2014

FALL SEMESTER
August 7 ...................................................... Fall Semester Tuition Due
August 19-20 ............................................ Faculty In-service
August 21 .................................................. New Student Day
August 25 .................................................. Fall Semester Classes Begin
September 1 .............................................. Labor Day (College Closed)
September 2 ............................................. All Staff In-service (No Classes)
November 26 .............................................. Thanksgiving Break (No Classes)
November 27-28 ....................................... Thanksgiving Break (College Closed)
December 11 ............................................. Academic Success Graduation
December 13 ............................................. Graduation
December 19 ............................................. Fall Semester Classes End
December 24-26 ....................................... College Closed
December 29-31 ....................................... College Closed

2015

SPRING SEMESTER
January 1 ................................................. College Closed
January 8 .................................................... Spring Semester Tuition Due
January 19 ............... Martin Luther King Jr. Day (College Closed)
January 20 ............................................. All Staff In-service
January 21 ............................................. Faculty In-service
January 22 ............................................. New Student Day
January 26 ............................................. Spring Semester Classes Begin
March 23-27 ........................................... Spring Break (No Classes)
April 3 ....................................................... Spring Holiday (College Closed)
May 14 ............................................. Academic Success Graduation
May 16 ....................................................... Graduation
May 21 ...................................................... Summer Semester Tuition Due
May 22 ............................................. Spring Semester Classes End
May 25 ..................................................... Memorial Day (College Closed)
SUMMER SEMESTER
May 21 ...................................................... Summer Semester Tuition Due
June 5 ...................................................... Summer Semester Classes Begin
July 3 ...................................................... College Closed
July 31 ..................................................... Summer Semester Classes End

NICOLET COLLEGE PHONE DIRECTORY

Main Switchboard (Toll-Free) ............... 800.544.3039
..................................................... 715.365.4410
Academic Advising .......................... 715.365.4493
Academic Success Center .................. 715.365.4455
(GED/HSED Information,
College & Program Readiness)
Administration
President (Interim) ............................... 715.365.4415
VP of Finance & College Operations . 715.365.4413
VP of Teaching, Learning
& Student Success ......................... 715.365.4416
Executive Director ......................... 715.365.4512
Executive Dean of Economic
Development & Security ................. 715.365.4533
Admissions ............................................. 715.365.4451
Apprenticeships .................................... 715.365.4432
Art Gallery ............................................. 715.365.4556
Art Lab .................................................. 715.365.4506
Assessment & GED Testing .............. 715.365.4448
Auto Lab/Auto Shop ......................... 715.365.4499
Blackboard Support ......................... 715.365.4478
Bookstore ............................................. 715.365.4443
Business Office ................................. 715.365.4458
Campus Security ............................... 715.365.4420
Career Center ..................................... 715.365.4565
Career Coach ................................. 715.365.4451
Communications & College
& Community Initiatives ................. 715.365.4512
Continuing/Community Education ...... 715.365.4694
Cosmetology ........................................ 715.365.4475
Counseling ............................................. 715.365.4448
Deans of:
Business & Instructional Effectiveness 715.365.4438
Economic Development & Security .... 715.365.4533
Health Occupations ....................... 715.365.4473
Students ................................................ 715.365.4685
Trade & Industry/Apprenticeship ...... 715.365.4432
University Transfer & Liberal Arts ..... 715.365.4481

Disability Support Services .............. 715.365.4448
Diversity & Inclusion, Center for .... 715.365.4434
Emergency Medical Services ...... 715.365.4453
Facilities ............................................. 715.365.4419
Faculty Offices
Art Tech Center ................................. 715.365.4473
Birchwoods Center ......................... 715.365.4432
Tamarack Center ............................... 715.365.4438
University Transfer Center .............. 715.365.4693
Financial Aid ..................................... 715.365.4423
Help Desk ............................................. 715.365.4478
Human Resources ......................... 715.365.4435
Lakeland Center ......................... 715.365.6753
..................................................... 800.585.9304
Library ................................................. 715.365.4479
Lost & Found ..................................... 715.365.4493
Nicolet College Foundation ....... 715.365.4518
Nontraditional Occupations ......... 715.365.4448
PK-16 Pathways ................................. 715.365.4464
Public Safety Team ......................... 715.365.4600
Records ............................................. 715.365.4493
Registration ..................................... 715.365.4493
Student Engagement ....................... 715.365.4907
Student Leadership Council ......... 715.365.4907
Theatre ................................................. 715.365.4476
Theatre Box Office ......................... 715.365.4646
Top of the Hill Restaurant .......... 715.365.4646
TTY ................................................... 800.947.3529 or 711
Tutoring ............................................. 715.365.4693
Veterans ............................................. 715.365.4448
Welcome Center ............................... 715.365.4493
Workforce & Economic Development .... 715.365.4905
As a Nicolet College student, you’ve taken an important step that will shape your future in positive ways for many years to come.

A Chinese proverb says, “Learning is weightless, a treasure you can always carry with you.” The skills and knowledge you acquire in Nicolet labs and classrooms will be yours forever and serve as the solid foundation for a career that is personally and professionally rewarding.

During your journey to graduation, you’ll discover that one-on-one attention is a hallmark of a Nicolet education. Everyone – from highly skilled instructors, advisors, and tutors, to staff you may work with for financial aid, scholarships, and buying textbooks – is committed to your success.

Hands-on learning and applying skills in the real world are also hallmarks of a Nicolet education. We work very closely with area employers to make sure the skills taught are an exact match to those needed in the workplace. Instructors in our occupational and trades programs have extensive experience working in the fields they teach, adding another level of real-world application to skills taught.

Nicolet is also a great place to start a bachelor’s degree. The University Transfer and Liberal Arts program is the largest and one of the oldest academic programs at Nicolet. By starting at Nicolet, University Transfer students receive a quality college education while realizing a significant cost savings. When the time comes to transfer to a four-year campus, Nicolet has more than 70 credit transfer agreements in place. These allow students to transfer to any campus in the University of Wisconsin System, including the flagship UW-Madison campus, along with many private colleges.

Many credit transfer agreements apply to occupational programs. There is a pathway for virtually every student in a Nicolet associate degree program to earn a bachelor’s degree.

The education you receive at Nicolet will open many doors.

On behalf of the Nicolet Board of Trustees, faculty, and staff, welcome to Nicolet. We look forward to helping you realize your dreams.

Dr. Kenneth Urban, Ed.D
Nicolet College Interim President
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About Nicolet College

Nicolet is a public community college serving Northern Wisconsin from its Rhinelander Campus on Lake Julia and from outreach centers located throughout the Nicolet District. The College offers more than 70 certificate, technical diploma, and associate degree programs, as well as credits and degrees for University Transfer and Liberal Arts. Nicolet also offers a wide array of continuing education programs.

Created in 1967 as a pilot community college serving in an area where there are no other higher education institutions, Nicolet was destined to be unique in Wisconsin, serving both the technical college and community college missions. 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, as well as credits and degrees for University Transfer and Liberal Arts. Nicolet also offers a wide array of continuing education programs.

The College is governed by a Board of Trustees and is under the general jurisdiction of the Wisconsin Technical College System.

Mission, Vision, and 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 publicly.

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.

Nicolet 2020 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

The University Transfer and 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 and 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.

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.
Nicolet District Board of Trustees

Brian Diel - Additional Member
Owner/President Diel Insurance Group

Bob Egan - Employer Member
Owner, Eagle River Tire

Bob Lussow - Elected Official Member
County Board Chair, Lincoln County

Bob Martini - Additional Member
Retired, Wisconsin Department of Natural Resources

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

Sharon Nielsen - Additional Member
Self-employed Attorney

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

Ron Zimmerman - Employee Member
Consultant, Packaging Corporation of America

President’s Collaborative Council (PCC)

PCC Standing Members:
Kate Ferrel, Dean of Students
Dr. Daniel Groleau, Director of Human Resources
Sandy Kinney, Executive Director
Chuck Komp, Dean of Business and Instructional Effectiveness
Roxanne Lutgen, Vice President of Finance, Operations, and Student Services (Interim)
Greg Miljevich, Director of Technology
Ron Skallerud, Executive Dean of Economic Development and Security
Dr. Kenneth Urban, Interim President
John Van De Loo, Director of Accounting and Business Services
Pete Vanney, Director of Facilities
Lisa Young, Faculty Innovation Council Chair

PCC Rotating Members:

Fall 2014
Susan Berens, Academic Service Professional (ASP) Member
Stefanie Huber, Support Staff Member
Jeff Labs, Faculty Member
Carol Wozniczka, Administrative Professional Member
Jennifer Millen Yonker, Student Leadership Council Member

Spring 2015
PCC Rotating Members to be determined.

Faculty and Administration

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, Adult Career Pathways Manager
B.S., Bowling Green State University; M.S., East Tennessee State University

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

Tony Bellman, IT Sector Liaison
A.A.S., Nicolet College

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

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

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

Marcella Cordova, Academic Success
B.S., University of Wisconsin-Madison

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

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

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

Roger Dorsey, Biology
B.A., Concordia College; M.S., North Dakota State University
Ken Dueising, Automotive Technician
Wyoming Technical Institute

Robert Dumovich, Industrial Mechanical Technician
Technical Diplomas, Gateway Technical College

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

Mark England, Safety and Health Specialist

Kathleen Ferrel, Dean of Students
B.A., University of Wisconsin-Eau Claire;
M.S., Nova Southeastern University

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;
M.S., University of Wisconsin-Stout

Dr. Stuart Greenfield, Business Management
B.S., University of Illinois at Urbana-Champaign; M.S., Ph.D.,
The Pennsylvania State University; M.B.A., Xavier 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/Director of Learner Success
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
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CHAPTER 2
ENROLLMENT SERVICES

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 and 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 and 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 at nicoletcollege.edu. The one-time $30 application fee must be paid online with a credit card, debit card, or electronic check. 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 after September 1 of their senior year.

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 an accommodations specialist 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 visiting nicoletcollege.edu and choosing "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
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. Tuition due dates for 2014-2015 are:

- Fall Semester 2014: August 7, 2014
- Spring Semester 2015: January 8, 2015
- Summer Semester 2015: May 21, 2015

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 Student Days will be held on August 21, 2014 and January 22, 2015. Attendance at New Student Day is mandatory for all new students. During this event, students receive information about academic policies and procedures, campus services, online services, Nicolet email accounts, and student activities and clubs. Students also receive their yearly academic calendars and student ID cards.

Program Waiting Lists

Periodically, high demand for enrollment in a particular program may require students to be placed on a waiting list. If a program is filled when a student applies, but the student meets all 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 other semesters, 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

Applications will be accepted from current high school students after 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 US 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. Contact Admissions for more information about international student 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 Youth Options or Course Options. 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 or Course 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.
Minimum Age for Enrollment continued

- Students under the age of 18 may enroll in Fire Training courses, provided the student is sponsored by a fire department, is covered by a group Workman’s Compensation Insurance Policy, and has parental permission.

Home School Students

Students who are ages 16-18, and are not enrolled in high school may enroll in Nicolet courses providing they meet course/program requirements and have the written permission of their parent or guardian.

Home school students may take scheduled courses provided they:
- are at least 16 years of age
- have completed regular “Home School” class hours
- are a Wisconsin resident

Students ages 16-18, unless they are a high school graduate, may not enroll in Adult Basic Education or adult high school course, and 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.

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.

For information about earning college credits while in high school contact, students should contact their school counselor. Additional information can be obtained by contacting the PK-16 coordinator or visiting nicoletcollege.edu

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.

Course Options

Course Options provide a means for Wisconsin students to take courses offered by other Wisconsin school districts, including charter schools, various institutions of higher education, and approved nonprofit organizations at no cost to the student. Course Options allows a student enrolled in a public school district to take up to two courses at the same time through the program.

Dual Credit

Dual Credit exists 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.

Youth Options

Youth options allows qualified high school juniors and seniors to take credit courses at Nicolet while still enrolled as a Wisconsin public high school student. 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.

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. A student who has completed 10th grade, is in good academic standing with the high school, does not have a record of disciplinary problems, and does not meet the statutory definition of a “child-at-risk” may participate in Youth Options. To enroll in Youth Options, high school students may obtain the forms from the counseling office at the high school. The student must obtain a parent or guardian’s signature on the form and then discuss with a high school counselor how Youth Options will fit into the student’s high school schedule. Forms must be submitted to the high
school by March 1 for the Fall Semester and October 1 for the Spring Semester in order to participate.

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

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

Registration

Credit Limits

Students may enroll in up to 18 credits during the Fall or Spring Semester, and 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 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.

Wisconsin Assembly Bill 201 gives veterans and service members of the armed services priority in registering for courses at the University of Wisconsin System and technical colleges. "Service member" is defined as a person who has served or is serving on active duty under honorable conditions in the US armed forces, in forces incorporated as part of the US armed forces, in the national guard, or in a reserve component of the US armed forces.

Any student attending Nicolet College who qualifies for priority registration must apply for this status, and provide appropriate documentation.

Nicolet College will accept the following items as verification documentation:

- DD214 or DD215 form – Certificate of Release or Discharge from Active Duty
- NGB22/22A form – National Guard Report of Separation and Record of Service
- Reserve Credit Report and “Discharge Order and Point Summary”
- Copy of Commander’s Letter
- Copy of Current Orders
- Letter from County Veteran Service Officer

Upon verification of appropriate documentation, the student will be notified by the Registrar that the application for Priority Registration has been approved. The student will receive email notification through their official Nicolet College email account. Once approved, the student will be eligible for priority registration for the duration of their status as a Nicolet student. The student does not need to be using veteran benefits to be eligible for priority registration. Prior to the opening of registration for each upcoming semester, students who are approved for priority registration will be provided with the date and time on which they are eligible to register for courses.

Non-program students 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 is 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 College. International students pay non-resident tuition.

Tuition is to be paid in full by the following deadlines:

- Fall Semester 2014: August 7, 2014
- Spring Semester 2015: January 8, 2015
- Summer Semester 2015: May 21, 2015

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. 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.
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.

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

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

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

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

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

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 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 a paycheck 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, students 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, information from the prior year federal tax return is needed. This includes federal tax returns 1040, 1040A, or 1040EZ; W-2s from each job worked; unemployment, child support, etc. Dependent students (under the age of 24, single, no dependents, not a veteran) will also need their parents’ federal tax returns and income information. Tax information may be estimated, but must be updated on the FAFSA application after tax returns (both student’s and parent’s) have been filed. Financial aid cannot be processed until this is completed.

2. Apply for a Personal Identification Number (PIN). This is necessary to sign the FAFSA. For dependent students, a parent will also need to apply for a PIN. PINs may not be shared. Apply at pin.ed.gov or while filing the FAFSA. PINs should be kept in a secure place as it will be used throughout the students entire education.

3. Go to fafsa.gov and choose “Start Here.” A PIN is required. 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 students 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. A “Help and Hints” box displays information for each question to help complete the questions. Nicolet’s school code (008919) must be entered on the application. Remember to choose “Save” on each screen as the FAFSA is completed, and again when it is fully completed. A copy of the FAFSA application should be kept for records.

4. Sign the FAFSA application with assigned PIN. Parents will also need to sign and submit if the student is considered dependent. Submit the application by selecting “SUBMIT My FAFSA Now.” A page confirming application has been received should be visible. Print or save the confirmation page for records.
Financial Aid Process cont.

5. Review the Student Aid Report (SAR). The SAR will be sent to the provided email address once the FAFSA is completed. Otherwise, a paper copy will be mailed within 4-6 weeks. Review the SAR carefully and verify the information is correct. To make corrections to the FAFSA visit fafsa.gov. Keep the SAR for records. A corrected SAR will be issued when changes are made. The Nicolet College Financial Aid Office will receive each student’s SAR information electronically from the US Department of Education.

Financial Aid Qualifications

In order to receive financial aid, the following requirements must be met:

- 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 1 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 US Citizen, a National or permanent resident of the United States.
- Not be in default on any educational loan and/or owe any repayment of funds to Nicolet 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 a student is 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, a student may also be selected by Nicolet for verification and he or she will receive a letter from Nicolet requesting additional financial documentation. Financial aid processing can only continue once all paperwork and documentation is completed and submitted. 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 avoid having to get an IRS transcript, use the IRS data retrieval tool when filing your FAFSA or at a later processing date.

What happens once a student qualifies for aid?

Once a student is qualified, a financial aid award will be offered. When the award is made available, a notification will be sent to the student’s home address and/or Nicolet email. Please keep address and email current with Nicolet. The notification contains instructions on how to access the 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 accepting a direct loan for the first time, students must visit 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. If eligible, students can also apply for college work-study opportunities.

When will students receive financial aid awards?

Disbursement is the process of having financial aid (federal grants, state grants, and student loans pay for Nicolet College charges. The financial aid grant refund checks will be mailed each semester on Fridays beginning the third week of classes. 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.

Student loans will be disbursed in two increments.

First-time borrower:
- First disbursement will be 30 days after classes start
- Second disbursement will be mid-point of the semester

Returning borrower:
- First disbursement will happen during the third week of classes
- Second disbursement will happen during the mid-point of the semester

Will financial aid pay for books?

Yes, however students are not able to charge tuition or books until 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 until the specified deadline date.

What about the student tuition 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 financial aid will be processed by the tuition due date. Please contact the Financial Aid Office regarding Summer Semester financial aid. If the FAFSA is filed after these dates, we cannot guarantee that the award will be processed in time and students may be required to pay their tuition bill at the Nicolet College Business Office, online, or arrange a payment plan.

If financial aid does not cover the cost of tuition, the balance on the student’s account must still be paid by the tuition due date. Payment plans can be arranged through a student’s 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 the Financial Aid Office if attending another college and need a consortium agreement.
- Students should contact the Financial Aid Office before withdrawing from a course.
Grants

Grants are a form of financial assistance that do not have to be repaid. (For exceptions please see R2T4 Policy on page 19.)

Pell Grant

The Pell Grant is a federally-funded grant awarded to students with 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.

Effective July 1, 2012 students are limited to six full years (12 semesters/600%) of Pell Grant eligibility during their lifetime. This change affects all students regardless of when or where they received their Pell Grant. If a student attends full time and receives all of the Pell Grant for the year, they will have used 100% of their Pell eligibility for the year. Pell amounts will be pro-rated for part-time enrollment. Students who have already used 600% of their Pell Lifetime Eligibility Used (LEU) will no longer be eligible to receive a Pell Grant (as of Summer 2012). There are no exceptions to this regulation. Students with 500-600% LEU status may have limited Pell eligibility for the current year.

To view a personal Pell Grant LEU login to: nslds.ed.gov/nslds_SA/

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.

Federal Veterans Educational Programs

Veterans, spouses, and dependents that are eligible to receive veterans’ benefits should contact their local County Service Officer or online at 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 provide Nicolet’s Financial Aid Office 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 Grant is for full-time Wisconsin resident undergraduate students who graduated from a Wisconsin public high school after June of 2008. Selection criteria are established by the donor, but students must be Pell Grant recipients and have remaining unmet need in order to be eligible. Students may continue to receive the FFWS for up to 10 consecutive semesters. Eligibility is maintained if adequate academic progress is made, and degree completion is expected. The Wisconsin Higher Educational Aids Board (HEAB) will randomly identify recipients from a list of eligible students provided by Nicolet College. Maximum grant is $1,800 per year.

Fund for Wisconsin Scholars Stipend

The Fund for Wisconsin Scholars Stipend provides additional funds to Nicolet College for the purpose of providing FFWS stipends to certain institution selected students. Only students that are not receiving and have not received a FFWS Grant can be awarded this grant. The amount will be determined by the Nicolet College Financial Aid Office based on the allocation given by FFWS.

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 30 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 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 American; American Indian; Hispanic; or Southeast Asian from Laos, Cambodia, or Vietnam admitted to the US 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 the grant for up to ten semesters.
Wisconsin State Programs continued

Wisconsin Scholars Covenant Grant

The Wisconsin Covenant Scholars Grant was created by the State of Wisconsin to inspire young people to plan for a successful high school career that leads to higher education. The names of students who have signed the WI Covenant Pledge Form and followed guidelines outlined by the State will be forwarded to Nicolet College by the Wisconsin Higher Educational AIDS Board (HEAB). The grant is available for up to four years (eight semesters) and amounts will be determined by the student’s Expected Family Contribution (EFC) and each semester's enrollment. The student must also meet the College’s Satisfactory Academic Progress (SAP) standards each term in order to continue to receive this grant.

Wisconsin Nursing Student Loan Program

Nursing Student Loans are available to students accepted into either the Associate Degree Nursing or Licensed Practical Nursing programs. Students must be Wisconsin residents and demonstrate financial need as determined by completing the FAFSA.

For nursing program graduates who become a licensed RN or LPN and work in Wisconsin for a least two years, 50% of this loan may be forgiven.

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

150% Limit on Subsidized Direct Student Loans

Only first-time borrowers on or after July 1, 2013 are subject to the new provision. Generally, a first-time borrower is one who did not have an outstanding balance of principal or interest on a Direct Loan or on a FFEL Program Loan on July 1, 2013.

Background: On July 6, 2012, the Moving Ahead for Progress in the 21st Century Act (MAP-21) (Public Law 112-141) was enacted. MAP-21 added a new provision to the Direct Loan statutory requirements (see HEA section 455(q)) that limits a first-time borrower’s eligibility for Direct Subsidized Loans to a period not to exceed 150% of the length of the borrower’s educational program. Under certain conditions, the provision also causes first-time borrowers who have exceeded the 150% limit to lose the interest subsidy on their Direct Subsidized Loans. This new provision is in addition to the aggregate limit on Direct Subsidized Loans of $23,000.

What it means: For first-time borrowers on or after July 1, 2013, there is a limit on the maximum period of time (measured in academic years) that Direct Subsidized Loans can be received. This time limit does not apply to Direct Unsubsidized Loans or Direct PLUS Loans. If this limit applies, students may not receive Direct Subsidized Loans for more than 150% of the published length of your program. This is called “maximum eligibility period” and is based on the published length of the current program in which a student is enrolled. For example, if enrolled in a two-year associate degree program, the maximum period for which a student can receive Direct Subsidized Loans is three years (150% of two years = three years).

Because the maximum eligibility period is based on the length of a student’s current program of study, the maximum eligibility period can change if a student changes to a program that has a different length. Also, if Direct Subsidized Loans are received for one program and a student changes to another program, the Direct Subsidized Loans received for the earlier program will generally count toward the new maximum eligibility period.

Certain types of enrollment may cause students to become responsible for the interest that accrues on Direct Subsidized Loans when the US Department of Education usually would have paid it.

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.

Parent Plus Loans

Parent Loans for Undergraduate Students (PLUS) are education loans for parents of undergraduate dependent students (students are required to provide parent information on the FAFSA application). PLUS loans are available to parents regardless of income or assets, but a credit check is performed. Parents may borrow up to the Cost of Attendance, minus the Expected Family Contribution (EFC) derived from the FAFSA, minus any other financial aid, scholarships and other assistance the student has already received.

The PLUS Loan goes into repayment 60 days after it is fully disbursed for the year and is the financial responsibility of the parents, not the student. If the student agrees to make payments on the PLUS Loan, but fails to make the payments on time, the parent will be held responsible.
Alternative Loans

Alternative or ‘private’ student loans can be an important funding source for students who need more loan funds than the federal programs can supply or who are ineligible for federal student loans.

Alternative loan programs have various interest rates and terms of repayment. Alternative loans are not federally guaranteed and can take several weeks to process. All alternative loan programs require a credit check on either the borrower, co-signer or both. Before applying for an Alternative Loan, we suggest meeting with the Nicolet College Financial Aid Director to assess eligibility and to obtain more specific information regarding the application process.

Disclosure

The National Student Loan Data System (NSLDS) compiles all data involving federal student loans for undergraduate and graduate students. Because the NSLDS is keeping the personal, financial and loan information of every student, the question of who can retrieve a student’s information might be a privacy issue of concern. Below are questions and answers regarding privacy and security matters of student loan information.

What data is found in the NSLDS?

The data that can be retrieved in the NSLDS are the student’s full name; Social Security number; date of birth; address; gender; citizenship; family income; school enrollment and status; course of study; and types of student loans obtained, including the amount and the status of the loan.

Who can obtain student information in the NSLDS?

The following private and government agencies as well as entities with the kinds of disclosure notices indicated may gather information from the NSLDS about a student account:

- Agencies under the federal and state governments
- Accredited consumer reporting agencies (Experian, Equifax, and Trans Union)
- Labor organization disclosure
- Administrative disclosures
- Contract disclosure
- Enforcement disclosure
- Department of Justice disclosure
- Congressional member disclosure
- Freedom of Information Act advice disclosure
- Employee grievance, complaint, or conduct disclosure
- Litigation and alternative dispute resolution disclosure

When can student loan information be shared with the above-mentioned agencies or in response to the listed kinds of disclosures?

Private or government groups will be given the right to collect student loan information only when the purpose of the request adheres to the provisions stated in the Privacy Act. Any purpose for gathering the information that does not comply with the law is not allowed by the Department of Education. NSLDS information can be accessed at: nslds.ed.gov/nslds_SA/

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 the Financial Aid Office 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.

Federal benefits include Montgomery GI Bill, Post 911 GI Bill, Reserve Educational Assistance Program (REAP), Post-Vietnam Era Veterans’ Education Assistance Program (VEAP), Survivors and 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 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 the Financial Aid Office of their VA eligibility, course enrollment, changes in their course enrollment, or withdrawal 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 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 the Financial Aid Office for the 60% refund dates.
Nicolet College a student must meet all of the following requirements for an associate degree, technical diploma, or eligible certificate. Students can only receive financial aid for courses) in their program area. All periods of enrollment and courses attempted are included even if aid was not received for them.

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.

Consult with the Financial Aid Office prior to any withdrawal to discuss your situation or if you have any questions regarding your financial aid. Students who want to dispute an amount may require them to fulfill specific terms and conditions such as taking reduced course loads or enrolling in specific courses. These students may appeal for reinstatement for their next semester of attendance.

Evaluation: Financial aid recipient’s satisfactory progress is evaluated after the completion of each semester or payment period.

Financial Aid Warning: If the student does not meet the above standards, they will be placed on Financial Aid Warning for one semester so they can get back in good standing while still maintaining their financial aid. During this warning semester, the student must meet the standards at the end of the term or they will be placed on financial aid suspension.

Financial Aid Suspension: If a student does not meet the above standards after the warning semester, they will be placed on financial aid suspension and become ineligible to receive future financial aid until they meet the SAP requirements. If there are extenuating circumstances, students may appeal for reinstatement.

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 to 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 on 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:

- 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 as appropriate

Use of support services for students with documented disabilities is voluntary. Disclosure of request for services will not affect enrollment status or placement into a program or class.
CHAPTER 3  POLICIES AND PROCEDURES

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

Any student enrolled in a course at Nicolet College who is unable to attend the first session of the course must contact 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 staff member 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 receive written notification, and an academic hold will be placed on the student’s record. 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 other staff member.

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>Grade Point Averages</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>AS = Advanced Standing</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>AU = Audit</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>I = Incomplete</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>S = Satisfactory</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>T = Transfer Credit</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>U = Unsatisfactory</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>W = Withdrawn</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>Grades of “S” or “U” are assigned only in Community Education courses and/or in special circumstances requiring the approval of the Vice President of Teaching, Learning, and Student Success.</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

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 quality point value by the number of credits and dividing the total points by the total number of credits, e.g.:

\[
\text{GPA} = \frac{\text{Total Quality Points}}{\text{Total Credits}}
\]

\[
\begin{align*}
\text{5 Credits of } "A" & = 5 \times 4 = 20 \\
\text{10 Credits of } "B-" & = 10 \times 2.67 = 26.7 \\
\text{5 Credits of } "D+" & = 5 \times 1.33 = 6.65 \\
\text{20 Total Credits} & = 53.35 \text{ Total Quality Points} \\
\text{divided by 20 Credits} & = 2.67 \text{ GPA}
\end{align*}
\]

The GPA calculation for financial aid recipients is computed on all courses undertaken. "I" and "W" grades received and recorded are included in the computation of a GPA only when the GPA is utilized to determine a student’s financial aid standing. See the Academic Standards of Progress policy in Chapter 4.
A student’s cumulative GPA is calculated using all courses taken at Nicolet College regardless of the year in which the courses were taken. Grades received at other higher education institutions are not used in the cumulative GPA calculation for Nicolet College.

Repeating a Course

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

Incomplete

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 pm on the deadline day. The deadline day 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 Wt. 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 education 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 may change registration status from credit to audit using the standard procedures for schedule changes, following these guidelines:

- During the first half of the course, a student may change from credit to audit with the consent of the instructor.
- In the second half of the course, a student may change from credit to audit with the consent of the instructor and if they are passing the course at the time of the change.

A student who has elected to change to audit may not, at a later date, change back to credit status.

A student who initially elects to audit may change to credit if:

- 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.

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 the Financial Aid Office 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 part of a recognized Youth Apprenticeship program; or (c) It is otherwise comparable in scope and content to a specific course or courses (not covered by an articulation agreement), as deemed by program faculty.

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

B. Written/Performance Examinations

A student may elect to prove his/her knowledge of course competencies if the student believes he/she has already acquired the knowledge from coursework or prior life experiences. The criteria for the examination are determined by the course instructor(s) and approved by the Dean of Instruction. The examination for a specific course can be taken only once. Credits are recorded on the transcript, however, they are not calculated into the cumulative GPA.
C. National Examinations
Credit may be granted for a specific course or courses with a minimally acceptable score on an examination with nationally recognized standards. National exams include, but are not limited to, the College Board Advanced Placement (AP), College-Level Examination Program (CLEP), DANTES, the International Baccalaureate exams, and nationally recognized exams in specific occupational areas.
- CLEP: Credit will be granted for the applicable diploma or degree course for CLEP general or subject examination scores of 50 or above. The Nicolet 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 conformance 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 Registrar. The Registrar can provide information on courses taken, credits completed, grades, transcripts, and degrees or certificates awarded. The office can also assist with: 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 nominated to join by the President of the College based on their academic record. The nominee must be a current student, have completed 12 credit hours of coursework, 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, and recognition at graduation.

Graduation Ceremony
Nicolet College holds a graduation ceremony at the end of Fall and Spring Semesters. 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
Students who earn the distinction of Academic Honors are recognized with gold or silver cords at the graduation ceremony. Academic Honors are determined from the student’s last fully graded semester prior to graduation and recognized as follows: Gold Cord Scholars are graduates of two-year associate degree or two-year diploma programs who achieved a cumulative grade point average of 3.75 or higher. Silver Cord Scholars are graduates of one-year diploma programs who achieved a cumulative grade point average of 3.75 or higher. Students are presented their cords at the graduation ceremony, and the honor is 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 promotes 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, smoking, and vaping (e-cigarettes) is prohibited on the Nicolet College main campus and all Outreach Centers. This includes the following:
1. All structures, buildings and grounds, sidewalks, roads, pathways, and parking lots.
2. All Nicolet College owned and leased vehicles.
3. All personal vehicles on Nicolet 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.

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>
</tr>
</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>
</tr>
<tr>
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</tr>
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</tr>
<tr>
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<td>100.1 FM</td>
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</tr>
<tr>
<td>WCYE</td>
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</tr>
<tr>
<td>WJQ</td>
<td>92.5 FM</td>
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</tr>
<tr>
<td>WIFC</td>
<td>95.5 FM</td>
<td>Wausau</td>
</tr>
</tbody>
</table>

Other Notifications

- All staff, all student, and all adjunct email
- Main telephone information numbers with voicemail message (alternate greeting)
- Home page of nicoletcollege.edu
- Blackboard system

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

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 Student Conduct Committee is a standing committee appointed annually by the Executive Dean of Economic Development and Security. The committee membership includes one dean, one instructor, a counselor, and the Executive Dean of Security (who chairs the committee). Alternates may be appointed to ensure the committee members have no direct relationship to the issue, course, or program of study. The dean of the student’s program will serve as an ad hoc member of the committee.

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

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;
- Dismiss a student from a credit course (Vice President or designee approval needed);
- Dismiss a student from the program (Vice President or designee approval needed);
- Dismiss a student from the College (Vice President or designee approval needed).

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.
Academic Misconduct continued

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 the supervisor and work with their 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 Board of Trustees policy BP 4.03, students have the right, using the Complaint and Grievance Procedure for Nicolet College Students, to:
- Appeal sanctions imposed for behavioral or academic misconduct;
- Contest a policy or practice of the College or College staff that is considered improper or unfair, or;
- Contest situations where there has been deviation from or misapplication of a policy or practice unrelated to discrimination.

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 must 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 the student initiating the complaint procedure. The College employee will also inform the student of the appeal process.
2. If resolution is not achieved at the College employee level, 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 the student initiating the appeal.
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 the student initiating the Vice President or designee appeal. 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 written grievance.

Step 2 - Grievance Procedure
1. If the student is unable to resolve a complaint using the complaint procedure described above, the grievance must be filed in writing 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. Written grievances may be filed in person, by US 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 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.
4. A Grievance Committee will be appointed by Human Resources at the time of the grievance filing.
5. A Vice President or designee not involved previously in the process, or their designee, will serve as the investigating officer in the grievance.
6. The investigating officer will:
   a. Meet with the student and the employee separately.
   b. Examine documentation and interview witnesses.
   c. Consult with the employee’s supervisor.
d. Prepare a written investigative report within five (5) days of the grievance filing.

e.Copies of the investigative report will be forwarded to the
Grievance Committee, the student, the employee, and the
appropriate administrator(s).

7. 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.

Within two (2) days of receiving the investigative report, the
Committee’s written decision will be sent to Human
Resources who will notify the grievant and the involved
individuals of the decision.

8. 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 why the
student feels a hearing is warranted. 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.

9. If a hearing is held (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 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.

c. The student and the employee will be permitted to have
a third party of their choosing to act as advisor
and counsel.

d. 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.

e. 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.

10. 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 - Complaint procedure before moving to the Step 2 -
Grievance procedure.

Timeline Requirements

If the College fails to give a written answer at Steps 1 or 2
within the designated timeframe, the student may immediately
proceed to the next step. Failure by the student to meet
applicable deadlines may be the basis for dismissal of any
complaint. If it is impossible to comply with the time limits
specified because of extenuating circumstances, these time
limits may be extended by mutual consent in writing.

Wisconsin Technical College System (WTCS) Complaint
Process

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 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:

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 (WTCS) Complaint Process 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, Ch. 19, Wis. Stats., 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.

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 educational 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 US 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
US 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

US 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 US 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 US 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.

US 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, US 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.


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

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.

Discrimination Complaint Resolution (Policy BP 4.07)

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 or any other protected status. Discrimination by supervisors, co-workers, or students on the basis of race, sex, national origin, disability or any other protected status is prohibited by the Board of Trustees. Affirmative Action efforts will be required for individuals with protected statuses, and persons with disabilities in educational programs and in job categories. Appropriate sanctions and preventive measures will be used to eliminate discrimination.

Nicolet Area Technical College seeks continuous compliance with the following EEO/AA laws and executive orders: Title VI and VII of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act, the Americans With Disabilities Act of 1990 as amended, the Civil Rights Act of 1991, the Carl D. Perkins Vocational and Technical Education Act, the Equal Pay Act of 1963 as amended, the Age Discrimination Acts of 1967, 1975, and 2010, the Civil Rights Restoration Act of 1987, the Wisconsin Fair Employment Law, other appropriate laws and executive orders and/or administrative directives and codes including the Office for Civil Rights Guidelines for Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex, and Handicap in Career Technical Education Programs (34 CFR, Part 100, Appendix B).
Equal opportunity as required in Chapter 38 of the Wisconsin Statutes and the Wisconsin Fair Employment Law under Sec. 111.31-111.395 Wis. Stats. is for all persons regardless of political affiliation, age, race, creed, color, disability, marital status, sex, national origin, ancestry, sexual orientation, arrest or conviction record, service in the armed forces, genetic testing, and the use or non-use of lawful products off the employer’s premises during non-working hours.

Discrimination is defined as disparate treatment in any service, program, course or facility of Nicolet Area Technical College based on any protected status. Employees and students of Nicolet Area Technical College wishing to file a complaint alleging any act of discrimination in violation of equal employment or education laws or policies shall do so directly with the Director of Human Resources (EEO/Affirmative Action Officer). For employment purposes, this policy covers all personnel transactions in job classification, placement, assignment, training, promotion, termination, salary, conditions of work, leave, and other employment policies.

Students are covered by this policy in all educational programs and activities, recruitment, admissions, financial aid, counseling, access to course offerings, instruction, athletics, facilities, and student employment.

**Discrimination Complaint Procedure:**

Discrimination complaints must be filed in writing and include the following information:

- Name
- Contact information (address, phone, email)
- Date of the alleged incident
- Persons involved in alleged discrimination
- Description of the alleged incident
- Witnesses to the alleged discrimination
- Relief sought

Written discrimination complaints should be sent to:

Director of Human Resources  
Nicolet College  
PO Box 518  
Rhinelander, WI 54501-0518  
Phone: 715.365.4449  
TTY: 800.947.3529 or 711  
Fax: 715.365.4460  
Email: hr@nicoletcollege.edu

If the discrimination complaint involves a member of the Human Resources Office the written complaint should be sent to a Vice President.

Retaliation against anyone filing a discrimination complaint under this policy is prohibited. While the most effective and timely remedies are available through this College process, the filing of a complaint under this policy does not preclude a person’s right to seek remedies through avenues outside the institution.

The College encourages reporting of any discrimination complaint within 30 days to facilitate a prompt and thorough investigation of the facts and circumstances involved. Under Wisconsin Law, any staff member or student who believes he/she has been discriminated against or who alleges discrimination has occurred in violation of this policy may also file a complaint with the Equal Rights Division of the Wisconsin Department of Workforce Development within 300 days of the alleged violation.

**Notification**

Within five (5) working days after a discrimination complaint is filed, the Director of Human Resources will notify the President and the respondent that a complaint of discrimination has been filed, and of his/her intent to investigate the complaint.

**Investigation and Decision**

Within ten (10) days of receiving a discrimination complaint, the Director of Human Resources will investigate the allegations and issue a written notice of his/her findings to the parties involved.

If the complainant is not satisfied with the decision, he/she may appeal the decision to the appropriate Vice President or his/her designee within ten (10) days of that determination. The appeal must be in writing and specify in detail what findings, recommendations, or other aspects of the determination are being appealed.

**Appeal to the Vice President**

The Vice President or his/her designee will meet with the relevant parties and will issue a decision within ten (10) days of receiving the appeal. Copies of the decision will be sent to the parties involved and the Director of Human Resources. The decision of the Vice President is final, and there shall be no further appeal of the matter internally.

**Consequences of Discrimination**

Employees who discriminate against students or other employees will be subject to appropriate disciplinary action up to and including termination pursuant to relevant policies and/or appropriate collective bargaining agreements. Students who discriminate against other students will be subject to disciplinary action pursuant to student disciplinary processes.

**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, visiting nicoletcollege.edu, 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 year 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 nicoletcollege.edu

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
Minoqua 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 works 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 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 ERT. 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 at nicoletcollege.edu on the “Security” page, or may be obtained from Campus Security.

The report is also distributed to students each year by October 1 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 located on the “Security” page at nicoletcollege.edu

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 and the Lakeland Center use card access 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 at nicotelecollege.edu. 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 table-top 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. At 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 and 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.
• 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.wcsa.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 608-240-6830 between 7:45 am and 4:30 pm, 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 Administrative Policy 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 nicoletcollege.edu.
ASSOCIATE DEGREES

DIPLOMAS

CERTIFICATES

APPRENTICESHIPS

CAREER PATHWAYS

Included in this chapter are Career Pathways, which illustrate how to connect your education and employment to achieve the career you want. Each certificate, diploma, and degree earned provides you with new job opportunities and increased wages. Build upon your credits to move from one credential to the next to increase your knowledge and gain higher levels of employment.
Students who complete an Associate of Arts degree often have the benefit of a degree-to-degree transfer, where universities grant junior status and automatically waive specific lower division requirements, such as general education requirements, regardless of individual courses taken at Nicolet. The Associate of Arts degree provides a greater concentration on social sciences and humanities. For students who do not intend to pursue a baccalaureate degree, the Associate of Arts degree signifies achievement of diverse skills and knowledge that are valued in today’s work environments.

**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.

**Possible Majors**
- Anthropology
- Architecture
- Business (management, marketing, human resources, accounting, finance, economics)
- Communication (English, journalism, mass media)
- Education (early childhood, elementary, secondary, physical education)
- Engineering
- Fine Arts (art, music, theatre)
- Graphic Design
- Health (dentistry, medicine, optometry, chiropractic, physical therapy, veterinary, pharmacy)
- History
- Information Technologies
- International Studies
- Literature
- Mathematics
- Physical Education
- Political Science
- Public Relations
- Sciences (biology, chemistry, physics)
- Social Sciences (psychology, sociology, social work, geography, geology, political science, history)

**Considering a Bachelor’s Degree?**
Nicolet College has agreements with the following colleges and universities:

- Bellevue University
- Concordia University
- Franklin University
- Lakeland College
- Northland College
- Ottawa University
- Rasmussen College
- Silver Lake College
- University of Phoenix
- UW Eau Claire
- UW Green Bay
- UW LaCrosse
- UW Madison
- UW Milwaukee
- UW Oshkosh
- UW Parkside
- UW Platteville
- UW River Falls
- UW Stevens Point
- UW Stout
- UW Superior
- UW Whitewater
- Viterbo University

**English**
- 20-801-219 English Composition I
- 20-801-223 English Composition 2

**Speech**
- 20-810-201 Fundamentals of Speech

**Humanities**
- 15 credits
  - Must include three credits in literature and three credits in at least one other discipline: art, world language, history, journalism, literature, music, philosophy, theatre/film.

**Mathematics & Natural Science**
- 11+ credits
  - Intermediate Algebra or higher
  - Natural Science SCI
- 7-8 credits
  - Must include one lab science chosen from biology, chemistry, geography (selected courses), geology, and physics.

**Social Science**
- 15 credits
  - Must include courses in at least three disciplines: anthropology, economics, geography, history, political science, psychology, sociology.

**Health/Wellness**
- 2 credits

**Diversity & Ethnic Studies**
- 3 credits
  - 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.

**World Language**
- 4 credits
  - Not in addition to 64 credits required for degree.
  - May be met with one year high school or one semester in a college course.
  - College level courses may also count toward Humanities requirements.

**Electives**
- 12 credits
  - Any University Transfer course beyond minimum requirements.
  - One credit of Health/Wellness maximum.

A cumulative GPA of 2.0 is required for graduation.

Maximum 12 credits from 2-year occupational/applied associate degree programs may be used. See advisor for details.
Students who complete an Associate of Science degree often have the benefit of a degree-to-degree transfer, where universities grant junior status and automatically waive specific lower division requirements, such as general education requirements, regardless of individual courses taken at Nicolet. The Associate of Science degree places greater emphasis on science and mathematics. For students who do not intend to pursue a baccalaureate degree, the Associate of Science degree signifies achievement of diverse skills and knowledge that are valued in today’s work environments.

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.

Possible Majors
- Anthropology
- Architecture
- Business (management, marketing, human resources, accounting, finance, economics)
- Education (early childhood, elementary, secondary, physical education)
- Engineering
- Health (dentistry, medicine, nursing, optometry, chiropractic, physical therapy, veterinary, pharmacy)
- History
- Information Technologies
- International Studies
- Mathematics
- Physical Education
- Political Science
- Public Relations
- Sciences (biology, chemistry, biochemistry, physics, sport/exercise science)
- Social Sciences (psychology, sociology, social work, geography, geology, political science, history)

Considering a Bachelor's Degree?
Nicolet College has agreements with the following colleges and universities:

- Bellevue University
- Concordia University
- Franklin University
- Lakeland College
- Northland College
- Ottawa University
- Rasmussen College
- Silver Lake College
- University of Phoenix
- UW Eau Claire
- UW Green Bay
- UW LaCrosse
- UW Madison
- UW Milwaukee
- UW Oshkosh
- UW Parkside
- UW Platteville
- UW River Falls
- UW Stevens Point
- UW Stout
- UW Superior
- UW Whitewater
- Viterbo University

English  **COMM**  6 credits
- 20-801-219 English Composition I
- 20-801-223 English Composition 2

Speech  **COMM**  3 credits
- 20-810-201 Fundamentals of Speech

Humanities  **HU**  9 credits
Courses in at least two disciplines: art, world language, history, journalism, literature, music, philosophy, theatre/film.

Mathematics & Natural Science  20-25 credits
- Mathematics  **MATH**
  - 20-804-224 Algebra for Calculus or higher required (excluding Statistics)
- Natural Science  **SCI**
  - Must include two lab sciences from: biology, chemistry, geography (selected courses), geology, physics.

Social Science  **SOCSCI**  9 credits
Must include courses in at least two disciplines: anthropology, economics, geography (selected courses), history, political science, psychology, sociology.

Health/Wellness  **PHYED**  2 credits

Diversity & Ethnic Studies  3 credits
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.

World Language  **HU**  4 credits
Not in addition to 64 credits required for degree. May be met with one year high school or one semester in a college course. College level courses may also count toward Humanities requirements.

Electives  12-15 credits
Any University Transfer course beyond minimum requirements.
One credit of Health/Wellness maximum.

Maximum 12 credits from 2-year occupational/applied associate degree programs may be used. See advisor for details.

A cumulative GPA of 2.0 is required for graduation.
The Associate of Science degree with Natural Resources Emphasis prepares students to work in the environmental science, natural resources, or earth sciences fields. Students completing this degree and planning to transfer to UW Stevens Point are eligible to attend the Treehaven summer camp before transferring and will enter any of the College of Natural Resources bachelor’s degree programs with junior standing.

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.

Possible Majors
Fisheries and Water Resources
- Fisheries
- Hydrology
- Water Resources
Forestry
- Forest Administration and Utilization
- Urban Forestry
- Forest Management
- Forest Recreation
- Forest Ecosystem Restoration and Management
Human Dimensions of Natural Resource Management
- Environmental Education and Interpretation
- Land Use Planning
- Youth Programming and Camp Management
- Natural Resources Social and Policy Sciences
- Environmental Law Enforcement
- Wildland Fire Science
Paper Science and Engineering
Soil and Waste Resources
- Soil Science
- Soil and Land Management
- Waste Management
Wildlife Ecology
- Research and Management
- Information and Education

English **COMM** 6 credits
- 20-801-219 English Composition I
- 20-801-223 English Composition 2

Speech **COMM** 3 credits
- 20-810-201 Fundamentals of Speech

Humanities **HU** 9 credits
Required:
- 20-809-226 Environmental Ethics
- 20-803-258 World History to 1500
- 20-803-259 World History Since 1500

Mathematics & Natural Science 24 credits
Mathematics **MATH**
- 20-804-224 Algebra for Calculus or higher required (excluding Statistics)
Natural Science **SCI**
- 20-806-210 General Ecology
- 20-806-211 Intro to Soil & Water Resources
- 20-806-232 Intro Forestry, Fisheries, & Wildlife
- 20-806-215 Environmental Science
Plus 5 credits from:
- 20-806-209 General Botany
- 20-806-213 General Zoology
- 20-806-245 College Chemistry I
- 20-806-249 College Chemistry II

Social Science **SOCSCI** 9 credits
Required:
- 20-809-287 Principles of Macroeconomics
- 20-809-291 Principles of Microeconomics
- 20-809-271 Intro to Sociology

Health/Wellness **PHYED** 2 credits

Diversity & Ethnic Studies 3 credits
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.

World Language **HU** 4 credits
Not in addition to 64 credits required for degree. May be met with one year high school or one semester in a college course. College level courses may also count toward Humanities requirements.

Electives 11 credits
Any University Transfer course beyond minimum requirements. One credit of Health/Wellness maximum.

Maximum 12 credits from 2-year occupational/applied associate degree programs may be used. See advisor for details.

A cumulative GPA of 2.0 is required for graduation.
The Associate of Science degree with Elementary Education Emphasis prepares students to teach middle childhood through early adolescence children, ages 6-13. Students completing this degree and planning to transfer to UW Stevens Point will have satisfied all UWSP general education program requirements plus 48 required credits toward a bachelor of science in elementary education and will be on schedule to graduate with students who started their elementary education major at UWSP.

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.

Possible Majors

Elementary Education Teacher (ages 6-13, Middle Childhood through Early Adolescence) with potential teaching minors (certifiable)

- English
- English as a Second Language
- Environmental Education
- Health Education
- History
- Mathematics
- Natural Science
- Social Science, broadfield
- Spanish

Special Education Teacher

- Cognitive Disabilities
- Emotional Behavioral Disabilities
- Learning Disabilities

Associate Degree - 64 credits

<table>
<thead>
<tr>
<th>Program</th>
<th>Credits</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>6</td>
<td>20-801-219 English Composition I</td>
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<tr>
<td></td>
<td></td>
<td>20-801-223 English Composition 2</td>
</tr>
<tr>
<td>Speech</td>
<td>3</td>
<td>20-810-201 Fundamentals of Speech</td>
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<tr>
<td>Humanities</td>
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<td>20-801-233 Children’s Literature</td>
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<tr>
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<td></td>
<td>20-801-231 British Lit Middle Ages thru 18th Century</td>
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<td>20-801-235 British Lit 19th Century to Present</td>
</tr>
<tr>
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<td>20-801-243 American Literature Colonial to 1865</td>
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<tr>
<td></td>
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<td>20-801-239 American Literature 1865 to Present</td>
</tr>
<tr>
<td>Mathematics &amp; Natural Science</td>
<td>25</td>
<td>20-804-227 Elementary Math Education I</td>
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<tr>
<td>Mathematics</td>
<td></td>
<td>20-804-237 Elementary Math Education II</td>
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<td>Natural Science</td>
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<td>20-806-234 Intro to Environmental Study &amp; Education</td>
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<td>20-806-245 College Chemistry I</td>
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<td></td>
<td></td>
<td>20-806-276 College Physics I</td>
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<td>20-806-286 College Physics I Calc Based</td>
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<td>20-806-207 Physical Geography Landforms</td>
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<td>20-806-208 Physical Geography Weather/Climate</td>
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<td>20-806-230 Physical Geology</td>
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<td>20-806-231 Historical Geology</td>
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<td>20-806-201 Principles of Biology</td>
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<td>20-806-210 General Ecology</td>
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<td>Social Science</td>
<td>9</td>
<td>20-809-251 Intro to Psychology</td>
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<td>20-809-252 Developmental Psychology</td>
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<td>20-803-259 World History Since 1500</td>
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<td>20-809-215 World Regional Geography</td>
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<td>20-809-216 Human Cultural Geography</td>
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<td>Health/Wellness</td>
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<td>20-807-201 Fitness for Life</td>
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<td>20-807-213 First Aid &amp; CPR</td>
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<td></td>
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<td>20-807-235 Principles of Strength Training</td>
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<td>Diversity &amp; Ethnic Studies</td>
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<td>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.</td>
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<td>World Language</td>
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<td>Not in addition to 64 credits required for degree. May be met with one year high school or one semester in a college course. College level courses may also count toward Humanities requirements.</td>
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<td>Other Required Courses</td>
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<td>20-809-277 Pluralism for Educators</td>
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Maximum 12 credits from 2-year occupational/applied associate degree programs may be used. See advisor for details.

A cumulative GPA of 2.0 is required for graduation.
## University Transfer and Liberal Arts Courses by Category and Discipline

### English Communication
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

### Speech
20-810-201 Fundamentals of Speech
20-810-215 Argumentation and Debate

### Humanities

#### A. Art
20-815-201 Art Appreciation
20-815-205 Drawing
20-815-209 Design
20-815-210 Life Drawing
20-815-211 Three Dimensional Design
20-815-213 Painting
20-815-215 Watercolor
20-815-217 Sculpture
20-815-218 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 Compositing & Visual Effects
20-815-270 Graphic Design Portfolio
20-815-271 Introduction to Photography
20-815-275 Computer Graphics
20-815-276 Advanced Computer Graphics
20-815-281 Graphic 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

### Mathematics

#### 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
20-806-234 Intro to Environmental Study and Education

#### 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
20-806-261 Intro 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-Calculations
20-806-287 College Physics II-Calculations

### Social Sciences

#### A. Anthropology
20-809-283 Cultural Anthropology

#### B. Economics
20-809-287 Principles of Macroeconomics
20-809-288 Topics in Economics
20-809-2801 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
20-809-252 Developmental 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
20-809-250 Living with Death
20-809-271 Introductory Sociology
20-809-272 Valuing Diversity
20-809-275 Marriage and Family
20-809-277 Pluralism for Educators
20-809-278 Topics in Sociology
20-809-27804 Peace Studies Discussion Circle: Solutions to Violence

#### 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

#### Diversity & Ethnic Studies
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.

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

#### General
20-890-205 Service Learning - Guatemala
ARCHITECTURAL TECHNOLOGY

CAREER PATHWAY

EDUCATION

TECHNICAL DIPLOMA
Typical completion time: 1 year
BUILDING TRades - CARPENTRY

ASSOCIATE’S DEGREE
Typical completion time: 2 years
Previous credentials reduce time
ARCHITECTURAL TECHNOLOGY

BACHELOR’S DEGREE

BELLEVUE UNIVERSITY
CONCORDIA UNIVERSITY
FRANKLIN UNIVERSITY
LAKELAND COLLEGE
OTTAWA UNIVERSITY
RASMUSSEN COLLEGE
UW-Green Bay
UW-Oshkosh
UW-Stout

EMPLOYMENT

POTENTIAL JOBS

- CARPENTER/LABOR
- DRYWALL HANGER
- FRAMING AND HANGING
- CONSTRUCTION WORKER
- CONSTRUCTION AND BUILDING INSPECTOR

- COMPUTER-AIDED DESIGN (CAD) TECHNICIAN
- ARCHITECTURAL TECHNICIAN
- BUILDING INFORMATION MODELING SPECIALIST
- ARCHITECTURAL DRAFTER/DESIGNER
- STRUCTURAL DESIGNER/ENGINEER

POTENTIAL JOBS

POTENTIAL JOBS

- ARCHITECT
- PROJECT MANAGER
- CIVIL DRAFTER

EARNINGS*

WAGE RANGE

CONSTRUCTION LABORER
$11.69 - 22.05
($24,310 - 65,860)

CONSTRUCTION CARPENTER
$14.50 - 25.69
($30,350 - $53,440)

CONSTRUCTION AND BUILDING INSPECTOR
$14.69 - 29.35
($30,950 - 61,040)

ARCHITECTURAL AND CIVIL DRAFTER
$16.78 - 25.31
($34,910 - $52,640)

CIVIL ENGINEER
$25.45 - 60.50
($52,960 - $84,240)

* WISCONSIN WORKNET - STATEWIDE RANGE 2012 HOURLY (ANNUAL)
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

Considering a Bachelor’s Degree?
Nicolet College has agreements with the following colleges and universities to transfer this degree:
- Bellevue University
- Concordia University
- Franklin University
- Lakeland College
- Ottawa University
- Rasmussen College
- UW Green Bay
- UW Oshkosh
- UW Stout

Curriculum .................................................... Credits
First Year
Fall Semester
10-614-103 Intro to Architecture ..................... 1
10-614-100 Architectural Principles ................. 4
10-614-105 Architecture AutoCAD .................. 3
10-614-115 Construction Blueprint Reading ....... 3
10-801-195 Written Communication ............... 3
10-809-103 Think Critically & Creatively .......... 3
......................................................................... 17
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
10-804-107 College Mathematics ................... 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 Theory and App ... 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.
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.

Considering a Bachelor’s Degree?
Nicolet College has agreements with the following colleges and universities to transfer this degree:
- Bellevue University
- Concordia University
- Franklin University
- Lakeland College
- Ottawa University
- Rasmussen College
- UW Green Bay
- UW Oshkosh
- UW Stout

Curriculum ....................................................... Credits
Technical Studies .................................................. 39
  (awarded upon successful completion of a registered, approved apprenticeship program)
Communications ................................................... 6
Social Science ..................................................... 3
  (includes courses in government, economics, ethics, sociology)
Behavioral Science .............................................. 3
  (includes courses in psychology)
Math and/or Science ........................................... 3
Additional General Education ................................. 6
  (select any general education credits beyond the minimum requirements)
General Education: ............................................. 21

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.
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

Gainful Employment
Detailed information about this programs cost, completion rate, and job placement rate are 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.

Please visit: nicoletcollege.edu/academics/gainful-employment

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
10-614-136 Construction Estimating ................. 2
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.
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.

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Year</td>
<td></td>
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<tr>
<td>Fall Semester</td>
<td></td>
</tr>
<tr>
<td>10-607-101-00 Surveying Drafting I</td>
<td>3</td>
</tr>
<tr>
<td>10-607-103-00 Legal Elements of Land Surveying</td>
<td>3</td>
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<tr>
<td>10-607-105-00 Surveying II</td>
<td>3</td>
</tr>
<tr>
<td>10-607-107-00 Land Subdivision Drawing I</td>
<td>3</td>
</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.
A pipefitter will lay out, cut and bend pipes. The pipefitter also installs, tests, maintains and repairs high- or low-pressure piping systems. The person must know how to cut, heat and bend metal. Pipefitters need a thorough knowledge of pipe characteristics, particularly as to their use with high or low pressure and chemicals. Pipefitters must know the principles of hydraulics and be skilled with many types of equipment.

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 and Standards.

Requirements

- Complete Nicolet College application.
- Submit official copies of high school transcripts or GED/HSED and college transcripts to the admissions office.
- Must have an apprenticeship contract from the Department of Workforce Development, Bureau of Apprenticeship and Standards.

The Department of Workforce Development - Bureau of Apprenticeship and 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. Registration 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.

### Curryriculum

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>50-435-510-00</td>
<td>Piping Systems for Pipefitters</td>
<td>2</td>
</tr>
<tr>
<td>50-435-515-00</td>
<td>Maintaining Processing Piping</td>
<td>2</td>
</tr>
<tr>
<td>50-435-520-00</td>
<td>Hot Water Heating Systems</td>
<td>2</td>
</tr>
<tr>
<td>50-435-525-00</td>
<td>Process Steam Systems</td>
<td>2</td>
</tr>
<tr>
<td>50-435-530-00</td>
<td>Steam Heating Systems</td>
<td>2</td>
</tr>
<tr>
<td>50-435-535-00</td>
<td>Fire Sprinkler Systems</td>
<td>2</td>
</tr>
<tr>
<td>50-435-540-00</td>
<td>Green Awareness</td>
<td>2</td>
</tr>
</tbody>
</table>
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.
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- 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 and 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, OHSA, 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. Attend 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 courses are being offered in any given year.

The Department of Workforce Development - Bureau of Apprenticeship and 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. Registration 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.
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.

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

Considering a Bachelor’s Degree?
Nicolet College has agreements with the following colleges and universities to transfer this degree:
- Bellevue University
- Concordia University
- Franklin University
- Lakeland College
- Ottawa University
- Rasmussen College
- UW Green Bay
- UW Oshkosh
- UW Stout

Curriculum

<table>
<thead>
<tr>
<th>Fall Semester</th>
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</thead>
<tbody>
<tr>
<td>10-201-105 or 20-815-205 Drawing..........................</td>
</tr>
<tr>
<td>10-201-109 or 20-815-209 Design............................</td>
</tr>
<tr>
<td>10-201-113 or 20-815-213 Painting..........................</td>
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<tr>
<td>or 20-815-215 Watercolor</td>
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<tr>
<td>10-201-140 or 20-815-240 Basic Photography ..............</td>
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<tr>
<td>10-801-195 Written Communication.........................</td>
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<tr>
<td>or 20-801-219 English Composition I</td>
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<tr>
<td>10-801-196 Oral Interpersonal Communication .............</td>
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<tr>
<td>or 20-810-201 Fundamentals of Speech</td>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
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<tbody>
<tr>
<td>10-201-101 or 20-815-201 Art Appreciation ..............</td>
</tr>
<tr>
<td>10-201-175 Computer Graphics ..................................</td>
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<tr>
<td>10-201-171 Graphic Design ......................................</td>
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<tr>
<td>10-107-185 Web Page Fundamentals .........................</td>
</tr>
<tr>
<td>10-801-197 Technical Reporting ..............................</td>
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<tr>
<td>or 20-801-223 English Composition II</td>
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<tr>
<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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</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall Semester</th>
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<tbody>
<tr>
<td>10-201-150 Intermediate Design ............................</td>
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<tr>
<td>10-201-176 Advanced Computer Graphics ....................</td>
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<tr>
<td>10-201-183 Typography ..........................................</td>
</tr>
<tr>
<td>10-107-186 Basic Web Page Design ...........................</td>
</tr>
<tr>
<td>10-804-123 Math with Business Applications ...............</td>
</tr>
<tr>
<td>or 20-804-220 Intermediate Algebra</td>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
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<tbody>
<tr>
<td>10-201-110 or 20-815-210 Life Drawing ....................</td>
</tr>
<tr>
<td>10-201-160 Digital Video ........................................</td>
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<tr>
<td>10-201-170 Graphic Design Portfolio .........................</td>
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<tr>
<td>10-809-199 Psychology of Human Relations ..................</td>
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<tr>
<td>or 20-809-251 Introduction to Psychology</td>
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<tr>
<td>10-809-166 Intro to Ethics Theory and Application ..........</td>
</tr>
<tr>
<td>or 20-809-225 Ethics</td>
</tr>
</tbody>
</table>

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

**Possible Careers**
- Graphic Design Assistant
- Communications Assistant

### Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>10-201-109 Design</td>
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<tr>
<td>10-201-140 Basic Photography</td>
<td>3</td>
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<td>10-801-195 Written Communication</td>
<td>3</td>
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<tr>
<td>10-801-196 Oral Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>10-201-175 Computer Graphics</td>
<td>3</td>
</tr>
<tr>
<td>10-201-181 Graphic Design</td>
<td>3</td>
</tr>
<tr>
<td>10-107-185 Web Page Fundamentals</td>
<td>3</td>
</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.
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.

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-801-197 Technical Reporting</td>
<td>3</td>
</tr>
<tr>
<td>10-103-119 Desktop Publishing</td>
<td>2</td>
</tr>
<tr>
<td>10-103-165 Web Page Development</td>
<td>2</td>
</tr>
<tr>
<td>or 10-154-177 Web Programming Fundamentals(3)</td>
<td></td>
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<tr>
<td>or 10-107-185 Web Page Fundamentals (3)</td>
<td></td>
</tr>
<tr>
<td>20-801-234 Report, Proposal, and Grant Writing</td>
<td>3</td>
</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.
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.

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

10-801-195 English Composition I ......................... 3
or 20-801-219 Written Communications (3)
10-801-196 Fundamentals of Speech ............................. 3
or 20-810-201 Oral Interpersonal Communication (3)
10-801-197 English Composition II ............................. 3
or 20-801-223 Technical Communication (3)
20-801-234 Report, Proposal, and Grant Writing ...... 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.
CHAPTER 6  EDUCATIONAL OFFERINGS

BUSINESS, MANAGEMENT AND ADMINISTRATION

CAREER PATHWAY

BUSINESS MANAGEMENT

TECHNICAL DIPLOMAS

- SUPERVISION
  2 semesters

- NATIVE AMERICAN TRIBAL MANAGEMENT
  2 semesters

ASSOCIATE’S DEGREE

Typical completion time: 2 years
Previous credentials reduce time

BUSINESS MANAGEMENT

BACHELOR’S DEGREE

- FRANKLIN UNIVERSITY
- MILWAUKEE SCHOOL OF ENGINEERING
- UPPER IOWA UNIVERSITY
- UW-GREEN BAY
- UW-OSHKOSH
- UW-PLATTEVILLE
- UW-STOUT

POTENTIAL JOBS

- FIRST LEVEL SUPERVISOR
- OFFICE MANAGER
- LODGING MANAGER

POTENTIAL JOBS

- DEPARTMENT MANAGER
  - SUPERVISOR
  - PROGRAM MANAGER
  - OFFICE MANAGER
  - ENTREPRENEUR
  - BUSINESS OWNER
  - HUMAN RESOURCES SPECIALIST

POTENTIAL JOBS

- DEPARTMENT MANAGER
  - GENERAL MANAGER
    - DIRECTOR
    - OFFICE MANAGER
  - HUMAN RESOURCES MANAGER
  - OPERATIONS MANAGER

WAGE RANGE

- FIRST-LINE SUPERVISOR OF OFFICE AND ADMINISTRATIVE SUPPORT WORKERS
  $15.13 - 28.19
  ($31,460 - 58,640)

- FIRST-LINE SUPERVISOR OF RETAIL SALES WORKERS
  $12.21 - 23.05
  ($25,400 - 47,940)

- HUMAN RESOURCES SPECIALIST
  $16.81 - 29.91
  ($34,960 - 62,210)

- GENERAL AND OPERATIONS MANAGER
  $24.50 - 62.42
  ($51,600 - 129,830)

- ADMINISTRATIVE SERVICES MANAGER
  $21.80 - 44.68
  ($45,350 - 92,930)

- HUMAN RESOURCES MANAGER
  $29.66 - 52.58
  ($61,690 - 109,370)

* WISCONSIN WORKNET - STATEWIDE RANGE 2012 HOURLY (ANNUAL)
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 and diplomas to achieve recognition for a series of related courses before they earn the Business Management degree. Credits earned with the diplomas and certificates apply to the Business Management degree.

**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?**
Nicolet College has agreements with the following colleges and universities to transfer this degree:
- Bellevue University
- Concordia University
- Franklin University
- Lakeland College
- MSOE-Rader School of Business
- Ottawa University
- Rasmussen College
- Silver Lake College
- Upper Iowa University
- UW Green Bay
- UW Oshkosh
- UW Platteville
- UW Stout
- Viterbo University

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

**First Year**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td></td>
</tr>
<tr>
<td>10-102-130 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>or 10-102-140 Fundamentals of Tribal Mgmt</td>
<td>(3)</td>
</tr>
<tr>
<td>10-102-106 Business Orientation</td>
<td>1</td>
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<tr>
<td>10-103-115 MS Word, Beginning</td>
<td>1</td>
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<tr>
<td>10-103-126 MS Excel, Beginning</td>
<td>1</td>
</tr>
<tr>
<td>10-103-169 MS Publisher, Beginning</td>
<td>1</td>
</tr>
<tr>
<td>10-102-152 Business Marketing</td>
<td>3</td>
</tr>
<tr>
<td>or 10-104-111 Marketing Principles</td>
<td>(3)</td>
</tr>
<tr>
<td>10-801-196 Oral Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>or 20-810-201 Fundamentals of Speech</td>
<td>(3)</td>
</tr>
<tr>
<td>10-804-123 Math with Business Applications</td>
<td>3</td>
</tr>
<tr>
<td>or 20-804-220 Intermediate Algebra</td>
<td>(4)</td>
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<tr>
<td></td>
<td>16</td>
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<tr>
<td>Spring Semester</td>
<td></td>
</tr>
<tr>
<td>10-101-140 Survey of Accounting</td>
<td>3</td>
</tr>
<tr>
<td>10-102-120 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>or 10-102-144 The Law and Public Policy</td>
<td>(3)</td>
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<tr>
<td>10-102-115 Human Resource Management</td>
<td>3</td>
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<tr>
<td>10-103-127 MS Excel, Intermediate</td>
<td>1</td>
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<tr>
<td>10-801-195 Written Communication</td>
<td>3</td>
</tr>
<tr>
<td>or 20-801-219 English Composition I</td>
<td>(3)</td>
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<tr>
<td>10-809-195 Economics</td>
<td>3</td>
</tr>
<tr>
<td>or 20-809-287 Principles of Macroeconomics</td>
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</table>

**Second Year**

<table>
<thead>
<tr>
<th>Course</th>
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<tr>
<td>Fall Semester</td>
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<tr>
<td>10-102-107 Managing for Quality</td>
<td>3</td>
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<tr>
<td>or 10-102-105 Public Administration</td>
<td>(3)</td>
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<tr>
<td>10-102-110 Business Statistics</td>
<td>3</td>
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<tr>
<td>10-102-160 Supervisory Management</td>
<td>3</td>
</tr>
<tr>
<td>or 10-102-142 Tribal Supervisory Management</td>
<td>(3)</td>
</tr>
<tr>
<td>10-801-197 Technical Reporting</td>
<td>3</td>
</tr>
<tr>
<td>or 20-801-223 English Composition II</td>
<td>(3)</td>
</tr>
<tr>
<td>10-809-172 Intro to Diversity Studies</td>
<td>3</td>
</tr>
<tr>
<td>or 20-809-271 Introductory Sociology</td>
<td>(3)</td>
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<td></td>
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<tr>
<td>Spring Semester</td>
<td></td>
</tr>
<tr>
<td>10-102-145 Business Finance and Budgeting</td>
<td>3</td>
</tr>
<tr>
<td>10-102-163 Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>or 10-102-141 Advanced Tribal Management</td>
<td>(3)</td>
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<tr>
<td>10-102-190-01 Business Management Internship</td>
<td>2</td>
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<tr>
<td>or 10-102-143 Managing Non-Profit Organizations</td>
<td>(3)</td>
</tr>
<tr>
<td>10-102-191 Service Learning for Mgmt. &amp; Marketing</td>
<td>1</td>
</tr>
<tr>
<td>10-809-199 Psychology of Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>or 20-809-251 Introduction to Psychology</td>
<td>(3)</td>
</tr>
<tr>
<td>Electives</td>
<td>(3)</td>
</tr>
<tr>
<td></td>
<td>15</td>
</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.
Develops the skills of people who work or plan to work in a First Nation environment including fundamental management skills, and how a Native nation’s legal, political and cultural context impact an organization’s work.

**Program Outcomes**
1. Understand the relationship between Native nation’s legal, political and cultural context and the workplace
2. Lead, motivate, and supervise others
3. Plan and execute projects and everyday operations
4. Manage organizational culture
5. Manage organizational personnel and non-personnel resources

**Possible Careers**
- First Line Supervisor/Manager
- Administrative Services Manager
- Gaming Supervisor
- Lodging Manager

**Curriculum**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-102-140</td>
<td>Fundamentals of Tribal Mgmt.</td>
<td>3</td>
</tr>
<tr>
<td>10-102-142</td>
<td>Tribal Supervisory Mgmt.</td>
<td>3</td>
</tr>
<tr>
<td>10-102-141</td>
<td>Advanced Tribal Management</td>
<td>3</td>
</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.
Recognizes and improves the student’s skills in planning and organizing work activities, leading teams, communicating with the organization, and overseeing daily business operations. Designed for employees who hold, or are seeking promotions to, management positions.

Program Outcomes
1. Plan and organize work activities
2. Lead teams
3. Communicate within the organization
4. Oversee daily business operations

Possible Careers
- Supervisor
- Manager

Curriculum

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-102-130</td>
<td>Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td>10-102-160</td>
<td>Supervisory Management</td>
<td>3</td>
</tr>
<tr>
<td>10-102-115</td>
<td>Human Resource Management</td>
<td>3</td>
</tr>
<tr>
<td>10-801-195</td>
<td>Written Communication</td>
<td>3</td>
</tr>
<tr>
<td>or 10-801-196</td>
<td>Oral/Interpersonal Communication</td>
<td></td>
</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

BUSINESS, MANAGEMENT AND ADMINISTRATION

CAREER PATHWAY

ADMINISTRATIVE PROFESSIONAL

TECHNICAL DIPLOMAS
- RECEPTIONIST
  1 semester
- OFFICE ASSISTANT
  1 year

ASSOCIATE’S DEGREE
Typical completion time: 2 years
Previous credentials reduce time
- ADMINISTRATIVE PROFESSIONAL

BACHELOR’S DEGREE
- FRANKLIN UNIVERSITY
- MILWAUKEE SCHOOL OF ENGINEERING
- UW-GREEN BAY
- UW-STOUT

POTENTIAL JOBS
- RECEPTIONIST
- OFFICE CLERK
- INFORMATION CLERK
- ORDER CLERK
- DESK CLERK
- OFFICE ASSISTANT
- OFFICE ASSISTANT
- RECEPTIONIST
- SECRETARY
- ADMINISTRATIVE SUPPORT
- OFFICE CLERK
- ADMINISTRATIVE ASSISTANT
- SECRETARY
- OFFICE MANAGER
- DESKTOP PUBLISHING SPECIALIST
- ADMINISTRATIVE SERVICES
- MANAGER
- EXECUTIVE ADMINISTRATIVE ASSISTANT
- EXECUTIVE SECRETARY
- OFFICE MANAGER
- OFFICE SUPERVISOR

WAGE RANGE
- OFFICE CLERK
  $9.46 - 16.83
  ($19,670 - $35,010)
- RECEPTIONIST AND INFORMATION CLERK
  $9.21 - 14.42
  ($19,150 - $29,900)
- OFFICE AND ADMINISTRATIVE SUPPORT WORKER
  $9.30 - 17.40
  ($19,350 - $36,190)
- SECRETARY AND ADMINISTRATIVE ASSISTANT
  $12.01 - 18.31
  ($24,970 - $38,090)
- EXECUTIVE ADMINISTRATIVE ASSISTANT
  $15.73 - 24.26
  ($32,720 - $50,460)

* WISCONSIN WORKNET - STATEWIDE RANGE 2012 HOURLY (ANNUAL)
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.

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

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

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

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

**Considering a Bachelor’s Degree?**
Nicolet College has agreements with the following colleges and universities to transfer this degree:
- Bellevue University
- Concordia University
- Franklin University
- Lakeland College
- MSOE-Rader School of Business
- Ottawa University
- Rasmussen College
- UW Green Bay
- UW Stout
- Viterbo University

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

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<thead>
<tr>
<th>First Year</th>
<th>Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-106-116 Document Processing .................</td>
<td>3</td>
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<tr>
<td>10-106-125 WorkPlace Communications .............</td>
<td>2</td>
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<tr>
<td>10-106-130 Integrated Computer Applications, Beg.</td>
<td>4</td>
</tr>
<tr>
<td>10-106-151 Career Management I ..................</td>
<td>1</td>
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<tr>
<td>10-801-195 Written Communication ................</td>
<td>3</td>
</tr>
<tr>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
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<tbody>
<tr>
<td>10-103-119 Desktop Publishing ..................</td>
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<tr>
<td>10-106-126 Editing Business Applications .......</td>
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<tr>
<td>10-106-131 Integrated Computer Applications, Int.</td>
</tr>
<tr>
<td>10-106-170 Administrative Procedures ...........</td>
</tr>
<tr>
<td>10-801-196 Oral Interpersonal Communication ....</td>
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<td>.................................</td>
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<table>
<thead>
<tr>
<th>Second Year</th>
<th>Fall Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-106-132 Integrated Computer Applications, Adv.</td>
<td>4</td>
</tr>
<tr>
<td>10-107-162 Microcomputer Support ................</td>
<td>2</td>
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<tr>
<td>10-804-123 Math with Business Applications ......</td>
<td>3</td>
</tr>
<tr>
<td>10-106-152 Career Management II ..................</td>
<td>1</td>
</tr>
<tr>
<td>10-801-197 Technical Reporting ...................</td>
<td>3</td>
</tr>
<tr>
<td>10-809-195 Economics .............................</td>
<td>3</td>
</tr>
<tr>
<td>.................................</td>
<td>16</td>
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</table>

<table>
<thead>
<tr>
<th>Spring Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-101-101 Office Accounting I ..................</td>
</tr>
<tr>
<td>or 10-101-140 Survey of Accounting ................</td>
</tr>
<tr>
<td>10-103-165 Web Page Development ..................</td>
</tr>
<tr>
<td>10-106-175 Project Management ....................</td>
</tr>
<tr>
<td>10-106-190 Administrative Assistant Internship ..</td>
</tr>
<tr>
<td>10-809-197 Contemporary American Society ..........</td>
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<tr>
<td>10-809-199 Psychology of Human Relations ..........</td>
</tr>
<tr>
<td>.................................</td>
</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.
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.

Gainful Employment:
Detailed information about this programs cost, completion rate, and job placement rate are 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.

Please visit: nicoletcollege.edu/academics/gainful-employment
The Receptionist diploma prepares students for employment in entry-level office positions with occupational titles such as receptionist and clerk. Basic computer skills and essential business skills as well as communication skills are emphasized. Students can advance from the Receptionist diploma to the Office Assistant diploma and into the Administrative Professional associate degree. Progressively more advanced skills and highly marketable credentials will be obtained at each of these levels.

**Program Outcomes**
1. Demonstrate effective workplace communications
2. Apply technology skills to business and administrative tasks
3. Perform routine administrative procedures

**Possible Careers**
- Receptionist
- Office Clerk

**Curriculum**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>10-106-116</td>
<td>Document Processing</td>
<td>3</td>
</tr>
<tr>
<td>10-106-125</td>
<td>Workplace Communications</td>
<td>2</td>
</tr>
<tr>
<td>10-106-130</td>
<td>Integrated Computer Applications, Beg.</td>
<td>4</td>
</tr>
<tr>
<td>10-106-151</td>
<td>Career Management 1</td>
<td>1</td>
</tr>
<tr>
<td>10-801-195</td>
<td>Written Communications</td>
<td>3</td>
</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.
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.

### Curriculum

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>10-102-120 Business Law</td>
<td>3</td>
</tr>
<tr>
<td>10-102-163 Small Business Management</td>
<td>3</td>
</tr>
<tr>
<td>10-103-155 Quickbooks Basics</td>
<td>1</td>
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<tr>
<td>or 10-101-165 Computerized Accounting (2)</td>
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<td>or 10-101-101 Office Accounting (2)</td>
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<tr>
<td>or 10-101-140 Survey of Accounting (3)</td>
<td></td>
</tr>
<tr>
<td>10-103-169 MS Publisher, Beginning</td>
<td>1</td>
</tr>
<tr>
<td>10-801-196 Oral Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>10-104-111 Marketing Principles</td>
<td>3</td>
</tr>
<tr>
<td>or 10-804-123 Math with Business Applications (3)</td>
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<tr>
<td>or 10-102-115 Human Resource Management (3)</td>
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</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.
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.

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>10-106-130 Integrated Computer Applications, Beg...</td>
<td>4</td>
</tr>
<tr>
<td>10-106-131 Integrated Computer Applications, Interm</td>
<td>4</td>
</tr>
<tr>
<td>10-106-132 Integrated Computer Applications, Adv...</td>
<td>4</td>
</tr>
<tr>
<td>10-103-119 Desktop Publishing</td>
<td>2</td>
</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

FINANCE

CAREER PATHWAY

ACCOUNTING

TECHNICAL DIPLOMAS
- BOOKKEEPER
  - 1 semester
- ACCOUNTING ASSISTANT
  - 1 year

ASSOCIATE'S DEGREE
- Typical completion time: 2 years
- Previous credentials reduce time

ACCOUNTING

BACHELOR'S DEGREE
- FRANKLIN UNIVERSITY
- MILWAUKEE SCHOOL OF ENGINEERING
- UPPER IOWA UNIVERSITY
- UW-PLATTEVILLE

POTENTIAL JOBS

BOOKKEEPER
- BOOKKEEPER
- BOOKKEEPER TRAINEE
- DATA ENTRY SPECIALIST
- ACCOUNTING CLERK

ACCOUNTING ASSISTANT
- ACCOUNTING ASSISTANT
- ACCOUNTING CLERK
- PAYROLL SPECIALIST
- BILLING CLERK
- AUDITING CLERK

POTENTIAL JOBS

- ACCOUNTANT
- ACCOUNTING SPECIALIST
- ACCOUNTS PAYABLE CLERK
- ACCOUNTS RECEIVABLE CLERK

POTENTIAL JOBS

- PUBLIC ACCOUNTANT
- ACCOUNTANT
- MANAGERIAL ACCOUNTANT
- AUDITOR
- FINANCIAL ANALYST
- EXAMINER

WAGE RANGE

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERK
- $11.15 - 19.36
- ($23,200 - 40,260)

PAYROLL AND TIMEKEEPING CLERK
- $16.11 - 20.50
- ($29,350 - 42,630)

* WISCONSIN WORKNET - STATEWIDE RANGE 2012 HOURLY (ANNUAL)
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.

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/Receiveable Clerk
- Payroll Accountant
- Tax Accountant
- Cost Accounting
- Assist in Public Accounting

Recommended Electives:
- 10-101-195 Accounting Internship
- 10-103-135 MS Access, Beginning
- 10-804-189 Intro to Statistics

Considering a Bachelor’s Degree?
Nicolet College has agreements with the following colleges and universities to transfer this degree:
- Bellevue University
- Concordia University
- Franklin University
- Lakeland College
- MSOE-Rader School of Business
- Ottawa University
- Rasmussen College
- Silver Lake College
- Upper Iowa University
- UW Green Bay
- UW Oshkosh
- UW Platteville
- UW Stout
- Viterbo University

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
10-103-115 MS Word Beginning ....................1
10-103-126 MS Excel Beginning ....................1
10-801-195 Written Communication .................3
or 20-801-219 English Composition I ................3
10-804-123 Math with Business Applications ........4
or 20-804-220 Intermediate Algebra ................4

Spring Semester
10-101-113 Income Tax Preparation 1 ..............4
10-101-154 Accounting Principles 3 ................4
10-102-120 Business Law .............................3
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

Second Year
Fall Semester
10-101-114 Income Tax Preparation 2 ..............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 10-103-155 Quickbooks Basic ....................1
and 10-101-135 Quickbooks Applications ..........1
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

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 ..................................................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.

Students must have 30 WPM Typing Speed and 10-Key Speed of 105 KSPM to graduate.
The Accounting Assistant program prepares students to perform entry-level bookkeeping and accounting work. Graduates may work in a small business and be responsible for all aspects of bookkeeping or work in a larger firm and specialize in a certain area under the supervision of an accountant. The program combines hands-on computer training with accounting concepts and procedures.

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

Possible Careers
- Bookkeeper
- Accounting Clerk
- Payroll Clerk

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
10-103-126 MS Excel, Beginning ...................... 1
10-103-115 MS Word Beginning ....................... 1
10-804-123 Math with Business Applications ......... 3
or 20-804-220 Intermediate Algebra (4)
10-801-195 Written Communication .................. 3
or 20-801-219 English Composition 1
........................................................................ 15

Spring Semester
10-101-113 Income Tax Preparation 1 ............... 4
10-102-120 Business Law .................................. 3
10-101-154 Accounting Principles 3 ................. 4
10-801-196 Oral Interpersonal Communication ...... 3
or 20-810-201 Fundamentals of Speech
10-101-165 Computerized Accounting ............... 2
or 10-103-155 QuickBooks Basics (1)
and 10-101-135 QuickBooks Applic (1)
10-103-127 MS Excel Intermediate .................... 1
........................................................................ 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.
The Bookkeeper program is designed for small businesses seeking to better perform routine accounting and payroll transactions, individuals seeking employment as an entry-level bookkeeper, or individuals currently employed seeking to expand their basic accounting skills and knowledge. Participants will learn to process basic financial transactions and perform payroll operations.

**Program Outcomes**
1. Process financial transactions throughout the accounting cycle
2. Perform payroll preparation, reporting, and analysis tasks

**Possible Careers**
- Bookkeeper
- Accounting Clerk

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-101-112 Payroll Accounting</td>
<td>3</td>
</tr>
<tr>
<td>10-101-151 Accounting Principles 1</td>
<td>2</td>
</tr>
<tr>
<td>10-103-155 QuickBooks Basics</td>
<td>1</td>
</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.
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.

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.acenursing.org

Curriculum ................................................. Credits
First Semester (Level I) .................................................. 3
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) .................................................. 3
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) .................................................. 3
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
10-809-189 Psychology of Human Relations ............................ 3
Elective ......................................................................... 2
................................................................................ 18
Fourth Semester (Level IV) .................................................. 3
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

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Nursing continued

Possible Careers

- Medical Surgical Nurse
- Ambulatory Care Nurse
- Maternal-Child Nurse
- Home Health Nurse
- Public Health Nurse

Considering a Bachelor's Degree?
Nicolet College has agreements with the following colleges and universities to transfer this degree:

- Alverno College
- Bellevue University
- Cardinal Stritch University
- Concordia University
- Franklin University
- Lakeland College
- Ottawa University
- Rasmussen College
- Silver Lake College
- UW Eau Claire
- UW Green Bay
- UW LaCrosse
- UW Madison
- UW Milwaukee
- UW Oshkosh
- UW River Falls
- UW Stevens Point
- UW Stout
- UW Superior

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.

Gainful Employment

Detailed information about this programs cost, completion rate, and job placement rate are 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.

Please visit: nicoletcollege.edu/academics/gainful-employment

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.
The nursing assistant is a vital member of the healthcare 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 select 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.

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.

Curriculum

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
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<tr>
<td>30-543-300</td>
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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.
Nicolet offers the Radiography program in cooperation with Lakeshore Technical College. Radiography program students attend live, interactive television courses at Nicolet and complete all general education courses at Nicolet. Admissions procedures, deadlines, and program availability are subject to change. Please contact the Welcome Center for the latest information.

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

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

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<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>
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<tr>
<td>10-526-149 Radiographic Procedures 1</td>
<td>5</td>
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<tr>
<td>10-526-159 Radiographic Imaging 1</td>
<td>3</td>
</tr>
<tr>
<td>10-526-168 Radiography Clinical Practice 1</td>
<td>2</td>
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<thead>
<tr>
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<tbody>
<tr>
<td>10-526-192 Radiographic Clinical Practice 2</td>
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<tr>
<td>10-804-107 College Mathematics (Nicolet)</td>
<td>3</td>
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<th>Term 3 Fall Semester</th>
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<tr>
<td>10-526-170 Radiographic Imaging 2</td>
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<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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<th>Term 4 Spring Semester</th>
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<tr>
<td>10-526-196 Modalities</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>
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<tr>
<td>10-809-198 Introduction Psychology (Nicolet)</td>
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<tr>
<td>10-809-172 Intro to Diversity Studies (Nicolet)</td>
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<thead>
<tr>
<th>Term 5 Summer Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>10-526-190 Radiographic Clinical Practice 5</td>
<td>2</td>
</tr>
<tr>
<td>10-801-195 Written Communication (Nicolet)</td>
<td>3</td>
</tr>
<tr>
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<td>5</td>
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<table>
<thead>
<tr>
<th>Term 6 Fall Semester</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>10-526-189 Radiographic Pathology</td>
<td>1</td>
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<tr>
<td>10-526-197 Radiation Protection and Biology</td>
<td>3</td>
</tr>
<tr>
<td>10-526-198 Radiography Clinical Practice 6</td>
<td>2</td>
</tr>
<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>
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<tr>
<td>10-809-196 Introduction to Sociology (Nicolet)</td>
<td>3</td>
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<td>13</td>
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</tbody>
</table>

Please contact an Academic Advisor for more information.
CHAPTER 6 EDUCATIONAL OFFERINGS

DENTAL HYGIENIST

Associate of Applied Science Degree - 70 credits
10-508-1

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.

Considering a Bachelor’s Degree?
Nicolet College has agreements with the following colleges and universities to transfer this degree:
- Bellevue University
- Concordia University
- Ottawa University
- Rasmussen College
- UW Green Bay
- UW Oshkosh

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

Semester 1
10-806-197 Microbiology.................................4
10-806-177 General Anatomy & Physiology ..........4
10-806-186 Intro to Biochemistry.........................4
..............................................................................12
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 ................................................................1
..............................................................................12
Semester 3
10-508-108 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 .... 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
10-809-199 Psychology of Human Relations.........3
or any behavioral science
10-801-195 Written Communications....................3
Elective ................................................................1
..............................................................................15

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 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 .................................................. Credits
Fall Semester
10-508-101 Dental Health Safety ......................1
31-508-302 Dental Chairside ..............................5
10-508-113 Dental Materials ................................2
10-508-304 Dental & General Anatomy ..............2
10-508-103 Dental Radiography ........................2
31-508-306 Dental Assistant Clinical ..................3
31-508-307 Dental Assistant Professional ............1
16

Spring Semester
31-508-308 Dental Chairside Advanced ..............5
31-508-309 Dental Laboratory Procedures ..........4
31-508-310 Dental Radiography - Advanced ..........1
31-508-311 Dental Assistant Clinical-Adv ............2
10-508-120 Dental Office Management ..............2
10-801-196 Oral Interpersonal Communications ......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.
CHAPTER 6 EDUCATIONAL OFFERINGS

MEDICAL ASSISTANT

Technical Diploma - 32 credits
31-509-1

Medical assistants work primarily in medical clinics, physician offices, or ambulatory care clinics. The medical assistant is trained in all aspects of the medical office. Responsibilities might include preparing the patient for physical examination, obtaining a health history, assisting the physician with the exam as well as assisting with minor surgery, performing routine tests independently, and disinfecting and sterilizing instruments. Some medical assistants manage the office, arrange and confirm appointments, register patients, keep treatment records, send bills, receive payments, file insurance forms, handle the mail, and keep inventory records.

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

The Nicolet Area Technical College Medical Assistant program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), upon recommendation of the Medical Assisting Education Review Board (MAERB) of the American Association of Medical Assistants Endowment (AAMAE), 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208, (312-553-9355).

Commission on Accreditation of Allied Health Education Programs
1361 Park Street
Clearwater, FL 33756

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

Gainful Employment

Detailed information about this program's cost, completion rate, and job placement rate are 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.

Please visit: nicoletcollege.edu/academics/gainful-employment
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
- Accuplacer or ACT scores (lower scores require prep classes)
  - Math: 16  
  - Reading: 16  
  - Writing: 16  

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.

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td></td>
</tr>
<tr>
<td>10-501-101 Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>10-536-110 Pharmaceutical Calculations</td>
<td>3</td>
</tr>
<tr>
<td>10-510-102 Health Insurance &amp; Reimbursement</td>
<td>3</td>
</tr>
<tr>
<td>10-536-113 Pharmacy Business Applications</td>
<td>3</td>
</tr>
<tr>
<td>10-536-115 Pharmacy Law</td>
<td>2</td>
</tr>
<tr>
<td>10-536-120 Fundamentals of Reading Prescriptions.</td>
<td>1</td>
</tr>
<tr>
<td>10-536-122 Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>18</td>
</tr>
<tr>
<td>Spring Semester</td>
<td></td>
</tr>
<tr>
<td>10-801-196 Oral Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td>10-809-199 Psychology of Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>10-536-125 Pharmacy Drug Distribution Systems</td>
<td>2</td>
</tr>
<tr>
<td>10-536-126 Pharmacy Parenteral Admixtures</td>
<td>3</td>
</tr>
<tr>
<td>10-536-143 Pharmacy Hospital Clinical</td>
<td>2</td>
</tr>
<tr>
<td>10-536-141 Pharmacy Computer Lab</td>
<td>2</td>
</tr>
<tr>
<td>10-536-139 Pharmacy Community Clinical</td>
<td>3</td>
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<td>18</td>
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</tbody>
</table>

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

**Curriculum**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>10-501-104</td>
<td>Healthcare Customer Service</td>
<td>2</td>
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<tr>
<td>or 10-801-195</td>
<td>Written Communication (3)</td>
<td></td>
</tr>
<tr>
<td>10-501-101</td>
<td>Medical Terminology</td>
<td>3</td>
</tr>
<tr>
<td>31-509-302</td>
<td>Human Body in Health &amp; Disease</td>
<td>3</td>
</tr>
<tr>
<td>or 10-806-177</td>
<td>General Anatomy and Physiology (4)</td>
<td></td>
</tr>
<tr>
<td>10-513-110</td>
<td>Basic Lab Skills</td>
<td>1</td>
</tr>
<tr>
<td>10-513-111</td>
<td>Phlebotomy</td>
<td>2</td>
</tr>
<tr>
<td>10-513-147</td>
<td>Phlebotomy Clinical</td>
<td>2</td>
</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.
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

Considering a Bachelor’s Degree?
Nicolet College has agreements with the following colleges and universities to transfer this degree:
- Bellevue University
- Concordia University
- Lakeland College
- Rasmussen College
- UW Green Bay
- UW Stout

Curriculum: Credits
First Year
Fall Semester
10-103-115 MS Word, Beginning 1
10-316-115 Culinary Math 2
10-316-121 Sanitation & Safety Fundamentals 2
10-316-125 Food Theory 3
10-316-126 Food Production Principles 3
10-801-195 Written Communication 3
10-809-197 Contemporary American Society 3
Spring Semester
10-103-116 Communication 1
10-316-130 Nutrition 2
10-316-140 Food Practicum I 3
10-316-141 Food Practicum II 3
10-801-196 Interpersonal Communication 3
10-809-166 Intro to Ethics: Theory & Application 3
10-809-168 or 20-809-225 Ethics 3
Electives 2
Summer Session (recommended)
10-316-190 Culinary Internship (elective) 2
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
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
Recommended Electives:
10-316-153 Advanced Baking
10-109-195 Beverage Management
10-316-190 Internship in Culinary Arts

Students must have a grade of “C” or better 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.
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

**Gainful Employment**
Detailed information about this program's cost, completion rate, and job placement rate are 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.

Please visit: nicoletcollege.edu/academics/gainful-employment/
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.

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Credits</th>
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<tbody>
<tr>
<td>10-316-121 Sanitation and Safety Fundamentals</td>
<td>2</td>
</tr>
<tr>
<td>10-316-125 Food Theory</td>
<td>3</td>
</tr>
<tr>
<td>10-316-126 Food Production Principles</td>
<td>3</td>
</tr>
<tr>
<td>10-316-152 Professional Baking</td>
<td>3</td>
</tr>
<tr>
<td>10-316-153 Advanced Baking</td>
<td>3</td>
</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.
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.

<table>
<thead>
<tr>
<th>Curriculum</th>
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<tbody>
<tr>
<td>10-316-111 Garde Manger</td>
<td>2</td>
</tr>
<tr>
<td>10-316-121 Sanitation and Safety Fundamentals</td>
<td>2</td>
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<tr>
<td>10-316-125 Food Theory</td>
<td>3</td>
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<tr>
<td>10-316-126 Food Production Principles</td>
<td>3</td>
</tr>
<tr>
<td>10-316-150 Catering</td>
<td>3</td>
</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.
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.

<table>
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<tr>
<td>10-316-121 Sanitation and Safety Fundamentals</td>
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<tr>
<td>10-316-126 Food Production Principles</td>
<td>3</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.
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.

**Curriculum**

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-316-159</td>
<td>Restaurant Management</td>
<td>3</td>
</tr>
<tr>
<td>10-316-121</td>
<td>Sanitation &amp; Safety Fundaments</td>
<td>2</td>
</tr>
<tr>
<td>10-316-175</td>
<td>Food Service Cost Control</td>
<td>3</td>
</tr>
<tr>
<td>10-316-180</td>
<td>Food Service Supervisor</td>
<td>3</td>
</tr>
<tr>
<td>10-109-195</td>
<td>Beverage Management</td>
<td>2</td>
</tr>
<tr>
<td>10-316-130</td>
<td>Nutrition</td>
<td>2</td>
</tr>
<tr>
<td>10-316-155</td>
<td>Menu Planning</td>
<td>2</td>
</tr>
<tr>
<td>10-316-160</td>
<td>Food Purchasing</td>
<td>2</td>
</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.
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.

### Curriculum

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-316-121</td>
<td>Sanitation and Safety Fundamentals</td>
<td>2</td>
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<tr>
<td>10-316-125</td>
<td>Food Theory</td>
<td>3</td>
</tr>
<tr>
<td>10-316-126</td>
<td>Food Production Principles</td>
<td>3</td>
</tr>
<tr>
<td>10-316-140</td>
<td>Food Practicum I</td>
<td>3</td>
</tr>
<tr>
<td>10-316-141</td>
<td>Food Practicum II</td>
<td>3</td>
</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.
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.

<table>
<thead>
<tr>
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<tr>
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<tr>
<td>10-316-126 Food Production Principles</td>
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<tr>
<td>10-316-155 Menu Planning</td>
<td>2</td>
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<tr>
<td>10-316-160 Food Purchasing</td>
<td>2</td>
</tr>
<tr>
<td>10-316-175 Food Service Cost Control</td>
<td>2</td>
</tr>
<tr>
<td>10-316-180 Food Service Supervision</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.
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.
- 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

Considering a Bachelor’s Degree?
Nicolet College has agreements with the following colleges and universities to transfer this degree:
- Cardinal Stritch University
- Concordia University
- Lakeland College
- Rasmussen College
- UW Green Bay
- UW LaCrosse
- UW Milwaukee
- UW Oshkosh
- UW Parkside
- UW Platteville
- UW River Falls
- UW Stevens Point
- UW Stout
- UW Whitewater

Curriculum

<table>
<thead>
<tr>
<th>First Year</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>Fall Semester</td>
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<tr>
<td>10-307-151 ECE: Infant &amp; Toddler Development</td>
<td>3</td>
</tr>
<tr>
<td>10-307-166 ECE: Curriculum Planning</td>
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<tr>
<td>10-307-167 ECE: Health, Safety, and Nutrition</td>
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<tr>
<td>10-801-196 Oral Interpersonal Communication</td>
<td>3</td>
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<tr>
<td>or 20-810-201 Fundamentals of Speech</td>
<td>(3)</td>
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<tr>
<td>10-809-197 Contemporary American Society</td>
<td>3</td>
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<tr>
<td>or 20-809-270 Introductory Sociology</td>
<td>(3)</td>
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<tr>
<td>or 20-805-205 Music Theory I</td>
<td>(3)</td>
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<tr>
<td>or 20-809-275 Marriage &amp; Family</td>
<td>(3)</td>
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</table>

| Spring Semester | |
| 10-307-174 ECE: Practicum 1 | 3 |
| or 10-307-181 Infant Toddler Capstone | (3) |
| 10-307-178 ECE: Art, Music, & Language Arts | 3 |
| 10-307-179 ECE: Child Development | 3 |
| 10-307-188 ECE: Guiding Children’s Behavior | 3 |
| 10-801-195 Written Communication | 3 |
| or 20-801-219 English Composition I | (3) |
| | 18 |

| Second Year | |
| Fall Semester | |
| 10-307-187 ECE: Children with Differing Abilities | 3 |
| 10-307-192 ECE: Practicum 2 | 3 |
| or 10-307-180 ECE: Preschool Capstone | (3) |
| 10-307-194 ECE: Math, Science, & Social Studies | 3 |
| 10-809-172 Intro to Diversity Studies | 3 |
| or 20-809-272 Valuing Diversity | (3) |
| 10-801-197 Technical Reporting | 3 |
| or 20-801-223 English Composition II | (3) |
| 10-809-188 Developmental Psychology | 3 |
| or 10-809-199 Psychology of Human Relations | (3) |
| or 20-809-251 Introduction to Psychology | (3) |
| | 18 |

| Spring Semester | |
| 10-307-197 ECE: Practicum 3 | 3 |
| 10-307-198 ECE: Administering an ECE Program | 3 |
| 10-307-199 ECE: Practicum 4 | 3 |
| 10-804-123 Math with Business Applications | 3 |
| or 10-804-107 College Math | (3) |
| or 20-804-227 Elementary Math Education I | (4) |
| or 20-804-220 Intermediate Algebra | (4) |
| Elective | (3)|
| | 15 |

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

**Possible Careers**
- Preschool Teacher
- Teacher’s Assistant
- Headstart Teacher

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-307-167</td>
<td>ECE: Health, Safety, and Nutrition</td>
</tr>
<tr>
<td>10-307-166</td>
<td>ECE: Curriculum Planning 3 credits</td>
</tr>
<tr>
<td>10-307-188</td>
<td>ECE: Guiding Children’s Behavior</td>
</tr>
<tr>
<td>10-307-178</td>
<td>ECE: Art, Music &amp; Language Arts</td>
</tr>
<tr>
<td>10-307-174</td>
<td>ECE: Practicum 1 or 10-307-181 ECE: Infant Toddler Capstone</td>
</tr>
<tr>
<td>10-307-179</td>
<td>ECE: Child Development</td>
</tr>
<tr>
<td>10-307-192</td>
<td>ECE: Practicum 2 or 10-307-180 ECE: Preschool Capstone</td>
</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.
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.

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Credits</th>
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<tbody>
<tr>
<td>10-307-160 Administration &amp; Supervision</td>
<td>3</td>
</tr>
<tr>
<td>10-307-161 Child Care Financial Manage &amp; Planning</td>
<td>3</td>
</tr>
<tr>
<td>10-307-162 Child Care Operations Management</td>
<td>3</td>
</tr>
<tr>
<td>10-307-163 Child Care Marketing &amp; Community Env.</td>
<td>3</td>
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<tr>
<td>Additional Electives for Completion of the Credential:</td>
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<tr>
<td>10-307-165 Administrative Seminar</td>
<td>3</td>
</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.
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.


<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-307-151</td>
<td>ECE: Infant and Toddler Development</td>
<td>3</td>
</tr>
<tr>
<td>10-307-171</td>
<td>ECE: Infant Toddler Group Care</td>
<td>3</td>
</tr>
<tr>
<td>10-307-174</td>
<td>ECE: Practicum 1</td>
<td>3</td>
</tr>
<tr>
<td>or 10-307-181</td>
<td>ECE: Infant Toddler Capstone (3)</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.
CHAPTER 6 EDUCATIONAL OFFERINGS

HUMAN SERVICES

CAREER PATHWAY

COSMETOLOGY

EDUCATION

TECHNICAL DIPLOMA
Typical completion time: 1 year

COSMETOLOGY

CERTIFICATE
Typical completion time: 1 semester

BARBER/COSMETOLOGY INSTRUCTOR

EMPLOYMENT

POTENTIAL JOBS

- BARBER
- COSMETOLOGIST
- HAIRSTYLIST
- NAIL TECHNICIAN
- AESTHETICIAN
- FACIALIST
- SKIN CARE SPECIALIST
- SPA TECHNICIAN

POTENTIAL JOBS

- COSMETOLOGY INSTRUCTOR

EARNINGS*

WAGE RANGE

$7.98 - 12.76
($16,590 - 28,620)

WAGE RANGE

$13.53 - 42.89
($28,140 - 89,200)

* WISCONSIN WORKNET - STATEWIDE RANGE 2012 HOURLY (ANNUAL)
Graduates receive training in barbering and cosmetology, and may be licensed to practice in either area. The Cosmetology program includes theoretical and practical instruction to develop skills in the following areas: basic and specialty haircutting; ethnic hair care; perming, coloring, and chemical relaxing; manicuring, pedicuring, and nail application; facials, makeup artistry, and color analysis; hair designing and styling; implements and equipment; bacteriology and sanitation; anatomy, diseases, and disorders; barber-cosmetology chemistry; hair, skin, and scalp analysis; shampooing; salon operations and management; etc.

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 safety and sanitation procedures.
2. Adhere to the current Wisconsin administrative codes and statutes for cosmetology.
3. Demonstrate interpersonal skills for success.
4. Perform hair cutting services.
5. Perform shampoo services.
6. Perform skin care services.
7. Perform texture services.
8. Perform hair color services.
9. Demonstrate hairstyling and finishing techniques.
10. Perform nail services.
11. Develop strategies to market products and services.

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

Gainful Employment
Detailed information about this program's cost, completion rate, and job placement rate are 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. Please visit: nicoletcollege.edu/academics/gainful-employment

Curriculum ................................................ Credits
Semester 1
31-502-305 Cosmetology Professional Development 1
31-502-312 Basic Hair Sculpting ............................. 2
31-502-314 Chemical Services 1 ............................. 2
31-502-311 Hair and Scalp Care ............................. 2
31-502-310 Male Hair Cutting .............................. 3
31-502-Salon Services 1 ....................................... 2
31-502-309 Hair Sculpture 2 and Hair Styling ........ 2
................................................................. 14
Semester 2
31-502-313 Chemical Services 2 ............................. 2
31-502-316 Manicure/Pedicure .............................. 2
31-502-318 Salon Services 2 ............................... 3
31-502-372 Salon Ecology ................................... 1
31-806-355 Biology for Cosmetology ...................... 1
31-502-346 Hairstyling 2 .................................... 2
31-502-330 Salon Services 3 ............................... 2
................................................................. 13
Semester 3
31-502-317 Facials ............................................. 3
31-502-371 Salon Insight ..................................... 1
31-502-368 Salon Services 4 ............................... 2
31-502-358 Product Knowledge ............................ 1
................................................................. 7
Semester 4
31-502-319 Chemical Services 3 ........................... 2
31-801-305 Applied Communications:
   Listening/Speaking ...................................... 2
31-502-348 Salon Services 5 .............................. 3
31-502-370 Salon Fundamentals ......................... 1
31-502-331 Salon Services 6 .............................. 3
31-502-335 Cosmetology Law, Mock Board Prep .... 1
................................................................. 12

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.
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.

Curriculum .................................................... Credits
31-502-308 Instructor Orientation & Practicum ........ 2
10-502-187 Teaching Methods ................................ 2
10-502-188 Educational Evaluation ....................... 2
10-502-186 Instructional Planning and Design .......... 2

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

CAREER PATHWAY

INFORMATION TECHNOLOGY

TECHNICAL DIPLOMAS
Typical completion time: 2 semesters

IT USER SUPPORT TECHNICIAN

IT NETWORK TECHNICIAN

IT VIRTUALIZATION TECHNICIAN

ASSOCIATE’S DEGREE
Typical completion time: 2 years
Previous credentials reduce time

COMPUTER SUPPORT SPECIALIST

BACHELOR’S DEGREE

BELLEVUE UNIVERSITY
FRANKLIN UNIVERSITY
MILWAUKEE SCHOOL OF ENGINEERING
UPPER IOWA UNIVERSITY
UW-PLATTEVILLE
UW-STOUT

POTENTIAL JOBS

USER SUPPORT TECHNICIAN
- COMPUTER USER SUPPORT SPECIALIST
- SERVICE DESK

NETWORK TECHNICIAN
- COMPUTER NETWORK SUPPORT SPECIALIST
- NETWORK TECHNICIAN

VIRTUALIZATION
- COMPUTER NETWORK ADMINISTRATOR
- NETWORK SPECIALIST

POTENTIAL JOBS

- COMPUTER SUPPORT SPECIALIST
- COMPUTER SUPPORT TECHNICIAN
- HELP DESK TECHNICIAN
- NETWORK ADMINISTRATOR

POTENTIAL JOBS

- COMPUTER SYSTEMS ANALYST
- NETWORK ADMINISTRATOR
- COMPUTER SYSTEMS ADMINISTRATOR
- DATABASE ADMINISTRATOR
- COMPUTER NETWORK ARCHITECT

WAGE RANGE

COMPUTER USER SUPPORT SPECIALIST
$15.58 - 26.42
($32,410 - 54,960)

COMPUTER NETWORK SUPPORT SPECIALIST
$18.55 - 31.92
($38,590 - 66,390)

NETWORK AND COMPUTER SYSTEMS ADMINISTRATOR
$22.28 - 37.81
($46,340 - 78,640)

NETWORK AND COMPUTER SYSTEMS ADMINISTRATOR
$22.28 - 37.81
($46,340 - 78,640)

COMPUTER SYSTEMS ANALYST
$24.80 - 60.44
($51,770 - 147,950)

COMPUTER NETWORK ARCHITECT
$23.85 - 64.27
($49,600 - 92,080)

* WISCONSIN WORKNET - STATEWIDE RANGE 2012 HOURLY (ANNUAL)
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

Considering a Bachelor’s Degree?
Nicolet College has agreements with the following colleges and universities to transfer this degree:
- Bellevue University
- Concordia University
- Franklin University
- Lakeland College
- MSOE-Rader School of Business
- Ottawa University
- Rasmussen College
- Silver Lake College
- UW Green Bay
- UW Oshkosh
- UW Stout

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 .......... 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

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.
This Technical Diploma provides students with the skills necessary to support Local and Wide Area Networks. Students will be able to manage, configure, and troubleshoot common network infrastructure issues, including network switching, IP routing, IP services, and network device security. Students will acquire a solid foundation in IP addressing. This diploma will prepare the student for the Cisco Certified Entry Network Technician (CCENT) exam.

**Program Outcomes**
1. Understand the purpose and functions of network devices
2. Configure, support, and maintain network switching
3. Configure, support, and maintain network routing
4. Understand and implement IP addressing scenarios
5. Implement IP Services to include DHCP, ACLs, and NAT
6. Implement network device security

**Possible Careers**
- Computer User Support Specialist
- Computer Network Support Specialist

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**Curriculum**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-150-110</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>10-801-197</td>
<td>Technical Reporting</td>
<td>3</td>
</tr>
<tr>
<td>10-150-130</td>
<td>Network Infrastructure</td>
<td>3</td>
</tr>
<tr>
<td>10-150-141</td>
<td>WAN Technologies</td>
<td>3</td>
</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.
Short Term Technical Diploma - 15 credits

30-154-4

Provides students the skills necessary to support computer users and their computers. Students will manage, configure and troubleshoot common computer hardware and software issues, configure and troubleshoot network access, and develop customer service skills. This diploma will prepare the student for the CompTIA A+ certification, exams 220-801 and 220-802.

Program Outcomes
1. Support and maintain computer hardware
2. Support and maintain computer operating systems
3. Manage computer network access
4. Demonstrate customer service skills

Possible Careers
• Computer User Support Specialist

Curriculum ..................................................... Credits
10-150-110 Networking Fundamentals.................... 3
10-154-140 PC Maintenance & Troubleshooting....... 3
10-154-155 Microcomputer Operating Systems ....... 3
10-154-170 Help Desk Fundamentals...................... 3
10-801-196 Oral/Interpersonal Communication........ 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.
Provides students the skills necessary to support a virtualized data center. The student will be able to manage, configure and troubleshoot common virtualization issues, and install virtual servers, workstations and applications to support the IT data center. This diploma will prepare the student for the VMware Certified Associate – Data Center Virtualization (VCA-DCV) exam.

**Program Outcomes**
1. Understand data center virtualization concepts
2. Understand the different virtualization technologies
3. Deploy and manage virtual machines
4. Manage a virtualized environment

**Possible Careers**
- Network and Computer Systems Administrator
- Computer Network Support Specialist

**Curriculum**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>10-150-110</td>
<td>Networking Fundamentals</td>
<td>3</td>
</tr>
<tr>
<td>10-150-147</td>
<td>Emerging Network Technologies</td>
<td>3</td>
</tr>
<tr>
<td>10-150-180</td>
<td>Server Operating Systems</td>
<td>3</td>
</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

CAREER PATHWAY

IT SOFTWARE DEVELOPER

ASSOCIATE'S DEGREE
Typical completion time: 2 years

IT WEB SOFTWARE DEVELOPER

BACHELOR'S DEGREE

BELLEVUE UNIVERSITY
FRANKLIN UNIVERSITY
MILWAUKEE SCHOOL OF ENGINEERING
UPPER IOWA UNIVERSITY
UW-PLATTEVILLE
UW-STOUT

POTENTIAL JOBS

- PROGRAMMER
- SOFTWARE DEVELOPER
- WEB DEVELOPER
- WEB DESIGNER
- WEB PROGRAMMER
- WEB ANALYST

POTENTIAL JOBS

- SOFTWARE DEVELOPER
- SYSTEMS ANALYST
- INFORMATION TECHNOLOGY MANAGER

WAGE RANGE

COMPUTER PROGRAMMER
$22.38 - $60.11
($46,540 - $93,420)
WEB DEVELOPER
$16.41 - $30.31
($33,120 - $63,050)

WAGE RANGE

SOFTWARE DEVELOPER
$29.30 - $60.31
($56,950 - $102,570)
COMPUTER SYSTEMS ANALYST
$24.89 - $40.44
$51,770 - $84,110

* WISCONSIN WORKNET - STATEWIDE RANGE 2012 HOURLY (ANNUAL)
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

**Considering a Bachelor’s Degree?**

Nicolet College has agreements with the following colleges and universities to transfer this degree:

- Bellevue University
- Concordia University
- Franklin University
- Lakeland College
- MSOE-Rader School of Business
- Ottawa University
- Rasmussen College
- Silver Lake College
- UW Green Bay
- UW Oshkosh
- UW Stout

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

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<tr>
<th>First Year</th>
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<tbody>
<tr>
<td>Fall Semester</td>
<td></td>
</tr>
<tr>
<td>10-103-107 MS Office Fundamentals</td>
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<tr>
<td>10-103-149 MS Visio</td>
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</tr>
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<td>10-107-127 IT Careers</td>
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<table>
<thead>
<tr>
<th>Spring Semester</th>
<th>Credits</th>
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<tbody>
<tr>
<td>10-152-115 Database Fundamentals</td>
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<tr>
<td>10-152-120 Introduction to Programming</td>
<td>3</td>
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<tr>
<td>10-154-140 PC Maintenance &amp; Troubleshooting</td>
<td>3</td>
</tr>
<tr>
<td>10-154-165 Project Management</td>
<td>3</td>
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<td>10-801-196 Oral Interpersonal Communication</td>
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<th>Second Year</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester</td>
<td></td>
</tr>
<tr>
<td>10-152-125 Database Design &amp; Implementation</td>
<td>4</td>
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<tr>
<td>10-152-131 Mobile Applications Development 1</td>
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<td>10-152-183 Interactive Web Programming</td>
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<td>10-801-197 Technical Reporting</td>
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<td>10-809-197 Contemporary American Society</td>
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<table>
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<tr>
<th>Spring Semester</th>
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<tr>
<td>10-152-140 Emerging Software Development Tech</td>
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<tr>
<td>10-152-145 Mobile Applications Development 2</td>
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<tr>
<td>10-152-155 e-Portfolio Administration</td>
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<tr>
<td>10-152-156 Simulation and Game Programming</td>
<td>3</td>
</tr>
<tr>
<td>10-809-195 Economics</td>
<td>3</td>
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<td>15</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.
Offer individuals currently employed in the IT field to upgrade their skills for the new mobile applications development technologies.

**Curriculum

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>10-152-131 Mobile Applications Development 1</td>
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<td>10-152-145 Mobile Applications Development 2</td>
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<tr>
<td>10-152-140 Emerging Software Development Techn</td>
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<tr>
<td>10-152-183 Interactive Web Programming</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.
Offers individuals currently employed in the IT field to upgrade their skills for the new simulation and gaming technologies.

Curriculum

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<thead>
<tr>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>10-152-120 Introduction to Programming</td>
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<td>10-152-131 Mobile Applications Development 1</td>
<td>3</td>
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<tr>
<td>10-152-145 Mobile Applications Development 2</td>
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</tr>
<tr>
<td>10-152-156 Simulation and Game Programming</td>
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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

Considering a Bachelor’s Degree?
Nicolet College has agreements with the following colleges and universities to transfer this degree:
- Bellevue University
- Concordia University
- Franklin University
- Lakeland College
- Ottawa University
- Rasmussen College
- Upper Iowa University
- UW Green Bay
- UW Oshkosh
- UW Stout
- Viterbo University

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

First Year
Fall Semester
10-504-900 Intro Criminal Justice ....................3
10-504-904 Juvenile Law ................................3
10-504-902 Criminal Law ............................3
10-504-920 Corrections Security Procedures ......3
10-801-195 Written Communication .............3
or 20-801-219 English Composition ...............(3)
........................................................................16

Spring Semester
10-504-903 Professional Communications ........3
10-504-901 Constitutional Law .......................3
10-504-145 Rules of Evidence ........................3
10-504-905 Report Writing ............................3
10-801-196 Oral Interpersonal Communication ....3
or 20-801-201 Fundamentals of Speech ............(3)
Elective ..............................................3
........................................................................18

Second Year
Fall Semester
10-504-109 Courts and Jurisdiction .................3
10-504-133 Delinquency and Deviant Behavior ....3
10-504-140 Computer Utilization for Crim. Just ...3
10-504-908 Traffic Theory ............................3
10-804-107 College Math .............................3
10-809-197 Contemporary American Society ....3
or 20-809-271 Introductory Sociology ...............(3)
........................................................................18

Spring Semester
10-504-906 Criminal Investigation Theory ........3
10-504-129 Interviewing Techniques ...............3
10-504-907 Community Policing Strategies ......3
10-809-166 Intro to Ethics: Theory & Applications ..3
or 20-809-225 Ethics ..................................(3)
10-809-199 Psychology Human Relations .........3
or 20-809-251 Introduction to Psychology ..........(3)
10-809-195 Economics ...............................3
or 20-809-287 Principles of Macroeconomics ...3
........................................................................18

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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.
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

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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Semester</td>
<td>10-504-104 Criminal Justice Program Orientation</td>
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</tr>
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<td>10-504-900 Introduction to Criminal Justice</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>10-504-902 Criminal Law</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>10-504-904 Juvenile Law</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>10-504-920 Corrections Security Procedures</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>10-801-195 Written Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>or 20-801-219 English Composition I</td>
<td>(3)</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>10-504-901 Constitutional Law</td>
<td>3</td>
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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.

**Possible Careers**
- Corrections Officer
- Jailer
- Private Security
- Prison Guard

**Gainful Employment**
Detailed information about this program’s cost, completion rate, and job placement rate are 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. Please visit: nicoletcollege.edu/academics/gainful-employment
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.

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>10-504-926 Tactical Skills</td>
<td>4</td>
</tr>
<tr>
<td>10-504-927 Patrol Procedure Skills</td>
<td>5</td>
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</table>

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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 Emergency Medical Technician (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
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.
11. Use standardized industrial terminology and methods to communicate effectively with co-workers, supervisors, subordinates, engineers, and vendors.

Possible Careers
- Industrial Maintenance Technician

Considering a Bachelor's Degree?
Nicolet College has agreements with the following colleges and universities to transfer this degree:
- Bellevue University
- Concordia University
- Rasmussen College
- UW Green Bay
- UW Stout

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

First Semester
10-449-100 Industrial Safety Fundamentals ........ 2
10-462-120 Basic Hydraulics for Ind. Mechanics ...... 3
10-462-125 Basic Pneumatics for Ind. Mechanics ..... 3
10-462-126 Industrial Electronic Concepts ............ 3
10-462-130 Industrial PC Applications ................. 2
31-660-311 Introduction to Electricity .................. 1
32-660-301 Electronics Calculations 1 ................. 1
31-660-312 DC Circuits .................................. 1
10-801-195 Written Communications .................. 3

Second Semester
10-462-140 Pneumatic Operations for Ind. Mech. .... 2
10-462-142 Hydraulic Operations for Ind. Mech. ..... 2
10-462-144 Mechanical Concepts ....................... 4
10-462-146 Centrifugal Pump Operations ............. 4
10-462-154 Mechanical Print Reading & Schematics 1
10-804-107 College Mathematics ....................... 3

Third Semester
10-462-150 Piping Systems ............................ 2
10-462-152 Troubleshooting PLC Systems .......... 3
10-462-156 Repair of Automated Manufact Equip ..... 4
10-806-139 Survey of Physics ........................... 3
10-806-112 Principles of Sustainability ............... 3
10-809-199 Psychology of Human Relations ........ 3

Fourth Semester
10-462-160 Ind. Fluid Process Control Systems .... 3
10-462-162 Adv Machine Troubleshooting & Repair 2
10-462-164 Preventative & Periodic Maintenance .... 2
10-442-166 Fund. Welding & Machine Tool Oper. ... 2
10-801-196 Oral Interpersonal Communications .... 3
10-809-197 Contemporary American Society ........ 3

15

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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.
Students completing the courses listed below will earn an Industrial Mechanic 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.

Possible Careers
- Industrial Machinery Mechanic
- Machinery Maintenance Worker

<table>
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<td>10-462-126 Industrial Electronic Concepts</td>
<td>3</td>
</tr>
<tr>
<td>10-462-130 Industrial PC Applications</td>
<td>2</td>
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<td>10-801-195 Written Communications</td>
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<td>10-462-140 Pneumatic Operations</td>
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<tr>
<td>10-462-142 Hydraulic Operations</td>
<td>2</td>
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<tr>
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<tr>
<td>10-462-146 Centrifugal Pump Operations</td>
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<td>10-804-107 College Mathematics</td>
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<td>10-462-154 Mechanical Print Reading &amp; Schematics</td>
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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.

**Curriculum**

<table>
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<td>10-462-130</td>
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<td>2</td>
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<tr>
<td>10-801-195</td>
<td>Written Communications</td>
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Program Outcomes
1. Practice industry recognized safety practices and guidelines, including the use of personal protective equipment in an industrial operating environment.
2. Work as part of a maintenance team to assemble/disassemble, troubleshoot, diagnose and repair industrial equipment and systems using appropriate tools, materials, and methods.
3. Interpret drawings, schematics, and specifications for industrial equipment.
4. Document technical information through descriptive writing, sketches/diagrams, mathematical expression, computation, and graphs.
5. Use precision measuring equipment.
6. Apply knowledge of electricity, electronics, hydraulics, and electric motors and mechanics.
7. Perform electrical, mechanical, and fluid measurements by properly selecting tools and test equipment.
8. Operate and control robotic machines, motors and other industrial equipment components.
9. Apply electrical skills to troubleshoot control and operator panels.
10. Apply programming languages to the control of single programmable controllers and industrial networks.

Possible Careers
- Electromechanical Technician
- Industrial Automation Technician
- Research and Development Technician
- Robotics Technician
- Industrial Maintenance Technician
- Field Service Technician

Curriculum

Semester 1 ................................. Credits
10-449-100 Industrial Safety Fundamentals ............ 2
10-620-100 Basic Electronics ............................ 3
10-620-105 Hydraulics and Pneumatics for Electromech ........................................ 2
10-462-126 Industrial Electronics Concepts ............ 3
10-462-130 Industrial PC Applications .................. 2
10-801-195 Written Communications .................. 3
or 20-801-219 English Composition I ................... 15

Semester 2 ................................. Credits
10-620-107 Electronic Devices and Digital Concepts ........ 3
10-620-110 Mechanical Concepts for Electromech ........ 2
10-620-115 Introduction to PLC Systems ............... 2
10-620-121 Industrial Electronics 2 ....................... 2
10-804-107 College Mathematics ....................... 3
or 20-804-220 Intermediate Algebra .................... 3
10-806-139 Survey of Physics ............................ 3
or 20-806-276 College Physics ............................ 3
10-809-199 Psychology of Human Relations ............ 3
or 20-809-251 Introduction to Psychology ................ 18

Semester 3 ................................. Credits
10-150-110 Networking Fundamentals ................. 3
10-442-166 Fund of Welding Machine Tool Operations .................................................. 2
10-620-130 PLC Applications ............................ 2
10-620-135 Industrial Robotics Systems ............... 3
10-620-140 Sensors ....................................... 2
10-620-145 Motion Control Applications ............... 3
10-806-112 Principles of Sustainability ................. 3
.................................................................. 16

Semester 4 ................................. Credits
10-620-150 SCADA Concepts ........................... 2
10-620-155 Automated Processes ....................... 2
10-620-160 Industrial Fluid Control Systems ........ 2
10-620-165 EM System Interfacing ...................... 2
10-620-170 Instrumentation .............................. 2
10-801-196 Oral Interpersonal Communication ....... 3
or 20-810-201 Fundamentals of Speech ............... 3
10-809-197 Contemporary American Society ........ 3
or 20-809-271 Introductory Sociology ................ 16

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Students will develop a wide variety of technical skills in electronics, fluid power, mechanical systems, computers and computer-controlled machines. Programmable logic controllers, robotics, motors and drives, servo hydraulic systems and closed loop positioning will be studied. A comprehensive understanding of how these technical skill areas are linked together to create automated systems is developed through a hands-on project course that allows the student to put together the various technologies in an integrated manufacturing system.
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**

**First Semester**
- 31-660-311 Introduction to Electricity (1st 8 weeks) .... 1
- 32-660-301 Electronics Calculations 1 (1st 8 weeks) .. 1
- 31-660-312 DC Circuits (1st 8 weeks) ...................... 1
- 31-660-351 DC Generators & Motors ....................... 1
- 32-660-302 Electronic Calculations 2 ..................... 1
- 31-660-313 Introduction to Alternating Current .......... 1
- 31-660-314 AC Circuits ..................................... 1
- 10-103-101 Computer Literacy-Microsoft Windows .... 1

.................................................................................. 8

**Second Semester**
- 31-660-321 Industrial Electronic Devices 1 ............ 1
- 31-660-341 Introduction to Power Systems & Circuit Protection ................................................. 1
- 31-660-322 Industrial Electronic Devices 2 ............ 1
- 31-660-352 AC Motors ........................................ 1
- 31-660-371 Industrial Maintenance Practices ........... 1
- 31-660-353 AC Motor Controls ............................ 1
- 31-660-361 Industrial Control Devices .................. 1

.................................................................................. 7

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CHAPTER 6  EDUCATIONAL OFFERINGS
MANUFACTURING

CAREER PATHWAY  WELDING

EDUCATION
- CERTIFICATE
  Typical completion time: 1 semester
  WELDING/MAINTENANCE AND FABRICATION

- TECHNICAL DIPLOMA
  Typical completion time: 1 year
  Previous credentials reduce time
  WELDING

EMPLOYMENT
- POTENTIAL JOBS
  - WELDER
  - CUTTER
  - SOLDERER
  - BRAZER
  - MACHINE SETTER
  - OPERATORS AND TENDER

- POTENTIAL JOBS
  - STRUCTURAL METAL FABRICATORS AND FITTERS
  - WELDER

EARNINGS*
- WAGE RANGE
  WELDER, CUTTER, SOLDERER, AND BRAZER
  $13.24 - 24.65
  ($27,500 - 51,300)

  MACHINE SETTER, OPERATOR, AND TENDER
  $13.17 - 23.46
  ($27,400 - 48,800)

- WAGE RANGE
  STRUCTURAL METAL FABRICATOR AND FITTER
  $12.87 - 26.12
  ($26,800 - 54,300)

* WISCONSIN WORKNET - STATEWIDE RANGE 2012 HOURLY (ANNUAL)
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

**Gainful Employment:**

Detailed information about this programs cost, completion rate, and job placement rate are 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.

Please visit: nicoletcollege.edu/academics/gainful-employment/

---

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

**Fall Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>31-442-321</td>
<td>Shielded Metal Arc Welding</td>
<td>2</td>
</tr>
<tr>
<td>31-442-322</td>
<td>Oxyfuel &amp; Arc Cutting Processes</td>
<td>2</td>
</tr>
<tr>
<td>31-442-323</td>
<td>Gas Metal Arc Welding Short Circuit</td>
<td>4</td>
</tr>
<tr>
<td>31-442-300</td>
<td>Safety in Welding</td>
<td>1</td>
</tr>
<tr>
<td>31-442-312</td>
<td>Destructive and Non-Destructive Testing</td>
<td>1</td>
</tr>
<tr>
<td>31-421-320</td>
<td>Basic Blueprint Reading/Welding</td>
<td>4</td>
</tr>
<tr>
<td>31-804-302</td>
<td>Applied Technical Math</td>
<td>2</td>
</tr>
</tbody>
</table>

| Total Credits | 16       |

**Spring Semester**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>31-442-307</td>
<td>Metallurgy Fundamentals for Welding</td>
<td>2</td>
</tr>
<tr>
<td>31-442-324</td>
<td>Flux Cored Arc Welding</td>
<td>3</td>
</tr>
<tr>
<td>31-442-326</td>
<td>Gas Tungsten Arc Welding</td>
<td>5</td>
</tr>
<tr>
<td>31-801-304</td>
<td>Applied Communications: Writing</td>
<td>2</td>
</tr>
<tr>
<td>31-809-350</td>
<td>Customer Relations</td>
<td>1</td>
</tr>
</tbody>
</table>

| Total Credits | 13       |

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

**Possible Careers**
- Welder
- Cutter
- Solderer
- Brazer

**Curriculum**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>31-442-321</td>
<td>Shielded Metal Arc Welding</td>
<td>2</td>
</tr>
<tr>
<td>31-442-322</td>
<td>Oxyfuel &amp; Arc Cutting Processes</td>
<td>2</td>
</tr>
<tr>
<td>31-442-323</td>
<td>Gas Metal Arc Welding Short Circuit</td>
<td>4</td>
</tr>
<tr>
<td>31-442-300</td>
<td>Safety in Welding</td>
<td>1</td>
</tr>
<tr>
<td>31-442-312</td>
<td>Destructive/Non-Destructive Testing</td>
<td>1</td>
</tr>
<tr>
<td>31-421-320</td>
<td>Basic Blueprint Reading/Welding</td>
<td>4</td>
</tr>
<tr>
<td>31-804-302</td>
<td>Applied Technical Math</td>
<td>2</td>
</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.
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.

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

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

MARKETING, SALES, AND SERVICE

CAREER PATHWAY

MARKETING

TECHNICAL DIPLOMAS

SALES AND MARKETING
2 semesters

SUPERVISION
2 semesters

ASSOCIATE’S DEGREE

Typical completion time: 2 years
Previous credentials reduce time

MARKETING

BACHELOR’S DEGREE

FRANKLIN UNIVERSITY

MILWAUKEE SCHOOL OF ENGINEERING

UPPER IOWA UNIVERSITY

UW-GREEN BAY

UW-OSHKOSH

UW-PLATTEVILLE

UW-STOUT

POTENTIAL JOBS

SALES AND MARKETING
- SALESPERSON
- CUSTOMER SERVICE REPRESENTATIVE
- SALE REPRESENTATIVE
- TELLER

SUPERVISION
- FIRST LEVEL SUPERVISOR
- MERCHANDISING MANAGER
- LODGING MANAGER

POTENTIAL JOBS

- DEPARTMENT MANAGER
- SALES REPRESENTATIVE
- OFFICE MANAGER
- ENTREPRENEUR
- BUSINESS OWNER
- MERCHANDISING MANAGER

POTENTIAL JOBS

- DEPARTMENT MANAGER
- GENERAL MANAGER
- SALES MANAGER
- OFFICE MANAGER
- MARKETING MANAGER
- PRODUCT LINE MANAGER

WAGE RANGE

CUSTOMER SERVICE REPRESENTATIVE
$11.01 - 18.72
($22,900 - 38,940)

SALES
$9.36 - 17.76
($19,260 - 36,950)

FIRST-LINE SUPERVISOR OF RETAIL SALES WORKERS
$12.21 - 23.05
($25,400 - 47,940)

WAGE RANGE

FIRST-LINE SUPERVISOR OF RETAIL SALES WORKERS
$12.21 - 23.05
($25,400 - 47,940)

SALES REPRESENTATIVE
$16.52 - 39.41
($33,940 - 81,970)

WAGE RANGE

SALES MANAGER
$28.46 - 62.95
($59,210 - 130,930)

GENERAL AND OPERATIONS MANAGER
$24.58 - 62.42
($51,600 - 129,830)

MARKETING MANAGER
$30.93 - 64.82
($64,320 - 134,820)

* WISCONSIN WORKNET - STATEWIDE RANGE 2012 HOURLY (ANNUAL)
Marking 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

**Considering a Bachelor’s Degree?**
Nicolet College has agreements with the following colleges and universities to transfer this degree:
- Bellevue University
- Concordia University
- Franklin University
- Lakeland College
- MSOE-Rader School of Business
- Ottawa University
- Rasmussen College
- Upper Iowa University
- UW Green Bay
- UW Oshkosh
- UW Platteville
- UW Stout
- Viterbo University

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

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>10-102-106 Business Orientation</td>
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<tr>
<td></td>
<td>10-102-130 Principles of Management</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>10-102-140 Fund. of Tribal Management</td>
<td>(3)</td>
</tr>
<tr>
<td></td>
<td>10-104-111 Marketing Principles</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>10-102-152 Business Marketing</td>
<td>(3)</td>
</tr>
<tr>
<td></td>
<td>10-103-115 MS Word, Beginning</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>10-103-126 MS Excel, Beginning</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>10-801-195 Written Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>10-809-172 Intro to Diversity Studies</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>10-103-127 MS Excel, Intermediate</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>10-809-195 Economics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>10-103-128 MS Excel, Advanced</td>
<td>1</td>
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<tr>
<td>4</td>
<td>10-801-196 Oral Interpersonal Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>10-804-123 Math with Business Applications</td>
<td>3</td>
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<tr>
<td>5</td>
<td>10-102-110 Business Statistics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>10-104-120 Principles of Selling</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>10-809-199 Psychology of Human Relations</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>10-103-169 MS Publisher, Beginning</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>10-104-140 Internet Marketing</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>10-801-197 Technical Reporting</td>
<td>3</td>
</tr>
<tr>
<td>7</td>
<td>10-101-140 Survey of Accounting</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>10-104-135 Promotion</td>
<td>3</td>
</tr>
<tr>
<td>8</td>
<td>10-102-120 Business Law</td>
<td>3</td>
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<tr>
<td></td>
<td>10-104-112 Marketing Management</td>
<td>3</td>
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<td></td>
<td>10-102-163 Small Business Management</td>
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<tr>
<td></td>
<td>10-104-145 Marketing Research</td>
<td>3</td>
</tr>
<tr>
<td>9</td>
<td>10-104-175 Marketing Internship/Capstone</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>10-102-191 Service Learning for Manage/Market</td>
<td>1</td>
</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.
Provides essential skills needed for effective application of the marketing foundations and functions. Students learn the principles, practices, and concepts of marketing that are directly involved with selling, promotion, distribution, and customer relations. Prepares students for sales and customer service positions.

**Program Outcomes**
1. Prepare an integrated marketing communications plan
2. Develop an understanding of the relationship between salesperson and customers
3. Create and demonstrate a sales presentation
4. Design and create promotional materials
5. Identify target markets
6. Apply the marketing mix

**Possible Careers**
- Retail Salesperson
- Customer Service Representative
- Product Promoter
- Sales Representative

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**Curriculum**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>10-104-111 Marketing Principles</td>
<td>3</td>
</tr>
<tr>
<td>or 10-102-152 Business Marketing</td>
<td></td>
</tr>
<tr>
<td>10-809-199 Psychology of Human Relations</td>
<td>3</td>
</tr>
<tr>
<td>10-104-135 Promotion</td>
<td>3</td>
</tr>
<tr>
<td>10-104-120 Principles of Selling</td>
<td>3</td>
</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.
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 of automotive brake systems.
4. Perform diagnosis, service, and repair of automotive electrical/electronic systems.
5. Perform diagnosis, service, and repair of automotive internal combustion engines.
6. Perform diagnosis, service, and repair of automotive automatic transmission/transaxle systems.
7. Perform diagnosis, service, and repair of automotive manual drive train and axles systems.
8. Perform diagnosis, service, and repair of automotive heating and air conditioning 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 ..................................................... Credits

First Year
Fall Semester
10-602-107 Auto Service Fundamentals .................. 2
10-602-102 Electrical & Electronic Systems 1 ........... 2
10-602-103 Engine Repair 1 ............................... 2
10-602-104 Brake Systems ................................. 3
10-602-105 Introduction to Hybrid Autos ................. 2
10-809-197 Contemporary American Society ............ 3
10-801-195 Written Communications ........................ 17

Spring Semester
10-602-127 Electrical & Electronic Systems 2 ........... 3
10-602-196 Climate Control Systems ...................... 3
10-602-123 Engine Repair 2 ................................ 3
10-602-124 Steering & Suspension Systems .............. 3
10-602-125 Hybrid Vehicle Diagnostics .................... 2
10-806-139 Survey of Physics ............................... 16

Second Year
Fall Semester
10-602-197 Engine Performance 1 .......................... 3
10-602-128 Electrical & Electronic Systems 3 ............ 3
10-602-149 Manual Drive Train and Axles ................. 4
10-809-199 Psychology of Human Relations ............... 3
10-804-107 College Mathematics ............................ 16

Spring Semester
10-602-195 Advanced Chassis Systems .................. 2
10-602-109 Auto Transmission/Transaxle ................. 4
10-602-198 Engine Performance 2 .......................... 4
10-809-166 Intro to Ethics: Theory & Application ....... 3
10-801-196 Oral Interpersonal Communications ............ 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.

Considering a Bachelor’s Degree?
Nicolet College has agreements with the following colleges and universities to transfer this degree:
- Bellevue University
- Rasmussen College
- UW Green Bay
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.

Considering a Bachelor’s Degree?
Nicolet College has agreements with the following colleges and universities to transfer this degree:
- UW Superior

**Curriculum**

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Individualized Technical Studies Courses</td>
<td>40-48</td>
</tr>
<tr>
<td>II. General Education Core</td>
<td>15</td>
</tr>
<tr>
<td>A. Communications (Select at least 2 courses)</td>
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<tr>
<td>10-801-195 Written Communication...................</td>
<td>3</td>
</tr>
<tr>
<td>or 20-801-219 English Composition..................</td>
<td>3</td>
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<tr>
<td>10-801-196 Oral Interpersonal Communication......</td>
<td>3</td>
</tr>
<tr>
<td>or 20-801-210 Fundamentals of Speech...............</td>
<td>3</td>
</tr>
<tr>
<td>10-801-197 Technical Reporting.....................</td>
<td>3</td>
</tr>
<tr>
<td>or 20-801-223 English Composition II...............</td>
<td>3</td>
</tr>
<tr>
<td>B. Social Science (Select at least 1 course)</td>
<td>3</td>
</tr>
<tr>
<td>10-809-195 Economics</td>
<td></td>
</tr>
<tr>
<td>or 20-809-287 Principles of Macroeconomics .......</td>
<td>3</td>
</tr>
<tr>
<td>10-809-197 Contemporary American Society ..........</td>
<td>3</td>
</tr>
<tr>
<td>20-809-271 Introductory Sociology..................</td>
<td>3</td>
</tr>
<tr>
<td>C. Behavioral Science (Select at least 1 course)</td>
<td>3</td>
</tr>
<tr>
<td>10-809-199 Psychology of Human Relations ..........</td>
<td>3</td>
</tr>
<tr>
<td>20-809-251 Introductory to Psychology..............</td>
<td>3</td>
</tr>
<tr>
<td>D. Additional Credits</td>
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<tr>
<td>Students must select 3 additional credits from the</td>
<td></td>
</tr>
<tr>
<td>above listed courses.</td>
<td></td>
</tr>
<tr>
<td>III. Math and/or Science</td>
<td>3</td>
</tr>
<tr>
<td>IV. Electives</td>
<td>6</td>
</tr>
</tbody>
</table>
Academic Success

The Academic Success Program offers courses and developmental services to enhance students’ access to, and success in, educational programs and to enhance the ability of individuals to function effectively in an increasingly complex global society.

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, and through distant learning. 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). 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.

Alternative High School Program

This credit-based 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 may include 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.

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.

Career Exploration and 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 instruction helps participants learn about the American culture and improve their English speaking, reading, writing, and listening skills. Instruction is tailored to meet individual needs.

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.

Individualized instruction through Academic Success is located in a number of communities in our district. Contact the Welcome Center at 715-365-4493 for information.
WORKFORCE AND ECONOMIC DEVELOPMENT

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:

- 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
- Law Enforcement
- Leadership and Supervision
- Manufacturing
- Sales, Marketing and Customer Service
- Small Business Management

Find out about upcoming classes by calling 715-365-4905 or visit us at 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
- Food Preparation
- Health and Fitness
- Landscaping and Gardening
- Photography
- Sewing and Quilting

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 715-356-4544 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 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:

- Advanced EMT
- American Heart Association:
  - Basic Life Support (BLS) Healthcare Provider and Heartsaver CPR courses
  - First Aid and Pediatric First Aid courses
  - Heartsaver AED training
- Continuing Education Courses
- Emergency Medical Technician Basic
- Emergency Services Instructor
- EMS Skills Updates
- Paramedic Refresher
- Wisconsin Emergency Medical Responder Training

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:

- Entry-level Firefighter, Parts A and B
- Certified Firefighter, 1 and 2
- Entry-level Driver/Operator Pumper, Parts 1 and 2
- Certified Fire Apparatus Driver/Operator Pumper
- Entry-level Driver/Operator Aerial
- Certified Fire Inspector
- Emergency Services Instructor
- Entry-level Fire Officer
- Certified Fire Officer 1
- Emergency Vehicle Operations (EVOC)
- Confined Space Entry and Rescue
- Specialized Fire Department Courses
- National Fire Academy Field Courses
- Incident Command Systems (NIMS I-100, I-200, I-300, and IS-700)
- Hazardous Materials Operations and Technician

OSHA and Industrial Safety

Nicolet offers an extensive list of classes that meet Occupational, Safety and Health Administration (OSHA) regulations. Nicolet also offers complimentary safety audits and hazard analysis for area businesses and industries.

Confined Space for Industry

- Attendant, Entrant, and Supervisor
- Confined Space Rescue
- Confined Space and Rescue Annual Refreshers

Hazardous Materials for Industry (Awareness to Technician)

- 24-Hour (HAZWOPER) Technician
- 40-Hour (HAZWOPER) Technician
- Global Harmonization System (GHS) formerly Hazcom HAZWOPER Annual Refreshers

General OSHA Compliance Safety Training

- Bloodborne Pathogens
- Electrical Safety
- Lockout / Tagout
- NFPA 70 E Awareness
- Fall Protection
- Fire Extinguisher
- Forklift / Powered Industrial Truck
- Personal Protection Equipment (PPE)
- Respiratory Protection / Fit Testing

OSHA 10- and 30- hour General Industry/Construction

Other Services

- Defensive Driving
- Hazard and Job Safety Analysis (JSA)
- Incident Command
- Safety Audits
- Safety Program Review

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 EMS, Fire, OSHA, and Traffic Safety programs, contact the Public Safety Team at 715-365-4600 or publicsafety@nicoletcollege.edu.
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.

Example: 10-101-101 is Office Accounting I, listed under Accounting.

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

Instructional Areas

Accounting (101)  Industrial Equip Mechanic (462)
Air Conditioning, Refrig, Heating (401)  Industrial Safety (449)
Architectural Technology (614)  Information Technology (107,150,152,154)
Art (815)  Laboratory Assistant (513)
Automotive Technology (404,602)  Land Surveying (607)
Building Trades - Carpentry (475)  Leadership Development (196,625)
Business (102)  Manufacturing Products (623)
Carpentry (410)  Marketing (104)
Computer Aided Design (606)  Mathematics (804)
Computer Software (103)  Medical Assistant (509)
Cosmetology (502)  Medical Terminology (501)
Criminal Justice (504)  Music (805)
Culinary Arts (303,316,109)  Nursing Assistant (543)
Dental (508)  Nursing, Nursing Assist, LPN (510, 543)
Early Childhood Education (307)  Office Technology (106)
Economics (809)  Philosophy (809)
Electrician (413)  Physical Education (807)
Electromechanical Technology (620)  Pipefitting (435)
Electronics (660)  Plumbing (427)
Emergency Medical Services (531)  Political Science (809)
English (801)  Psychology (809)
Fluid Power Technology (612)  Renewable Energy-Foundations (480)
General College: Comm Skills (831)  Science (806)
General College: Mathematics (834)  Sociology (809)
General College: Reading (835,838)  Speech (810)
General Studies (825,890)  Theatre (810)
Geographic Info Systems (178)  Welding (442)
Geography  World Language (802)
Graphic Design (201)
History (803)
Accounting (101)

10-101-100-00 Office Accounting
Students learn to apply debit/credit theory in preparing basic journal entries. Also includes financial statement ratios, bank reconciliations, payroll, and various month end procedures. Both manual and computerized applications are emphasized. Lab, Lecture. Credits: 2.

10-101-112-00 Payroll Accounting
Teaches accounting procedures dealing with payroll, laws, and government requirements, including completion and filing of periodic reports. Lab, Lecture. Credits: 3. Prerequisite(s): 10-101-151-00 Accounting Principles 1 with grade of C (concurrent enrollment is allowed).

10-101-113-00 Income Tax Preparation 1
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. Credits: 4.

10-101-114-00 Income Tax Preparation 2
Continuation of Income Tax Preparation I. Students learn more advanced tax concepts of individuals as well as businesses. Lecture. Credits: 3. Prerequisite(s): 10-101-113-00 Income Tax Preparation 1 with grade of C.

10-101-135-00 QuickBooks Applications
Students will apply QuickBooks to common Accounting situations. Students will also perform some financial analysis. Completion of QuickBooks Basics (10-101-155) and QuickBooks Applications (10-101-135) is equivalent to Computerized Accounting (10-101-165). Lab, Lecture. Credits: 1. Prerequisite(s): 10-101-155-00 QuickBooks Basics with grade of C.

10-101-140-00 Survey of Accounting
Students learn to apply debit/credit theory in preparing basic journal entries. 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. Lab, Lecture. Credits: 3.

10-101-151-00 Accounting Principles 1
Develops an understanding of the fundamental principles of accounting with applications to service and merchandising enterprises. Lecture. Credits: 2.

10-101-152-00 Accounting Principles 2
Extends students' understanding of accounting principles, including applications to inventory, accounting systems, manufacturing, plant assets, and payroll. Lecture. Credits: 2. Prerequisite(s): 10-101-151-00 Accounting Principles 1 with grade of C.

10-101-154-00 Accounting Principles 3
Extends and applies accounting concepts and principles to corporations and the analysis of financial statements. Partnership accounting is also introduced. Lecture. Credits: 4. Prerequisite(s): 10-101-152-00 Accounting Principles 2 with grade of C.

10-101-158-00 Cost Accounting
Develops basics skills in accounting for materials, labor, and factory overhead in the manufacturing concern. Additional topics include cost-volume-profit, capital budgeting, and relevant costs for decision making. Lecture. Credits: 3. Prerequisite(s): 10-101-152-00 Accounting Principles 2 with grade of C.

10-101-162-00 Intermediate Accounting 1
Presents advanced accounting principles and applications including financial statements, receivables, cash, inventory, plant assets, and intangible assets. Lecture. Credits: 3. Prerequisite(s): 10-101-154-00 Accounting Principles 3 with grade of C.

10-101-165-00 Computerized Accounting
Covers 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. Lab, Lecture. Credits: 2.

10-101-166-00 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 then to report earnings per share. Lecture. Credits: 3. Prerequisite(s): 10-101-162-00 Intermediate Accounting 1 with grade of C.

10-101-170-00 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. Lecture. Credits: 3. Prerequisite(s): 10-101-112-00 Payroll Accounting with grade of C and 10-101-154-00 Accounting Principles 3 with grade of C and 10-101-165-00 Computerized Accounting with grade of C and 10-101-154-00 Accounting Principles 3 with grade of C.

10-101-175-00 Government Accounting
Studies generally accepted accounting principles as applied to government and non-profit entities, including fund accounting procedures, budgets, and definitions. Lecture. Credits: 3. Prerequisite(s): 10-101-151-00 Accounting Principles 1 with grade of C and 10-101-152-00 Accounting Principles 2 with grade of C.

10-101-185-00 Accounting Spreadsheet Application
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. Lab, Lecture. Credits: 2. Prerequisite(s): 10-101-152-00 Accounting Principles 2 with grade of C and 10-101-128-00 MS Excel Advanced with grade of C.

10-101-195-00 Accounting Internship
Provides opportunities to apply classroom learning to actual work in an employer-supervised environment. Occupational. Credits: 3.

Air Conditioning, Refrig, Heating (401)
31-401-320-01 Beginning Principles of Heating
A basic overview of climate control, heating tools and their safe use, combustion and fuels, and components and controls of heating and cooling equipment. Lab, Lecture. Credits: 1.

Architectural Technology (614)
10-614-100-00 Architectural Principles
Establishes a background in graphic communication and the field of architecture. Creation, interpretation, and effective use of construction documents will be examined. Basic architectural sketches and drawings will be prepared. Lab, Lecture. Credits: 4.

10-614-103-00 Intro to Architecture
Introductory level course designed to expose students to the field of architecture. Students will explore the various styles of architecture and its rich history. Components of residential design along with industry terminology will be examined, as well as introducing the Wisconsin Safety and Professional Services single-family dwelling building code. Students will also investigate the concept of sustainable design. Lecture. Credits: 1.

10-614-105-00 Architecture AutoCAD
Focuses on the design, development, and construction documentation features of AutoCAD Architecture: the basic tool that the majority of students will need in their work. AutoCAD Architecture focuses on conceptual design in the sense of massing studies and space planning, as well as several advanced features for greater control over the program. Lab, Lecture. Credits: 3.

10-614-110-00 Architecture Revit Intro
Introduction to 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. Credits: 1.
10-614-111-00 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. Lab, Lecture. Credits: 2. Prerequisite(s): 10-614-110-00 Architecture Revit Intro with grade of C.

10-614-112-00 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. Credits: 2.

10-614-115-00 Construction Blueprint Reading
Students interpret blueprints for trade information, 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. Lab, Lecture. Credits: 3.

10-614-120-00 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. Lab, Lecture. Credits: 4. Prerequisite(s): 10-614-105-00 Architecture AutoCAD with grade of C.

10-614-121-00 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. Lab, Lecture. Credits: 2. Prerequisite(s): 10-614-105-00 Architecture AutoCAD with grade of C.

10-614-125-00 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. Places a strong emphasis on in-class presentations utilizing multimedia digital technology. Lab, Lecture. Credits: 3.

10-614-126-00 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. Includes force analysis; relationships of stress, strain, and deformation; resultants and equilibrium of coplanar force systems; and analysis of trusses and frames. Lecture. Credits: 2.

10-614-127-00 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. Credits: 1.

10-614-130-00 Intro to Sustainable Building
Summarizes 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. Credits: 1.

10-614-131-00 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. Lecture. Credits: 1. Prerequisite(s): 10-614-130-00 Intro to Sustainable Building with grade of C.

10-614-135-00 Building MEP Systems
Correlates the relationship between a building and its 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. Lab, Lecture. Credits: 3. Prerequisite(s): 10-614-120-00 Architecture Residential with grade of C and 10-614-111-00 Architecture Revit Advanced with grade of C.

10-614-136-00 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. Lecture. Credits: 2. Prerequisite(s): 10-614-115-00 Construction Blueprint Reading with grade of C.

10-614-190-00 Architectural Capstone
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. Lab, Lecture. Credits: 4.

Art (815)

20-815-201-00 Art Appreciation
Explores the purpose of art as it relates to history, our society, and the issues of visual perception. Lecture. Credits: 3.

20-815-205-00 Drawing
Provides a foundation in a variety of drawing techniques and concepts through the use of figure, still life, landscape, and compositional exercises. Lab. Credits: 3.

20-815-209-00 Design
Explores the organizational and perceptual qualities of design as they relate to a two-dimensional surface. Stresses design as a foundation and as visual problem solving. Lab. Credits: 3.

20-815-210-00 Life Drawing
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. Lab. Credits: 3.

20-815-211-00 Three Dimensional Design
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. Credits: 3.

20-815-213-00 Painting
Explores the principles, methods, and image variations of painting. Lab. Credits: 3.

20-815-215-00 Watercolor
Studies the principles, methods, and image variations of watercolor painting. Explores traditional and contemporary ideas, images, and techniques in watercolor. Lab. Credits: 3.

20-815-217-00 Sculpture
Explores variations in sculptural techniques and concepts through the use of the figure and non-representation exercises. Lab. Credits: 3.

20-815-221-00 Ceramics
Explores variations in ceramic techniques and concepts through the use of thrown and hand-built forms. Lab. Credits: 3.

20-815-225-00 Art History
Serves as a customized course in art history. The course can be constructed to meet individualized needs and directions in art history. Lecture. Credits: 3.
20-815-226-00 Survey of Western Art History I
History of art in ancient and medieval cultures, emphasizing historical, cultural, religious, economic, and political factors that influence the architecture, painting, and sculpture of Egypt, the ancient near East, Greece, Rome, Byzantium, and medieval western Europe. Lecture. Credits: 3.

20-815-227-00 Survey of Western Art History II
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. Credits: 3.

20-815-230-00 Native American Art
A survey of Native American visual arts from historical to contemporary. 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. Credits: 3.

20-815-240-00 Basic Photography
Covers principles of light, depth, exposure, printing, developing negatives, and printing black and white 35mm film. Lab. Credits: 3.

20-815-245-00 Intermediate Drawing
Uses a variety of media and approaches emphasizing conceptual development and contemporary issues of art. Lab. Credits: 3. Prerequisite(s): 20-815-205-00 Drawing with grade of C.

20-815-255-00 Intermediate Painting
Uses a variety of media and approaches, emphasizing conceptual development and contemporary issues of art. Lab. Credits: 3. Prerequisite(s): 20-815-213-00 Painting with grade of C.

20-815-265-00 Intermediate Ceramics
Investigates advanced technique, conceptual development, and contemporary issues of art. Lab. Credits: 3. Prerequisite(s): 20-815-221-00 Ceramics with grade of C.

20-815-266-00 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, chromakeyring, 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. Credits: 3.

20-815-271-00 Intermediate Photography
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. Lab. Credits: 3. Prerequisite(s): 20-815-240-00 Basic Photography with grade of C.

20-815-277-00 Color
Explores color theory capabilities in presenting images and investigating visual ideas. Lab. Credits: 3.

20-815-279-00 Illustration
Introduces the principles and methods of illustration. Students learn traditional and contemporary techniques in presenting images, text, and visual ideas. Lab. Credits: 3. Prerequisite(s): 20-815-205-00 Drawing with grade of C or 10-201-105-00 Drawing with grade of C) or 10-201-175-00 Computer Graphics with grade of C).

20-815-299-00 Special Project Art
Involves a general special project in art studio or history. Lab. Credits: 3.

20-815-102-00-00 Electrical and Electronic Systems 1
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 Clinical, Lecture. Credits: 2. Prerequisite(s): 10-602-107-00 Auto Service Fundamentals with grade of C.

10-602-103-00-00 Engine Repair 1
Focuses on developing the skills needed to diagnose, service, and repair internal combustion engines. Emphasis is placed on repair of vehicle repairs, including engine cooling and lubrication systems. Clinical, Lecture. Credits: 2. Prerequisite(s): 10-602-107-00 Auto Service Fundamentals with grade of C.

10-602-104-00-00 Brake Systems
Focuses on developing the skills needed to diagnose, service, and repair vehicle braking systems with an introduction to ABS. Clinical, Lab, Lecture. Credits: 3. Prerequisite(s): 10-602-107-00 Auto Service Fundamentals with grade of C.

10-602-105-00-00 Introduction to Hybrid Autos
Intended for both the entry level and experienced technician, introduces basic hybrid vehicle safety and maintenance. Upon completion, learners 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 follow manufacturer and industry standards. Lab, Lecture. Credits: 2.

10-602-107-00-00 Auto Service Fundamentals
Focuses on developing skills in professional 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 service information to perform basic under-hood and under-car services. Clinical, Lecture. Credits: 2.

10-602-109-00-00 Auto Transmission Transaxle
Focuses on developing the skills needed to diagnose, service, and repair automatic transmission/transaxles including overhaul procedures. Clinical, Lab, Lecture. Credits: 4. Prerequisite(s): 10-602-127-00 Electrical and Electronic Systems 2 with grade of C.

10-602-123-00-00 Engine Repair 2
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. Clinical, Lab, Lecture. Credits: 3. Prerequisite(s): 10-602-103-00 Engine Repair 1 with grade of C.

10-602-124-00-00 Steering and Suspension Systems
Focuses on developing the skills needed to diagnose, service, and repair steering and suspension systems, including wheel alignment procedures. Clinical, Lecture. Credits: 3. Prerequisite(s): 10-602-107-00 Auto Service Fundamentals with grade of C.

10-602-125-00-00 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 is examined. Importance is placed on the safety procedures and processes for the unique hybrid vehicles and equipment. Lab, Lecture. Credits: 2. Prerequisite(s): 10-602-105-00 Introduction to Hybrid Autos with grade of C.

10-602-127-00 Electrical and Electronic Systems 2
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. Clinical, Lab, Lecture. Credits: 3. Prerequisite(s): 10-602-102-00 Electrical and Electronic Systems 1 with grade of C.

10-602-128-00 Electrical and Electronic Systems 3
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. Clinical, Lecture. Credits: 3. Prerequisite(s): 10-602-107-00 Auto Service Fundamentals with grade of C and 10-602-102-00 Electrical and Electronic Systems 1 with grade of C and 10-602-127-00 Electrical and Electronic Systems 2 with grade of C.
CHAPTER 7 COURSES AND DESCRIPTIONS

10-602-149-00 Manual Drive Train and Axles
Focuses on developing the skills needed to diagnose, service, and repair drive axles, manual transmissions/transaxles, differentials, four wheel drive/all-wheel drive, and drive axles. Clinical, Lab, Lecture. Credits: 4. Prerequisite(s): 10-602-127-00 Electrical and Electronic Systems 2 with grade of C.

10-602-195-00 Advanced Chassis Systems
Focuses on developing the skills needed to diagnose, service, and repair antilock brakes, vehicle stability enhancement, and electronic steering and suspension systems. Clinical, Lab, Lecture. Credits: 3. Prerequisite(s): 10-602-104-00 Brake Systems with grade of C and 10-602-127-00 Electrical and Electronic Systems 2 with grade of C and 10-602-124-00 Steering and Suspension Systems with grade of C.

10-602-196-00 Climate Control Systems
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. Lab, Lecture. Credits: 3. Prerequisite(s): 10-602-102-00 Electrical and Electronic Systems 1 with grade of C.

10-602-197-00 Engine Performance 1
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. Clinical, Lab, Lecture. Credits: 3. Prerequisite(s): 10-602-127-00 Electrical and Electronic Systems 2 with grade of C and 10-602-103-00 Engine Repair 1 with grade of C.

10-602-198-00 Engine Performance 2
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. Clinical, Lab, Lecture. Credits: 4. Prerequisite(s): 10-602-197-00 Engine Performance 1 with grade of C.

32-404-311-00 Automotive Service Orientation
Orients students to the automotive service industry. In a group setting, students will learn using collaborative methods to research service information attainment, vehicle design, and operation. Students will prepare to independently perform engine, vehicle chassis, and drive train inspections and maintenance. Lab, Lecture. Credits: 3.

32-404-312-00 Engine Systems Repair I
Studies the theory of automotive internal combustion engine and the integrated and supporting systems of engine operation. Emphasis will be upon engine principles of operation, design, and construction as foundation for the maintenance, diagnosis, and repair of automotive engines. Lab, Lecture. Credits: 2.

32-404-323-00 Automotive Steering and Suspension
Students will develop, apply, and evaluate service principles relating to steering and suspension systems. Students 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, and steering linkage. Prealignment inspection, and wheel balance. Lab, Lecture. Credits: 3. Prerequisite(s): 32-404-311-00 Automotive Service Orientation with grade of C and 32-404-329-00 Chassis Electrical I with grade of C.

32-404-324-00 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, along with the maintenance and repair of the parking brake system. Lab, Lecture. Credits: 3. Prerequisite(s): 32-404-311-00 Automotive Service Orientation with grade of C (concurrent enrollment is allowed).

32-404-328-00 Engine Performance I
Develops 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. Lab, Lecture. Credits: 4. Prerequisite(s): 32-404-311-00 Automotive Service Orientation with grade of C and 32-404-329-00 Chassis Electrical I with grade of C.

32-404-329-00 Chassis Electrical I
Students will develop, apply, and evaluate service principles relating to starting, charging, and several basic chassis electrical accessory systems. Students will also apply DC electrical circuit fundamentals to the related diagnosis, testing, and service procedures. Lab, Lecture. Credits: 4. Prerequisite(s): 32-404-311-00 Automotive Service Orientation with grade of C (concurrent enrollment is allowed).

32-404-332-00 Auto Engine Systems 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. Lab, Lecture. Credits: 3.

32-404-335-00 Automotive Automatic Transmissions
Studies vehicle automatic transmission and transaxle theory of operation, maintenance, component and system diagnosis, and 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, and the integration of computer-based systems. Lab, Lecture. Credits: 4. Prerequisite(s): 32-404-311-00 Automotive Service Orientation with grade of C and 32-404-349-00 Chassis Electrical II with grade of C.

32-404-336-00 Manual Drivetrains
Prepares students to maintain, diagnose, service, and repair manual drive trains on automobiles and light trucks. Systems studied are components of front wheel drive, four-wheel and all-wheel drive automobiles, and light trucks. Lab, Lecture. Credits: 4.

32-404-337-00 Automotive Heating and Air Conditioning
Develops 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. Lab, Lecture. Credits: 3. Prerequisite(s): 32-404-311-00 Automotive Service Orientation with grade of C and 32-404-329-00 Chassis Electrical I with grade of C.

32-404-344-00 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. Lab, Lecture. Credits: 3. Prerequisite(s): 32-404-311-00 Automotive Service Orientation with grade of C and 32-404-329-00 Chassis Electrical I with grade of C and 32-404-332-00 Automotive Steering and Suspension I with grade of C (concurrent enrollment is allowed).

32-404-348-00 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. Lab, Lecture. Credits: 5. Prerequisite(s): 32-404-328-00 Engine Performance I with grade of C.

32-404-349-00 Chassis Electrical II
Develops 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. Lab, Lecture. Credits: 3. Prerequisite(s): 32-404-311-00 Automotive Service Orientation with grade of C and 32-404-329-00 Chassis Electrical I with grade of C.

32-404-350-00 Intro Hybrid Auto Safety and Maintenance
Introduces the learner to basic hybrid vehicle safety and maintenance. Upon completion, 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 and industry standards. Lab, Lecture. Credits: 2.
32-404-351-00 Hybrid Vehicle Diagnostics
Learn to diagnosis hybrid vehicle systems, including 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. Lab, Lecture. Credits: 2. Prerequisite(s): 32-404-350-00 Intro Hybrid Auto Safety and Maintenance with grade of C.

32-404-391-00 Automotive Workplace Capstone
Provides an opportunity for students to demonstrate workplace employability and employment seeking skills in the classroom, at the automotive workplace, and to develop a continuing education plan that will advance their career goals. Lecture, Occupational. Credits: 2.

Building Trades - Carpentry (475)
31-475-301-01 Carpentry I
One credit portion of Carpentry I, emphasizing concepts of basic carpentry safety, and interior and exterior wall construction as they relate to basic residential wiring, junction box installation, insulation, sealing, and weatherization as practiced by home contractors and renovators. Lab, Lecture. Credits: 1.

31-475-301-02 Carpentry I
An introduction to hands-on residential construction practices used in 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. Lab, Lecture. Credits: 1.

31-475-302-01 Carpentry II
A continuation of Carpentry I. Topics include wall and roof systems, exterior wall components, soft construction, insulation techniques, and applied building codes. Students evaluate the impact of wall and roof systems materials, designs, and construction methods upon energy efficiency. Theory and practice are applied on-site through the construction of a residential structure. Lab, Lecture. Credits: 5. Prerequisite(s): 31-475-301-00 Carpentry I with grade of C.

31-475-303-00 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. Credits: 1.

31-475-304-00 Carpentry III
A continuation of Carpentry II. 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, roofing system design, and materials upon energy efficiency and environmentally sound practices. Lab, Lecture. Credits: 5. Prerequisite(s): 31-475-303-00 Construction Safety with grade of C.

31-475-305-00 Carpentry IV
A continuation of Carpentry III. Students finish the interior of a building project, hanging windows and doors, building cabinets, hanging and taping drywall, cutting and applying trim, and installing stairs and banisters. Students evaluate the impact of structural venting, sealing, and insulating upon efficiency, indoor air quality, and long-range sustainability. Lab, Lecture. Credits: 5. Prerequisite(s): 31-475-304-00 Carpentry III with grade of C.

31-475-308-00 Carpentry Blueprint Reading
Students interpret blueprints for trade information, drawing 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. Lab, Lecture. Credits: 3.

31-475-310-00 Construction Estimating
Students specify materials, labor, and costs associated with a construction project, considering weather, availability of materials, special tools, and equipment that will be necessary. Students evaluate the economic impact of materials selection and disposal upon a structure’s energy efficiency. Students coordinate work with other trades to maximize efficiency. Lab, Lecture. Credits: 2.

Business (102)
10-102-106-00 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 for the program. Lecture. Credits: 1.

10-102-107-00 Managing for Quality
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. Credits: 3.

10-102-110-00 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, probability, analysis of variance, and contingency tables. Lecture. Credits: 3. Prerequisite(s): 10-804-123-00 Math with Business Applications with grade of D-.

10-102-112-00 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. Credits: 3.

10-102-115-00 Human Resource Management

10-102-120-00 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. Credits: 3.

10-102-130-00 Principles of Management
Examines the overall function 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. Credits: 3.

10-102-140-00 Fundamentals of Tribal Management
Covers leadership, motivation, organizational dynamics, personnel, and budgeting within a Native American community and sovereign government context. Including weather, analysis and policy and economic development, and culturally specific management practices. Lecture. Credits: 3.
10-102-141-00 Advanced Tribal Management
Studies the governance and administration of contemporary Native Nations. It examines administrative, executive and judicial structures and functions, as they relate to nation rebuilding. Students study a Nation’s major executive/administrative functions recognizing that effective administration is a key to self-determination and sovereignty. The course places contemporary challenges in a historical context related to Federal Indian policy and traditional practices. Systems or functions examined include constitutions, courts, and economic development, and may include enrollment, community development, natural resources, education, and health and human services. Students pursue an area of special interest. Lecture. Credits: 3. Prerequisite(s): 10-102-140-00 Fundamentals of Tribal Management with grade of C.

10-102-142-00 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. Credits: 3.

10-102-143-00 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. Credits: 3.

10-102-145-00 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. Lab, Lecture. Credits: 3. Prerequisite(s): 10-101-140-00 Survey of Accounting with grade of C and (10-101-151-00 Accounting Principles 1 with grade of C or 10-101-152-00 Accounting Principles 2 with grade of C).

10-102-152-00 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 product, pricing, promotion, and distribution. Lecture. Credits: 3.

10-102-160-00 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. Credits: 3.

10-102-163-00 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. Lab, Lecture. Credits: 3. Prerequisite(s): (10-102-130-00 Principles of Management with grade of C or 10-102-140-00 Fundamentals of Tribal Management with grade of C) and (10-102-120-00 Business Law with grade of C or 10-102-115-00 Human Resource Management with grade of C) and 10-102-152-00 Business Marketing with grade of C and 10-102-145-00 Business Finance and Budgeting with grade of C.

10-102-190-00 Business Management Internship
Internship applies previously learned knowledge and skills in a real-work setting. Capital provides students opportunity to expand management-specific expertise through additional study, research or other education as culminating course for the Business Management program. Occupational. Credits: 3.

10-102-190-01 Business Management Internship
Applies previously learned skills in a real-work setting. Serves as a culminating course for the Business Management program. Occupational. Credits: 3. Prerequisite(s): 10-102-191-00 Service Learning for Business with grade of C (concurrent enrollment is allowed).

10-102-191-00 Service Learning for Business
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. Lecture. Credits: 1. Prerequisite(s): 10-102-163-00 Small Business Management with grade of C (concurrent enrollment is allowed).

Carpentry (410)
31-475-301-00 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. Lab, Lecture. Credits: 5. Prerequisite(s): 31-475-303-00 Construction Safety with grade of C.

Computer Aided Design (606)
10-606-119-00 CAD Introduction
Teaches students how to create, store/retrieve, and produce a hardcopy of a computer-aided design two-dimensional drawing using AutoCAD software. Lab, Lecture. Credits: 2.

10-606-120-00 CAD Level I
Provides further knowledge of AutoCAD’s two-dimensional drawing/editing features and some of its three-dimensional features. Lab, Lecture. Credits: 2. Prerequisite(s): 10-606-119-00 CAD Introduction with grade of C (concurrent enrollment is allowed).

Computer Software (103)
10-103-101-00 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. Credits: 1.

10-103-107-00 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 slideshow features to produce professional-looking presentations. Lab, Lecture. Credits: 2.

10-103-115-00 MS Word Beginning
Provides practice in using basic word processing functions and features of MS Word. Lab. Lecture. Credits: 1.

10-103-117-00 MS Word Intermediate
Provides practice in using additional features of MS Word including tables, charts, form letters, mailing labels, and newsletters. Lab, Lecture. Credits: 1. Prerequisite(s): 10-103-115-00 MS Word Beginning with grade of C.

10-103-118-00 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. Lab, Lecture. Credits: 1. Prerequisite(s): 10-103-117-00 MS Word Intermediate with grade of C.

10-103-119-00 Desktop Publishing
Covers design and production of professional quality documents that combine text, graphics, and illustrations. Lab, Lecture. Credits: 2.

10-103-126-00 MS Excel Beginning
Develops skills in using basic spreadsheet functions of MS Excel for business users. Lab, Lecture. Credits: 1.

10-103-127-00 MS Excel Intermediate
Develops skills in using additional spreadsheet features including multiple worksheets, 3-D references, macro basics, charts, and databases. Lab, Lecture. Credits: 1. Prerequisite(s): 10-103-126-00 MS Excel Beginning with grade of C.
10-103-128-00 MS Excel Advanced
Develops skills in using advanced features of Excel including importing data, problem solving, creating PivotCharts and PivotTables, and automating data entry. Lab, Lecture. Credits: 1. Prerequisite(s): 10-103-127-00 MS Excel Intermediate with grade of C.

10-103-135-00 MS Access Beginning
Develops skills in using basic features to design a database, manipulate and query records, and prepare reports and labels. Lab, Lecture. Credits: 1.

10-103-136-00 MS Access Intermediate
Extends database skills to include custom reports, advanced form techniques, macros, command buttons, and switchboards. Lab, Lecture. Credits: 1. Prerequisite(s): 10-103-135-00 MS Access Beginning with grade of C.

10-103-137-00 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. Lab, Lecture. Credits: 1. Prerequisite(s): 10-103-136-00 MS Access Intermediate with grade of C.

10-103-141-00 MS Powerpoint Beginning
Develops skills in using basic graphics, layout, and slide show features to produce professional-looking presentations. Lab, Lecture. Credits: 1.

10-103-142-00 MS Powerpoint Intermediate
Enhances graphic presentation skills through practice in customizing presentations, creating and working with objects, and embedding features. Lab, Lecture. Credits: 1. Prerequisite(s): 10-103-141-00 MS Powerpoint Beginning with grade of C.

10-103-143-00 MS Powerpoint Advanced
Develops skills using advanced features of MS Powerpoint that include working with multimedia and animated shapes. Lab, Lecture. Credits: 1. Prerequisite(s): 10-103-142-00 MS Powerpoint Intermediate with grade of C.

10-103-149-00 MS Visio
Students are introduced to MS Visio. Students will use MS Visio to create flowcharts, network diagrams, floor plans, and other related documents. MS Visio is a tool that is used to create both physical and logical diagrams. Lab, Lecture. Credits: 1.

10-103-155-00 QuickBooks Basics
Covers 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. Lab, Lecture. Credits: 1.

10-103-165-00 Web Page Development
Introduces and enhances skills in web page development using Dreamweaver. Topics include the basic of creating, modifying, and managing multimedia-rich web pages. Lab, Lecture. Credits: 2.

10-103-169-00 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 applicable copyright law. Lab, Lecture. Credits: 1.

Cosmetology (502)

31-502-305-00 Cosmetology Professional Development
Provides an overview of the profession, an introduction to basic requirements of the program, and the use of informational resources on Nicolet Campus. Lecture. Credits: 1.

31-502-308-00 Cosmetology Instructor Orientation
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 setting. Explores the goals of the instructor program and reviews the curriculum. Students will utilize the Wisconsin Department of Safety and Professional Services for instructor policies and procedures, discussing safety and first aid. Students will discuss student advising, recording keeping, and the interpersonal skills necessary for success in the Barber or Cosmetology profession. Lab, Lecture. Credits: 2.

31-502-309-00 Hair Sculpting 2 and Hair Styling
Builds on Hair Sculpting to perform full-service haircuts and styles. Create designs 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. Lecture. Credits: 2.

31-502-310-00 Male Hair Cutting
Students analyze hair growth patterns of hairline, sideburns, and facial hair for the male client. Student complete flat tops, crew cuts, and beard and moustache trims. Lab, Lecture. Credits: 3. Prerequisite(s): 31-502-305-00 Cosmetology Professional Development with grade of C (concurrent enrollment is allowed) and 31-502-312-00 Basic Hair Sculpting with grade of C (concurrent enrollment is allowed) and 31-502-314-00 Chemical Services 1 with grade of C (concurrent enrollment is allowed) and 31-502-311-00 Hair and Scalp Care with grade of C (concurren enrollment is allowed).

31-502-311-00 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. Lab, Lecture. Credits: 2.

31-502-312-00 Basic Hair Sculpting
Covers a scientific approach to hair sculpting (cutting) through the use of art forms, analysis of design component, and knowledge of face profiles. Including practical concepts of sculpting (cutting) techniques that include a solid form, increased layer, graduation, and a uniform layer are performed using a variety of tools. Lab, Lecture. Credits: 2.

31-502-313-00 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. Lecture. Credits: 2. Prerequisite(s): 31-502-308-00 Hair Sculpting 2 and Hair Styling with grade of C (concurrent enrollment is allowed) and 31-502-310-00 Male Hair Cutting with grade of C (concurrent enrollment is allowed) and 31-502-378-00 Salon Services 1 with grade of C (concurrent enrollment is allowed).

31-502-314-00 Chemical Services 1
Students perform chemical services using permanent waving and hair coloring techniques. Students wrap and process hair to permanently create 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. Credits: 2.

31-502-316-00 Manicure and 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 earning potential when working a salon. Lab, Lecture. Credits: 2. Prerequisite(s): 31-502-305-00 Cosmetology Professional Development with grade of C (concurrent enrollment is allowed) and 31-502-312-00 Basic Hair Sculpting with grade of C (concurrent enrollment is allowed) and 31-502-314-00 Chemical Services 1 with grade of C (concurrent enrollment is allowed) and 31-502-311-00 Hair and Scalp Care with grade of C (concurrent enrollment is allowed).
31-502-317-00 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 makeup applications are studied to enhance good facial features and de-emphasize others. Lab, Lecture. Credits: 3. Prerequisite(s): 31-502-338-00 Product Knowledge with grade of C (concurrent enrollment is allowed) and 31-502-346-00 Hairstyling 2 with grade of C (concurrent enrollment is allowed) and 31-502-330-00 Salon Services 3 with grade of C (concurrent enrollment is allowed) and 31-502-316-00 Manicure and Pedicure with grade of C (concurrent enrollment is allowed).

31-502-318-00 Salon Services 2
Provide services to guests in school salon under supervision of instructor, providing manicuring, pedicuring, cutting, styling, scalp treatments, hair color, and chemical texturizing. Lab, Credits: 3. Prerequisite(s): 31-502-309-00 Hair Sculpting 2 and Hair Styling with grade of C (concurrent enrollment is allowed) and 31-502-310-00 Male Hair Cutting with grade of C (concurrent enrollment is allowed) and 31-502-378-00 Salon Services 1 with grade of C (concurrent enrollment is allowed).

31-502-319-00 Chemical Services 3
Problem-solving 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. Lecture. Credits: 2. Prerequisite(s): 31-502-371-00 Salon Insight with grade of C (concurrent enrollment is allowed) and 31-502-317-00 Facials with grade of C (concurrent enrollment is allowed) and 31-502-368-00 Salon Services 4 with grade of C (concurrent enrollment is allowed).

31-502-330-00 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. Clinical. Credits: 2. Prerequisite(s): 31-502-305-00 Cosmetology Professional Development with grade of C (concurrent enrollment is allowed) and 31-502-312-00 Basic Hair Sculpting with grade of C (concurrent enrollment is allowed) and 31-502-314-00 Chemical Services 1 with grade of C (concurrent enrollment is allowed) and 31-502-310-00 Male Hair Cutting with grade of C (concurrent enrollment is allowed) and 31-502-378-00 Salon Services 1 with grade of C (concurrent enrollment is allowed).
Chapter 7 Courses and Descriptions

Criminal Justice (504)

10-504-104-00 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 students increase critical and creative thinking and better prepare them for program and overall college success. Lecture. Credits: 1.

10-504-109-00 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. Lecture. Credits: 3.

10-504-129-00 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. Lecture. Credits: 3. 10-504-145-00 Rules of Evidence with grade of C

10-504-133-00 Delinquency and Deviant Behavior
Discusses current trends in juvenile misconduct and the relationship between society and the criminal justice system. Lecture. Credits: 3.

10-504-140-00 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. Credits: 3.

10-504-145-00 Rules of Evidence
Describes the different types and degrees of evidence and stresses the importance of how evidence is developed. Lecture. Credits: 3. Prerequisite(s): 10-504-900-00 Intro to Criminal Justice with grade of C.

10-504-195-00 Criminal Justice Practicum
Involves a hands-on experience, which focuses on a specific area of the criminal justice system. This is primarily a field study course. The non-classroom learning environment will assist the student in developing self-directed learning skills. Also enables the students to increase their knowledge and their understanding of the complexities of the criminal justice system. In addition to gaining experience, the students will develop relationships with practitioners who can help them set their future career goals and possibly assist them in procuring future employment. Occupational. Credits: 3.

10-504-900-00 Intro 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. Lecture. Credits: 3. Prerequisite(s): 10-504-104-00 Criminal Justice Program Orientation with grade of C.

10-504-901-00 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. Lecture. Credits: 3. Prerequisite(s): 10-504-900-00 Intro to Criminal Justice with grade of C.

10-504-902-00 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. Lecture. Credits: 3. Prerequisite(s): 10-504-900-00 Intro to Criminal Justice with grade of C.

10-504-903-00 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 time under extraordinary circumstances and conditions. Whether in patrol, corrections, dispatch or the private sector, communications is a major part of the job. Because it is such a major part of the job, it is imperative to set communication skills in the context of the criminal justice professional. Lecture. Credits: 3. Prerequisite(s): 10-504-900-00 Intro to Criminal Justice with grade of C.

10-504-904-00 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. Lecture. Credits: 3.

10-504-905-00 Report Writing
Students will explain the context of report writing, take effective field notes, organize information in reports, write narratives, describe what information should be included in certain types of reports, prepare for court, describe how to be an effective witness, and testify as a witness in court. Lecture. Credits: 3. (10-801-195-00 Written Communication with grade of C or 20-801-219-00 English Composition I with grade of C),

10-504-906-00 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. Lecture. Credits: 3. 10-504-145-00 Rules of Evidence with grade of C

10-504-907-00 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. Lecture. Credits: 3. 10-504-145-00 Rules of Evidence with grade of C

10-504-908-00 Traffic Theory
Provides an introduction of patrol procedures for law enforcement with emphasis on enforcement of traffic laws , investigation of traffic-related offenses and traffic accidents , and 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. Lecture. Credits: 3.

10-504-920-00 Corrections Security Procedures
Learners will demonstrate the steps involved in receiving and releasing inmates, maintaining security, and practicing the basic principles of supervision and behavior control. Topics include: admission, 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 Standard Operating Procedures. Learners will demonstrate the skills needed for emergency-type situations. Learners will apply current fire science concepts to jail fire-prevention and response, including search and rescue, fire suppression, and use of safety equipment. This course will include DOJ topics introduction to POSC, admit and release inmates, inmate supervision and behavior control, supervision of special inmates/crisis intervention, maintenance of jail security, supervision of juveniles, and personal stress management. Lecture. Credits: 3.

10-504-921-00 Corrections Emergency Procedures
Learners will demonstrate the Principles of Subject Control (POSC) in a correctional environment with an emphasis on team tactics, and will develop the skills needed for extreme-type situations. Learners will apply current fire science concepts to jail fire-prevention and response, including search and rescue, fire suppression, and use of safety equipment. This course will include DOJ topics POSC, jail handling inmate response, jail health care, jail fire safety, and CPR. Lab, Lecture. Credits: 3.

10-504-926-00 Tactic Skills
10-504-927-00 Patrol Procedure Skills
Students will be introduced to advanced strategies dealing with patrol procedures and the skills necessary to be successful as a patrol officer. Students will cover the DOJ topics Emergency Vehicle Operation, Vehicle Contacts, and OMVWI/SFST. Lab, Lecture. Credits: 5. Prerequisite(s): 10-504-900-00 Intro to Criminal Justice with grade of C.

Culinary Arts (303,316,109)

10-109-159-00 Restaurant Management
Analysis of management principles used in commercial restaurants and food service operations. Emphasis on planning, service, menu design, staffing, and operational budgeting. Lecture. Credits: 3.

10-109-195-00 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. Credits: 2.

10-316-111-00 Garde Manger
Methods and techniques of preparing and presenting food specialties created in the garde manager department are practiced. Hors d’oeuvres, salâeds, garnishing, food displays, charcuterie, and culinary competition units are included. Lab, Lecture. Credits: 2.

10-316-115-00 Culinary Math
Application of math procedures used by preparation, service, and management personnel in food service operations. Students solve problems in recipe sizing, costing and conversion, measurements, and equivalents, controlling costs, forms, and reports. Lecture. Credits: 2.

10-316-121-00 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 take a national sanitation certification examination. Lecture. Credits: 2.

10-316-125-00 Food Theory
Food science principles applied to professional culinarian food preparation. Units include professional kitchen operation, recipe terminology, and cooking techniques for various food categories. Lecture. Credits: 3. Prerequisite(s): 10-316-126-00 Food Production Principles with grade of C (concurrent enrollment is allowed) and 10-316-121-00 Sanitation and Safety Fundamentals with grade of C (concurrent enrollment is allowed).

10-316-126-00 Food Production Principles
Provides practical experience applying food science principles in food preparation, analysis, and evaluation of preparation techniques. Lab. Credits: 3. Prerequisite(s): 10-316-121-00 Sanitation and Safety Fundamentals with grade of C (concurrent enrollment is allowed) and 10-316-126-00 Food Production Principles with grade of C (concurrent enrollment is allowed).

10-316-130-00 Nutrition
Basic nutritional principles are applied to responsible food preparation in the food service industry. Recipe analysis, modification, and menu planning for clientele are discussed. Lecture. Credits: 2.

10-316-140-00 Food Practicum I
Cafeteria style restaurant service applying principles, methods, and practices of professional food production. Students rotate weekly to kitchen and dining room stations. Lab. Credits: 3. Prerequisite(s): 10-316-121-00 Sanitation and Safety Fundamentals with grade of C and 10-316-125-00 Food Theory with grade of C and 10-316-126-00 Food Production Principles with grade of C.

10-316-141-00 Food Practicum II
A la carte restaurant service applying principles, methods, and practices of professional food production. Students rotate weekly to kitchen and dining room stations. Lab. Credits: 3. Prerequisite(s): 10-316-121-00 Sanitation and Safety Fundamentals with grade of C and 10-316-125-00 Food Theory with grade of C and 10-316-126-00 Food Production Principles with grade of C.

10-316-150-00 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. Lab, Lecture. Credits: 3. Prerequisite(s): 10-316-140-00 Food Practicum I with grade of C.

10-316-151-00 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. Lab, Lecture. Credits: 3. Prerequisite(s): 10-316-140-00 Food Practicum I with grade of C.

10-316-152-00 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. Lab, Lecture. Credits: 3. Prerequisite(s): 10-316-140-00 Food Practicum I with grade of C.

10-316-153-00 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, petit fours, and decorative work. Lab, Lecture. Credits: 3. Prerequisite(s): 10-316-152-00 Professional Baking with grade of C.

10-316-155-00 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. Lecture. Credits: 2. Prerequisite(s): 10-316-121-00 Sanitation and Safety Fundamentals with grade of C and 10-316-125-00 Food Theory with grade of C and 10-316-126-00 Food Production Principles with grade of C.

10-316-156-00 Advanced Sauces
Focuses on classical cooking terminology, philosophies, and techniques as applied to sauce making. Primary, secondary, and modern sauces are made and evaluated. Lab, Lecture. Credits: 1. Prerequisite(s): 10-316-140-00 Food Practicum I with grade of C.

10-316-157-00 Advanced Entrees
Explores culinary techniques for advanced entree preparation. Tableside cooking is demonstrated. Presentation methods for gourmet entrees are introduced. Lab, Lecture. Credits: 1. Prerequisite(s): 10-316-140-00 Food Practicum I with grade of C.

10-316-158-00 Advanced Accompaniments
Sophisticated first course, entree accompaniment, and dessert are prepared and evaluated. Classical and modern advanced techniques are applied. Lab, Lecture. Credits: 1. Prerequisite(s): 10-316-140-00 Food Practicum I with grade of C.

10-316-160-00 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. Lecture. Credits: 2. Prerequisite(s): 10-316-155-00 Culinary Math with grade of C and 10-316-125-00 Food Theory with grade of C and 10-316-126-00 Food Production Principles with grade of C.

10-316-170-00 Restaurant Practicum I
Refines techniques used in restaurant food production. Students plan menus, develop food purchasing requisitions, design work assignments, and operate the on-campus restaurant. Lab. Credits: 3. Prerequisite(s): 10-316-140-00 Food Practicum I with grade of C and 10-316-150-00 Catering with grade of C and 10-316-151-00 Advanced Professional Cooking with grade of C and 10-316-152-00 Professional Baking with grade of C and 10-316-155-00 Menu Planning with grade of C.

10-316-171-00 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. Lab. Credits: 3. Prerequisite(s): 10-316-140-00 Food Practicum I with grade of C and 10-316-141-00 Food Practicum II with grade of C and 10-316-150-00 Catering with grade of C and 10-316-151-00 Advanced Professional Cooking with grade of C and 10-316-152-00 Professional Baking with grade of C and 10-316-155-00 Menu Planning with grade of C.
10-316-175-00 Food Service Cost Control
Analysis of the factors affecting food and beverage cost control. Purchasing, receiving, preparation, storage, and inventory practices are examined. Lecture. Credits: 2. Prerequisite(s): 10-316-115-00 Culinary Math with grade of C and 10-316-125-00 Food Theory with grade of C and 10-316-126-00 Food Production Principles with grade of C.

10-316-180-00 Food Service Supervision
Introduction to food service management. Fundamentals of leadership, communication techniques, employee motivation, recruitment, hiring, training employees, and problem solving/making processes are covered. Lecture. Credits: 3.

10-316-190-00 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. Occupational. Credits: 2. Prerequisite(s): 10-103-115-00 MS Word Beginning with grade of C and 10-316-115-00 Culinary Math with grade of C and 10-316-121-00 Sanitation and Safety Fundamentals with grade of C and 10-316-125-00 Food Theory with grade of C and 10-316-126-00 Food Production Principles with grade of C and 10-801-195-00 Written Communication with grade of C and 10-809-197-00 Contemporary Amer Society with grade of C and 10-316-111-00 Garde Manger with grade of C and 10-316-130-00 Nutrition with grade of C and 10-316-140-00 Food Practicum I with grade of C and 10-316-141-00 Food Practicum II with grade of C and 10-803-196-00 Oral Interpersonal Communication with grade of C and 10-809-166-00 Intro to Ethics Theory and Application with grade of C or 20-809-225-00 Ethics with grade of C.

10-316-190-01 Culinary Internship
Placement in selected restaurant establishments to gain experience in work situations. Introductory work plans will be constructed to include multiple aspects of the food service industry. Occupational. Credits: 1.

10-316-190-02 Culinary Internship
Continuation of placement in selected restaurant establishments to gain experience in work situations. Advanced work plans will be constructed to include multiple aspects of the food service industry. Occupational. Credits: 1.

Dental (508)

10-508-101-00 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. Prerequisite: Students must be currently recognized/certified in basic life support procedures for a healthcare provider, including cardiopulmonary resuscitation prior to enrollment in this course. Lab. Credits: 1.

10-508-102-00 Oral Anatomy Embryology

10-508-103-00 Dental Radiography
Prepares dental auxiliary students to operate x-ray units and expose bitewing, tangential, 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 mannequin. In addition, students demonstrate competency 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. Clinical. Lecture. Credits: 2. 10-508-101-00 Dental Health Safety with grade of C (concurrent enrollment is allowed) and (31-508-304-00 Dental and General Anatomy with grade of C (concurrent enrollment is allowed) or 10-508-304-00 Dental and General Anatomy with grade of C (concurrent enrollment is allowed) or 10-508-102-00 Oral Anatomy Embryology Histology with grade of C (concurrent enrollment is allowed).

10-508-105-00 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. Clinical. Lecture. Credits: 4. Prerequisite(s): 10-508-101-00 Dental Health Safety with grade of C (concurrent enrollment is allowed) and 10-508-102-00 Oral Anatomy Embryology Histology with grade of C (concurrent enrollment is allowed).

10-508-106-00 Dental Hygiene Process 2
Introduces the application of fluoride and desensitizing agents, mouth wash assessments, comprehensive periodontal examinations, application of sealants, and patient classification. Students also begin performing removal of supragingival stain, dental plaque, calcified accretions, and deposits. In addition, students gain further experience in exposing radiographs on patients. Reinforces the application of Dental Health Safety skills. Clinical. Lecture. Credits: 4. Prerequisite(s): 10-508-102-00 Oral Anatomy Embryology Histology with grade of C (concurrent enrollment is allowed) and 10-508-103-00 Dental Radiography with grade of C (concurrent enrollment is allowed) and 10-508-109-00 Cariology with grade of C (concurrent enrollment is allowed).

10-508-107-00 Dental Hygiene Ethics Professionalism
Hones student dental hygiene professional development and develops ethical and professional 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. Lecture. Credits: 1. Prerequisite(s): 10-508-117-00 Dental Hygiene Process 4 with grade of C (concurrent enrollment is allowed).

10-508-108-00 Periodontology
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 and obtaining informed consent. Students enhance their ability to present a professional appearance. Lecture. Credits: 1. Prerequisite(s): 10-806-186-00 Intro to Biochemistry with grade of C and 10-806-197-00 Microbiology with grade of C and 10-808-102-00 Oral Anatomy Embryology Histology with grade of C and 10-508-103-00 Dental Radiography with grade of C and 10-508-106-00 Dental Hygiene Process 2 with grade of C (concurrent enrollment is allowed).

10-508-109-00 Cariology
Focuses on the characteristics and contributing factors of dental decay. Dental Hygiene students help patients minimize carries risk by developing treatment plans, communication methods to patients, and evaluating treatment results. Lecture. Credits: 1. Prerequisite(s): 10-806-186-00 Intro to Biochemistry with grade of C and 10-806-197-00 Microbiology with grade of C and 10-508-106-00 Dental Hygiene Process 2 with grade of C (concurrent enrollment is allowed).

10-508-110-00 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. Lecture. Credits: 2. Prerequisite(s): 10-806-186-00 Intro to Biochemistry with grade of C (concurrent enrollment is allowed) and 10-508-109-00 Cariology with grade of C (concurrent enrollment is allowed).

10-508-111-00 General and 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. Lecture. Credits: 3. Prerequisite(s): 10-508-103-00 Dental Radiography with grade of C and 10-508-102-00 Oral Anatomy Embryology Histology with grade of C.
10-508-112-00 Dental Hygiene Process 3
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 cases 1, 2, and 3 patients and peri-case type 0, 1, 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 assist patients with dental needs. Clinical. Lecture. Credits: 5. Prerequisite(s): 10-508-106-00 Dental Hygiene Process 2 with grade of C and 10-508-108-00 Periodontology with grade of C and 10-508-109-00 Cariology with grade of C and 10-508-110-00 Nutrition and Dental Health with grade of C.

10-508-113-00 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. Lab. Lecture. Credits: 2. 10-508-101-00 Dental Health Safety with grade of C (concurrent enrollment is allowed) and (31-508-304-00 Dental and General Anatomy with grade of C (concurrent enrollment is allowed) or 10-508-304-00 Dental and General Anatomy with grade of C (concurrent enrollment is allowed) or 10-508-102-00 Oral Anatomy Embryology Histology with grade of C (concurrent enrollment is allowed).

10-508-114-00 Dental Pharmacology
Prepares student dental hygienists to select safe and effective patient pre-medications, local anesthetic, chemotherapeutic and antimicrobial 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 of drug and other members with the dental needs. Clinical. Lecture. Credits: 2. Prerequisite(s): 10-806-186-00 Intro to Biochemistry with grade of C and 10-806-197-00 Microbiology with grade of C and (10-508-106-00 Dental Hygiene Process 2 with grade of C (concurrent enrollment is allowed) or 10-508-112-00 Dental Hygiene Process 3 with grade of C (concurrent enrollment is allowed).

10-508-115-00 Community Dental Health
Prepares the Dental Hygiene 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. Lecture. Credits: 2. Prerequisite(s): 10-508-101-00 Dental Health Safety with grade of C and 10-508-112-00 Dental Hygiene Process 3 with grade of C (concurrent enrollment is allowed).

10-508-116-00 Dental Pain Management
Prepares the student dental hygienist to work within the scope of a 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. Lab. Credits: 1. Prerequisite(s): 10-508-102-00 Oral Anatomy Embryology Histology with grade of C and 10-508-112-00 Dental Hygiene Process 3 with grade of C (concurrent enrollment is allowed) and 10-508-114-00 Dental Pharmacology with grade of C (concurrent enrollment is allowed).

10-508-117-00 Dental Hygiene Process 4
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 cases 1, 2, and 3 patients and peri-case type 0, 1, II, and III patients. Dental Hygiene Process 4 emphasizes maximization of clinical efficiency and effectiveness. Prepares student dental hygienists to demonstrate their clinical skills in a formal examination situation. Clinical. Credits: 4. Prerequisite(s): 10-508-107-00 Dental Hygiene Ethics Professionalism with grade of C (concurrent enrollment is allowed) or 10-508-109-00 Dental Health Safety with grade of C and 10-508-102-00 Oral Anatomy Embryology Histology with grade of C and 10-508-103-00 Dental Radiography with grade of C and 10-508-105-00 Dental Hygiene Process 1 with grade of C and 10-508-110-00 Dental Hygiene Process 2 with grade of C and 10-508-108-00 Periodontology with grade of C and 10-508-109-00 Cariology with grade of C and 10-508-110-00 Nutrition and Dental Health with grade of C.

10-508-120-00 Dental Office Management
Prepares dental auxiliary students to manage telephones, appointments, recall systems, and inventory. Students also develop the skills needed to process accounts receivable and payable, collections, and third party reimbursements. Students use dental software programs. Lecture. Credits: 2.

10-508-150-00 Dental Hygiene Transition into Practice
Prepares students to transition from the educational dental hygiene setting to the career of dental hygiene. Students will prepare for various licensure examinations, write a resume, visit practice settings, critically evaluate dental hygiene publications, and apply quality assurance and management principles to the practice of dental hygiene. Lecture. Credits: 1. Prerequisite(s): 10-508-117-00 Dental Hygiene Process 4 with grade of C.

10-508-155-00 Dental Hygiene National Board Review
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 students 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 accrual has expired. Lab. Credits: 1. Prerequisite(s): 10-508-117-00 Dental Hygiene Process 4 with grade of C.

10-508-160-00 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 highlighted throughout the course. Lab. Credits: 1.

10-508-304-00 Dental and General Anatomy
Prepares dental auxiliary students to apply fundamentals of general and dental anatomy to informed decision-making and to professional communication with colleagues and patients. Lab. Credits: 2.

31-508-302-00 Dental Chairside
Prepares dental chairside assistants to chart oral cavity structures, dental pathology, and restorations and to assist a dentist with basic dental procedures including examinations, placement of materials, use of oral irrigators, and cosmetic restoration. Students will also develop the ability to educate 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. Lab, Lecture. Credits: 5. Prerequisite(s): 10-508-101-00 Dental Health Safety with grade of C (concurrent enrollment is allowed) and 10-508-304-00 Dental and General Anatomy with grade of C (concurrent enrollment is allowed) and 10-508-113-00 Dental Materials with grade of C (concurrent enrollment is allowed) or 10-508-113-00 Dental Materials with grade of C (concurrent enrollment is allowed) or 10-508-113-00 Dental Materials with grade of C (concurrent enrollment is allowed).
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. Credits: 2.

Prepares dental assistant students for professional success in a dental practice or another dental health care environment. Students develop professional appearance and image. More importantly, they learn to work within ethical guidelines and legal frameworks. In preparation for entering the workforce, dental assistants customize or develop their portfolios and lay out an ongoing professional development plan. Lecture. Credits: 1.

Prepares Dental Assistant students to adapt chairside skills to assist with dental specialties as they are performed in general practice. Focuses on pediatric dentistry, orthodontics, oral maxillofacial surgery, periodontics, and endodontics. Students will also develop the ability to assist with sealants, perform coronal polishing, and apply topical fluoride and topical anesthetics. Lab, Lecture. Credits: 5. Prerequisite(s): 308-307-00 Dental Health Safety with grade of C (concurrent enrollment is allowed) and 308-302-00 Dental Radiography with grade of C (concurrent enrollment is allowed) and 308-304-00 Dental and General Anatomy with grade of C (concurrent enrollment is allowed) and 10-508-103-00 Dental Radiography with grade of C (concurrent enrollment is allowed) and 10-508-113-00 Dental Materials with grade of C (concurrent enrollment is allowed) and 308-307-00 Dental Assistant Professional with grade of C (concurrent enrollment is allowed).

Prepares Dental Assistant students to produce alginate impressions 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. Lecture. Credits: 3. Prerequisite(s): 10-508-101-00 Dental Health Safety with grade of C (concurrent enrollment is allowed) and 308-302-00 Dental Chairside with grade of C (concurrent enrollment is allowed) and 308-304-00 Dental and General Anatomy with grade of C (concurrent enrollment is allowed) and 308-307-00 Dental Assistant Professional with grade of C (concurrent enrollment is allowed).

Prepares Dental Assistant students to apply 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. Students demonstrate competency on a manikin. In addition, students expose bitewing radiographs on a peer/role-play patient. Lecture. Credits: 1. Prerequisite(s): 308-308-00 Dental Materials with grade of C and 308-304-00 Dental and General Anatomy with grade of C (concurrent enrollment is allowed) and 308-307-00 Dental Assistant Professional with grade of C (concurrent enrollment is allowed) and 308-308-00 Dental Assistant Chairside with grade of C (concurrent enrollment is allowed).

Early Childhood Education (307)

10-307-110-00 Topics in Early Childhood Education Pursues advanced or specialized study on issues in 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. Lecture. Credits: 3. Prerequisite(s): 10-307-148-00 ECE Foundations of Early Childhood Ed with grade of C (concurrent enrollment is allowed).

10-307-110-01 Topics in Early Childhood Education Pursues advanced or specialized study on 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. Lecture. Credits: 2.

10-307-110-02 Topics in Early Childhood Education II 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. Lecture. Credits: 3.

10-307-148-00 ECE Foundations of Early Childhood Ed Introduces the student to the early childhood profession. Students will 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, and examine culturally and developmentally appropriate environments for infants and toddlers. Lecture. Credits: 3.

10-307-151-00 ECE Infant and Toddler Development Students will study infant and toddler development as it applies to an early childhood education settings. Students will 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, and examine culturally and developmentally appropriate environments for infants and toddlers. Lecture. Credits: 3.

10-307-160-00 Admin and Supervision in Child Care Prog 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. Credits: 3.

10-307-162-00 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. Credits: 3.

10-307-163-00 Early Childhood Programs and Ext Environ Reviews external factors which affect the operation of early care and education programs including determination of community child care needs, marketing, laws and regulations, working with government and community agencies, political and societal issues and trends. Lecture. Credits: 3.

10-307-164-00 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, curriculum development concepts, and whole child theory. Concepts of family development and caring are included. Lecture. Credits: 3.

10-307-165-00 Administrative Seminar
Integrates content from previous program courses, especially administrative thinking and practice, management, and explores transformational leadership. Students develop a major individualized project such as a business plan, grant proposal, or strategic analysis and action plan. Lecture. Credits: 3.

10-307-166-00 ECE Curriculum Planning
Examines the components of curriculum planning in early childhood education. Integrates 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, and analyze early childhood curriculum models. Lecture. Credits: 3. 10-307-179-00 ECE Child Development with grade of C and 10-307-178-00 ECE Art Music and Language Arts with grade of C (concurrent enrollment is allowed)

10-307-167-00 ECE Health Safety and Nutrition
Examines the topics of health, safety, and nutrition within the context of the early childhood educational setting. Integrates 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. Credits: 3.

10-307-171-00 Infant and Toddler Group Care
Focuses on caring for infants and toddlers in group settings, both center-based and family child care. Material will cover program quality, philosophy, structure, environments, health and safety, developmentally appropriate practice, and inclusion/diversity issues. Lecture. Credits: 3. Prerequisite(s): 10-307-151-00 ECE Infant and Toddler Development with grade of C.

10-307-174-00 ECE Practicum 1
Students will learn about and apply the course competencies in an actual childcare setting. Students will document children’s behavior, explore the standards for quality early childhood education, explore strategies that support diversity and anti-bias perspectives, implement activities developed by the co-op teacher/instructor, demonstrate professional behaviors, practice caregiving routines as curriculum practice, positive interpersonal skills with children and adults, analyze the guiding principles and the five developmental domains related to the WI Early Learning Standards, integrate the WI Early Learning Standards into the program’s teaching cycle (ongoing assessment, planning and curriculum goals, and implementation), and evaluate learning and assessment activities using the early learning standards for each individual child. Independent Study Hours, Lecture. Credits: 3. Prerequisite(s): 10-307-151-00 ECE Infant and Toddler Development with grade of C and 10-307-167-00 ECE Health Safety and Nutrition with grade of C.

10-307-177-00 ECE Art Music and Language Arts
Focuses on beginning-level curriculum development in the specific content areas of arts, music, and language arts. Explores integration 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; and create developmentally appropriate music and movement activities. Lecture. Credits: 3.

10-307-179-00 ECE Child Development
Examines child development within the context of the early childhood education setting. Students will 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, and analyze the role of heredity and environment. Lecture. Credits: 3.

10-307-180-00 Preschool Capstone
The capstone is the last course all students take prior to completing the Preschool Credential. Covers and revisits some important themes from the prior five courses. Students will synthesize the information and demonstrate mastery through the completion of a portfolio. Clinical. Credits: 3. Prerequisite(s): 10-307-178-00 ECE Art Music and Language Arts with grade of C and 10-307-188-00 ECE Guiding Child Behavior with grade of C and 10-307-166-00 ECE Curriculum Planning with grade of C.

10-307-181-00 Infant Toddler Capstone
The capstone is the last course all students take prior to completing the Infant Toddler Credential. Covers and revisits some important themes from the prior five courses. The student will synthesize the information and demonstrate mastery through the completion of a portfolio. Lecture. Credits: 3. Prerequisite(s): 10-307-151-00 ECE Infant and Toddler Development with grade of C and 10-307-167-00 ECE Health Safety and Nutrition with grade of C.

10-307-187-00 ECE Children with Differing Abilities
Focuses on the child with differing abilities in an early childhood setting. Students will 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 individualized education plan (IEP/FSP) for children with developmental differences; adapt curriculum to meet the needs of children with developmental differences; and cultivate partnerships with families who have children with developmental differences. Lecture. Credits: 3.

10-307-188-00 ECE Guiding Child Behavior
Examines positive strategies to guide children’s behavior in the early childhood education setting. Students will 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, and create a guidance philosophy. Lecture. Credits: 3.

10-307-192-00 ECE Practicum 2
Students will learn to 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, and utilize positive interpersonal skills with children and adults. Independent Study Hours, Lecture. Credits: 3. Prerequisite(s): 10-307-166-00 ECE Curriculum Planning with grade of C and 10-307-178-00 ECE Art Music and Language Arts with grade of C and 10-307-178-00 ECE Guiding Child Behavior with grade of C.
20-809-288-00 Topics in Economics
Pursues advanced or specialized economics topics in a traditionally structured, independent study, or service-learning format. 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. Credits: 3.

20-809-288-01 History of Economic Thought
An advanced course focusing 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. Lecture. Credits: 3.

20-809-291-00 Principles of Microeconomics
Introduces, describes, and analyzes how markets work, emphasizing what they do well, how they fail, and how individuals, businesses, and governments choose to use scarce resource. 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. Credits: 3.

Electrician (413)
50-413-531-00 ABC 1 Construction Electrician

Electromechanical Technology (620)
10-620-100-00 Basic Electronics
DC and AC circuit analysis from an electromechanical perspective. Topics covered include Ohm's Law, Watt's Law, series and parallel circuits, transformers and relays. Emphasis will be placed on troubleshooting and measurement of circuit parameters. Lab, Lecture. Credits: 3.

10-620-105-00 Hydraulics and Pneumatics for Electromech
Overview of basic components, applications, and circuitry involved in hydraulics and pneumatics systems. Lecture and lab experiences involving pumps, valves, cylinders, fluids, and conditioners; basic theory and circuitry. Lab, Lecture. Credits: 2.

10-620-107-00 Electronic Devices and Digital Concepts
Electronic circuits and digital electronics from an electromechanical perspective. Topics covered include electronic switching devices, operational amplifiers, D-A and A-D conversions and basic digital circuits and systems. Emphasis will be placed on installation considerations, compatibility with other devices and troubleshooting. Lab, Lecture. Credits: 3.

10-620-110-00 Mechanical Concepts for Electromech
This course is designed to give the student a basic understanding of the mechanical concepts that are found on industrial equipment, specifically mechanical drive systems. Lab, Lecture. Credits: 2.

10-620-115-00 Introduction to PLC Systems
Principles of programmable logic controllers (PLCs) including the construction, troubleshooting PLCs, creating basic ladder logic circuits containing basic logic functions, timers, counters, and sequencers. Emphasis is on basic PLC functions to assist one in servicing and troubleshooting PLC controlled equipment. Lab, Lecture. Credits: 2.

10-620-121-00 Industrial Electronics
10-620-130-00 PLC Applications
Design and add documentation to ladder logic programs to solve application problems. PLC applications examples as used in industry will be programmed on real industry equipment utilizing a wide variety of various sensors, photoelectric, proximity, motor drives, and control devices creating working automated systems. Lab, Lecture. Credits: 2.

10-620-135-00 Industrial Robotics Systems
Terminology, concepts, and components of robots, robot-type machines, and automation. Emphasis will be on interfacing automated machinery. Lab, Lecture. Credits: 3.

10-620-140-00 Sensors
This course investigates theory, application, and troubleshooting of various sensor technologies including wiring and testing of sensor configurations. This course covers non-contact sensing fundamentals and interfacing. Lab, Lecture. Credits: 2.

10-620-145-00 Motion Control Applications
This course explains the fundamentals of stepper motors including: testing, operation, drivers, indexers, and computer control of motion for use in applications to control X Y motion such as lathes, and X Y Z motion such as control of milling machines. This course will also cover fundamentals of servo control including: testing motors, sensors, encoders, servo drivers, and computer control of motion for use in applications to control X Y motion such as lathes, and X Y Z motion such as control milling machines. Lab, Lecture. Credits: 3.

10-620-150-00 SCADA Concepts
SCADA stands for Supervisory Control And Data Acquisition. This course will focus on industrial applications of acquiring data from PLC based equipment using industrial and ethernet networks. Display of data will use industrial display terminals such as the Allen-Bradley PanelView and Microsoft Excel spreadsheet using DDE technology. Additional applications utilizing ASCII text strings and HyperTerminal will be investigated. Lab, Lecture. Credits: 2.

10-620-155-00 Automated Processes
This course is designed to give the student understanding and experience with various types of automated equipment, including proper lock-out, tag-out, and troubleshooting motors and motor drives. Learning activities include occupational or project experience demonstrating functionality, troubleshooting, and repair. Lab, Lecture. Credits: 2.

10-620-160-00 Industrial Fluid Control Systems
Course provides a "hands-on" approach to the study of fluid handling systems. A wide variety of system components including pumps, piping, seals and packing, flow control devices, flow measuring devices and pressure vessels will be studied. Practice of installation, alignment, servicing and troubleshooting of process systems. Lab, Lecture. Credits: 2.

10-620-165-00 EM System Interfacing
Hands-on interfacing of PLC's, operator interfaces, sensors, and various automated equipment to create a work cell level of automation. Students gain experience in programming, wiring, and configuration. Learn the troubleshooting and programming of a more complex process. Lab, Lecture. Credits: 2.

10-620-170-00 Instrumentation
Students will learn how to measure the properties of temperature, pressure, flow, and level. Tuning PID loops and troubleshooting instrumentation systems. Transducers and control systems will be taught from a systems approach. Full-size industrial standard components and systems are used. Lab, Lecture. Credits: 2.

Electronics (660)

31-660-311-00 Introduction to Electricity
A basic introduction to electricity. Brief electrical theory, the quantities of voltage, current, resistance, and power will be discussed. Ohm's Law, series circuits, and multimeter usage are covered. Operation of the electronics open-lab and an introduction to electrical safety will also be included. Lab, Lecture. Credits: 1. Prerequisite(s): 32-660-301-00 Electronic Calculations 1 with grade of C (concurrent enrollment is allowed).

31-660-312-00 DC Circuits
Concentrates on the DC characteristics of circuits and electrical components. Coverage will include parallel and series-parallel circuits, batteries, electromagnetism, inductors/coils, and capacitors. Lab, Lecture. Credits: 1. Prerequisite(s): 31-660-311-00 Introduction to Electricity with grade of C (concurrent enrollment is allowed).

31-660-313-00 Introduction to Alternating Current
Covers the generation of alternating current and voltage. Properties of an AC waveform such as period, frequency, peak, RMS, average and peak-to-peak are included. Three-phase voltage will also be introduced. Laboratory activities using the oscilloscope/scopemeter are performed to verify theory. Lab, Lecture. Credits: 1. Prerequisite(s): 31-660-312-00 DC Circuits with grade of C and 32-660-302-00 Electronic Calculations 2 with grade of C (concurrent enrollment is allowed).

31-660-314-00 AC Circuits
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. Lab, Lecture. Credits: 1. Prerequisite(s): 31-660-313-00 Introduction to Alternating Current with grade of C (concurrent enrollment is allowed).

31-660-321-00 Industrial Electronic Devices 1
Provides an introduction to semiconductor principles and operation. Diode types, characteristics, and operation are presented. Methods for testing and troubleshooting are investigated. Diode applications are presented with emphasis on rectification and DC power supplies. Zener diodes and packaged linear regulators are studied and applied. Lab, Lecture. Credits: 1. Prerequisite(s): 31-660-314-00 AC Circuits with grade of C.

31-660-322-00 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. Lab, Lecture. Credits: 1. Prerequisite(s): 31-660-321-00 Industrial Electronic Devices 1 with grade of C.

31-660-341-00 Intro Power Systems and Circuit Protect
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. Transformers and relays are applied for testing and troubleshooting. Lab, Lecture. Credits: 1. Prerequisite(s): 31-660-314-00 AC Circuits with grade of C.

31-660-351-00 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. Lab, Lecture. Credits: 1. Prerequisite(s): 31-660-314-00 AC Circuits with grade of C (concurrent enrollment is allowed).

31-660-352-00 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. Lab, Lecture. Credits: 1.

31-660-353-00 AC Motor 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 equipment. Lab, Lecture. Credits: 1. Prerequisite(s): 31-660-361-00 Industrial Control Devices with grade of C.
Control elements found in industrial systems are investigated. These include control valves, solenoids, 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. Lab, Lecture. Credits: 1. Prerequisite(s): 31-660-352-00 AC Motors with grade of C.

Common practices in industrial maintenance will be explored, including practices for industrial wiring systems, lighting, motors, controls, and mechanical components. Safe working practices are also included in this course. Lab, Lecture. Credits: 1. Prerequisite(s): 31-660-353-00 AC Motor Controls with grade of C.

The first in a series of three courses designed to prepare students for basic electronics coursework. 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. Lab, Lecture. Credits: 1.

The second in a series of three courses. 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. Lab, Lecture. Credits: 1. Prerequisite(s): 32-660-301-00 Electronic Calculations 1 with grade of C.

Emergency Medical Services (531)

Covers all emergency medical techniques currently considered to be within the responsibilities of the EMT who is providing emergency care with an ambulance service. Meets the standards established for certification by the state of Wisconsin and the National Registry of Emergency Medical Technicians. Lab, Lecture. Credits: 5.

Expands the role and skills of the EMT. Skills involved in obtaining intravenous access, intraosseous access, medication administration, and fluid therapy will be included. Lab, Lecture, Occupational. Credits: 4. Prerequisite(s): 30-531-301-00 Emergency Medical Technician with grade of C.

Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents. Lecture. Credits: 3.

Focuses upon developing speaking, verbal and nonverbal communications, and listening skills through individual presentations, groups activities, and other projects. Lecture. Credits: 3. Corequisite(s): 10-543-107-00 Nsg Clinical Care Across Lifespan, 10-543-108-00 Nsg Intro Clinical Care Mgt.

Technical Reporting

Teaches preparation and presentation of written, oral, and multimedia technical reports. Lecture. Credits: 3. Prerequisite(s): 10-801-195-00 Written Communication with grade of D- or 20-801-219-00 English Composition I with grade of D-.

Develops expository writing and critical thinking skills, including clarity, concision, concreteness, and completeness of expression, supported by reasoning, organization, and language conventions. Lecture. Credits: 3.

Advances composition skills, emphasizing well-reasoned argumentative research papers. Lecture. Credits: 3. Prerequisite(s): 20-801-219-00 English Composition I with grade of D- or 10-801-195-00 Written Communication with grade of B).
10-178-113-00 Computer Cartography
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. Lab, Lecture. Credits: 2.

10-178-115-00 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). Lab, Lecture. Credits: 3. Prerequisite(s): 10-806-160-00 Geographic Information Systems with grade of C.

10-178-120-00 Programming in ArcGIS
Learn and apply basic-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. Lab, Lecture. Credits: 3.

10-178-125-00 Visualization in GIS
Continue to examine and apply 3-D GIS technology. Students will use ArcGIS software along with the 3-D Analyst extension. Additionally, students will utilize a GeoWall for 3-D visualization. Lab, Lecture. Credits: 3. Prerequisite(s): 10-152-120-00 Introduction to Programming with grade of C (concurrent enrollment is allowed).

10-178-130-00 Analysis of Spatial Data
Leads students through 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. Lab, Lecture. Credits: 3. Prerequisite(s): 10-804-189-00 Introductory Statistics with grade of C and 10-178-115-00 Data Acquisitions in GIS with grade of C (concurrent enrollment is allowed).

10-178-135-00 Practical Applications in GIS
Gives students either a real-world project using GIS in conjunction with a public/private agency or a project suitable in the student's field of interest. The instructor must approve all independent project before the student begins working on it. Lab, Lecture. Credits: 3. Prerequisite(s): 10-178-115-00 Data Acquisitions in GIS with grade of C.

10-178-190-00 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 in the GIS field. Students who meet the criteria for an internship are matched with available options. Special interest and requirements of the skills of the internship position are taken into consideration. Occupational. Credits: 2.

Geography

20-809-210-00 Topics in Geography
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. Credits: 3.

20-809-212-00 Wisconsin
Examines physical and cultural patterns based on the development of physiographic regions. Emphasizes resources, agriculture, climate, economic, and urban development. Lecture. Credits: 3.

20-809-215-00 World Regional Geography
Introduces to regional geography of the world. Emphasizes relationships with, and uses of, the physical and economic world. Lecture. Credits: 3.

20-809-216-00 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, regions, and their interactions. Emphasis is on using Geographic Information Systems (GIS) in a social science setting. Lecture. Credits: 3.

Graphic Design (201)

10-107-185-00 Web Page Fundamentals
Introduces graphic design students to web page principles beginning with building simple web pages using graphics and continuing on to build web pages with greater layout control by using table design and forms. In addition, they will have introductory experience using HTML and Cascading Style Sheets (CSS) as an important component of dynamic HTML pages and hands-on experience using in-line, embedded, and external style sheets to create dynamic pages that allow for more control over the attributes of a web page. Lab. Credits: 3.

10-107-186-00 Basic Web Page Design
Builds on concepts of web page design developed in Web Page Fundamentals. Students will learn design skills as they relate to HTML page construction, site maps with links, and visual aspects and issues of a web page. Lab. Credits: 3. Prerequisite(s): (10-201-109-00 Design with grade of C or 20-815-209-00 Design with grade of C) (concurrent enrollment is allowed).

10-201-101-00 Art Appreciation
Explores the purpose of art as it relates to history, our society, and the issues of visual perception. Lecture. Credits: 3.

10-201-105-00 Drawing
Provides a foundation in a variety of drawing techniques and concepts through the use of figure, still life, landscape, and compositional exercises. Lab. Credits: 3.

10-201-109-00 Design
Explores the foundation studio organizational and perceptual qualities of design as they relate to a 2-dimensional surface. This course stresses design as a foundation and as visual problem solving. Lab. Credits: 3.

10-201-110-00 Life Drawing
Studies of 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. Lab. Credits: 3.

10-201-113-00 Painting
Explores the principles, methods, and image variations of painting. Lab. Credits: 3.

10-201-140-00 Basic Photography
Examines the principles of light, depth, exposure, printing, developing negatives, and printing black and white 35 mm film. Lab. Credits: 3.

10-201-150-00 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. Lab. Credits: 3. Prerequisite(s): 10-201-175-00 Computer Graphics with grade of C and 10-201-181-00 Graphic Design with grade of C and (10-201-109-00 Design with grade of C or 20-815-209-00 Design with grade of C).
CHAPTER 7 COURSES AND DESCRIPTIONS

20-801-248-04  Creative Nonfiction
Explores the boundary between truth and invention in memoir, travel, nature, crime, adventure, and other categories of fact-based literary writing. Examines both narrative technique and the surge in popularity of such writing among contemporary readers. Lecture. Credits: 3.

20-801-248-05  Native American Literature
Covers readings in the contemporary American Indian genres of poetry, fiction, and creative non-fiction. Students will examine historical and contemporary themes, and analyze the oral tradition as it shapes contemporary Native American literature. Lecture. Credits: 3.

20-801-248-06  Science Fiction Literature
Provides a survey of science fiction literature, including its history, subgenres, and critical theories for examining the genre. Lecture. Credits: 3.

20-801-248-07  Contemporary World Literature
A study of contemporary world literature of the 20th century. You will read texts whose authors have been considered marginalized writers. Lecture. Credits: 3.

20-801-255-00  Introduction to Literature
Presents the major literary genres of 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. Credits: 3.

20-810-215-00  Argumentation and Debate
This course centers on the study and practice of argumentation. Students will examine theories of argumentation and advocacy, test these concepts using a current model of academic debate (e.g. World Universities, Lincoln-Douglas, National Debate Tournament), and assess the ethical implications of current policies and methods of persuasion being practiced at the local, national, and international levels. This course will serve to fulfill a Humanities requirement. Lecture. Credits: 3. Prerequisite(s): 20-810-201-00 Fundamentals of Speech with grade of D-.

31-801-304-00  Applied Communications Writing
Focuses on writing skills related to employment. Students write and edit letters, resumes, memos, and brief reports. Lecture. Credits: 2.

31-801-305-00  Applied Communication Listening Speaking
Emphasizes effective listening and speaking skills required for job performance and satisfaction. These skills include interviewing for a job, communicating in the workplace, and securing a job promotion. Lecture. Credits: 2.

Fluid Power Technology (612)

10-612-100-00  Hydraulic Systems
Provides an introduction to the fundamentals of fluid power. Concepts will include Pascal's Law, as well as flow and pressure relationships. Hands-on labs will include constructing circuits and proving concepts using various valves, cylinders, and motors. Lab, Lecture. Credits: 1.

31-612-301-00  Introduction to Fluid Power Systems
Covers the basic principles of hydraulics and pneumatics, including the problems and advantages of the two systems. The principles of operation and constructional features of pumps, motors, valves, seals, packing, and conductors, and physical properties of liquids are also covered. Lab, Lecture. Credits: 1.

31-612-302-00  Pneumatic Systems
Provides an introduction to the fundamentals of pneumatic systems. Extensive hands-on use of various pneumatic valves and actuators will be included. Electrical control of pneumatic systems combining typical logic with fluid logic will be covered. An introduction to proportional control systems used in industry will also be covered. Lab, Lecture. Credits: 1.

General College: Comm Skills (831)

10-831-103-00  Intro to College Writing
Introduces basic principles of composition, including organization, development, unity, and coherence in paragraphs and multi-paragraph documents. Lecture. Credits: 3.

General College: Mathematics (834)

10-834-109-00  Pre Algebra
Provides an introduction to algebra. Includes operations on real numbers, solving linear equations, percent, proportion, and an introduction to polynomials and statistics. Prepares students for elementary algebra and subsequent algebra related courses. Lecture. Credits: 3.

10-834-110-00  Elem Algebra with Apps
Offers traditional algebra topics with applications. Learners develop algebraic problem solving techniques needed for technical problem solving and for more advanced algebraic studies. Topics include linear equations, exponents, polynomials, rational expressions, roots, and radicals. Successful completion of this course prepares learners to succeed in technical mathematics courses. Lab, Lecture. Credits: 3.

General College: Reading (835,838)

10-835-103-00  Study Skills
Provides learners with strategies to develop study skills for success in college. Through hands-on experiences, learners will apply study skills, learn how to think critically, and use information resources and technology. Lecture. Credits: 1.

10-838-104-00  Intro to College Reading
Provides learners with opportunities to develop and expand reading skills, including comprehension and vocabulary. Learners apply reading skills to academic tasks and read to acquire information from a variety of sources. Lecture. Credits: 2.

10-838-105-00  Intro Reading and Study Skills
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. Credits: 3.

General Studies (825,890)

10-890-100-00  College Success Become a Master Student
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. Credits: 1.

20-890-205-00  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. Lecture, Occupational. Credits: 3.

20-890-205-01  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. Lecture, Occupational. Credits: 3.

Geographic Info Systems (178)

10-178-100-00  Global Positioning Systems
Gives students knowledge of the Global Positioning System (GPS) with both conceptual and hands-on applications. GIS software and real-world applications will also be introduced. Lab, Lecture. Credits: 2.

10-178-110-00  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. Lab, Lecture. Credits: 3.
10-201-160-00 Digital Video
Hands-on, studio course in which students learn the basic tools of digital storytelling and editing, the digital video camera, and digital editing workflow from pre-shoot planning to final output. 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, chroma keying, 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. Credits: 3. Prerequisite(s): (10-201-140-00 Basic Photography with grade of C or 20-815-240-00 Basic Photography with grade of C).

10-201-165-00 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 motion principles and motion 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. Lab. Credits: 3. Prerequisite(s): 10-201-184-00 Introduction to Digital Media with grade of C (concurrent enrollment is allowed).

10-201-170-00 Graphic Design Portfolio
Covers compiling and evaluating portfolio content in graphic design. Presentation skills are mastered and visual portfolio is completed in this class. Lab. Credits: 3. Prerequisite(s): (10-201-101-00 Art Appreciation with grade of C or 20-815-201-00 Art Appreciation with grade of C and 10-201-113-00 Painting with grade of C or 20-815-213-00 Painting with grade of C or 20-815-215-00 Watercolor with grade of C and 10-201-140-00 Basic Photography with grade of C or 20-815-240-00 Basic Photography with grade of C and (10-201-110-00 Life Drawing with grade of C or 20-815-210-00 Life Drawing with grade of C) and 10-201-160-00 Digital Video with grade of C.

10-201-175-00 Computer Graphics
Explores the computer’s graphic capabilities in presenting images and investigating visual ideas. Lab. Credits: 3.

10-201-176-00 Advanced Computer Graphics
Explores advanced applications of leading graphics software packages on the Macintosh platform; introduces pre-press work. Lab. Credits: 3. Prerequisite(s): 10-201-175-00 Computer Graphics with grade of C and 10-201-181-00 Graphic Design with grade of C (concurrent enrollment is allowed) and (10-201-109-00 Design with grade of C or 20-815-209-00 Design with grade of C).

10-201-181-00 Graphic Design
Examines the structure of words and images in graphic design. Covers basic principles of typographic design. Lab. Credits: 3.

10-201-183-00 Typography
Introduction to the art of visual communication-through the most basic element of communication-the word. Explore 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. Lab. Credits: 3. Prerequisite(s): 10-201-181-00 Graphic Design with grade of C and 10-201-175-00 Computer Graphics with grade of C and (10-201-109-00 Design with grade of C or 20-815-209-00 Design with grade of C).

10-201-184-00 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. Lab. Credits: 3. Prerequisite(s): 10-201-176-00 Advanced Computer Graphics with grade of C (concurrent enrollment is allowed).

10-201-185-00 Interactive Multimedia
Takes the student through the basic of two-dimensional animation and interactivity for the web. Students 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 and sound clips. Lab. Credits: 3. Prerequisite(s): 10-201-176-00 Advanced Computer Graphics with grade of C (concurrent enrollment is allowed).

10-201-190-00 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. Occupational. Credits: 3. Prerequisite(s): 10-201-105-00 Drawing with grade of C and 10-201-109-00 Design with grade of C and 10-201-113-00 Painting with grade of C and 10-201-140-00 Basic Photography with grade of C and 10-801-195-00 Written Communication with grade of D- and 10-801-196-00 Oral Interpersonal Communication with grade of D- and 10-201-101-00 Art Appreciation with grade of C and 10-201-175-00 Computer Graphics with grade of C and 10-201-181-00 Graphic Design with grade of C and 10-801-197-00 Technical Reporting with grade of D- and 10-809-197-00 Contemporary Amer Society with grade of D-

History (803)

20-803-215-00 History of American People to 1877 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. Credits: 3.

20-803-219-00 History of American People From 1877 Surveys U.S. political, social, and economic development from the post-Civil War era to the present. Emphasizes reading, writing, and discussion. Lecture. Credits: 3.

20-803-227-00 American Government 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. Credits: 3.

20-803-240-00 History of Ethnic America 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. Credits: 3.

20-803-256-00 Modern Asian History Examines the societies, cultures, and emergence of the Pacific Asian nations from the 19th century to the 1990s. Lecture. Credits: 3.

20-803-258-00 World History to 1500 Surveys the diversity of the human experience by examining the development and contributions of various civilizations. Emphasizes reading, writing, and discussion. Lecture. Credits: 3.

20-803-259-00 World History since 1500 Surveys the development of the human community by examining the development, contributions, and interactions of various civilizations. Emphasizes reading, writing, and discussion. Lecture. Credits: 3.

20-803-260-00 Topics in History Pursues advanced or specialized history topics in a traditionally structured, independent study, or service-learning format. Depending on the structure, requirements and topics are developed in advance by the instructor or by the student in consultation with the instructor. Lecture. Credits: 3.
Industrial Equip Mechanic (462)

10-462-120-00 Basic Hydraulics for Industrial Mechanic
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, Lecture. Credits: 3.

10-462-125-00 Basic Pneumatics for Industrial Mechanic
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, Lecture. Credits: 3.

10-462-126-00 Industrial Electronic Concepts
Introduces the student to basics of electricity needs 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. Lab, Lecture. Credits: 3.

10-462-130-00 Industrial PC Applications
Helps 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 using internet tools. Lecture. Credits: 2.

10-462-140-00 Pneumatic Operations for Industrial Mech
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. Lab, Lecture. Credits: 2.

10-462-142-00 Hydraulic Operations for Industrial Mech
Provides the application of basic hydraulic principles into typical industrial circuits, and helps develop skills in understanding hydraulic components and their interaction to each other in demonstration circuits. Lab, Lecture. Credits: 2.

10-462-144-00 Mechanical Concepts
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. Lab, Lecture. Credits: 4.

10-462-146-00 Centrifugal Pump Operations
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. Lab, Lecture. Credits: 4.

10-462-150-00 Piping Systems
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. Lab, Lecture. Credits: 2.

10-462-152-00 Troubleshooting PLC Systems
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 electro pneumatic components will be investigated. Lab, Lecture. Credits: 3.

10-462-154-00 Mechanical Print Reading and Schematics
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. Credits: 1.

10-462-156-00 Repair Automated Manufacturing Equipment
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. Lab, Lecture. Credits: 4.

10-462-160-00 Industrial Fluid Process Control Systems
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. Lab, Lecture. Credits: 3. Prerequisite(s): 10-462-146-00 Centrifugal Pump Operations with grade of C.

10-462-162-00 Adv Machine Troubleshooting and Repair
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. Independent Study Hours, Lecture. Credits: 2. Prerequisite(s): 10-462-156-00 Repair Automated Manufacturing Equipment with grade of C and 10-462-144-00 Mechanical Concepts with grade of C.

10-462-164-00 Preventative and Periodic Maintenance
Designed to give the student the opportunity to research the items to be inspected in a preventive maintenance program. Students develop preventive maintenance schedules and perform actual inspections of mechanical, fluid power, and electrical systems. Lecture. Credits: 2.

31-462-302-00 Industrial Blueprint Reading
Develops the skills required to read and interpret a variety of industrial blueprints. Title blocks, lines, orthographic sketching/projecting, pictorial sketching, drawing notes/changes, auxiliary views, detail and assembly drawings, and general dimensioning/tolerancing will be included. Lab, Lecture. Credits: 2.

31-462-303-00 Introduction to Mechanical Systems
Introduces basic mechanics including force and motion, work and energy and the operation of simple machines. Also included are principles and applications of various types of bearings, couplings, belts, chains, gears, clutches, and brakes. Lab, Lecture. Credits: 1.

Industrial Safety (449)

10-449-100-00 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. Credits: 2.

Information Technology (107,150,152,154)

10-107-127-00 IT Careers
Students are introduced to, and do research into, the IT field career possibilities and the paths and skills necessary to obtain those positions. Skills learned and practiced include, job searches, cover letters, resumes, writing thank you letters, interview techniques, and completion of job applications. Students will participate in job-seeking activities. Lab, Lecture. Credits: 3.

10-107-128-00 Introduction to Security
Gives the student an introduction to computer security. It focuses on what security is, and why it is important in business today. The student will investigate different aspects of security from email security to denial of service attacks on a system. The student will gain practical skills necessary to protect against such attacks. Lab, Lecture. Credits: 2. Prerequisite(s): 10-150-110-00 Networking Fundamentals with grade of C and 10-154-140-00 PC Maintenance and Troubleshooting with grade of C.

10-107-190-00 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. Occupational. Credits: 3.

10-150-110-00 Networking Fundamentals
Gives the student a basic understanding of a network. The student will use basic understanding networking terminology, and OSI model, network cabling practices, TCP/IP addressing, and subnet masking. The student will investigate communication on a LAN environment. Lab, Lecture. Credits: 3.
10-150-130-00 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. Lab, Lecture. Credits: 3. Prerequisite(s): 10-150-110-00 Networking Fundamentals with grade of C.

10-150-141-00 WAN Technologies
Takes an in-depth look at wide area networks (WAN). The 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. Lab, Lecture. Credits: 3. Prerequisite(s): 10-150-110-00 Networking Fundamentals with grade of C.

10-150-147-00 Emerging Network Technologies
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. Lab, Lecture. Credits: 3. Prerequisite(s): 10-150-110-00 Networking Fundamentals with grade of C.

10-150-166-00 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. Lab, Lecture. Credits: 3. Prerequisite(s): 10-150-110-00 Networking Fundamentals with grade of C and 10-154-140-00 PC Maintenance and Troubleshooting with grade of C.

10-150-180-00 Server Operating Systems
Teaches basic network design, implementation, and management using Windows 2003 Server. Students install networking operating system 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. Lab, Lecture. Credits: 3. Prerequisite(s): 10-150-110-00 Networking Fundamentals with grade of C.

10-152-115-00 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. Lab, Lecture. Credits: 3.

10-152-120-00 Introduction to Programming
Introduces the learner to programming concepts using structured logic and the Visual Basic programming language using the Visual Studio. Includes basic concepts related to computer programming and program development. Programs will be developed using sequential, selection, and looping control structures, functions, arithmetic calculations. Lab, Lecture. Credits: 3.

10-152-125-00 Database Design and Implementation
Students design, construct, populate and implement relational databases in three 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, Lab, Lecture. Credits: 4. Prerequisite(s): 10-152-115-00 Database Fundamentals with grade of C.

10-152-131-00 Mobile Applications Development 1
Introduces the student to C# programming concepts and statements using object-oriented programming techniques for deployment on both PCs and mobile platforms such as smart phones and tablet PCs. Lab, Lecture. Credits: 3. Prerequisite(s): 10-152-115-00 Database Fundamentals with grade of C and 10-152-120-00 Introduction to Programming with grade of C.

10-152-140-00 Emerging Software Technology
Combines the emerging development technologies and environments, such as virtual reality and simulation, for students to gain exposure to and experience with Lab, Lecture. Credits: 3. Prerequisite(s): 10-152-115-00 Database Fundamentals with grade of C and 10-152-120-00 Introduction to Programming with grade of C.

10-152-142-00 SQL Programming
Integrates relational concepts and theory while writing SQL programming code to create, access, update, and query relational database tables to create reports. Lab, Lecture. Credits: 2. Prerequisite(s): 10-152-115-00 Database Fundamentals with grade of C and 10-152-120-00 Introduction to Programming with grade of C.

10-152-145-00 Mobile Applications Development 2
Teaches JAVA programming language. Programs are developed using object oriented design and database records for deployment on PCs and mobile platforms such as an Android tablet and smart phone. Lab, Lecture. Credits: 3. Prerequisite(s): 10-152-115-00 Database Fundamentals with grade of C (concurrent enrollment is allowed) and 10-152-120-00 Introduction to Programming with grade of C (concurrent enrollment is allowed).

10-152-155-00 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. Lab, Lecture. Credits: 3. Prerequisite(s): 10-152-115-00 Database Fundamentals with grade of C and 10-152-120-00 Introduction to Programming with grade of C and 10-154-177-00 Web Programming Fundamentals with grade of C.

10-152-156-00 Simulation and Game Programming
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. Lab, Lecture. Credits: 3. Prerequisite(s): 10-152-120-00 Introduction to Programming with grade of C.

10-152-183-00 Interactive Web Programming
Provides knowledge on web-based relational databases. Structured Query Language (SQL) and and an object-oriented programming language to create applications. Involves developing database programs for both the client-side and server-side web technologies. Lab, Lecture. Credits: 3. Prerequisite(s): 10-152-115-00 Database Fundamentals with grade of C and 10-152-120-00 Introduction to Programming with grade of C.

10-154-140-00 PC Maintenance and Troubleshooting
Students will maintain and troubleshoot PC hardware and peripherals, as well as configure and upgrade PC components and modules. Students will also learn to maintain and troubleshoot PC operating systems. Lab, Lecture. Credits: 3.

10-154-155-00 Microcomputer Operating Systems
Students will learn the desktop operating systems most commonly used in business. Students will manage the secure the 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. Lab, Lecture. Credits: 3. Prerequisite(s): 10-150-110-00 Networking Fundamentals with grade of C and 10-154-140-00 PC Maintenance and Troubleshooting with grade of C.

10-154-165-00 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. Lab, Lecture. Credits: 3.

10-154-170-00 Help Desk Fundamentals
Students will gain knowledge and experience in applying the techniques used in problem troubleshooting, end-user support, and customer service. Students will also become familiar with and apply the tools used in user supply and help desk operations. Lab, Lecture. Credits: 3. Prerequisite(s): 10-150-110-00 Networking Fundamentals with grade of C and 10-154-140-00 PC Maintenance and Troubleshooting with grade of C.

10-154-177-00 Web Programming Fundamentals
Introduces the learner to the principles of web page development. In this course the students will learn to develop static web pages that contain text, images, and videos. Students will also link multiple web pages to produce a complete website. Lab, Lecture. Credits: 3.
Laboratory Assistant (513)
10-513-110-00 Basic Lab Skills
Explores health career options and the fundamentals principles and procedures performed in the clinical laboratory. Students will utilize medical terminology and basic laboratory equipment. Students will follow required safety and infection control procedures and perform simple laboratory test. Lab. Credits: 1.

10-513-111-00 Phlebotomy
Provides opportunities for learners to perform routine venipuncture, routine capillary puncture, and special collection procedures. Lab, Lecture. Credits: 2.

10-513-147-00 Phlebotomy Clinical
Provides opportunities for learners to gain experience performing venipunctures, capillary punctures, special collection procedures, waived laboratory testing, and to transport and process laboratory specimens at a clinical site. Occupational. Credits: 2.

Land Surveying (607)
10-607-101-00 Surveying Drafting I
Presents methods of drafting and calculating techniques relating to land, engineering, and construction surveying. Preparation of maps, traverse, and area calculations are presented. Lab, Lecture. Credits: 3. Prerequisite(s): 10-607-104-00 Surveying I with grade of C (concurrent enrollment is allowed) and 10-804-115-00 College Technical Math 1 with grade of C (concurrent enrollment is allowed).

10-607-102-00 Surveying Drafting II
Continues Surveying Drafting I. Students learn additional drafting, calculating, and mapping techniques. Calculation of horizontal curves, vertical curves, and volumes are also presented. Lab, Lecture. Credits: 3. Prerequisite(s): 10-607-101-00 Surveying Drafting I with grade of C and 10-607-105-00 Surveying II with grade of C (concurrent enrollment is allowed) and 10-804-116-00 College Technical Math 2 with grade of C (concurrent enrollment is allowed).

10-607-103-00 Legal Elements of Land Surveying
Presents legal principles and concepts relating to land and land location. Also presents professional land surveying practices and methods. Lab, Lecture. Credits: 3. Prerequisite(s): 10-607-105-00 Surveying II with grade of C.

10-607-104-00 Surveying I
Covers the 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. Lab, Lecture. Credits: 3. Prerequisite(s): 10-607-101-00 Surveying Drafting I with grade of C (concurrent enrollment is allowed).

10-607-105-00 Surveying II
Continues Surveying I, with additional plane surveying concepts and techniques. Topics include traversing and traverse calculations, leveling stadia, topographic surveying, and mapping. Lab, Lecture. Credits: 3. Prerequisite(s): 10-607-104-00 Surveying I with grade of C.

10-607-106-00 Surveying III
Principles of advanced surveying are presented. Topics include total station operation, coordinating geometry applications, astronomical observations, state plane coordinates, and computer applications for surveying calculations. Lab, Lecture. Credits: 3. Prerequisite(s): 10-607-105-00 Surveying II with grade of C and 10-607-102-00 Surveying Drafting II with grade of C.

10-607-107-00 Land Subdivision Drawing
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. Lab, Lecture. Credits: 3. Prerequisite(s): 10-607-105-00 Surveying II with grade of C.

10-607-108-00 Advance Land Subdivision Drawing
Continues Land Subdivision Drawing I, with emphasis on the design and preparation of a state approved plat. Also includes an introduction of geographic information systems. Lab, Lecture. Credits: 3. Prerequisite(s): 10-607-107-00 Land Subdivision Drawing with grade of C.

10-607-109-00 Route Location
Covers methods of surveying for highway transportation systems including reconnaissance, preliminary survey, and highway design including curves, and construction staking. Students learn and practice required field procedures. Lab, Lecture. Credits: 3. Prerequisite(s): 10-607-105-00 Surveying II with grade of C and 10-607-102-00 Surveying Drafting II with grade of C and 10-607-107-00 Land Subdivision Drawing with grade of C (concurrent enrollment is allowed).

10-607-110-00 Boundary Location
Covers principles and practices of land boundary retracement surveys and field practice in retracing boundary locations. Lab, Lecture. Credits: 3. Prerequisite(s): 10-607-106-00 Surveying III with grade of C and 10-607-107-00 Land Subdivision Drawing with grade of C and 10-607-103-00 Legal Elements of Land Surveying with grade of C (concurrent enrollment is allowed).

10-607-112-00 Surveying IV
Designed to introduce students to the basics of remote sensing, GPS, various map projections, and how to work between them. Introduces students to the latest technology they will encounter in the work place. Lab, Lecture. Credits: 3. Prerequisite(s): 10-607-106-00 Surveying III with grade of C and 10-607-107-00 Land Subdivision Drawing with grade of C.

Leadership Development (196,625)
30-625-300-00 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. Credits: 1.

30-625-301-00 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. Credits: 1.

30-625-305-00 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. Credits: 1.

Manufacturing Products (623)
10-623-101-00 Principles of Lean Manufacturing
Introduces a systematic approach to eliminating waste in manufacturing processes. Participants will learn how to eliminate the eight forms of waste, use the 5S approach to organization, reduce batch sizes, utilize point of use storage, use pull systems, implement cellular/flow, implement quality at the source, and involve employees. Includes live simulation activities. Lecture. Credits: 1.

30-623-300-00 Intro 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. Credits: 1.

30-623-310-00 Blueprint Reading Fundamentals for Mgf
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. Credits: 1.
Marketing (104)

10-104-111-00 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 difference 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. Credits: 3.

10-104-112-00 Marketing Management
Examines the market place, including retailing, wholesaling, selling, promotion, distribution, and product development. The student applies marketing planning to a business and determines a marketing strategy, including marketing costs. Lecture. Credits: 3. Prerequisite(s): 10-104-111-00 Marketing Principles with grade of C.

10-104-120-00 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. Credits: 3.

10-104-135-00 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 on service of their choice. Lecture. Credits: 3.

10-104-140-00 Internet Marketing
Allows the student to utilize the internet and other digital media as a marketing tool for today's increasingly competitive and dynamic marketplace. This hands-on course helps define the role the internet 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. Lecture. Credits: 3. Prerequisite(s): 10-102-152-00 Business Marketing with grade of C or 10-104-111-00 Marketing Principles with grade of C.

10-104-145-00 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. Lecture. Credits: 3. Prerequisite(s): 10-103-126-00 MS Excel Beginning with grade of C (concurrent enrollment is allowed).

10-104-175-00 Marketing Internship Capstone
Applies previously learned skills in a real (or simulated) work environment. Serves as a culminating course for marketing. Occupational. Credits: 3.

10-104-175-01 Marketing Internship Capstone
Applies previously learned skills in a real work environment. Serves as a culminating course for Marketing. Occupational. Credits: 2. Prerequisite(s): 10-102-191-00 Service Learning for Business with grade of C (concurrent enrollment is allowed).

Mathematics (804)

10-804-107-00 College Mathematics
10-804-115-00 College Technical Math 1
Topics include solving linear, quadratic, and rational equations; graphing; formula rearrangement; solving systems of equations; percent; proportions; measurement systems; computational geometry; right and oblique triangle trigonometry; trigonometric functions on the unit circle; and operations on polynomials. Emphasis will be on the application of skills to technical problems. Lecture. Credits: 5.

10-804-116-00 College Technical Math 2
Topics include vectors, trigonometric functions and their graphs, identities, exponential and logarithmic functions and equations, radical equations, equations with rational exponents, dimension of a circle, velocity, sine and cosine graphs, complex number in polar and rectangular form, trigonometric equations, conic sections, and analysis of statistical data. Emphasis will be on the application of skills to technical problems. Lecture. Credits: 4. Prerequisite(s): 10-804-115-00 College Technical Math 1 with grade of D-.

10-804-116-01 College Technical Math 2
Topics include radical equations, equations with rational exponents, dimension of a circle, velocity, sine and cosine graphs, and trigonometric equations. Emphasis will be on the application of skills to technical problems. Lecture. Credits: 2. Prerequisite(s): 10-804-115-00 College Technical Math 1 with grade of D-.

10-804-116-02 College Technical Math 2
Topics include vectors, identities, exponential and logarithmic functions and equations, complex numbers in polar and rectangular form, conic sections, and analysis of statistical data. Emphasis will be on the application of skills to technical problems. Lecture. Credits: 2. Prerequisite(s): 10-804-116-01 College Technical Math 2 with grade of D-.

10-804-123-00 Math with Business Applications
10-804-168-00 Introductory Statistics
Learn to display data with graphs, describe distributions with numbers, perform correlation and regression analyses, and design experiments. Students use probability and distributions to make predictions, estimate parameters, and test hypotheses. They draw inferences about relationships including ANOVA. Lecture. Credits: 3. Prerequisite(s): 10-834-110-00 Elem Algebra with Apps with grade of C or 10-804-107-00 College Mathematics with grade of C or Accuplacer math placement score of 107 or higher.

20-804-210-00 Introduction to Computers and Their Use
Introduces hardware, software, and information processing methodologies as problem-solving tools in liberal arts, sciences, and education. Addresses the history and social impact of computers. Students will use productivity tools such as word processing, spreadsheet, and database software. Lab, Lecture. Credits: 3.

20-804-220-00 Intermediate Algebra
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. Lecture. Credits: 4. Prerequisite(s): 10-834-110-00 Elem Algebra with Apps with grade of C or UW Math placement score of 365 or higher or UW Algebra placement score of 300 or higher.

20-804-224-00 College Algebra for Calculus
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. Lecture. Credits: 4. Prerequisite(s): 20-804-222-00 Intermediate Algebra with grade of C or UW Math placement score of 365 or higher or UW Algebra placement score of 416 or higher.
Lecture. Credits: 3.

Pursues advanced or specialized mathematics topics in a traditionally 20 placement score of 300 or higher.

20-804-228-00 Plane Trigonometry
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. Lecture. Credits: 3. Prerequisite(s): 20-804-220-00 Intermediate Algebra with grade of C or UW Math placement score of 365 or higher or UW Algebra placement score of 350 or higher.

20-804-230-00 Statistics
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. Lecture. Credits: 3. Prerequisite(s): 10-834-110-00 Elem Algebra with Apps with grade of C or UW Math placement score of 365 or higher or UW Algebra placement score of 365 or higher or UW Algebra placement score of 475 or higher.

20-804-236-00 Calculus and Analytic Geometry I
Covers limits and continuity of functions, the derivative, and its applications. Lecture. Credits: 5. Prerequisite(s): (20-804-224-00 Algebra for Calculus with grade of C and 20-804-228-00 Plane Trigonometry with grade of C) and UW Math placement score of 440 or higher or UW Algebra placement score of 550 or higher.

20-804-237-00 Elementary Math Education II
Includes concepts of proportionality, statistics and probability, plane geometry, the geometry of solids, and measurement. Lecture. Credits: 4. Prerequisite(s): 20-804-220-00 Intermediate Algebra with grade of C or UW Math placement score of 350 or higher or UW Algebra placement score of 350 or higher.

20-804-240-00 Calculus and Analytic Geometry II
Covers transcendental functions, methods of integration, indeterminate forms, improper integrals, Taylor's formula, infinite series, topics from analytic geometry, plane curves, and polar coordinates. Lecture. Credits: 5. Prerequisite(s): 20-804-236-00 Calculus and Analytic Geometry I with grade of C.

20-804-241-00 Calculus and Analytic Geometry III
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, 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. Lecture. Credits: 5. Prerequisite(s): 20-804-240-00 Calculus and Analytic Geometry II with grade of C.

20-804-250-00 Quantitative Reasoning
Intended to develop analytic reasoning and the ability to solve quantitative problems. Topics to be covered include construction and interpretation of graphs, functional relationships and mathematical modeling, descriptive statistics, basic probability, geometry, and spatial visualizations. This is a suitable final mathematics course for students who do not intend to take Calculus. Lecture. Credits: 4. Prerequisite(s): 20-804-220-00 Intermediate Algebra with grade of C or UW Math placement score of 365 or higher or UW Algebra placement score of 300 or higher.

20-804-290-00 Topics in Mathematics
Pursues advanced or specialized mathematics topics in a traditionally structured, independent study, or service learning format. Depending on the structure, requirements and topics are developed in advance by the instructor or by the student in consultation with the instructor. Lecture. Credits: 3.

20-804-290-01 Differential Equations Linear Algebra
Differential equations are the fundamental tools that modern science and engineering use to model physical reality. Linear algebra is a part of mathematics concerned with the structure inherent in mathematical systems. Students will see that solutions of certain differential equations in fact form a vector space, and techniques from linear algebra will allow us to solve systems of linear differential equations. Topics covered will include first order differential equations, differential models, linear systems and matrices including solving systems of equations by Gaussian elimination, matrix operations, determinants, vector spaces, higher order linear differential equations, exponential methods with matrices, and nonlinear systems. Lecture. Credits: 3. Prerequisite(s): 20-804-240-00 Calculus and Analytic Geometry II with grade of C.

20-804-290-02 Topics in Advanced Calculus
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. Credits: 1.

31-804-302-01 Calculus of One Variable
Covers fundamental algebraic operations using signed numbers, variables, expressions, and exponents. Includes linear equations in one variable, polynomials, graphs, systems of equations, and quadratic equations. Emphasizes solving word problems. Lecture. Credits: 1.

Medical Assistant (509)
10-509-108-00 Law and 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. Credits: 2.

31-509-301-00 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, record keeping, telephone and reception duties, communicate effectively with patients and other medical office staff, and keep an inventory of supplies. Students apply introductory medical coding skills and managed care terminology. Lab, Lecture. Credits: 2.
CHAPTER 7 COURSES AND DESCRIPTIONS

31-509-302-00 Human Body in Health and Disease
Introduces students to basic anatomy and physiology of the human body. Focuses on wellness and disease prevention. Students identify 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. Lecture. Credits: 3. Prerequisite(s): 10-501-101-00 Medical Terminology with grade of C (concurrent enrollment is allowed).

31-509-303-00 Medical Asst Lab Procedures 1
Introduces Medical Assistant students to laboratory procedures commonly performed 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. Lab, Lecture. Credits: 2.

31-509-304-00 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. Lab, Lecture. Credits: 4. 31-509-302-00 Human Body in Health and Disease with grade of C (concurrent enrollment is allowed)

31-509-305-00 Med Asst Lab Procedures 2
Prepares students to perform laboratory procedures commonly performed in the ambulatory care setting under the supervision of a physician. Students perform phlebotomy, immunology, hematology, and chemistry laboratory procedures. Lab, Lecture. Credits: 2. Prerequisite(s): 31-509-303-00 Medical Asst Lab Procedures 1 with grade of C.

31-509-306-00 Med 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. Lab, Lecture. Credits: 3. Prerequisite(s): 31-509-304-00 Medical Asst Clin Procedures 1 with grade of C and 31-509-302-00 Medical Terminology with grade of C.

31-509-307-00 Medical Asst Lab Procedures 1
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. Lab, Lecture. Credits: 2. Prerequisite(s): 31-509-302-00 Medical Asst Lab Procedures 1 with grade of C.

31-509-308-00 Medical Law Ethics and Professionalism
Prepares students to display professional performance and function 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. Credits: 2.

31-509-310-00 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 administrative, clinical, and laboratory duties under the supervision of trained mentors to effectively transition to the role of a medical assistant. Lab, Lecture, Occupational. Credits: 3. Prerequisite(s): 10-501-107-00 Intro to Healthcare Computing with grade of C and 31-509-301-00 Medical Asst Admin Procedures with grade of C and 31-509-302-00 Human Body in Health and Disease with grade of C and 31-509-303-00 Medical Asst Lab Procedures 1 with grade of C and 31-509-304-00 Medical Asst Clin Procedures 1 with grade of C and 10-501-104-00 Healthcare Customer Service with grade of C and 31-509-305-00 Med Asst Lab Procedures 2 with grade of C (concurrent enrollment is allowed) and 31-509-306-00 Med Asst Clin Procedures 2 with grade of C (concurrent enrollment is allowed) and 31-509-307-00 Medical Office Insurance and Finance with grade of C (concurrent enrollment is allowed) and 31-509-310-00 Medical Assistant Practicum with grade of C (concurrent enrollment is allowed) and 31-509-309-00 Medical Law Ethics and Professionalism with grade of C (concurrent enrollment is allowed).

Medical Terminology (501)
10-501-101-00 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. Credits: 3.

10-501-104-00 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. Credits: 2.

10-501-107-00 Intro to Healthcare Computing
Intro 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. Lab, Lecture. Credits: 2.

Music (805)
20-805-201-00 Music Appreciation
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 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. Credits: 3.

20-805-205-00 Music Theory I
Entry 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. Credits: 3.

20-805-209-00 Music Theory II
Studies of texture in music, voice leading, harmonic progression, the dominant and leading-tone seventh chords, non-dominant seventh chords, modulation, secondary dominant and two and three-part form. Lecture. Credits: 3. Prerequisite(s): 20-805-205-00 Music Theory I with grade of D-.

20-805-215-00 Twentieth Century American Music
Examines Ragtime, Blues, Contemporary Classical music, Swing, Jazz, Rock, Folk, Country Western, and music of the American theater. Lecture. Credits: 3.
20-805-280-00 Topics in Music
Pursues advanced or specialized music topics in a traditionally structured, independent study, or service-learning format. Depending on the structure, requirements, and topics are developed in advance by the instructor or by the student in consultation with the instructor. Lecture. Credits: 3.

20-805-280-01 Music in Film
Follows the development of music and sound in film, from the beginning of the silent-movie era to the great film composers of the twentieth century and today. Students will explore the role and expression of music in film, learn about the fundamental elements of film music and composers, as well as develop a vocabulary for describing and assessment film music. Includes 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. Credits: 3.

20-805-285-00 Applied Topics in Music
Pursues advanced or specialized applied music topics. Requirements and topics are developed in advance by the instructor. Lab. Credits: 3.

20-805-285-01 Concert Choir
A choral ensemble of mixed voices, both men and women, open to those who enjoy singing. Provides an opportunity to participate in learning and performing choral music. Will include performances at several major campus concerts. The choir will also perform within the Rhinelander community. Repertoire will be of a high learning format. Depending on the discipline styles, and stages of development. Lecture. Credits: 1.

Nursing Assistant (543)

30-510-305-00 Medication Assistant
Consists of 68 hours of classroom and lab followed by 40 hours of clinical training in the long term care environment. 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, participants will have their name placed on the Wisconsin Nurse Aide Registry. Clinical, Lecture. Credits: 3.

30-543-300-00 Nursing Assistant
Provides theory, laboratory practice, and clinical experience for employment as an entry level nursing assistant in a health care facility. Approved by the Wisconsin Department of Health and Family Services. Lab, Lecture. Credits: 3.

30-543-302-00 Acute Care Nursing Assistant
May be taken after successful completion of the Nursing Assistant program. Provides instruction in additional skills for the nursing assistant in an acute care environment. Lab. Lecture. Credits: 2.

Nursing, Nursing Assist, LPN (510, 543)

10-543-101-00 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. Lecture. Credits: 2.

10-543-102-00 Nursing Skills
Focuses on development of clinical skills and physical assessment across the lifespan. Includes mathematical 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, includes techniques related to obtaining a health history and basic physical assessment skills using a body systems approach. Lab. Credits: 3. Prerequisite(s): 10-809-188-00 Developmental Psychology with grade of D- and 10-801-195-00 Written Communication with grade of D-. Corequisite(s): 10-543-104-00 Nursing Intro Clinical Practice.

10-543-103-00 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. Lecture. Credits: 2.

10-543-104-00 Nsg Intro 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. Clinical, Credits: 2. Prerequisite(s): 10-543-102-00 Nursing Skills with grade of C (concurrent enrollment is allowed) and 10-801-195-00 Written Communication with grade of D-. (concurrent enrollment is allowed) and 10-809-188-00 Developmental Psychology with grade of D- (concurrent enrollment is allowed). Corequisite(s): 10-543-102-00 Nursing Skills.

10-543-105-00 Nursing Health Alterations
Elaborates upon the basic concepts of health and illness as presented in Nursing Fundamentals. Applies theories of nursing in the care of clients through the lifespan, utilizing problem solving and critical thinking. Provides an opportunity to study conditions affecting different body systems and apply therapeutic nursing interventions. Also introduces the concepts of leadership, team building, and scope of practice. Lecture. Credits: 3. Prerequisite(s): 10-543-101-00 Nursing Fundamentals with grade of C and 10-543-103-00 Nursing Pharmacology with grade of C and 10-543-104-00 Nsg Intro Clinical Practice with grade of C and 10-801-195-00 Written Communication with grade of D- and 10-806-179-00 Advanced Anatomy and Physiology with grade of D-. Corequisite(s): 10-543-106-00 Nursing Health Promotion, 10-543-107-00 Nsg Clinical Care Across Lifespan, 10-543-108-00 Nsg Intro Clinical Care Mgt.

10-543-106-00 Nursing Health Promotion
Focuses on topics related to health promotion for individuals and families throughout the lifespan. We will cover nursing care of the developing family, which includes reproductive issues, pregnancy, labor and delivery, postpartum, the newborn, and the child. Recognizing the spectrum of healthy families, we will discern patterns associated with adaptive and maladaptive behaviors applying mental health principles. An emphasis is placed on teaching and supporting healthy lifestyle choices for individuals of all ages. Nutrition, exercise, stress management, empowerment, and risk reduction practices are highlighted. Study of the family will cover dynamics, functions, discipline styles, and stages of development. Lecture. Credits: 3. Prerequisite(s): 10-543-101-00 Nursing Fundamentals with grade of C and 10-543-102-00 Nursing Skills with grade of C and 10-543-104-00 Nsg Intro Clinical Practice with grade of C and 10-801-195-00 Written Communication with grade of D- and 10-806-179-00 Advanced Anatomy and Physiology with grade of D- (concurrent enrollment is allowed) and 10-809-188-00 Developmental Psychology with grade of D-. Corequisite(s): 10-543-101-00 Nursing Fundamentals with grade of C and 10-543-103-00 Nursing Pharmacology with grade of C and 10-543-104-00 Nsg Intro Clinical Practice with grade of C and 10-801-195-00 Written Communication with grade of D- and 10-806-179-00 Advanced Anatomy and Physiology with grade of D- (concurrent enrollment is allowed) and 10-809-188-00 Oral Interpersonal Communication with grade of D- (concurrent enrollment is allowed) and 10-809-188-00 Developmental Psychology with grade of D-. Corequisite(s): 10-543-106-00 Nursing Health Promotion, 10-543-107-00 Nsg Clinical Care Across Lifespan, 10-543-108-00 Nsg Intro Clinical Care Mgt.

10-543-107-00 Nsg Clinical 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. Clinical. Credits: 2. Prerequisite(s): 10-543-101-00 Nursing Fundamentals with grade of C and 10-543-102-00 Nursing Skills with grade of C and 10-543-103-00 Nursing Pharmacology with grade of C and 10-543-104-00 Nsg Intro Clinical Practice with grade of C and 10-801-195-00 Written Communication with grade of D- and 10-809-188-00 Developmental Psychology with grade of D-. Corequisite(s): 10-543-105-00 Nursing Health Alterations, 10-543-106-00 Nursing Health Promotion, 10-543-108-00 Nsg Intro Clinical Care Mgt, 10-801-196-00 Oral Interpersonal Communication, 10-543-179-00 Advanced Anatomy and Physiology.
10-543-108-00 Nsg Intro Clinical Care Mgt
Applies nursing concepts and therapeutic nursing interventions to groups of clients across the lifespan. Provides an introduction to leadership, management, and team building. Clinical. Credits: 2. Prerequisite(s): 10-543-101-00 Nursing Fundamentals with grade of C and 10-543-102-00 Nursing Skills with grade of C and 10-543-103-00 Nursing Pharmacology with grade of C and 10-543-104-00 Nsg Intro Clinical Practice with grade of C and 10-801-195-00 Written Communication with grade of D- and 10-809-188-00 Developmental Psychology with grade of D-. Corequisite(s): 10-543-105-00 Nursing Health Alterations, 10-543-106-00 Nursing Health Promotion, 10-543-107-00 Nsg Clinical Care Across Lifespan, 10-801-196-00 Oral Interpersonal Communication, 10-806-179-00 Advanced Anatomy and Physiology.

10-543-109-00 Nsg Complex Health Alterat 1
Prepares the learner to expand knowledge from previous courses in caring for clients across the lifespan with alterations in musculoskeletal, cardiovascular, respiratory, endocrine, and hematologic systems as well as clients with fluid/electrolyte and acid base imbalance, and alterations in comfort. Lecture. Credits: 3. Prerequisite(s): 10-543-105-00 Nursing Health Alterations with grade of C and 10-543-108-00 Nursing Health Promotion with grade of C and 10-543-107-00 Nsg Clinical Care Across Lifespan with grade of C and 10-543-108-00 Nsg Intro Clinical Care Mgt with grade of C and 10-806-179-00 Advanced Anatomy and Physiology with grade of D- and 10-194-119-00 Oral Interpersonal Communication with grade of D-. Corequisite(s): 10-543-110-00 Nsg Mental Health Community Con, 10-543-111-00 Nsg Intermediate Clinical Practice, 10-543-112-00 Nursing Advanced Skills, 10-806-197-00 Microbiology.

10-543-110-00 Nsg Mental Health Community 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 are examined in relation to specific types of support offered to racial, ethnic, and economically diverse individuals and groups. Lecture. Credits: 2. Prerequisite(s): 10-543-105-00 Nursing Health Alterations with grade of C and 10-543-106-00 Nursing Health Promotion with grade of C and 10-543-107-00 Nsg Clinical Care Across Lifespan with grade of C and 10-543-108-00 Nsg Intro Clinical Care Mgt with grade of C and 10-806-179-00 Advanced Anatomy and Physiology with grade of D- and 10-801-196-00 Oral Interpersonal Communication with grade of D-. Corequisite(s): 10-543-109-00 Nsg Complex Health Alterat 1, 10-543-111-00 Nsg Intermediate Clinical Practice, 10-543-112-00 Nursing Advanced Skills, 10-806-197-00 Microbiology.

10-543-111-00 Nsg Intermediate Clinical Practice
Intermediate level clinical course develops the RN role when working with clients with complex health care needs. Focuses on developing skills needed for managing multiple clients across the lifespan and priorities. Using the nursing process, students gain experience in adapting/maladaptive behaviors to the needs of clients with diverse needs and backgrounds. Clinical. Credits: 3. Prerequisite(s): 10-543-112-00 Nursing Advanced Skills with grade of C, Corequisite(s): 10-543-109-00 Nsg Complex Health Alterat 1, 10-543-110-00 Nsg Mental Health Community Con, 10-543-112-00 Nursing Advanced Skills.

10-543-112-00 Nursing Advanced Skills
Focuses on the development of advanced clinical skills across the lifespan. Includes advanced IV skills, blood product administration, chest tube systems, basic EKG interpretation, and nasogastric/feeding tube insertion. Lab. Credits: 1. Prerequisite(s): 10-543-105-00 Nursing Health Alterations with grade of C and 10-543-106-00 Nursing Health Promotion with grade of C and 10-543-107-00 Nsg Clinical Care Across Lifespan with grade of C and 10-543-108-00 Nsg Intro Clinical Care Mgt with grade of C and 10-806-179-00 Advanced Anatomy and Physiology with grade of D- and 10-801-196-00 Oral Interpersonal Communication with grade of D-. Corequisite(s): 10-543-109-00 Nsg Complex Health Alterat 1, 10-543-111-00 Nsg Intermediate Clinical Practice, 10-806-197-00 Microbiology.

10-543-113-00 Nsg Complex Health Alterations 2
Prepares the learner to expand knowledge and skills from previous courses in caring for clients across the lifespan with alterations in the immune, neuro-sensory, musculoskeletal, gastrointestinal, hepatobiliary, renal/urinary, and 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. Lecture. Credits: 3. Prerequisite(s): 10-543-109-00 Nsg Complex Health Alterat 1 with grade of C and 10-543-110-00 Nsg Mental Health Community Con with grade of C and 10-543-111-00 Nsg Intermediate Clinical Practice with grade of C and 10-543-112-00 Nursing Advanced Skills with grade of C. Corequisite(s): 10-543-114-00 Nsg Management Professional Concepts, 10-543-115-00 Nsg Advanced Clinical Practice.

10-543-114-00 Nsg Management Professional Concepts
Covers nursing management and professional issues related to the role of the RN. Emphasis is placed on preparing for the RN practice. Lecture. Credits: 2. Prerequisite(s): 10-543-109-00 Nsg Complex Health Alterat 1 with grade of C and 10-543-110-00 Nsg Mental Health Community Con with grade of C and 10-543-111-00 Nsg Intermediate Clinical Practice with grade of C and 10-543-112-00 Nursing Advanced Skills with grade of C. Corequisite(s): 10-543-113-00 Nsg Complex Health Alterations 2, 10-543-115-00 Nsg Advanced Clinical Practice.

10-543-115-00 Nsg Advanced Clinical Practice
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 critical decisions. Continuity of care through interdisciplinary collaboration is emphasized. Clinical. Credits: 3. Prerequisite(s): 10-543-109-00 Nsg Complex Health Alterat 1 with grade of C and 10-543-110-00 Nsg Mental Health Community Con with grade of C and 10-543-111-00 Nsg Intermediate Clinical Practice with grade of C and 10-543-112-00 Nursing Advanced Skills with grade of C and 10-543-113-00 Nsg Advanced Microbiology with grade of D-. Corequisite(s): 10-543-114-00 Nsg Complex Health Alterations 2, 10-543-115-00 Nsg Management Professional Concepts.

10-543-116-00 Nursing Clinical Transition
Clinical experience which integrates all knowledge learned in the previous courses in transitioning to the role of the graduate nurse. Promotes relatively independent clinical decisions, delegation, and working collaboratively with others to achieve client and organizational outcomes. Continued professional development is fostered. Clinical. Credits: 2. Prerequisite(s): 10-543-115-00 Nsg Advanced Clinical Practice with grade of C.

10-543-125-00 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. Lecture. Credits: 2. Prerequisite(s): 10-543-112-00 Nursing Advanced Skills with grade of C.

10-543-126-00 LPN to RN Bridge
Provides a transitional experience for the LPN seeking an ADN. Lab, Lecture. Credits: 3.

10-543-127-00 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. Lecture. Credits: 2. Prerequisite(s): 10-543-101-00 Nursing Fundamentals with grade of C (concurrent enrollment is allowed) and 10-543-102-00 Nursing Skills with grade of C (concurrent enrollment is allowed).

10-543-150-00 A Preview of Professional Nursing
Examines the career of the RN, role of the RN, professional development, legal issues, and ethical issues as they impact the care of clients. Applies college-success skills to the nursing courses. Lecture. Credits: 2.
Office Technology (106)

10-106-110-00 Electronic Calculation
Develops speed and accuracy in operating an electronic calculator and the 10-key pad by the touch system. Lab. Credits: 1.

10-106-115-00 Intro Computer Keyboarding
Introduces students to computer operations and the touch methods of keyboarding. Lab. Credits: 1.

10-106-116-00 Document Processing
Enhances keyboarding skills and develops basic document formatting techniques. Lab, Lecture. Credits: 3.

10-106-125-00 Workplace Communications
Develops basic business skills of telephone, voice mail, e-mail, calendaring, and filing. Lab, Lecture. Credits: 2.

10-106-126-00 Editing Business Applications
Covers proofreading and editing of business documents. Transcription and composition will be used to process business documents. Lab. Lecture. Credits: 3.

10-106-130-00 Integrated Computer Applications Beg
Uses word processing, spreadsheet, database, and presentation software to create and integrate basic application documents for professional and personal use. Lab, Lecture. Credits: 4.

10-106-131-00 Integrated Computer Applications Int
Integrates software applications (word processing, spreadsheet, database, and presentations) to enhance and customize documents. The course includes creation of basic interactive components. Lab, Lecture. Credits: 4. Prerequisite(s): 10-106-130-00 Integrated Computer Applications Beg with grade of C.

10-106-132-00 Integrated Computer Applications Adv
Covers the creation and administration of interactive, fully-integrated software application processes (word processing, spreadsheet, database, and presentations) for individual and group use. Lab, Lecture. Credits: 4. Prerequisite(s): 10-106-131-00 Integrated Computer Applications Int with grade of C.

10-106-151-00 Career Management I
Teaches students to identify work environment preferences, develop a personal profile for career success, and begin a support system network for employment. Lecture. Credits: 1.

10-106-152-00 Career Management II
Teaches students to develop job search techniques and create a professional image. Emphasis will be on preparation of a resume, a letter of application, and interviewing techniques. Lecture. Credits: 1.

10-106-170-00 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 ergonomics. Lab, Lecture. Credits: 3. Prerequisite(s): 10-106-115-00 Electronic Calculation, 10-106-116-00 Document Processing with grade of C and 10-106-130-00 Integrated Computer Applications Beg with grade of C.

10-107-162-00 Microcomputer Support
Provides the technical skills necessary to install and configure computer hardware components. The students 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. Students learn to install and upgrade operating systems and various application software. Lab, Lecture. Credits: 2.

Philosophy (809)

10-809-166-00 Intro to Ethics Theory and 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. Credits: 3.

20-809-217-00 Intro to Philosophy
Introduces fields of philosophy, philosophical reasoning, and the history of philosophy. Developed 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. Credits: 3.

20-809-220-00 Topics in Philosophy
Pursues advanced or specialized philosophy topics in a traditionally structured, independent study, or service-learning format. Depending on the structure, requirements and topics are developed in advance by the instructor or by the student in consultation with the instructor. Lecture. Credits: 3.

20-809-220-02 Intro to World Religion
An introduction to world religions including Native American religions, Judaism, Christianity, Islam, Hinduism, Buddhism, Taoism and others. Studies the historical roots and basic tenets of religion. Students will find commonalities and distinguishing characteristics between religions, and ask, and attempt to find, some answers in scriptures and the writings of adherents to the questions: Why do religions exist? Why have people striven for knowledge that apparently transcends experience and rational thought based on experience? What is the knowledge that religions purport to lead us to? Lecture. Credits: 3.

20-809-220-03 Philosophy of Religion
This course surveys several problems of Western theology and examines them from a variety of philosophical perspectives. Major topics include arguments pertaining to God’s existence and nature, the relationship between faith and reason, and problem of evil. Class readings will focus on classical formulations and solutions to these traditional problems. Because philosophy is not merely an intellectual exercise, students will be encouraged to contribute their own voices and experiences to these ongoing matters of faith, reason, and religion. Lecture. Credits: 3.

20-809-225-00 Ethics
Explores contemporary moral problems including animal rights, capital punishment, environmental ethics, euthanasia, job discrimination, sexual harassment, affirmative action, reproductive choices, race and ethnicity, world hunger, and poverty. Lecture. Credits: 3.

20-809-226-00 Environmental Ethics
An introduction to environmental ethics for students who have had little or no exposure to the philosophical issues surrounding the problems 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. Covers both theoretical approaches and practical applications, and provides a detailed history and background of the roots and development of our present ecological situation. Lecture. Credits: 3.

Physical Education (807)

20-807-201-00 Fitness for Life
Examines the relationship of physical fitness and activity to healthy lifestyles and wellness. Students plan and implement a personal fitness and nutrition program. Lecture. Credits: 2.
20-807-205-00 Topics in Health and Physical Education
Depending on the structure, requirements and topics are developed in
advance by the instructor or by the student in consultation with the
instructor. Lab, Lecture. Credits: 2.

20-807-205-02 Self Defense for Women
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
stairs. Students learn viable options for all ages and levels of
physical activity. Through repetition, students develop greater body
awareness, preparedness, and physical condition. Students practice
realistic scenarios and explore issues of societal violence such as
sexual assault and domestic violence. Course sections are offered for
women or men only. Lab, Lecture. Credits: 2.

20-807-211-00 Health and Wellness Activity
Through participation in a physical activity, demonstrate knowledge
and skills to safely participate in the activity according to the
standards of an affiliated organization. Evaluate participation in the
activity along the dimensions of wellness. Analyze fitness
requirements for participation. Identify considerations for life-
long participation. Lab. Credits: 1.

20-807-213-00 First Aid and CPR
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. Credits: 2.

20-807-221-00 Canoeing
Acquaints students with the basic knowledge and skills necessary to
enjoy and actively participate in the lifetime sport of canoeing.
Includes lake and river canoeing. Lab. Credits: 1.

20-807-235-00 Principles of Strength Training
Enables students to develop and participate in an appropriate
resistance exercise program using free weights, weight machines,
and floor exercise. Lab, Lecture. Credits: 2.

20-807-280-00 Challenge Ropes Course
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. Lab, Credits: 1.

Pipefitter (435)

50-435-540-00 Green Awareness
Green Awareness for the MMPM Trades examines how green
projects and sustainable manufacturing initiatives relate to energy
efficiency, energy consumption, waste reduction, and changing work
processes for the MMPM related trades. Priorities related to cost
awareness, energy efficiency, predictive and preventative
maintenance, new materials, bearing maintenance, and precision
laser alignment are included in this course. Lab, Lecture. Credits: 2.

Plumbing (427)

50-427-569-00 Plumbing Repair
Designed to provide apprentices with the academic and hands-on
experience needed to perform plumbing service and repair tasks.
Emphasis is placed on the safe and responsible use of tools and
equipment. Topics include clogged drains, garbage disposers, water
treatment equipment, water closets, urinals, flush valves, cold
weather plumbing problems, water systems, and pumps and facets.
Lecture. Credits: 1.

50-427-751-00 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. Lecture. Credits: 2.

50-427-752-00 Vents and Venting Systems
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. Focuses on theory, work experience,
and the application of plumbing code principles through discussions,
drawing exercises, work sheets, and evaluations. Lecture. Credits: 2.

50-427-753-00 Water Distribution 1
Provides the apprentice with the skills to identify, design, install, and
service various applications for water supply systems listed in
plumbing codes. Apprentices will use the code language and tables to
in various plumbing systems in accordance with the Wisconsin
Plumbing Code. Topics will include commercial to single-family and
private well pump systems. Course uses on theory, work experience, and
the application of plumbing code principles through discussions,
drawing exercises, work sheets, and evaluations. Lecture. Credits: 2.

50-427-754-00 Water Distribution 2
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. Focuses on theory,
work experience, and the application of plumbing code principles
through discussions, drawing exercises, work sheets, and
evaluations. Lecture. Credits: 2.

50-427-755-00 Sanitary Drains 2
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. Other topics will include pretreatment, soil evaluation, site
planning, and new technologies. Focuses on theory, work experience, and
the application of plumbing code principles through discussions,
drawing exercises, work sheets, and evaluations. Lecture. Credits: 2.

50-427-756-00 Private Onsite Wastewater Treatment Sys
Provides the apprentice with the skills to identify, design, install, and
service various applications for private on-site 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. Focuses on theory, work experience, and
the application of plumbing code principles through discussions,
drawing exercises, work sheets, and evaluations. Lecture. Credits: 2.

50-427-757-00 Green Plumbing Applications
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. Lecture. Credits: 2.

50-427-758-00 Plumbing Advanced Topics TSA
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
workcourse to support completing an applied hands-on project.
Lecture. Credits: 2.

Political Science (809)

20-809-282-00 American Indian Law
With an emphasis on First Nation sovereignty, students explore the
development of American Indian law and the relationship between
tribal, state, 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. Credits: 3.
20-809-254-00 Educational Psychology
Explores the psychological theories of development and learning related to education and teaching. Covers the unique diversity of students that we teach as well as exceptionalities. Students examine learning theory and instructional practice as well as issues of motivation and classroom management. Classroom planning and assessment methods and techniques are evaluated. Lecture. Credits: 3. Prerequisite(s): 20-809-251-00 Introduction to Psychology with grade of D-.

20-809-255-00 Child Psychology
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. Credits: 3.

20-809-265-00 Topics in Psychology
Pursues advanced or specialized psychology topics in a traditionally structured, independent study, or service-learning format. Depending on the structure, requirements and topics are developed in advance by the instructor or by the student in consultation with the instructor. Lecture. Credits: 3.

31-809-350-00 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. Credits: 1.

Renewable Energy-Foundations (480)

10-480-100-00 Alternative Energy Overview
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. Credits: 2.

Science (806)

10-806-112-00 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. Credits: 3.

10-806-137-00 Comprehensive Tech 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. Lab. Lecture. Credits: 4. Prerequisite(s): 10-804-107-00 College Mathematics with grade of D-.

10-806-139-00 Survey of Physics
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. Lab. Lecture. Credits: 3.

10-806-154-00 General Physics I
Studies basic concepts of physics and how they directly affect the lives of students. Students will analyze motion, forces causing motion, related energies, heat, and sound. Lab. Lecture. Credits: 4.

10-806-160-00 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, reports, graphs), geodatabases, importing spatial and attribute data, map projections, vector spatial data formats, and data export. Lecture. Credits: 3.
10-806-161-00 Introduction to Geospatial Technologies
Introduces several geospatial technologies - Google Earth, GIS, air photo interpretation, with an emphasis on hands-on application of theoretical concepts concerning spatial interaction. Lecture. Credits: 3.

10-806-165-00 Physical Geography Landforms

10-806-170-00 Introductory Physics
Exposes students to basic principles of physics, including scientific measurement, motion, energy, heat, sound, electricity, light, and color. Lecture. Credits: 3.

10-806-172-00 Basic Nutritional Science
An introduction into the science of nutrition. Basic concepts related to digestion and metabolism are presented. The significance of carbohydrates, lipids, proteins, and vitamins to the human organism are discussed. The relationship of proper nutrition to selected pathological conditions throughout the human lifecycle is presented. The concept of sustainability and environmentally conscious food production are introduced. Lecture. Credits: 3.

10-806-177-00 General Anatomy and Physiology
Examines basic concepts of human anatomy and physiology as they relate to health sciences. Using a body systems approach, the course emphasizes the interrelationships between structure and function at the gross and microscopic levels of organization of the entire human body. It is intended to prepare health care professionals who need to apply basic concepts of whole body anatomy and physiology to informed decision-making and professional communication with colleagues and patients. Lab, Lecture. Credits: 4.

10-806-179-00 Advanced Anatomy and Physiology
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. 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. Lab, Lecture. Credits: 4. Prerequisite(s): 10-806-177-00 General Anatomy and Physiology with grade of B. Corequisite(s): 10-543-107-00 Nsg Clinical Care Across Lifespan, 10-543-108-00 Nsg Intro Clinical Care Mgt.

10-806-186-00 Intro to Biochemistry
Provides students with the 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. Lab, Lecture. Credits: 4.

10-806-197-00 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. Lab, Lecture. Credits: 4. Prerequisite(s): 10-806-177-00 General Anatomy and Physiology with grade of C. Corequisite(s): 10-543-109-00 Nsg Complex Health Alterat 1, 10-543-110-00 Nsg Mental Health Community Con, 10-543-112-00 Nursing Advanced Skills.

10-806-197-01 Microbiology
Provides students with the lab learning experience related to the Microbiology lecture course. Lab. Lecture. Credits: 4.

20-806-201-00 Principles of Biology
Introduces the biological principles common to plants and animals. Emphasizes preparing for subsequent biology courses and understanding the health, ecological, and environmental issues facing our society. Lab, Lecture. Credits: 4.

20-806-205-00 Topics in Biology
Pursues advanced or specialized applied biology topics. Requirements and topics are developed in advance by the instructor. Lecture. Credits: 3.

20-806-207-00 Physical Geography Landforms

20-806-208-00 Physical Geography Weather and Climate
Studies the elements of weather, weather forecasting, and distribution of the earth's surface. Lab, Lecture. Credits: 4.

20-806-209-00 General Botany
Survey of plant science, covering morphology, life cycles, taxonomy, ecology, physiology of bacteria, algae, fungi, and non-flowering and flowering plants. Previous college biology course or equivalent recommended. Lab, Lecture. Credits: 5.

20-806-210-00 General Ecology

20-806-211-00 Introduction to Soil and Water Resources
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. Lab, Lecture. Credits: 4.

20-806-212-00 Geographic Information Systems
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, 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. Credits: 3.

20-806-212-01 Geographic Information Systems
Includes working with map layers and attributed tables, mapping basics, map design, choropleth maps, pin (point) maps, hyperlinks, data sources, entry, editing, metadata, GIS outputs (print layouts, custom templates, reports, graphs). GIS outputs (print layouts, custom templates, reports, graphs), geodatabases, importing spatial and attribute data, map projections, vector spatial data formats, and export data. Lecture. Credits: 1.

20-806-212-02 Geographic Information Systems
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. Lecture. Credits: 1. Prerequisite(s): 20-806-212-01 Geographic Information Systems with grade of D- (concurrent enrollment is allowed).
20-806-212-03 Geographic Information Systems
Uses skills gained in GIS Parts B: Includes working with map layers and attribute tables, mapping basics, map design, choropleth maps, pin (point) maps, hyperlinks, data sources, entry, editing, metadata, GIS outputs (print layouts, custom templates, reports, graphs), geodatabases, importing spatial and attribute data, map projections, vector spatial data formats, and export data. Additional topics include photos and satellite images, digitizing new features, spatially adjusting vector data, table manipulation, geocoding, basics of spatial analysis, vector and raster data analysis, spatial data processing, terrain models, spatial analysis, optimal routing and location, and site selection. GIS Part C adds capstone project development and analysis. Explores the creation of a model of a problem, gathering data, using spatial analysis tools to edit and manipulate data, solving the problem, and creating a layout of the solution with a map, chart, and table. Lab, Lecture. Credits: 1. Prerequisite(s): 20-806-212-02 Geographic Information Systems with grade of D- (concurrent enrollment is allowed).

20-806-213-00 General Zoology
Survey of animal science, covering structure, function, life histories, ecology, and classification of major invertebrate and vertebrate groups. Lab, Lecture. Credits: 5.

20-806-215-00 Environmental Science
Develops an understanding of environmental concerns and current issues including water resources, total land use, air pollution, biocides, energy use, population, pollution, and health. Examines, ecological, economic, historical, and philosophic views of issues. Lecture. Credits: 3.

20-806-230-00 Physical Geology
Introduces the student to the composition and structure of the earth, the processes and systems that produce earth's features, and provides a better understanding of why the earth's features are constantly changing. Provides a hands-on examination of topographic and geologic maps, earth processes, and identification of rocks and minerals. Lab, Lecture. Credits: 4.

20-806-231-00 Historical Geology
Examines earth history through three main themes: plate tectonics, organic evolution, and geologic time. Students will come to understand that the dynamic history of the earth, and the complex interaction between the evolution of life and the evolution of the earth. Students 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. Lab, Lecture. Credits: 4.

20-806-232-00 Intro to Forestry Fisheries and Wildlife
Integrates principles of managing forests, fisheries, and wildlife. Focus will be on maintaining ecosystem integrity while meeting human needs for goods and services. Lab, Lecture. Credits: 4.

20-806-234-00 Intro to Env Study and Educ
Lecture and discussion sections of the course explore an overview of K-12 environmental education content and methods: the natural, social, and economic factors that influence the quality of our environment; ecological relationships and principles; the compounding factors of population growth, pollution, resource allocation and depletion, conservation, technology, and urban/rural planning; along with potential solutions to environmental issues through education, public participation, and thoughtful lifestyle changes. This course fulfills the WI teacher certification environmental education requirement for pre-service teachers. Clinical, Lecture. Credits: 4.

20-806-235-00 Topics in Geology
Pursues advanced or specialized geology topics in a traditionally structured, independent study, or seminar-learning format. Depending on the structure, requirements and topics are developed in advance by the instructor or by the student in consultation with the instructor. Lab, Lecture. Credits: 3.

20-806-240-00 Survey of Chemistry
Introduces aspects of chemistry that are important for the life sciences, including the study of biochemical processes using atomic theories, structure-reactivity relationships, and thermodynamics. Lab, Lecture. Credits: 3.

20-806-241-00 Introductory Chemistry
Deals with the composition, characteristics, and changes of atoms and molecules. A laboratory based course, designed specifically for liberal arts students. Lab, Lecture. Credits: 5.

20-806-245-00 College Chemistry I
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, thermochemistry, chemical bonding, and solution chemistry. Laboratory work assists in understanding chemical concepts and developing problem-solving skills. Lab, Lecture. Credits: 5. Prerequisite(s): 20-804-220-00 Intermediate Algebra with grade of D-.

20-806-249-00 College Chemistry II
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, organic structures, and nomenclature. Lab, Lecture. Credits: 5. Prerequisite(s): 20-806-245-00 College Chemistry I with grade of D- and 20-804-220-00 Intermediate Algebra with grade of D-.

20-806-261-00 Intro 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. Credits: 3.

20-806-265-00 Survey of Organic Chemistry
Introduces the basic concepts of organic chemistry. Lab, Lecture. Credits: 4. Prerequisite(s): (20-806-240-00 Survey of Chemistry with grade of D- or 20-806-241-00 Introductory Chemistry with grade of D- or 20-806-245-00 College Chemistry I with grade of D- or 20-806-249-00 College Chemistry II with grade of D-).

20-806-276-00 College Physics I
First semester course of a one-year introductory algebra-based college physics sequence. Appropriate for students wishing to pursue a program of study in the liberal arts, general education, life sciences, or pre-professional programs. Develops a conceptual understanding of the basics of physics and provides practical hands-on laboratory experiences to broaden the understanding of physics and the scientific method. Covers the properties of motion, force, energy, momentum, rotation, fluids, heat, and sound. Stresses developing good problem-solving strategies. Lab, Lecture. Credits: 4. Prerequisite(s): 20-804-220-00 Intermediate Algebra with grade of D-.

20-806-280-00 College Physics II
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. Lab, Lecture. Credits: 4. Prerequisite(s): 20-806-276-00 College Physics I with grade of D-.

20-806-286-00 College Physics I Calculus Based
First semester 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, matter and properties, fluids, heat, sound, and wave motion. Critical thinking and sound problem solving skills are stressed. Lab, Lecture. Credits: 5. Prerequisite(s): 20-804-236-00 Calculus and Analytic Geometry I with grade of D- (concurrent enrollment is allowed).

20-806-286-01 College Physics I Calculus Based Lab
The lab portion of College Physics I Calculus Based. Lab, Lecture. Credits: 5.
Sociology (809)

10-809-103-00 Think Critically and 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, and setting goals and objectives are considered in depth as the student applies specific thinking strategies in a wide variety of situations. Lecture. Credits: 3.

10-809-108-00 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, regions, and their interactions. Emphasis is on using Geographic Information Systems (GIS) in a social science setting. Lecture. Credits: 3.

10-809-112-00 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 communities to promote and implement sustainability. Lecture. Credits: 3.

10-809-172-00 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 major/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored. Lecture. Credits: 3.

10-809-196-00 Intro to Sociology
Studies of human society, including the individual, culture, and society; social inequality; social institutions; and social change in the modern world. Lecture. Credits: 3.

10-809-197-00 Contemporary Amer 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. Credits: 3.

10-809-271-00 Introductory Sociology
Studies of human society, including the individual, culture, society, social inequality, social institutions, and social change in the modern world. Lecture. Credits: 3.

20-809-272-00 Valuing Diversity
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. Credits: 3.

20-809-275-00 Marriage and Family
Examines marriage and family relationships in current American society; preparation for marriage, potential problem areas, family planning, divorce, and reconstituted family roles. Lecture. Credits: 3.

20-809-277-00 Pluralism for Educators
Analyze and evaluate education in U.S., policy of equal educational opportunity, and impact of class, gender, race, and language differences on teaching and learning. Involves lectures, discussions and presentations for pre-service teacher education students on topics mandated for initial certification programs in Wisconsin. (Wis Admin Rule PI 34.15). Clinical. Lecture. Credits: 3.

20-809-278-00 Topics in Sociology
Pursues advanced or specialized sociology topics in a traditionally structured, independent study or service-learning format. Depending on the structure, requirements and topics are developed in advance by the instructor or by the student in consultation with the instructor. Lecture. Credits: 3.

20-809-278-04 Peace Studies
Discussion based course covering the fundamentals of non-violence, including: Gandhi's ideas on non-violence; the ideas on compassion and intentional living of Dorothy Day, Albert Schweitzer, the Dalai Lama; local and global non-violence resistance and action; women in the peace-making process; and solutions to violence. Lecture. Credits: 3.

20-809-278-05 Tribal Community Development Planning
Students learn how planning contributes to Native Nation community development and how strategic planning is a tool for expression of a Nation's vision, values, and hope; effective practice of self-determination; and strengthening sovereignty. Students learn strategic planning methods, identifying community assets and needs, and strategies for implementation. Students utilize indigenous knowledge in community development planning. Concepts and skills are applied to the current Tribal planning processes. Lecture. Credits: 3.

20-809-279-00 Social Problems
Surveys the major social problems confronting America today, including deviant behavior, inequality, and global social problems. Lecture. Credits: 3.

20-809-283-00 Cultural Anthropology
Studies the function of culture in satisfying human needs. Addresses basic anthropological principles and methods. Emphasizes non-western cultures. Lecture. Credits: 3.

Speech (810)

20-810-201-00 Fundamentals of Speech
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. Credits: 3.

Theatre (810)

20-810-204-00 Motion Picture Appreciation
Provides an overview of the historical development, emerging styles, basic components, and social importance of the motion picture as an art form. Lecture. Credits: 3.

20-810-207-00 Theatre Appreciation
Survey 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. Credits: 3.
20-810-213-00 Fundamentals of Acting
Studies basic principles and techniques of acting, including analysis, scene rehearsal, and voice/body exercises. Lecture. Credits: 3.

20-810-225-00 Topics in Speech Theatre
Pursues advanced and specialized speech or theatre topics in a traditionally structured, independent study, or service-learning format. Depending on the structure, requirements and topics are developed in advance by the instructor or by the student in consultation with the instructor. Lecture. Credits: 3.

20-810-299-00 Theatre Practicum Special Project
Involves participation in two areas of a theatre production. Lecture. Credits: 3.

Welding (442)

10-442-166-00 Fund of Welding Machine Tool Operations
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. Credits: 2.

20-802-230-00 Spanish III
Enhances complex communicative skills developed during previous semesters of study. Emphasis is placed on speaking and writing in extended contexts, focusing on presentational and interpersonal communication. Everyday situations, including eating out, travel and vacations, provide students an opportunity to expand their survival skills in Hispanic cultures. Language and critical thinking skills are expanded and deepened through reading, writing and speaking about health care, the environment, job interviews/resumes and relationships. Readings of cultural and literary significance, as well as a unit on art history, provide vehicles for discussions, presentation, and composition. Lecture. Credits: 4. Prerequisite(s): 20-802-221-00 Spanish II with grade of C.

31-421-320-00 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 lines, orthographic projection, sketching techniques, auxiliary views, section views, review of welding symbols, general dimension and tolerancing, and weldments. Lecture. Credits: 4.

31-421-320-01 Welding Blueprint Reading
Designed to develop foundational knowledge and skills required to enable the student to interpret and use welding and other manufacturing related prints. Topics include industry terminology, general make-up of prints, types of orthographic drawings, and weld symbols. Lecture. Credits: 1.

31-442-300-00 Safety in Welding
Designed to inform students on safety procedures and safety equipment used in industry. Familiarizes students with welding equipment, band saws, shears, drill presses, punches, grinders, oxy fuel equipment, and an array of hand tools. Lecture. Credits: 1.

31-442-307-00 Metallurgy Fundamentals for Welding
Designed to educate students on metallurgy fundamentals. Explores the production of both ferrous and nonferrous metals. Students will experience rockwell testing procedures, heat-treating applications, determining stresses or strengths, and many other procedures to determine material properties. Lab, Lecture. Credits: 2.

31-442-312-00 Destructive and Nondestructive Testing
Designed to familiarize students with various weldment testing methods used in the industry. Methods will follow American Welding Society standards and procedures that are used in today’s industry. Students will identify welding defects and explore how to eliminate them. Lecture. Credits: 1.

31-442-321-00 Shielded Metal Arc Welding
Designed to familiarize students with the different electrodes used in SMAW and also develop welding skills. Students will perform SMAW welds to AWS D1.1 standards. Students will be welding in all positions while using many different thicknesses of material. Lab, Lecture. Credits: 2. Prerequisite(s): 31-442-323-00 Gas Metal Arc Welding Short Circuit with grade of C (concurrent enrollment is allowed) and 31-442-322-00 Oxyfuel and Arc Cutting Processes with grade of C (concurrent enrollment is allowed).

31-442-322-00 Oxyfuel and Arc Cutting Processes
Provides the student 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 weldment. Lab, Lecture. Credits: 4. Prerequisite(s): 31-442-323-00 Gas Metal Arc Welding Short Circuit with grade of C (concurrent enrollment is allowed) and 31-442-321-00 Shielded Metal Arc Welding with grade of C (concurrent enrollment is allowed).

31-442-323-00 Gas Metal Arc Welding Short Circuit
Designed to develop students with 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. Lab, Lecture. Credits: 4. Prerequisite(s): 31-442-321-00 Shielded Metal Arc Welding with grade of C (concurrent enrollment is allowed) and 31-442-322-00 Oxyfuel and Arc Cutting Processes with grade of C (concurrent enrollment is allowed).

31-442-324-00 Flux Cored Arc Welding
Designed to develop welding knowledge and skills in the flux cored arc welding process. Student will perform weldments to AWS D1.1 standards. Students will be welding in all positions with different thicknesses of steel. Lab, Lecture. Credits: 3.

31-442-328-00 Gas Tungsten Arc Welding
Explores a very common welding process used in industry. Students will weld with mild steel, stainless steel, and aluminum, and be required to weld in all positions with these materials. Weldments must meet AWS D1.1 Code. Lab, Lecture. Credits: 5. Prerequisite(s): 31-442-324-00 Flux Cored Arc Welding with grade of C (concurrent enrollment is allowed).

32-442-305-00 Fundamentals of Welding
Provides the student with a basic understanding of welding and the processes used in today’s industries. Lab. Credits: 2.

32-442-305-01 Fundamentals of Welding
Provides the student with a basic understanding of welding and the processes used in today’s industries. Lab. Credits: 2.

World Language (802)

10-802-100-00 Occupational Spanish 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 patient 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. Credits: 1. Prerequisite(s): 20-802-217-00 Spanish I with grade of C (concurrent enrollment is allowed).

10-802-105-00 Occupational Spanish for Law Enforcement
Upon completion, participants will be able to use Spanish to disarm a suspect, make arrests, 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. Credits: 1.

10-802-110-00 Occupational Spanish Service Professions
This introductory approach to conversation presents everyday situations encountered on job sites. Provides students with the basic vocabulary and cultural understanding needed for working with Spanish-speakers in targeted occupations both at home and abroad. Lecture. Credits: 1. Prerequisite(s): 20-802-217-00 Spanish I with grade of C (concurrent enrollment is allowed).

10-802-115-00 Occupational Spanish for Culinary Arts
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 bus staff; and communicate general rules and safety issues. Lecture. Credits: 1.
20-802-217-00 Spanish I
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. Credits: 4.

20-802-221-00 Spanish II
Enhances student ability to learn to read, write, understand, and speak Spanish. Lecture. Credits: 4. Prerequisite(s): 20-802-217-00 Spanish I with grade of C.

20-802-231-00 Spanish IV
Reviews and expands upon key grammatical structures needed to community effectively in Spanish. Focuses on expanding vocabulary, increasing grammatical accuracy, and achieving paragraph-length discourse. Using the target language, students read and discuss culturally centered texts, review and broaden grammatical knowledge, complete oral and written exercises, write compositions, and make formal class presentations. Lecture. Credits: 4. Prerequisite(s): 20-802-230-00 Spanish III with grade of C.

20-802-235-00 Spanish V Writing and Grammar
Focuses on developing accuracy in written communication skills. Building on their experience in Spanish IV, students study Spanish grammar at greater breadth and depth than was required in previous courses, with the ultimate objective of improving their ability to read and write accurately in Spanish. Students read and analyze literary excerpts as the basis for active class discussion, presentation, and composition. Lecture. Credits: 3. Prerequisite(s): 20-802-231-00 Spanish IV with grade of C.

20-802-250-00 Topics in World Language
Designed for students with no previous training in 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 the target language. Study of customs and values provides an increased awareness of target culture. On completion, students are able to participate in uncomplicated conversations on everyday topics. Lecture. Credits: 4.

20-802-250-01 Native American Language
Designed for students with no previous training in the Native American languages. Emphasizes development of basic communication skills in a Native American language through practice in listening, speaking, reading, and writing, as appropriate to the culture. Stresses vocabulary and grammar, as appropriate to the culture, to enhance students' ability to speak and write in the target language. Study of customs and values provides an increased awareness of the Native American culture. On completion, students are able to participate in uncomplicated conversations on everyday topics. Lecture. Credits: 4.
The Purpose of This Catalog

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

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

Statement of Nondiscrimination

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

Director of Human Resources
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