics sequence. Intended for students wishing to pursue a program of study in the natural sciences or engineering fields. Topics covered include electricity, magnetism, electro-magnetic waves, optics, and an introduction to modern physics. Completion of the sequence provides a background for more advanced work in these fields. Prerequisite: 20-806-286. Lecture/lab. 5 credits.

31-806-302 Introductory Biomedical Science
Biology of the human organism integrating fundamentals of physics, chemistry, cell biology, microbiology, anatomy and physiology. Emphasis on normal anatomy and physiology, and the interaction of human with microorganisms including basic microbiology technique. Prerequisite: high school biology or equivalent with a “C” or better. Lecture/lab. 4 credits.

31-806-355 Biology for Cosmetology
Students study basic structures and functions of the human body relevant to the barbering/cosmetology profession. The study of contamination, the spread of disease, and precautions to take to protect the clients and practitioners. Lecture. 1 credit.

31-806-369 Basic Physical Science
Studies fundamental physical concepts and systems of measurement involving mechanics, electricity magnetism, heat, light, and sound. Students will apply these concepts to their related fields of study. Prerequisite: 31-804-302. Lecture. 2 credits.

32-806-370 Introduction to DC Circuits
Prepares the student with the basic DC circuit theory, component theory, and test equipment applications required to service automotive and outdoor power electrical and electronic systems. Lecture/discussion. 2 credits.

SOCIAL SCIENCE

10-809-110 Earthscore: Your Environmental Audit & Guide
Student will assess their present use of earth resources – including energy, consumer goods, water – and devise practices to reduce their consumption and their human footprint on the environment. Lecture. 1 credit.

10-809-166 Introduction to Ethics: Theory & Application
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. Lecture. 3 credits.
10-809-172 Race, Ethnic, and Diversity Studies
Draws from several disciplines to reaffirm the basic American values of justice and equality by teaching a basic vocabulary, a history of immigration and conquest, principles of transcultural communication, legal liability and the value of aesthetic production to increase the probability of respectful encounters among people. In addition to an analysis of majority/ minority relations in a multicultural context, the topics of ageism, sexism, gender differences, sexual orientation, the disabled and the American Disability Act (ADA) are explored. Ethnic relations are studied in global and comparative perspectives. Lecture. 3 credits.

10-809-188 Developmental Psychology
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. Lecture. 3 credits.

10-809-192 Personal Finance
Introductory course is designed to develop responsible and informed personal financial decision-making. Banking, obtaining and managing credit, creating and following a budget, evaluating risk tolerance, basic investing, and long range financial planning, including retirement, insurance, and basic tax issues, both in theory and in application, are the main focuses of the course. Students will develop a personal financial portfolio including short term financial plans and long term financial goals. Lecture. 1 credit.

10-809-195 Economics
Introduces economic tools for use in business and personal life. Covers markets, economic growth, employment, productivity, computers, and the Internet, international trade, the role of government, and business cycles. Lecture. 3 credits.

10-809-197 Contemporary American Society
Explores the American social and political institutions affecting the individual as a citizen, worker, and participant in various social groups. Topics studied will be flexible and responsive to contemporary issues. Lecture. 3 credits.

10-809-199 Psychology of Human Relations
Focuses on improving personal and job-related relationships through understanding and applying sound psychological principles. Topics include self-concept, motivation, emotions, stress management, conflict resolution, and human relation processes. Lecture. 3 credits.

20-809-210 Topics in Geography (SOCSCI)
Addresses one or more patterns reflecting peoples’ use of the earth. Examples of topics include geography of the United States, geography of national parks, an overview of water resources. Specific topics are indicated in the schedule of classes. Lecture. 3 credits.

20-809-212 Wisconsin (SOCSCI)
Examines physical and cultural patterns based on the development of physiographic regions. Emphasizes resources, agriculture, climate, economic, and urban development. Lecture. 3 credits.

20-809-215 World Regional Geography (SOCSCI)
Introduces regional geography of the world. Emphasizes relationships with, and uses of, the physical and economic world. Lecture. 3 credits.

20-809-216 Human/Cultural Geography (SOCSCI)
Introduces students to the tools which geographers use to observe, describe, and analyze the world in which we live, with special emphasis on cultures, people, environments, and regions and their interactions. Lecture. 3 credits.

20-809-217 Introduction to Philosophy (HU)
Introduces fields of philosophy, philosophical reasoning and the history of philosophy. Develops the ability to think, speak, argue and write critically about complex and general issues. Topics vary and may include cross-cultural philosophies, epistemology, metaphysics, ethics, logic and critical reasoning, as well as clarification about the roles and philosophy, religion and science. Lecture. 3 credits.

20-809-220 Topics in Philosophy (HU)
Pursues advanced or specialized philosophy topics in a traditionally structured, independent study or service-learning format. Topics vary each semester. Depending on the structure, requirements and topics are developed in advance by the instructor or by the student in consultation with the instructor. Prerequisites vary by special topic. Lecture. 1-3 credits.

20-809-2202 Topics in Philosophy: Introduction to World Religions (HU)
An introduction to world religions including Native American religions, Judaism, Christianity, Buddhism, Taoism and Hinduism. The course will study the historical roots and religions as well as the basic tenets of religion(s). It will endeavor to find commonalities and distinguishing characteristics between the religions. It will also ask and attempt to find some answers in scriptures and the writings of adherents to the questions: Why do religions exist? What have people striven for knowledge that apparently transcends experience and rational thought based on experience? What is the knowledge that religions purport to lead us to? Lecture. 3 credits.

20-809-225 Ethics (HU)
Explores contemporary moral problems including animal rights; capital punishment; environmental ethics; euthanasia; job discrimination, sexual harassment and affirmative action; reproductive choices; race and ethnicity; world hunger, and poverty. (Video option requires the student to be a proficient reader and writer.) Lecture. 3 credits.

20-809-226 Environmental Ethics (HU)
An introduction to environmental ethics. It is primarily aimed at students who have had little or no exposure to the philosophical issues surrounding the problem of Nature. Some of the problems to be discussed are: endangered species, energy and pollution, wilderness, environmental justice, world hunger, immigration and overpopulation, animal rights, and corporate obligations regarding the natural environment. The course covers both theoretical and practical approaches to the problem of the environment. Likewise, the course will provide a detailed history and background of the roots and development of our present ecological situation. Lecture. 3 credits.

20-809-232 Abnormal Psychology (SOCSCI)
This course introduces students to the essential features and etiology of various psychological disorders. Students are also introduced to contemporary methods of assessment and treatment using the diagnostic system of the DSM-IV-TR, and to ways of thinking critically about the diagnosis of psychological disorders from both historical and contemporary perspectives, including socio-cultural considerations of mental illness. Prerequisites: 20-809-251 or permission of instructor. Lecture. 3 credits.

20-809-245 Human Sexuality (SOCSCI)
Surveys of psychology of sexuality including historical, social, and cross-cultural perspectives on sexuality, psychosexual development and the development of intimate relationships across the lifespan, the varieties of sexual experience, attitudes, and values, psychological factors in reproduction and reproductive technology including contraception, conception, pregnancy, and childbirth, sexual problems and treatment, and research methods used to study sexuality. Lecture. 3 credits.

20-809-250 Living with Death (SOCSCI)
Offers a personal and practical introduction to death awareness founded on the premise that living is incomplete without a full and realistic appraisal of our own dying and of the deaths of those for whom we care. Lecture. 3 credits.

20-809-251 Introduction to Psychology (SOCSCI)
This course surveys the methods, principles, and theories of psychology as they are applied to understanding, predicting, and modifying human behavior. Essential theoretical perspectives, including cognitive, humanistic, socio-cultural, psychodynamic, learning, and biological/evolutionary inform an understanding of key topics in psychology, among which may include the brain and behavior, development, emotion, memory, motivation, personality, psychological disorders, sensation and perception, and thinking and intelligence. At the successful completion of the course, students will be well prepared for more advanced study in the field of contemporary psychology. Lecture. 3 credits.

20-809-254 Educational Psychology (SOCSCI)
Explores the psychological theories of development and learning related to education and teaching. The course covers the unique diversity of students that we teach as well as exceptionalities. Students examine learning theory and instructional practice as well as issues of motivation and classroom management. Classroom planning and assessment methods and techniques are evaluated. Prerequisite: 10-809-199 or equivalent. 3 credits.
20-809-255 Child Psychology (SOCSCI)
Covers human development and behavior from conception through adolescence, with emphasis on both theories and applications in parenting and other adult-child settings. General Psychology is advised. Lecture. 3 credits.

20-809-259 Psychology of Human Adjustment (SOCSCI)
Studies the principles of mental health, emotions, stress, and interpersonal relationships as they relate to personal adjustments. Students are encouraged to take General Psychology 20-809-251 before taking this course. Lecture. 3 credits.

20-809-263 Social Psychology (SOCSCI)
This course examines the influence of others on individual behavior in social settings. Various social problems are examined with regard to aggression, altruism, attitude, attribution, communications, conformity, interpersonal attraction, obedience, prejudice, sex roles, social roles, and values. Prerequisite: 20-809-217 or consent of instructor. Lecture. 3 credits.

20-809-265 Topics in Psychology (SOCSCI)
Pursues advanced or specialized psychology topics in a traditionally structured, independent study or service-learning format. Topics vary each semester. Depending on the structure, requirements and topics are developed in advance by the instructor or by the student in consultation with the instructor. Prerequisites vary by special topic. 1-3 credits.

20-809-26501 Diversity in Film Spectatorship (SOCSCI)
Examines film spectatorship as a psychological and social phenomenon that reveals the diversity of human experience by exploring the relationship that movie-viewers have to watching movies. Students will assess the value of various theories of film spectatorship for describing the movie-viewing experience, compare and contrast different approaches for investigating film spectatorship, and consider how psychology and the cinema influence our understanding of social phenomena such as culture and general stereotyping. Lecture. 3 credits.

20-809-271 Introductory Sociology (SOCSCI)
Studies of human society, including the individual, culture, and society; social inequality; social institutions, and social change in the modern world. Lecture. 3 credits.

20-809-272 Valuing Diversity (SOCSCI)
Examines the sociology of minorities, race, social class, age, gender, and sexual orientation, with emphasis on common elements among individuals and groups of people. Lecture. 3 credits.

20-809-275 Marriage and Family (SOCSCI)
Examines marriage and family relationships in current American society: preparation for marriage, potential problem areas, family planning, divorce, and reconstituted family roles. Lecture. 3 credits.

20-809-278 Topics in Sociology (SOCSCI)
Pursues advanced or specialized sociology topics in a traditionally structured, independent study or service-learning format. Topics vary each semester. Depending on the structure, requirements and topics are developed in advance by the instructor or by the student in consultation with the instructor. Lecture. 1-3 credits.

20-809-279 Social Problems (SOCSCI)
Surveys the major social problems confronting America today, including deviant behavior, inequality, and global social problems. Lecture. 3 credits.

20-809-283 Cultural Anthropology (SOCSCI)
Studies the function of culture in satisfying human needs. Addresses basic anthropological principles and methods. Emphasizes non-western cultures. Lecture. 3 credits.

20-809-287 Principles of Macroeconomics (SOCSCI)
Introduces, describes, and analyzes factors which affect the overall performance of the economy. Describes and analyzes the cause and consequences of unemployment, inflation, economic growth, and international trade. Analyzes the role of financial institutions and the Federal Reserve System. Examines current topics, including the U.S. budget deficit, the U.S. trade deficit, monetary policy, fiscal policy, trade policy, and economic development through analysis and critique of the private market and public policy. Lecture. 3 credits.

20-809-291 Principles of Microeconomics (SOCSCI)
Introduces, describes, and analyzes how markets work emphasizing what they do well and how they fail and how individuals, businesses, and governments choose to use scarce resources. Includes descriptions, analyses, and critiques of various methods of government intervention within the economy. Analyzes business decisions with regard to cost analysis, output determinations, the price system, and resource markets. Analyzes current issues using economic concepts such as income distribution, monopoly, and efficiency. Discusses current topics such as the environment, international markets, and trade. Lecture. 3 credits.

31-809-348 Psychology of Living
Applies principles from sociology and psychology toward understanding oneself and others. Includes personal and professional qualities considered important by employers for securing, holding, and advancing in a career. Lecture. 2 credits.

31-809-350 Customer Relations
Focuses on building good working relationships within the professional environment. Case studies and role playing will give students preparation for customer relations work. Lecture. 1 credit.

SPEECH/THEATRE

20-810-201 Fundamentals of Speech (COMM)
Examines theory and process of communication, the role of speech in self-development, the art of persuasion, topic selection, the use of research-based evidence, and audience analysis. Includes organizing speech content, speech delivery and critique via presentation of informative and persuasive speeches and development of effective extemporaneous speaking style. Students gain self confidence, proficiency, and poise. Lecture. 3 credits.

20-810-204 Motion Picture Appreciation (HU)
Provides an overview of the historical development, emerging styles, basic components, and social importance of the motion picture as an art form. Lecture. 3 credits.

20-810-207 Theatre Appreciation (HU)
Surveys the nature, philosophy, history, and development of theater in its various forms including dramatic literature, especially as it relates to the twentieth century. Discusses the work of playwrights, actors, directors, scenic and lighting artists, critics and others as they relate to production aspects, technical and artistic elements of theater. Students analyze scripts, and attend and critique productions. Lecture. 3 credits.

20-810-213 Fundamentals of Acting (HU)
Studies basic principles and techniques of acting, including analysis, scene rehearsal, and voice/body exercises. Lecture. 3 credits.

20-810-225 Topics in Speech/Theatre (HU)
Pursues advanced or specialized speech or theatre topics in a traditionally structured, independent study or service-learning format. Topics vary each semester. Depending on the structure, requirements and topics are developed in advance by the instructor or by the student in consultation with the instructor. Prerequisites vary by special topic. Lecture. 1-3 credits.

20-810-22501 Diversity in Film Spectatorship (HU)
Examines film spectatorship as a psychological and social phenomenon that reveals the diversity of human experience by exploring the relationship that movie-viewers have to watching movies. Students will assess the value of various theories of film spectatorship for describing the movie-viewing experience, compare and contrast different approaches for investigating film spectatorship, and consider how psychology and the cinema influence our understanding of social phenomena such as culture and general stereotyping. Lecture. 3 credits.

20-810-299 Theatre Practicum (HU)
Involves participation in two areas of a theatre production. Lecture/lab. 1-3 credits.

STUDENT DEVELOPMENT

10-196-120 Seven Habits of Highly Effective People
Focuses on developing empowerment, self-management, commitment, trust, teamwork, and synergy at all levels. Teaches inside-out improvement: first building personal trustworthiness, then interpersonal trust. Corequisite: enrollment in an associate degree, diploma, or certificate program at Nicolet. Lecture. 2 credits.
10-196-121 Four Roles of Leadership
Introduces a way to achieve a higher-trust, high performance organizational culture through principle-centered leadership. Students practice the four leadership roles (path finding, aligning, empowering, modeling) and apply the seven habits. Prerequisite: 10-196-120 or consent of instructor. Lecture. 2 credits.

10-550-105 AODA Prevention/Risk Reduction
Examines commonly held beliefs about addiction in contrast with recent biological, psychological, and social research. Emphasizes ways to reduce high-risk behaviors to communicate prevention information. Lecture. 2 credits.

10-890-100 College Success Skills
Teaches college level study techniques, personal management/ organizational strategies, and communication skills including time management, learning styles, textbook management, note-taking, library resources, critical thinking, test preparation, test-taking, health/wellness, and diversity issues. Lecture. 1 credit.

10-890-145 Managing Stress
Explores causes of stress, harmful effects, and methods of dealing with stress. Students will assess their sources and levels of stress, practice stress reducing techniques, and design a stress reduction plan to fit their individual needs. Lecture. 1 credit.

20-890-205 Service Learning
Integrates local or global service with academic study, providing students with an opportunity to serve communities, apply knowledge gained in the classroom, enhance their critical thinking skills and become informed, active, responsible and ethical citizens. Topics and requirements vary each semester. Prerequisites vary by topic. 3 credits.

20-890-20501 Service Learning-Guatemala
Integrates community service in Guatemala with academic study. In addition to Spanish language immersion, students experience and gain insight into the social, political, economic, cultural, geographic and educational aspects of Guatemala. Student service work may be in varying areas of children's education including literacy, ESL, art, music, environmental science, health and nutrition. Students serve the communities, apply knowledge gained in the classroom, enhance their critical thinking skills and become informed, active, responsible, and ethical global citizens. Students need basic Spanish language skills demonstrated by previous course work, or co-enrollment in Spanish language course or consent of instructor. 1 credit.

SURGICAL TECHNOLOGIST

31-512-337 Introduction to Surgical Technology
Provides the foundational knowledge of disinfection, sterilization, infection control and asepsis. Legal and ethical issues encountered in the healthcare environment are explored. Simulated laboratory practice enables the learner to develop beginning technical skills. Prerequisites: 10-501-101, 10-801-196 and 10-806-177. Lab. 2 credits.

31-512-338 Surgical Technology Fundamentals 1
Includes the basic clinical skills needed by the Surgical Technologist in the scrub role. Learners develop skills in identifying basic instrumentation, supplies, drains, catheters, dressings and sponges. Includes practice experience in creating a sterile field, draping, passing instruments and supplies, performing counts and preparing supplies. Prerequisites: 10-501-101, 10-801-196 and 10-806-177. Lab. 2 credits.

31-512-339 Surgical Technology Fundamentals 2
Builds upon and reinforces the role of the Surgical Technologist as a member of the operating room team. Discusses care of the patient before, during and after surgery with emphasis on surgical wounds, wound closure materials, and vital signs. Prerequisites: 31-512-327 and 31-512-326. Lab. 1 credit.

31-512-330 Surgical Technologist Clinical 1
Apply basic surgical theories, principles, and procedural techniques in the operating room. Students begin to function as team members under the guidance of the instructor and authorized clinical personnel. Prerequisites: 31-512-327 and 31-512-328. Clinical. 3 credits.

31-512-332 Surgical Technologist Clinical 2
Further experience in a clinical setting allows the students to continue to improve technical skills while accepting more responsibilities during surgical procedures. Prerequisites: 31-512-330. Clinical. 4 credits.

31-512-334 Surgical Technologist Clinical 3
Enhances the student's technical experience and employee skills. Serves as a transition between student and employee. Application of advanced skills for the entry-level surgical technologist in the clinical setting. Prerequisites: 31-512-331 and 31-512-332. Clinical. 4 credits.

WELDING

31-421-320 Welding Blueprint Reading
Develops skill in reading and understanding welding blueprints. Welding symbols and their uses are covered in detail. Geometric tolerancing and dimensions is also included. Lecture. 2 credits.

31-421-32001 Basic Blueprint Reading/Welding-Part A
Designed to develop foundational knowledge and skills required to enable the student to interpret and use welding and other manufacturing related prints. Topics include industry terminology, general made-up of prints, types of orthographic drawing, and weld symbols. Lecture. 1 credit.

32-442-305 Fundamentals of Welding
Provides the student with a basic understanding of welding and the processes used in today's industries. Lecture/lab. 2 credits.

31-442-307 Metallurgy Fundamentals
Explores the behavior of metals subjected to metallurgical processes including welding, machining, heat treating, and manufacturing of steels. Team concept will be used in all activities in this course. Lecture/lab. 1 credit.

31-442-316 Welding Principles
Provides the student with a basic understanding of welding and the processes used in today's industry. Lab. 1 credit.

31-442-317 Welding-Cutting Principles
Covers visual inspection of welds and cut edges, manual and machine oxyfuel gas cutting, air carbon arc cutting, plasma arc cutting, and mechanical cutting methods. Lab. 1 credit.

31-442-318 Metal Fabrication
Covers metal fabrication, hazards, production, measuring tools, metal sheet forming roll, press brakes, box and pan brake, sawing equipment, drill press, sheet metal tools, the hydraulic ironworkers, and the layout of shapes. Lab. 1 credit.

31-442-319 Blueprint Reading-Welding
Covers 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. Lab. 1 credit.

31-442-321 Shielded Metal Arc Welding
Examines the most popular form of electric arc welding. Shielded metal arc welding equipment is used in various scenarios. Students will learn the various components of a shielded metal arc welding station and produce quality welds in various positions using said equipment. Corequisites: 31-442-323, 31-442-322. Lecture/lab. 3 credits.

31-442-322 Oxyfuel and Arc Cutting Processes
Covers the various components of arc and oxygen arc cutting processes and the production quality of cuts and welds using specified equipment. Corequisites: 31-442-323, 31-442-321. Lecture/lab. 2 credits.

31-442-323 Gas Metal Arc and Flux Cored Arc Welding I
Covers the very popular gas metal and flux cored arc welding process used to produce excellent welds. In this course, students will earn the various components of this welding process and produce quality welds in various positions using the equipment. Corequisites: 31-442-321, 31-442-322. Lecture/lab. 5 credits.

31-442-32301 Gas Metal Arc/Flux Welding I - Basic Short Circuit Transfer
Safety concepts and lab safety requirements are the initial focus of this class. The introductory concepts of short circuit transfer welding are covered. The student will learn the industry standard methods for basic set up of welding equipment and the basic welding processes of carbon steel for a select set of common joints and basic weld positions. Lecture/lab. 1 credit.
WORLD LANGUAGE

20-802-221 Spanish II (HU)
Enhances student ability to read, write, understand, and speak Spanish. Prerequisite: for students who have had one year of Spanish in high school or consent of instructor. Placement test or instructor consent required if Spanish I course older than three years. Lecture. 4 credits.

20-802-230 Spanish III (HU)
Enhances complex communicative skills developed during previous semesters of study. Emphasis is placed on speaking and writing in extended contexts, focusing on presentational and interpersonal communication. Everyday situations, including eating out, travel and vacations, provide students an opportunity to expand their survival skills in Hispanic cultures. Language and critical thinking skills are expanded and deepened through reading, writing and speaking about health care, the environment, job interviews/resumes and relationships. Readings of cultural and literacy significance, as well as a unit on art history, provide vehicles for discussions, presentation and composition. Prerequisite: 20-802-221 within the past three years, or 2 years high school Spanish completed within the past three years, or consent of instructor. Lecture. 4 credits.

20-802-231 Spanish IV (HU)
Reviews and expands upon key grammatical structures needed to communicate effectively in Spanish. Focuses on expanding vocabulary, increasing grammatical accuracy and achieving paragraph-length discourse. Using the target language, students read and discuss culturally centered texts, review and broaden grammatical knowledge, complete oral and written exercises, write compositions and make formal class presentations. Prerequisite: successful completion of three semesters of college Spanish or three years of high school Spanish. Lecture. 4 credits.

20-802-235 Spanish V: Emphasis on Writing & Grammar (HU)
Focuses on developing accuracy in written communication skills. Building on their experience in Spanish IV, students study Spanish grammar at greater breadth and depth than was required in previous courses, with the ultimate objective of improving their ability to read and write accurately in Spanish. Students read and analyze literary excerpts as the basis for active class discussion, presentation and composition. Prerequisite: four semesters of college Spanish or four years of high school Spanish, or consent of instructor. Lecture. 3 credits