2013-2014 Academic Calendar

FALL SEMESTER 2013
August 8 ................................................ Tuition Due
August 20 ................................................ Faculty In-service
August 21 ................................................ Faculty In-service
August 22 ................................................ New Student Day
August 26 ................................................ Fall Semester Classes Begin
September 3 .............................................All Staff In-service
November 27-29 ......................................Thanksgiving Break (No Classes)
December 20 ............................................Fall Semester Classes End

SPRING SEMESTER 2014
January 3 ................................................ Spring Tuition Due
January 10 .............................................All Staff In-service
January 13 ................................................ Faculty In-service
January 16 ............................................ New Student Day
January 17 ............................................ Spring Semester Classes Begin
January 20 ...........................................Martin Luther King, Jr. Day (No Classes)
March 17-21 ............................................Spring Break (No Classes)
April 18 ..............................................Spring Holiday (No Classes)
May 17 ................................................ Graduation
May 18 ................................................ Academic Success Graduation
May 19 .............................................Spring Semester Classes End

SUMMER SEMESTER 2014
June 9 ................................................ Summer Semester Classes Begin
July 4 ..................................................College Closed
August 1 .............................................Summer Semester Classes End

Office Directory

Main Switchboard..................................................715.365.4410 or 800.544.3039
TTY/TDD..........................................................715.365.4448
Welcome Center ...................................................715.365.4493 .....University Transfer Center – Second Floor
Lakeland Center ...................................................715.356.6753 or 800.585.9304
Academic Advising .............................................715.365.4493 .....University Transfer Center - Second Floor
Academic Success Center .....................................715.365.4455 .....Art Tech Center - 205
Accuplacer/GED/HSED Testing .........................715.365.4448 .....University Transfer Center - Second Floor
Admissions .......................................................715.365.4451 .....University Transfer Center - Second Floor
Apprenticeships ...............................................715.365.4432 .....Birchwoods Center - 101
Blackboard Support .........................................715.365.4478 .....Learning Resources Center - 206
Bookstore .......................................................715.365.4443 .....Learning Resources Center - 104
Business Office ...............................................715.365.4458 .....University Transfer Center - 105
Campus Security .............................................715.365.4420 .....Birchwoods Center - 101
Career Services/Placement ................................715.365.4565 .....University Transfer Center - Second Floor
Computer Help Desk ........................................715.365.4478 .....Learning Resources Center - 206
Disability Support Services .................................715.365.4448 .....University Transfer Center - Second Floor
Diversity and Inclusion, Center for ......................715.365.4434 .....Learning Resources Center - 110
Facilities .........................................................715.365.4419 .....Facilities - 104
Financial Aid Office ..........................................715.365.4423 .....University Transfer Center - Second Floor
Human Resources ............................................715.365.4450 .....University Transfer Center - Second Floor
Library ..........................................................715.365.4479 .....Learning Resources Center - Second Floor
Nicolet College Foundation .................................715.365.4518 .....University Transfer Center - Second Floor
Records ..........................................................715.365.4422 .....University Transfer Center - Second Floor
Registration ...................................................715.365.4493 .....University Transfer Center - Second Floor
Student Engagement ........................................715.365.4907 .....University Transfer Center - Second Floor
Tutoring ..........................................................715.365.4693 .....University Transfer Center - Second Floor

Administration
President ......................................................715.365.4415 .....University Transfer Center - 104
Vice President of Finance & College Operations ....715.365.4413 .....University Transfer Center - 208
VP of Teaching, Learning, & Student Success .........715.365.4416 .....University Transfer Center - 209
Executive Director ..........................................715.365.4512 .....University Transfer Center - 103
Executive Dean of Economic Development & Security ........................................715.365.4644 .....Northwoods Center - 210
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. In the past year, we’ve added several new academic credentials to give residents more job training options.

In the industrial and manufacturing area, these include the new Industrial Mechanical Technician associate degree and new Industrial Mechanic and Welding/Maintenance and Fabrication technical diplomas. We’ve also added a Graphic Communication technical diploma and two new certificates in Professional and Technical Communication. Added to this is the new Barber/Cosmetology Instructor certificate.

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
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- Early Childhood Education
- Emergency Medical Services
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- Geographic Information Systems
- Graphic Design
- History
- Health/Physical Education
- History
- Industrial Equipment Mechanic
- Industrial Safety
- Information Technology
- Interdisciplinary Quality Improvement
- Land Surveying
- Marketing
- Manufacturing
- Mathematics
- Medical Assistant
- Music
- Nursing, Licensed Practical Nursing, & Nursing Assistant
- Office Technology
- Plumbing
- Science
- Social Science
- Speech/Theatre
- Student Development
- Surgical Technologist
- Traffic Safety
- Web Analyst/Programmer
- Computer Support Specialist
- Entrepreneurial
- Gas Metal Arc Welding
- Hazardous Material Training
Chapter 1
Profile of the College

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, University Transfer Liberal Arts, 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, Nicolet 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 College district covers approximately 4,000 square miles and includes Forest, Oneida, and Vilas counties and portions of Iron, Langlade, and Lincoln counties. Nicolet College serves approximately 10,000 individuals annually in occupational programs, liberal arts, community education, trade extension, and apprenticeship programs.

The College is governed by a Board of Trustees and 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, enriches communities, fosters economic development, and expands employment opportunities.

Vision

To be a model college recognized for educational excellence and valued as a vital resource by the people of Northern Wisconsin.

Strategic Vision Nicolet 2020

I. Mission and Integrity

A. Nicolet College articulates the mission of our College clearly and publically.

B. Nicolet College recognizes the diversity of its learners, constituencies, and the greater global society.

C. An understanding of and support for the integration and connectedness of our academic and workforce/economic development mission pervades all of the work of our learning-centered College.

D. Nicolet College promotes effective leadership and supports collaborative processes in our governance and administrative structures.

E. Employees uphold and protect the integrity of the College.

II. Preparing for the Future

A. Nicolet College prepares for a future which is shaped by multiple societal and economic trends. Appropriate data and feedback loops are available and used throughout the College.

B. Nicolet College works to strengthen its resource base for quality education and workforce development into the future.

C. Nicolet College evaluates and assesses processes, providing reliable evidence of institutional effectiveness for continuous improvement and accountability.

D. Our learning-centered College aligns all levels of planning to ensure our capacity to fulfill our mission.

III. Student Learning, Effective Teaching, and Student Success

A. We align clearly stated student learning outcomes at the institutional, program, and course levels with effective direct and indirect assessments.

B. Nicolet College values and supports effective teaching.

C. Nicolet College promotes an effective learning environment.

D. Nicolet College provides resources to support student learning, effective teaching, and student success.

IV. Acquisition, Discovery, and the Application of Knowledge and Skill in the 21st Century

A. As a learning-centered College, Nicolet demonstrates through the actions of its Board, administrators, students, faculty, and staff that it values lifelong learning and the acquisition of our 21st Century Core Abilities.

B. Nicolet College demonstrates that acquisition of a breadth of knowledge and skills and the exercise of intellectual inquiry and creativity are integral to our education and workforce development programs for the 21st Century.

C. Nicolet College assesses the usefulness of its curricula to students who will live and work in a global, diverse, and technological society.

D. Nicolet College provides support services to ensure that students, faculty, and staff can acquire, discover and apply knowledge, core abilities, and skills responsibly and creatively.

V. Engagement, Service, and Public Trust

A. Nicolet College learns from the constituencies it serves and forms PK-16 collaborations to enhance capacity to serve their needs and expectations.

B. As a public institution of higher education, Nicolet College commits to engaging and collaborating with our communities in fulfilling our civic mission in our American democracy.

C. Nicolet College provides value and enrichment through the educational and other services we deliver to the communities and businesses of the Northwoods district and our state.

D. Nicolet College exercises fiscal responsibility throughout College operations and serves as a thoughtful and trusted steward of public resources.
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.

Core Abilities

Nicolet College has identified a set of core abilities central to the future success of our students. Core abilities are incorporated into educational programs to enhance student development. Similarly, our employees are expected to develop and demonstrate these abilities and behaviors in their daily work and their interactions with others.

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.

Build Community:

Success in building communities requires teamwork, social awareness, and civic engagement, which enhance the full range of human relationships at the local, national, and global levels.

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

At Nicolet College, assessment is an ongoing process that allows the College to continuously monitor and improve student learning and success. 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 seeks to continuously improve the quality of all services by systematically reviewing the impact of each service and whether or not it 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 and assessed in degree programs, individual courses, and in many student support services. Every program has a set of program outcomes that represents the specific knowledge and skills students achieve by completing the program. The College routinely reviews and validates these outcomes with program Advisory Committees to ensure they properly align with industry needs. The performance-based assessment of student learning with respect to these program outcomes ensures program graduates are able to demonstrate entry level occupational requirements of employers and expectations of transfer institutions. Each course has competencies that represent 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 skills and knowledge to progress within a program.

The College seeks to continuously improve the effectiveness of all services and operations. Nicolet continuously monitors performance to inform a systematic process of quality improvement through data-informed self-examination and review. Direct measures of student success and feedback from students, employers, transfer institutions, and the broader community help to measure the results of learning, evaluate programs, and provide a basis for continuously improving teaching and learning. Some programs meet and are evaluated to external standards. The College meets and is evaluated to the standards of the Wisconsin Technical College System and the Higher Learning Commission.
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 fields of study such as communications, humanities, sciences, mathematics, health and physical education, social sciences, and world languages. 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 Liberal Arts program may be guaranteed admission into the University of Wisconsin-Madison, University of Wisconsin-Superior, and University of Wisconsin-Platteville by meeting specific requirements. See an academic advisor for details.

Educational Offerings

Associate Degree Programs prepare students 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 between 21 and 30 credits of general education courses that assure a solid foundation in communication, human relations, math, and citizenship skills.

Technical Diploma Programs prepare students 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 students 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 graduate must apply for the exemption within six months of graduation.

OR

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 - Additional Member
Tribal Administrator, Lac du Flambeau Tribe

Bob Egan - Employer Member
Owner, Eagle River Tire

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

Amy Jacobs - Additional Member
Retired, School District of Elcho

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

Dr. Kimberly Odekirk - School District Administrator Member
District Administrator, School District of Wabeno

Deanna Pierpont - Additional Member
School Board Treasurer, School District of Mercer
On-site Manager, Tahoe Lynx Golf Course

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

Ron Zimmerman - Employee Member
Consultant, Packaging Corporation of America

President’s Collaborative Council (PCC)

Kelly Anunson, Fall Semester Academic Service
Professional Member

Dana Baumgartner, Spring Semester Academic Service
Professional Member

Elizabeth Burmaster, President

Shannon Dantoin, Spring Semester Support Staff Member

Joel DeNamur, Spring Semester Faculty Member

Teresa Ellis, Fall Semester Administrative Professional Member

Dr. Daniel Groleau, Director of Human Resources

Sandy Kinney, Executive Director

Chuck Komp, Dean of Business and Instructional Effectiveness

Jim Kuderski, Spring Semester Administrative Professional Member

Roxanne Lutgen, Vice President of Finance and College Operations

Greg Miljevich, Chief Information Officer

Ron Skallerud, Executive Dean of Economic Development and Security

Denise Terzinski, Fall Semester Support Staff Member

Shane Teter, Fall Semester Faculty Member

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

John Van De Loo, Director of Accounting and Business Services

Pete Vannay, Director of Facilities, Facilities Member

Lisa Young, Faculty Innovation Council Chair

Student Leadership Council Member will be determined in the Fall Semester.

Faculty and Administration

Brian Anderson, Manufacturing Skills and Placement Coach
B.S., Michigan Technological University

Kelly Anunson, Career Coach
A.A.S., Nicolet Area Technical College; B.S., Silver Lake College;
M.S., University of Wisconsin-Stevens Point

Rachelle Ashley, Director of Center for Diversity and Inclusion
B.S., Bowling Green State University;
M.S., East Tennessee State University

John Bates, Disability Case Manager
B.A., M.S., University of Wisconsin-Green Bay; Teaching Certificate,
Dartmouth College, University of Michigan-Ann Arbor

Dana Baumgartner,
Emergency Medical Services and Fire Services Specialist
CNA, EMT-B, EMT-I, Nicolet Area Technical College; NREMT-P,
Northcentral Technical College; CCWMT-P, University of Maryland-
Baltimore

Susan Berens, Financial Aid Advisor
B.S., University of Upper Iowa

Scott Biscobing, Information Technology
A.A.S., Wisconsin School of Electronics; B.S., M.S., University of Wisconsin-Stout

Sandra Bishop, Director of Workforce Development
B.S., University of Wisconsin-Eau Claire; M.S., Capella University

Charles Ethan Blue, Information Technology
B.A., University of Wisconsin-Whitewater;
M.S., University of Wisconsin-Stout

Kevin Brown, Culinary Arts
A.O.S., B.A., New England Culinary Institute

Barbara Buckel, Graphic Design
A.A., Nicolet Area Technical College;
B.F.A., University of Wisconsin-Stevens Point
M.A., Savannah College of Art and Design

Elizabeth Burmaster, President
B.S., M.S., University of Wisconsin-Madison;
Honorary Doctorates, Beloit College, Edgewood College

Nancy Burns, Placement Specialist/Career Coach
B.S., University of Wisconsin-Stevens Point

Natalie Clark, Academic Advisor
B.S., University of Wisconsin-Green Bay;
M.S., University of Wisconsin-LaCrosse

Susan Crazy Thunder,
Center for Diversity and Inclusion Outreach Coordinator
B.A., Metropolitan State University

Sharon Crowe, Dental Programs
Certificate, Loyola University Dental School; B.S., Northwestern University Dental School; M.S., Silver Lake College

Candace Dailey, Medical Assistant
A.D.N., Nicolet Area Technical College; Certificate of Medical Assistant,
Medical Institute of Minnesota; B.S.N., Viterbo University;
M.S.N., P.N.P., University of Wisconsin-Madison

Beverly Damos, Nursing/Program Director
Diploma in Nursing, St. Anthony Hospital School of Nursing,
Terra Haute, IN; B.S.N., University of Wisconsin-Green Bay;
M.S.N., University of Minnesota

Joel DeNamur, Accounting
B.A., University of Wisconsin-Madison;
M.S., University of Wisconsin-Whitewater
Terrisa Deprez, Mathematics
B.S., University of Wisconsin-Oshkosh; M.S., University of Central Florida

Elizabeth DeVore, English
B.A., M.A., Eastern Illinois University

Roger Dorsey, Biology
B.A., Concordia College; M.S., North Dakota State University

Sharon Doughty, Surgical Technologist
Operating Room Technicians Technical Diploma, Moraine Park Technical College; CST, National Board of Surgical Technology and Surgical Assisting (NBSTSA)

Ken Duesing, Automotive Technician
Wyoming Technical Institute

Jeff Eaton, English
B.A., Central Michigan University; M.A., Northern Michigan University

Paul Ehlers, Geography/Geology
B.S., University of Wisconsin-Stevens Point; M.A., University of Nebraska

Mark England, Safety and Health Specialist

Nicole Flannery, Academic Advisor
A.A.S., Nicolet Area Technical College; B.S., Silver Lake

Jodi Fox-Engleman, Continuing Education Specialist
B.A., University of Wisconsin-Oshkosh; M.S., Capella University

Linden Fraser, Nursing
A.A.D., Mount Saint Mary’s College; B.A., University of California at Los Angeles; M.A., University of California

Helen Fries, Administrative Professional/Office Technology
B.S., University of Wisconsin-Stevens Point

Michele Geiger, Medical Assistant
C.N.A., C.M.A., A.D.N., Nicolet Area Technical College; B.S.N., University of Wisconsin-Green Bay; M.S.N., Regis University

Connie Gensler, Nursing Assistant
A.D.N., Northcentral Technical College; Gerontology Certificate, University of Wisconsin-Superior; B.S.N., Viterbo College; M.S., University of Wisconsin-Stout

Sharon Gobert, Veterans Liaison/Counselor
B.S., University of Wisconsin-Stevens Point; M.S., University of Wisconsin-Stout

Jason Goeldner, Director of Public Safety
A.A.S., Fox Valley Technical College; A.A.S., Nicolet Area Technical College; B.S., Franklin University

Dr. Daniel G. Groleau, Director of Human Resources
B.A., University of Wisconsin-Madison; M.S., University of Wisconsin-Green Bay; Ph.D., Capella University

Kyle M. Gruening, Registrar and Director of Welcome Center
B.S., M.S., University of Wisconsin-Stout

Kelly Haverkampf, Planning, Development, and Evaluation Manager
B.S., University of Wisconsin-Stevens Point

David Holt, Sociology
B.A., M.A., East Carolina University

James Honig, History, Political Science
B.A., Santa Clara University; M.A., University of California–Irvine; M.A., California State University-San Jose

Kathie Hubatch-Babcock, Nursing Assistant/Medical Assistant
A.S., Rochester Community College; B.S., University of Wisconsin-Green Bay

Julie Johnson, Nursing
A.D.N., Waubonsee Community College; B.S.N., University of Wisconsin-Green Bay; M.S.N., University of Wisconsin-Eau Claire

Richard Johnson, Industrial Mechanical
B.S., University of Illinois - Chicago

Terri Johnson, Nursing
Women’s Health Nurse Practitioner Certificate, Planned Parenthood of Wisconsin-Milwaukee; B.S., University of Wisconsin-Green Bay; M.S., University of Wisconsin-Eau Claire

Dr. Jolene Johnson-Van den Elzen, Administrative Professional/Office Technology
B.S., M.S., Northern Michigan University; Ph.D., Capella University

Dr. Rebecca Kartje, Physiology/Mathematics
B.A., M.B.A., Dominican; M.D., Loyola University

Dr. Ocie Kilgus, Spanish
B.A., Bucknell University; M.A., Ph.D., The Pennsylvania State University

Sandra Kinney, Executive Director
A.A., University of Wisconsin-Marathon Center; B.A., University of Wisconsin-Madison

Christopher Kolasa, Automotive Technician
Diploma, Northcentral Technical College; B.S., University of Wisconsin-Stout

Charles Komp, Dean of Business and Instructional Effectiveness
B.S., Iowa State University; M.S., Stanford University; M.M., Northwestern University; M.S., University of Wisconsin-Oshkosh; Teaching Certification, University of Wisconsin-Stevens Point

Charles Kopp, Welding

Warren Krause, Welding
A.A.S., Fox Valley Technical College

Kari Krueger, Nursing
A.D.N., Northcentral Technical College; B.S.N., California State University–Dominguez Hills; M.S.N., Regis University

Penny Kuckkahn, Instructional Designer/Technologist
B.A., M.S., St. Norbert College

Jeff Labs, Architectural Technology
A.S., Northeast Wisconsin Technical College; B.S., University of Wisconsin-Stout

Jennifer Labs, Nursing
B.S.N., Bellin College of Nursing; M.S.N., Regis University

Kate Larch, Academic Success
B.A., B.S., Western Illinois University; M.A., Northern Illinois University

Steve Laskowski, Academic Success
B.S., University of Wisconsin-Oshkosh

Dianne Lazear, Business Management/Physical Education/Sociology
B.A., Williamette University; M.P.A., University of Wisconsin-Oshkosh

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CPA; CISA; B.B.A., St. Norbert College; M.B.A., University of Phoenix

Michelle Madi-Sohreneh, Business Development and Career Pathways Specialist
B.A., Mount Mary College; M.S., Silver Lake College

Lenore Mangels, Dean of Health Occupations
B.S., M.S., University of Wisconsin-Oshkosh; D.H.Ed., A.T. Still University

Vicki Mendham, Culinary Arts
B.S., M.S., University of Wisconsin-Stout
Greg Miljevich, Chief Information Officer
A.A.S., Waukesha County Technical College; B.S., University of Wisconsin-Stout

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B.A., York College; M.L.S. Emporia State University

Mark Nebgen, Chemistry
College of Lake County, Grayslake, IL; B.S., M.S., Illinois State University; Iowa State University

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B.S.N., University of Wisconsin-Madison; M.S.N., Clarkson College

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Robert Rhoads, Academic Advisor
A.A., Lake Superior State University; B.S., M.S., Central Michigan University

Diana Rickert, Early Childhood Education
B.A., B.S., M.A., University of Minnesota-Twin Cities

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A.A., Nicolet Area Technical College; B.S., M.A., University of Wisconsin-La Crosse

Suzanne Sandmann, Cosmetology
Certificate, Wisconsin Indianhead Technical College; Certificate, Professional Academy of Hair Design; B.S., University of Wisconsin-Stout; M.S.Ed., University of Wisconsin-River Falls

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B.S., University of Wisconsin-Oshkosh

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A.A.S., Nicolet Area Technical College; B.S., M.S., University of Wisconsin-La Crosse

Phil Schmidt, Criminal Justice
B.S., University of Wisconsin-Oshkosh; M.S., University of Wisconsin-Stout

Ronald Skallerud, Executive Dean of Economic Development and Security
B.S., University of Wisconsin-Stevens Point; M.C.J., Boston University

Dr. Emily Stuckenbruck, Communications/Speech
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Shane Teter, English
B.A., Concordia College; M.A., University of Connecticut

Krisi Thoreson, Psychology
B.A., University of Wisconsin-La Crosse; M.S.Ed., Ed.S., University of Wisconsin-Stout

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B.S., M.S., Ph.D., Michigan Technological University

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A.A.S., Nicolet Area Technical College; B.S., Michigan Technological University

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Erika Warning, Career Coach
B.B.A, University of Wisconsin-Oshkosh

Nathan Wilson, Fine Arts
B.A., Brigham Young University; M.F.A., Laguna College of Art and Design

Laura Wind-Norton, Economics
B.S., Northeast Missouri State University; M.S., Iowa State University

Dr. Catherine Winters, Dental Hygiene
Diploma, Lakeshore Technical College; B.S.D.H, Marquette University; M.S., University of Missouri-Kansas City; Ph.D., University of Wisconsin-Madison

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

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 GED certificate, or high school equivalency diploma can enroll in programs designed to assist them with earning those credentials.

Admissions Process

1. Submit Application, Fee, Transcripts

Anyone who wishes to be admitted and graduate from a technical certificate, diploma or degree program, or the University Transfer Liberal Arts program 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 recommends that all prospective students complete an online admissions application 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 card, debit card, or electronic check. An additional $10 processing fee is required for submitting a paper application and response time may be delayed.

Students are encouraged to apply for admissions early as some programs fill quickly and may have waiting lists. 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 Admissions. Transcripts faxed directly from the high schools or colleges are accepted as official transcripts. 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 Admissions Assessment

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 may be exempt from assessment. There is a $10 charge for the Accuplacer assessment.

No appointment is necessary to take the Accuplacer test. Students may report to the Assessment Center Tuesday - Wednesday, 8 am through 2:30 pm, and Friday, 8 am - 1 pm. Students who need accommodations for assessment should contact Disability Support Services to meet with a case manager prior to assessment. In instances where a student scores particularly low on the Accuplacer, further assessment may be needed.

Some Nicolet programs may require additional assessment such as the UW Placement exams 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.

For additional information and links to example test questions, visit the Assessment Center page at nicoletcollege.edu.

3. Acceptance Status

Following assessment, 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 the Transitions Counselor to determine a plan for further basic skill attainment. All new students will also be notified of when to attend New Student Day just prior to the start of each semester.

4. Pre-enrollment College Readiness Survey (PERCS)

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

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, 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 complete an Individual Learning Plan and to register for their first semester classes. Continuing students should also meet with their advisor each semester prior
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 admissions requirements, he/she will be placed on a waiting list based on application date. District residents who apply by established application dates will have admissions priority over non-district residents. Non-state residents shall be admitted to district programs, after district and non-district state residents, as spaces remain available. Applicants on a waiting list will be notified if and when any openings occur in the program, and have priority over all other applicants for admission in subsequent terms and will be admitted in the order of their original application for admission. A student on a waiting list can enroll in 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. Prospective students should check with Admissions for all program entry requirements, waiting lists, and applicable dates.

Application Timelines for High School Students

Admissions applications will be accepted 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 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 Admissions.

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 provided those courses meet after the regular high school day is over, are part of Nicolet's Summer Semester, or 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 is 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.

Students under the age of 18 should be aware of the following program exceptions:

- Students under the age of 18 may enroll in the Emergency Medical Technician program. However, they cannot complete the National Registry Exam until they have reached the age of 18.
- Students under the age of 18 generally may not enroll in Health Occupation program courses. The exception is the Nursing Assistant program. Students may be 15 years of age to enroll in the Nursing Assistant program, but must be 16 years of age when they begin their clinical rotation.

Assessment Exemptions

Students may be exempted from admissions assessments 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 admissions assessments.

Accommodations for Students with Disabilities

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

Technology and Information Literacy Expectation

Technology and information literacy is essential to student success. Students register for courses, manage accounts, and access transcripts through “MyNicolet” on the College’s website. Nicolet College courses require students to complete assignments and exams using word-processing software, to communicate with instructors and other students via email, to access materials through the Internet and subscription databases, and to navigate the Blackboard Course Management System. Daily login and access to Nicolet College email is recommended. Computer application courses, technology orientations, and information literacy learning opportunities are available to help students develop skills.

Basic technology and information literacy skills consist of:

- Navigating “MyNicolet” 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.

New Student Day

New students will be notified of the date and time for New Student Day, 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.

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 the 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.

Academic Advising/Registration continued

International Students

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 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 Admissions.

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 those courses meet after the regular high school day is over, are part of Nicolet’s Summer Semester, or 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 is 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.

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Students may be exempted from admissions assessments 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 admissions assessments.

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- Navigating “MyNicolet” student portal and the Blackboard Course Management System.
- Using word-processing software to create, save, and print documents.
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- Evaluating information retrieved from the Internet.
- Performing online searches of library catalogs and other research databases.

New Student Day

New students will be notified of the date and time for New Student Day, 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.
In order for home school students to attend classes, they:

- written permission of their parent or guardian.

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 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
- can take courses at any time a course is scheduled
- cannot enroll in Adult Basic Education or adult high school 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 Admissions. The course must meet after the regular school day is completed or during the Summer Semester. 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 Semester or after “normal” high school hours and meet all other course requirements.

PK-16/School to Career

The PK-16 Coordinator 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.

Students work with their school 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 Transcribed 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 Dual 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 in a program which requires that course. Students do not pay tuition to receive these credits.

Transcribed Credit

Transcribed Credit articulations exist when a high school delivers a qualifying Nicolet course at the high school taught by a certifiable high school instructor. This course uses Nicolet course curriculum, course objectives and performance standards, textbooks, assessments, etc. 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 (AP) courses and taking the AP exams, and Youth Options courses. For more information about earning college credits while in high school, contact the PK-16 Coordinator or visit 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 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 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
defined as 14 calendar days into the normal 16 for any classes that are already in progress. Date of Record is After the Date of Record, students will not be allowed to register via online registration. Non-registration appointments; students may also register for classes Current students who are continuing their program of study are website at nicoletcollege.edu. Registration details are published each term on the College frame. per semester to complete the degree in a one student. Most career programs are structured with 16 Credit Limits

upto 18 credits during the Fall or Spring Semester (12 credits for Summer Semester). 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 a 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 account when to schedule their academic advising/registration appointments; students may also 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 14 calendar days into the normal 16-week semester with day one being the first day of each semester. Date of Record for the Summer Semester defined as seven calendar days from the first day of the Summer Semester.

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. International students pay non-resident tuition.

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 provided to the student at the time of registration or mailed. 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, the student 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 staff 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 withdraw from 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
Adding and Dropping Courses continued

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 their 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.

Federal Financial Aid

School Code: 008919

The Financial Aid office provides information 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 and student enrollment, determined at census date (which is 14 calendar days after the beginning of the term). No changes to awards will be made for additional credits added after the census date. Financial need is the difference between: the student's established educational cost of attendance (includes tuition and fees, books and supplies, room and board, transportation and personal expenses), and resources the student and/or family should have available to meet those costs (family contribution).

- Grants are a type of financial aid that does not have to be paid back. (Please see R2T4 Policy for exceptions)
- Work Study enables students to work and earn money to help pay for school.
- Loans are borrowed money which must be repaid with interest.
- Scholarships are similar to grants in that there is no obligation to repay them. Scholarships are generally not need based. Academic achievement and service are the main criteria.

Application Process

Students can apply for federal aid by completing and submitting the Free Application for Federal Student Aid (FAFSA) online. By completing the FAFSA application, you are applying for all types of aid which include: federal and state grants, student loans, and Work Study. Students need to apply each academic year. Students should apply as soon after January 1 as possible for the next academic year. Students will need to complete the FAFSA using prior year tax returns.

Financial Aid Process

1. Get organized. To complete the FAFSA you will need information from your prior year federal tax return. Gather your income information from the prior year. This includes federal tax returns 1040, 1040A, or 1040EZ; W-2s from each job worked; unemployment, child support, etc. If you are a dependent student, (under the age of 24, single, no dependents, not a veteran) you will also need your parents’ federal tax returns and income information. You may estimate your tax information but you must update the information on your FAFSA application after your tax return has been filed. Financial aid cannot be processed until this is completed.

2. Apply for a Personal Identification Number (PIN). This is necessary to sign your FAFSA. If you are a dependent student, one of your parents will also need to apply for a PIN. You and your parent cannot share a PIN. Apply at www.pin.ed.gov or while filing your FAFSA. When you receive your PIN, keep it in a secure place as you will use this same PIN throughout your entire education.
Financial Aid Process continued

3. Go to www.fafsa.gov and click on Start Here. You will need to use your PIN. If you filled out a FAFSA for the previous year and select ‘renewal’, some information will already be completed. This feature can save time but you must correct answers for any questions where the information has changed. Complete every question. Use zeros instead of leaving a question blank. Use the IRS retrieval tool for ease of filing. When you click into each response box, a “Help and Hints” box displays information for that specific question to help you complete the questions with the correct answer. Be sure to enter Nicolet’s school code (008919) on your application. Remember to click the SAVE button on each screen as you fill out the FAFSA, and again when it is completed. Keep a copy of your FAFSA application for your records.

4. Sign your FAFSA application with your PIN and then submit your application by selecting the SUBMIT My FAFSA Now button. Your parents will also need to sign and submit if you are a dependent student. You should then see a page confirming that your application has been received. Print or save the confirmation page for your records.

5. Review your Student Aid Report (SAR). You’ll receive the SAR electronically if you provided your email address when you completed the FAFSA. Otherwise, a paper copy will be mailed to you within 4-6 weeks. Review the SAR carefully and verify the information is correct. If you see incorrect information, make corrections on your FAFSA by returning to www.fafsa.gov. Keep the SAR for your records. A corrected SAR will be issued when changes are made. Nicolet Financial Aid will receive your SAR information electronically from the U.S. Department of Education.

Financial Aid Qualifications
In order to receive financial aid, you must meet the following requirements:

- Apply and be accepted into a program that qualifies for financial aid.
- File the FAFSA for the appropriate school year. The FAFSA is available after January 1st each year. This covers Fall, Spring, and Summer Semesters for that academic year.
- Enroll in classes that are required for your program.
- Enroll in at least six credits to qualify for a federal direct loan.
- Be a U.S. Citizen, a National or permanent resident of the United States.
- Not be in default on any educational loan and/or owe any repayment of grants to Nicolet Area Technical College or any previously attended educational institution.
- Be in compliance with Selective Service.
- Maintain satisfactory academic progress as defined by the Nicolet College’s Financial Aid Satisfactory Academic Progress Policy.

What happens if I am selected for verification?
Verification is the process used to check the accuracy of the information submitted by students on their FAFSA. The federal processor randomly selects student applications for verification. Under certain circumstances, Nicolet may also select you for verification. You’ll receive a letter from Nicolet requesting additional financial documentation. Financial Aid processing can only continue once you have completed all paperwork and submitted all the required documentation. To avoid long delays, please respond by the requested date.

A dependent or independent student verification worksheet must be filled out for all students selected for verification. To save time and avoid having to get an IRS transcript, use the IRS data retrieval tool when you originally file your FAFSA or at a later processing date.

What comes next?
If you qualify for financial aid, then a Financial Aid Award will be offered. When the award is made available, a notification will be sent to your home address and/or Nicolet email. Please keep your address and email current with Nicolet. The notification contains instructions on how to access your MyNicolet portal; how to view, accept, reduce or decline the financial aid awards, and how to complete entrance counseling and a master promissory note for the federal direct loans. If you are accepting a direct loan for the first time, you must go to www.studentloans.gov to complete both entrance counseling and a master promissory note before the loan can be processed. If not completed by the required date, the loan(s) will be rescinded.

When will I receive my financial aid award?
The financial aid grant refund checks will be mailed each semester during the third week of classes and on Fridays thereafter. A financial aid refund check is the difference between a student’s grants and loans minus any tuition, books, or other charges on the student’s account.

Will financial aid pay for my books?
You are not able to charge tuition or books until your financial aid has been awarded and accepted. Students may charge their books at the Nicolet Bookstore against their remaining financial aid award after tuition and other fees have been deducted up until the specified deadline date.

What about my bill?
The FAFSA must be completed annually prior to July 1 for the Fall Semester and December 1 for the Spring Semester to guarantee that your financial aid will be processed by the tuition due date. If you filed your FAFSA after these dates, we cannot guarantee that your award will be processed in time and you may be required to pay your tuition bill at the Nicolet College Business Office, on-line, or arrange a payment plan.

If your financial aid does not cover the cost of your tuition, you must pay the balance on your account by the tuition due date. Payment plans can be arranged through your MyNicolet account. Contact the Nicolet College Business Office at 715-365-4458 with any questions.

A few additional points about financial aid:

- State and federal funds are tentative at the time the awards are made.
- Financial aid awards will be amended if a student’s eligibility is based on incorrect information on the financial aid form.
- Financial aid awards will be amended if late start classes are dropped prior to their start and after financial aid has been disbursed.
- Financial aid will be amended if a student receives scholarships or any other type of educational assistance which results in an over-award.
- Students may not receive financial aid funds from more than one school at a time.
- Students should contact Financial Aid if attending another college and need a consortium agreement.
Grants
Grants are a form of financial assistance that do not have to be repaid. (For exceptions please see R2T4 Policy)

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 the Expected Family Contribution (EFC). It is only awarded to undergraduate students who have not earned a bachelor's or professional degree.

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

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.

Fund for Wisconsin Scholars Grant (FFWS)
The Fund for Wisconsin Scholars provides additional funds to each college and university of the UW and WTC systems for the purpose of providing Fund for Wisconsin Scholars Stipends to certain institution selected students. The stipend program is supplemental to grant funds provided by the FFWS to each school and must be awarded to students who are not receiving a FFWS grant. Upon receipt of notice of the stipend amount, the institution receiving the allocation will determine eligible candidates for stipends and will select recipients. The institution will select candidates using the base eligibility criteria and its professional discretion. The stipend for each recipient shall be an amount determined by the institution’s financial aid office.

Wisconsin State Programs
Academic Excellence Scholarship
Academic Excellence Scholarships are awarded to Wisconsin high school seniors who have the highest grade point average in each public and private high school throughout the State of Wisconsin. The number of scholarships each high school is eligible for is based on total student enrollment. In order to receive a scholarship, a student must be enrolled on a full-time basis by September 30th of the academic year following the academic year in which he or she was designated as a scholar, at a participating University of Wisconsin, Wisconsin Technical College, or independent institution in the State. The value of the scholarship is $2,250 per year, to be applied towards tuition. Half of the scholarship is funded by the State, while the other half is matched by the institution. Eligibility must not exceed eight semesters.

Talent Incentive Program (TIP) Grant
The Talent Incentive Program Grant provides grant assistance to the most financially needy and educationally disadvantaged Wisconsin resident students attending colleges and universities in the State of Wisconsin. First-time freshmen students are nominated for the TIP Grant by the school financial aid offices or by counselors of the Wisconsin Educational Opportunity.

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 University of Wisconsin, Wisconsin Technical College System, or tribal institutions. Awards are based on financial need. Eligibility cannot exceed ten semesters.

Indian Student Assistance Grant
Awards under this program are made to Wisconsin residents who are at least 25% Native American and are undergraduate or graduate students enrolled in degree or certificate programs at University of Wisconsin, Wisconsin Technical Colleges, independent colleges and universities, tribal colleges, or proprietary institutions based in Wisconsin. Awards are based on financial need with a limit of ten semesters of eligibility.
Minority Undergraduate Retention Grant

Awards under this program are made to Wisconsin resident minority undergraduates, excluding first year students, enrolled at least half-time in independent, tribal, or Wisconsin Technical College institutions. According to the statutes, a minority student is defined as a student who is either an African American; American Indian; Hispanic; or Southeast Asian from Laos, Cambodia, or Vietnam admitted to the U. S. after December 31, 1975. Awards are based on financial need for up to eight semesters.

Hearing and Visually Handicapped Student Grant

The Handicapped Student Grant Program was established to provide funding for undergraduate Wisconsin residents, enrolled at in-state or eligible out-of-state public or independent institutions, who show financial need and have a severe or profound hearing or visual impairment. Students are eligible to receive for up to ten semesters.

Wisconsin Covenant Foundation Grant

The Wisconsin Covenant Foundation created a private, supplemental grant program to help fill the financial gap between the cost of a higher education and the amount of federal and state financial aid available for Wisconsin Covenant Scholars with significant financial need. The amount of supplemental dollars that the Foundation grants to Scholars each year is dependent on the expected family contribution (EFC), or the amount a student's family is expected to contribute toward the cost of college. For students with an EFC of less than $3,500, the Foundation provides an additional $1,000 or $1,500 in annual grant funds. This amount works together with the State's Wisconsin Covenant Scholars Grant to provide eligible Scholars up to $2,500 per year, for a total of up to $10,000.

Wisconsin Covenant Scholars Grant

The goal of the Wisconsin Covenant is for high school students to aspire to and prepare for higher education. The Wisconsin Covenant Scholars Grant Program provides grants to eligible students who complete the program requirements. To be eligible, a student must be designated as a Wisconsin Covenant Scholar by the Higher Educational Aids Board. The last cohort of students to be designated as Wisconsin Covenant Scholars signed the pledge in September, 2011 and will graduate from high school in Spring 2015. In order to receive the benefits of the Wisconsin Covenant Scholars Grant Program, the student must be enrolled at least half time and registered as a freshman, sophomore, junior, or senior at a public or private nonprofit, accredited institution of higher education or in a tribally-controlled college in this state.

Nursing Student Loan Program

The Nursing Student Loan Program provides loans to Wisconsin resident undergraduates or graduate students who are enrolled at least half-time at an eligible in-state institution that prepares them to be licensed as nurses, either RN or LPN. The maximum award per year is $3,000 with an overall maximum of $15,000. The student who participates in this program must agree to be employed as a licensed nurse in Wisconsin. For each of the first two years, the student works as a nurse or nurse educator and meets the eligibility criteria, 25% of the loan is forgiven. The balance remaining after forgiveness must be repaid at an interest rate of 5%. If the student does not work as a nurse or nurse educator and meet the eligibility criteria, the loan must be repaid at an interest rate of 5%.

Student Loans

Student Loans, unlike grants and Work Study, are borrowed money that must be repaid with interest. Before you take out a student loan consider carefully the amount that you will have to repay in the years after graduation. Financial aid recipients are eligible for either a Direct Subsidized Loan, a Direct Unsubsidized Loan, or a combination of both loans. Students must be enrolled in a minimum of six credits to be eligible.

Federal Direct Student Loans

Nicolet College will process all Federal Student and Parent Loans for Undergraduate Students (PLUS) through the William D. Ford Direct Loan (DL) Program.

Federal Direct Subsidized Loans

These loans are offered to undergraduate students on the basis of financial need. While attending school, the government pays the interest that accrues on these loans. Payments can be made at any time before repayment begins. Repayment of principal and interest begins:
- Approximately six months after graduation
- When attendance goes below half-time status
- When withdrawn from program

Federal Direct Unsubsidized Loans

These loans are offered to undergraduate and graduate students regardless of financial need. The student is responsible for paying all interest of any Unsubsidized Loan from the date of disbursement until the loan(s) is paid in full. If the student chooses not to pay interest while attending school, the interest will accrue and be capitalized. Repayment of principal and interest begins:
- Approximately six months after graduation
- When attendance goes below half-time status
- When withdrawn from program

Loan Limits and Interest Rates

A student's award is based on eligibility, and additional steps may be required in order to receive the maximum amounts listed below. The combination of subsidized and unsubsidized loans cannot exceed the federal direct loans limits.

Federal Work Study

Federal Work Study (FWS) is a federally-funded aid program designed to provide part-time employment for eligible students. Students who demonstrate financial need and complete the work study application, are awarded FWS funds on a first-come, first-serve basis until funds are exhausted. If financial aid is filed too late in the year, students may not receive a FWS award due to lack of funding regardless of whether they had a FWS award in the past. They may, however, contact Financial Aid to be placed on the FWS waiting list.

Veterans

Veterans who have earned eligibility for educational benefits through active military, selective reserve or National Guard may receive federal and/or state veteran benefits. Spouses and dependents of veterans who have become totally disabled, are Missing in Action (MIA), or have died as a result of their military service may also qualify for federal and state veteran educational benefits.

Veterans continued
Federal benefits include Montgomery GI Bill, Post 911 GI Bill, Reserve Educational Assistance Program (REAP), Post-Vietnam Era Veterans’ Education Assistance Program (VEAP), Survivors & Dependents Assistance, Disabled Veterans Training and the new Veterans Retraining Assistance Program (VRAP). State veterans benefits include the Wisconsin GI Bill and VetED Reimbursement Grant.

Veterans and their families who would like more information on Veterans Affairs educational programs can contact their County Service Office.

Veterans and their families who are receiving educational benefits are encouraged to apply for financial aid at www.fafsa.gov. Many veterans can receive further educational assistance in the form of tutoring, counseling and VA Work Study programs through the US Veterans Administration.

If a student is receiving veterans’ educational benefits, it is their responsibility to notify Financial Aid on their VA eligibility, course enrollment, and changes of their course enrollment or withdrawing from school.

Return of Title IV Federal Funds Policy (R2T4)

The Return of Title IV Federal Funds Policy (R2T4) applies to students who have received federal financial aid assistance and have officially or unofficially withdrawn from Nicolet Area Technical College. Federal financial aid assistance includes the PELL Grant, Supplemental Education Opportunity Grant (SEOG), Direct Student loans (subsidized or unsubsidized) and Plus loans for parents. The official withdrawal date is defined as the actual date the student begins the College’s withdrawal process or the student’s last date of academically related activity. The mid-point of the term is used for unofficial withdrawals.

The amount of the federal financial assistance that a student earns is determined on a pro-rata basis. Once the student has completed sixty percent (60%) of the term, all financial aid is considered to be earned. Please contact Financial Aid for the 60% refund dates.

If a student withdraws from school before 60% of the term has been completed or does not officially withdraw and receives all failing grades for the term, Financial Aid will calculate the amount of unearned financial aid and return the funds in the following refund distribution order: Unsubsidized Direct Loan, Subsidized Direct Loan, Direct Plus Loan, Federal PELL Grant, SEOG, and Other Title IV assistance programs.

If a student receives all “F” grades for a term, they will be considered an unofficial withdrawal. If a student receives all “F” grades for a term, but attended at least one class the entire term and “earned” the grade of “F”, the student will not be considered an unofficial withdrawal and no aid will be returned. If the student received financial aid and failed to attend classes, they are considered a “no show” and have not established eligibility for any financial aid. No shows must repay in full any funds received.

Nicolet College must return the Title IV funds to the programs from which they received it during the period of payment or period of enrollment, as applicable, up to the net amount disbursed from each source.

The student will be billed for the funds that Nicolet College is required to repay.
Chapter 2  Enrollment Services

**Appeal Process:** Students who believe their circumstances merit reconsideration may appeal their suspension by submitting a Financial Aid Appeal Form obtained from Financial Aid. The appeal requires students to explain why they failed to meet the standards and what has changed that will allow them to meet these standards during the next term. Appeals cannot be based on a need for aid or lack of knowledge of the warning status. An appeal must be based on an unusual situation or condition which prevented the student from being successful (i.e. illness, injury, etc.). Documentation may be required. Appeals are heard by the Financial Aid Advisory Committee (FAAC) on a monthly basis. Students will be notified by mail of the appeal’s decision and conditions they must meet regardless of the success of their appeal.

**Financial Aid Probation:** Students whose appeal is approved will be placed on financial aid probation. After completing an Academic Improvement Plan (AIP) with their Academic Advisor, they may receive funds for one payment period. The College may require them to fulfill specific terms and conditions such as taking reduced course loads or enrolling in specific courses. At the end of the one probationary period, the student must meet SAP and the conditions of the appeal to be eligible for further aid.

Students that are on probation but will not be able to meet the SAP standards at the end of the term but have met the conditions of their appeal and their AIP will be required to re-appeal and meet with their Academic Advisor to update their AIP. This plan must ensure that the student will be able to meet SAP within a specific time frame.

Students who appealed but have not met SAP and the conditions of their appeal, who had their appeal denied or who chose not to appeal may continue their enrollment (unless on Academic Suspension) but will not receive aid and must self-pay until they meet the SAP standards of this policy or have a successful appeal decision.

If a student decides to change programs after one semester, they must meet with their Academic Advisor to complete an AIP and contact the Director of Financial Aid to get approval for the program change. If a student decides to change programs after this time period, they must appeal with the FACC for future funding. If the student adds a second program, they must appeal to FACC for additional funding and must complete an AIP with their Academic Advisor which will include completion plans before additional funding can be awarded.

**Disability Support Services Program**

Nicolet College’s Disability Support Services (DSS) program provides academic support and accommodations to students with documented disabilities. 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 students attend 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.

Disability Support Services program and accommodations include the following:

- TTY/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 assessment
- Alternative assessment 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
- Admissions 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.
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 the 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 displaced from the course by a student on a waiting list.

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 term 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, and will have an academic hold placed on their record. The student will be required to meet with an Academic Advisor, counselor, or case manager to develop an academic improvement plan. A student will be reinstated to good standing if the student achieves a term 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 term 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 classes, 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 the semester. The following grades and corresponding grade points are used at Nicolet College:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Points</th>
<th>Notes</th>
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<tbody>
<tr>
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</tr>
<tr>
<td>A-</td>
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<td>B+</td>
<td>3.33</td>
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<td>B</td>
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<td>B-</td>
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<td>C+</td>
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<tr>
<td>C</td>
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<tr>
<td>C-</td>
<td>1.67</td>
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<tr>
<td>D+</td>
<td>1.33</td>
<td>Grades of “S” or “U” are assigned in Community Education courses only and 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>
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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.
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 pm on the deadline day. The deadline for submitting an Incomplete Contract is one calendar week prior to the end of the course. Exceptions to this deadline will only be made due to extenuating circumstances as approved by the Registrar. An Incomplete grade can be carried for only one semester (Summer Semester 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 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 who initially elects to audit may change to credit if:
  - The student 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 their 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

Nicolet College recognizes that prior to enrolling, a student may have acquired some of the skills, knowledge, and competencies included in programs offered by the College. The College will make every effort to ensure students receive credit for prior learning. Each candidate for a certificate, diploma, or degree must earn a minimum of 25% of the required technical studies, occupational specific, or liberal arts credits from Nicolet College. These established minimums cannot be met through advanced standing.

Transfer of Credit

When students want to transfer credits from a nationally or regionally accredited institution of higher education to a certificate, diploma, or degree program at Nicolet, a credit evaluation will be conducted by the Registrar, in conjunction with the appropriate academic advisor and program faculty. Students must apply for admission and have official transcripts sent directly from the granting institution to the Welcome Center at Nicolet. Nicolet will grant transfer credit only for courses that apply to the student’s certificate, diploma, or degree program at Nicolet. Transfer credits are not used in determining grade point average (GPA). Only credits awarded a minimum 2.0 grade point on a 4.0 scale qualify for transfer to Nicolet College. Articulated credits negotiated between high schools and technical colleges for high school courses for which students later seek college credit require a minimum 3.0 grade point on a 4.0 scale to qualify for transfer as credit for prior learning.

Credits are accepted for transfer courses when course content is confirmed to be comparable. Time limits shall not restrict the awarding of credit for prior learning unless the College has documented a specific programmatic reason for time limits.

For a student transferring from one Wisconsin Technical College System (WTCS) institution to another, credit awarded for courses meeting a general education requirement at one WTCS institution will meet the same general education requirement at Nicolet.

If a transferred course is evaluated as comparable and acceptable, the credit value assigned by the granting institution will be applied toward an appropriate Nicolet certificate, diploma, or degree.

A student who has earned a postsecondary or professional degree from a nationally or regionally accredited institution of higher learning will receive credits towards fulfilling WTCS applied associate degree general education core requirements, regardless of the student’s prior course of study, time since degree award, or technical college program in which the student is enrolled. Students who qualify for 21 general education credits may need to complete some additional general education core requirements based on documented program-specific general education requirements.

Military education credits will be accepted for transfer in conformity 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 must present an official military transcript for evaluation.

International credits may qualify for credit for prior learning if the international credits are deemed comparable to credits offered by Nicolet College. Students seeking credit for international coursework must provide an official evaluation of academic credentials which has been completed by an approved organization/association such as the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

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 courses in a certificate, 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 certificate, 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 procedure. Credits earned through this process do not count toward the minimum number of credits students must earn at Nicolet.

For all advanced standing credits awarded, 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 seven calendar days during the Summer Semester, or the first 15% of the course hours for courses shorter than a full semester. If credit is granted, the student will be withdrawn from the course and will receive a refund of 75% of the tuition and fees paid for the course.

Students on financial aid programs should consult with Financial Aid before beginning the advanced standing procedure, since reducing the number of enrolled credits may have financial aid implications.

Students who are not satisfied with the outcome of their request for credit for prior learning should follow the Student Complaint and Grievance procedure.

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 3.0 grade point on a 4.0 scale; (b) It is a 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.
Advanced Standing with Credit continued

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 Assessment 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
All educational records/transcripts of Nicolet students are maintained and housed by the Welcome Center. This office can provide 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 must be reported to the Welcome Center.

Transcripts
Students who would like copies of their official transcript to be sent to another institution, agency or individual must submit an electronic request through Docufide (www.docufide.com). 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.

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

Additionally, each candidate for a certificate, diploma, or degree must 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, or liberal arts credits. 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.
- 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 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. “I” 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.

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. Students wishing to participate in the graduation ceremony will need to meet the established deadlines for declaring their intention to participate in the ceremony and ordering the required cap and gown.

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 Graduation Ceremony and will be noted in the graduation program.

Alcohol and Drug Use
The College will adhere to all federal, state, tribal, and local laws concerning the use of alcohol and other drugs and will support efforts to address violations of these laws.
Alcohol and Drug Use continued
The College recognizes that the use of alcohol and other drugs may impair performance or safety, may interfere with proper functioning or behavior, and in certain instances leads to dependency. The College also recognizes that such chemical dependency is a serious illness. An employee or student needing help with dependency is encouraged to seek the appropriate medical and other community resources.

Possession, manufacturing, sale, distribution, unauthorized use, or being under the influence of controlled substances, illicit drugs, or alcohol by anyone while on College-controlled property, at any College-sponsored or related activity, or while operating a College-owned/leased vehicle is strictly prohibited. Violations of this policy will result in disciplinary action. For more information, refer to Policy AP 4.05 Alcohol and Drug Use.

Tobacco-Free Policy
Nicolet Area Technical College is a leader in promoting the safety and health of its staff, students, visitors and general public (including contractors and vendors). Inherent in this policy is:

- A belief that employees have the right to work and students have the right to learn, in an environment free of the hazards of tobacco products.
- A desire to eliminate exposure to second-hand smoke at building entrances/exits and to assure clean air on college property.
- Awareness of the presence of underage students.
- An interest in eliminating tobacco products littering the campus.
- Acceptance of the responsibility for a commitment to fire safety and health and wellness.

Use of tobacco and smoking is prohibited on the Nicolet Area Technical College campus on Lake Julia and Lakeland Outreach Center. This includes the following:

1. All structures, buildings and grounds, sidewalks, roads, pathways, and parking lots.
2. All Nicolet Area Technical College owned and leased vehicles.
3. All personal vehicles on Nicolet Area Technical College property.

Sacred Use of Tobacco
On occasion, there may be a group that requests to use the campus for an event which includes the sacred use of tobacco. A request form must be completed in advance and submitted to the President. The President or designated individual will determine the legitimacy and approve or deny the request.

Tobacco Cessation Assistance and Resources
Staff and students are encouraged to choose a healthful, non-tobacco use/non-smoking way of life. Emphasis will be placed on educating and referring faculty, staff, and students to available resources/services that provide tobacco cessation assistance.

Enforcement of Tobacco-Free Campus Policy
The primary responsibility for enforcement rests with Administrators and Campus Security. Employees, students, or visitors found using any form of tobacco on campus may be subject to a fine.

Inclement Weather Campus Closing
Nicolet College remains open during inclement weather as long as it is reasonably possible to conduct work. However, safety in travel is paramount. The College recognizes individuals are the best judge of their own safety when deciding whether or not to travel during inclement weather.

In the event of weather or other events which would seriously impede the functioning of the College, the President or designee will determine whether the College will close, and will inform the College community of the closing.

Procedure - Prior to Start of Business Day
- 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 Closing policy and procedure to all staff before October 1st of each year.
- If conditions exist to warrant College closure before the start of the business day, the Director of Facilities or designee will arrive on campus by 4:45 am.
- The Director of Facilities or designee will assess the situation.
- The Director of Facilities or designee will contact the President or designee 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 or close the College for the day.

Procedure - During the Business Day
- If conditions exist which might warrant College closure during the business day, the President or designee must be notified immediately.
- The President or designee will assess the situation and determine if closure is warranted.

Notification of Closure
Once the decision to close the College is made, the Director of Facilities or designee will make the following notifications (by 5:45 am if prior to the start of the business day):

<table>
<thead>
<tr>
<th>RADIO</th>
<th>Frequency</th>
<th>Town</th>
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</thead>
<tbody>
<tr>
<td>WRLO</td>
<td>105.3 FM</td>
<td>Antigo</td>
</tr>
<tr>
<td>WRJO</td>
<td>1450 AM</td>
<td>Eagle River</td>
</tr>
<tr>
<td>WHRY/WUPM</td>
<td>107 FM</td>
<td>Iron River</td>
</tr>
<tr>
<td>WMQA</td>
<td>95.9 FM</td>
<td>Minocqua</td>
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<tr>
<td>WHDG</td>
<td>97.3 FM</td>
<td>Rhinelander</td>
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<td>WOBT</td>
<td>1240 AM</td>
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<tr>
<td>WRHN</td>
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<td>Rhinelander</td>
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<tr>
<td>WXPR</td>
<td>91.7 FM</td>
<td>Rhinelander</td>
</tr>
<tr>
<td>WCYE (Coyote 93)</td>
<td>93.7 FM</td>
<td>Rhinelander</td>
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<tr>
<td>WJUQ</td>
<td>92.5 FM</td>
<td>Tomahawk</td>
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<tr>
<td>WIFIC</td>
<td>95.5 FM</td>
<td>Wausau</td>
</tr>
<tr>
<td>WVUM</td>
<td>Channel 12</td>
<td>Rhinelander</td>
</tr>
<tr>
<td>WSAU</td>
<td>Channel 7</td>
<td>Wausau</td>
</tr>
<tr>
<td>WAOB</td>
<td>Channel 9</td>
<td>Wausau</td>
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Other Notifications
- All staff, all student, and all adjunct email.
- Main telephone information numbers with voicemail message (alternate greeting).
- Contact designated communications staff to announce the campus closure on the College web page.
- Contact the Dean of Business and Instructional Effectiveness to post a Blackboard system announcement regarding the closure.

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

Student Standards of Conduct

Nicolet College believes in an academic and behavioral code of conduct which creates and maintains a learning environment that values academic excellence, institutional integrity, justice, equity, civility, and diversity. Individuals must conduct themselves in a manner that is compatible with the mission and values of the College and does not interfere with educational processes or endanger the safety or welfare of other persons.

All students are expected to comply with all College policies and procedures, as well as local, state, federal, tribal, and international laws. These standards of conduct apply to all College-controlled locations and College-sponsored activities or events. Students violating the Standards of Conduct may be subject to disciplinary action. For safety and security reasons, the Executive Dean of Security or designee may also temporarily remove students from College-controlled locations or activities. Violation of local ordinances, state or federal law on College premises, or at College-sponsored or supervised activities will be forwarded to local law enforcement authorities. Sanctions may be imposed for violations of these rules whether or not criminal or civil sanctions are pursued. Students have the right to appeal sanctions imposed for behavioral or academic misconduct.

Procedures are established for addressing student behavioral and academic misconduct issues.

The Behavioral Intervention Team (BIT) is concerned with the care, welfare, safety, and security of all College students, faculty, and staff, and is committed to providing an environment where individuals are free to work, learn, and teach, unencumbered and uninhibited by threats of intimidation and harm. See the Emergency Response Guide for a comprehensive overview of how the BIT functions.

The Emergency Response Team (ERT) is appointed to assist in the safety and security functioning of the College. The ERT has the following responsibilities:

- Provide leadership and direction in an emergency situation;
- In the event of a College emergency, available ERT members will assemble quickly to assess the situation and decide on appropriate action;
- In a situation prohibiting team assembly, individual ERT members may take appropriate steps to ensure safety;
- Any member of the ERT may call for evacuation of a building, send students and staff to emergency shelters, take other appropriate actions outlined in the College’s Emergency Response Plan, or initiate contact with law enforcement or emergency personnel.

The Grievance Committee is appointed by Human Resources when needed. The committee membership includes one administrator, two instructors, and two support employees. If the grievant requests student representation, Human Resources will select one student to serve on the committee.

Behavioral Misconduct

Behavioral misconduct includes, but is not limited to, the following:

1. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other authorized College operations or activities.
2. Verbal abuse, physical abuse, sexual assault, or sexual harassment.
3. Taking or threatening to take action that endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action, whether intentionally or as a result of recklessness or gross negligence; failure to inform College authorities of such action(s) when observed.
4. Theft or damage to property.
5. Failure to comply with directions of College officials acting in the performance of their duties.
6. Unauthorized entry into or use of College-owned or controlled locations.
7. Violation of any federal, state, or local laws, regulations or policies while in attendance at College-sponsored or supervised events or committing off-campus violations that adversely affect the College and/or the pursuit of its objectives.

Sanctions for behavioral misconduct may include:

The Student Conduct Committee, through the chair, may:

- Provide a documented oral reprimand;
- Provide a written reprimand;
- Remove students from College-controlled locations or activities;
- Dismiss a student from a continuing/community educational course.

A Vice President must approve:

- Dismissal from a credit course;
- Dismissal from the program;
- Dismissal from the College.
Academic Misconduct

Academic misconduct, includes, but is not limited to, an act in which a student:

1. Seeks to claim credit for the work or efforts of another without authorization or citation.
2. Uses unauthorized materials or fabricated data in any academic exercise.
3. Forges or falsifies academic documents or records or otherwise purposely furnishes false information to the College.
4. Intentionally impedes or damages the academic work of others.
5. Engages in conduct aimed at making false representation of a student’s academic performance.
6. Cheats on an examination, including the unauthorized use of materials or aids, or use of unauthorized additional time (special needs accommodations require approval of instructor and disability support services staff).
7. Submits, without the explicit approval of the course instructor, work previously presented in another course.
8. Violates course rules as contained in the course syllabus or other information provided to the student.
9. Violates program policies and/or regulations as established by a program and made available to students.
10. Assists other students in any of these acts.

If an instructor suspects academic misconduct, the first step is to address the issue with the student. If academic misconduct has occurred, the instructor must report it to their supervisor and work with the supervisor regarding sanctions. If sanctions are to be imposed for academic misconduct, they may include:

- A documented oral reprimand;
- A written reprimand;
- Lowered grade for the assignment or assessment;
- Failure of the course;
- Dismissal from the program (Vice President or designee approval needed);
- Dismissal from the College (Vice President or designee approval needed).

All academic misconduct sanctions are kept on file in the office of the Vice President of Teaching, Learning, and Student Success.

Complaint and Grievance Procedure for Nicolet College Students

Under the Board of Trustee Policy BP 4.03, students have the right to appeal sanctions imposed for behavioral or academic misconduct using the Complaint and Grievance Procedure for Nicolet College Students. For the purposes of this procedure, days are defined as Monday through Friday when the College is open for business. Weekends, holidays, and days when the College is closed are excluded.

Step 1- Complaint Procedure

A student must take the following steps to try to resolve the complaint prior to filing a formal grievance:

1. If a student has not been able to informally resolve an issue with the appropriate College employee, the student may initiate this complaint procedure within ten (10) days of the action causing the complaint. The College employee will make a decision and respond to the student within two (2) days of meeting with the student. The College employee will also inform the student of the appeal process.

2. If the student wishes to appeal the decision of the College employee, the student should appeal to the employee’s immediate supervisor or designee to resolve the complaint. The appeal must be initiated within five (5) days of the employee’s decision and the supervisor must respond within two (2) days of meeting with the student.

3. If resolution is not achieved at the supervisory level, the next level of appeal is with the supervisor’s Vice President or designee. The appeal must be initiated within five (5) days of the supervisor’s decision. The Vice President or designee must respond with a written determination to the student within two (2) days of meeting with the student. The Vice President or designee will also inform the student of the steps in the grievance process.

4. If the student disagrees with the decision, the student may file a grievance using the grievance form.

Step 2- Grievance Procedure

1. The grievance form must be filed with the Director of Human Resources or designee within ten (10) days from the date of the Vice President’s or designee’s written determination. An investigation and an initial determination by the Grievance Committee will be completed within seven (7) days of receipt of the grievance. Grievance forms may be filed in person, by U.S. mail, or through email. The student may withdraw the grievance at any point during the grievance procedure.

2. In accordance with Federal requirements, 34 CFR Ch. VI 602.16 (a)(1)(ix), Human Resources will create a record of the student’s grievance and add it to a log of student grievances. The log will be maintained and updated through the remainder of the process.

3. Human Resources will monitor the grievance process.

4. Human Resources will send acknowledgement confirming the receipt of the grievance form to the student. Human Resources will notify the person(s) against whom the grievance has been filed (hereafter referred to as the employee). The employee will also receive a copy of the grievance.

5. A Grievance Committee will be appointed by Human Resources.

6. A Vice President or designee not involved previously in the process, or their designee, will serve as the investigating officer in the grievance.

7. The investigating officer will:
   a. Meet with the student and the employee.
   b. Examine documentation and interview witnesses.
   c. Consult with the employee’s supervisor.
   d. Prepare a written investigative report.

8. The investigating officer may meet individually with the student and the employee to discuss the report in the hope that a resolution can be reached. If a resolution is not achieved, copies of the investigative report will be forwarded to the Grievance Committee, the student, the employee, and the appropriate administrator(s).
Step 2 - Grievance Procedure continued

9. The Grievance Committee will review the grievance and the findings of the investigating officer and determine whether or not the facts warrant a hearing. The committee’s decision will be limited to one of the following statements:
   a. Based on the evidence presented, we determine a hearing is warranted; or
   b. Based on the evidence presented, we determine a hearing is not warranted.

   The committee’s written decision will be sent to Human Resources who will notify the grievant and the involved individuals of the decision.

10. If the Grievance Committee’s decision is that no hearing is to be held, the student may submit a written appeal to the President within two (2) days from the date of the committee’s decision. The appeal must specify in detail what aspects of the investigative report or process are being appealed. The President will respond in writing within five (5) days. The President may uphold the decision of the committee, and at that point no further appeals within the College will be considered. Or, the President may instruct the committee to go forward with the grievance hearing process.

11. If a hearing is warranted (in person or by distance technology), the hearing will be held within five (5) days of the decision by the Grievance Committee or the President. The hearing will be conducted following these guidelines:
   a. The committee will select a chair. The chair of the committee will establish a date for the hearing. A notice establishing the date, time, and place of the hearing will be provided to all involved parties.
   b. The hearing will be conducted as expeditiously as possible and on successive days if possible.
   c. The student and the employee and any others the committee deems necessary must appear for the proceedings unless they can verify to the committee that their absence is unavoidable.
   d. The student and the employee will be permitted to have a third party of their choosing to act as advisor and counsel.
   e. The hearing will be closed to all except those persons directly involved in the case as determined by the Grievance Committee. Statements, testimony, and all other evidence given at the hearing will be confidential and will not be released to anyone and may be used by the committee only for the purpose of making decision(s) related to the grievance.
   f. The chair of the Grievance Committee will convene and regulate the proceeding. The members of the committee must be present during the proceedings unless excused by the chair for good cause. Failure of either the student or the employee to appear without reasonable explanation will be grounds for defaulting that party’s case. All parties will have the opportunity to present evidence and respond to evidence presented.
   g. The Grievance Committee will file the final determination with the President, the Vice President, the student, and the employee after the conclusion of the hearing. The determination of the Grievance Committee is final.

12. If a student believes there has been misinterpretation or misapplication of the policy or procedure, an appeal may be made to the Nicolet College Board of Trustees Chair for procedural review. The appeal must be in writing, specify in detail what aspect of the grievance procedure or process is being appealed, and be submitted to the Office of the President within ten (10) days of receipt of the determination by the Grievance Committee. The written appeal will be forwarded to the Board Chair who will determine if review by the Board of Trustees is warranted. If warranted, the Board of Trustees review will be limited to determining whether the appeal process was properly followed by college staff.

All required meetings may take place in-person or via distance technology. Written materials may be submitted and shared as paper copies or electronically. Students must work through the Step 1 procedure before moving to the Step 2 procedure.

Wisconsin Technical College System Complaint Process Related to Academic or Behavioral Misconduct

If a student believes there has been misinterpretation or misapplication of Nicolet policy or procedure, and that such misinterpretation or misapplication falls into one of the three categories listed below, he or she may file a complaint with the Wisconsin Technical College System office.

Students who attend a college that is part of the Wisconsin Technical College System (WTCS) can file complaints at the state level in three categories defined by the United States Department of Education:

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

A student who reasonably believes that a violation has occurred in one or more of these categories may file a written complaint. Complaints must be signed by the student and submitted on the official Student Complaint Form, available at: www.wtcsystem.edu/student_complaints.htm

Complaints must be filed within one year from the date of the alleged violation or the last recorded date of attendance, whichever is later. The WTCS will review complaints only after students attempt to resolve the matter through applicable College appeals or complaint processes.
Wisconsin Technical College System Complaint Process Related to Academic or Behavioral Misconduct continued

By signing and submitting a complaint form, the student consents to disclosure by Nicolet College or the WTCS of any protected or confidential information that may be needed to review, investigate, and/or resolve the complaint; this includes referring complaints to another organization with jurisdiction and authority over the issue. The student also agrees to provide requested information and/or respond to questions about the complaint; failure to provide requested information or respond to questions about the complaint may result in the WTCS dismissing the complaint.

Notice: Under the Wisconsin Public Records Law, Wis. Stats., Ch. 19, any record or document that is part of the complaint review may be subject to disclosure upon request by a member of the public upon conclusion of WTCS action on the complaint, unless specifically exempt under law.

Procedures

In the event of student behavioral misconduct:

- In an emergency, contact 911 and follow procedures as outlined in the Emergency Response Guide.
- In all other cases, best practices related to conflict resolution should be employed and assistance of the supervisor, Behavioral Intervention Team (BIT), Executive Dean of Security or Emergency Response Team may be utilized.
- All incidents of student behavioral misconduct must be reported to the Executive Dean of Security or designee in a timely manner.
- When appropriate, the Executive Dean of Security or designee will investigate the misconduct and will dismiss it or will refer the incident to law enforcement, the Student Conduct Committee, or both.
- For safety and security reasons, the Executive Dean of Security or designee may also temporarily remove students from College-controlled locations or activities until a final resolution is reached.
- If convened, the Student Conduct Committee will impose sanctions if warranted. If necessary, it will secure approval from the Vice President.
- The Executive Dean will record and retain student behavioral misconduct investigations with BIT.

In the event of student academic misconduct:

- Issues of academic misconduct must be addressed directly with the student by the instructor.
- If the instructor confirms academic misconduct and wishes to impose sanctions, they must notify and consult with their supervisor. Per Administrative Policy 1.06, sanctions involving dismissal from a program or from the College must have the Vice President or designee’s approval.
- The instructor informs the student in writing of academic misconduct sanctions with a copy to the Vice President’s office.

Privacy of Records - Release of Written Information, FERPA

The Nicolet College policy on record privacy and releasing information follows the directives outlined in the Family Education Rights and Privacy Act (FERPA), the federal law governing the protection of written educational records. Registered students will be notified of this policy annually.

Only the student may authorize the release of their personally identifiable information in an education record. All such authorizations must be in writing. A fee will be assessed for copying all or a portion of a student record.

Notification

Students and stakeholders can find this policy in the Nicolet College catalog, the website, or may obtain a copy of the policy from the Welcome Center in the University Transfer Center.

Student Rights Under FERPA

1. Students have a right to inspect and review their own educational records. The student must submit a signed, written request to the Registrar that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access within 45 days and notify the student when and where the records may be inspected. Before being allowed to view the record, the student must present official photo identification.

2. Students have a right to request the amendment of educational records that they believe are inaccurate or misleading. The student must present a written request to the Registrar, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

   If the Registrar denies the request to amend the record, the Registrar will notify the student and advise them of the right to appeal the decision using the Complaint and Grievance Procedure for Nicolet College Students, in AP 1.06 Student Standards of Conduct.

3. Students have a right to grant written consent to disclosures of personally identifiable information contained in their own education record; FERPA authorizes some disclosures without consent.

4. A record of disclosures will be maintained within a student’s file indicating when information has been released from that file and to whom, except for disclosures for legitimate educational interest. Students will not be notified of legally restricted disclosures or disclosures for legitimate educational interest.

5. Students have the right to restrict the disclosure of Directory Information. To restrict the disclosure of Directory Information, a student must file a written request with the Registrar. This request to restrict disclosure of Directory Information will be honored until the student notifies the Registrar, in writing, to the contrary (see section on Directory Information below).

6. Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures of the College to comply with requirements of FERPA.

The office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520
Exceptions Under FERPA

Under certain conditions, information can be released without student consent. These exceptions include:

Directory Information

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

The College has defined Directory Information as the following:

- Student name
- Full-time or part-time status
- Major field of study
- Dates of enrollment
- Degrees and awards received
- Photos and videos of students for use in College press releases, publications, and web sites
- Nicolet College assigned student email accounts

U.S. Military

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

Authorized Federal, State, and Local Authorities: Student authorization is not required if the Registrar is asked to disclose information 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

Other Educational Institutions

Information can be released to other schools to which a student seeks or intends to enroll.

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.

Legitimate Educational Interest

Officials of the College who 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 College in an administrative, supervisory, academic, research, or support staff position,
- persons serving on College 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, campus discipline or security.

Judicial Order

Information must be released to comply with a judicial order or lawfully issued subpoena. Unless 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 make a reasonable effort to notify the student before complying so the student may seek protective action.

Grievance Hearing

Information about a student or students involved in a grievance investigation may be released to members of the grievance committee, including any students assigned to that committee, if such information applies to the investigation.

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.

U.S. Patriot Act

The College must release, without consent or knowledge of the student, personally identifiable information from the student’s education record to the Attorney General of the United States or 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.

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 that 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 graduate statistics are available on the College’s website or from the Dean of Business and Institutional Effectiveness 715-365-4537.
Anti-Harassment and Nondiscrimination

Nicolet Area Technical College maintains fair and impartial relations with employees, applicants for employment, and students without regard to race, color, creed, national origin, religion, sex, disability, age, arrest record, conviction record, political affiliation, marital status, sexual orientation, ancestry, membership in the national guard, state defense force, or any reserve component of the military forces of the United States and of this state, or the use or non-use of lawful products off the employer’s premises during non-working hours.

Nicolet Area Technical College seeks continuous compliance with the following laws: Title VI and VII of the 1964 Civil Rights Act as amended, Age Discrimination in Employment Act, the Americans with Disabilities Act, Equal Pay Act of 1963 as amended, Title IX of the 1972 Education Amendments, Section 504 of the 1973 Rehabilitation Act, Wisconsin Fair Employment Law, the 1976 Vocational Education Amendments, and the Office of Civil Rights Guidelines for the Elimination of Discrimination in Vocational Education.

All educational programs and related support services and benefits will be administered in a manner which does not unlawfully discriminate.

Anti-Harassment

In compliance with Federal and State law, Nicolet Area Technical College will not tolerate harassment by its employees or non-employees. Pursuant to Title VII of the 1964 Civil Rights Act as amended, the following forms of harassment are prohibited.

Nicolet Area Technical College prohibits harassment by supervisors, co-workers, and non-employees on the basis of sex, race, color, national origin, disability, sexual orientation, military status or any other protected status. The College also prohibits unwelcome sexual advances, requests for sexual favors, and all other verbal or physical conduct of a sexual or otherwise offensive nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
2. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment (i.e., performance appraisals, compensation, advancement, or any other term or condition of employment or career development); or
3. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Also included is the prohibition of the introduction of unwarranted and harmful emphasis on the sex of a student in a formal student/institutional relationship, including but not limited to student/faculty, student/counselor or student/administrator, the intent or effect of which is to create an intimidating, hostile, or offensive academic environment.

Examples of the types of conduct expressly prohibited by this policy include, but are not limited to, the following:

- Unwanted or offensive comments, slurs, jokes, letters, poems, or email or voicemail messages regarding race, color, religion, sex, national origin, age, disability, or any other legally protected status.
- Foul or obscene language.
- Sexually oriented or explicit remarks, including written or oral references to sexual conduct, gossip regarding one's sex life, body, sexual activities, deficiencies, or prowess.
- Questions about one's sex life or experiences.
- Repeated unwelcome sexual flirtations or repeated unwelcome requests for dates.
- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons.
- Inappropriate touching, such as rubbing or massaging someone's neck or shoulders, stroking someone's hair, brushing against another's body, grabbing, groping, kissing, or fondling.
- Leering, staring, stalking.
- Sexual favors in return for employment rewards, or threats if sexual favors are not provided.
- Sexual assault.

Any employee who experiences any job-related harassment based on race, color, religion, sex, national origin, age, disability, or status in any group protected by state or local law, or believes that he or she has been treated in an unlawful, discriminatory manner should immediately report any such incident to the employee's supervisor or the Director of Human Resources.

Employees filing discrimination or harassment complaints should follow the process in the Discrimination Complaint Resolution Policy.

The College treats all claims of harassment and discrimination seriously. All complaints will be investigated promptly and all actions taken to resolve such complaints shall be conducted as confidentially as possible. The College strictly prohibits any form of retaliation against any employee for filing a complaint or for assisting in a complaint investigation. Any employee who believes that he or she has been subjected to retaliation in violation of this policy should immediately report the retaliation to the Director of Human Resources.

Any employee who is found, after appropriate investigation, to have violated this policy will be subject to appropriate action, up to and including termination.

Student Grievances Unrelated to Discrimination

As outlined in Policy BP 4.03 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 outlined earlier in this chapter under Student Standards of Conduct and is also available to students in the Welcome Center, Human Resources Office, on the College website, or by calling 715-365-4450.

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 Student Complaint and 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 Campus Security located in the Birchwoods Center. Campus Security can also be reached at 715-365-4420.

Carpooling is encouraged, and there are several parking spots reserved for carpooling. Students wishing to take advantage of this option must obtain a carpooling sticker each semester (including Summer ) from Campus Security. There is no cost for the issuance of the stickers. Students 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 Campus Security 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 may be made for children who are here for legitimate purposes and who are not being disruptive. Nicolet staff members are responsible for enforcement. Staff members who are unsuccessful in dealing with a problem should contact campus security.

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.

Accommodation of Student Religious Beliefs

Nicolet Area Technical College directs the College to reasonably accommodate a student's 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 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 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 religious beliefs occurred.

Procedure

Students who allege they have not been reasonably accommodated concerning their religious beliefs may file a complaint following the procedure in the Discrimination Complaint Resolution Policy.
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 employees. After contacting authorities, call or contact any College employee. Then, if the situation allows, call the Emergency Response Team (ERT). Students should follow the directions of College staff and emergency services personnel during an emergency.

Non-Emergency Contact Numbers

Behavioral Intervention Team (BIT) 715-365-4932
Campus Security 715-365-4420
Emergency Response Team 715-365-4999
Facilities 715-365-4419
Information Technologies Department 715-365-4478
Minocqua Police Department 715-356-3234
Oneida County Sheriff’s Department 715-361-5100
Welcome Center 715-365-4493

Behavioral Intervention Team

The Behavioral Intervention Team (BIT) receives all reports of behavioral concerns. The BIT provides a collaborative, cross-functional approach to assessing and responding to individuals who might pose a threat to themselves or others. Any behaviors of concern such as individuals who are depressed, making inappropriate comments or threats, or exhibiting disruptive behavior should be reported to the BIT. These reports can remain anonymous. The BIT can be contacted by calling the number listed above or sending an email message to BITMail@nicoletcollege.edu. The BIT will work closely with the Learner Success Team.

Crime Reporting Procedures

Prompt crime reporting and the reporting of suspicious behavior will better enable local law enforcement officials to remedy the situation. The College encourages prompt and accurate reporting of all crimes or suspicious behavior to local law enforcement officials, and to Campus Security or the ERT when safe to do so. College employees must also report the crimes and/or suspicious behavior to Campus Security or the ERT. When deemed appropriate, College officials will involve local law enforcement agencies as soon as the information is known.

Report all criminal activity to Campus Security. If unable to reach Campus Security, contact the Emergency Response Team. The College does not have pastoral or professional counselors on staff, but can assist students by providing information on various private and public options for such services.

Crimes may be reported anonymously. To report a crime and/or dangerous situation anonymously, contact Campus Security or the ERT and inform them of your wish to remain anonymous. The College will honor an individual’s request to remain anonymous (Campus Security AP 3.01 Page 3 of 9). This same process can also be followed when making reports to local law enforcement.

Nicolet College complies with the Jeanne Clery Disclosure Act and prepares an annual report of crimes that have occurred on campus and at outreach centers. The report can be found on the College website on the security page, or may be obtained from Campus Security.

The report is also distributed to students each year by October 1st as required by law. Campus crime, arrest, and referral statistics include those reported to local law enforcement and to College officials, including anonymous reports. In an effort to obtain the statistics from local law enforcement, Campus Security makes a written request to each local law enforcement agency to obtain a listing of any crimes they had reported to them and/or they had investigated. The reported crimes are also maintained in a daily crime log, which is also located on the College website on the security page.

Daily Crime Log

The purpose of the daily crime log is to record criminal incidents and alleged criminal incidents reported to Campus Security. Crime log entries include all crimes reported to Campus Security for the required geographic locations, not just Clery Act crimes. The crime log discloses specific information about criminal incidents, not crime statistics. The log is designed to disclose crime information on a more timely basis than the annual statistical disclosures. The victims’ confidentiality will be protected, including record-keeping that excludes personally identifiable information on victims. A crime is entered into the log as soon as it is reported to Campus Security. This includes crimes that are reported directly to Campus Security, as well as crimes that are initially reported to another campus security authority (BIT, ERT, Learner Success Team, etc.) or to a local law enforcement agency who subsequently reports them to Campus Security.

An entry, an addition to an entry, or a change in the disposition of a complaint, is recorded within two business days of the receipt of the information to security. Updates to the disposition of a crime log entry will not be made if 60 days have passed from the date of the entry. A business day is Monday through Friday, except for days when the College is closed. The only exceptions to this rule are:

- If the disclosure is prohibited by law; or
- If the disclosure would jeopardize the confidentiality of the victim.

Campus Security may temporarily withhold information if there is clear and convincing evidence that the release of information would:

- Jeopardize an ongoing investigation;
- Jeopardize the safety of an individual;
- Cause a suspect to flee or evade detection; or
- Result in the destruction of evidence.

However, the information will be added to the daily crime log once the adverse effect is no longer likely to occur.

Disclosure of Student Disciplinary Proceedings for Violent Crimes or Non-Forcible Sex Offenses

The alleged victim of a crime of violence or a non-forcible sex offense may make a written request for disclosure of the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the next of kin of such victim shall be treated as the alleged victim in relation to disclosure. The College will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.
Security and Access to Campus Facilities

The College has Campus Security; however, they do not have arrest powers. The security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the College. College security officers have the authority to issue parking tickets, to issue College tobacco violation tickets, and to enforce College policy.

Campus Security Authorities of the College include the following:
- Member of the Behavioral Intervention Team
- Members of the Emergency Response Team
- Campus Security Staff
- Student Conduct Committee
- Human Resources Staff
- College Administration

The Executive Dean of Security is a member of these committees and teams, other than Human Resources. The College crime reporting policy requires all staff to report crimes to Campus Security and/or the ERT. Campus Security or the ERT will report crimes to local law enforcement. This crime information (including anonymous reports) is reported to Campus Security and/or ERT, is recorded in the Daily Crime Log, and if they meet the Clery Reportable categories, they are included in the annual Clery report. All crimes and behavioral violations (student and staff) are recorded and maintained in the BIT files, held by the Executive Dean of Security.

The College uses local law enforcement agencies that have jurisdiction over the Campus and Outreach Centers to investigate and enforce ordinances and criminal laws. The Oneida County Sheriff’s Department has jurisdiction over the Rhinelander Campus. The Minocqua Police Department has primary jurisdiction over the Lakeland Outreach Center. These departments periodically patrol both locations.

The College is a non-residential college and therefore, does not provide 24-hour security coverage. Facilities and security personnel patrol the grounds of the Rhinelander Campus while the campus is open. Facilities personnel also maintain the Lakeland Outreach Center. College staff regularly check outdoor pathway lighting and egress lighting in hallways and stairwells. The Rhinelander Campus and the Lakeland Outreach Center are accessible to students, staff, and the general public during normal business hours. However, the campus grounds at both locations are open to vehicular and pedestrian access 24 hours a day, seven days a week. The College-controlled buildings are locked when not in use. All buildings on the Rhinelander Campus use a card access system and digital video systems.

The College does not have any officially recognized student organizations with off-campus locations.

Timely Warning of Potential Threats

In the event a significant emergency or an ongoing or continuing threat to personal safety or dangerous situation arises, a timely warning will be issued. The decision to issue a timely warning will be based on information and facts received by the College and if possible verified by outside agencies (law enforcement, Emergency Management, Health Department, National Weather System, etc.). The ERT will determine the content of the notification and initiation time of notification system. Notification may be delayed when professional judgment of outside emergency response agencies indicates immediate notification would compromise safety and security.

In situations that may pose an immediate physical threat to members of the campus community (e.g., Clery reportable crime, severe weather, fire, gas leak, etc.) the ERT may issue warnings through the College Informacast System and/or email system to students and employees. Depending on the situation, other notification processes may be used (i.e. Blackboard posting, fire alarms, tornado sirens, media releases, etc.).

The ERT may also determine there is a specific segment of students and staff who need notification. This decision will be made in conjunction with the appropriate outside agency. If that is the case, the ERT will make a determination of how to best convey that information to the specific segment.

Anyone with information warranting a timely warning should report the circumstances to the ERT immediately.

Emergency Response Guide and Evacuation Procedures

Each classroom has an Emergency Response Guide and maps indicating what to do in the event of most emergency situations. This includes shelter locations for severe weather and evacuation routes and staging areas for fire emergencies. The Emergency Response Guide can also be viewed on the College website. The College holds evacuation and/or shelter in place drills at least once in an academic year. The College also conducts safety and security related tabletop exercises in new employee orientation.

Please review the Emergency Response Guide regularly to be prepared in the event of an emergency.

Crime Prevention and Security Procedures

Crime prevention, security procedures, and practice information is presented during new student and employee orientations, and periodically during in-service training. New student and employee orientation, the crime prevention and security procedures covered include primary prevention and awareness programs that promote awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

The orientation includes the following information:
- A statement that the College prohibits these and other criminal offenses;
- The definition of the specific offenses listed above;
- The definition of consent, with reference to sexual offenses;
- Safe and positive” options for bystander intervention an individual may take to “prevent harm or intervene” in risky situations;
- Recognition of signs of abusive behavior and how to avoid potential attacks; and
- On-going prevention and awareness campaigns for students and faculty on all of the above.

In addition, facilities and security personnel conduct routine inspections and patrol buildings and grounds to identify and correct deficiencies. Being proactive is preferable to being reactive. 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 is a list of campus crime prevention tactics that may reduce the risk of becoming a victim:
- Walk on established walkways. At night, walk on lighted walkways.
- Always lock your vehicle.
- If on campus in the evening, park close to the building in lighted areas and walk with others.
- Items of value left in vehicles should be placed out of sight.
- Never leave items of value unattended.
Crime Prevention and Security Procedures continued

- Promptly report any suspicious behavior to Campus Security or the ERT.
- Do not leave keys, access cards, or valuables unattended.
- Always lock doors in unattended office areas.
- Never give out computer passwords.
- When working during non-business hours, inform family and colleagues of location and schedule.

Recommended security procedures are located in the College Emergency Response Guide.

Sexual Assault

Victims of sexual assault on a College-controlled premise or during a College-sponsored event should report the crime immediately to local law enforcement. Contact information for the Rhinelander Campus and the Lakeland Outreach Center is listed in the Emergency Response Guide. When safe to do so, report crimes to Campus Security or the ERT. If reporting the crime to College staff, they can assist in reporting the crime and/or contacting support services. All evidence is important to assist in investigation and arrest of the perpetrator. Victims should preserve as much evidence of the crime as possible. Do not shower, change clothes, or wash away evidence. Victims uncomfortable with calling the police should call the 24-hour crisis hotline at 800-236-1222 or 715-362-6800.

As soon as possible, report the assault to the ERT. The ERT will take action and issue a timely warning if the perpetrator remains at large. Victims are encouraged to seek help from the agencies listed below for follow-up counseling and support. If needed, the College will assist the victim with changes in schedules and current course accommodations.

Alleged student sex offenders (sexual assault, acquaintance/date rape, or other forcible or non-forcible sex offenses) on College-controlled premises or at College-sponsored events will be subject to the Student Code of Conduct and disciplinary action. The accuser and the accused are entitled to the same opportunity to have others present during a disciplinary proceeding. The accuser and the accused will be informed of the outcome of any disciplinary action taken. Sanctions could include suspension or expulsion from the College. Sanctions may be imposed for these violations whether or not criminal or civil sanctions are pursued. The student conduct process is outlined in the Student Standards of Conduct Policy AP 1.06. All decisions made by the Student Conduct Committee can be appealed through the formal College Grievance Procedure.

Information and resources related to sexual assault can be found in the College Catalog and the College Safety and Security Resource Guide.

Information related to sexual assault victim information and resource information can be found in the College Safety and Security Resource Guide.

Sexual Assault Prevention

The College offers the following guidelines to aid in preventing sexual assault. Additional guidance and specific training information can be obtained from the agencies listed in the College Safety and Security Resource Guide.

The following information can also be referenced at The Wisconsin Coalition against Sexual Assault at http://www.wcasa.org

Rohypnol and GHB are the most commonly referred to as “club drugs” and are the most frequently used in drug-facilitated rapes. The chemicals are often colorless, odorless, and tasteless, and as a result, the victim often unknowingly ingests the chemical after a perpetrator has mixed it into an unattended drink. Therefore, it is strongly suggested that you do not accept beverages that have already been opened. Accept drinks only from service workers such as bartenders, and do not leave your drink unattended.

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

You may be able to reduce your risk by following these recommendations:

- 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 cell-phone 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 http://offender.doc.state.wi.us/public/ or you may call 608-240-5830 between 7:45 a.m. and 4:30 p.m., Monday through Friday.

Stalking Laws

Individuals being stalked on College-controlled premises or at College-sponsored events should notify Campus Security or the ERT. If this action is taking place at an off-site location, it is strongly suggested you involve law enforcement immediately. Stalking is defined in Ch. 940.32, Wis. Stats.

Individuals who have been a victim of stalking and/or have a restraining order against another individual should inform Campus Security. This is especially important if the person who is the object of the restraining order is a student or employee at the College.
Harassment
Harassment and sexual harassment is defined in Board Policy 4.02. The College does not tolerate harassment. Victims of harassment or sexual harassment on College-controlled premises or at College-sponsored events should notify Campus Security. Employees who engage in harassment will be subject to disciplinary action and/or termination. Students who engage in harassment are subject to the Standards of Conduct and will face disciplinary action up to and including expulsion. Community members engaging in harassment will be turned over to local law enforcement.

Possession, Use, and Sale of Alcohol and Illegal Drugs
As outlined in Alcohol and Drug Use AP 4.05, the College 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-controlled premise or College-sponsored event. Information on alcohol and drug addiction treatment centers and clinics is available in the College Safety and Security Resource Guide. Sanctions for individuals who violate College policies may include expulsion and/or termination from the College, with referral to local law enforcement for violations of local ordinances and criminal laws.

Possession and Use of Weapons
The College is committed to providing a safe working and learning environment for all members of the College community including visitors. To that end, the College exercises its rights to prohibit the possession of weapons as allowed under Wisconsin State Law. Details of the policy regarding possession and use of weapons is outlined in Board Policy 5.02. The policy is available to students from the Human Resources Office or the College website.
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 transferring to a university in the UW System may transfer up to 72 credits and satisfy the university-wide general education requirements. 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, world language, 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.

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.

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

*Algebra for Calculus or higher required (excluding Statistics)
I. English Communication COMM
20-801-219 English Composition I
20-801-223 English Composition II
20-801-227 Creative Writing
20-801-228 Advanced Creative Writing
20-801-234 Report, Proposal, and Grant Writing

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

III. Humanities HU
A. Art
20-815-201 Art Appreciation
20-815-205 Drawing
20-815-208 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
20-815-266 Digital Video
20-815-267 Composting & Visual Effects
20-815-270 Graphic Design Portfolio
20-815-271 Intermediate Photography
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 V: Writing & Grammar
20-802-25001 Native American Language

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
20-803-227 American Government
20-803-240 History of Ethnic America
20-803-256 Modern Asian History
20-803-258 World History to 1500
20-803-259 World History since 1500
20-803-260 Topics in History
20-803-26001 Intro to Political Theory

D. 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
20-801-24806 Science Fiction Literature
20-801-24807 Contemporary World Lit.
20-801-255 Introduction to Literature

E. Music
20-805-201 Music Appreciation
20-805-205 Music Theory I
20-805-209 Music Theory II
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

F. 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

G. Theatre/Film
20-810-207 Theatre Appreciation
20-810-204 Motion Picture Appreciation
20-810-213 Fundamentals of Acting
20-810-225 Topics in Speech/Theatre
20-810-299 Theatre Practicum

IV. Mathematics MATH
20-804-220 Intermediate Algebra
20-804-224 Algebra for Calculus
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
20-804-29001 Differential Equations and Linear Algebra
20-804-29002 Topics in Advanced Calculus

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
20-806-232 Intro Forestry Fisheries Wildlife

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

C. Geography
20-806-207 Physical Geography-Landforms
20-806-208 Physical Geography-Weather & Climate
20-806-212 Geographic Information Systems
20-806-261Intro to Geospatial Technologies

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

E. Physics
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 SOCSCL
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 list

E. Political Science
20-803-227 American Government
20-809-282 American Indian Law
20-809-284 First Nations Governance Administration

F. Psychology
20-809-251 Introduction to Psychology
20-809-254 Educational Psychology
20-809-255 Child Psychology
20-809-265 Topics in Psychology

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
20-809-27804 Peace Studies Discussion Circle: Solutions to Violence

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
20-807-213 First Aid and CPR
20-807-221 Canoeing
20-807-235 Principles of Strength Training

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

X. General
20-890-205 Service Learning - Guatemala
### 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/College</th>
<th>Guaranteed Transfer Contract</th>
<th>Transfer Connections Program</th>
<th>UWM Connections Program</th>
<th>Transfer Nicolet Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>UW Madison</td>
<td>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.</td>
<td>Dual admission for 1st yr (freshmen)</td>
<td>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</td>
<td>Transfer up to 72 credits to satisfy some or all general education requirements.</td>
</tr>
<tr>
<td>UW Green Bay</td>
<td>BA Interdisciplinary Studies Emphasis of choice Rhinelander, ONLINE &amp; Green Bay</td>
<td></td>
<td></td>
<td>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>UW Milwaukee</td>
<td>Guaranteed Transfer Contract</td>
<td></td>
<td></td>
<td>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>UW Superior</td>
<td>Transfer Nicolet Credits</td>
<td>Transfer as junior to: BA Communicating Arts ONLINE BS Elementary Education Mostl ONLINE BS Exercise Science Mostly ONLINE BS Health and Wellness Management ONLINE Interdisciplinary Studies ONLINE BS Individually Designed ONLINE</td>
<td></td>
<td>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>UW Eau Claire</td>
<td>BA Social Work (Associate of Arts)</td>
<td></td>
<td></td>
<td>BS Communication Arts ONLINE BS Elementary Education Mostl ONLINE BS Exercise Science Mostly ONLINE BS Health and Wellness Management ONLINE Interdisciplinary Studies ONLINE BS Individually Designed ONLINE</td>
</tr>
<tr>
<td>UW Stevens Point</td>
<td>Transfer Nicolet Credits</td>
<td></td>
<td></td>
<td>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>UW Oshkosh</td>
<td>Transfer Nicolet Credits</td>
<td></td>
<td></td>
<td>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>Northland College</td>
<td>BA Management Leadership</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UW La Crosse</td>
<td>Transfer Nicolet Credits</td>
<td></td>
<td></td>
<td>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>UW Platteville</td>
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<tr>
<td>UW Stout</td>
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<tr>
<td>UW Parkside</td>
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<tr>
<td>UW River Falls</td>
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<tr>
<td>UW Whitewater</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Upper Iowa University</td>
<td>Transfer Nicolet Credits</td>
<td></td>
<td></td>
<td>Transfer up to 78 lower division college semester credits from graduates of any Nicolet College Associate program. An additional 12 semester credits at the upper level may be transferred. Transferred credits may fulfill general education, business core, major, or elective requirements at UIU; see current course-to-course articulation to see how specific courses will transfer. Please note: lower division transfer work will not contribute to the upper division requirement at UIU.</td>
</tr>
</tbody>
</table>

Don’t see the college or degree you’re looking for? University Transfer courses will transfer! See your advisor for details.
**Applied Associate of Science Degrees**

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

### ANY Applied Associate Science degree

- **UW Green Bay**: B.A.S. (Bachelor of Applied Studies) Rhinelander [ONLINE](#), Marinette, & Green Bay
- **Franklin University**: Multiple programs [ONLINE](#)
- **Silver Lake College**: Management
- **Univ. of Upper Iowa**: Accounting [ONLINE](#)
- **UW Platteville**: Business Administration
- **Franklin University**: Accounting [ONLINE](#), Business Administration Management [ONLINE](#)
- **MSOE**: Management
- **Ottawa University**: Will accept a maximum of 80 credits from WTCS* towards a Bachelor of Arts degree
- **Silver Lake College**: Management
- **Univ. of Upper Iowa**: Accounting [ONLINE](#)
- **UW Platteville Business Administration**
- **Franklin University**: Applied Management [ONLINE](#)
- **MSOE**: Management (2+2)
- **Northland College**: Management Leadership, Health Care Administration
- **Univ. of Upper Iowa**: Business Management [ONLINE](#)
- **UW Whitewater**: Business & Economics [ONLINE](#)
- **CIS programs**: Franklin University Computer Science [ONLINE](#), Digital Communication [ONLINE](#), Information Technology Management Info. Sci. [ONLINE](#)
- **MSOE**: Management
- **Univ. of Upper Iowa**: Tech. & Information Mgmt [ONLINE](#)
- **UW Platteville**: Business Administration
- **UW Stout**: Information Technology Mgmt. **, Information & Communication Technologies ** [ONLINE](#)
- **Franklin University**: Public Safety Management [ONLINE](#)
- **Univ. of Upper Iowa**: Criminal Justice [ONLINE](#)
- **UW Oshkosh**: Human Services [ONLINE](#)
- **Viterbo University**: Criminal Justice
- **Culinary Arts**: UW Stout Hotel, Restaurant & Tourism Management

### Early Childhood Education

- **Lakeland College**: Early-Mid Childhood Ed (PK-6) **
- **Silver Lake College**: PK-3
- **UW La Crosse**: Middle Childhood **
- **UW Milwaukee**: ECE ** [ONLINE](#), Community Education **
- **UW Oshkosh**: PK-3-PK-6 **
- **UW Parkside**: Community Ed PK-3 **
- **UW River Falls**: Early Childhood Education **, Elementary Ed **
- **UW Stevens Point**: Elementary Exceptional, Secondary/K-12 Pre-K-Gr 3 **
- **UW Stout**: ECE** [ONLINE](#), Human Dev./Family Studies **
- **UW Superior**: Elementary Education ** [ONLINE](#)
- **UW Whitewater**: BSE Early Childhood Education (Regular and Special Education)

### Marketing

- **Franklin University**: Business Administration Management [ONLINE](#), Marketing [ONLINE](#)
- **MSOE**: Management
- **Northland College**: Management Leadership, Health Care Administration
- **University of Upper Iowa**: Marketing [ONLINE](#)
- **UW Platteville**: Business Administration

### Nursing

- **Franklin University**: Healthcare Management [ONLINE](#)
- **Marian University**: BS Nursing
- **UW Eau Claire**: B.S.N. Nursing (Collaborative)
- **UW Green Bay**: BSN@Home [ONLINE](#)
- **UW Madison**: B.S.N. Nursing (Collaborative)
- **UW Milwaukee**: B.S.N. Nursing (Collaborative)
- **UW Oshkosh**: B.S.N. Nursing (Collaborative)

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Visit [tis.uwsa.edu](http://tis.uwsa.edu) for the most up-to-date detailed information on transferring your Nicolet degree or courses.

**Wisconsin Technical College System (WTCS) Statewide Agreement**

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**nicoletcollege.edu**

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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.
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

Recommended Electives:
10-101-195 Accounting Internship
10-103-135 MS Access, Beginning
10-103-160 Internet, Introduction
10-106-110 Electronic Calculation
20-807-213 First Aid/CPR

Graduation Requirement:
30 WPM Typing Speed and 10-Key Speed of 105 KSPM

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 Communication ...............3
or 20-801-219 English Composition I .............(3)
10-804-123 Math with Business Applications ......3
or 20-804-220 Intermediate Algebra ................4
.........................................................................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
or 20-810-201 Fundamentals of Speech ............(3)
10-809-199 Psychology of Human Relations ......3
or 20-809-251 Introduction to Psychology ..........(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 ................2
or 10-101-140 Survey of Accounting ...............(3)
10-103-127 MS Excel, Intermediate ................1
10-103-128 MS Excel, Advanced .....................1
10-801-197 Technical Reporting .....................3
or 20-801-223 English Composition II .............(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
or 20-809-287 Principles of Macroeconomics ......(3)
or 20-809-291 Principles of Microeconomics ......(3)
10-809-197 Contemporary American Society ......3
or 20-809-271 Introductory Sociology ..............(3)
Electives ..................................................3
.........................................................................17

Students must have a grade of “C” or better in any course to progress in courses which require that course as a prerequisite.

Students must have 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.
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.

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**Possible Careers**

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

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**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.

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**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 Communication ....................... 3

............................................................................. 13

**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
or 10-101-140 Survey of Accounting ..................... (3)
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.

Students must have 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

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

First Year
Fall Semester
10-614-100 Architectural Principles....................4
10-614-105 Architecture AutoCAD..........................3
10-614-115 Construction Blueprint Reading..................3
10-804-107 College Mathematics...........................3
10-809-103 Think Critically & Creatively..................3
.................................................................16

Spring Semester
10-614-110 Architectural Revit Intro....................1
10-614-112 Building Materials..............................2
10-614-120 Architecture Residential.....................4
10-614-121 Structural Residential..........................2
10-614-130 Intro to Sustainable Building....................1
10-801-195 Written Communication.........................3
10-806-139 Survey of Physics...............................3
.................................................................16

Second Year
Fall Semester
10-614-111 Architecture Revit Advanced...............2
10-614-125 Site Design........................................3
10-614-126 Architectural Building Science..............2
10-614-127 Job Orientation..................................1
10-614-131 Sustainable Residential Building............1
10-480-100 Alternative Energy Overview.................2
10-801-196 Oral/Interpersonal Communication............3
10-809-199 Psychology of Human Relations..............3
.................................................................17

Spring Semester
10-614-135 Building MEP Systems......................3
10-614-136 Construction Estimating.....................2
10-614-190 Architectural Capstone.......................4
10-809-112 Principles of Sustainability...............3
10-809-166 Introduction to Ethics........................3
10-999-999 Elective........................................3
.................................................................18

Students must have a grade of “C” or better in any course to progress in courses which require that course as a prerequisite.

Students must have 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.
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 Maintenance 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 of 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. Demonstrate professionalism appropriate for the auto service industry.
2. Perform diagnosis, service, and repair of automotive steering and suspensions steering systems.
3. Perform diagnosis, service, and repair of automotive brake systems.
4. Perform diagnosis, service, and repair of automotive electrical/electronic systems.

Possible Careers
- Lube Technician
- Automotive Service Technician
- Technical Specialist
- Service Writer
- Service Advisor
- Manufacturer’s Sales 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.

### Curriculum

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<tr>
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<td>Auto Service Orientation</td>
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<td>32-404-324</td>
<td>Auto Brake Systems I</td>
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<td>32-404-329</td>
<td>Chassis Electrical I</td>
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<td>32-404-350</td>
<td>Intro to Hybrid Auto Safety &amp; Maint</td>
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<td>31-804-302</td>
<td>Applied Technical Math</td>
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<td>32-404-323</td>
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<td>Basic Physical Science</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.

Students must have a grade of “C” or better in all core courses to graduate. A cumulative GPA of 2.0 is required for graduation.
The Automotive Technology Associate Degree program prepares students to fill the growing need for highly professional, technically competent technicians in automotive dealerships and repair facilities. Automotive technicians test, diagnose and service electrical and mechanical systems and components found in today’s automotive vehicles, including engines, transmissions/transaxles, fuel management systems, steering and suspension systems, climate control systems, brake systems, and hybrids. Mechanical aptitude, communication skills and an interest in the automotive industry are important to a successful automotive technician career.

Program Outcomes
1. Demonstrate professionalism appropriate for the auto service industry.
2. Perform diagnosis, service, and repair to automotive steering and suspension steering systems.
3. Perform diagnosis, service, and repair to automotive brake systems.
4. Perform diagnosis, service, and repair to automotive electrical/electronic systems.
5. Perform diagnosis, service, and repair to automotive internal combustion engines.
6. Perform diagnosis, service, and repair to automotive automatic transmission/transaxle systems.
7. Perform diagnosis, service, and repair to automotive manual drive train and axles systems.
8. Perform diagnosis, service, and repair to automotive heating and air conditioning systems.
9. Perform diagnosis, service, and repair to automotive engine performance systems.

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.

### Curriculum

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<tr>
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<td><strong>First Year</strong></td>
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<td>10-602-103 Engine Repair 1</td>
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<td>10-602-104 Brake Systems</td>
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<td>10-602-105 Introduction to Hybrid Autos</td>
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<td>10-809-197 Contemporary American Society</td>
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<td>10-801-195 Written Communications</td>
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<td>10-602-196 Climate Control Systems</td>
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<td>10-602-124 Steering &amp; Suspension Systems</td>
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<td>10-602-125 Hybrid Vehicle Diagnostics</td>
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<td>10-806-139 Survey of Physics</td>
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<td><strong>Second Year</strong></td>
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<td>Fall Semester</td>
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<td>10-602-197 Engine Performance 1</td>
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<td>10-602-128 Electrical &amp; Electronic Systems 3</td>
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<td>10-602-149 Manual Drive Train and Axles</td>
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<td>10-809-199 Psychology of Human Relations</td>
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<td>10-804-107 College Mathematics</td>
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<td>10-602-109 Auto Transmission/Transaxle</td>
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<td>10-602-198 Engine Performance 2</td>
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<td>10-809-166 Intro to Ethics: Theory &amp; Application</td>
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<td>10-801-196 Oral/Interpersonal Communications</td>
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</table>

Students must have a grade of “C” or better in any course to progress in courses which require that course as a prerequisite.

Students must have 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.uwst.edu for interactive, course-by-course transfer details.
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, roof 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
Fall Semester
31-475-303 Construction Safety ......................... 1
31-475-301 Carpentry I .................................. 5
31-475-302 Carpentry II ................................ 5
10-614-115 Construction Blueprint Reading .......... 3
31-804-302 Applied Technical Math .................... 2
........................................................................ 16
Spring Semester
31-475-304 Carpentry III .................................. 5
31-475-305 Carpentry IV .................................. 5
31-801-305 Applied Communications: Listen/Speak. 2
........................................................................ 14

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

Gainful Employment Information

<table>
<thead>
<tr>
<th>Normal time to complete: One year</th>
<th>On-time completion</th>
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<tr>
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<td>Job placement:</td>
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<td>Books &amp; supplies:</td>
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<td>Median federal loan debt:</td>
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SOC Code: 47-2031.00
For more information on occupations in this field, please visit http://www.onetonline.org/link/summary/47-2031.00

Prepares you for careers like:
* Residential Carpenter
* Light or Heavy Commercial Carpenter
* Building Contractor
* Building Inspector
* Estimator
* Building Materials Sales
* Building Products Representative
* Drafting / Design

This information is provided as a federal requirement in an effort to help students make informed educational decisions. Specifically, Gainful Employment aims to provide information related to future potential debt burden in comparison to the expected earnings in a chosen program or field.

1 On-time completion is the length of time between when a student enrolled in any program at Nicolet and completion of this program for 2011-12 graduates.
2 Job placement includes both full- and part-time employment in both related and unrelated occupations for 2011-12 graduates responding to a survey.
3 Tuition and fees includes application, testing, tuition, materials, supplemental, and graduation fees.
4 Books and supplies includes new textbooks and required supplies, pre-tax.
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

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.
Today’s 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 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 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 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 cosmetology theory and technical skills, at entry level standards in a professional manner.
2. Demonstrate trouble shooting and problem solving in various cosmetology work-related situations.
3. Apply effective listening and speaking skills to educate 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 cosmetology salons.
7. Demonstrate marketing strategies to cosmetology customers.

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

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

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<thead>
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<th>Semester 1</th>
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<td>31-502-305 Cosmetology Professional Development</td>
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<tr>
<td>31-502-312 Basic Hair Sculpting</td>
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<td>31-502-314 Chemical Services 1</td>
<td>2</td>
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<td>31-502-311 Hair and Scalp Care</td>
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<td>31-502-310 Male Hair Cutting</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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<td>31-502-316 Manicure/Pedicure</td>
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<td>31-502-318 Salon Services 2</td>
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<tr>
<td>31-502-372 Salon Ecology</td>
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<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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<td>31-502-371 Salon Insight</td>
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<td>31-502-368 Salon Services 4</td>
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<td>31-801-305 Applied Communications:</td>
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<tr>
<td>Listening/Speaking</td>
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<td>31-502-348 Salon Services 5</td>
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<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 Cosmetology Law, Mock Board Prep</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.

Students must have a grade of “C” or better in all core courses to graduate. A cumulative GPA of 2.0 and 1800 hours are 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

Suggested Electives
- 10-504-195 Criminal Justice Practicum
- 10-504-921 Corrections Emergency Procedures
- 10-504-926 Tactical Skills

### Curriculum

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<td>Fall Semester</td>
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<td>10-504-904 Juvenile Law</td>
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<td>10-504-902 Criminal Law</td>
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<td>10-504-920 Corrections Security Procedures</td>
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<td>10-801-195 Written Communication</td>
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<td>10-504-903 Professional Communications</td>
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<td>10-504-901 Constitutional 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>10-801-196 Oral/Interpersonal Communication</td>
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<td>or 20-801-201 Fundamentals of Speech</td>
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<td>Fall Semester</td>
<td>10-504-109 Courts and Jurisdiction</td>
<td>3</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 Crim. Just.</td>
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<td>10-504-908 Traffic Theory</td>
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<td>10-809-197 Contemporary American Society</td>
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<tr>
<td>or 20-809-271 Introductory Sociology</td>
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<tr>
<td>10-504-906 Criminal Investigation Theory</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>10-809-166 Intro to Ethics: Theory &amp; Applications</td>
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<td>10-809-199 Psychology Human Relations</td>
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<tr>
<td>or 20-809-251 Introduction to Psychology</td>
<td>(3)</td>
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<td>10-809-195 Economics</td>
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<td>or 20-809-287 Principles of Macroeconomics</td>
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</table>

Students must have a grade of “C” or better in any course to progress in courses which require that course as a prerequisite.

Students must have 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.
Criminal Justice - Corrections Specialist

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 Communication 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 Communication or 20-801-201 Fundamentals of Speech .............. (3)

Students must have a grade of “C” or better in any course to progress in courses which require that course as a prerequisite.

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

Gainful Employment Information
Normal time to complete: One year
Tuition & fees*: $3,735
Books & supplies*: $1,300

SOC Code: 33-3012.00
For more information on occupations in this field, please visit http://www.onetonline.org/link/summary/33-3012.00

This information is provided as a federal requirement in an effort to help students make informed educational decisions. Specifically, Gainful Employment aims to provide information related to future potential debt burden in comparison to the expected earnings in a chosen program or field.

*Tuition and fees includes application, testing, tuition, materials, supplemental, and graduation fees.
*Books and supplies includes new textbooks and required supplies, pre-tax.
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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<tbody>
<tr>
<td>Fall Semester</td>
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<tr>
<td>10-103-115 MS Word, Beginning</td>
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<tr>
<td>10-316-115 Culinary Math</td>
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<tr>
<td>10-316-121 Sanitation &amp; Safety Fundamentals</td>
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<td>10-316-125 Food Theory</td>
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</tr>
<tr>
<td>10-316-126 Food Production Principles</td>
<td>3</td>
</tr>
<tr>
<td>10-801-195 Written Communication</td>
<td>3</td>
</tr>
<tr>
<td>10-809-197 Contemporary American Society</td>
<td>3</td>
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<td>................................................................</td>
<td>17</td>
</tr>
<tr>
<td>Spring Semester</td>
<td></td>
</tr>
<tr>
<td>10-316-111 Garde-Manger</td>
<td>2</td>
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<tr>
<td>10-316-130 Nutrition</td>
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<tr>
<td>10-316-140 Food Practicum I</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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<tr>
<td>Summer Session (recommended)</td>
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<tr>
<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                           | 3       |
| ................................................................| 17      |

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

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.
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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course Code</th>
<th>Course Description</th>
<th>Credits</th>
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<tr>
<td>First Year</td>
<td>10-103-115</td>
<td>MS Word, Beginning</td>
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<td>10-316-115</td>
<td>Culinary Math</td>
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<tr>
<td></td>
<td>10-316-121</td>
<td>Sanitation &amp; Safety Fundamentals</td>
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<tr>
<td></td>
<td>10-316-125</td>
<td>Food Theory</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>10-316-126</td>
<td>Food Production Principles</td>
<td>3</td>
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<td></td>
<td>10-801-195</td>
<td>Written Communication</td>
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<td>Spring Semester</td>
<td>10-316-111</td>
<td>Garde-Manger</td>
<td>2</td>
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<td>10-316-130</td>
<td>Nutrition</td>
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<td>10-316-140</td>
<td>Food Practicum I</td>
<td>3</td>
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<td>10-316-141</td>
<td>Food Practicum II</td>
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<td></td>
<td>10-801-196</td>
<td>Oral/Interpersonal Communication</td>
<td>3</td>
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<td></td>
<td>10-809-166</td>
<td>Intro to Ethics: Theory &amp; Application</td>
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<td>Ethics</td>
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</tbody>
</table>

Students must have a grade of “C” or better in any course to progress in courses which require that course as a prerequisite.

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Gainful Employment Information

Normal time to complete: One year
Tuition & fees*: $4,035
Books & supplies*: $850
Prepares you for careers like:
* Cook
* Food Preparation Worker

SOC Code: 35-2014.00
For more information on occupations in this field, please visit http://www.onetonline.org/link/summary/35-2014.00

This information is provided as a federal requirement in an effort to help students make informed educational decisions. Specifically, Gainful Employment aims to provide information related to future potential debt burden in comparison to the expected earnings in a chosen program or field.

* Tuition and fees includes application, testing, tuition, materials, supplemental, and graduation fees.
* Books and supplies includes new textbooks and required supplies, pre-tax.
The Dental Assistant Program prepares graduates to work with dentists as they examine and treat patients. Dental Assistants with documented skills also may carry out a variety of laboratory, clinical and office duties. Some dental assistants manage the office and are responsible for patient scheduling and bookkeeping functions. Graduates receive a technical diploma and are eligible to write the certification examination of the Dental Assisting National Board. Most dental assistants work in general or specialized dental offices, either for individual dentists or for groups of dentists. Some dental assistants may choose to work for insurance companies, dental laboratories, or dental supply companies. The dental assistant also may find employment with federal agencies such as the Veterans’ Administration, United States Public Health Services, the Armed Forces, or a state, county or city health facility.

The Dental Assistant program is a non-accredited program. It is not accredited by the Commission on Dental Accreditation.

Program Outcomes

1. Perform a variety of entry-level supportive dental procedures.
2. Manage infection and hazard control.
3. Produce diagnostic intraoral and extraoral radiographs on a variety of patients.
4. Perform advanced dental laboratory procedures.
5. Demonstrate professional behaviors, ethics and appearance.

Possible Careers

- Dental Assistant
- Dental Receptionist
- Dental Office Manager
- Dental Practice Manager
- Dental Lab Technician
- Dental Insurance Claims Processor
- Dental Sales Representative
- Dental Treatment Coordinator
- Dental Specialty Assistant

Curriculum

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<td>10-508-101</td>
<td>Dental Health Safety</td>
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<td>31-508-302</td>
<td>Dental Chairside</td>
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<tr>
<td>10-508-113</td>
<td>Dental Materials</td>
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<tr>
<td>10-508-304</td>
<td>Dental &amp; General Anatomy</td>
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<tr>
<td>10-508-103</td>
<td>Dental Radiography</td>
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<td>31-508-306</td>
<td>Dental Assistant Clinical</td>
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<td>31-508-307</td>
<td>Dental Assistant Professional</td>
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<td>31-508-308</td>
<td>Dental Chairside Advanced</td>
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<td>31-508-309</td>
<td>Dental Laboratory Procedures</td>
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<td>31-508-310</td>
<td>Dental Radiography - Advanced</td>
<td>1</td>
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<td>31-508-311</td>
<td>Dental Assistant Clinical-Adv</td>
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<td>10-508-120</td>
<td>Dental Office Management</td>
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<tr>
<td>10-801-196</td>
<td>Oral/Interpersonal Communications</td>
<td>3</td>
</tr>
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This associate degree program prepares individuals for a career as a Dental Hygienist. The dental hygienist is a member of the dental team and helps individuals maintain oral health and prevent oral diseases. Under the supervision of a dentist, the hygienist inspects the mouth, removes stains and deposits from teeth, applies preventative agents, prepares clinical and diagnostic tests, completes dental x-rays, and performs many other services related to oral care. Dental hygienists counsel patients about preventive measures such as nutrition, oral hygiene and dental care.

The program in dental hygiene is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of “initial accreditation.” The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, IL 60611. The Commission’s web address is: www.ada.org

### Program Outcomes
1. Model dental hygiene professional code of ethics.
2. Counsel clients/patients to reduce health risks.
3. Provide community oral health services in a variety of settings.
4. Manage infection and hazard control.
5. Assess data on all aspects of patient/client health using methods consistent with dental hygienist scope of practice and legal principles.
6. Formulate a comprehensive dental hygiene care plan in collaboration with the client and other health professionals.
7. Provide preventive and therapeutic services that promote oral health according to the needs of the patient/client.
8. Evaluate the effectiveness of the implemented client/patient dental hygiene care plan.

### Curriculum - Credits

#### Semester 1
- 10-806-197 Microbiology............................................. 4
- 10-806-177 General Anatomy & Physiology ............... 4
- 10-806-186 Intro to Biochemistry................................. 4

#### Semester 2
- 10-508-101 Dental Health Safety................................. 1
- 10-508-102 Oral Anatomy, Embry, Histology................ 4
- 10-508-103 Dental Radiography................................. 2
- 10-508-105 Dental Hygiene Process I......................... 4
- Elective ........................................................................ 12

#### Semester 3
- 10-508-106 Dental Hygiene Process II....................... 4
- 10-508-108 Periodontology.......................................... 3
- 10-508-109 Cariology.................................................. 1
- 10-508-110 Nutrition and Dental Health..................... 2
- 10-508-111 General & Oral Pathology....................... 3
- 10-801-196 Oral/Interpersonal Communications ........... 3
- Elective ........................................................................ 16

#### Semester 4
- 10-508-112 Dental Hygiene Process III.................... 5
- 10-508-113 Dental Materials......................................... 2
- 10-508-114 Dental Pharmacology.............................. 2
- 10-508-115 Community Dental Health....................... 2
- 10-508-116 Dental Pain Management......................... 1
- 10-809-172 Intro to Diversity Studies......................... 3
- or any other Social Science.......................................... 15

#### Semester 5
- 10-508-107 Dental Hygiene Ethics & Professionalism.......................... 1
- 10-508-117 Dental Hygiene Process IV..................... 4
- 10-809-166 Intro to Ethics: Theory & Application ....... 3
- or any other Social Science.......................................... 4
- 10-809-199 Psychology of Human Relations............... 3
- or any behavioral science.......................................
- 10-801-195 Written Communications........................ 3
- Elective ........................................................................ 15

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**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.
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

### Curriculum Details

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>10-307-167</td>
<td>ECE: Health, Safety, and Nutrition</td>
<td>3</td>
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<tr>
<td>10-307-166</td>
<td>ECE: Curriculum Planning 3 credits</td>
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<tr>
<td>10-307-178</td>
<td>ECE: Art, Music &amp; Language Arts</td>
<td>3</td>
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<tr>
<td>10-307-174</td>
<td>Practicum 1 or 10-307-181 ECE: Infant Toddler Capstone</td>
<td>3</td>
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<tr>
<td>10-307-179</td>
<td>ECE: Child Development</td>
<td>3</td>
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<tr>
<td>10-307-192</td>
<td>Practicum 2 or 10-307-180 ECE: Preschool Capstone</td>
<td>3</td>
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</table>

**Technical Diploma - 24 credits**

### Recommended Electives:
- 10-307-171 ECE: Infant Toddler Group Care       | 3
- 20-804-227 Elementary Math Education I          | 4
- 20-804-237 Elementary Math Education II          | 4
- 20-801-233 Children’s Literature                | 3

Students must have a grade of "C" or better in any course to progress in courses which require that course as a prerequisite.

Students must have a grade of "C" or better in all core courses to graduate. A cumulative GPA of 2.0 is required for graduation.
Emergency Medical Technician

This program covers all emergency knowledge and skills currently considered to be within the responsibilities of the Emergency Medical Technician (EMT) who is providing emergency care in a pre-hospital setting. 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 on an ambulance service, after passing the National Registry Exam and becoming licensed with the State of Wisconsin DHS. This program requires approximately five months to complete.

Program Outcomes
1. Assess requirements for emergency care.
2. Administer emergency medical care according to standards, using critical thinking abilities.
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

Advanced EMT

The Advanced Emergency Medical Technician (AEMT) program expands the role and skills of the EMT. A thorough knowledge of anatomy and physiology, skills involved in obtaining intravenous access, medication administration, and fluid therapy will be included. This instructional program consists of classroom lecture, practical labs and a requirement of field experience.

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

Program Outcomes
1. Verbalize adequate knowledge of anatomy and physiology to initiate an appropriate treatment plan
2. Demonstrate the ability to successfully start an IV in a patient.
3. Formulate management plans for various medical emergencies.
4. Incorporate medication administration with patient management plans
Geographic Information Systems integrate knowledge of people, places, and information for complex decision making in natural resource management, urban planning, community emergency response services, business information management, marketing, and healthcare professions. The program is built on a foundation of computer-aided mapping and surveying technology for collecting spatial data, generating databases, and manipulating tabular data.

Students in this program create maps that identify quantities and/or densities, analyze what's inside or near a study area and indicate spatial data, generating databases, and manipulating tabular data.

Program Outcomes
1. Utilize mechanisms to input, store, query, and retrieve spatial and attribute data in a digital format.
2. Obtain, analyze, document and utilize geographic information for various sources.
3. Communicate geographic information to a variety of users verbally, graphically and in writing.
4. Utilize “tools” of the discipline in the collecting, processing and presentation of geographic data.
5. Critically analyze and present plans/solutions to geographic problems/questions.
6. Interact within a multidisciplinary setting.

Possible Careers
- GIS specialist
- Project manager
- Computer programmer
- Database administrator
- System administrator
- Cartographic designer
- Business development

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<thead>
<tr>
<th>Curriculum</th>
<th>Credits</th>
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<tr>
<td><strong>First Year</strong></td>
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<tr>
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<td>10-806-161 Intro to Geospatial Technologies ... 3</td>
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<td>10-178-100 Global Positioning Systems ... 2</td>
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<td>10-607-104 Surveying I ... 3</td>
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<td>10-804-107 College Mathematics ... 3</td>
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<td>10-178-113 Computer Cartography ... 2</td>
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<td>10-152-115 Database Fundamentals ... 3</td>
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<td>10-806-160 Geographic Information Systems ... 3</td>
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<td>10-801-195 Written Communication ... 3</td>
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<td>10-804-189 Introductory Statistics ... 3</td>
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<td><strong>Total</strong> ... 17</td>
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<tr>
<td><strong>Second Year</strong></td>
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<td>Fall Semester</td>
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<td>10-152-125 Database Design and Implementation ... 4</td>
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<td>10-178-115 Data Acquisitions in GIS ... 3</td>
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<td>10-178-130 Analysis of Spatial Data ... 3</td>
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<td>10-809-108 Human/Cultural Geography ... 3</td>
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<td>10-809-103 Think Critically &amp; Creatively ... 3</td>
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<td><strong>Total</strong> ... 16</td>
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<td>Spring Semester</td>
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<td>10-152-120 Intro to Programming ... 3</td>
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<td>10-178-125 Visualization in GIS ... 3</td>
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<td>10-178-135 Practical Applications in GIS ... 3</td>
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<td>10-806-165 Physical Geography of Landforms ... 4</td>
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<td>10-809-199 Psychology of Human Relations ... 3</td>
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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 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. Apply the principles of design to develop strategic marketing and communication products and services.
2. Demonstrate proficiency in the use of design software, tools and technology.
3. Implement creative solutions from concept through completion using a formal process.
4. Apply effective legal and ethical business practices and project management skills.
5. Communicate artwork rationale in formal and informal settings.

Possible Careers
- Graphic Designer
- Art Director
- Multimedia Artist
- Animator
- Artist

Curriculum
Consider 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 tiss.uwsa.edu for interactive, course-by-course transfer details.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<td>10-201-109</td>
<td>Design</td>
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<tr>
<td>10-201-140</td>
<td>Basic Photography</td>
<td>3</td>
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<tr>
<td>10-201-196</td>
<td>Oral/Interpersonal Communication</td>
<td>3</td>
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<tr>
<td>10-201-175</td>
<td>Computer Graphics</td>
<td>3</td>
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<tr>
<td>10-201-181</td>
<td>Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>10-201-182</td>
<td>Web Page Design</td>
<td>3</td>
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</table>

Possible Careers:
- Graphic Design Assistant
- Communications Assistant

Students completing the courses listed below will earn a Graphic Communication technical diploma. This industry recognized credential provides the skills necessary for entry-level employment in the field and all courses apply to the next level of degree.

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Individualized Technical Studies

Associate of Applied Science - 64 - 72 credits
10-825-1

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 meet 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

| I. Individualized Technical Studies Courses |......| 40-48 |
|II. General Education Core | ........................................ | 15 |
|A. Communications (Select at least 2 courses) |........ | 6 |
|10-801-195 Written Communication |................ | 3 |
|or 20-801-219 English Composition | ........... | 3 |
|10-801-196 Oral/Interpersonal Communication | ......... | 3 |
|or 20-801-210 Fundamentals of Speech | ........ | 3 |
|10-801-197 Technical Reporting | ................ | 3 |
|or 20-801-223 English Composition II | .......... | 3 |

|B. Social Science (Select at least 1 course) | .......... | 3 |
|10-809-195 Economics | ................ | 3 |
|or 20-809-287 Principles of Macroeconomics | .... | 3 |
|10-809-197 Contemporary American Society | ...... | 3 |
|20-809-271 Introductory Sociology | ........ | 3 |

|C. Behavioral Science (Select at least 1 course) | ...... | 3 |
|10-809-199 Psychology of Human Relations | ...... | 3 |
|20-809-251 Introductory to Psychology | .......... | 3 |

|D. Additional Credits | ........................................ | 3 |
|Students must select 3 additional credits from the above listed courses. |

|III. Math and/or Science | ........................................ | 3 |
|IV. Electives | ........................................ | 6 |
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 as 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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>31-660-311</td>
<td>Introduction to Electricity (1st 8 weeks)</td>
<td>1</td>
</tr>
<tr>
<td>32-660-301</td>
<td>Electronics Calculations 1 (1st 8 weeks)</td>
<td>1</td>
</tr>
<tr>
<td>31-660-312</td>
<td>DC Circuits (1st 8 weeks)</td>
<td>1</td>
</tr>
<tr>
<td>31-660-351</td>
<td>DC Generators &amp; Motors</td>
<td>1</td>
</tr>
<tr>
<td>32-660-302</td>
<td>Electronic Calculations 2</td>
<td>1</td>
</tr>
<tr>
<td>31-660-313</td>
<td>Introduction to Alternating Current</td>
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<tr>
<td>31-660-314</td>
<td>AC Circuits</td>
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<tr>
<td>10-103-101</td>
<td>Computer Literacy-Microsoft Windows</td>
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<tr>
<td>31-660-321</td>
<td>Industrial Electronic Devices 1</td>
<td>1</td>
</tr>
<tr>
<td>31-660-341</td>
<td>Introduction to Power Systems &amp; Circuit Protection</td>
<td>1</td>
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<tr>
<td>31-660-322</td>
<td>Industrial Electronic Devices 2</td>
<td>1</td>
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<td>31-660-352</td>
<td>AC Motors</td>
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<td>31-660-371</td>
<td>Industrial Maintenance Practices</td>
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<td>31-660-353</td>
<td>AC Motor Controls</td>
<td>1</td>
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<tr>
<td>31-660-361</td>
<td>Industrial Control Devices</td>
<td>1</td>
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</table>

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Students must have a grade of "C" or better in all core courses to graduate. A cumulative GPA of 2.0 is required for graduation.
The industrial mechanical technician program trains individuals to install, maintain, troubleshoot and repair machinery and equipment in an industrial environment. Units of instruction include mechanical drive systems, power transmission components, material handling techniques, hydraulics/pneumatics, welding, lubrication systems, piping, basic electrical concepts, electrical motor controls, and programmable logic controls. Students learn to perform predictive and preventive maintenance using a variety of troubleshooting techniques including laser machine alignment, vibration analysis, thermal imaging and other condition monitoring technologies. Workplace safety is practiced throughout all areas of instruction.

Program Outcomes

1. Practice industry recognized safety practices and guidelines, including the use of personal protective equipment in an industrial operating environment.
2. Prepare and maintain documentation of work orders, repair work completed, and safety procedures implemented.
3. Install, maintain, troubleshoot and repair industrial machinery and manufacturing equipment, using appropriate tools, materials, and methods.
4. Troubleshoot and repair, mechanical drive systems, hydraulic systems, pneumatic systems, and pumping systems.
5. Troubleshoot and repair industrial electrical equipment.
6. Diagnose and repair process control systems.
7. Develop an effective preventative maintenance program for manufacturing processes and industrial machinery.
8. Interpret drawings, schematics, and specifications for industrial equipment.
9. Use precision measuring equipment.
10. Work as part of a maintenance team to troubleshoot, diagnose and repair industrial equipment and systems.

Possible Careers

- Industrial Maintenance Technician

### Curriculum

<table>
<thead>
<tr>
<th>First Semester</th>
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<tbody>
<tr>
<td>10-449-100 Industrial Safety Fundamentals</td>
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<tr>
<td>10-462-120 Basic Hydraulics for Ind. Mechanics</td>
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<td>10-462-125 Basic Pneumatics for Ind. Mechanics</td>
<td>3</td>
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<td>10-462-126 Industrial Electronic Concepts</td>
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<td>10-462-130 Industrial PC Applications</td>
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<td>31-660-311 Introduction to Electricity</td>
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<td>32-660-301 Electronics Calculations</td>
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<td>31-660-312 DC Circuits</td>
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<th>Second Semester</th>
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<td>10-462-142 Hydraulic Operations for Ind. Mech</td>
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<td>10-462-144 Mechanical Concepts</td>
<td>4</td>
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<tr>
<td>10-462-146 Centrifugal Pump Operations</td>
<td>4</td>
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<tr>
<td>10-462-154 Mechanical Print Reading &amp; Schematics</td>
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<td>10-804-107 College Mathematics</td>
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<td>10-462-152 Troubleshooting PLC Systems</td>
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<td>10-462-156 Repair of Automated Manufact. Equip</td>
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<td>10-806-139 Survey of Physics</td>
<td>3</td>
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<td>10-806-112 Principles of Sustainability</td>
<td>3</td>
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<td>10-809-199 Psychology of Human Relations</td>
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<th>Fourth Semester</th>
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<td>10-462-160 Ind. Fluid Process Control Systems</td>
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<tr>
<td>10-462-162 Adv Machine Troubleshooting &amp; Repair</td>
<td>2</td>
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<tr>
<td>10-462-164 Preventive &amp; Periodic Maintenance</td>
<td>2</td>
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<tr>
<td>10-442-166 Fund. Welding &amp; Machine Tool Oper</td>
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<td>10-801-196 Oral/Interpersonal Communications</td>
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<td>10-809-197 Contemporary American Society</td>
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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. Manage Information technology hardware.
2. Manage software.
4. Provide end user support.
5. Solve information technology problems.
6. Demonstrate customer service skills as an IT professional.
7. Demonstrate the ability to write interactive programs using a web interface.

**Possible Careers**

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

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

**First Year**

**Fall Semester**

10-103-107 MS Office Fundamentals .................. 2
10-103-149 MS Visio ..................................... 1
10-107-127 IT Careers .................................... 3
10-150-110 Networking Fundamentals ............... 3
10-154-177 Web Programming Fundamentals ....... 3
10-801-195 Written Communication .................. 3
10-804-123 Math with Business Application ....... 3

................................. 18

**Spring Semester**

10-152-115 Database Fundamentals .................... 3
10-152-120 Introduction to Programming ............ 3
10-154-140 PC Maintenance & Troubleshooting .... 3
10-154-165 Project Management ...................... 3
10-801-196 Oral/Interpersonal Communication ...... 3
10-809-199 Psychology of Human Relations .......... 3

................................. 18

**Second Year**

**Fall Semester**

10-150-180 Server Operating Systems ............... 3
10-154-147 Emerging Network Technologies ...... 3
10-154-155 Microcomputer Operation Systems .... 3
10-154-170 Help Desk Fundamentals ................. 3
10-801-197 Technical Reporting ..................... 3
10-809-197 Contemporary American Society ....... 3

................................. 18

**Spring Semester**

10-107-128 Introduction to Security ................. 3
10-150-130 Network Infrastructure .................. 3
10-150-141 WAN Technologies ....................... 3
10-150-166 Integrated IP Communications .......... 3
10-809-195 Economics ................................ 3

................................. 15

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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.............................................Credits**

**First Year**

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-103-107 MS Office Fundamentals</td>
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<td>10-801-195 Written Communication</td>
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<td>10-804-123 Math with Business Application</td>
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**Spring Semester**

<table>
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<tr>
<th>Credits</th>
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<tbody>
<tr>
<td>10-152-115 Database Fundamentals</td>
</tr>
<tr>
<td>10-152-120 Introduction to Programming</td>
</tr>
<tr>
<td>10-154-140 PC Maintenance &amp; Troubleshooting</td>
</tr>
<tr>
<td>10-154-165 Project Management</td>
</tr>
<tr>
<td>10-801-196 Oral/Interpersonal Communication</td>
</tr>
<tr>
<td>10-809-199 Psychology of Human Relations</td>
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**Second Year**

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<thead>
<tr>
<th>Fall Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>10-152-125 Database Design &amp; Implementation</td>
<td>4</td>
</tr>
<tr>
<td>10-152-131 Mobile Applications Development 1</td>
<td>3</td>
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<td>10-152-183 Interactive Web Programming</td>
<td>3</td>
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<tr>
<td>10-801-197 Technical Reporting</td>
<td>3</td>
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<tr>
<td>10-809-197 Contemporary American Society</td>
<td>3</td>
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<table>
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<tr>
<th>Spring Semester</th>
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<tbody>
<tr>
<td>10-152-140 Emerging Software Development Tech</td>
<td>3</td>
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<tr>
<td>10-152-145 Mobile Applications Development 2</td>
<td>3</td>
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<tr>
<td>10-152-155 e-Portfolio Administration</td>
<td>3</td>
</tr>
<tr>
<td>10-152-156 Simulation and Game Programming</td>
<td>3</td>
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<tr>
<td>10-809-195 Economics</td>
<td>3</td>
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</tr>
</tbody>
</table>

Students must have a grade of “C” or better in any course to progress in courses which require that course as a prerequisite.

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

**Chapter 6 Educational Offerings**

**Information Technology - Web Analyst/Programmer**

Associate of Applied Science - 67 Credits

**10-152-4**

**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

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Credits</th>
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<tbody>
<tr>
<td><strong>Semester 1</strong></td>
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<tr>
<td>10-102-106 Business Orientation</td>
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<tr>
<td>10-102-130 Principles of Management</td>
<td>3</td>
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<tr>
<td>or 10-102-140 Fund. of Tribal Management</td>
<td>(3)</td>
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<tr>
<td>10-104-111 Marketing Principles</td>
<td>3</td>
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<td>or 10-102-152 Business Marketing</td>
<td>(3)</td>
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<tr>
<td>10-103-115 MS Word, Beginning</td>
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</tr>
<tr>
<td>10-103-126 MS Excel, Beginning</td>
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<td><strong>Semester 2</strong></td>
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<td>10-801-195 Written Communication</td>
<td>3</td>
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<tr>
<td>10-809-172 Intro to Diversity Studies</td>
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<tr>
<td>10-103-127 MS Excel, Intermediate</td>
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<td><strong>Semester 3</strong></td>
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<td>10-809-195 Economics</td>
<td>3</td>
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<tr>
<td>10-103-128 MS Excel, Advanced</td>
<td>1</td>
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<td><strong>Semester 4</strong></td>
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<tr>
<td>10-801-196 Oral/Interpersonal Communication</td>
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<td>10-804-123 Math with Business Applications</td>
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<td><strong>Semester 5</strong></td>
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<tr>
<td>10-102-110 Business Statistics</td>
<td>3</td>
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<tr>
<td>10-104-120 Principles of Selling</td>
<td>3</td>
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<td>10-809-199 Psychology of Human Relations</td>
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<tr>
<td>10-103-169 MS Publisher, Beginning</td>
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<tr>
<td><strong>Semester 6</strong></td>
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<tr>
<td>10-104-140 Internet Marketing</td>
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<td>10-801-197 Technical Reporting</td>
<td>3</td>
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<tr>
<td><strong>Semester 7</strong></td>
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<tr>
<td>10-101-140 Survey of Accounting</td>
<td>3</td>
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<tr>
<td>10-104-135 Promotion</td>
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<td><strong>Semester 8</strong></td>
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<td>10-102-120 Business Law</td>
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<td>10-104-112 Marketing Management</td>
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<tr>
<td>or 10-102-163 Small Business Management</td>
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<td>10-104-145 Marketing Research</td>
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<td><strong>Semester 9</strong></td>
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<tr>
<td>10-104-175 Marketing Internship/Capstone</td>
<td>2</td>
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<td>10-102-191 Service Learning for Manage/Market</td>
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</tbody>
</table>

Students must have a grade of "C" or better in any course to progress in courses which require that course as a prerequisite.

Students must have 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.
Medical assistants work primarily in medical clinics, physician offices, or ambulatory care clinics. The medical assistant is trained in various 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. 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.


From the Outcome Assessment Threshold requirements:
100% of graduates need to have successfully completed all of the psychomotor and affective domain objectives (meeting the cut/passing score established by the program as a minimum standard to be met).

Students shall not receive compensation/payment, monetary or otherwise, from the practicum site. Students will work directly under the supervision of licensed health care professionals.

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 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. Perform medical office duties administrative functions.
2. Provide patient care in accordance with regulations, policies, laws, and patient rights.
3. Perform medical laboratory procedures.
4. Demonstrate professionalism in healthcare setting.
5. Demonstrate safety and emergency practices in a healthcare setting.

Possible Careers
- Medical/Surgical Office Assistant
- Phlebotomist
- Laboratory Assistant
- Optometric Assistant
- Podiatric Assistant
- Pharmacy Assistant
- Chiropractic Assistant

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

Fall Semester
10-501-107 Intro to Healthcare Computer ....................... 2
10-501-101 Medical Terminology ................................ 3
31-509-301 Medical Asst Admin Procedures ................. 2
31-509-302 Human Body in Health & Disease .............. 3
31-509-303 Medical Asst Lab Procedures 1 .................... 2
31-509-304 Medical Asst Clin Procedures 1 ................. 4
10-501-104 Healthcare Customer Services ................. 2
or xx-601-xxx any written communication course ........ 3
............................................................................. 18

Spring Semester
31-509-305 Medical Asst Lab Procedures 2 ............... 2
31-509-307 Medical Office Insurance & Finance .......... 2
31-501-308 Pharmacology for Allied Health ............... 2
31-509-310 Medical Assistant Practicum .................. 3
31-509-309 Medical Law, Ethics & Profess ................. 2
............................................................................. 14

Gainful Employment Information
Normal time to complete: One year
On-time completion: 10%
Job placement: 73%
Tuition & fees: $4,031
Books & supplies: $650
Median federal loan debt: $3,484

Prepares you for careers like:
* Medical/Surgical Office Assistant
* Phlebotomist
* Laboratory Assistant
* Pharmacy Assistant
* Chiropractic Assistant

SOC Code: 31-9092.00
For more information on occupations in this field, please visit http://www.onetonline.org/link/summary/31-9092.00

This information is provided as a federal requirement in an effort to help students make informed educational decisions. Specifically, Gainful Employment aims to provide information related to future potential debt burden in comparison to the expected earnings in a chosen program or field.

1 On-time completion is the length of time between when a student enrolled in any program at Nicolet and completion of this program for 2011-12 graduates.
2 Job placement includes both full- and part-time employment in both related and unrelated occupations for 2011-12 graduates responding to a survey.
3 Tuition and fees includes application, testing, tuition, materials, supplemental, and graduation fees.
4 Books and supplies includes new textbooks and required supplies, pre-tax.
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 Accreditation Commission for Education in Nursing (formerly the National League for Nursing Accrediting Commission or 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
- Completion of admission requirements as a pre-nursing student.
- Completion of developmental courses based on Accuplacer entrance test scores.
- Successful completion of two semesters of high school chemistry with grades of "C" or better or one semester of college chemistry with a grade of "C" or better.
- Successful completion of the nursing assistant course or verification of completion of the nursing assistant course.
- Completion of General Anatomy & Physiology with a grade of "B-" or better.
- Completion of online course ADN Introductory Meeting.
- Nursing program acceptance is dependent upon HESI A2 scores.

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

Possible Careers
- Medical Surgical Nurse
- Ambulatory Care Nurse
- Charge Nurse
- Home Health Nurse
- Private Duty Nurse
- School Nurse

Curriculum................................................. Credits
First Semester (Level I)................................................... 2
10-543-104 Nsg: Introd Clinical Practice ............................. 2
10-801-195 Written Communication .................................. 3
10-806-177 General Anatomy & Physiology ...................... 4
10-809-188 Developmental Psychology .............................. 3
10-543-101 Nursing Fundamentals ................................... 2
10-543-102 Nursing Skills .............................................. 3
10-543-103 Nursing Pharmacology ................................... 2
............................................................................. 19
Second Semester (Level II)
10-543-105 Nursing Health Alterations ............................. 3
10-543-106 Nursing Health Promotion ............................... 3
10-543-107 Nsg: Clin Care Across Lifespan .......................... 2
10-543-108 Nsg: Intro Clinical Care Management ............. 2
10-801-196 Oral/Interpersonal Communication ................. 3
10-806-179 Advanced Anatomy & Physiology ................. 4
............................................................................. 17
Third Semester (Level III)
10-543-109 Nsg: Complex Health Alterat 1 ...................... 3
10-543-110 Nsg: Mental Health Comm Con ...................... 2
10-543-111 Nsg: Intermed Clin Practice ............................ 3
10-543-112 Nursing Advanced Skills ................................. 1
10-806-197 Microbiology ............................................... 4
10-809-199 Psychology of Human Relations ..................... 3
Elective................................................................. 2
............................................................................. 18
Fourth Semester (Level IV)
10-543-113 Nsg: Complex Health Alterat 2 ...................... 3
10-543-114 Nsg: Mgt & Profess Concepts .......................... 2
10-543-115 Nsg: Adv Clinical Practice .............................. 3
10-543-116 Nursing Clinical Transition ............................. 2
10-809-199 Contemporary American Society ..................... 3
Electives........................................................................ 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.

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

continued on next page
Practical Nursing
Nursing students who complete the first year’s curriculum are eligible to petition to graduate from the Practical Nursing program.

Program Outcomes
1. Implement one’s role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to caring, advocacy, and quality care while adhering to evidence-based practice.
2. Demonstrate appropriate written, verbal, and nonverbal communication in a variety of clinical contexts.
3. Integrate knowledge of social, mathematical, and physical sciences, pharmacology, and disease processes while participating in clinical decision-making.
4. Provide patient-centered care under supervision by participating in the nursing process across diverse populations and health care settings.
5. Minimize risk of harm to patients, members of the health care team, and self through safe individual performance and participation in system effectiveness.
6. Collaborate as an active member of the multidisciplinary health care team to provide effective patient care throughout the lifespan.
7. Use information and technology to communicate, manage data, mitigate error, and assist with decision-making.

Advanced Standing for Licensed Practical Nurses:
LPNs licensed in Wisconsin may enter the third semester of the nursing program, provided all first and second semester general education courses are completed with a “C” or better. Also required is the successful complete of the LPN to RN Bridge course and/or successful competency testing in nursing skills. Candidates must have a current Practical Nursing License and be eligible to practice in the State of Wisconsin. LPN credits (nursing credits from prior diploma) are held in escrow until third semester nursing courses are completed with a “C” or better. Contact the health occupation academic advisor for details.

Gainful Employment Information (Practical Nursing)
Normal time to complete: One year
On-time completion: 3%
Job placement: 80%
Tuition & fees: $8,922
Books & supplies: $2,100
Median federal loan debt: $4,478

SOC Code: 29-2061.00
For more information on occupations in this field, please visit http://www.onetonline.org/link/summary/29-2061.00

Prepares you for careers like:
* Ambulatory Care Nurse
* Long Term Care Nurse

This program is accredited by the Accreditation Commission for Education in Nursing (formerly the National League for Nursing Accrediting Commission, Inc). Any comments related to program accreditation or verification of the program’s status can be obtained from Accreditation Commission for Education in Nursing.

Accreditation Commission for Education in Nursing
3343 Peachtree Rd. NE, Suite 850, Atlanta, Georgia 30326
Telephone: (404) 975-5000 Fax: (404) 975-5020
www.nlnac.org

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.
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 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.

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

Program Outcomes
1. Communicate and interact effectively with clients, family, and co-workers.
2. Maintain and protect client rights.
3. Report information and record observations.
4. Demonstrate the ethical and legal responsibilities of the NA/HHA.
5. Assist with client rehabilitation and restorative care, promoting independence.
6. Assist clients with long-term, disabling conditions including dementia.
7. Provides safe care to a diverse population to meet the physical and psychological needs of the client.
8. Works cooperatively in a team environment and employs critical thinking as conditions change.
9. Eligible to take the Wisconsin Nurse Aide Competency Evaluation.

Curriculum .......................... Credits
30-543-300 Nursing Assistant ......................... 3

Students must have a grade of “C” or better in any course to progress in courses which require that course as a prerequisite.

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

Upon completion of the Nursing Assistant diploma, students may choose additional courses depending on the type of health care facility in which the student wishes to seek employment. For example, 30-543-302 Acute Care Nursing Assistant, a 72 hour course, is an intermediate level nursing assistant skills which prepares the student for employment in hospital settings.
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

**First Year**

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>10-106-116</td>
<td>Document Processing</td>
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<tr>
<td>10-106-125</td>
<td>WorkPlace Communications</td>
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<td>10-106-130</td>
<td>Integrated Computer Applications, Beg.</td>
<td>4</td>
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<tr>
<td>10-106-151</td>
<td>Career Management I</td>
<td>1</td>
</tr>
<tr>
<td>10-801-195</td>
<td>Written Communication</td>
<td>3</td>
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<td></td>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>10-103-119</td>
<td>Desktop Publishing</td>
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<tr>
<td>10-106-126</td>
<td>Editing Business Applications</td>
<td>3</td>
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<td>10-106-131</td>
<td>Integrated Computer Applications, Int.</td>
<td>4</td>
</tr>
<tr>
<td>10-106-170</td>
<td>Administrative Procedures</td>
<td>3</td>
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<tr>
<td>10-801-196</td>
<td>Oral/Interpersonal Communication</td>
<td>3</td>
</tr>
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</table>

Students must have a grade of “C” or better in any course to progress in courses which require that course as a prerequisite.

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

Gainful Employment Information

- Normal time to complete: One year
- On-time completion\(^1\): 10%
- Job placement\(^2\): 50%
- Tuition & fees\(^3\): $3,416
- Books & supplies\(^4\): $1,500
- Median federal loan debt: $2,388

Prepares you for careers like:
* Office Assistant
* Receptionist
* File Clerk
* General Office Clerk

SOC Code: 43-9061.00

For more information on occupations in this field, please visit http://www.onetonline.org/link/summary/43-9061.00

This information is provided as a federal requirement in an effort to help students make informed educational decisions. Specifically, Gainful Employment aims to provide information related to future potential debt burden in comparison to the expected earnings in a chosen program or field.

\(^1\) On-time completion is the length of time between when a student enrolled in any program at Nicolet and completion of this program for 2011-12 graduates.

\(^2\) Job placement includes both full- and part-time employment in both related and unrelated occupations for 2011-12 graduates responding to a survey.

\(^3\) Tuition and fees includes application, testing, tuition, materials, supplemental, and graduation fees.

\(^4\) Books and supplies includes new textbooks and required supplies, pre-tax.
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

- Official high school or GED/HSED transcripts
- Completed background check
- Interview with program advisor
- Health/TB/Tetanus form
- Functional Abilities Statement of Understanding form
- Completed signature page of Pharmacy Technician Program Handbook
- Accuplacer or ACT scores (lower scores require prep classes)
  - ACT:  
    - Math: 16 50
    - Reading: 16 55
    - Writing: 16 70

### Possible Careers

- Pharmacy Technician in Community Pharmacies
- Nursing Home Pharmacies
- Home IV Specialist
- Hospital Pharmacies

Call 888.468.6582 for further information about this program.

### Curriculum

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tbody>
<tr>
<td>10-536-110</td>
<td>Pharmaceutical Calculations</td>
<td>3</td>
</tr>
<tr>
<td>10-510-102</td>
<td>Health Insurance &amp; Reimbursement</td>
<td>3</td>
</tr>
<tr>
<td>10-536-112</td>
<td>Pharmacy Business Applications</td>
<td>4</td>
</tr>
<tr>
<td>10-536-115</td>
<td>Pharmacy Law</td>
<td>2</td>
</tr>
<tr>
<td>10-536-120</td>
<td>Fundamentals of Reading Prescriptions.</td>
<td>1</td>
</tr>
<tr>
<td>10-536-138</td>
<td>Pharmacy Community Clinical</td>
<td>2</td>
</tr>
<tr>
<td>10-501-101</td>
<td>Medical Terminology</td>
<td>3</td>
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</tbody>
</table>

**Fall Semester**  
18 credits total

**Spring Semester**  
18 credits total

Choice A (5 credits):
- 10-536-140 Pharmacy Hospital Clinical ............ 3
- 10-536-141 Hospital Clinical Lab .................... 2

Choice B (5 credits):
- 10-536-142 Pharmacy Community Clinical-Adv ... 2
- 10-xxx-xxx An approved business course .......... 3

18 total credits possible

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

Terms
- 5-year training program
- 8,000 hours of on-the-job training
- 576 hours of paid related classroom instruction
- 260 hours of non-paid related instruction (First Aid, Welding, OSHA, Modules, Blueprint Reading, Transition to Trainer, etc)

Program Outcomes
1. Apply state plumbing code requirements to the installation and repair of sanitary drain systems.
2. Apply state plumbing code requirements to the installation and repair of venting systems.
3. Apply state plumbing code requirements to the installation and repair of water supply systems.
4. Apply state plumbing code requirements to the installation and repair of storm drain systems.
5. Apply State plumbing code requirements to the installation and repair of POWTS systems.
6. Refer to the Wisconsin Administrative Plumbing codes.
7. Prepare for Journey level licensure examination.

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.

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

Application Process
- Send completed Apprenticeship Application and official copy of high school transcripts or GED to Nicolet’s Apprenticeship Office.
- 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.

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.
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.

Program Outcomes
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
- Submit official High School or GED/HSED transcripts
- Submit acceptable background check
- Successful completion of Chemistry requirement (high school or college)
- Successful completion of Math requirement (high school or college)
- Successful completion of Medical Terminology class
- Successful completion of Computer Literacy class or pass proficiency test
- Successful completion General Anatomy & Physiology class (credits included in total credits of program)
- Complete clinical observation
- Complete interview with program advisor
- Submit Health/TB/Tetanus Form
- Submit Functional Abilities Statement of Understanding Form
- Successful completion of the Nursing Assistant class within one year of starting a Radiography Clinical or be active on the Wisconsin Nurse Aide Directory
- Meet Accuplacer or ACT scores (lower scores require prep classes)
  - ACT:   Accuplacer:
    - Math  18   50
    - Reading 18  55
    - Writing 18   70

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>
<td>3</td>
</tr>
<tr>
<td>10-526-149 Radiographic Procedures 1</td>
<td>5</td>
</tr>
<tr>
<td>10-526-159 Radiographic Imaging 1</td>
<td>3</td>
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<tr>
<td>10-526-168 Radiography Clinical Practice 1</td>
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<table>
<thead>
<tr>
<th>Term 2 Summer Semester</th>
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<tbody>
<tr>
<td>10-526-192 Radiographic Clinical Practice 2</td>
<td>3</td>
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<tr>
<td>10-804-107 College Mathematics (Nicolet)</td>
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<table>
<thead>
<tr>
<th>Term 3 Fall Semester</th>
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<tbody>
<tr>
<td>10-526-170 Radiographic Imaging 2</td>
<td>3</td>
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<tr>
<td>10-526-191 Radiographic Procedures 2</td>
<td>5</td>
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<tr>
<td>10-526-193 Radiographic Clinical Practice 3</td>
<td>3</td>
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<tr>
<td>10-801-196 Oral/Interpersonal Communication (Nicolet)</td>
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<table>
<thead>
<tr>
<th>Term 4 Spring Semester</th>
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<tbody>
<tr>
<td>10-526-196 Modalities</td>
<td>3</td>
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<tr>
<td>10-526-199 Radiographic Clinical Practice 4</td>
<td>3</td>
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<tr>
<td>10-526-194 Imaging Equipment Operation</td>
<td>3</td>
</tr>
<tr>
<td>10-809-198 Introduction Psychology (Nicolet)</td>
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</tr>
<tr>
<td>10-809-172 Intro to Diversity Studies (Nicolet)</td>
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<table>
<thead>
<tr>
<th>Term 5 Summer Semester</th>
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</tr>
</thead>
<tbody>
<tr>
<td>10-526-190 Radiographic Clinical Practice 5</td>
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<tr>
<td>10-801-195 Written Communication (Nicolet)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>5</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Term 6 Fall Semester</th>
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</tr>
</thead>
<tbody>
<tr>
<td>10-526-189 Radiographic Pathology</td>
<td>1</td>
</tr>
<tr>
<td>10-526-197 Radiation Protection and Biology</td>
<td>3</td>
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<tr>
<td>10-526-198 Radiographic Clinical Practice 6</td>
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<tr>
<td>10-526-174 ARRT Certification Seminar</td>
<td>2</td>
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<tr>
<td>10-526-195 Radiographic Quality Analysis</td>
<td>2</td>
</tr>
<tr>
<td>10-809-196 Introduction to Sociology (Nicolet)</td>
<td>3</td>
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<tr>
<td></td>
<td>13</td>
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</tbody>
</table>

Please contact an Academic 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 maintain 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 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.
- Submit satisfactory medical history and physical examination results.

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

### 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
  ................................................................. 10

**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
  ................................................................. 17

**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
  ................................................................. 12

Note: Students must receive a grade of “C” or better in all courses to graduate.
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>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Studies</td>
<td>39</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>
<td>6</td>
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<tr>
<td>Social Science</td>
<td>3</td>
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<tr>
<td>(includes courses in government, economics, ethics, sociology)</td>
<td></td>
</tr>
<tr>
<td>Behavioral Science</td>
<td>3</td>
</tr>
<tr>
<td>(includes courses in psychology)</td>
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<tr>
<td>Math and/or Science</td>
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<tr>
<td>Additional General Education</td>
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<tr>
<td>(select any general education credits beyond the minimum requirements)</td>
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<tr>
<td>General Education</td>
<td>21</td>
</tr>
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</table>

Students must have a grade of “C” or better in any course to progress in courses which require that course as a prerequisite.

Students must have a grade of “C” or better in all core courses to graduate. 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. Demonstrate industry recognized safety practices.
2. Perform thermal cutting.
3. Produce gas tungsten arc welds.
4. Interpret weld drawings.
5. Demonstrate knowledge of metallurgy fundamentals in a manufacturing setting.
6. Produce shielded metal arc welds.
7. Produce gas metal arc welds.
8. Produce flux core welds.
9. Demonstrate and apply customer services skills.

**Possible Careers**

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

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**Welding/Maintenance & Fabrication**

Students completing the courses listed below will earn a Welding/Maintenance & Fabrication technical diploma. This industry recognized credential provides the skills necessary for entry-level employment in the field and all courses apply to the next level of degree.

**Curriculum:**

31-442-321 Shielded Metal Arc Welding
31-442-322 Oxyfuel & Arc Cutting Processes
31-442-323 Gas Metal Arc Welding Short Circuit
31-442-300 Safety in Welding
31-442-312 Destructive/Non-Destructive Testing
31-421-320 Basic Blueprint Reading/Welding
31-804-302 Applied Technical Math

**Possible Careers:**

- Welder
- Cutter
- Solderer
- Brazer

---

**Gainful Employment Information**

Normal time to complete: One year

Prepare you for careers like:

- Production Welder
- Maintenance Welder
- Welding Sales and Service
- Self-employment

Median federal loan debt: $4,106

SOC Code: 51-4121.00

For more information on occupations in this field, please visit [http://www.onetonline.org/link/summary/51-4121.00](http://www.onetonline.org/link/summary/51-4121.00)

This information is provided as a federal requirement in an effort to help students make informed educational decisions. Specifically, Gainful Employment aims to provide information related to future potential debt burden in comparison to the expected earnings in a chosen program or field.

1. On-time completion is the length of time between when a student enrolled in any program at Nicolet and completion of this program for 2011-12 graduates.
2. Job placement includes both full- and part-time employment in both related and unrelated occupations for 2011-12 graduates responding to a survey.
3. Tuition and fees includes application, testing, tuition, materials, supplemental, and graduation fees.
4. Books and supplies includes new textbooks and required supplies, pre-tax.
Chapter 6  Educational Offerings

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)

**LAND SURVEYING**  40-178-1
Participants in the land surveying certificate will develop an in-depth understanding of the Public Land Survey System (PLSS) and the skills for restoration and preservation of the system. Students will learn to utilize typical survey instruments and develop an understanding of State statutes and codes relative to land surveying. Coursework also focuses on land divisions and mapping, and legal aspects of evidence of boundaries and their location. In conjunction with an Associate’s degree in a related field and review of previous math coursework, the certificate will provide access to a career in land surveying with public and private surveying and engineering entities.

- 10-607-101-00 Surveying Drafting I (3 credits)
- 10-607-103-00 Legal Elements of Land Surveying (3 credits)
- 10-607-105-00 Surveying II (3 credits)
- 10-607-107-00 Land Subdivision Drawing I (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)
Certificates

To pursue a certificate, a student must “declare” that they are planning to work toward the certificate. This is done through Admissions 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. A cumulative GPA of 2.0 is required for graduation.

**ACCOUNTING**

**Small Business Accounting** 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 (2cr)
- 10-101-152 Accounting Principles 2 (2cr)
- 10-101-112 Payroll Accounting (3cr)
- 10-103-101 Computer Literacy-MS Windows (1cr)
- 10-103-126 MS Excel, Beginning (1cr)
- 10-103-155 Quickbooks, Basics (1cr)
- or 10-101-165 Computerized Accounting (3cr)
- or 10-101-101 Office Accounting (2cr)
- or 10-101-140 Survey of Accounting (3cr)
- 10-804-123 Math with Business Applications (3cr)

**BUSINESS MANAGEMENT**

**Entrepreneurial** 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 (3cr)
- 10-102-163 Small Business Management (3cr)
- 10-103-155 Quickbooks Basics (1cr)
- or 10-101-165 Computerized Accounting (2cr)
- or 10-101-101 Office Accounting (2cr)
- or 10-101-140 Survey of Accounting (3cr)
- 10-103-169 MS Publisher, Beginning (1cr)
- 10-801-196 Oral/Interpersonal Communication (3cr)
- 10-104-111 Marketing Principles (3cr)
- or 10-804-123 Math with Business Applications (3cr)
- or 10-102-115 Human Resource Management (3cr)

**General Business Management** 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 (3cr)
- 10-102-106 Business Orientation (1cr)
- 10-102-115 Human Resource Management (3cr)
- 10-102-120 Business Law (3cr)
- or 10-102-141 Advanced Tribal Management (3cr)
- or 10-102-144 The Law and Public Policy (3cr)
- 10-102-130 Principles of Management (3cr)
- or 10-102-140 Fundamentals of Tribal Management (3cr)
- 10-103-115 MS Word, Beginning (1cr)
- or 10-103-126 MS Excel, Beginning (1cr)
- 10-104-111 Marketing Principles (3cr)
- 10-801-195 Written Communication (3cr)
- 10-801-196 Oral/Interpersonal Communication (3cr)
- 10-804-123 Math with Business Applications (3cr)
- 10-809-195 Economics (3cr)

**ARTS, COMMUNICATIONS**

**Technical Communication Certificate** 40-801-1
This interdisciplinary certificate prepares students to create a variety of professional/technical documents they may encounter in the workplace such as simple marketing materials as well as more complex proposals and reports. Completion of the certificate demonstrates a student’s interest in developing advanced technical communication skills that will benefit not only the student but also future employers.

- 10-801-197 Technical Reporting (3cr)
- 10-103-119 Desktop Publishing (2cr)
- 10-103-165 Web Page Development (2cr)
- or 10-154-177 Web Programming Fundamentals (3cr)
- or 10-201-182 Web Page Design (3cr)
- or 20-815-282 Web Page Design (3cr)
- 20-801-234 Report, Proposal, and Grant Writing (3cr)

**Professional Communication** 40-801-2
This 12 credit certificate develops the communication skills desired by employers, including writing, speaking, nonverbal communication, and listening. Through successful completion of four communication courses, students will be able to produce a variety of accurate and effective written reports and oral presentations. Students will also practice communications skills to lead and participate in effective groups.

- 10-801-195 English Composition I (3cr)
- or 20-801-219 Written Communications (3cr)
- 10-801-196 Fundamentals of Speech (3cr)
- or 20-810-201 Oral/Interpersonal Communications (3cr)
- 10-801-197 English Composition II (3cr)
- or 20-801-223 Technical Communication (3cr)
- 20-801-234 Report, Proposal, and Grant Writing (3cr)
Native American Tribal Management  40-102-5
This certificate develops the skills of people who work or plan to work in a First Nation environment. Successful tribal managers possess fundamental management skills and understand how a Native nation’s legal, political and cultural context impact their work. This certificate emphasizes that effective governance and capable administration are keys to the exercise of tribal sovereignty, building strong communities, and sustained economic development. Through the certificate, students learn to lead, motivate, and supervise others; to plan and execute projects and everyday operations; to manage organizational culture; the relationship between tribal governance and administration; essential tribal functions; and economic development strategies - all in the context of Native nations.
- 10-102-140 Fundamentals of Tribal Management (3cr)
- 10-102-141 Advanced Tribal Management (3cr)
- 10-102-142 Tribal Supervisory Management (3cr)

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

COSMETOLOGY

Barber/Cosmetology Instructor  40-502-9
The Barbering/Cosmetology Instructor certificate prepares the student to take the State of Wisconsin examination to become a licensed Barbering or Cosmetology Instructor. To apply for the examination, students must successfully complete the 150 hours of required coursework, hold a current Wisconsin license in the Barbering or Cosmetology profession, and possess 2,000 hours of experience in the Barbering or Cosmetology field. Through the completion of this program, students will acquire the knowledge, both practical and theoretical, along with the skills necessary to teach new students entering the Barbering or Cosmetology professions.
- 31-502-308 Instructor Orientation & Practicum (2cr)
- 10-502-187 Teaching Methods (2cr)
- 10-502-188 Educational Evaluation (2cr)
- 10-502-186 Instructional Planning and Design (2cr)

CULINARY ARTS

Baking  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 (2cr)
- 10-316-125 Food Theory (3cr)
- 10-316-126 Food Production Principles (3cr)
- 10-316-152 Professional Baking (3cr)
- 10-316-153 Advanced Baking (3cr)

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

Culinary Career Essentials  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 (2cr)
- 10-316-125 Food Theory (3cr)
- 10-316-126 Food Production Principles (3cr)

Food Service Management  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, students receive the prestigious NRAEF ManageFirst Professional credential.
- 10-316-159 Restaurant Management (3cr)
- 10-316-121 Sanitation & Safety Fundamentals (2cr)
- 10-316-175 Food Service Cost Control (3cr)
- 10-316-180 Food Service Supervisor (3cr)
- Choose one of following courses:
  - 10-109-195 Beverage Management (2cr)
  - 10-316-130 Nutrition (2cr)
  - 10-316-155 Menu Planning (2cr)
  - 10-316-160 Food Purchasing (2cr)

Kitchen Assistant  40-316-4
This certificate is awarded upon completion of a fourteen 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.
- 10-316-121 Sanitation and Safety Fundamentals (2cr)
- 10-316-125 Food Theory (3cr)
- 10-316-126 Food Production Principles (3cr)
- 10-316-140 Food Practicum I (3cr)
- 10-316-141 Food Practicum II (3cr)

Kitchen Management  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.
- 10-316-121 Sanitation & Safety Fundamentals (2cr)
- 10-316-125 Food Theory (3cr)
- 10-316-126 Food Production Principles (3cr)
- 10-316-155 Menu Planning (2cr)
- 10-316-160 Food Purchasing (2cr)
- 10-316-175 Food Service Cost Control (2cr)
- 10-316-180 Food Service Supervision (3cr)
**EARLY CHILDHOOD EDUCATION**

**Infant Toddler**

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 (3cr)
- 10-307-171 ECE: Infant Toddler Group Care (3cr)
- 10-307-195 ECE: Family & Community Relationships (3cr)
- 10-307-174 ECE: Practicum 1

or 10-307-181 ECE: Infant Toddler Capstone (3cr)


**HEALTH**

**Phlebotomy**

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 (2cr)
- 10-501-101 Medical Terminology (3cr)
- 31-509-302 Human Body in Health & Disease (3cr)
- 10-806-177 General Anatomy and Physiology (4cr)
- 10-513-110 Basic Lab Skills (1cr)
- 10-513-111 Phlebotomy (2cr)
- 10-513-147 Phlebotomy Clinical (2cr)

**INDUSTRIAL ELECTRONICS MAINTENANCE**

**Basic Industrial Electronics Maintenance**

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 investigated and measured. Generation and characteristics of both AC and DC power are discussed along with coverage of standard circuit configurations such as series and parallel.

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

**INDUSTRIAL EQUIPMENT MECHANIC**

**Industrial Maintenance Fundamentals**

Introduces students and builds basic skills to install, maintain, and operate hydraulic, pneumatic, mechanical, and electronic automated equipment used in manufacturing industries. Students will be introduced to diagnostics and repair of equipment components. Upon completion of the certificate, students will be eligible for entry level positions in manufacturing as production workers or maintenance technicians.

- 10-449-100 Industrial Safety Fundamentals (2cr)
- 10-449-120 Basic Hydraulics (3cr)
- 10-449-125 Basic Pneumatics (3cr)
- 10-462-126 Industrial Electronic Concepts (3cr)
- 10-462-130 Industrial PC Applications (2cr)
- 10-809-199 Psychology of Human Relations (3cr)

**INFORMATION TECHNOLOGY**

**IT-CISCO CCNA**

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 (3cr)
- 10-150-130 Network Infrastructures (3cr)
- 10-150-141 WAN Technologies (3cr)
- 10-801-195 Written Communication (3cr)
- 10-801-196 Oral/Interpersonal Communication (3cr)

**IT-Desktop Support Technician**

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 Professional operating system and Microsoft Office 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 (2cr)
- 10-154-155 Microcomputer Operating Systems (3cr)
- 10-154-150 Application Software Support (3cr)
- 10-154-140 PC Maintenance & Troubleshooting (3cr)
- 10-154-170 Help Desk Fundamentals (3cr)
- 10-801-195 Written Communication (3cr)
- 10-801-196 Oral/Interpersonal Communication (3cr)

**IT-Mobile Applications Development**

Offer individuals currently employed in the IT field to upgrade their skills for the new mobile applications development technologies.

- 10-152-131 Mobile Applications Development 1 (3cr)
- 10-152-145 Mobile Applications Development 2 (3cr)
- 10-152-140 Emerging Software Development Techn. (3cr)
- 10-152-183 Interactive Web Programming (3cr)
IT-Simulation and Game Programming  40-152-4
Offer individuals currently employed in the IT field to upgrade their skills for the new simulation and gaming technologies.
10-152-120 Introduction to Programming (3cr)
10-152-131 Mobile Applications Development 1 (3cr)
10-152-145 Mobile Applications Development 2 (3cr)
10-152-156 Simulation and Game Programming (3cr)

MANUFACTURING

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 (1cr)
30-623-300 Intro to High Performance Manufacturing (1cr)
30-625-305 Critical Core Manufacturing Skills (1cr)
30-623-310 Blueprint Reading Fundamentals for Mfg (1cr)
10-103-101 Principles of Lean Manufacturing (1cr)
30-625-300 MSSC Safety (1cr)
30-625-301 MSSC Quality Practices & Measurements (1cr)
31-804-302 Applied Technical Mathematics (2cr)
10-890-100 College Success Skills (1cr)

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 (1cr)
30-625-305 Critical Core Manufacturing Skills (1cr)
30-625-300 MSSC Safety (1cr)
30-625-301 MSSC Quality Practices & Measurements (1cr)
31-421-32001 Basic Blueprint Reading/Welding-Part A (1cr)
31-804-30202 Applied Technical Math-Part A (1cr)

MARKETING

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

OFFICE TECHNOLOGY

Microsoft Office  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 (4cr)
10-106-131 Integrated Computer Applications, Intern (4cr)
10-103-119 Desktop Publishing (2cr)

Receptionist  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 (3cr)
10-106-151 Career Management I (1cr)
10-106-125 WorkPlace Communications (2cr)
10-106-130 Integrated Computer Applications, Beg (4cr)
10-801-195 Written Communication (3cr)

WELDING

Fabrication  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 (2cr)
31-442-331 Measuring Devices (1cr)
31-442-332 Areas Layout (2cr)
31-442-333 Adv. GMAW Spray, Pulse Spray, FCAW (3cr)
31-442-334 Welding Fabrication (3cr)
31-801-305 Applied Comm.: Listening and Speaking (2cr)

Gas Metal Arc Welding  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 (1cr)
31-442-32302 GMAW I – Basic Spray Transfer (1cr)
31-442-32303 GMAW I – Basic Flux Core (1cr)
31-442-32304 GMAW I – GMAW Stainless Steel (1cr)
31-442-32305 GMAW II – GMAW Aluminum (1cr)
31-442-32401 GMAW II – Advanced Spray Transfer (1cr)
31-442-32402 GMAW II – Advanced Flux Core (1cr)
31-421-320 Welding Blueprint Reading (2cr)
General Education (choose one):
31-809-350 Customer Relations (1cr)
31-804-30202 Applied Technical Math Part A AND
31-804-30203 Applied Technical Math Part B (2cr)
31-801-304 Applied Communications: Writing (2cr)
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 courses and programs. Classroom courses in reading and study skills, English, science, and math are offered on the Rhinelander campus, through ITV. Accuplacer scores and other academic measures are used to make recommendations as to whether students should consider taking 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). 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 graduation ceremonies 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 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 Career Counseling Programs

Career Counseling
The Academic Success program provides a variety of 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.

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 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.
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

Nicolet offers courses, workshops, and other life-enriching learning opportunities to meet the needs of lifelong learners.

Examples of types of courses offered include:

- Arts and Crafts
- Computers
- Dance
- Sewing and Quilting
- Health and Fitness
- Food Preparation
- Photography
- Landscaping and Gardening
- Specific classes designed for youth

These courses and activities do not usually require formal educational prerequisites.

A schedule of community education courses and activities is distributed throughout the Nicolet District and is available on the college’s website.

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 help students learn the basics or broaden their expertise, in canoeing, kayaking, fly fishing, biking, birding, flora and fauna, writing, and hiking.

Information is available on the website or by calling 715-3564544 or 800-585-9304.

Instructor-Led Online Classes

In partnership with ed2go®, Nicolet College offers 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
- Advanced EMT
- 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
- Continuing Education Coursed
- Paramedic Refresher

For more information on EMS courses, call the Public Safety Team at 715-365-4600.

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 (NIMS I-100, I-200, I-300, and IS-700)
- Confined space
- Hazardous Materials Technician

For more information on Fire Service Technology, call the Public Safety Team at 715-365-4600.

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 Public Safety Team at 715-365-4600.

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 Public Safety Team at 715-365-4600.
Chapter 7
Courses and Descriptions

This chapter lists the courses that Nicolet offers for its degree, diploma, and certificate programs. Courses are grouped alphabetically by the instructional areas listed below (indicated by the middle three numbers), then numerically by eight-digit course number.

- Occupational associate degree courses: 10-___-1___
- University Transfer Liberal Arts courses: 20-___-2___
- Technical diploma courses: 3-___-3___

Instructional Areas

- Accounting (101)
- Architectural Technology (480, 614)
- Art (815)
- Automotive Technology (404, 602)
- Building Trades - Carpentry (475, 614)
- Business Management (102)
- Computer Aided Design/CAD (606)
- Computer Applications (103)
- Cosmetology (502)
- Criminal Justice - Law Enforcement (504)
- Culinary Arts (109, 316)
- Dental (508)
- Early Childhood Education (307)
- Emergency Medical Technician (531)
- English/Communications (801)
- General College (830, 831, 834, 838)
- Geographic Information Systems (178)
- Graphic Design (201)
- Health/Physical Education (807)
- Health Related (501, 510)
- History (803)
- Industrial Equipment Mechanic (462)
- Industrial Safety (449)
- Information Technology (107, 150, 152, 154)
- Interdisciplinary Quality Improvement (625)
- Land Surveying (607)
- Marketing (104)
- Manufacturing (623, 625)
- Mathematics (804)
- Medical Assistant (509)
- Music (805)
- Nursing, Licensed Practical Nursing, and Nursing Assistant (543)
- Office Technology (106)
- Plumbing (427)
- Science (806)
- Social Science (809)
- Speech/Theatre (810)
- Student Development (196, 550, 890)
- Surgical Technologist (512)
- Welding (421, 442)
- World Language (802)

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 may complete course work online and/or in the business technology skills lab during any of the published open lab hours. Instructors are available online and in the skills lab during published hours 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 (HYBDRD)
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
Students learn to apply debit/credit theory in preparing basic journal entries. The course also includes financial statement ratios, bank reconciliations, payroll, and various month end procedures. Both manual and computerized applications are emphasized. Lecture/lab. 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/co-requisite: 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
Students learn to apply debit/credit theory in preparing basic journal entries. The course includes financial statement ratios, bank reconciliations, payroll, and various month end procedures. Advanced topics such as report design, audit functions, and analysis are also covered. Both manual and computerized applications are emphasized. Lecture/lab. 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
This course will cover many of the features of QuickBooks. Topics will include reports, basic journal entries, recording cash receipts/disbursements, sales, deposits, purchase orders/inventory, basic payroll, and bank reconciliations. Students will also perform some financial analysis. 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.

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.

10-614-105 Architecture AutoCAD
This course focuses on the design development and construction documentation features of AutoCAD Architecture—the basic tools that the majority of students will need in their work. Architecture AutoCAD focuses on conceptual design in the sense of massing studies and space planning, as well as several more advanced features for greater control over the program. Lecture/lab. 3 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 introduction and recommendation. Former graduates are invited to discuss needs of students before employment. Representatives of labor, management, business and the professions are invited to discuss points of interest toward becoming an employee. Lecture. 1 credit.

10-614-130 Intro to Sustainable Building
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 Sustainable Residential Building
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. 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 Explors 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 Europe and the United States. 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 10-201-175 or 20-815-275. 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.
281 Graphic Design (HU)
Examines the structure of words and images in graphic design. Covers basic principles of typographic design. Lab. 3 credits.

281 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.

281-271 Intermediate Photography (HU)
Investigates advanced photographic techniques. Introduces students to medium and large format photography, alternative photography processes and advanced darkroom practices, conceptual development, and contemporary issues of photography. Prerequisite: 20-815-240. Lab. 3 credits.

281-275 Computer Graphics (HU)
Explores the computer’s graphic capabilities in presenting images and investigating visual ideas. Lecture/lab. 3 credits.

281-276 Advanced Computer Graphics (HU)
Explores advanced applications of leading graphics software packages on the Macintosh platform; introduces pre-press work. Prerequisite: 20-101-175 or 20-815-275 and 10-201-109 or 20-815-209, or consent of instructor. Co-requisite: 10-201-183 or 20-815-283. Lecture/lab. 3 credits.

281-281 Graphic Design (HU)
Examines the structure of words and images in graphic design. Covers basic principles of typographic design. Lab. 3 credits.

281-282 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. Co-requisite: 10-201-181 or 20-815-281. Lab. 3 credits.

281-283 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.

281-284 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. Co-requisites: 10-201-176 or 20-815-276, or consent of instructor. Lab. 3 credits.

281-285 Interactive Multimedia (HU)
Takes the student through the basics 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 TECHNOLOGY

10-602-107 Auto Service Fundamentals
This automotive course focuses on developing skills in professionalism, safety, and the use of basic hand and power tools in accordance with industry standards. Students are introduced to the automotive service industry and learn to use both comprehensive and manufacturer's service information to perform basic under-hood and under-car services. Lecture/ lab. 2 credits.

10-602-102 Electrical & Electronic Systems 1
This automotive course focuses on developing the skills needed to diagnose, service, and repair electrical and electronic systems. Learners apply Ohm’s Law to basic electrical circuit diagnosis. Prerequisite: 10-602-107. Lecture/lab. 2 credits.

10-602-103 Engine Repair 1
This automotive course focuses on developing the skills needed to diagnose, service, and repair internal combustion engines. Emphasis is placed on in-vehicle repairs including engine cooling and lubrication systems. Prerequisite: 10-602-107. Lecture/lab. 2 credits.

10-602-104 Brake Systems
This automotive course focuses on developing the skills needed to diagnose, service, and repair vehicle braking systems with an introduction to ABS. (ABS diagnosis, service, and repair will be addressed in the Advanced Chassis course.) Prerequisite: 10-602-107. Lecture/lab/ independent. 3 credits.

10-602-105 Introduction to Hybrid Autos
This course is intended for both the entry level and experienced technician to introduce the learner to basic hybrid vehicle safety and maintenance. After completion of this course the learner will be able to identify a hybrid vehicle, locate and identify the major components of a hybrid vehicle, and locate, identify, and remove the safety disconnect following manufacturer’s and industry standards. Lecture/lab. 2 credits.

10-602-127 Electronic & Electrical Systems 2
This automotive course focuses on developing the skills needed to diagnose, service, and repair electrical and electronic systems, including batteries, starting, charging, and lighting systems, and computer control systems. Prerequisite: 10-602-102. Lecture/lab. 3 credits.

10-602-196 Climate Control Systems
This automotive course focuses on developing the skills needed to diagnose, service, and repair climate control systems including heating, cooling, and air distribution. Upon successful completion of the Mobile Refrigerant Handling unit (ATCP-136), a state certificate will be issued. Prerequisite: 10-602-102. Lecture/lab. 3 credits.

10-602-123 Engine Repair 2
This automotive course focuses on developing the skills needed to diagnose, service, and repair internal combustion engines. Emphasis is placed on out-of-vehicle engine repair including overhaul procedures. Prerequisite: 10-602-103. Lecture/lab. 3 credits.

10-602-124 Steering & Suspension Systems
This automotive course focuses on developing the skills needed to diagnose, service, and repair steering and suspension systems including wheel alignment procedures. Prerequisite: 10-602-107. Lecture/lab. 3 credits.

10-602-125 Hybrid Diagnostics
Students will review and practice principles and functions of hybrid autos and procedures for their maintenance, problem diagnosis, and repair. Function of individual system components are examined. Importance is placed on the safety procedures and processes for the unique hybrid vehicles and equipment. Prerequisite: 10-602-105. Lecture/lab. 2 credits.

10-602-197 Engine Performance 1
This automotive course focuses on developing the skills needed to diagnose, service, and repair powertrain control and ignition systems. Emphasis is placed on diagnostic procedures and the problem-solving techniques associated with automotive engine performance and drivability. Prerequisites: 10-602-127 and 10-602-103. Lecture/lab. 3 credits.
10-602-128 Electrical & Electronic Systems 3
This automotive course focuses on developing the skills needed to diagnose, service, and repair electrical and electronic systems including driver information, horn, wiper/washer, power accessories, cruise control, air bag, anti-theft, and radio systems. Prerequisites: 10-602-102, 10-602-102, and 10-602-127. Lecture/lab. 3 credits

10-602-149 Manual Drive Train & Axles
This automotive course focuses on developing the skills needed to diagnose, service, and repair clutches, manual transmissions/transaxle, differentials, four wheel drive/all wheel drive, and drive axles. Prerequisite: 10-602-127. Lecture/lab. 4 credits

10-602-195 Advanced Chassis Systems
This automotive course focuses on developing the skills needed to diagnose, service, and repair anti-lock brakes, vehicle stability enhancement, and electronic steering and suspension systems. Prerequisites: 10-602-104, 10-602-127, and 10-602-124. Lecture/lab. 2 credits

10-602-109 Auto Transmission/Transaxle
This automotive course focuses on developing the skills needed to diagnose, service, and repair automatic transmission/transaxles including overhaul procedures. Prerequisite: 10-602-127. Lecture/lab. 4 credits.

10-602-198 Engine Performance 2
This automotive course focuses on developing the skills needed to diagnose, service, and repair fuel and emission control systems. Emphasis is placed on diagnostic procedures and the problem-solving techniques associated with automotive engine performance and drivability. Prerequisite: 10-602-197. Lecture/lab. 4 credits.

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 and 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 will learn in group settings using collaborative methods to research service information, vehicle design and operation. Students will prepare to independently perform engine and vehicle chassis and drive train inspections and maintenance. Lecture/lab. 3 credits.

32-404-312 Engine Systems Repair I
Study the theory of automotive internal combustion engine and the integrated and supporting systems of engine operation. Emphasis will be upon engine systems principles of operation, design and construction as foundation for the maintenance, diagnosis, and repair of automobile 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.

32-404-323 Automotive Steering and Suspension I
Students will develop, apply and evaluate service principles relating to steering and suspension systems. The student will also develop basic skills in steering problems related to the service of various steering and suspension systems including springs and shock absorbers, struts, steering sections, power steering units, steering linkage, pre-alignment inspection, and wheel balance. Prerequisites: 32-404-311 and 32-404-329. Lecture/lab. 3 credits.

32-404-324 Automotive Brake Systems I
A study of design, construction, operation and service of vehicle braking systems. Emphasis is placed on disc and drum applications, power brake units, the machining of brake drum and rotors, hydraulic systems and components along with the maintenance and repair of the parking brake system. Co-requisite: 32-404-311. 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 control systems, principles of operation and repair for late model vehicles will be studied. Prerequisites: 32-404-311 and 32-404-329. Lecture/lab. 4 credits.

32-404-329 Chassis Electrical I
Students will develop, apply and evaluate service principles relating to starting, cranking, charging, and several basic chassis electrical accessory systems. The student will also apply DC electrical circuit fundamentals to the related diagnosis, testing and service procedures. Co-requisite: 32-404-31100. Lecture/lab. 4 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/direct practice. 3 credits.

32-404-335 Automotive Automatic Transmissions
Study of vehicle automatic transmission and transaxle theory of operation, maintenance, component and system diagnosis, service and repair. Emphasis will be placed upon: the basic theory of operation and diagnosis of the automatic transmission and transaxle and its related components, repair and replacement procedures, the integration of computer-based systems. Prerequisites: 32-404-311 and 32-404-349. Lecture/lab. 4 credits.

32-404-336 Manual Drivetrains
Prepares student to maintain, diagnose, service and repair manual drivetrains on automobiles and light trucks. Systems studied are components of front wheel, rear wheel, four-wheel, and all-wheel drive automobiles and light trucks. Lecture/lab. 4 credits.

32-404-337 Automotive Heating and Air Conditioning
Develop basic skills required to inspect, discharge, evacuate and charge, air conditioning systems while employing recovery and recycling and charging equipment in accordance with all state of Wisconsin and federal regulations specifically applying mobile refrigerant systems. Prerequisites: 32-404-311 and 32-404-329. Lecture/lab. 3 credits.

32-404-344 Steering/Suspension and Brakes II
Enables the learner to develop the advanced knowledge, skills and abilities to diagnose, service and repair power steering systems, power boost brake systems, ABS systems and to conduct four-wheel alignment. Prerequisite: 31-404-311 and 32-404-329. Co-requisite: 32-404-323. 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. Prerequisites: 32-404-328. Lecture/lab. 5 credits.

32-404-349 Chassis Electrical II
Develop abilities to diagnose, service and repair chassis electrical systems as found on automobiles and light trucks. Special focus will be upon complex or modularized circuitry such as instrumentation, those with IC integrated accessory systems, multiplexing, circuits with varied loads and switching, and those integrated with multiple systems. Prerequisites: 32-404-311 and 32-404-329. Lecture/Lab. 3 credits.

32-404-350 Introduction to Hybrid Auto Safety and Maintenance
This course is intended for both the entry level and experienced technician to introduce the learner to basic hybrid vehicle safety and maintenance. After completion of this course the learner will be able to identify a hybrid vehicle, locate and identify the major components of a hybrid vehicle and be able to locate, identify and remove the safety disconnect following manufacturer’s and industry standards. Lecture/Lab. 2 credits.
32-404-351 Hybrid Vehicle Diagnostics
Learn to diagnosis Hybrid Vehicle systems in this course. The course will include testing various hybrid battery design and functions; testing and examining high voltage charging systems of hybrid vehicles; analyzing various propulsion system designs; and testing individual phases of the high voltage motors contained within different vehicles. Participants will diagnose and compare electronic stability control and traction control systems of hybrid vehicles in relation to the propulsion system. Safety will be emphasized throughout the laboratory components. Prerequisite: 32-404-350. Lecture/Lab. 2 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. 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 1 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 cabling 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 evaluates 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. Student 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: 31-475-303. 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. Student 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; Co-requisites: 31-475-301 and 31-475-302. Lecture/lab. 3 credits.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, mechanical 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
Applies statistical methods to address management related questions and make evidence-based decisions. Students use descriptive and inferential statistics, and perform statistical analyses with nominal, ordinal and interval level data. Analyses include measures of central tendency and dispersion, probabilities, analysis of variance, and contingency tables. Prerequisite: 10-804-123 or consent of instructor. 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.
Chapter 7 Courses and Descriptions

10-102-140 Fundamentals of Tribal Management
Covers 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 include 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.

10-102-152 Business Marketing
Designed to provide an overview of business marketing as an activity and process for creating, capturing, communicating, delivering, and exchanging offerings that have value for customers and stakeholders. This is developed through an understanding of product, pricing, promotion and distribution.
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
Students apply the key elements of successful entrepreneurship to business scenarios, exercises, case studies, self-assessment, and other assignments to 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. Prerequisites: 10-102-130 or 10-102-140, 10-102-120 or 10-102-115, 10-102-152, and 10-102-145, or consent of instructor.
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. 3 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. Pre/co-requisites: 10-102-190 or 10-104-175 or consent of instructor.
Lecture. 1 credit.

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.

10-103-107 MS Office Fundamentals
Students are introduced to the basic functions of MS Word, MS Excel and MS PowerPoint in the business setting. Students will apply word processing features to create business documents, use spreadsheet functions for business applications, and develop skills in using graphics, layout, and slide show features to produce professional-looking presentations.
Lecture/Lab. 2 credits.

10-103-115 MS Word, Beginning
Provides practice in using basic word processing functions and features 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/lab. 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.

10-103-149 MS Visio
Students are introduced to MS Visio. Students will use MS Visio to create flow charts, network diagrams, floor plans, and other related documents. MS Visio is a tool that is used to create both physical and logical diagrams. Lecture/Lab. 1 credit.

10-103-155 QuickBooks Basics
This course will cover the basic features of QuickBooks. Topics will include an introduction to QuickBooks, reports, basic journal entries, recording cash receipts/disbursements, sales, deposits, basic payroll, and bank reconciliations. Students planning to complete Survey of Accounting, Office Accounting, or Computerized Accounting should not enroll in QuickBooks Basics. 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.

COSMETOLOGY

10-502-186 Instructional Planning and Design
Prepares educators to employ the performance-based instructional design process. Participants designate performance expectations, design learning plans, develop assessment tasks, and produce a syllabus. Participants may choose to apply the process to classroom, lab, onsite industrial, online, or other distance learning environments. [This course meets WTCS Certification Requirement #50 - Course/Curriculum Construction.] Lecture. 2 credits.

10-502-187 Teaching Methods
Prepares educators to create a learning environment that supports learners and results in the achievement of designated learning outcomes. Emphasizes teaching and learning techniques that promote active learning, support learners with a variety of learning preferences and needs, and generate continuous improvement in teaching and learning. [This course meets WTCS Certification Requirement #52-Teaching Methods] Lecture. 2 credits.

10-502-188 Educational Evaluation
Prepares educators to design and implement the performance assessment component of a course. Places emphasis on the development of criterion-referenced performance assessment strategies, the application of varied assessment formats, and the use of assessment as a tool for improving teaching and learning. Participants will design performance assessment strategies for a course or other learning experience, create varied assessment tools, and summarize their assessment philosophy. [This course meets WTCS Certification Requirement #54 - Educational Evaluation] Lecture. 2 credits.

31-502-305 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.

31-502-308 Barbering/Cosmetology Instructor Orientation & Practicum
Students will be observing instructors in the classroom, lab and clinic settings. Students will prepare lesson plans for theory and practical lessons, teach lessons under the supervision of licensed instructors, and learn the practical skills of supervising students in a clinical settings. This course will explore the goals of the instructor program and review the curriculum. Students will utilize the Wisconsin Department of Safety and Professional Services for instructor policies and procedures, discussing safety and first aid. Students with discuss student advising, recording keeping and the interpersonal skills necessary for success in the Barber or Cosmetology professions. Lecture/lab. 2 credits.

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: 31-502-305, 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 31-502-376. 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: 1-502-348, and 31-502-319. Clinical. 3 credits.

31-502-335 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, 31-501-305, 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/Co-requisites: 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. Clinical. 2 credits.

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
Discuss 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 circumstances. 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. Prerequisite: 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-require: 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 Certifiability Standards. This course will cover DOJ topics-introduction to POSC, 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 OMAVII/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 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 preparing 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 à 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.

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 equivalent. Lecture/lab. 3 credits.
10-316-155 Menu Planning
Develops skill in planning creative, well-designed, and informative menus for use in the food service industry. Includes planning, design elements, layout, and copy writing. Prerequisites: 10-316-121, 10-316-125, 10-316-126 or equivalents. Lecture. 2 credits.

10-316-156 Advanced Sauces
Focuses 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, 10-316-150, 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.

DENTAL

10-508-101 Dental Health Safety
Prepares dental auxiliary students to respond proactively to dental emergencies, control infection, prevent disease, adhere to OSHA standards, and safely manage hazardous materials. Students also take patient vital signs and collect patient medical/dental histories. Lab. 1 credit.

10-508-102 Oral Anatomy, Embryology, Histology
Prepares Dental Hygienist students to apply detailed knowledge about oral anatomy to planning, implementation, assessment, and evaluation of patient care. Students identify distinguishing characteristics of normal and abnormal dental, head, and neck anatomy and its relationship to tooth development, eruption and health. Prerequisite: 10-806-177 Co-requisites: 10-508-101 and 10-508-103 and 10-508-105. Lecture/Lab. 4 credits.

10-508-103 Dental Radiography
Prepares dental auxiliary students to operate x-ray units and expose bitewing, periapical, extra oral, and occlusal radiographs. Emphasis is placed on protection against x-ray hazards. Students analyze, interpret, and evaluate radiographs for diagnostic value. In this course students demonstrate competency on a mannequin. In addition, students expose bitewing radiographs on a peer, role-play patient. Students gain further experience in exposing radiographs on patients in the clinical portion of their program. This course also provides the background in radiographic theory required for students to make informed decisions and adjustments. Prerequisite: 10-806-177. Co-requisite: 10-508-101. Lecture/Clinical. 2 credits.

10-508-105 Dental Hygiene Process 1
Introduces Dental hygiene students to the basic technical/clinical skills required of practicing Dental Hygienists including use of basic dental equipment, examination of patients, and procedures within the dental unit. Under the direct supervision of an instructor, students integrate hands-on skills with entry-level critical thinking and problem-solving skills. The course also reinforces the application of Dental Health Safety skills. Pre/Co-Requisites: 10-508-101, 10-508-102, 10-508-103. Lecture/Clinical. 4 credits.

10-508-106 Dental Hygiene Process 2
Introduces the application of fluoride and desensitizing agents, whole mouth assessments, comprehensive periodontal examinations, application of sealants, and patient classification. Students also begin performing removal of supragingival stain, dental plaque, calculus accretions, and deposits. In addition, students gain further experience in exposing radiographs on patients. The course also reinforces the application of Dental Health Safety skills. Pre/Co-Requisites: 10-508-102, 10-508-103, 10-508-105. Lecture/Clinical. 4 credits.

10-508-107 Dental Hygiene Ethics & Professionalism
Helps student dental hygienists develop and apply high professional and ethical standards. Students apply the laws that govern the practice of dental hygiene to their work with patients, other members of a dental team and the community. Emphasis is placed on maintaining confidentiality and obtaining informed consent. Students enhance their ability to present a professional appearance. Co-require: 10-508-117. Lecture. 1 credit.

10-508-108 Periodontology
This course prepares student dental hygienists to assess the periodontal health of patients, plan prevention and treatment of periodontal disease, and to evaluate the effectiveness of periodontal treatment plans. Emphasis is placed on the recognition of the signs and causes of periodontal disease and on selection of treatment modalities that minimize risk and restore periodontal health. Prerequisites: 10-508-102, 10-508-103, 10-508-105. Co-requisites: 10-508-106, 10-508-110, 10-508-111. Lecture/Lab. 3 credits.

10-508-109 Cariology
This course focuses on the characteristics and contributing factors of dental decay. Dental Hygiene students help patients minimize caries risk by developing treatment plans, communication methods to patients, and evaluating treatment results. Prerequisites: 10-508-102, 10-508-103, 10-508-105. Co-requisites: 10-508-106, 10-508-110, 10-508-111. Lecture. 1 credit.

10-508-110 Nutrition and Dental Health
Prepares student Dental Hygienists to counsel patients about diet and its impact on oral health. Students learn to distinguish between balanced and unbalanced diets and to construct diets that meet the needs of patients with compromised dental/oral health. Students also learn to counsel patients about the effect of eating disorders on dental health. Prerequisite: 10-508-102. Lecture. 2 credits.

10-508-111 General & Oral Pathology
Prepares the student dental hygienist to determine when to consult, treat or refer clients with various disease, infection or physiological conditions. Students learn to recognize the signs, causes, and implications of common pathological conditions including inflammatory responses, immune disorders, genetic disorders, developmental disorders of tissues and cysts, oral tissue trauma, and neoplasms of the oral cavity. Prerequisite: 10-508-105. Lecture. 3 credits.
Chapter 7 Courses and Descriptions

10-508-112 Dental Hygiene Process 3
This clinical course builds on and expands the technical/clinical skills student dental hygienists developed in Dental Hygiene Process 2. In consultation with the instructor, students apply independent problem-solving skills in the course of providing comprehensive care for calculus case 1, 2, and 3 patients and peri-case type 0, I, II, and III patients. Dental hygiene Process 3 introduces root detoxification using hand and ultrasonic instruments, manipulation of files, use of oral irrigators, selection of dental implant prophylaxis treatment options, and administration of chemotherapeutic agents. Students also adapt care plans in order to accommodate patients with special needs. Prerequisites: 10-508-106, 10-508-108, 10-508-109, 10-508-110, 10-508-111. Lecture/Clinical. 5 credits.

10-508-113 Dental Materials
Prepares dental auxiliary students to handle and prepare dental materials such as liners, bases, cements, amalgam, resin restorative materials, gypsum products, and impression materials. Students also learn to take alginate impressions on mannequins and clean removable appliances. Prerequisite: 10-508-106. Lecture/Lab. 2 credits.

10-508-114 Dental Pharmacology
Prepares student dental hygienists to select safe and effective patient pre-medication, local anesthetic, chemo therapeutic and anti-microbial agents within the scope of dental hygiene practice. Students will also learn to recognize potential pharmacological contraindications for specific patients and to take measures to avoid negative impact or alert other members of the dental team to possible negative impact. Prerequisites: 10-508-106, 10-508-108, 10-508-109, 10-508-110, 10-508-111. Co-requisite: 10-508-112. Lecture. 2 credits.

10-508-115 Community Dental Health
Prepares the Dental Hygienist student to play a proactive role in improving the dental health of community members of all ages. Students perform and interpret dental health research to determine community dental health needs. They also participate in the development, implementation and evaluation of a community dental health program. Prerequisite: 10-508-101. Co-requisite: 10-508-112. Lecture. 2 credits.

10-508-116 Dental Pain Management
This course prepares the student dental hygienist to work within the scope of dental hygiene practice to manage pain for dental patients. Students learn to prevent and manage common emergencies related to administration of local anesthesia, prepare the armamentarium, and administer local anesthesia. This course also addresses the recommendation of alternative pain control measures. Prerequisites: 10-508-114, Health Care Provider level CPR. Lab. 1 credit.

10-508-117 Dental Hygiene Process 4
This clinical builds on and expands the technical/clinical skills student dental hygienists developed in Dental Hygiene Process 3. With feedback from the instructor, students manage all aspects of cases in the course of providing comprehensive care for calculus case type 0, 1, 2, and 3 patients and for peri-case type 0, I, II, and III patients. Emphasizes maximization of clinical efficiency and effectiveness. Prepares student dental hygienists to demonstrate their clinical skills in a formal examination situation. Prerequisites: 10-508-112, 10-508-113, 10-508-114, 10-508-115, 10-508-116. Co-requisite: 10-508-107. Clinical. 4 credits.

10-508-120 Dental Office Management
Prepares dental auxiliary students to manage telephones, appointments, recall systems, and inventory. Students also develop the skills need to process accounts receivable and payable, collections, and third party reimbursements. Students use dental software programs. Lecture. 2 credits.

10-508-150 Dental Hygiene: Transition into Practice
This course will prepare students to transition from the educational dental hygiene setting to the career of dental hygiene. Students will prepare for various licensure examinations, prepare a resume, visit practice settings, critically evaluate dental hygiene publications, and apply quality assurance and management principles to the practice of dental hygiene. Lecture. 1 credit.

10-508-155 Dental Hygiene: National Board Review
This course is an elective course which is not offered on campus, but through an online resource. The company makes the course available for all students who register for up to one year, and offers additional one-on-one support for any student who is unsuccessful on the National Boards. The review involves 18 different Dental Hygiene topics (such as test taking strategies), plus a Comprehensive Exam section. At the end of most topics there is a test section to review and reinforce the most important sections of each topic. The Comprehensive Exam is to be used by the student after completing the other review topics to check on the level of their preparedness for the exam. Access and/or tutoring are also available on an individual basis if a student needs to use the Review after their classes’ year of access has expired. Pre/Co-Requisite: 10-508-117. Lecture. 1 credit.

10-508-160 Success Strategies for Dental Hygienists
Provides students with the tools needed for success in the vital, practical and realistic methods of critical thinking skills for dental hygienists. Decision making, problem solving, analysis of ideas, troubleshooting, creativity, setting goals and objectives are highlights of the course. Lab. 1 credit.

31-508-302 Dental Chairside
Prepares dental assistant students to chart oral cavity structures, dental pathology, and restorations and to assist a dentist with basic dental procedures including examinations, pair control, amalgam restoration, and cavity preparation and to develop patients about preventative dentistry, brushing and flossing techniques, and dental procedures, using lay terminology. Throughout the course, students will apply decoding strategies to the correct use and interpretation of dental terminology. Co-requisites: 10-508-101, 31-508-304, 10-508-113, 10-508-103, 31-508-307, 31-508-306. Lecture/lab. 5 credits.

31-508-304 Dental & General Anatomy
Prepares dental assistant students to apply fundamentals of general and dental anatomy to informed decision-making and to professional communication with colleagues and patients. Lecture. 2 credits.

31-508-306 Dental Assistant Clinical
Students apply skills developed in Dental and General Anatomy, Dental Health Safety, Dental Chairside, Dental Materials, Dental Radiography, and Professionalism in a clinical setting with patients. Emphasizes integration of core abilities and basic occupational skills. They will be able to collect diagnostic and treatment data, manage infection and hazard control, perform clinical supportive treatments (four handed dentistry, maintain instruments, etc.), take diagnostic radiographs, perform dental laboratory procedures, provide patient oral health instruction, assist in managing medical emergencies, model professional behaviors, ethics, and appearance. Pre/Co-requisites: 10-508-101, 31-508-304, 31-508-302, 10-508-113, 10-508-103, and 31-508-307. Lecture/Field. 3 credits.

31-508-307 Dental Assistant Professional

31-508-308 Dental Chairside Advanced
Prepares dental assistant students to adapt chairside skills to assisting with dental specialties as they are performed in general practice. Focuses on pediatric dentistry, orthodontics, oral maxillofacial surgery, endodontics, periodontic, and prosthodontics. Students will also develop the ability to assist with sealants, perform coronal polishing, and apply topically fluoride and topical anesthetics. Lecture/lab. 5 credits.

31-508-309 Dental Laboratory Procedures
Prepares Dental Assistant students to produce alginate impressions and fabricate diagnostic models, oral appliances, temporary restorations, and custom trays. Students also polish oral appliances. Prerequisite: 31-508-303 Pre/co-requisites: 31-508-304 and 31-508-308. Lecture/lab. 4 credits.
31-508-310 Dental Radiography - Advanced
Prepares dental auxiliary students to operate x-ray units and expose bitewing, periapical, extra oral, and occlusal radiographs. Emphasis is placed on protection against x-ray hazards. Students also process, mount and evaluate radiographs for diagnostic value. In this course students demonstrate competency on a manikin. In addition, students expose bitewing radiographs on a peer/role-play patient. Pre/Co-requisites: 31-508-301 and 31-508-304. Lecture/lab. 2 credits.

31-508-311 Dental Assistant Clinical-Adv
Dental Assisting students apply skills developed in Dental Chairside Advanced, Dental Lab Procedures, Dental Radiography-Advanced, and Dental Office Procedures in a clinical setting with patients. Emphasizes integration of core abilities and basic and advanced occupational skills. Prerequisite: 31-508-306 Pre/Co-requisites: 31-508-308, 31-508-309, 31-508-310, and 10-508-120. Field. 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, curricular, 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, curricular, 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, curricular, 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. Prerequisite: 10-307-151 or consent of instructor. 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 behaviors; observe 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; integrate 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. Prerequisite: 10-307-166. 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. Prerequisites: 10-307-148, 10-307-166, 10-307-167, 10-307-178, 10-307-179 and 10-307-188. 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. Prerequisite: 10-307-151 and 10-307-195. Pre/Co-requisite: 10-307-171. 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 childcare setting. The course competencies include: identify children's growth and development; maintain the standards for quality early childhood education; practice strategies that 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 when working 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 social studies activities. Prerequisites: 10-307-166. 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; 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 social studies activities. Prerequisites: 10-307-166. 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. Co-requisite: 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; develop 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 include: 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
Covers all emergency medical techniques currently considered to be within the responsibilities of the EMT who is providing emergency care with an ambulance service. The course meets the standards established for certification by the state of Wisconsin and the National Registry of Emergency Medical Technicians. Prerequisite: 42-531-403. Lecture/Lab. 5 credits/180 hours.
ENGLISH/COMMUNICATIONS

30-531-304 Advanced EMT
Expands the role and skills of the EMT. Skills involved in obtaining
intravenous access, intravenous access, medication administration, and
fluid therapy will be included. Prerequisite: 30-531-301. Student must hold
a current Wisconsin EMT license and BLS Healthcare Provider
certification. Lecture/lab/clinical. 4 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.

10-801-195 Written Communication
Develops writing skills which include prewriting, drafting, revising, and
evaluating. A variety of writing assignments are 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 or 20-801-219. 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
reasoning, 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 or better or 10-801-195 with a
grade of “B” or better. 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.

20-801-231 English Literature 1 (HU)
Examines early English literature through the 18th century classical
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.

20-801-234 Report, Proposal, and Grant Writing (HU)
Introduction to the theory and practice of preparing and analyzing reports
and proposals intended for businesses, governmental agencies, and/or
private and corporate foundations. Individual assignments and group
projects include text documents and oral presentations. Prerequisite: 10-801-197 or 20-801-223. 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 Science Fiction Literature (HU)
Provides a survey of science fiction literature, including its history,
subgenres, and critical theories for examining the genre. Lecture.

20-801-24807 Contemporary World Literature (HU)
A study of contemporary world literature of the 20th century. You will read
texts who authors have been considered marginalized writers. Lecture.
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 workplace, 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.
10-838-105 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. 3 credits.

GEOGRAPHIC INFORMATION SYSTEMS

10-178-100 Global Positioning Systems
Give student knowledge of the Global Positioning System (GPS) with both conceptual and hands-on applications. GIS software and real-world applications will also be introduced. Lecture/lab. 2 credits.

10-178-110 Remote Sensing
Explores the fundamental concepts and applications of remote sensing. Various hands-on remote sensing analysis techniques will be covered during laboratory sessions, including image interpretation and classification for local and regional areas. Laboratory emphasis will be placed on practical applications of remote sensing techniques and technologies. Lecture/lab. 3 credits.

10-178-113 Computer Cartography
This course focuses on basic cartographic and visualization concepts and techniques to effectively convey spatial information to a reader or audience. Students will apply standard statistical techniques for analyzing data and then develop effective map displays of that characterize the most salient spatial results from that statistical analysis. Students will design basic cartographic products such as choropleth maps, contour maps, dot maps, and proportional symbol maps using GIS and they will participate in – in-class map critique sessions. They will explore advanced visualization techniques such as integrating data, text, and graphics, developing web maps, and animating maps to show temporal change. Lecture/lab. 2 credits.

10-178-115 Data Acquisitions in GIS
Learn about and engage in the acquisition, conversion, and creation of digital data. Equipment used will include but not be limited to digitizers, scanners, utilization of remote sensing data, and a Global Positioning System (GPS). Prerequisite: 10-806-160. Lecture/lab. 3 credits.

10-178-120 Programming in ArcGIS
Learn and apply basic object-oriented programming skills applicable to ESRI’s ArcGIS software package. Web-based programming and simple web interfaces will be explored. Upon completion of this course, students will have amassed sample code for future use as well as acquired the skills to customize GIS applications. Lecture/lab. 3 credits.

10-178-125 Visualization in GIS
Students will examine and apply 3-D GIS technology. Students will use ArcGIS software along with the 3-D Analyst extension. Additionally, students will utilize a Geo Wall for 3-D visualization. Co-require: 10-152-120. Lecture/lab. 3 credits.

10-178-130 Analysis of Spatial Data
Leads students though the analytical capabilities of GIS. Course begins with the more elementary, but useful, techniques involving locating and describing features, then proceeds to more advanced techniques based on higher-level spatial objects. Lab exercises utilize the Spatial Analyst Extension of ArcGIS to perform analysis of raster datasets. Prerequisite: 10-804-189. Co-require: 10-178-115. Lecture/lab. 3 credits.

10-178-135 Practical Applications in GIS
Course will give students either a real-world project using GIS in conjunction with a public/private agency or a project suitable to the student’s field of interest. The instructor must approve all independent projects before the student begins working on it. Prerequisites: 10-178-135. Lecture/lab. 3 credits.

10-178-190 Internship/Cooperative Education in GIS
A field/office/lab experience in the GIS area. Course is designed to provide contact involving a variety of responsibilities and skills related to the GIS field. Students who meet the criteria for an internship area matched with available options. Special interest and requirements of the skills of the internship position are taken into consideration. Field. 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 10-201-175 or 20-815-275. 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, chromakey, studio and location shooting, basic digital sound acquisition and editing, lighting basics, editing basics, principles and software, and compression and delivery for various media. 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/co-require: 10-201-184 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-require: 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. Co-requisite: 10-201-183 or 20-815-283. 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. Lab. 3 credits.

10-201-182 Web Page Design
Introduces concepts of web page design. Students will learn the basics of design as they relate to html page construction, site maps with links, and visual aspects and issues of web pages. Co-requisite: 10-201-181 or 20-815-281. 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. Co-requisites: 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 production 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. Lecture/lab. 2 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 coordination. 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. Lecture/lab. 2 credits.

20-807-213 First Aid and CPR (PHYED)
Learn principles and practices of first aid, cardiopulmonary resuscitation and automated external defibrillator use. Students apply first aid, CPR and AED applications to home, work, recreation, and remote settings. Completers received American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers certification and the AHA First Aid Certificate. Lecture. 2 credits.

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 Principles of 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.

20-807-280 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.

31-501-308 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.

HISTORY

20-803-215 History of the American People to 1877
(HU or SOCSCI)
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 SOCSCI)
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.
20-803-227 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 emerging roles of the Pacific Asian nations from the 19th century to the 1990s. 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.

20-803-26001 Intro to Political Theory (HU or SOCSCI)
Examines various western political theories through the analysis and comparison of their central ideas, concepts, and values. The goal of the course is to develop each student's historical, theoretical, and functional understanding of political thought in the United States. Lecture. 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. Transistor circuits 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 takes 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.

INDUSTRIAL EQUIPMENT MECHANIC

10-462-120-00 Basic Hydraulics for Industrial Mechanics
Exposes the student to the theories and basic components of hydraulics. Basic component construction and operation is explored. The theory of function is supplemented by hands on disassembly and assembly of actual industrial components. Lecture/lab. 3 credits.
Chapter 7  Courses and Descriptions

10-462-125-00 Basic Pneumatics for Industrial Mechanics
Exposes the student to the theories and basic components of pneumatics. Basic component construction and operation is explored. The theory of function is supplemented by hands on disassembly and assembly of actual industrial components. Lecture/lab. 3 credits.

10-462-126 Industrial Electronic Concepts
Introduces the student to basics of electricity needed by the industrial mechanic. Included are basic electrical theory, operation and use of the Volt-Ohm meter, AC and DC electric motors, motor controls and wiring, and applications as needed to install, operate, and control industrial machines. Lecture/lab. 3 credits.

10-462-130 Industrial PC Applications
This course will help students develop skills in working with PC's to connect to PLC's, update drivers, install software, backup and restore files for PLC systems. Produce basic documents for preventive maintenance, share documents, use remote access and web based tools and locate resources for using internet tools. Lecture. 2 credits.

10-462-140-00 Pneumatic System Operations
This course provides the application of basic pneumatic principles into typical industrial circuits. The student will experience exercises with basic pneumatic components and simple air systems and how they are applied in circuits. Vacuum components and air logic systems will be included. Prerequisite: 10-462-125 Lecture/lab. 2 credits.

10-462-142-00 Hydraulic Operations for Industrial Mechanics
This course provides the application of basic hydraulic principles into typical industrial circuits. This course is designed to help develop skills in understanding hydraulic components and their interaction to each other in demonstration circuits. Prerequisite: 10-462-120 Lecture/lab. 2 credits.

10-462-144-00 Mechanical Concepts
This course is designed to give the student a basic understanding of the mechanical concepts that are found on industrial equipment. Since all industrial machinery is equipped with some type of mechanical drive, a firm understanding of these drives is necessary for the industrial mechanic. Lecture/lab. 4 credits.

10-462-146-00 Centrifugal Pump Operations
This course is designed to give the student understanding and experience with various types of industrial pumps and drive mechanisms. Basic understanding of centrifugal pumps, theory of operation, installation, maintenance and troubleshooting of pumps and their systems. Students will work with Laser Alignment, and advanced linear slides, brakes and clutches. Lecture/lab. 4 credits.

10-462-150-00 Piping Systems
This course is designed to give the student understanding and experience on how to select size, identify, and install a variety of piping fittings, and valves used in air, water, and other process systems. Lecture/lab. 2 credits.

10-462-152-00 Troubleshooting PLC Systems
This course is designed to use the basic and advanced electrical and electronic control devices in control simulated and actual automated industrial machines. Motor starters, PLC operations, air logic controllers, and electropneumatic components will be investigated. Lecture/lab. 3 credits.

10-462-154-00 Mechanical Print Reading & Schematics
This course allows the student to learn the symbols used in the maintenance industry and to put those symbols into circuits and diagrams. A unit is also given on blueprint reading consisting of basic symbols and reading the dimensions from various blueprints. Lecture. 1 credit.

10-462-156-00 Repair Automated Manufacturing Equipment
This course is designed to give the student understanding and experience with various types of automated equipment, including lock out tag out procedures, set up operation, troubleshooting and repair of machinery and its components. Prerequisite: 10-462-126. Lecture/lab. 4 credits.

10-462-160-00 Industrial Fluid Process Control Systems
This course provides a hands-on approach to the study of fluid handling systems in industry. A wide variety of system components, including pumps, piping, flow control devices, flow measuring devices, level control, and related industrial instrumentation will be studied. Prerequisite: 10-462-235. Lecture/lab. 3 credits.

10-462-162-00 Advanced Machine Troubleshooting & Repair
This course is designed to give the student understanding and experience in machine troubleshooting. Methods of analyzing equipment failure will be investigated. Techniques for machine repair will be performed with the integration of each of four major disciplines in machine operation. Prerequisites: 10-462-230, 10-462-315, and 10-462-325. Lecture/occupational. 2 credits.

10-462-164-00 Preventative & Periodic Maintenance
This course is designed to give the student the opportunity to research the items to be inspected in a preventative maintenance program. Students develop preventative maintenance schedules and perform actual inspections of mechanical, fluid power, and electrical systems. Lecture. 2 credits.

INDUSTRIAL HYDRAULICS-PNEUMATICS

10-419-120 Basic Hydraulics
Exposes the student to the theories and basic components of hydraulics. Basic component construction and operation is explored. The theory of function is supplemented by hands on disassembly and assembly of actual industrial components. Lab. 3 credits.

10-419-125 Basic Pneumatics
Exposes the student to the theories and basic components of pneumatics. Basic component construction and operation is explored. The theory of function is supplemented by hands on disassembly and assembly of actual industrial components. Lab. 3 credits.

INDUSTRIAL SAFETY

10-449-100 Industrial Safety Fundamentals
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. Students will earn an OSHA 30 card and confined space certificate upon completion. Lecture. 2 credits.

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.

10-107-128 Introduction to Security
Gives the student an introduction to computer security. It focuses on what is security and why is it 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.

10-150-110 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.

10-150-141 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 and 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. 4 credits.

10-152-131 Mobile Applications Development 1
Introduces the student to C# programming concepts and statements using object-oriented programming techniques. The learner will implement programming on both pcs and a mobile platform such as smart phones and tablet pcs. 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 Mobile Applications Development 2
Teaches JAVA Programming language. Program are developed using object oriented design and database records for deployment on pcs and a mobile platform such as an Android tablet and smart phone. Co/Prerequisites: 10-152-115 and 10-152-120. Lecture/lab. 3 credits.

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 Simulation and Game Programming
This course builds on object-oriented design and development techniques. The student will develop computer programs for simulation applications and games. Deployment will be to pcs and a gaming console such as Xbox, Wii, and PlayStation. Prerequisites: 10-152-120. Lecture/Lab. 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/lab. 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 form-types required in the Training, Networking, Programming, Database, and End-User area. Lecture/lab. 3 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/lab. 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/lab. 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/lab. 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 or 10-103-149. Lecture/lab. 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, images, and hyperlinks. The student will also learn to link multiple web pages to produce a complete website. Lecture/lab. 3 credits.
LAND SURVEYING

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: 10-607-105. Lecture/lab. 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. Lecture/lab. 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. Prerequisite: 10-607-104. Lecture/lab. 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. Lecture/lab. 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
This course will allow the student to utilize the Internet/Web and other digital media as a marketing tool for today's increasingly competitive and dynamic market place. 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. The learner will use a variety of Internet marketing tools and social media practices. Prerequisites: 10-102-152 or 10-104-111. 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

10-804-107 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.

10-804-123 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.
10-804-189 Introductory Statistics
Learn to display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. They use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships with ANOVA. Prerequisite: 10-834-110 with a grade of "C" or better, 10-804-107 with a grade of "C" or better, one year of high school algebra with a grade of "C" or better, or suitable Accuplacer score. Lecture. 3 credits.

20-804-210 Introduction to Computers and Their Use (MATH)
Introduces hardware, software, and information processing methodologies as problem-solving tools within a liberal arts, sciences, and education context. 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: 10-834-110 with a grade of "C" or better or one year of high school algebra with a grade of "C" or better or suitable UW Math Placement Test score. Lecture. 4 credits.

20-804-224 Algebra for Calculus (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 and series. Prerequisite: 20-804-220 with a grade of "C" or better or two years of high school algebra with a grade of "C" or better or suitable score on the UW Math Placement Test. 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, and algebra. Prerequisite 20-804-220 with a grade of "C" or better or two years of high school algebra with a grade of "C" or better or suitable score on the UW Math Placement Test. Lecture. 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 with a grade of "C" or better or two years of high school algebra with a grade of "C" or better or suitable score on the UW Math Placement Test. Lecture. 4 credits.

20-804-230 Statistics (MATH)
Studies statistical techniques for the systematic collection, presentation, analysis and interpretation of data. Studies statistical inference including confidence intervals. Types I and II errors, hypothesis testing. Also includes descriptive statistics, basic probability theory, the Central Limit Theorem, distributions; linear regression, and correlation. May require use of a graphing calculator or computer software. Prerequisites: 10-834-110 with a grade of "C" or better or one year of high school algebra with a grade of "C" or better or suitable UW Math Placement Test score. Lecture. 3 credits.

20-804-236 Calculus and Analytic Geometry I (MATH)
Covers limits and continuity of functions, the derivative and its applications, the definite integral and its applications. Prerequisites: 20-804-224 and 20-804-228 with a grade of "C" or better or two years of high school algebra with a grade of "C" or better and one year of trigonometry with a grade of "C" or better or suitable score on the US Math Placement Test. 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 with a grade of "C" or better or two years of high school algebra with a grade of "C" or better or suitable score on the UW Math Placement Test. Lecture. 4 credits.

20-804-240 Calculus and Analytic 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. Prerequisite: 20-804-236 with a grade of "C" or better. Lecture. 5 credits.

20-804-241 Calculus and Analytic Geometry III (MATH)
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, and Green's Theorem. Prerequisite: 20-804-240 with a grade of "C" or better or suitable score on the UW Math Placement Test. Lecture. 5 credits.

20-804-250 Quantitative Reasoning (MATH)
Intended to develop analytic reasoning and the ability to solve quantitative problems. Topics may include: construction and interpretation of graphs; functional relationships and mathematical modeling; descriptive statistics; basic probability; geometry & spatial visualizations. This is a suitable final mathematics course for students who do not intend to take Calculus. Prerequisite: 20-804-220 with a grade of "C" or better or two years of high school algebra with a grade of "C" or better or suitable score on the UW Math Placement Test or consent of instructor. Lecture. 4 credits.

20-804-290 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. 1 credit.

20-804-29002 Topics in Advanced Calculus (MATH)
This course is designed for students who can work independently studying higher level mathematical principles in the field of calculus. Students will learn to interpret three-dimensional coordinates, general level curves and level surfaces, compute limits of multivariate functions, compute partial derivatives of multivariate functions, and evaluate double and triple integrals. 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, and quadratic equations. Emphasizes solving word problems. Prerequisite: suitable placement test scores. Lecture. 2 credits.

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. Co-requisite: 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. Prerequisites: 10-501-101, 10-501-107, and 31-509-301 or consent of instructor. Lecture/Lab. 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. Co-requisites: 2nd semester courses. Occupational. 3 credits.

MUSIC

20-805-201 Music Appreciation (HU)
State of the art sound and viewing system will bring to life music of the past and the present. See and hear music from around the world as well as music from the Middle Ages, Renaissance, Baroque, Classical, Romantic, 20th century, and music of today that reflects our more modern society. Music is connected with history, religion, art, architecture, politics and society. Students will learn to identify voices and instruments, and the significance of instrumentation, scoring and arranging. Listen to melody, rhythm, harmony and grouping of sounds to identify periods of music history and their composers. Lecture. 3 credits.

20-805-205 Music Theory 1 (HU)
Enter level music class. Students learn to read music by understanding music notation, music symbols, and vocabulary. Each student will have a keyboard to apply music reading skills. Early childhood education students will also learn how to integrate music into educational and play activities. 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.

20-805-215 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-movie era to the great film composers of the twentieth century. 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/loss, mobility, integument, and fluid/electrolyte balance. Prerequisites: admission to Nursing program. Lecture. 2 credits.

10-543-102 Nursing Skills
Focuses on development of clinical skills and physical assessment across the lifespan. Content includes mathematic calculations and conversions related to clinical skills, blood pressure assessment, aseptic technique, wound care, oxygen administration, 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 skills using a body systems approach. Prerequisite: Admission to Nursing program. Co-requisites: 10-543-104, 10-809-188, 10-801-195. 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. 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. Prerequisite: 10-543-102. Co-requisites: 10-543-102, 10-809-188, 10-801-195. Clinical. 2 credits.
Chapter 7 Courses and Descriptions

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: All 1st semester courses (10-543-101, 10-543-102, 10-543-103, 10-543-104, 10-801-195, 10-809-186). Co-requisites: All 2nd semester courses (10-543-105, 10-543-106, 10-543-107, 10-543-108, 10-806-179, 10-801-196). 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: All 1st semester courses (10-543-101, 10-543-102, 10-543-103, 10-543-104, 10-801-195, 10-809-188). Co-requisites: All 2nd semester courses (10-543-105, 10-543-107, 10-543-108, 10-806-179, 10-801-196). 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. Prerequisites: All 1st semester courses (10-543-101, 10-543-102, 10-543-103, 10-543-104, 10-801-195, 10-809-188). Co-requisites: All 2nd semester courses (10-543-105, 10-543-106, 10-543-108, 10-806-179, 10-801-196). 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. Prerequisites: All 1st semester courses (10-543-101, 10-543-102, 10-543-103, 10-543-104, 10-801-195, 10-809-188). Co-requisites: All 2nd semester courses (10-543-105, 10-543-106, 10-543-107, 10-806-179, 10-801-196). Clinical. 2 credits.

10-543-109 NSG: Complex Health Altern 1
Prepares the learner to expand knowledge and skills 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. Prerequisites: All 2nd Semester Courses (10-543-105, 10-543-106, 10-543-107, 10-543-108, 10-806-179, 10-801-196). Co-requisites: 10-543-109, 10-543-111, 10-543-112, 10-806-197. Lecture. 2 credits.

10-543-111 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. Prerequisites: All 2nd Semester Courses (10-543-105, 10-543-106, 10-543-107, 10-543-108, 10-806-179, 10-801-196). Co-requisites: 10-543-109, 10-543-111, 10-543-112, 10-806-197. Lecture. 2 credits.

10-543-113 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. Prerequisites: All 2nd Semester Courses (10-543-105, 10-543-106, 10-543-107, 10-543-108, 10-806-179, 10-801-196). Co-requisites: 10-543-109, 10-543-110, 10-543-111, 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. Prerequisites: All 3rd Semester Courses (10-543-109, 10-543-110, 10-543-111, 10-543-112, 10-806-197). Co-requisites: 10-543-114, 10-543-115. Lecture. 3 credits.

10-543-114 NSG: Mgt & Profess Concepts

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. Prerequisites: All 3rd Semester Courses (10-543-109, 10-543-110, 10-543-111, 10-543-112, 10-806-197). Co-requisites: 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. Prerequisites: 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.

10-543-127 Transcultural Nursing
Focuses on providing culturally competent nursing care to a multicultural population. Theoretical models and assessment skills are used to examine the diversity of cultural beliefs, values, and practices that impact the health of individuals in society. Emphasis will be placed on general guidelines for providing culturally competent care. Prerequisites: 10-543-101 and 10-543-102. Lecture. 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.

NURSING ASSISTANT
30-543-302 Acute Care Nursing Assistant
This course may be taken after successful completion of the Nursing Assistant program. This course provides instruction in additional skills for the nursing assistant in an acute care environment. 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 Technology, 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/lab 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.

PLUMBING

50-427-751 Sanitary Drains 1
Plumbing related instruction of sanitary drain systems. Course includes a review of codes and trade practices related to sanitary drains, drainage systems, components and applications. Prerequisite: Must be registered as a Plumbing Apprentice. Lecture. 2 credits.

50-427-752 Vents and Venting Systems
This course is designed to provide the apprentice with the skills to identify and design sanitary vent piping in a plumbing system in accordance with the Wisconsin Plumbing Code. The course focuses on theory, work experience, and the application of plumbing code principles through discussions, drawing exercises, work sheets, and evaluations. Prerequisite: Must be registered as a Plumbing Apprentice. Lecture. 2 credits.

50-427-753 Water Distribution 1
This course provides the apprentice with the skills to identify, design, install and service various applications for water supply systems that are listed in plumbing codes. Apprentices will use the code language and tables to in various plumbing systems in accordance with the Wisconsin Plumbing Code. Course topics will include commercial to single family and private well pump systems. The course focuses on theory, work experience, and the application of plumbing code principles through discussions, drawing exercises, work sheets, and evaluations. Prerequisite: Must be registered as a Plumbing Apprentice. Lecture. 2 credits.

50-427-754 Water Distribution 2
This course provides the apprentice with the skills to identify, design, install and service cross connection controls, water treatment equipment and multi-purpose piping systems in various plumbing systems in accordance with the Wisconsin Plumbing Code. The course focuses on theory, work experience, and the application of plumbing code principles through discussions, drawing exercises, work sheets, and evaluations. Prerequisite: Must be registered as a Plumbing Apprentice. Lecture. 2 credits.

50-427-755 Sanitary Drains 2
This course provides the apprentice with the skills to identify, design, install and service various applications for storm water, clear water, and drainage systems. Apprentices will use the code language and tables to in various plumbing systems in accordance with the Wisconsin Plumbing Code. The course focuses on theory, work experience, and the application of plumbing code principles through discussions, drawing exercises, work sheets, and evaluations. Prerequisite: Must be registered as a Plumbing Apprentice. Lecture. 2 credits.

50-427-756 Private Onsite Wastewater Treatment Systems (POWTS)
This course provides the apprentice with the skills to identify, design, install and service various applications for private onsite wastewater treatment systems that are listed in plumbing codes or individual component manuals. Apprentices will use the code language and tables to in various plumbing systems in accordance with the Wisconsin Plumbing Code. Other topics will include pretreatment, soil evaluation, site planning and new technologies. The course focuses on theory, work experience, and the application of plumbing code principles through discussions, drawing exercises, work sheets, and evaluations. Prerequisite: Must be registered as a Plumbing Apprentice. Lecture. 2 credits.

50-427-757 Green Plumbing Applications
This course provides plumbing apprentices with an introduction to green applications and prepares students to take certification exams: Union Programs: UA Green Awareness Certification (geared toward journey workers, not apprenticeship) WTCS Programs: Green Plumbers USA Certification Program Learning materials from both certificate programs have been incorporated into the development of this course as appropriate. Prerequisite: Must be registered as a Plumbing Apprentice. Lecture. 2 credits.

50-427-758 Plumbing Advanced Topics /TSA
This course provides the apprentice with the opportunity to select and complete an applied plumbing project in collaboration with the instructor. Projects will apply the skills required to identify, design, install and service various plumbing applications that are listed in plumbing codes. Apprentices will use the code language and tables to in various plumbing systems in accordance with the Wisconsin Plumbing Code. The course builds upon the theory, work experience, and the application of plumbing code principles addressed in previous coursework to support completing an applied hands-on project. Prerequisite: Must be registered as a Plumbing Apprentice. Lecture. 2 credits.
SCIENCE

10-806-112 Principles of Sustainability
Prepares the student to develop sustainable literacy, analyze the interconnections among the physical and biological sciences and environmental systems, summarize the effects of sustainability on health and well-being, analyze connections among social, economic, and environmental systems, employ energy conservation strategies to reduce the use of fossil fuels, investigate alternative energy options, evaluate options to current waste disposal and recycling in the U.S., and analyze approaches used by your community to promote and implement sustainability. Lecture. 3 credits.

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.

10-806-139 Survey of Physics
This course emphasizes understanding basic physics concepts through laboratory investigation and applications. Topics include kinematics, dynamics, work, energy, power, temperature, heat, waves, electricity, magnetism, electromagnetic waves, optics, and atomic and nuclear physics. Lecture/Lab. 3 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.

10-806-161 Introduction to Geospatial Technologies
Introduces several aspects of geospatial technologies—Google Earth, GIS, Air Photo Interpretation—with an emphasis on hands-on application of theoretical concepts concerning spatial interaction. Lecture. 3 credits.

10-806-165 Physical Geography/Landforms
Introduction to landforms: their origin, classification, and distribution on the earth’s surface. Lecture/lab. 4 credits.

10-806-170 Introductory Physics
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. Prerequisite: One year of high school Chemistry with a grade of “C” or better. Lecture/lab. 4 credits.

10-806-171 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 “B-” or better. Lecture/lab. 4 credits.

10-806-177 Introduction to Biochemistry
Provides students with skills and knowledge of organic and biological chemistry necessary for application with nursing and other allied health careers. Emphasis is placed on recognizing the structure, physical properties and chemical reactions of organic molecules, body fluids, and acids. Additional emphasis is placed on biological functions and their relationships to enzymes, proteins, lipids, carbohydrates, and DNA. 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 organism/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, map (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. 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. Special project development analysis: Capstone Project. 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. Lecture. 3 credits.

20-806-2121 Geographic Information Systems A (SCI)
Includes working with map layers and attribute tables, mapping basics, map design, choropleth maps, map (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. 1 credit.
Chapter 7 Courses and Descriptions

20-806-21202 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: 20-806-21201 or consent of instructor. Lecture. 1 credit.

20-806-21203 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. Prerequisite: 20-806-21201. Lecture. 1 credit.

20-806-213 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.

20-806-230 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 fantastic 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/lab. 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 theory, structure-reactivity theories, and thermodynamics. 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.

20-806-245 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 freshmen college chemistry. Laboratory work assists in understanding chemical concepts and developing problem-solving skills. Students may complete the year of general college chemistry with 20-806-246. Prerequisite: 20-806-220. 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.

20-806-261 Introduction to Geospatial Technologies
Introduces several aspects of geospatial technologies—Google Earth, GIS, Air Photo Interpretation—with an emphasis on hands-on application of theoretical concepts concerning spatial interaction. Lecture. 3 credits.

20-806-265 Survey of Organic Chemistry (SCI)
Introduces the basic concepts of organic chemistry. Prerequisite: Any college chemistry course. 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 basic principles 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. PreCo-requisite: 20-804-230. 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.

31-806-350 Biotechnology for Medicine
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.

SOCIAL SCIENCE

10-809-103 Think Critically & Creatively
Provides instruction in the realistic and practical methods of thinking which are in high demand in all occupations today. Decision making, problem solving, persuasion, creativity, setting goals and objectives are considered in depth as the student applies specific thinking strategies to situations in a wide variety of situations. Lecture. 3 credits.

10-809-108 Human/Cultural Geography
Introduces students to 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. Emphasis is on using Geographic Information Systems (GIS) in a social science settings. Lecture. 3 credits.

10-809-112 Principles of Sustainability
Prepares the student to develop sustainable literacy, analyze the interconnections among the physical and biological sciences and environmental systems, summarize the effects of sustainability on health and well-being, analyze connections among social, economic, and environmental systems, employ energy conservation strategies to reduce the use of fossil fuels, investigate alternative energy options, evaluate options to current waste disposal and recycling in the U.S., and analyze approaches used by your community to promote and implement sustainability. Lecture. 3 credits.

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 Introduction to Diversity Studies
Introduces learners to the study of diversity from a local to a global environment using a holistic, interdisciplinary approach. Encourages self-exploration and prepares the learner to work in a diverse environment. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, religion are explored. Lecture. 3 credits.

10-809-188 Developmental Psychology
Study of human development throughout the lifespan. This course explores developmentally appropriate curriculum 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, and geography 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.

20-809-22002 Topics in Philosophy: Introduction to World Religions (HU)
An introduction to world religions including Native American religions, Judaism, Christianity, Islam, Hinduism, Buddhism, Taoism and others. The course will study the historical roots of religion 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 strived 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 approaches and practical applications. 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 exceptionality. 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.

20-809-265 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.

20-809-271 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.

20-809-276 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.

20-809-282 American Indian Law (SOCSCI)
With an emphasis on First Nation sovereignty, students explore the development of American Indian law and the relationship between tribes, the states and the federal government. Students examine the jurisdictional complexities and issues of PL 280, crime, civil litigation, taxation and regulation, including Indian gaming, business contracts and economic development. Students address the rights of people in Indian Country, and child welfare; the unique rights of tribes including federal trust responsibility, tax issues, water rights, and hunting and fishing privileges. Students distinguish the special status of Indian Country land, including allotment and trust lands, and the effect on jurisdiction. 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.

20-809-28800 Topics in Economics (SOCSCI)
Pursues advanced or specialized economics topics in a traditionally structured, independent study or service-learning format. Topics vary each semester. Depending on the structure, requirements and credit value, topics are developed in advance by the instructor or by the student in consultation with the instructor. Lecture. 3 credits.

20-809-28801 History of Economic Thought (SOCSCI)
This advanced course focuses on the development of economic theory over the history of the discipline. Significant contributors to economic thought included in this study will be Adam Smith, John Maynard Keynes, Karl Marx, Milton Friedman, and other by selection of the instructor and students. Changes in economic reasoning and the reasons for those changes will be a major portion of the course. Relation of economic thought to significant historic events will be emphasized. Prerequisite: Instructor Permission. 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.

31-809-350 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 seminar. 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.

20-810-299 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. Co-requisite: 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. 1 credit.

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.

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 Technologist 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 31-512-328. 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

10-442-166-00 Fundamentals of Welding & Machine Tool Operations
This course introduces students to basic shielded metal arc welding, oxy-fuel arc cutting and pipe welding operations. The students will also work with basic machine tools used in manufacturing and maintenance to develop skills using the lathe, drill press, band saw and grinders. Lab. 2 credits.

31-421-320 Basic Blueprint Reading/Welding
Designed to develop skills and knowledge required to enable the student to interpret and use welding and related prints. Topics include: title blocks, alphabet of liens, orthographic projection, sketching techniques, auxiliary views, section views, review of welding symbols, general dimensioning and tolerancing, and weldments. Lecture. 4 credits.

32-442-300 Safety in Welding
Designed to inform students with safety procedures and safety equipment used in industry. The course will familiarize students with welding equipment, band saws, drills, press, punches, grinders, oxy fuel equipment and an array of hand tools. 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 for Welding
Designed to educate students on metallurgy fundamentals. The course involved how both ferrous and nonferrous metals are produced. Students will experience rockwell testing procedures, heat treating applications, determining stresses or strengths and many other procedures to determine the materials properties. Lecture/lab. 1 credit.

31-442-312 Destructive and Non-Destructive Testing
Designed to familiarize students with various welding testing methods used in industry. These methods will follow American Welding Society standards and procedures that are used in today's industry. These classes will identify welding defects and how to eliminate these defects. Lecture. 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.

31-442-321 Shielded Metal Arc Welding
Designed to familiarize students with the different electrodes used in SMAW. The course will also develop their welding skills in process. Students will have to perform SMAW welds to AWS D1.1 standards.
They will be welding in all positions while using many different thicknesses of material. Lecture/lab. 3 credits.

31-442-322 Oxyfuel and Arc Cutting Processes
Provides students with the basic skills in: manual and machine oxy-fuel cutting, oxy-fuel welding, oxy-fuel brazing, oxy-fuel soldering, repair/maintenance practices, and small fabrication techniques. Emphasis will be placed on types of weldments and quality of weldment. Lecture/lab. 2 credits.

31-442-323 Gas Metal Arc Welding Short Circuit
Designed to develop students with the basic welding skills in GMAW short circuit and spray transfer processes. Students will familiarize themselves with safety procedures, welding equipment and welding procedures for these processes. Lecture/lab. 4 credits.

31-442-324 Flux Cored Arc Welding
Designed to develop welding knowledge and skills in the flux cored arc welding process. Students will have to perform weldments to AWS D1.1 standards. Students will be welding in all positions with different thicknesses of steel. This course will also briefly touch on submerged arc welding. Lecture/lab. 3 credits.

31-442-325 Adv. Welding and Cutting Processes
Teaches students to produce welds and cuts using advanced equipment including robotics, C.N.C. cutting, and submerged arc welding techniques. Co-requisites: 31-442-324, 31-442-326. Lecture/lab. 2 credits.

31-442-326 Gas Tungsten Arc Welding
A very common welding process used in industry. The materials the students will be welding with are mild steel, stainless steel and aluminum. They will be required to weld in all positions with these materials. Weldments must meet AWS D1.1 Code. Lecture/lab. 5 credits.

31-442-330 Advanced Welding Blueprint Reading
Designed to develop advanced skills and knowledge required to enable the student to interpret and use welding and related prints. Topics include: weld symbols, reference lines, print format, dimensioning, general makeup, print reading activities, and completing projects using ability. Lecture. 2 credits.

31-442-331 Measuring Devices
Designed to develop skills and knowledge required to interpret and perform accurate measurements. Some tools used in this course will include micrometers, calipers, sheet steel gauges, feeler gauges and fillet gauges. Measurements will be expressed in English, Metric, decimal and fractional. Hands-on experiences with many of these measuring devices included. Lecture. 1 credit.

31-442-332 Areas Layout
Designed to develop skills in laying out projects from shop sketches or blueprints used in the welding industry; complex projects and design work will be utilized to develop layout and problem-solving skills. Using related tools, machine operations and equipment to fabricate and assemble parts. Lecture/lab. 2 credits.

31-442-333 Advanced GMAW Spray, Pulse Spray, and FCAW
Designed to advance welding skills in GMAW/FCAW Spray processes. The purpose of the course is to introduce longer continuous welds, out of position welds and welding different base metals. Students will have to meet criteria standards that are set by AWS D1.1 structural steel codes. Lecture/lab. 3 credits.

31-442-334 Welding Fabrication
Introduces the learner to various types of structural steel, sheet steel, and pipe and prepares the learner to perform fabrication from assembly prints, including cutting, welding, bending, straightening and repair. The welding processes used in this course will include GMAW-Spray, GMAW-Pulse Spray, and FCAW. Each student will have a series of weldments to complete using specific welding process and welding symbols described on print. Lecture/lab. 3 credits.

WORLD LANGUAGE

10-802-100 Occupational Spanish for Health Professions
Upon completion, participants will be able to use Spanish to obtain basic information about patient history, obtain vital signs, perform physical assessments, perform routine procedures, prepare patients for surgery or other procedures, administer medications and injections, feed and bathe patients, assist and interact with patients' families, honor patients' requests, assist in emergency situations, identify Hispanic culture traits relating to medical care, reduce Hispanics' fear of hospital settings and understand Hispanic health belief systems. Lecture. 1 credit.

10-802-105 Occupational Spanish for Law Enforcement
Upon completion, participants will be able to use Spanish to disarm a suspect, make arrests and ID individuals, stop and search a vehicle, conduct field sobriety tests, issue warrants, assist in emergencies, read the Miranda Warning, render aid to victims and manage prisoners and bystanders. Lecture. 1 credit.

10-802-110 Occupational Spanish for Service Professions
This introductory approach to conversation presents everyday situations encountered on job sites. The course provides students with the basic vocabulary and cultural understanding needed for working with Spanish-speakers in targeted occupations both at home and abroad. Lecture. 1 credit.

10-802-115 Occupational Spanish for Culinary Arts Professions
Upon completion, participants will be able to use Spanish to greet and depart; compliment people; engage in etiquette and social niceties; use holiday greetings; direct kitchen staff, servers, and busing staff; and communicate general rules and safety issues. Lecture. 1 credit.

20-802-217 Spanish I (HU)
Designed for students with no previous training in the language. Emphasizes development of basic communicative skills through practice in listening, speaking, reading and writing. Stresses vocabulary and grammar to enhance students' ability to speak and write in Spanish. Study of customs and values provides an increased awareness of the Spanish-speaking cultures. On completion, students are able to participate in uncomplicated conversations on everyday topics. Lecture. 4 credits.

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.