NICOLET COLLEGE

2025-2026 CATALOG

Contents

PROFILE OF THE COLLEGE

About Nicolet College

Nicolet is a public community college serving Northern Wisconsin from its Rhinelander Campus on Lake Julia and from Outreach Centers located throughout the Nicolet District. The College offers 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 were 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, liberal arts, community education, GED/HSED instruction, and apprenticeship programs.

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

Mission, Values, and Goals

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.

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.

Horizons 2025 College Planning Initiative

In August 2022, Nicolet College started the Horizons 2025 college planning initiative, with the foreseeable benchmark of HLC reaccreditation in 2025. Horizons 2025 is guided by the “elevations” model, which ensures that planning activities are aligned to “elevations” of decision-making.

The Board and Executive Leadership Team (ELT) are focused on longer-term direction, priorities, and establishing expectations for the future. Strategic Plans are developed with Academics as the foundation, and enrollment, technology, marketing, and facilities support the academic plan’s needs. Operational plans (10,000’ elevation) are engaged at the team level to align with the strategic plans (20,000’ elevation).

Board Strategic Priorities

The Board of Trustees' role in planning is to set strategic priorities for the College based on macro trends in higher education and at Nicolet College (80,000' elevation). To do this, they reviewed trend data for the Nicolet College District and college, studied Trends in Higher Education published by the Society for College and University Planning (SCUP), and then built consensus around long-term strategic priorities for the College.

At the highest level of institutional direction, the Nicolet College Board of Trustees sets two overarching priorities to implement that will advance our core mission and values for the next decade.

- Develop and nurture a deeply imbedded **culture of continuous quality improvement (CQI) and a planning mindset.** This culture is evidenced by operations that effectively implement CQI strategies and planning in everything the college does and is utilized by all college employees.
- Develop and nurture a deeply imbedded **culture of sustainability that is present in all facets of the college**, impacting students, employees, and the community. Accelerated, critical environmental and societal changes demand that the college integrate a sustainable perspective that is evidenced in college policies, processes and outcomes. While Horizons 2025 is focused on the next three years, the college should incorporate the awareness that we are addressing issues and challenges that impact us now and for generations.

The board further identifies three specific strategic priorities to implement over the next three years. These priorities will increase the value and contributions of Nicolet College to the community, increase learners' success while at the college and in their lives and careers, and increase student enrollment.

- Improve **digital access**. Serve those we have not yet reached and advance toward a consistent user experience for students across all platforms.
- Identify and engage in **purposeful partnerships** that maximize our reach, our resources and the success of our students and community stakeholders.
- Build pathways of **global, lifelong learning** that support entire careers along the 60-year curriculum concept, where employers view Nicolet as a strategic workforce partner and individuals view Nicolet as their avenue to greater economic stability, civic engagement, and work and life fulfillment.

ELT Planning Expectations

Following the Board's articulation of strategic priorities, the President and Executive Leadership Team determined overall college expectations for planning that will carry the College in the direction set by the Board. President and ELT expectations are future-oriented to provide growth and development direction for college strategic plans over the next 3-5 years.

Horizons 2025: Planning Expectations

The Nicolet College Executive Leadership Team establishes the following expectations for planning academics, enrollment, marketing, technology, facilities, budgets, and operations. We believe that every employee contributes to the success of the College, and our culture must reflect the willingness to act together toward a preferred future.

Nicolet 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.

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 co-curricular and 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 by monitoring performance metrics and through data-informed self-examination and formal program 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. Additionally some programs meet, and are regularly evaluated on their continued ability to meet external industry or regulatory body standards.

The College meets and is evaluated to the standards of the Wisconsin Technical College System and the Higher Learning Commission.

Accreditation

Nicolet Area Technical College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education. College accreditation includes approval to offer distance education courses and programs. The next reaffirmation of accreditation is scheduled for the 2034-2035 academic year.

HLC has a formal complaint process, consisting of an online complaint form on the HLC website, for faculty, students and other parties to submit information regarding a member institution's potential non-compliance with HLC requirements. HLC does not accept complaints through mail, email or over the phone. As stated in HLC policy, the complaints process is designed to enable HLC to review, in a timely and fair manner, information that suggests potential substantive non-compliance with an institution's ability to meet HLC requirements.

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

- **Eric Burke** – School District Administrator, Rhinelander School District
- **Stephanie Byers** – Employee Member, Board Secretary, Wabeno Area School District
- **Abbey Dall** - Employer Member, Board Chair, Northwoods Alliance for Temporary Housing (NATH)
- **Dianne Lazear** - Additional Member, Retired Faculty, Nicolet College
- **Robert Martini** - Additional Member, Board Vice Chair, Retired, Wisconsin Department of Natural Resources
- **Bob Mott** - Elected Official Member, Board Treasurer, Schoepke Town Board
- **Jim Mulleady** - Employee Member, Shorewest Realty
- **Tony Pharo** - Additional Member, Oneida County Economic Development Corp
- **Scott Sievert** – Interim Employer Member, Trident Maritime Systems

School Officials and Administrators

As of September 10, 2024

First	Last	Position	Credentials (Listed for Faculty Only)
Laura	Adee	Academic Programs Support Specialist	
Jenna	Allen	Chief of Staff/Public Information Officer	
Molly	Amelse	Nursing Instructor	Master of Science Nursing
Sharon	Anthony	Physics Instructor	Master
Tara	Badgley-Westphal	Events & Hospitality Coordinator	
Bethyn	Baldauf	Solutions Developer	
Jennifer	Bates	Dean of Health and Human Services	Master of Science in Nursing Bachelor of Science in Nursing
Mitchell	Below	Culinary Arts Instructor	Associate of Applied Science in Culinary
Shannon	Beth	LTE Information Technology Instructor	Master of Science in IT Management Bachelor of Science Information Systems Management Associate of Applied Science in Micro-computer Appt Analyst
Ethan	Blue	Information Technology Instructor	Doctor of Education Doctor of Information Technology (ABD) Master of Science in Information & Communication Technology Master of Science in Information Technology & Strategic Leadership
Jenny	Bonardelli	Arts and Events Manager	
Steve	Boogren	Electromechanical Technology Instructor	Bachelor of Science in Industrial Engineering
Alyssa	Borski	Registrar	
Ben	Bramm	Application Engineer	
Claira	Bramm	Enrollment Services Specialist	
Hope	Bramm	Registrar Analyst	
Regis	Brost	ERP Project Manager	
Cooper	Burns	Admissions Representative	
Patrick	Burns	Director of Strategic Enrollment	
Alyssa	Cleland	Access Services Assistant	
Courtney	Crum	Success Coach	

Lindsay	Daily	Academic Services Support Specialist	
Michael	Dassler	Manager of Risk, Compliance and Safety	
Joel	DeNamur	Accounting Instructor	Master of Science in Business, Economics, & Secondary Education Bachelor of Business Administration in Finance & Accounting CPA
Elizabeth	Devore	English Instructor	Master of Arts in English Bachelor of Arts in English
Cindy	Domaika	Academic Engagement Partner	
Nicole	Dorion	Web Management & Content Specialist	
Roger	Dorsey	Biology Instructor	Master of Science in Natural Resources Bachelor of Arts in Biology & English Writing
Curt	Drumm	Aviation Pathways Specialist	
Jessica	Drummond	Success Coach	
Ken	Duesing	Automotive Technology Instructor	Bachelor of Science in Career Technical Education & Training
Craig	Dumar	Resource Collection Assistant	
Shannon	Dunnuck	Executive Assistant	
Jonathan	Edwardson	Welding/Metal Fabrication Instructor	Technical Diploma in Welding
Alec	Effinger	Technology Support Technician	
Michael	Effinger	Theatre and Event Services Manager	
Mark	England	Safety and Health Specialist/Traffic & Motorcycle Coordinator	
Jodi	Engleman	Student Engagement Partner	
Kate	Ferrel	President	
Bobbi	Fields	Vice President of Academic Affairs	
Brenda	Flannery	Early Childhood Instructor	Master Education – Prof Development, BS Education
Nicki	Flannery	Student Services Manager	
Bradley	Fogerty	Criminal Justice Instructor	Master of Science in Justice Administration Bachelor of Science in Resource

			Management
Daniel	Fogg	Maintenance Mechanic	
Leanne	Ford	Student Financial Services & Accounting Specialist	
Thomas	Fox	Business Development Specialist	
Megan	Gerber	VP of Financial & College Operations	
Tim	Gerdmann	Criminal Justice Services Specialist	
Katherine	Giarratano	Human Services/SUD Counselor Instructor	Master of Science Educational Psychology, Master of Science Criminal Justice
Stephanie	Ginter	LTE Financial Aid Specialist	
Jason	Goeldner	Dean of Public Safety and Transportation	
Jim	Gossage	Facilities Maintenance Technician	
Megan	Graetz	Academic Success Instructor	Bachelor of Science Elementary Education
Kelley	Griesbach	Instructional Designer	
Karen	Griesroehrich	Spanish Instructor	MBA Ed Technology, Bachelor of Arts Spanish
Sarah	Gruber	Academic Partnership Coordinator	
Molly	Gruett	Administrative Professional and Business Management Instructor	Bachelor of Arts in Mass Communication Master of Business Administration
Jolene	Guenthner	Medical Assistant Program Director/ Instructor	Master of Science in Higher Education Integrative Studies Specialization Bachelor of Science in Communication & Public Relations Technical Diploma in Medical Assistant
Angelo	Guercio	Enrollment Services Specialist	
Melissa	Haselton	Community Engagement Support Specialist	
Andy	Hein	Business Support Specialist	
Jennifer	Hendryx	Director of Academic and Instructional Resources	
Bailey	Hodson	Marketing & Foundation Assistant	

Amy	Holewinski	Assistant Registrar	
David	Holt	Sociology Instructor	Master of Arts in Sociology Bachelor of Arts in Sociology
Jeanine	Ison	IT Network and Cyber Security Engineer	
Alan	Javoroski	Vice President of Innovation	
Margret	Jensen	Admissions Representative & Indigenous Enrollment Specialist	
Allison	Johnson	English Faculty	Master of Arts English, Bachelor of Arts English
Olivia	Jopek	Scholarship/Donor Relations Coordinator	
Rajan	Juniku	Chemistry Instructor	Doctor of Philosophy (Ph.D.) in Organic Chemistry Master of Science in Organic Chemistry Bachelor of Science in Chemistry
Dave	Karoliussen	Receiving and Inventory Clerk	
Mark	Karp	Public Safety Technician	
Rebecca	Kegler	LTE Cosmetology Instructor	Technical Diploma in Cosmetology with Instructor Certification
Christo-pher	Kolasa	Automotive Technology Instructor	Master of Science in Career & Technical Education Bachelor of Science in Career Technical Education & Training Technical Diploma in Automotive Mechanics
Natalie	Kolasa	Nursing Instructor	Bachelor of Arts Nursing
Greg	Koscik	Math Instructor	Master of Arts in Mathematics Bachelor of Arts & Science in Applied Statistics
Warren	Krause	Welding Instructor	Bachelor of Science Career Technical Education & Training CWI (Certified Welding Inspector) CWE (Certified Welding Educator)
Jane	Kummer	Academic Success Instructor	Master of Education Bachelor of Arts in Interdisciplinary Studies & Human Development
Jill	Kuczmarski	Innovation Partner	
Jeff	Labs	Dean of Trade & Industry/Apprenticeship	

Matt	Laska	Psychology/Social Science Instructor	Master of Science in Mental Health Counseling Bachelor of Arts in Psychology & Sociology
Casey	Lehmann	Financial Aid Manager	
Ray	Lemke	Emergency Medical & Fire Services Specialist	
Lee	Liermann	Accounting Instructor	Bachelor of Business Administration
Travis	Ling	Physiology Instructor	Master of Business Administration Master of Science in Biology Bachelor of Science in Genetics, Cell Biology, & Development
Sondra	Llanos	Strategic Marketing Director	
Brandon	Luedtke	History Instructor	Master of Arts in History Bachelor of Arts in History
Ashley	Maki	Success Coach	
Miriah	Mannikko	Accommodations Specialist	
Kimberly	Martiny	Success Coach	
Ellen	Mathein	Dean of Business and Entrepreneurship	
Jacob	Mayer	Welding/Metal Fabrication Instructor	Technical Diploma in Welding
Moira	McKinney-Steffen	Grant Coordinator	
Vicki	Mendham	Culinary Arts Instructor	Master of Science in Vocational, Technical, & Adult Education Bachelor of Science in Hotel & Restaurant Manager CEC (Certified Executive Chef) CCE (Certified Culinary Educator)
Penny	Mertz Kuckkahn	Learning and Teaching Center Director	
Scott	Messner	Salesforce Application Developer	
Sarah	Mikkelson	Enrollment Services Lead	
Greg	Miljevich	Chief Information Officer	
Dawn	Millard	Facilities Support Specialist	
Marilyn	Miller	Indigenous Studies & Tribal Business Management Instructor	Master of Education Bachelor of Business Administration

Tylynn	Morrison-Vidar	Nursing Instructor	Masters Nursing
Elizabeth	Nameth	Financial Aid Systems Analyst	
Tina	Napiorkowski	Instructional Resource Coordinator	
Erica	Neilitz	Simulation Instructor	Master of Science Nursing Bachelor of Science in Nursing
Vicki	Nelson	Public Safety Support Specialist	
Hannah	Ness	Social Media & Marketing Specialist	
Nate	Ostrenga	Systems Integration Developer	
Katie	Ourada	Admissions Manager	
Angela	Paddock	Payroll and Grants Specialist	
Aaron	Panke	Business Management Instructor	Ed.D. Career and Technical Education Master of Arts in Education Bachelor of Science Marketing Education
Kris	Peeters	Senior Executive Assistant	
Alison	Pichowski	Manager of Open & Instructional Resources	
Krista	Polomis	Nursing Instructor	Master of Science in Nursing CNE (Certified Nurse Educator)
Jamie	Pomasl	Art Direction and New Media Specialist	
Katie	Pontbriand	Financial Aid Advisor	
Laura	Prince	Economics/Social Science Instructor	Master of Science in Economics Master of Arts in Human & Resource Education: Community College track Bachelor of Arts in Business Administration
Diana	Rickert	Early Childhood Education Instructor	Doctor of Philosophy Master of Arts in Family Social Sciences Bachelor of Science in Family Social Science Bachelor of Arts in Child Psychology
Todd	Riopel	Facilities Maintenance Technician	
Bob	Robinson	Facilities Maintenance Technician	
Rebecca	Roy	Controller	
Tyler	Ruppert	Success Coach	

Heather	Schallock	Vice President of Community Engagement and Executive Director of Nicolet College Foundation	
Kim	Schey-Scuglik	Business Management and Office Management/Technology Instructor	Master of Education in Professional Development Bachelor of Science in English Associate of Applied Science in Web Analyst Programmer
Beth	Schroeder	English Instructor	Master of Arts in English
James	Schulz	Systems Engineer	
Laura	Sells	Communications Instructor	Doctor of Philosophy (Ph.D.) in Communication Master of Arts in Communication Bachelor of Science in Communication
Gayle	Shanks	Administration & Procurement Coordinator	
Timothy	Sisel	Maintenance Technician	
Kelly	Stebbeds	Total Rewards Manager	
Ashley	Steigerwaldt	Health Occupations Support Specialist	
Marie	Stott	Cosmetology Instructor	Technical Diploma in Cosmetology
Austen	Szemraj	UTLA Support Specialist	
Shane	Teter	Communications Instructor	Master of Arts in Philosophy Master of Arts in English Bachelor of Arts in English & Classics
Kristi	Thoreson	Psychology Instructor	Education Specialist (Ed.S) in School Psychology Master of Science in Education in School Psychology Bachelor of Arts in Psychology Autism Spectrum Disorders Certificate
Jackie	Tousignant	Nursing Instructor	Master of Science in Nursing CNE (Certified Nurse Educator) CNEcl (Certified Academic Clinical Nurse Educator) CHSE (Certified Healthcare Simulation Educator)
Ashley	Treder	Public Safety Enrollment Assistant	

Lori	Tushoski	Assessment Specialist	
Christin	Van Kauwenberg	Director of Business Institutional Effectiveness and ALO	
Jeremy	VanCamp	Director of Human Resources/Title IX Coordinator	
Cassie	VandeHei	Nursing Instructor	Master of Science - Nursing Bachelor of Science in Nursing
Peter	Vanney	Director of Facilities	
Amy	Vickers	Academic Success Instructor	Master of Education in Adult Education Master of Arts in Mathematics with Emphasis in Community College Teaching
Pete	Vieaux	Facilities Maintenance Technician	
Steve	Wallace	Learning and Assessment Architect	
Melissa	Warner	Operations Specialist	
Jolene	Wayland	Human Resources Partner	
Dwight	Webb	Admissions Representative	
Tekia	Wells	AODA Instructor	Master of Science in Mental Health Bachelor of Science Psychology
Thomas	Wilding	Geography/Geology Instructor	Master of Science in Geography
Nathan	Wilson	Fine Arts Instructor	Master of Fines Arts in Painting Bachelor of Arts in Visual Art
Laura	Wind-Norton	Associate Vice President of Academic Services	
Di	Wu	Instructional Designer- Curriculum and Assessment	
Mike	Yentzer	Electrician	
Lisa	Young	Dean of Student Success and Academic Engagement	
Brandy	Younker	Nursing Assistant Instructor	Associate of Applied Science Nursing
Gary	Zarda	Dean of University Transfer, Liberal Arts and Science	
Courtney	Zempel	Human Resources Partner	
Alex	Zenk	Application Developer	
Nathan	Zorn	Dual Credit Coordinator	

Academic Calendar

Fall 2025	Spring 2026	Summer 2026
August 8 – End of Previous Term	January 1 – College Closed	May 18 – Summer Term Begins
August 25 – Fall Term Begins	January 12 – Spring Term Begins	May 25 – No Classes; College Closed
September 1 – College Closed	February 27 - No Classes	July 3 – College Closed
November 27-28 – No Classes; College Closed	March 5-6 – No classes	August 7 – Summer Term Ends
December 12 – Fall Term Ends	May 1 – Spring Term Ends	August 10 – Grades Due
December 15 – Grades Due	May 4 – Grades Due	
December 24-25 – College Closed		
December 31 – College Closed		

ENROLLMENT SERVICES

Admissions

There are two types of admissions procedures for credit-earning courses at Nicolet College: Undeclared (Non-program) Admissions or Declared (Program) Admissions.

Nicolet College is committed to an open-door admissions policy for all prospective students who meet institutional requirements. All admissions processes comply with BP 4.02 Anti-Harassment and Nondiscrimination and Wisconsin Technical College System policies and procedures. For applicants meeting admissions requirements, applications are processed on a first-come, first-served basis.

Undeclared (Non-program) Admissions

Students who have not yet earned a high school diploma or equivalent, or those looking to enroll in a course (versus a program), should complete an application for admission to Nicolet College as non-program (Undeclared) students.

Exceptions

- High school seniors that plan to enroll in the summer term following their senior year are exempt
- High school students who are enrolling in a program that is one term in length (e.g., EMT 1, Nursing Assistant, Phlebotomy)

Students without a high school diploma or equivalent are ineligible for federal financial aid. Students that apply as undeclared may enroll in courses that count toward their desired program (with

certain exceptions outlined in the Minimum Age for Enrollment Policy) and be enrolled in that program pending receipt of their high school diploma, General Education Development certificate (GED) or high school equivalency diploma (HSED). Students still in high school must follow the Minimum Age for Enrollment policy and obtain required permissions.

Declared (Program) Admissions

Students who seek to enroll in an academic programs should complete an application for admission to Nicolet College as a program student. Admission to Nicolet College is open to individuals who feel they can benefit from the instruction offered. Individuals who hold a high school diploma, a high school equivalency diploma (HSED), or a General Education Development certificate (GED) are eligible to enroll in post-secondary programs consistent with their ability levels. 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. Note: Students who do not have a high school diploma, GED certificate, or HSED cannot receive Title IV financial aid.

Within the Declared (Program) admissions process, Nicolet College requires official transcripts (secondary, post-secondary, GED/HSED) be sent directly to Nicolet College from a third party credential service such as Parchment or National Student Clearinghouse (NSC). Exceptions may be made by the admissions manager on a case-by-case basis.

Because students have varied levels of educational preparation, and College programs and courses vary widely in levels of difficulty, admissions services are designed to provide the best match for an individuals abilities, interests, and academic aptitudes. As part of the matching process, applicants may undergo assessment prior to being accepted into a program.

High school students without a diploma or equivalent (excluding high school seniors) should apply to Nicolet College through the Undeclared (Non-program) admission process. However, those working with the dual-credit coordinator with a strong likelihood of completing the program prior to completing high school may be enrolled in the desired program during the last term of program coursework with permission by the Admissions office.

Declared (Program) Admissions Process

High school students without a diploma or equivalent (excluding high school seniors) should apply to Nicolet College through the Undeclared (Non-program) admission process. However, those working with the dual-credit coordinator with a strong likelihood of completing the program prior to completing high school may be enrolled in the desired program during the last term of program coursework with permission by the Admissions office.

1. **Submit Application.** Anyone who wishes to be admitted and graduate from a technical certificate, diploma or degree program, apprenticeship program or the University Transfer and Liberal Arts program must complete an application for admission to be admitted to a specific program. Although paper applications are available, the College recommends that all prospective students complete an online admissions application to receive optimum processing. A link to the Nicolet online admissions application can be found at https://www.nicoletcollege.edu/admissions/become-student. Students are encouraged to apply for admission early. There is no application deadline. High school seniors may apply after September 1 of their senior year.

2. **Complete Assigned Application Requirements.** Upon receipt of an application, students may be assigned additional application requirements (e.g., assessment) based on the credential they seek and the program they have selected. An official high school transcript* or GED/HSED transcript or verification are minimum requirements for most technical diplomas and associate degrees. No official transcripts are required for standard certificate programs.

   To be official, transcripts must be sent directly from the institution in a sealed envelope or using a credential service such as Parchment to Nicolet College Admissions. Students should visit their high school's website for more information on how to request their high school transcript. Students who earned a GED or HSED in Wisconsin should order their GED or HSED transcript from the Wisconsin Department of Public Instruction at https://dpi.wi.gov/ged/transcripts. If a student completed a GED or HSED in another state, they should check with their state about how to order the transcript or verification. Current high school students should have official transcripts sent when they first apply, and then may have official final transcripts sent again after graduation to assist with course placement. Students that do not have a high school diploma or GED/HSED are encouraged to

consider earning their GED/HSED.

*Homeschool students should have a copy of their home school diploma or transcript sent directly from their home school (by the parent/principal/institutional staff) to Nicolet College. Students can also request a copy of their PI-1206 Homeschool Enrollment Report (records are kept for seven years) through the Wisconsin Department of Public Instruction and send this to Nicolet College Admissions.

Domestic students who completed either secondary or post-secondary education outside of the United States must have transcripts translated and evaluated by a NACES organization.

Please note: Students must meet the minimum age for enrollment (See Minimum Age for Enrollment)

Applicants who have completed an associate's degree or more than 60 credits towards a bachelor's degree may not have to provide a high school transcript, provided they submit official college transcripts demonstrating credit completion.

Certain programs at Nicolet College require assessment for course placement. Test scores, however, are not the only predictor of college success and low scores will not prevent students from being admitted. Low test scores, however, may suggest additional preparatory courses are needed in some academic areas.

Students may be exempted from admissions assessments if they submit ACT scores from the last five years with their admissions application. Students who have completed post-secondary credits at another college or university, or who have earned a bachelor's degree or higher, may also be exempted from admissions assessments. To schedule an assessment and for additional information, visit the Admissions Assessments page at https://www.nicoletcollege.edu/admissions/admissions-assessments.

Students who need accommodations for assessment should contact Disability Support Services to meet with an accommodations specialist prior to assessment.

3. **Acceptance Status.** Following completion of admission requirements, students will be admitted and notified in writing of their acceptance and next steps to enroll.

4. **Academic Advising/Registration.** All Nicolet students are assigned a Success Coach based on their program of study. Success Coaches can 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 a Success Coach to complete their learning plan and register for their first-term classes. Continuing students should also meet with their Success Coach each term before registration to ensure they are on track for graduation or completion of educational goals. Success Coaches see students by appointment and communicate by phone, text, and email. Following advising, students may register online or change their schedule online during the open registration period.

Identity Verification

Nicolet College is committed to integrity and the protection of individuals' identity and information. As such the College reserves the right to verify individuals' identity throughout their time at Nicolet. This includes, but is not limited to, admissions, registration, financial aid, billing and course activity. Individuals might be asked to show extra proof of identity, beyond what was needed during admission, to make sure that any actions taken are done knowingly by the right person.

In instances where the College suspects someone other than the applicant/student is engaging with the College, the College may, in addition to requiring identity verification, take action to mitigate risk to the institution including deactivating college credentials (e.g., ID numbers, student email addresses), withholding financial aid, or administratively dropping students from courses.

Accommodations for Students with Disabilities

Accommodations on admissions related assessments, 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 an Accommodations Specialist prior to assessment. Accommodations can be requested online through the Nicolet College website. See Board Policy 4.05 Access for Students with Disabilities for more information.

Program Waiting Lists

Periodically, high demand for a particular program results in a waiting list. The College manages program waitlists for certain programs where there are capacity limitations and/or the program has academic preparedness requirements. Program waitlists for all WTCS-approved programs are managed by the Enrollment Team.

Program waitlists determine which students access core courses for each available term, in accordance with Administrative Code TCS 10.07.

Application Timelines for High School Students

Declared (program) admissions applications will be accepted from current high school students on or after September 1 of the student's senior year in high school (for the following fall).

Exceptions:

- Current high school students seeking enrollment in a one-term program (e.g., EMT 1, Nursing Assistant, Phlebotomy) can be enrolled in the program while still in high school, but these students are not eligible for Title IV aid.

Minimum Age for Enrollment

Under 18

Written permission from a parent or guardian is required for any student under the age of 18 to enroll in credit or non-credit courses (excluding Transcripted Credit courses taught in high schools). Students under 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 term, or they are enrolled through dual-credit offerings. The student must meet the course/program requirements or prerequisites. If the high school student wishes to enroll in a face-to-face course (not offered through dual-credit) during the regular high school day, 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 18, unless they are a high school graduate, may not enroll in Adult Basic Education or adult high school

courses unless through a 118.15 contract with the student's high school.

Students under the age of 18 should be aware of the following restrictions:

- Students under 18 may enroll in the Emergency Medical Technician program. However, they cannot complete the National Registry Exam until they have reached age 18.
- Students under 18 may enroll in Fire Training courses, provided they are 1) sponsored by a fire department or 2) are participating in a 38.14 or third-party sponsorship contract with a school district.
- Students under the age of 18 may enroll in specific health program courses but may have restrictions when participating in clinical experiences due to safety protocols.
    - Students enrolling in Phlebotomy, Nursing Assistant and Medical Assistant must be 16 years old at the start of the clinical experience.
    - Students enrolling in core nursing courses must be at least 17 years old but may experience restrictions in the clinical experience for safety reasons.

Under 16

The information above applies to students under 16. Students under 16 must, in addition to getting parental/guardian (and where appropriate, school official) permission, must also get instructor approval to enroll in any credit or non-credit courses (excluding Transcripted Credit). Students under 16 may not enroll in certain courses involving hands-on activities in classroom or lab areas defined as hazardous in DWD 270.14 (3) Student Learner.

Home School Students

Homeschooled students may enroll in Nicolet courses, providing they meet course/ program requirements and have the written permission of their parent or guardian.

Homeschooled students may take scheduled courses provided they meet the minimum age for enrollment and, if participating in Start College Now, are a resident of the state of Wisconsin.

For information on how to apply, refer to the Declared (program) Admissions and Undeclared (non-program) Admissions sections.

Dual Credit

The Dual Credit 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 connections between the classroom and careers. Students work with their school counselor to develop an Academic & Career Plan 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 help students achieve their educational and career goals. For information about earning college credits while in high school, students should contact their school counselor. Additional information can be obtained by contacting the Dual Credit Coordinator or visiting our website: https://www.nicoletcollege.edu/admissions/become-student/start-college-high-school

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 appropriate credit for prior learning. At Nicolet, the Transfer of Credit process evaluates credits earned through formal education from an accredited post-secondary institution. The Advanced Standing process lets students seek credit for coursework completed in high school; completion of apprentice-related instruction and Youth

Apprenticeships; demonstration of subject-area competency through national examinations or local challenge examinations; military education or experience; and experiential learning, including but not limited to previous work experience, business and industry training, community service, or other life experiences.

For additional information see Administrative Policy 2.04.

Transcripted Credit

Transcripted 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.

Start College Now

Start College Now 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 Start College Now.

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 grade 10, 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 Start College Now. To enroll in Start College Now, 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 Start College Now will fit into the student's high school schedule. Forms must be submitted to the high school by March 1 for the Fall term and October 1 for the Spring term in order to participate.

The high school will notify Nicolet College of those interested in participating in Start College Now. Students may be required to take admissions related assessments or submit ACT scores to verify basic academic competencies. If Nicolet approves the request, the student will enroll in courses and attend Start College Now Orientation prior to the start of the Nicolet term. Some students attend Nicolet full-time under Start College Now, 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 the student meets the course prerequisites. No remedial coursework is allowed under Start College Now. Courses taken by students during the Nicolet Summer Term cannot be part of the Start College Now. For more information about Start College Now, contact the Dual Credit Coordinator.

Students that are interested in Start College Now that are enrolled in a district other than the district in which they reside should refer to the Wisconsin State statute for additional steps that may be required on the part of the student.

Location & Residency

Nicolet College must determine the location and residency of its students and prospective students for enrollment. **Location** is determined for the purpose of disclosing state-specific professional licensure information and regulations pursuant to distance education, in accordance with 34 CFR Sec. 668.43. **Residency** is determined for purposes related to admission priority and assessing tuition and fees, in accordance with Administrative Code TCS 10 and Wis. Stat 38.24.

In most cases, a student's location and residence coincide. However, if there is conflicting information, the college will take necessary steps to verify and establish accurate location and residency to ensure compliance with state and federal regulations. In instances of conflicting information for residency and location, a final determination will be made by members of the Strategic Enrollment Leadership team.

Location
Location is defined as the physical place where a student engages in their academic program and will be determined by the mailing address listed on any application or registration form. Continuing students must review and update their address annually through the Student Information Form as part of the client reporting process. Students can additionally update their mailing address at any time via the self-service function of the SIS.

Nicolet College maintains a list of Professional Licensure by State; this list shows which Nicolet College programs satisfy requirements for professional licensure or certification in Wisconsin as well as other states. Students located in states where the College does not meet those requirements, or where a determination has not been made, will be notified to this end. Students seeking to enroll in a program that leads to licensure that are located in a state designated as 'Does Not Meet' or 'Not Determined' should not be enrolled*. An exception to this is if a student is seeking to enroll in a face-to-face program (i.e., no distance education coursework in the first term).

*Students who wish to enroll, against the recommendation of Nicolet College, must complete a written attestation that they intend to work in a state where the College's program meets licensure requirements at the conclusion of their coursework. Only when the attestation is received and becomes part of the student's educational record may the student enroll in that program.

Residency
Residency is defined as a student's permanent residence as determined by one of the following criteria:

- Eligibility to vote in a state
- Filing a state income tax return. For students under 25 and claimed as a dependent by either parent, the residency information on the parents' state tax return applies to the student.
- Motor vehicle registration
- Driver's license information (state and address)

Residency is determined upon the submission of an application for admission or other registration form. If a student's residency changes and the change is intended to be maintained during the student's enrollment, the student must notify College officials through the Change to Student Information form. A change in residency, particularly if the change results in moving from one state to another, is necessary to ensure accurate assessment of tuition and fees, but may have other implications for enrollment (e.g., admission priority).

Registration

Credit Limits

Students enrolled in 12 or more post-secondary (PS) credits per term are considered full-time. Students enrolled in fewer than 12 PS credits per term are considered part-time. Students may enroll in up to 18 PS credits during the term. Enrollment in more than the maximum number of credits requires approval from the Registrar. Most career programs are structured with 15-18 PS credits per term to complete the degree in a one- or two-year time frame.

Registration Procedures

Registration details are published each term at nicoletcollege.edu.

Students may register for classes through the first week of a term start provided they have met applicable admission requirements and there is space available. After the registration deadline, the fifth business day of the term, students will not be allowed to register for any classes that are already in progress. Exceptions may be granted by the Registrar.

Students are notified through their Nicolet email when registration is open. New students who have been admitted will be notified to schedule registration appointments when registration opens for their intended term. 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.

Priority Registration

2013 Wisconsin Act 56 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 term, students who are approved for priority registration will be provided with the date and time on which they are eligible to register for courses.

Tuition and Fees

Associate and Technical Degree Courses
Program Fee: $152.85 per credit
Student Activity Fee: $6.65 per credit
Material Fee: varies depending upon the course

University-Liberal Arts Courses*
Program Fee: $192.20 per credit
Student Activity Fee: $6.65 per credit
Material Fee: varies depending upon the course

Out-of-State Tuition*
Associate and Technical Degree Courses
Program Fee: $224.25 per credit
Program Fee for Online Courses: $152.85 per credit
Student Activity Fee: $6.65 per credit
Material Fee: varies depending upon the course

Out-of-State Tuition*
University-Liberal Arts Courses
Program Fee: $229.28 per credit
Program Fee for Online Courses: $192.20 per credit

Student Activity Fee: $6.65 per credit
Material Fee: varies depending upon the course

Additional Fees*

Students are required to purchase their textbooks and may have to purchase miscellaneous items as well. For more information on book costs, contact the Nicolet Bookstore.

Material fees are not included in figures and can add substantial costs in some programs and lab courses, particularly technical programs such as welding, automotive, culinary, and cosmetology.

Tuition Due Dates

- Fall 2025 Tuition Due – August 25, 2025
- Spring 2026 Tuition Due – January 12, 2026
- Summer 2026 Tuition Due – May 18, 2026

Tuition is to be paid in full by the published deadline for all payments. Once a student enrolls in a class, that student must decide how they are paying for the class(s) by one of the following methods:

- Payment in full prior to the beginning of the term.
- Completing financial aid, using awarded funds to pay tuition. Any remaining balances are the responsibility of the student.
- Third Party payment (employer, agency, etc.)
- Sign up for a payment plan.

If the student has any questions regarding payment of tuition, please contact the Business Office at:
Phone - 715-365-4458
Email - Business_office@nicoletcollege.edu

Payment plans are available through MyNicolet. Tuition is due at the time of registration if the student registers after the tuition deadline. 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 fees arrangements. Questions regarding these arrangements should be directed to the Business Office.

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. Out-of-state students who are considered needy and worthy may be eligible for in-state tuition rates. Special approval through the Nicolet Board of Trustees is required for these requests. Please contact your advisor or the Registrar$s office for more information on this process.

*Fees are subject to change per the State Board office.

Alternate Delivery – Current Local Types and Definitions

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

Blended (BLENDED) - Courses that combine online and face-to-face instruction (not including any one-time face-to-face orientation or off-line testing/evaluation). Less than 50% of course instruction is delivered via online using the Internet (accessed by the student using a Web browser), combined with face-to-face instruction.

CBE Online (CBEONLINE) - Competency-based courses delivered in an online format with assessments completed at a personalized pace.

CBE Class (CBECLASS) - Competency-based courses delivered in a flexible lab/class with assessments completed at a personalized pace.

Field (FIELD) - Learning experiences take place at an off-campus setting. Field courses include but are not limited to clinical, practicum, preceptorship, internship and study abroad.

Hybrid (HYBRID) - Courses that combine online and face-to-face instruction (not including any one-time face-to-face orientation or off-line testing/evaluation). At least 50% but less than 100% of course instruction is delivered via online using the Internet (accessed by the student using a Web browser), combined with face-to-face instruction.

Individually Arranged (IA) - Coursework is completed via independent study, connecting with the instructor regularly.

Interactive Television (ITV) - Courses which involve real-time live video / audio instruction via network or broadcast technology where classes include students at one or more remote sites and interaction between the instructor and students is synchronous. The ITV class may be composed of students at the same site as the instructor and students at one or more remote sites. The video signals may be one-way or two-way; audio interaction is two-way.

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

Course 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.

Withdrawal and Refund

Withdrawing from a Course

Students may withdraw from a course prior to 75% of the course duration. All course withdrawals must be submitted through self-service. A grade of “W” will appear on the transcript. Students may drop before 10% of the potential hours of instruction have been conducted without a grade appearing on their transcript. Failure to withdraw by the deadline will result in a final grade as determined by the grading policy of the course.

Withdrawing from one or more courses may affect students' full-time/part-time status and may affect program eligibility, financial aid status, verification for insurance, progress toward graduation, and/or other types of funding (e.g., military education benefits). Students should consult with the instructor, the Financial Aid Office, and their Success Coach before withdrawing from the course(s).

Financial Aid

Students that receive Federal Student Aid must academically engage in their courses to maintain eligibility. Should a student withdraw or be administratively dropped from a course in which they have not academically engaged, the Nicolet College Financial Aid Office is required to recalculate the student's Federal Pell award and return any unearned funds to the Department of Education on the student's behalf. A debt will been created as a result and the student will be responsible for making payment arrangements with the Nicolet College Business Office. For information on academic engagement, see SP Census Date policy and SP Participation Policy. Additional implications for financial aid are addressed in the Satisfactory Academic Progress section.

Refunds

The refund policy at Nicolet College maintains compliance with Wisconsin Administrative Code TCS 10. Students are eligible for a partial refund of tuition and fees if they withdraw based on the timing of withdrawal as follows:

- 100% refund if withdrawal is received at least one day before the course starts. *
- 80% refund if withdrawal is received before 10% of the course's total hours of instruction have been conducted
- 60% refund if withdrawal is received after 10% but before 20% of the course's total hours of instruction have been conducted
- 0% if withdrawal is received after 20% of the course's total hours of instruction have been conducted

*Students should reference their schedule to identify the course start and refund dates.

If a student is enrolled in both a pre-requisite and advanced course, the student may be eligible for a 100% refund for the advanced course if the student is unable to meet the pre-requisite requirement AND the advanced course has not yet begun. Students enrolled in a pre-requisite that can be completed concurrently with another course are not eligible for this refund. Students must notify staff that they wish to withdraw or drop a course to be eligible for the refund.

Course Swaps

Within the add/drop period*, the student may choose to add equal or additional credits to swap for a dropped/withdrawn course. In this case, the paid tuition and fees for the dropped/withdrawn course will be applied to those additional credits. If the student adds on more credits or if the fees are not equal, then the student will owe the additional tuition and/or fees for those additional credits or fees.

No swap is allowed if a student chooses to drop/withdraw from a course and add on a course of lesser credit value. In this scenario, the refund (if any) for the course that the student has dropped/withdrawn is calculated at the standard refund rate.

*Add/drop period varies by program and modality. Check with your success coach regarding add/drop periods.

Student Hardship Withdrawal and Refund Appeal

Students may appeal their refund or request a late withdrawal due to extenuating circumstances. To appeal, a student must fill out the Student Hardship Withdrawal & Refund Appeal form found in the Document Center of the student portal. Appeals must be received by the Registrar's Office by the deadlines outlined on the form.

Withdrawing from the Term

A student is considered to have officially withdrawn from the term if they have withdrawn from all courses. Leaving the College during a term without formal course withdrawal or a formal leave of absence may result in failing grades and could jeopardize future attendance at this or other higher education institutions. Student should contact their Success Coach if they 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, Success Coach, or other College personnel. A thorough discussion of College resources and alternative options may alter the need to withdraw. Information concerning Financial Aid Title IV Refunds and withdrawing from all courses with no passing grades can be found by visiting www.nicoletcollege.edu/cost-aid/financial-aid-policies.

FINANCIAL AID

School Code: 008919

The Financial Aid Office provides information and assistance to students seeking financial aid. Although the responsibility for financing a college education resides with the student, Nicolet College has the ability to assist many students in meeting their educational expenses. Financial aid 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 the Census Date which is 10 calendar days after the beginning of a term or module.

Financial need is the difference between the student's established educational cost of attendance (includes tuition and fees, books and supplies, food and housing, transportation, and personal expenses) and resources the student and/or family should have available to meet those costs (Student Aid Index or SAI as determined by your FAFSA filing).

- Grants are financial aid that do not have to be paid back. (Please see Return of Title IV Funds Policy for exceptions)
- Federal 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 can be based on academic achievement, service, and/or need.

Free Application for Federal Student Aid (FAFSA)

Students can apply for federal aid by completing and submitting the Free Application for Federal Student Aid (FAFSA) online. By completing the FAFSA, Nicolet College can determine your eligibility for all types of aid which include: federal and state grants, student loans, and work study. Students need to apply each academic year. Students will need to complete the FAFSA using prior prior year tax returns.

Financial Aid Process

1. **Create a studentaid.gov account (previously know as a FSA ID).** Each contributor to your FAFSA needs their own studentaid.gov account. This includes a parent for dependent students (18-23) or your spouse, if you filed separate tax returns or got married since filing the taxes used for the FAFSA. You will need to create your account one week before completing your FAFSA for identity verification purposes. Use a personal email address to create your account, since this is a lifetime account, and you will need to use an email address you can always access. You may not use the same email address or phone number as another contributor.

2. **Get organized.** To complete the FAFSA, you will need information from your federal tax return (form 1040 and schedules 1, 2, and 3, if completed). For the 2025-2026 FAFSA, 2023 income will be used. You will also need the amount of child support paid or received, the net worth of any business or farms you own, the dollar amount of any pension or IRA rollovers, and bank account balances, as applicable. If you are a dependent student, you will need your parent's full name, birthdate, and social security number ready so you can invite them to complete the parent portion of the application.

3. **Start a new FAFSA.** Go to https://studentaid.gov/h/apply-for-aid/fafsa and click on "Start New Form " Complete every question. Use zeros instead of leaving a question blank. The "Help and Hints" boxes may help you complete a question. Nicolet's school code (008919) must be entered on the application.

4. **Submit your FAFSA.** At the end of your FAFSA application you will agree to terms, sign, and submit the FAFSA. You should then see a page confirming that your application has been received, and you will receive a confirmation email.

5. **Review the FAFSA Submission Summary (FSS).** You will receive the FSS electronically to the email address you provided when you completed the FAFSA. Review the FSS carefully and verify if the information is correct. If you see incorrect information, make corrections on your FAFSA by returning to https://studentaid.gov/h/apply-for-aid/fafsa. Keep the FSS for your records. A corrected FSS will be issued when changes are made. The Nicolet College Financial Aid Office will receive your FAFSA information electronically from the US Department of Education, which generally takes at least three business days.

6. **Watch your Nicolet College email and check your NetPartner account.** Once the Financial Aid Office receives your FAFSA, you will receive an email confirming that your FAFSA has been received. You may also be asked to complete additional documentation needed to process your financial aid. You will receive an offer letter, by email, once you are registered for classes and all required documents are received.

Financial Aid Qualifications

Once you determine your eligibility for financial aid, you must meet the following qualifications:

- Apply and be enrolled in a financial aid eligible program.
- Enroll in classes that are required for your program.
- Enroll in at least six credits to qualify for federal direct loans.
- Be a US Citizen, a National, or permanent resident of the United States.
- Participate in Academically Related Activities in enrolled courses.
- Maintain Satisfactory Academic Progress as defined by 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, Nicolet may also select you for verification and you will receive a letter from Nicolet College requesting additional documentation. Financial aid processing can only continue once you have completed and submitted all the required documentation. To avoid long delays, please respond as soon as possible.

What happens once a student qualifies for aid?

If you qualify for financial aid, a financial aid award will be offered. When the award is made available, a notification will be sent to your Nicolet College email. Please keep your address current with the Financial Aid Office for other correspondence. The notification contains instructions on how to access the MyNicolet portal; how to view awards and accept, reduce, or decline the federal Direct Loan offers; 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, you must visit studentaid.gov to complete both entrance counseling and a master promissory note before the loan can be processed. You can also apply for federal work study opportunities through the Financial Aid Office.

When will students receive financial aid awards?

Disbursement is the process of having financial aid pay for Nicolet College charges. The financial aid grant and scholarship refund amounts will be credited to the student accounts weekly beginning the third week of classes, loan disbursements begin after the 30th day of the term. A financial aid refund check is the difference between a student's grants and loans minus any tuition, books, or other authorized charges on the student's account.

Student loans will be disbursed in two increments:

- First disbursement will be 30 days after the start of the term
- Second disbursement will be after the midpoint of the term

Will financial aid pay for books?

Yes, students may charge books to their account and their financial aid can be applied to the book charges after tuition and other fees have been deducted. If a student does not have enough financial aid to cover tuition and books, the student will be responsible for paying the remaining balance out of pocket.

What about the student tuition bill?

The FAFSA must be completed annually and any additional documentation submitted prior to the tuition due date to ensure that financial aid will be processed. If the FAFSA is filed after these dates, we cannot guarantee that the award will be processed in time and you may be required to pay your tuition bill at the Nicolet College Business Office, online, or arrange for a payment plan while you await financial aid funding. If your financial aid covers all of your tuition and any book charges, the process for paying off your student account balance is automatic. If financial aid does not cover the cost of tuition, you must pay the balance on your account 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 or business_office@nicoletcollege.edu with any questions.

Additional information about financial aid:

- Actual awards will be based on your term enrollment and academic engagement.
- State and federal funds are tentative at the time awards are made.
- Financial aid awards will be amended if your eligibility is based on incorrect information on the FAFSA.
- Financial aid awards will be recalculated if late start classes are dropped prior to their start and regardless whether financial aid has been disbursed.
- Financial aid will be amended if you receive 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.
- Contact the Financial Aid Office if attending another college and need a consortium agreement.
- Contact the Financial Aid Office before withdrawing from a course.

Grants

What are Grants?

Grants are a form of financial assistance that do not have to be repaid. For exceptions, please review the Return of Title IV (R2T4) Federal Funds Policy on page 20.

Federal 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 Student Aid Index (SAI). It is only awarded to undergraduate students who have not earned a bachelor's or professional degree. 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 the Pell Grant for the year (three terms), they will have used 150% of Pell eligibility in that year. Pell amounts will be pro-rated based on 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. Students with 500-600% LEU status may have limited Pell eligibility for the current year.

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, have a low Student Aid Index (SAI), and are Pell Grant recipients. There is limited amount of funding for the FSEOG.

Wisconsin State Programs

Talent Incentive Program (TIP) Grant

The Talent Incentive Program Grant provides financial 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 Programs. To continue to receive the TIP Grant, students must continue to show financial need. Eligibility cannot exceed ten semesters.

Wisconsin Grant

The Wisconsin Grant program provides grant assistance to undergraduate Wisconsin residents enrolled in degree or certificate programs at University of Wisconsin, Wisconsin Technical College System, or tribal institutions. Awards are based on financial need and prorated based on enrollment. Eligibility cannot exceed ten semesters.

Indian Student Assistance Grant

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

Minority Undergraduate Retention Grant

Awards under this program are made to Wisconsin resident minority undergraduates, excluding first-year students, enrolled at least half-time in independent, tribal, or Wisconsin Technical College institutions. According to the statutes, a minority student is defined as a student who is either an African American; American Indian; Hispanic; or Southeast Asian from Laos, Cambodia, or Vietnam admitted to the 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, that 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.

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 Federal Direct Subsidized Loan, a Federal Direct Unsubsidized Loan, or a combination of both loans. Students must be enrolled in a minimum of six credits to qualify.

Federal Direct Student Loans

Students must complete entrance counseling and a master promissory note before loans can be disbursed. Exit counseling is required when a student graduates or is enrolled in less than six credits during the school year.

Nicolet College will process all Federal Student and Parent Loans for Undergraduate Students (PLUS) through the William D. Ford Direct Loan (DL) Program. Information on student loans can be found at https://studentaid.ed.gov/sa/types/loans.

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
- Attendance goes below half-time (six credits) status
- Withdrawal from program

Certain types of enrollment may cause students to become responsible for the interest that accrues on Federal 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
- Attendance goes below half-time (6 credits) status
- Withdrawal from program

Loan Limits and Interest Rates

A student's loan offer is based on eligibility, and additional steps may be required in order to receive the maximum amounts. The combination of Federal Direct Subsidized and Unsubsidized loans cannot exceed the federal direct loans limits.
Information on student loans: https://studentaid.ed.gov/sa/types/loans/subsidized-unsubsidized
National Student Loan Data System: https://nslds.ed.gov/nslds/nslds_SA/

Loan Borrowing Requirements

If a student is a new loan recipient at Nicolet College and accepts a Federal Direct Loan, the student is required to complete: Loan Entrance Counseling and a Master Promissory Note.

Loan Entrance Counseling

The purpose of the Loan Entrance Counseling session is to inform students of their rights and obligation as Federal Direct Loan borrowers. Nicolet College will be notified when the Loan Entrance Counseling requirement has been met. A student only has to complete this once in a lifetime.

Master Promissory Note (MPN)

The MPN is a legally-binding contract between the US Department of Education and the borrower. The promissory note contains the terms and conditions of the loan, including how and when the loan must be repaid. MPN's expire after 10 years, so a student may need to complete another one should the 10-year timeline lapse.

Loan Exit Counseling

It is a requirement that any student who receives a loan(s) must complete a Loan Exit Counseling when graduating or if there are certain changes of status during the school year. Examples of a change of status would be withdrawing from school, falling below half-time status, not meeting satisfactory academic progress (SAP), or transferring to a different college.

Federal Parent Plus Loans

Federal 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 Student Aid Index (SAI) 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.

Wisconsin Nursing Student Loan Program

Nursing Student Loans are available to Wisconsin resident students enrolled at least half-time in either the Associate Degree Nursing or Practical Nursing Technical Diploma programs. Students who participate in this program must agree to be employed as a licensed nurse in Wisconsin. For each of the first two years that a student works as a nurse or nurse educator and meets the eligibility criteria, 25% of the loan is forgiven.

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 a Nicolet College Financial Aid Office staff member 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 that you are worried about. 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
- Parties, counsel, representatives, and witnesses

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 information that does not comply with the law is not allowed by the Department of Education.

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 according to their Free Application for Federal Student Aid (FAFSA) 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 awarded 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. Contact the Financial Aid Office if you are interested in the FWS program.

Scholarships

Academic Excellence Scholarship (AES)

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.

Technical Excellence Scholarship (TES)

Technical Excellence Scholarships are awarded by the State of Wisconsin to Wisconsin high school seniors who have the highest demonstrated level of proficiency in technical education subjects. The scholarships are only for use at a school within the Wisconsin Technical College System (WTCS). The value of the scholarship is up to $2,250 per year to be applied toward tuition. Students wishing to be considered for TES need to meet eligibility criteria set by the Wisconsin Higher Educational Aids Board (HEAB) and will need to be nominated by their school.

Veterans Educational Programs

The Nicolet College School Certifying Official (SCO), located in the Financial Aid Office, serves as a liaison between our military-related students and various federal, state, and local agencies. Eligible Veterans, service-members, spouses, and dependents can receive educational benefits if they are enrolled in an approved associate degree or technical diploma program. Only classes within the student's program are covered by the benefit. A breakdown in benefits is found below:

Veteran's Educational Benefits – Federal

Federal VA educational benefits must be applied for through the US Department of Veterans Affairs (DVA) by going to https://www.va.gov and logging on to your eBenefits portal. You can get assistance with the application process by visiting the Veteran's Service Officer in your county. For additional support, you may also contact the VA at 1-888-442-4551 or use the online support offered through their website.

Available Federal programs:

- **Chapter 31 - Veteran Readiness and Employment (previously Vocational Rehabilitation)**
  This benefit is for Veterans only. Veterans work through a VA case worker upon approval. Chapter 31 usually covers all tuition and books and the Veteran will also receive a monthly housing allowance based on credit load.
- **Chapter 33 - Post 9/11 Montgomery GI Bill ®**
  This benefit is for Veterans that served on active duty, but the benefit could also be transferred to a dependent. Students using Chapter 33 benefits receive an annual book stipend and monthly housing allowance (based off

enrollment) directly to them. Tuition is paid to the school and is dependent on the amount of benefit approved (60% to 100%). This is determined by the amount of time served on active duty.

- **Chapter 35 - Survivor's and Dependents Educational Assistance Program**
  This benefit is for spouses and dependents of Veterans that either have a 100% disability rating, has died, or is captured or missing. The student receives a monthly stipend paid directly to the student based on credit load.
- **Chapter 1606 - Montgomery GI Bill ®-SR**
  This benefit is for National Guard and Reserve soldiers. A monthly stipend is sent directly to the student dependent upon enrollment.

Nicolet's School Certifying Official will need the following documents to certify federal benefits.

- Copy of Veteran or service member's DD-214
- Copy of Certificate of Eligibility
- Dependents and spouses need to provide sponsor's social security number

Veteran's Educational Benefits – State

The State of Wisconsin offers the Wisconsin GI Bill for eligible service members. Requirements for service members include entering the military from the state of Wisconsin, service in a Wisconsin unit, or having lived in Wisconsin for at least five years. Veterans must use their federal benefits prior to using the state benefit.

Dependents and spouses of service members with at least a 30% disability rating may also be eligible to receive WI GI Bill benefits as long as they have been residents of the state of Wisconsin for the past five years.

This benefit pays tuition and most of the institutional fees for the student, but does not cover books. Eligible recipients have up to 128 credits or 8 semesters of funding, whichever takes them the longest.

To apply for WI GI Bill benefits, service members will need to go online to https://applications.dva.wisconsin.gov/myWisVets. Once approved, the Wisconsin Department of Veteran Affairs will notify the school certifying official. Students will also need to complete a Request for Certification for Wisconsin GI Bill (WDVA Form - 2030) for the School Certifying Official.

The School Certifying Official reports all programs, enrollment, tuition, graduation, probation, and suspension information to the Department of Veterans Affairs. The School Certifying Official follows the Title IV methods for determining withdrawal, participation and Satisfactory Academic Progress in relation to VA education benefits. Once a student is suspended, the student's name will be reported to the VA for unsatisfactory progress. The reporting of unsatisfactory progress results in the immediate suspension of the affected student's educational benefits pending administrative review by the Department of Veteran Affairs. It is the responsibility of the student receiving Veteran's educational benefits to notify the School Certifying Official of any changes in enrollment within five (5) days of the change. Withdrawals could result in a debt with Nicolet College and/or the Department of Veterans Affairs.

Return of Title IV Federal Funds Policy (R2T4)

Federal Financial Aid Refunds - Return of Title IV Calculation

A student recipient of Federal Title IV funds (i.e., Federal Pell, SEOG, Direct or PLUS loans) who is considered withdrawn from the school before completing 60% of the period of enrollment is subject to the Return of Title IV Calculation (R2T4) to determine the percentage of Title IV funds required to be returned to the federal government. The Return of Title IV calculation is a federally mandated formula to determine how much federal funding was "earned" up to the time of withdrawal.

The Title IV funds that were disbursed in excess of the earned amount must be returned to the federal government by the school and/or you. If you received a refund from financial aid, which was to be used for education-related personal

expenses, you may be required to return a portion of those funds to the school. This portion represents funds that were intended to pay your education-related expenses through the end of the term. The amount to be returned to the school will be determined by your institutional costs, refunds you might have received for non-school expenses and the funds that must be returned to the government.

The amount to be returned to the federal government will be calculated from your withdrawal date. Your withdrawal date is the date you officially withdrew from classes or, in the case of an unofficial withdrawal, the last date you participated in an academically related activity or completed all of your courses for the term. An official withdrawal occurs when a student follows the published process for withdrawing from the school prior to the end of the term.

To determine the amount of aid you earned up to the time of withdrawal, the Nicolet College Financial Aid Office will determine the percentage of the term you completed. The percentage used to determine the return of federal student aid funds is equal to the number of calendar days remaining in the term divided by the number of calendar days in the term. Scheduled breaks of more than five consecutive days are excluded. The resulting percentage is then used along with your school costs and total federal funds that you received (funds that were disbursed directly to your school student account and possibly refunded to you) or that you were eligible to receive, to determine the amount of aid that you are allowed to keep. However, anytime a student begins attendance in at least one course but does not begin attendance in all the courses that he or she was registered to attend, regardless of whether the student is considered to have withdrawn, Nicolet College must recalculate the student's eligibility for Federal Pell grant and campus-based funds based on a revised enrollment status and cost of education.

Any unearned Title IV aid must be returned to the federal government within 45 days of the date of the determination of your withdrawal. The Nicolet College Financial Aid Office will notify you with instructions on how to proceed if you are required to return funds to the government. Any funds returned after the R2T4 calculation is completed and processed are then used to repay Nicolet College funds, state funds, other private sources, and the student, in proportion to the amount received from each non-federal source, as long as there was no unpaid balance at the time of withdrawal. All aid sources are repaid before any funds are returned to the student.

Funds that are returned to the federal government are used to reduce the outstanding balances in individual federal programs. Financial aid returned by you and/or your parent or the school must be allocated in the following order:

1. Federal Unsubsidized Direct Loan
2. Federal Subsidized Direct Loan
3. Federal Direct Parent Loan (PLUS)
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant (SEOG)

A student may be eligible for a post-withdrawal disbursement if, prior to withdrawing, the student earned more federal financial aid than was disbursed. If a student is eligible for a post-withdrawal disbursement for Title IV funds, it will be processed for the student and a refund will be issued within 14 days of the credit balance.

If the post-withdrawal disbursement includes loan funds, Nicolet College must get the student's permission before it can disburse the loan. Students may choose to decline some or all of the loan funds so that they do not incur additional debt. A notice will be sent to the student via their Nicolet College email, and a response must be returned to the school within 14 days. It is also important to understand that accepting a post-withdrawal disbursement of student loan funds will increase a student's overall student loan debt that must be repaid under the terms of the Master Promissory Note.

Nicolet College may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition and fees. Additionally, accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student continue their education at a later time.

Official Withdrawal

The official withdrawal date is defined as the actual date Nicolet College receives written confirmation of intent to withdraw.

Unofficial Withdrawal

If a student receives either all "FX" grades or a combination of "FX" or "W" grades for a term, they will be considered an unofficial withdrawal. However, if a student receives all "F" grades for a term but participated in at least one class/competency throughout the entire term and is determined to have "earned" the grade of "F", the student will not be considered an unofficial withdrawal and no R2T4 will be calculated.
The student$s last date of participation in academic activity will be the date used to calculate the Return of Title IV Funds.

For courses/competencies offered in modules, a student is not considered to have withdrawn; if Nicolet College obtains written confirmation that the student will return to complete a later module within the same payment period or period of enrollment no later than 45 calendar days after the end of the module that the student ceased attending.

Previous enrollment in a later module does not constitute written confirmation.

Satisfactory Academic Progress (SAP) for Financial Aid Recipients

Students receiving financial aid must make Satisfactory Academic Progress (SAP) towards the completion of course requirements for an associate degree or eligible technical diploma. Students can only receive financial aid for classes that are required or prepare them for success (remedial courses) in their program area. All periods of enrollment (i.e. fall, spring and summer terms) and applicable credits/competencies are considered in determining SAP even if the student did not receive financial aid for them. To be considered making SAP at Nicolet College a student must meet all of the following requirements:

1. Grade Point Average (GPA) Requirement:

- A student must maintain a cumulative GPA of 2.0 or better. Remedial credits will be considered in GPA. For repeat coursework, the highest grade received will be considered.
- Transfer credits are not included in GPA.

2. **Completion Rate Percentage Requirement:**

- A student must successfully maintain a cumulative completion rate of 67% of all credits attempted. Credits attempted are defined as the total credits that you are enrolled in (including remedial, repeated courses, withdrawals, and transfer credits) even if you did not receive aid for them. Incompletes will be included in the SAP calculation at the end of the following term upon receiving a final grade.
- Transfer credits are considered both attempted and completed for this calculation.

3. **Maximum Time Frame Requirement:**

- Students must complete an associate degree or technical diploma before 150% of credits required for graduation are attempted. (Example: If an associate degree requires 60 credits, a student must complete the degree before 90 credits have been attempted.) Students are ineligible for continued federal financial aid at the point when they cannot mathematically complete their program within the 150% time frame.
- The student will begin a new 150% maximum time frame when they change or add a new program after receiving a successful appeal from the Financial Aid Advisory Office.

Remedial Courses: A student admitted to an eligible program may take up to one academic year's worth of remedial non-program credits to be included in the evaluation of a student's SAP.

Repeated Coursework: Once a student has received a passing grade in a course, they can only receive financial aid for one additional attempt at attaining a better grade. All repeats will be included in credits attempted, but only the highest grade will be included in GPA. All passing grades will be included in completed credits. A grade does not have to meet requirements for the program to be considered passing for repeat coursework.

Incompletes: A grade of "I" (Incomplete) may be changed to a passing grade within one term from the date of award of

this grade if the student satisfactorily completes all the course requirements as set by the course instructor. Otherwise after this period the "I" will be changed to "F". The grade is also not considered in calculating GPA. SAP will be calculated using the final grade at the end of the following term.

Transfer Credits: They will not be included in GPA calculations but will be included in attempted and completed credits for completion rate and maximum time frame requirements.

Evaluation: A financial aid recipient's SAP is evaluated after the completion of each term or payment period (i.e. fall, spring and summer terms) including periods when a student does not receive financial aid.

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

Financial Aid Suspension: If the student does not meet the SAP standards after their warning or probation term, they will be placed on Financial Aid Suspension and will be ineligible for federal financial aid. Students can request an appeal to reinstate their financial aid if they have extenuating circumstances affecting their enrollment and academic progress.

Appeal Process: 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. Students who believe their circumstances merit reconsideration may appeal their suspension by submitting a Financial Aid Appeal Form (available at the Financial Aid Office or at https://nicoletcollege.tfaforms.net/442). The appeal requires students to explain why they failed to meet the SAP standards and what has changed that will allow them to meet these standards during the next term. Appeals are heard by the Financial Aid Office and require a scheduled appointment. Students will be notified by email of the appeal$s decision, next steps and conditions they must meet regardless of the results of their appeal.

Financial Aid Probation: Students whose appeal is approved will be placed on Financial Aid Probation. After updating their program sheet with an academic advisor, they may regain eligibility 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 one probationary term, 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, may be required to re-appeal and meet with their academic advisor to update their program plan. 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/or the conditions of their appeal, who had their appeal denied or who chose not to appeal may continue their enrollment but will not receive financial aid and must self-pay until they meet the SAP standards of this policy or have a successful appeal decision.

Suspended Denied Status: Students who fail to meet the conditions of their probation and have not met SAP standards will be placed in a Suspended Denied status. These students will need to self-pay 6 credits and obtain C's or better. Once they are successful, the student may appeal with the Financial Aid Office to regain financial aid eligibility.

Adding and/or Changing a Program:
If a student decides to change programs after one term, they must meet with their Academic Advisor to complete a new program sheet. If a student decides to change programs after this time period, they must appeal with the Financial Aid Office for future funding. For the changed and/or approved second program, students must meet the cumulative GPA and completion rates as stated previously in this policy. They also must meet the cumulative GPA and completion rate within the new program to maintain SAP. If they fail to meet the requirements within the new program, the student will advance to the warning or suspension status as per the Financial Aid Warning and Financial Aid Suspension sections above.

If the student adds a new program, they must appeal to the Financial Aid Office for additional funding and must complete a program plan with their academic advisor before additional funding can be awarded. The student will begin

a new 150% maximum time frame when they change or add a new program after receiving a successful appeal from the Financial Aid Office.

Withdrawals with Passing SAP versus Withdrawal with Failing SAP does not apply.

Disability Support Services Program

Nicolet College's Disability Support Services (DSS) program provides reasonable accommodations and support to students with documented disabilities. DSS services are designed to help provide students equal access to learning experiences at Nicolet. The most successful students are the ones who recognize their own support needs and ask for assistance prior to starting the term. DSS staff is available to meet with students to discuss services and procedures During this meeting, students and staff will have the opportunity to ask questions, review previous records, and go over appropriate accommodations.

Disability Support Services can help by identifying the types of accommodations needed to be successful in your classes. Examples of accommodations include, but not limited to:

- Adaptive equipment and software
- Equipment or interpreters for deaf and hard of hearing
- Notetaking assistance, digital recorders, and SmartPens to help record lectures
- Text reading programs to provide text to speech functions of textbooks, tests or almost any written materials
- Dictation programs for writing of papers
- Use of a calculator
- Testing accommodations (private room, extended time, tests read aloud)
- Other reasonable accommodation based on an individual student's needs

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.

POLICIES AND PROCEDURES

Attendance

Nicolet College is not federally required to take attendance but initial participation in courses is required to maintain enrollment.

Administrative Drops

Students may be administratively dropped from courses at the discretion of College administrators for issues related to conduct, fraudulent activity, death of a student, or lack of academic engagement (detailed below).

A student not demonstrating academic engagement in a post-secondary credit course (with the exception of transcripted credit offerings) by the Census Date will be administratively dropped from that course. Additionally, a student who is administratively dropped will not be eligible to receive financial aid for that course(s). Faculty are required to confirm stude engagement as defined below. To comply with federal regulations, students must demonstrate **academic engagement** in e course by the Census Date to remain enrolled in the course and to be considered eligible for Title IV financial aid purposes. Exceptions to this policy are overseen by the Registrar's Office.

Definition of Academic Engagement:
Academic engagement refers to active participation by a student in an instructional activity related to their course of study, identified by the instructor and determined by the College to be in accordance with our state and accrediting agency requirement; and includes, but is not limited to, one or more of the following:

- Attending a synchronous class, lecture, recitation, or field/laboratory activity (in person or online) where interaction with the instructor is possible;
- Submitting an academic assignment
- Taking an assessment or exam
- Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction;
- Engaging in an institution-assigned study group, group project or online discussion;
- Interacting with an instructor about academic matters.

Activities not Considered Academic Engagement Include:

- Logging into an online class or tutorial without further participation;
- Participating solely in counseling or academic counseling or advisement.

Refunds:
A portion of the course tuition may be refunded based on the Withdrawal and Refund policy. Students will be responsible for the remaining balance. Being administratively dropped from a course(s) may impact a student's financial aid eligibility status and enrollment status.

Census Date

The Census Date is the official point in the academic term when student enrollment is measured for financial aid eligibility and institutional reporting. Students must demonstrate **academic engagement** in each course by the Census Date to be remain enrolled.

Academic Standing

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

Students having difficulty maintaining good academic standing are encouraged to seek early assistance from their course instructor(s), their Success Coach, or other staff member/support service.

Grading

Grades are assigned to report student academic achievement. Instructors use sound judgment and fair methods in determining grades. Syllabi provide details to students about the course requirements and evaluation criteria. Following the end of the course instructors submit final grades. The following grades and corresponding grade points are used at Nicolet College:

Grade	Quality Points
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

For quality points, only grades of A, B, or F are assigned for Competency-Based Education (CBE) courses.

Other grades used at Nicolet include:
AS = Advanced Standing
AU = Audit
I = Incomplete
S = Satisfactory
TR = Transfer Credit
U = Unsatisfactory
W = Withdrawn (No quality points are earned with these grades.)

Grades of "S" or "U" are assigned only in Continuing Education and Adult Basic Education courses.

Grade Point Averages

A student's cumulative GPA is calculated using all courses taken at Nicolet College regardless of the year in which the courses were taken. For courses repeated at Nicolet, only the highest grade will be used for GPA calculations, assuming the course numbers are identical. Grades received at other higher education institutions are not used in the academic GPA calculation for Nicolet College.

The GPA calculation for financial aid recipients is computed on all courses undertaken. For information on the calculation of "I" and "W" grades, refer to Satisfactory Academic Progress for Financial Aid Recipients.

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

5 credits of "A" = 5 credits x 4 quality points = 20
10 credits of "B-" = 10 credits x 2.67 quality points = 26.7
5 credits of "D+"= 5 credits x 1.33 quality points = 6.65
20 total credits = 53.35 total quality points
53.35 quality points divided by 20 credits = 2.67 GPA

The GPA calculation for financial aid recipients is computed on all courses undertaken. For information on the calculation of "I" and "W" grades, refer to Satisfactory Academic Progress for Financial Aid Recipients.

A student's cumulative GPA is calculated using all courses taken at Nicolet College regardless of the year in which the courses were taken. For courses repeated at Nicolet, only the highest grade will be used for GPA calculations, assuming the course numbers are identical. Grades received at other higher education institutions are not used in the academic 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. Provided course numbers are the same, only the highest grade will be used for academic GPA calculations for courses repeated at Nicolet.

Repeat Courses for Federal Financial Aid Recipients
Students who receive a passing grade for a course may repeat the course one time (I.e., for a higher grade) and still receive aid for that course. Subsequent attempts will not be eligible for financial aid.

Incompletes

Students have the option to request an incomplete grade to provide additional time to complete coursework. To be eligible to request an incomplete grade, students must have completed at least 50% of the coursework as determined by the instructor.

A signed incomplete contract between the student and the instructor must be filed with the Registrar 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. Final approval for an incomplete contract will be determined by the Registrar.

An Incomplete grade can be carried for a maximum of 60 days from the end of the course section. The instructor will file a grade change upon completion of work specified in the Incomplete Contract. If a grade is not issued by the contract completion date, the Registrar's Office will convert the incomplete grade to a grade of "F" on the student's transcript.

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, pay full tuition and fees for courses they audit. Furthermore, students must consult with the instructor to establish expectations for the audit and receive permission. Credit-seeking students have priority when course space is limited. Course audits must be determined prior to the start of the course(s) and cannot be changed to a credit grade. Conversely, credit-seeking students are not allowed to change grades to an audit.

Senior Audit

By 154 WI. Stat.§38.24 (4m), students 60 years of age or older may audit courses (Senior Audit) if the student is a resident of the state, space is available, and the instructor approves. The Senior Audit student does not pay program fees or an audit fee, but material fees do apply. The Senior Audit tuition exemption excludes community service courses and apprenticeship courses.

Course Substitution

Under certain conditions a student may be allowed to substitute a course(s) for a required course in their program. Final approval is authorized by the Registrar (or Registrar's designee); work to establish approval originates from collaboration between Success Coaches, program faculty and, at times, academic deans.

Examinations and Assessments

Students are required to take their course examinations as scheduled. Permission from the course instructor is required to take an examination at a time other than the scheduled time or to have a special examination. Examination information is available in course syllabi.

Educational Records

All educational records/transcripts of Nicolet students are maintained and housed by the Registrar's Office for a minimum of three years. This office can provide information on courses taken, credits completed, grades, transcripts, and degrees or certificates awarded. The office can also assist with the following services: enrollment verification, loan deferrals, and "Good Student" insurance discount verifications. Any change of name, address, or other personal information must be reported to the Registrar's Office.

Procedure for change of Student Information

In order to process a change of name, address or other personal information, students will use the Change to Student Information form located in MyNicolet portal's Document Center within the Student Documents folder.

Nicolet College has authorized the National Student Clearinghouse to provide enrollment and degree verifications. The National Student Clearinghouse can be contacted at:
Web: www.degreeverify.org
Mail: National Student Clearinghouse, 2300 Dulles Station Boulevard, Suite 220, Herndon, VA 20171

GED/HSED Verifications can be obtained via the following link:
https://dpi.wi.gov/ged/verifications

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 Parchment (www.parchment.com). If a student has had a transcript or other information sent to Nicolet College, Nicolet College cannot provide a copy of the transcript or other information to the student. The student must request a copy of the transcript or other information (e.g., test scores) from the institution or agency that originated the document(s).

General Graduation Requirements

Students earning a certificate, diploma, or degree must complete the approved program requirements. Additionally, each candidate for a certificate, diploma, or degree must meet the following criteria:

1. Possess a minimum cumulative GPA of 2.00. Individuals may need to meet specific program grade requirements.
2. 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.
3. Satisfy all institutional obligations.

Dean's List

The Dean's List is published each term. The list includes the names of all program students, enrolled in six or more credits, with a grade point average of 3.50 or higher for the term just concluded. "W" grades are not considered in the computation. Students with Incomplete grades are not eligible for the Dean's List until those courses are graded.

Phi Theta Kappa

Phi Theta Kappa is an international honor society for two-year colleges. Nicolet's Chapter, Alpha Nu Iota, focuses its efforts on service and scholarship. Members are asked to join by the President of the College after being nominated by an instructor. The nominee must be enrolled in the current term, have completed 12 credits toward an Associate Degree or 6 credits toward a certificate or Technical Diploma, and must have a cumulative GPA of 3.50 or higher. Initiates are responsible for the membership fee and are entitled to a membership certificate, transcript stamp, a Phi Theta Kappa pin, placement on national transfer and employment databases, and a two-year subscription to all Phi Theta Kappa publications. Members must maintain a GPA of 3.50 or higher to remain a member.

Graduation with Academic Honors

Students who earn the distinction of Academic Honors are recognized with gold or silver cords at the commencement ceremony. Academic Honors are determined through the student's last fully graded term 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 commencement ceremony, and the honor is noted in the commencement ceremony 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. 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:

- All structures, buildings and grounds, sidewalks, roads, pathways, and parking lots.
- All Nicolet College owned and leased vehicles.

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 or pivot to remote learning and will inform the College community of the change.

Notification of Closure

Once the decision to close or pivot to remote learning, 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):

Radio Frequency	Frequency	Town
WRLO	105.3 FM	Antigo
WERL/WRJO	950 AM/94.5 FM	Eagle River
WHRY/WUPM	1450 AM/107 FM	Iron River
WMQA WLKD	95.9 FM 1570 AM	Minocqua
WHTQ WGLX WYTE	96.7 FM 103.3 FM 106.5 FM	Plover
WHDG WOBT WRHN WXPR WCYE WHOH	97.3 FM 1240 AM 100.1 FM 91.7 FM 93.7 FM 96.5 FM	Rhinelander
WJJQ	810 AM/92.5 FM	Tomahawk
WIFC WDEZ WRIG WSAU WOZZ	95.5 FM 101.9 FM 1390 AM/93.9 FM 550 AM/99.9 FM 94.7 FM/102.9 FM	Wausau
TV Network	**Channel**	**Town**
WJFW	NBC/12	Rhinelander
WSAW WAOW WXFS	CBS/7 ABC/9 FOX/55	Wausau

Other Notifications:

- All staff, all student, and all adjunct email
- Main telephone information numbers with voicemail message (alternate greeting)
- Homepage of nicoletcollege.edu
- Brightspace system
- Nicolet College official Facebook and Twitter pages
- RAVE alert 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.

STUDENT RIGHTS AND RESPONSIBILITIES

Student Standards of Conduct

The Nicolet College Student Code of Conduct Policy (Code) aims to foster a superior educational environment, supportive of transformational experiences for our students pursuant to the college mission. The Code describes behavioral expectations and prohibitions, process for addressing misconduct, potential sanctions and appeal information regarding reported violations of the Code by students at Nicolet College.

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 Manager of Risk, Compliance and Safety or designee may also temporarily remove students from College-controlled locations or activities if it has been determined that a student causes and imminent threat to self or others. 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.

Details related to the Student Code of Conduct can be found at the Nicolet College website, nicoletcollege.edu, within Administrative Policy 1.06

Student Grievance Procedure

Grievance Procedure for Nicolet College Students

When students disagrees with how something was handled by an employee of the institution, they are encouraged to first speak with that employee to try to rectify the situation. There are times that the situation might not be resolved and in those circumstances, students have the right, using the Grievance Procedure for Nicolet College Students, to:

A. Contest a policy or practice of the College or College employee that is considered improper or unfair, or;

B. 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 the days when the College is closed are excluded.

The following link will open a window that leads to the Grievance Form: https://publicdocs.maxient.com/reportingform.php?NicoletCollege&layout_id=2

Grievance Procedure

For all Grievance Procedures, Nicolet College, in accordance with Federal requirement 34 CFR Ch. VI 602.16 (a)(1)(ix), 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.

Students choosing to file a grievance will have a Nicolet College employee familiar with the process assigned to them as a navigator to help them understand and work through the process.

1. If a student has not been able to informally resolve an issue with the appropriate College employee, the student must initiate this grievance procedure within ten (10) days of the action causing the complaint.
2. Upon receipt of the Grievance, the College employee's supervisor will respond to the student within three (3) days of the student initiating the complaint procedure notifying the student of next steps or any information they need to assist them in the decision making process.

3. Within 10 days of the notification of receipt, the supervisor will make a decision and sent it to the student via their College email address.
4. The student has the right to file an appeal to the supervisor's decision and must do so within 10 days of the date the email was sent to the student.

   Students have the right to appeal on the following grounds:
   1. They may appeal the sanction (if there was one)
   2. They may appeal the decision of the supervisor.
   3. They may appeal if there was an instance of a due process violation.

5. The institution will respond within three days to notify the student if the appeal will move forward for one of the above reasons.
   If the appeal is moving forward, the Executive Vice President or designee will respond with their decision within 10 days to the student's College email address.
6. Students may appeal a second time within 10 days of the date the email from the first appeal was sent to the student. Students may appeal for the same reasons that are listed in step four (4).
7. Within three days, a hearing committee will meet to hear the appeal of the student.
8. Within ten days of the committee meeting, the committee will make a recommendation to the President on the grounds of the appeal.
9. The President will make their decision and send notification of the decision to the student within three days of the committee making a recommendation.

Timeline Requirements

If the College fails to give a written answer within the designated time frame, 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 grievance. 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: https://www.wtcsystem.edu/student-complaints/student-complaint-form/

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.

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 Information, FERPA

The Family Educational Rights and Privacy Act, commonly known as FERPA, is a federal policy related to the privacy of your student records. By federal law, Nicolet is NOT allowed to release information from your student file, without your specific written consent. This federal policy applies to all students at Nicolet, regardless of the student's age. If you want or need any protected information released to a third party (a parent, an employer, another agency, another school, etc.), you must sign the Authorization for the Release of Confidential Information (FERPA) form.

Some information, known as directory information, CAN be released. Nicolet does not disclose any directory information for marketing or solicitation purposes, with the sole exception of the Nicolet College Foundation for Foundation-related activities.

The College has defined *Directory Information* as the following:

- Name
- Address*
- Phone number*
- Enrollment status
- Date of birth
- Major field of study
- Classification and year
- Dates of enrollment
- Expected graduation date
- Types of degrees/diplomas/certificates and date granted
- Academic honors/awards received and date granted
- Photos/videos of students for use in College press releases, publications, and web sites
- Nicolet College assigned student email addresses

*Indicates *Limited Directory Information*

Limited Directory Information Nicolet designates address and phone numbers as limited directory information only. This information is only eligible for release to the Nicolet College Foundation for Foundation-related activities and to the National Student Clearinghouse for compliance and reporting purposes.

If you want to RESTRICT the release of this directory information, you must sign the Request to Restrict Disclosure of Directory Information form.

See Administrative Policy 2.02 Privacy of Records – Release of Information for more detailed information.

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.

Social Security Number

Social Security numbers are used for establishing and identifying student records. 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. Students using financial aid are required to provide their Social Security number for record reporting with federal, state, alternative loan agencies, and other financial aid processing agencies.

Graduate Outcomes 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 Registrar 715-365-4586.

Anti-Harassment and Nondiscrimination

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

Nicolet Area Technical College seeks continuous compliance with the following laws: Title VI and VII of the 1964 Civil Rights Act as amended, Age Discrimination in Employment Act of 1975, the Americans with Disabilities Act of 1990, Equal Pay Act of 1963 as amended, Title IX of the 1972 Education Amendments, as amended, Section 504 of the 1973 Rehabilitation Act, Wisconsin Fair Employment Law, the 1976 Vocational Education Amendments, and the Office of Civil Rights Guidelines Eliminating Discrimination and Denial of Services on the Basis of Race, Color, National Origin, Sex and Handicap in Career and Technical Education Programs (34 CFR, Part 100, Appendix B).

All educational programs and related support services and benefits will be administered in a manner which does not unlawfully discriminate. More information, including our discrimination compliant procedure and resolution policy, are contained in Board Policy 4.0.

Hold for Indebtedness

Students indebted to recognized College offices (e.g., Business Office, Bookstore, Library) may be prohibited from registering for a future term. The level of indebtedness prohibiting registration is set by the Business Office.

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 Red Oak Center. Campus Security can also be reached at 715-365-4420.

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 Director of Strategic Enrollment 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.

CAMPUS SECURITY

Emergency Reporting Procedures

In the event of an emergency, call 911 immediately. An emergency situation can be defined as any event that may pose a significant threat to the life, safety, or health of students and/or 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.

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. This same process can also be followed when making reports to local law enforcement.

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.

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 College is a non-residential college and therefore does not provide 24-hour or weekend security coverage. Facilities and security personnel patrol the grounds of the Rhinelander Campus while the campus is open. College staff regularly check outdoor pathway lighting and egress lighting in hallways and stairwells.

The Rhinelander Campus is accessible to students, staff, and the general public during normal business hours. However, the campus grounds are open to vehicular and pedestrian access 24 hours a day, seven days a week. The College-controlled buildings are locked when not in use. All buildings on the Rhinelander Campus use a card access system and digital video systems.

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

Reporting Domestic Violence, Dating Violence, Sexual Assault, Sexual Violence, Stalking, Gender-based, or Relationship Violence

Any student or employee who believes they, another student, or another employee has been the victim of the above listed forms of misconduct are encouraged to file a complaint identifying the alleged individual and describing the conduct, incident(s) or occurrence(s) that form the basis for the complaint.

Victims should preserve as much evidence of the crime as possible. Do not shower, change clothes, or wash away evidence.

Students may file complaints with any College employee, who will then notify the Title IX Coordinator. If the Title IX Coordinator is alleged to be the person who engaged in the alleged misconduct, the incident will be investigated by a Deputy Title IX Coordinator or trained designee.

Any College staff member can help with filling out the incident report. It is preferred that the complaint be submitted via an electronic Incident Report.

The complainant is encouraged to file the complaint as soon as possible after the incident, to ensure a prompt and effective due process for all the parties involved in the situation.

The Clery Annual Security Report is available to students each year by October 1 as required by law and will be delivered via student email. 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 Clery reportable crimes are also maintained in a Daily Clery Crime Log, which is located on the Security page at nicoletcollege.edu.

Non-Emergency Contact Numbers

Campus Security: 715-365-4420
Emergency Response Team (ERT): Extension 4999 (for internal phones only)
Facilities: 715-365-4419
Information Technologies Department: 715-365-4478
Oneida County Sheriff's Department: 715-361-5100
Welcome Center: 715-365-4493

The Care Team

The Care Team receives reports of student success focused concerns and works in a collaborative, cross- functional approach to assessment and response. Any students of concern, such as individuals who are depressed, making inappropriate comments or threats, have sudden changes in academic success, or exhibiting disruptive behavior should be reported to the Care Team. These reports can remain anonymous. The Care Team can be contacted by submitting an electronic Student Alert, or sending an email message to careteam@nicoletcollege.edu.

Daily Clery Crime Log

The purpose of the Daily Clery Crime Log is to record Clery reportable incidents. The crime log discloses crime statistics. The log is designed to disclose crime information on a timelier 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 within 24 hours after reported to Campus Security. This includes crimes that are initially reported to another campus security authority (Care Team, ERT, Student Success Team, etc.) or to a local law enforcement agency who subsequently reports them to Campus Security.

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.

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, RAVE and/or email system to students and employees. Depending on the situation, other notification processes may be used (i.e. Website posting, learning management system 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 App and Evacuation Procedures

Each classroom has an Emergency Response App 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 nicoletcollege.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 tabletop exercises in new employee orientation. Please review the Emergency Response Guide regularly to be prepared in the event of an emergency.

Security personnel conduct routine inspections and patrol buildings and grounds to identify and correct deficiencies. 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 Emergency Response Guide.

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 online at http://offender.doc.state.wi.us/public/ or by calling 608-240-5830 between 7:45 am - 4:30 pm, Monday - 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 Student Code 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.

Annual Clery Crime Statistics

Nicolet College complies with the Jeanne Clery Disclosure Act and prepares an annual report of crimes that have occurred on campus and other reportable locations. The report can be found on the College website on the security page, or may be obtained from Campus Security. The report is also distributed to students and staff 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 also located on the Security page at nicoletcollege.edu.

POST-SECONDARY CREDIT EDUCATIONAL OFFERINGS

Academic Programs

Accounting

Associates of Applied Science 101011

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.

Outcomes

- Process financial transactions throughout the accounting cycle
- Evaluate financial information to support decision-making
- Process payroll
- Perform cost accounting tasks
- Perform income tax accounting tasks
- Apply internal controls to minimize risk

Careers

- Staff Accountant
- Accounts Payable/Receivable Clerk
- Payroll Accountant
- Tax Accountant
- Cost Accounting
- Public Accounting Assistant

Curriculum

Credits Req:	Course:		Credits:
43.00 Technical Studies			
1.00	1010210600	Business Essentials	1.00
2.00	1010115100	Accounting Principles Accounting Cycle	2.00
3.00	1010111200	Payroll Accounting	3.00
3.00	1010120500	Accounting Princ Inventory Valuation	1.00
	1010121000	Acct Princ Receivables Cash and Assets	2.00
1.00	1010311500	MS Word Beginning	1.00
1.00	1010312600	MS Excel Beginning	1.00
4.00	1010111500	Tax 1 Individual Income Taxation	2.00
	1010111600	Tax 1 Tax Deductions and Credits	1.00
	1010111700	Tax 1 Preparing Individual Tax Returns	1.00
4.00	1010115300	Accounting Principles Partnership Acctg	1.00
	1010115600	Acctg Princ Equity Financing Accounting	1.00
	1010115700	Acctg Princ Debt Financing Accounting	1.00
	1010115900	Acctg Princ Financial Statement Analysis	1.00
1.00	1010315500	QuickBooks Basics	1.00
1.00	1010113500	QuickBooks Applications	1.00
3.00	1010220100	Business Law Foundation and Torts	1.00
	1010220500	Business Law Contracts	1.00
	1010221000	Business Law Entities and Real Property	1.00
1.00	1010312700	MS Excel Intermediate	1.00
3.00	1010112200	Tax 2 Research Plan and Property Trans	2.00
	1010112300	Tax 2 Business Gift Estate and Trust Tax	1.00
3.00	1010117800	Cost Acctg Job Order and Process Costing	1.00
	1010117900	Cost Accounting Standard Cost Accounting	1.00
	1010118100	Cost Accounting Cost Analysis	1.00

3.00	1010122000	Intermediate Accounting Cash Flow	1.00
	1010122500	Inter Acct Earnings Balances Investment	2.00
1.00	1089010300	Professional Career Management	1.00
2.00	1010116600	Intermediate Accounting 2	2.00
3.00	1010117000	Accounting Information Systems	3.00
2.00	1010118600	Accounting Spreadsheet Basics	1.00
	1010118900	Accounting Spreadsheet Applications	1.00
1.00	1015110500	Digital Literacy with Cyber Security	1.00
18.00-19.00 General Studies			
3.00	1080119500	Written Communication	3.00
3.00-4.00	1080412300	Math with Business Applications	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00
3.00	1080119700	Technical Reporting	3.00
3.00	1080919500	Economics	3.00
3.00	1080919900	Psychology of Human Relations	3.00
61.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Accounting Assistant

Technical Diploma 1 year 311011

An Accounting Assistant performs 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.

Outcomes

- Process financial transactions throughout the accounting cycle
- Evaluate financial information to support decision making
- Process payroll

Careers

- Bookkeeper
- Accounting Clerk
- Payroll Clerk

Curriculum

Credits Req:	Course:		Credits:
26.00 Occupation Specific			
1.00	1010210600	Business Essentials	1.00
2.00	1010115100	Accounting Principles Accounting Cycle	2.00
3.00	1010111200	Payroll Accounting	3.00
3.00	1010120500	Accounting Princ Inventory Valuation	1.00
	1010121000	Acct Princ Receivables Cash and Assets	2.00
1.00	1010311500	MS Word Beginning	1.00
1.00	1010312600	MS Excel Beginning	1.00
4.00	1010111500	Tax 1 Individual Income Taxation	2.00
	1010111600	Tax 1 Tax Deductions and Credits	1.00
	1010111700	Tax 1 Preparing Individual Tax Returns	1.00
4.00	1010115300	Accounting Principles Partnership Acctg	1.00
	1010115600	Acctg Princ Equity Financing Accounting	1.00
	1010115700	Acctg Princ Debt Financing Accounting	1.00
	1010115900	Acctg Princ Financial Statement Analysis	1.00
1.00	1010315500	QuickBooks Basics	1.00
1.00	1010113500	QuickBooks Applications	1.00
3.00	1010220100	Business Law Foundation and Torts	1.00
	1010220500	Business Law Contracts	1.00
	1010221000	Business Law Entities and Real Property	1.00
1.00	1010312700	MS Excel Intermediate	1.00
1.00	1015110500	Digital Literacy with Cyber Security	1.00
9.00-10.00 Occupation Support			
3.00	1080119500	Written Communication	3.00
3.00-4.00	1080412300	Math with Business Applications	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00
35.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Advanced Emergency Medical Technician

Technical Diploma less than 1 year 305316

Expands the role and skills of the Emergency Medical Technician. Further knowledge of anatomy, physiology and pathophysiology are the focus in addition to skills of initiating intravenous access, additional medication administration and IV fluid therapies. Graduates are eligible to take the National Registry of Emergency Medical Technician Advanced level cognitive and psychomotor exams for certification to be eligible for licensure in the state of Wisconsin.

Outcomes

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

Careers

- Emergency Medical Technician (EMT)
- Emergency Medical Responder (EMR)
- Advanced Emergency Medical Technician (AEMT)

Curriculum

Credits Req:	Course:		Credits:
4.00 Occupation Specific			
4.00	3053130400	Advanced EMT	4.00
4.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Autism Spectrum Disorder

Technical Certificate 403072

This three course certificate is designed for child care providers, paraprofessionals, classroom teachers, family members, and caregivers. These courses promote understanding of the Autism Spectrum Disorder (ASD) and provide practical strategies for supporting individuals on the Spectrum. Additionally, courses raise awareness on how to navigate the community services and supports to promote educational and social success for those with ASD across the lifespan.

Outcomes

- Describe the common signs and symptoms of Autism Spectrum Disorder and demonstrate awareness of the diagnostic criteria.
- Utilize practical strategies, techniques, and tools for working with individuals diagnosed with Autism Spectrum Disorder.
- Demonstrate ability to navigate the agencies, systems, and supports to assist individuals with Autism Spectrum Disorder in daily life.

Careers

- K-12 Paraprofessionals,Teachers, and Special Education Teachers in school districts
- Head Start and Early Head Start Teachers, Teacher Assistants, and Home Visitors
- Infant, Toddler, Preschool, and School-Age Teachers and Teacher Assistants in Child Care Settings
- Directors and Administrators in Child Care Settings
- Personal Care Workers in group homes
- Early Intervention Professionals (Birth to Three, Children's Hospital, etc)
- Behavior Technicians for Autism ABA therapy
- Parents, Families, and Caregivers
- Child Life Specialists in hospital/clinics
- Support Staff in Child Care Settings (Bus Drivers, Cooks, etc)

Curriculum

Credits Req:	Course:		Credits:
9.00 Occupation Specific			
9.00	1030720100	Autism Spectrum Disorder Overview	3.00
	1030720200	Autism Strategies Techniques and Tools	3.00
	1030720300	Autism Navigating Life Transitions	3.00
9.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Automotive Service Technician

Technical Diploma 1 year 314042

Learn skills necessary for entry-level automotive industry positions such as basic automotive maintenance, repair, and diagnostics. Test, diagnose, and service electrical and mechanical systems and components found in today's vehicles, including engines, transmissions/transaxles, fuel management systems, steering and suspension systems, climate control systems, brake systems, and hybrids.

Outcomes

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

Careers

- Automotive Service Technician

Curriculum

Credits Req:	Course:		Credits:
22.00 Occupation Specific			
1.00	3240430100	Automotive Safety	1.00
1.00	3240430200	Automotive Service Fundamental Proc	1.00
1.00	3240430400	Electrical Principles	1.00
1.00	3240430600	Automotive Electrical Wire Repair	1.00
1.00	3240430800	Steering Susp Inspect and Light Repair	1.00
1.00	3240440100	Wheel and Tire Service	1.00
1.00	3240431000	Wheel Alignment	1.00
1.00	1044214000	Intro to Welding Techniques	1.00
1.00	3240431300	Battery and Lighting Systems	1.00
1.00	3240431500	Starting and Charging Systems	1.00
1.00	3240431700	Automotive HVAC Systems	1.00
3.00	3240441500	Engine Repair Mechanical System	1.00
	3240442000	Engine Lubrication Systems	1.00
	3240442500	Engine Cooling Systems	1.00
2.00	3240443000	Drum Brakes	1.00
	3240443600	Disc Brakes	1.00
1.00	3240432500	Engine Performance Maintenance	1.00
1.00	3240432700	Manual Drivetrain Fluid Service Repair	1.00
1.00	3240433000	Automatic Transmission Service	1.00
1.00	3240433800	Automotive Service Professional Sim 1	1.00
1.00	3240434200	Hydraulic and Mechanical Brake Systems	1.00
1.00	3240436600	Automotive Occupational Operations	1.00
4.00 Occupation Support			
1.00	3189010700	Ethics for the Workplace	1.00
1.00	3180410100	Math Skills	1.00
1.00	3180410200	Geometry Skills	1.00
1.00	3189010400	Professional Skills for Success	1.00
26.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Automotive Technician

Technical Diploma 2 year 324042

Learn basic and more advanced automotive maintenance, repair, and diagnostics. 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. Graduates will be qualified for all eight areas of the ASE Certified Master Technician.

Outcomes

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

Careers

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

Curriculum

Credits Req:	Course:		Credits:
51.00 Occupation Specific			
1.00	3240430100	Automotive Safety	1.00
1.00	3240430200	Automotive Service Fundamental Proc	1.00
1.00	3240430400	Electrical Principles	1.00
1.00	3240430600	Automotive Electrical Wire Repair	1.00
1.00	3240430800	Steering Susp Inspect and Light Repair	1.00
1.00	3240440100	Wheel and Tire Service	1.00
1.00	3240431000	Wheel Alignment	1.00
1.00	3240431300	Battery and Lighting Systems	1.00
1.00	3240431500	Starting and Charging Systems	1.00
1.00	3240431700	Automotive HVAC Systems	1.00
1.00	1044214000	Intro to Welding Techniques	1.00
3.00	3240441500	Engine Repair Mechanical System	1.00
	3240442000	Engine Lubrication Systems	1.00
	3240442500	Engine Cooling Systems	1.00
2.00	3240443000	Drum Brakes	1.00
	3240443600	Disc Brakes	1.00
1.00	3240432500	Engine Performance Maintenance	1.00
1.00	3240432700	Manual Drivetrain Fluid Service Repair	1.00
1.00	3240433000	Automatic Transmission Service	1.00
1.00	3240433800	Automotive Service Professional Sim 1	1.00
1.00	3240434200	Hydraulic and Mechanical Brake Systems	1.00
1.00	3240444000	Electronic Brake Control System	1.00
1.00	3240434500	Hybrid Motors and Batteries	1.00

1.00	3240434700	Hybrid Manufacturer Specific Systems	1.00
1.00	3240435200	Engine Repair Cylinder Head	1.00
1.00	3240435400	Engine Repair Engine Block	1.00
1.00	3240435800	HVAC Controls	1.00
2.00	3240444500	Automotive Sensors and Diagnostics	1.00
	3240445000	Automotive Data Communication Systems	1.00
2.00	3240436200	Entertainment and Comfort Systems	1.00
	3240436400	Safety and Anti Theft Systems	1.00
1.00	3240436600	Automotive Occupational Operations	1.00
1.00	3240436800	Automotive Business Operations	1.00
1.00	3240437000	Advanced Steering Systems	1.00
1.00	3240437200	Advanced Suspension Systems	1.00
1.00	3240437600	Axles and Differentials	1.00
1.00	3240437800	Manual Clutch and Transmission Systems	1.00
1.00	3240438000	Automatic Transmission Transaxle Diagnos	1.00
1.00	3240438200	Automatic Transmission Transaxle Remove	1.00
1.00	3240438400	Automatic Transmission Transaxle Rebuild	1.00
1.00	3240438600	Computerized Engine Controls Systems	1.00
1.00	3240438800	Ignition System	1.00
2.00	3240446000	Fuel Systems	1.00
	3240446500	Normal and Forced Aspiration Systems	1.00
1.00	3240439200	EVAP and PCV Systems	1.00
1.00	3240439400	Exhaust Related Emission Controls	1.00
1.00	3240439600	Automotive Diesel Operation	1.00
1.00	3240439800	Automotive Diesel Emissions	1.00
1.00	3240439900	Automotive Service Professional Simulati	1.00
1.00	3240435600	HVAC System Service	1.00
1.00	3240437400	Manual Driveline and Four Wheel and All	1.00
4.00 Occupation Support			
1.00	3189010700	Ethics for the Workplace	1.00
1.00-2.00	3180410200	Geometry Skills	1.00
1.00-2.00	3180410100	Math Skills	1.00
1.00	3189010400	Professional Skills for Success	1.00
55.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Baking

Technical Certificate 403161

Three core courses (Culinary Career Essentials) develop a sound foundation of kitchen basics in professional baking and pastry arts. Two additional courses concentrate on baking principles and techniques used in bakeries and food service establishments.

Outcomes

- Apply safety and sanitation codes to conditions and operations in food service kitchens
- Prepare recipes and formulas to industry standards
- Demonstrate attributes of a culinary professional

Careers

- Pastry Chef

Curriculum

Credits Req:	Course:		Credits:
13.00-14.00 Occupation Specific			
3.00	1031612500	Culinary Principles	3.00
3.00	1031612600	Culinary Applications	3.00
1.00-2.00	1031612200	Sanitation and Safety Basics	1.00
3.00	1031615200	Professional Baking	3.00
3.00	1031615300	Advanced Baking	3.00
13.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Bookkeeper

Technical Diploma less than 1 year 301013

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.

Outcomes

- Process financial transactions throughout the accounting cycle
- Process payroll

Careers

- Bookkeeper
- Accounting Clerk

Curriculum

Credits Req:	Course:		Credits:
8.00 Occupation Specific			
3.00	1010111200	Payroll Accounting	3.00
2.00	1010115100	Accounting Principles Accounting Cycle	2.00
1.00	1010315500	QuickBooks Basics	1.00
1.00	1010113500	QuickBooks Applications	1.00
1.00	1015110500	Digital Literacy with Cyber Security	1.00
8.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Business Management

Associates of Applied Science 101023

Management activities occur in service, retail, manufacturing, government, not-for-profit, and tribal sectors of our economy. Business managers and owners implement the plans of an organization by coordinating and optimizing basic operations. The Business Management program provides the skills and knowledge managers and business owners need to guide organizations in reaching goals by working with people and other organizational resources. The program is ideal for those wanting to pursue a career in business, start their own business or for students who are looking to progress in their business careers.

Outcomes

- Plan the operations of a business across functional areas
- Organize resources to achieve the goals of the organization
- Lead individuals and/or processes to meet organizational goals
- Control business processes

Careers

- Line supervisor
- Department manager
- Program manager
- Business owner

Curriculum

Credits Req:	Course:		Credits:
39.00 Technical Studies			
2.00	1010210100	Introduction to Business	1.00
	1010231000	AI Tools for Any Profession	1.00
1.00	1010210600	Business Essentials	1.00
3.00	1010210800	Operations Management Role and History	1.00
	1010210900	Operations Mgmt Business Operation	1.00
	1010211100	Operations Management Global Business	1.00
1.00	1010212100	Customer Service	1.00
3.00	1019616000	Leadership Qualities of Leaders	1.00
	1019617000	Leadership Organizational Culture	1.00
	1019617500	Leadership Change Management	1.00
1.00	1010311500	MS Word Beginning	1.00
1.00	1010312600	MS Excel Beginning	1.00
1.00	1010314100	MS Powerpoint Beginning	1.00
1.00	1015110500	Digital Literacy with Cyber Security	1.00
3.00	1010410100	Marketing Fundamentals	2.00
	1010410500	Marketing Plan Development	1.00
3.00	1010211300	Human Resources Roles and Laws	1.00
	1010211600	Human Resources Recruitment	1.00
	1010211800	Human Resources Employee Evaluation	1.00
1.00	1010110200	Introduction to Accounting	1.00
1.00	1010315500	QuickBooks Basics	1.00
3.00	1010220100	Business Law Foundation and Torts	1.00
	1010220500	Business Law Contracts	1.00
	1010221000	Business Law Entities and Real Property	1.00
3.00	1010222000	Strategic Mgmt Vision and Innovation	1.00
	1010222500	Strategic Mgmt Analysis of Competition	1.00
	1010223000	Strategic Mgmt Social Responsibility	1.00
1.00	1089010300	Professional Career Management	1.00
3.00	1010224000	Bus Fin Financial Statements and Budgets	2.00

	1010224500	Business Finance Personal Finance	1.00
2.00	1010213700	Business Analytics	2.00
	1010219200	Business Internship	2.00
3.00	1014510100	Entrepreneurship Fundamentals	1.00
	1014511000	Entrepreneurship Business Plan Develop	2.00
18.00-19.00 General Studies			
3.00	1080119500	Written Communication	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00
3.00-4.00	1080412300	Math with Business Applications	3.00
3.00	1080919900	Psychology of Human Relations	3.00
3.00	1080919500	Economics	3.00
3.00	1080119700	Technical Reporting	3.00
3.00 Electives			

60.00 Total Degree Credits

Graduation Requirements

GPA: 2.000

Carpentry (Construction) Apprenticeship

Apprenticeship Training 504101

Construct, install, or repair structures, fixtures, and building frameworks using carpentry hand and power tools. You'll learn to build wood framing for houses, roofs, stairs, decks and sheaths, and forms for concrete and frame buildings, walls, footings, columns and stairs. The trade also involves carpentry work to install cabinets, siding, drywall rails, building cabinets and counter tops and may include work on drywall, wood flooring, metal jambs and ceilings. Become skilled in interior and exterior finish work and read blueprints, measure accurately, and calculate dimensions.

Apprentices who complete this apprenticeship have the opportunity to transfer course credits towards the Technical Studies – Journey Worker degree.

Outcomes

- Demonstrate the use of hand tools, power tools, and construction equipment safely and efficiently.
- Identify industry building materials, fasteners, and adhesives.
- Interpret technical information from blueprints.
- Identify industry building practices, material application, and building codes.
- Explain the fundamentals of building sciences including basic: physics of structures, properties and performance of building materials, construction processes, and building systems.

Careers

- Construction Worker
- Cabinet Maker
- Floor Coverer
- Interior Systems
- Millwright
- Pile Driver

Entrance Requirements

ADMISSION PROCESS
- Complete Nicolet College application.
- Submit official copies of high school transcript or GED/HSED, and college transcripts to Admissions Office.
- Send copy of official apprenticeship contract from the Department of Workforce Development, Bureau of Apprenticeship and Standards to the Admissions Office.
- Complete Admissions testing.

Curriculum

Credits Req:	Course:		Credits:
15.00 Occupation Specific			
15.00	5041054100	Carpentry Apprenticeship 1	2.00
	5041054200	Carpentry Apprenticeship 2	2.00
	5041054300	Carpentry Apprenticeship 3	2.00
	5041054400	Carpentry Apprenticeship 4	2.00
	5041054500	Carpentry Apprenticeship 5	2.00
	5041054600	Carpentry Apprenticeship 6	2.00
	5041054700	Carpentry Apprenticeship 7	2.00
	5041054800	Carpentry Apprenticeship 8	1.00
15.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Catering

Technical Certificate 403162

If you're 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.

Outcomes

- Apply safety and sanitation codes to conditions and operations in food service kitchens
- Prepare recipes and formulas to industry standards
- Apply basic food theory to solve problems in food preparation
- Produce creative menus for buffet, a` la carte, and catered events
- Integrate purchasing principles and food cost controls into menus
- Demonstrate attributes of a culinary professional

Careers

- Catering

Curriculum

Credits Req:	Course:		Credits:
13.00 Occupation Specific			
3.00	1031612500	Culinary Principles	3.00
3.00	1031612600	Culinary Applications	3.00
3.00	1031615000	Catering	3.00
1.00-2.00	1031612200	Sanitation and Safety Basics	1.00
3.00	1031611200	Garde Manger Basics	3.00
13.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Child Care Basics

Technical Certificate 403073

The Child Care Basics Certificate will introduce students to foundational information for working in a group child care setting. This certificate provides a great starting point for a career in early childhood education and ladders into the Nicolet College Child Care Services Embedded Technical Diploma and the Associate of Applied Science in Early Childhood Education.

Students in the Child Care Basics certificate will be introduced to basic knowledge and skills required for working in a group child care setting. This certificate includes the Health, Safety, and Nutrition course, which provides students with a basic understanding of Wisconsin Department of Children and Families licensing requirements, and includes needed state-mandated trainings. Additionally, this certificate includes the Curriculum Development course, which provides students with an overview of the how's and why's of teaching in a child care classroom setting.

This 6-credit certificate is designed to acknowledge the basic educational requirements for a child care teacher assistant. Completers of this certificate will be recognized as Wisconsin Registry Career Level 7. This certificate is a great choice for child care programs looking to support staff's professional development, as well as improve Youngstar ratings.

Outcomes

- Provide a healthy, safe, and nutritionally sound child care environment
- Apply developmentally appropriate practices when planning learning experiences and materials for children

Careers

- Assistant Child Care Teacher
- Child Care Teacher
- Nanny

Curriculum

Credits Req:	Course:		Credits:
6.00 Occupation Specific			
3.00	1030716600	ECE Curriculum Planning	3.00
3.00	1030716700	ECE Health Safety and Nutrition	3.00
6.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Child Care Services

Technical Diploma 1 year 313071

The Child Care Services Technical Diploma prepares students for working in a child care setting as a lead teacher. Earning this technical diploma allows students to complete their education in as little as one year. Additionally, students enrolled in the Child Care Services Technical Diploma will complete the first year of the Associate of Applied Science in Early Childhood Education at Nicolet College, setting them up for future educational opportunities.

In the Child Care Services Technical Diploma, students will gain a deeper understanding of child development, curriculum planning, classroom management, and implementing a healthy and safe classroom environment. This diploma includes one field experience course, which gives students a hands-on opportunity for applying what is learned in the college classroom.

This 30-credit diploma is designed to acknowledge the educational requirements for a child care teacher. Completers of this diploma will meet the educational guidelines for teachers in child care centers and will be recognized as Wisconsin Registry Career Level 11. This diploma is a great choice for child care programs looking to support staff's professional development, as well as improve Youngstar ratings.

Outcomes

- Relate knowledge of child development to practice
- Create relationships with children, family, and the community
- Apply observation, documentation, and assessment strategies
- Implement developmentally appropriate teaching and learning experiences
- Demonstrate professional practice
- Follow health, safety, and nutrition practices

Careers

- Child Care Teacher
- Child Care Assistant Teacher
- Family Child Care Provider
- Nanny

Curriculum

Credits Req:	Course:		Credits:
24.00 Occupation Specific			
3.00	1030717900	ECE Child Development	3.00
3.00	1030716600	ECE Curriculum Planning	3.00
3.00	1030716000	ECE Field Experience 1	3.00
3.00	1030714800	ECE Foundations of Early Childhood Ed	3.00
3.00	1030718800	ECE Guiding Child Behavior	3.00
3.00	1030716700	ECE Health Safety and Nutrition	3.00
3.00	1030715100	ECE Infant and Toddler Development	3.00
3.00	1030711000	ECE Soc S Art and Music	3.00
6.00 Occupation Support			
3.00	1080119600	Oral Interpersonal Communication	3.00
3.00	1080119500	Written Communication	3.00
30.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Corrections Specialist

Technical Diploma less than 1 year 305043

Criminal Justice-Corrections Specialist certificate provides students with a marketable diploma specifically related to a career in a jail or corrections setting after 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. At the end of the second semester, students are eligible to take the state mandated scenario testing.

Outcomes

- Examine the role jails and correctional facilities in the criminal justice system
- Adhere to the professional code of ethics for a corrections officer
- Understand the roles and responsibilities of Corrections Officers in county jails
- Apply professional communication skills
- Interact effectively with coworkers and inmates

Careers

- Corrections Officer
- Jailer
- Private Security
- Prison Guard

Curriculum

Credits Req:	Course:		Credits:
12.00 Occupation Specific			
12.00	1050410000	Introduction to Corrections	3.00
	1050410500	Introduction to Policing	3.00
	1050492000	Corrections Security Procedures	3.00
	1050492100	Corrections Emergency Procedures	3.00
3.00 Occupation Support			
3.00	1080119500	Written Communication	3.00
15.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Cosmetology

Technical Diploma 1 year 315021

The Cosmetology program is offered in three terms of specialty training over a 12-month cycle. Perform customer services on the public when you have achieved the required competencies. Graduates are eligible to take the Wisconsin Cosmetology State Board Examination. Upon receiving a license, graduates will be ready for employment in a variety of positions in barbershops or salons.

Outcomes

- Perform shampoo, haircut, and style service
- Perform skin care services
- Perform chemical services
- Perform nail services
- Develop business practices for industry success

Careers

- Cosmetologist
- Nail Technician
- Barber
- Skin Care Specialist
- Make Up Consultant
- Salon Owner

Curriculum

Credits Req:	Course:		Credits:
38.00 Occupation Specific			
38.00	1010212100	Customer Service	1.00
	3150230400	Cosmetology Introduction	1.00
	3150230600	Basic Cut and Style	2.00
	3150230700	Basic Texture and Color	4.00
	3150231000	Mens Cut and Shave	2.00
	3150231600	Nail Care	1.00
	3150231700	Skin Care	3.00
	3150231800	Salon Service Intermediate	4.00
	3150232000	Salon Science	2.00
	3150232100	Advanced Cut and Style	2.00
	3150232900	Advanced Texture and Color	4.00
	3150233000	Salon Service Advanced	4.00
	3150233500	State Board Preparation	3.00
	3150236900	Cosmetology Industry	1.00
	3150237800	Salon Service Basic	4.00
38.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000
- 1,550 hours

Criminal Justice Law Enforcement 720 Academy

Technical Diploma less than 1 year 305042

Nicolet College currently offers the 720 hour Law Enforcement Academy to those seeking a law enforcement career in the State of Wisconsin. Successful students will receive up to 23 associate's degree college credits. Nicolet College's Law Enforcement Academy delivers the criteria established by the Wisconsin Department of Justice, Training, and Standards Bureau. The training instructors are a combination of educators and active or retired law enforcement officers. The training is delivered via lecture, group discussion, hands-on exercises, and scenario participation.

Outcomes

- Think critically
- Manage emergencies
- Communicate effectively
- Demonstrate professionalism
- Conduct investigations
- Interact with others
- Demonstrate tactical skills

Careers

- Municipal, County, State, or Federal Law Enforcement
- Private Security
- Police Officer
- Conservation Warden/DNR or Park Ranger
- Deputy Sheriff

Curriculum

Credits Req:	Course:		Credits:
23.00 Occupation Specific			
23.00	3050450000	Overview of Patrol Response	2.00
	3050450100	Physical Fitness	1.00
	3050450200	Application of Investigations	1.00
	3050450300	Overview of Criminal Justice	1.00
	3050450400	Principles of Emergency Vehicle Response	2.00
	3050450500	Sensitive Crimes	2.00
	3050450600	Overview of Investigations	2.00
	3050450700	Application of Traffic Response	3.00
	3050450800	Principles of Investigations	1.00
	3050450900	Principles of Tactics	5.00
	3050451000	Overview of Tactics	1.00
	3050451100	Scenario Assessment	1.00
	3050451200	Physical Fitness 1 and 2	1.00
23.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Students desiring certifiability as a Wisconsin Law Enforcement officer must complete this set of requirements. These students must meet the Wisconsin Department of Justice Law Enforcement Standards Board certification requirements. This program allows students to obtain certifiability as a law enforcement officer upon completion of the associate degree program. Please consult with the program success coach or academy director regarding Law Enforcement Standards Board requirements for this program.

Criminal Justice Studies

Associates of Applied Science 105045

Designed to prepare you for entry-level employment as a law enforcement officer, you'll earn an associate's degree in Criminal Justice Studies and a technical diploma in Law Enforcement Recruit. The program fully integrates the 720 hour Wisconsin Department of Justice Law Enforcement Recruit Academy which satisfies the requirements for certification as a Law Enforcement Officer in Wisconsin. Please consult with the program advisor regarding Law Enforcement Standards Board requirements or a criminal justice practicum. 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, tactical skills, and professional communications.

Outcomes

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

Careers

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

Curriculum

Credits Req:	Course:		Credits:
42.00-53.00 Technical Studies			
3.00	1050410000	Introduction to Corrections	3.00
3.00	1050492000	Corrections Security Procedures	3.00
3.00	1050492100	Corrections Emergency Procedures	3.00
1.00-3.00	3050450300	Overview of Criminal Justice	1.00
2.00-3.00	3050450000	Overview of Patrol Response	2.00
2.00-3.00	3050450600	Overview of Investigations	2.00
1.00-3.00	3050450800	Principles of Investigations	1.00
1.00-3.00	3050450200	Application of Investigations	1.00
1.00-3.00	3050451000	Overview of Tactics	1.00
5.00	3050450900	Principles of Tactics	5.00
2.00	3050450400	Principles of Emergency Vehicle Response	2.00
2.00	3050450100	Physical Fitness	1.00
	3050451200	Physical Fitness 1 and 2	1.00
1.00	3050451100	Scenario Assessment	1.00
3.00	3050450700	Application of Traffic Response	3.00
1.00	1019616000	Leadership Qualities of Leaders	1.00
2.00	3050450500	Sensitive Crimes	2.00
3.00	1050410500	Introduction to Policing	3.00

1.00-3.00	1050414100	Computers for Patrol	1.00
2.00-3.00	1050413000	Interviewing for Patrol	2.00
3.00	1050490200	Criminal Law	3.00
18.00 General Studies			
3.00	1080119500	Written Communication	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00
3.00	1080919900	Psychology of Human Relations	3.00
3.00	1080410700	College Mathematics	3.00
3.00	1080916600	Intro to Ethics Theory and Application	3.00
3.00	1080917200	Introduction to Diversity Studies	3.00
60.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Culinary Arts

Associates of Applied Science 103161

Begin with basic theory and techniques of food production and service. Build on these basics to develop advanced culinary techniques and 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. 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.

Outcomes

- Apply principles of safety and sanitation in food service operations
- Apply principles of nutrition
- Demonstrate culinary skills
- Manage food service operations
- Plan a menu
- Analyze food service financial information
- Relate food service operations to sustainability

Careers

- Sous Chef
- Line Chef
- Specialty Chef
- Caterer
- Personal Chef

Curriculum

Credits Req:	Course:		Credits:
43.00-44.00 Technical Studies			
2.00	1031611500	Culinary Math	2.00
1.00-2.00	1031612200	Sanitation and Safety Basics	1.00
3.00	1031612500	Culinary Principles	3.00
3.00	1031612600	Culinary Applications	3.00
3.00	1031611200	Garde Manger Basics	3.00
2.00	1031613000	Nutrition	2.00
3.00	1031614000	Food Practicum I	3.00
3.00	1031614100	Food Practicum II	3.00
3.00	1031615000	Catering	3.00
3.00	1031615100	Advanced Professional Cooking	3.00
3.00	1031615200	Professional Baking	3.00
2.00	1031615500	Menu Planning	2.00
2.00	1031616000	Food Purchasing	2.00
3.00	1031617000	Restaurant Practicum I	3.00
3.00	1031617100	Restaurant Practicum II	3.00
2.00	1031617500	Food Service Cost Control	2.00
2.00	1031618100	Food Service Management	2.00
15.00-19.00 General Studies			
3.00	1080119500	Written Communication	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00
3.00	1080916600	Intro to Ethics Theory and Application	3.00
3.00	1080919900	Psychology of Human Relations	3.00

3.00-4.00	1080611200	Principles of Sustainability	3.00
4.00 Electives			

62.00 Total Degree Credits

Graduation Requirements

GPA: 2.000

Culinary Assistant

Technical Diploma 1 year 313161

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 you 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's Culinary Arts program to earn an Associate Degree in Culinary Arts.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.

Outcomes

- Apply principles of safety and sanitation in food service operations
- Apply principles of nutrition
- Demonstrate culinary skills
- Assist in food service management
- Plan a menu
- Explore food service financial information

Careers

- Line Cook
- Prep Cook

Curriculum

Credits Req:	Course:		Credits:
20.00 Occupation Specific			
2.00	1031611500	Culinary Math	2.00
3.00	1031612500	Culinary Principles	3.00
3.00	1031612600	Culinary Applications	3.00
1.00-2.00	1031612200	Sanitation and Safety Basics	1.00
3.00	1031611200	Garde Manger Basics	3.00
2.00	1031613000	Nutrition	2.00
3.00	1031614000	Food Practicum I	3.00
3.00	1031614100	Food Practicum II	3.00
6.00 Occupation Support			
3.00	1080119500	Written Communication	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00
26.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Culinary Career Essentials

Technical Certificate 403160

Learn culinary basics and training for entry-level food service jobs. The program is the core of other certificates and the Culinary Arts program.

Outcomes

- Apply safety and sanitation codes to conditions and operations in food service kitchens
- Prepare recipes and formulas to industry standards
- Demonstrate attributes of a culinary professional

Careers

- Entry-level Food Service

Curriculum

Credits Req:	Course:		Credits:
7.00-8.00 Occupation Specific			
3.00	1031612500	Culinary Principles	3.00
3.00	1031612600	Culinary Applications	3.00
1.00-2.00	1031612200	Sanitation and Safety Basics	1.00
7.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Culinary Management

Associates of Applied Science 103171

Plan, supervise, and manage food and beverage operations, restaurant facilities, and catering services. This program includes instruction in food/beverage operational skills as well as training in cost control, purchasing and storage, business administration, personnel management, culinary arts, restaurant and menu planning, event planning and management, health and safety, and applicable laws and regulations. It will also provide training for first-line supervisors of food preparation workers.

Outcomes

- Apply principles of safety and sanitation in food service operations
- Apply principles of nutrition
- Demonstrate culinary skills
- Manage food service operations
- Plan a menu
- Analyze food service financial information
- Relate food service operations to sustainability

Careers

- Food Service Manager

Curriculum

Credits Req:	Course:		Credits:
43.00-44.00 Technical Studies			
2.00	1031611500	Culinary Math	2.00
3.00	1031612500	Culinary Principles	3.00
3.00	1031612600	Culinary Applications	3.00
1.00-2.00	1031612200	Sanitation and Safety Basics	1.00
3.00	1031611200	Garde Manger Basics	3.00
2.00	1031613000	Nutrition	2.00
3.00	1031614000	Food Practicum I	3.00
3.00	1031614100	Food Practicum II	3.00
2.00	1010410100	Marketing Fundamentals	2.00
2.00	1031615500	Menu Planning	2.00
2.00	1031616000	Food Purchasing	2.00
2.00	1031712000	Beverage Management	2.00
1.00	1010110200	Introduction to Accounting	1.00
3.00	1010220100	Business Law Foundation and Torts	1.00
	1010220500	Business Law Contracts	1.00
	1010221000	Business Law Entities and Real Property	1.00
1.00	1010315500	QuickBooks Basics	1.00
3.00	1014510100	Entrepreneurship Fundamentals	1.00
	1014511000	Entrepreneurship Business Plan Develop	2.00
2.00	1031617500	Food Service Cost Control	2.00
2.00-3.00	1031618100	Food Service Management	2.00
2.00	1031712100	Dining Room Management	2.00
1.00	1031711000	Culinary Industry	1.00
15.00 General Studies			
3.00	1080916600	Intro to Ethics Theory and Application	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00
3.00	1080119500	Written Communication	3.00
3.00	1080919900	Psychology of Human Relations	3.00
3.00	1080611200	Principles of Sustainability	3.00
3.00 Electives			

61.00	Total Degree Credits

Graduation Requirements

GPA: 2.000

Cybersecurity

Technical Diploma less than 1 year 301511

The Cybersecurity Technical Diploma will equip students with the knowledge and skills to develop a career in the field of cybersecurity. In an increasingly interconnected world, cybersecurity has become a critical component of safeguarding digital assets and protecting sensitive information. This program builds requisite IT and Networking skills and covers a variety of important cybersecurity topics while helping prepare learners for the Security+, Network+, CySA+, and EC-Council Certified Ethical Hacker certifications.

Outcomes

- Manage computer network connected devices
- Increase the security of networks, devices, and users
- Protect against cybersecurity threats

Careers

- Cybersecurity Analyst

Curriculum

Credits Req:	Course:		Credits:
3.00 Occupation Support			
3.00	1080119500	Written Communication	3.00
13.00 Occupation Specific			
1.00	1015110500	Digital Literacy with Cyber Security	1.00
3.00	1015011400	Network Plus Fundamentals	3.00
3.00	1015114000	IT Security	3.00
3.00	1015113000	Cybersecurity Analyst	3.00
3.00	1015113500	Pen Testing Plus	3.00
16.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Early Childhood Education

Associates of Applied Science 103071

Experience both academic theory and hands-on application through a series of practicums to develop an understanding of physical, social, emotional, and cognitive development of young children and acquire skill in planning and implementing programs that promote development. The program prepares you to work in a variety of early childhood education settings including child care centers, Head Start programs, school-age child care programs, and family day care homes. The Associate's degree also provides a foundation if you intend to continue your education at a four-year college or university.

Outcomes

- Apply child development theory to practice
- Cultivate relationships with children, family, and the community
- Assess child growth and development
- Use effective, research-based practices in teaching and learning
- Demonstrate professionalism
- Integrate health, safety, and nutrition practices

Careers

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

Curriculum

Credits Req:	Course:		Credits:
45.00 Technical Studies			
3.00	1030716600	ECE Curriculum Planning	3.00
3.00	1030714800	ECE Foundations of Early Childhood Ed	3.00
3.00	1030715100	ECE Infant and Toddler Development	3.00
3.00	1030716700	ECE Health Safety and Nutrition	3.00
3.00	1030711000	ECE Soc S Art and Music	3.00
3.00	1030717900	ECE Child Development	3.00
3.00	1030718800	ECE Guiding Child Behavior	3.00
3.00	1030716000	ECE Field Experience 1	3.00
3.00	1030711200	ECE STEM	3.00
3.00	1030718700	ECE Children with Differing Abilities	3.00
3.00	1030717000	ECE Field Experience 2	3.00
3.00	1030719500	ECE Family and Community Relationships	3.00
3.00	1030719000	ECE Field Experience 3	3.00
3.00	1030721000	ECE Field Experience 4	3.00
3.00	1030710800	ECE Early Language and Literacy	3.00
15.00-16.00 General Studies			
3.00	1080119600	Oral Interpersonal Communication	3.00
3.00	1080119500	Written Communication	3.00
3.00	1080917200	Introduction to Diversity Studies	3.00
3.00	1080918800	Developmental Psychology	3.00
3.00-4.00	1080611200	Principles of Sustainability	3.00
60.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Electromechanical Technology

Associates of Applied Science 106201

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.

Outcomes

- Perform work safely
- Troubleshoot electrical and mechanical systems and devices
- Repair electrical and mechanical systems
- Communicate technical information
- Integrate electrical and mechanical systems and devices

Careers

- Electromechanical Technician
- Industrial Automation Technici
- Research and Development Techn
- Robotics Technician
- Industrial Maintenance Technic
- Field Service Technician

Curriculum

Credits Req:	Course:		Credits:
43.00 Technical Studies			
1.00	1010312600	MS Excel Beginning	1.00
1.00	1010311500	MS Word Beginning	1.00
40.00	1015011100	Network Standards and Practices	1.00
	1015011300	Network Topology and Devices	1.00
	1015011600	Configure Network Devices	1.00
	1044910000	Industrial Safety Fundamentals	2.00
	1046211500	Basic Electrical Circuits	1.00
	1046211700	Inductance and Capacitance	1.00
	1046211900	Analyze Transformers	1.00
	1046212100	Mechanical Drive Systems	1.00
	1046212400	Belt and Chain Drives	1.00
	1046218600	Tag System Used in Process Control	1.00
	1046218800	Loop Controller and Control Elements	1.00
	1046219200	Sensors to Measure Liquid Level	1.00
	1062010200	Hydraulic and Pneumatic Operation	1.00
	1062010600	Ladder Logic Elements and Control Logic	1.00
	1062010900	Analyze Directional Control Valves	1.00
	1062011200	PLC Fundamentals and Basic Instructions	1.00
	1062011600	Analyze the Use of Oscilloscopes	1.00
	1062011800	Analyze Sensing Devices and Op Amps	1.00
	1062012000	Analyze SSRs and Switching Circuits	1.00
	1062012300	Three Phase Electric Motor Control	1.00
	1062012500	Investigate Troubleshooting Methods	1.00
	1062012700	Troubleshooting Common Motor Circuits	1.00
	1062012900	PLC Timers Counters and Program Controls	1.00
	1062013300	PLC Sequencing and Data Function Blocks	1.00
	1062013700	Basic Robot Assemblies and Operations	1.00
	1062013900	Robot Programming and Instructions	1.00

	1062014300	Analyze Robot Frames and Branching	1.00
	1062014700	HMI Screen Development and Editing	1.00
	1062014900	Investigate PLC Troubleshooting	1.00
	1062015200	Analyze PLC Analog Inputs	1.00
	1062015400	Analyze PLC Analog Outputs	1.00
	1062015800	Analyze PLC Variable Output Applications	1.00
	1062016300	Analyze Automated System	1.00
	1062016700	Integrate Automated Systems	1.00
	1062016900	Motor Control Starting and Braking	1.00
	1062017200	Analyze Motor Control Speed and Torque	1.00
	1062017600	Analyze Motion Control Software	1.00
	1062017800	Configure Motion Control Systems	1.00
	1062018000	Design Motion Control Projects	1.00
1.00	1044214000	Intro to Welding Techniques	1.00
18.00-20.00 General Studies			
3.00	1080119500	Written Communication	3.00
3.00	1080916600	Intro to Ethics Theory and Application	3.00
3.00-4.00	1080412300	Math with Business Applications	3.00
3.00	1080919900	Psychology of Human Relations	3.00
3.00-4.00	1080613900	Survey of Physics	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00
61.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Emergency Medical Technician

Technical Diploma less than 1 year 305313

Prepare to handle emergency medical situations while working on an ambulance or other clinical settings. Graduates are eligible to take the National Registry of Emergency Medical Technician cognitive and psychomotor exams for certification to be eligible for licensure in the state of Wisconsin.

Outcomes

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

Careers

- Emergency Medical Technician (EMT)
- Emergency Medical Responder (EMR)

Curriculum

Credits Req:	Course:		Credits:
5.00 Occupation Specific			
5.00	3053130100	EMR and EMT Part 1	2.00
	3053130200	Emergency Medical Technician Part 2	3.00
5.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Field Service Technician

Technical Diploma 1 year

This program prepares students to work in the field service industry. Students learn how to diagnose, repair, and maintain mobile and industrial equipment. They will gain basic knowledge of hydraulics, electrical systems and mechanical components used in these industries. Students will also be introduced to welding repair, PLC's, reading schematics, HVAC systems, diesel engines and customer service. Upon completion of the certificate, students will possess the skills needed for entry-level positions in the field service technician field.

Outcomes

- Demonstrate safe work procedures
- Troubleshoot electrical, mechanical, and HVAC systems
- Repair electrical, mechanical, and HVAC systems
- Maintain electrical, mechanical, and HVAC systems
- Communicate technical information

Careers

- Field Service Technician

Curriculum

Credits Req:	Course:		Credits:
25.00 Occupation Specific			
1.00	472-303	Hydraulic Components and Schematics	1.00
1.00	472-305	Fixed Displacement Pumps	1.00
1.00	472-307	Hydraulic Pressure Valves	1.00
1.00	472-315	Basic Electrical Circuits	1.00
1.00	472-317	Inductance and Capacitance	1.00
1.00	472-319	Analyze Transformers	1.00
1.00	472-309	Analyze Basic Pneumatics	1.00
1.00	472-312	Analyze Pressure Regulator & Actuator	1.00
1.00	472-343	Print Reading and Schematics	1.00
3.00	442-105	Welding Fundamentals	3.00
1.00	472-350	Preventive Maintenance 1	1.00
1.00	472-355	Workshop Fundamentals 1	1.00
1.00	472-382	PLC Troubleshooting Processes	1.00
1.00	620-125	Investigate Troubleshooting Methods	1.00
1.00	620-127	Troubleshooting Common Motor Circuits	1.00

1.00	404-317	HVAC Systems	1.00
1.00	404-358	HVAC Controls	1.00
1.00	404-356	HVAC System Service	1.00
1.00	472-360	Intro to Diesel Engines	1.00
1.00	472-365	Workshop Fundamentals 2	1.00
1.00	472-370	Field Service Internship	1.00
1.00	472-380	Design and PLC Programming	1.00
1.00	472-385	Preventive Maintenance 2	1.00
3.00 Occupation Support			
1.00	804-101	Math Skills	1.00
1.00	102-121	Customer Service	1.00
1.00	151-105	Digital Literacy with Cyber Security	1.00
28.00 Total Degree Credits			

Graduation Requirements

GPA: 2.000

Family Child Care Certificate

Technical Certificate 403071

If you plan to provide childcare in a home or family setting, this certificate program will help you examine child development, quality standards, community resources, health and wellness, and family partnerships. You'll also learn how to promote desired outcomes through play-based learning, observation and assessment. Choose additional courses to gain skills for curriculum planning, strategies for guiding behavior or care for children at various developmental stages. Upon completion, you'll be prepared for the Family Child Care Credential from The Registry, Wisconsin's Recognition System for the Childhood Care and Education Profession.

Outcomes

- Identify Wisconsin Child Care regulations including certification and licensing rules as well as quality improvement initiatives related to operating a high quality family child care program
- Apply developmental knowledge and observation to design, implement, and evaluate individual and group curriculum experiences for mixed-age children in a family child care setting
- Create respectful, healthy, and safe physical and interpersonal environments for mixed-age children in a family child care setting
- Utilize culturally responsive verbal and non-verbal caregiver strategies
- Select appropriate materials and promote health, safety and nutrition guidelines specific to early care environments
- Design experiences and utilize caregiver strategies that support family involvement and reciprocal relationships
- Perform professionally and ethically, use self-reflection and knowledge and access relevant resources

Careers

- Family Child Care Provider

Curriculum

Credits Req:	Course:		Credits:
12.00 Occupation Specific			
12.00	1030713500	Family Child Care Capstone	3.00
	1030730100	Introduction to Family Child Care	3.00
	1030730200	Family Child Care Responsive Planning	3.00
	1030730300	FCC Financial Management and Planning	3.00
12.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Gas Metal Arc Welding

Technical Certificate 404422

This certificate is offered for individuals interested in pursuing the skills necessary to be a successful welder in the Gas Metal Arc Welding process. Students will learn how to interpret prints and weld symbols prior to engaging in the weld process using various metal types including carbon steel, stainless steel, and aluminum. They will also perform the thermal cutting processes during this educational experience.

Outcomes

- Print interpretation and weld symbols
- Gas metal arc welding on carbon steel
- Gas metal arc welding on stainless steel
- Gas metal arc welding on aluminum
- Thermal cutting

Careers

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

Entrance Requirements

Approved Safety Course or Training

Curriculum

Credits Req:	Course:		Credits:
8.00 Occupation Specific			
7.00	1044215000	Gas Metal Arc Welding on Stainless Steel	1.00
	1044215300	Gas Metal Arc Welding on Aluminum	1.00
	1044215700	Thermal Cutting	2.00
	1044215900	Gas Metal Arc Welding on Carbon Steel	3.00
1.00	3144210100	Drawings and Weld Symbols	1.00
8.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Heavy Equipment Operator Apprentice

Apprenticeship Training 504479

Heavy equipment operators maintain and lubricate the equipment operated by them. They set and check grades, efficiently plan and lay out projects, and operate a variety of heavy equipment.

Outcomes

- Operate heavy equipment
- Demonstrate a safe working environment
- Perform preventative maintenance procedures on heavy equipment

Careers

- Heavy Equipment Operator
- Foreman
- Superintendent
- Estimator
- Project Manager

Entrance Requirements

ADMISSION PROCESS
-Complete Nicolet College application.
-Submit official copies of high school transcript or GED/HSED, and college transcripts to Admissions Office.
-Send copy of official apprenticeship contract from the Department of Workforce Development, Bureau of Apprenticeship and Standards, to the Admissions Office.
-No Accuplacer test required.

Curriculum

Credits Req:	Course:		Credits:
13.50 Occupation Specific			
13.50	5044751000	Heavy Equip Operator Classrm Level I	2.25
	5044751100	Heavy Equip Operator Hands On Level I	2.25
	5044751200	Heavy Equip Operator Classrm Level II	2.25
	5044751300	Heavy Equip Oper Hands On Train Lev II	2.25
	5044751400	Heavy Equip Operator Classrm Level III	2.25
	5044751500	Heavy Equip Oper Hands On Train Lev III	2.25
13.50	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Human Services Associate

Associates of Applied Science 105203

Program educates students to provide human and social services including information, resources, support, and advocacy for those in need or crisis. Mostly online course work with minimal in class meetings and field experience are used to equip students with the opportunities to acquire skills needed to work with diverse groups of youth and adults facing challenges such as poverty, addiction, or abuse. Students develop necessary ethical and legal standards for human and social service settings and learn the importance of providing quality care to clients and patients.

Students must successfully pass a background check and complete clinical requirements. For more information, please connect with a Success Coach.

Outcomes

- Model a commitment to multicultural competence
- Uphold the Ethical Standards and Values for Human Service Professionals
- Demonstrate professionalism
- Utilize community resources
- Apply human services interventions and best practices
- Cultivate professional relationships

Careers

- Case worker
- Community outreach/support worker
- Income maintenance worker
- Human Services/Information
- Substance Abuse Counselor (with supervision)
- Residential Manager
- Social Services Assistant
- Human Services Technician

Entrance Requirements

--Submit an acceptable Wisconsin Criminal/Caregiver Background check

Curriculum

Credits Req:	Course:		Credits:
48.00 Technical Studies			
3.00	1052014300	Crisis Intervention Strategies	3.00
3.00	1052010100	Introduction to Human Services	3.00
3.00	1052015000	Special Populations	3.00
3.00	1055012200	Across the Lifespan	3.00
3.00	1055020800	SUDC Assessment Diagnosis and Treatment	3.00
3.00	1055021000	Boundaries Ethics for Helping Profession	3.00
3.00	1055021100	Clinical Experience 1	3.00
3.00	1055021200	Clinical Experience 2	3.00
3.00	1055020500	Counseling Theory	3.00
3.00	1055020900	Family Systems	3.00
3.00	1055020200	Foundations of Case Management	3.00
3.00	1055020400	Group Facilitation	3.00
3.00	1055020600	Introduction to Interview and Counsel	3.00
3.00	1055020000	Intro to Substance Use Disorder Profess	3.00
3.00	1055020300	Overview of Mental Health Disorders	3.00
3.00	1055020100	Understanding Substance Use	3.00
18.00 General Studies			
3.00	1080919800	Intro to Psychology	3.00

3.00	1080119500	Written Communication	3.00
3.00	1080119700	Technical Reporting	3.00
3.00	1080918800	Developmental Psychology	3.00
3.00	1080917200	Introduction to Diversity Studies	3.00
3.00	1080413400	Mathematical Reasoning	3.00

66.00 Total Degree Credits

Graduation Requirements

GPA: 2.000

Indigenous Ways of Knowing

Technical Certificate 408092

The Indigenous Ways of Knowing certificate honors the culture, history, language, and sovereignty of the tribal nations of the western Great Lakes region. By connecting with local communities and Indigenous knowledge holders, students will undertake a personal learning journey and gain an understanding of how Indigenous people continue to persevere and prosper despite historical and continued oppression. The certificate provides a firm foundation for individuals looking to advance their educational and career goals relative to the Indigenous peoples within Wisconsin and specifically provides curriculum on the culture, history, language, and sovereignty of Indigenous nations, developed and influenced by tribal experts from the Ojibwe, Potawatomi, Oneida, Ho-Chunk, and Menominee people.

Outcomes

- Develop respect for Indigenous ways of knowing through exploration of Indigenous language, story-telling, ceremonies, and social structures.
- Situate Indigenous decisions, choices, and actions within their appropriate historical context.
- Explore how the Indigenous past continues to influence Indigenous and non-native peoples in the present
- Examine the varied operations of sovereign tribal nations and intergovernmental relationships, emphasizing applied leadership within a cultural context.

Careers

- The Indigenous Ways of Knowing certificate is a value-added feature for any career path

Curriculum

Credits Req:	Course:		Credits:
13.00 Occupation Specific			
6.00	2080922200	Our Ways Indigenous Culture	3.00
	2080923500	Our Sovereignty Indigenous Governance	3.00
4.00	2080224000	Indigenous Language	4.00
3.00	2080320500	Our Story Indigenous History	3.00
13.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Industrial Electronics Technician

Technical Diploma 1 year 316202

Industrial electronics technicians work closely with engineers and electromechanical technicians to perform basic installation, maintenance, and repair activities for industrial electronic and mechanical equipment. This technical diploma will teach students industrial safety practices to include lockout/tag out, isolate faults, test fuses, wire motors, understand, and apply electrical principles to solve failures in the field. Students integrate these concepts with hydraulic, pneumatic, and mechanical systems. An introduction of programmable logic controllers help students develop entry-level skills in manufacturing.

Outcomes

- Perform work safely
- Troubleshoot basic electrical and mechanical systems
- Repair basic electrical and mechanical systems
- Communicate technical information
- Integrate basic electrical and mechanical systems

Careers

- Electrical or Electronic Maint
- Field Service Technician

Curriculum

Credits Req:	Course:		Credits:
21.00 Occupation Specific			
1.00	1010312600	MS Excel Beginning	1.00
1.00	1010311500	MS Word Beginning	1.00
19.00	1044910000	Industrial Safety Fundamentals	2.00
	1046211500	Basic Electrical Circuits	1.00
	1046211700	Inductance and Capacitance	1.00
	1046211900	Analyze Transformers	1.00
	1046212100	Mechanical Drive Systems	1.00
	1046212400	Belt and Chain Drives	1.00
	1062010200	Hydraulic and Pneumatic Operation	1.00
	1062010600	Ladder Logic Elements and Control Logic	1.00
	1062010900	Analyze Directional Control Valves	1.00
	1062011200	PLC Fundamentals and Basic Instructions	1.00
	1062011600	Analyze the Use of Oscilloscopes	1.00
	1062011800	Analyze Sensing Devices and Op Amps	1.00
	1062012000	Analyze SSRs and Switching Circuits	1.00
	1062012300	Three Phase Electric Motor Control	1.00
	1062012500	Investigate Troubleshooting Methods	1.00
	1062012700	Troubleshooting Common Motor Circuits	1.00
	1062012900	PLC Timers Counters and Program Controls	1.00
	1062013300	PLC Sequencing and Data Function Blocks	1.00
9.00-10.00 Occupation Support			
3.00	1080119500	Written Communication	3.00
3.00-4.00	1080413400	Mathematical Reasoning	3.00
3.00	1080919900	Psychology of Human Relations	3.00
30.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Infant Toddler

Technical Certificate 403079

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.

Note: Students seeking to earn Infant Toddler Credential through the Wisconsin Registry need to take 10-307-181 ECE: Infant Toddler Capstone in lieu of 10-307-174 ECE: Practicum 1.

Outcomes

- Apply infant and toddler development theory to practice
- Observe, record, and assess infant and toddler growth and development
- Implement infant and toddler age developmentally appropriate curriculum supporting routines as a learning experience
- Incorporate infant and toddler age developmentally appropriate guidance strategies, which support healthy identity and prevent discipline problems in advance
- Integrate infant and toddler age-appropriate health, safety, and nutrition practices according to local, state, and national standards
- Provide a respectful, diverse, and inclusive infant and toddler program
- Use interpersonal skills to develop respectful and trusting relationships with infants, toddlers, and adults
- Demonstrate professional and ethical standards

Careers

- Infant Toddler Teacher
- Infant Toddler Teacher Assistant
- Early Head Start Teacher Assistant

Curriculum

Credits Req:	Course:		Credits:
12.00 Occupation Specific			
3.00	1030715100	ECE Infant and Toddler Development	3.00
3.00	1030716700	ECE Health Safety and Nutrition	3.00
3.00	1030719500	ECE Family and Community Relationships	3.00
3.00	1030716000	ECE Field Experience 1	3.00
12.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

IT Network Technician

Technical Diploma less than 1 year 301504

The IT Network Technician Technical Diploma is designed to give the student the skills necessary to support Local Area Networks. With this diploma the student will be able to manage, configure and troubleshoot common network infrastructure issues, to include network switching, IP routing, IP services, network device security, and acquire a solid foundation in IP addressing. This diploma will prepare the student for the Comp TIA A+, CompTIA Network +, CompTIA Security+ Cisco CCNA and other Information Technology Certifications.

Outcomes

- Support basic computer networks
- Support client systems
- Utilize network operating systems
- Apply basic IT security principles

Careers

- Network Specialist
- Network Administrator

Curriculum

Credits Req:	Course:		Credits:
22.00 Occupation Specific			
1.00	1015110500	Digital Literacy with Cyber Security	1.00
3.00	1015011400	Network Plus Fundamentals	3.00
3.00	1015015000	Windows Client	3.00
3.00	1015018000	Windows Hyb Svr Core Infra	3.00
3.00	1015414000	A Plus Computer Essentials	3.00
3.00	1015013000	CCNA Networking 1	3.00
3.00	1015014500	CCNA Networking 2	3.00
3.00	1015114000	IT Security	3.00
3.00-4.00 Occupation Support			
3.00-4.00	1080412300	Math with Business Applications	3.00
25.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

IT User Support Technician

Technical Diploma less than 1 year 301546

This Technical Diploma is designed to give students the skills necessary to support the computer users and their computers. Students will be able to 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+, CompTIA Network+ and other Information Technology Certifications.

Outcomes

- Support and maintain computer and mobile hardware
- Support and maintain computer operating systems
- Manage computer network connected devices
- Demonstrate customer service skills as an IT professional

Careers

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

Curriculum

Credits Req:	Course:		Credits:
13.00 Occupation Specific			
3.00	1015011400	Network Plus Fundamentals	3.00
3.00	1015414000	A Plus Computer Essentials	3.00
3.00	1015015000	Windows Client	3.00
3.00	1015417000	Help Desk Fundamentals	3.00
1.00	1015110500	Digital Literacy with Cyber Security	1.00
3.00 Occupation Support			
3.00	1080119600	Oral Interpersonal Communication	3.00
16.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

IT-Computer Support Specialist

Associates of Applied Science 101543

The Computer Support Specialist Associate Degree prepares individuals for help desk positions which provide technical support, assistance, advice, troubleshooting, training, and documentation to end computer users for hardware, software, and systems. The Computer Support Specialist has a working knowledge of computer hardware and software and their applications within wide area networks. The specialist is also familiar with the Internet, designing, developing, and publishing web sites; database design, development, and administration; basic computer network technologies; and low-level programming. The program also prepares students for CompTIA A+, CompTIA Network +, Security +Cisco CCNA, EC-Council Certified Ethical Hacker, and other Information Technology Certifications.

Outcomes

- Manage Information technology hardware
- Manage software
- Support computer networks
- Provide end user support
- Solve information technology problems
- Demonstrate customer service skills as an IT professional
- Demonstrate the ability to write interactive programs using a web interface

Careers

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

Curriculum

Credits Req:	Course:		Credits:
46.00 Technical Studies			
2.00	1010312500	MS Outlook	1.00
	1010312600	MS Excel Beginning	1.00
1.00	1015110500	Digital Literacy with Cyber Security	1.00
3.00	1015011400	Network Plus Fundamentals	3.00
3.00	1015417700	Web Programming Fundamentals	3.00
3.00	1015211500	Database Fundamentals	3.00
3.00	1015212000	Introduction to Programming	3.00
3.00	1015414000	A Plus Computer Essentials	3.00
3.00	1015114000	IT Security	3.00
3.00	1015015000	Windows Client	3.00
3.00	1015018000	Windows Hyb Svr Core Infra	3.00
1.00	1089010300	Professional Career Management	1.00
3.00	1015113500	Pen Testing Plus	3.00
3.00	1015113000	Cybersecurity Analyst	3.00
3.00	1015416500	Project Management	3.00
3.00	1015013000	CCNA Networking 1	3.00
3.00	1015014500	CCNA Networking 2	3.00
3.00	1015417000	Help Desk Fundamentals	3.00
15.00-20.00 General Studies			
3.00	1080119500	Written Communication	3.00
3.00-4.00	1080412300	Math with Business Applications	3.00
3.00	1080919500	Economics	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00

3.00	1080919900	Psychology of Human Relations	3.00

61.00 Total Degree Credits

Graduation Requirements

GPA: 2.000

IT-Web Software Developer

Associates of Applied Science 101524

Prepares learners to design and develop desktop and web software using leading programming languages and related technologies. Learners are also exposed to hardware, networking and cutting-edge technologies such as AI and blockchain.

Outcomes

- Plan web-based solutions
- Design web application
- Build front-end of web-based software applications
- Build back-end of web-based software applications
- Integrate database technologies
- Develop technical documentation for web applications
- Test web application

Careers

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

Curriculum

Credits Req:	Course:		Credits:
46.00 Technical Studies			
3.00	1015212000	Introduction to Programming	3.00
3.00	1015211500	Database Fundamentals	3.00
2.00	1010312500	MS Outlook	1.00
	1010312600	MS Excel Beginning	1.00
1.00	1015411000	IT Basic Skills	1.00
1.00	1015212100	Blockchain Basics	1.00
3.00	1015011400	Network Plus Fundamentals	3.00
3.00	1015417700	Web Programming Fundamentals	3.00
3.00	1015214600	Programming 2	3.00
3.00	1015220000	Decentralized Finance	3.00
3.00	1015218300	Interactive Web Programming	3.00
6.00	1015221000	Smart Contracts	3.00
	1015223000	Smart Contracts 2	3.00
3.00	1015222000	Non Fungible Tokens	3.00
3.00	1015215500	e Portfolio Administration	3.00
3.00	1015216000	Programming 3	3.00
3.00	1015416500	Project Management	3.00
3.00	1080926000	Introduction To Philosophy	3.00
15.00-16.00 General Studies			
3.00	1080119500	Written Communication	3.00
3.00-4.00	1080412300	Math with Business Applications	3.00
3.00	1080919500	Economics	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00
3.00	1080919900	Psychology of Human Relations	3.00
61.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Kitchen Assistant

Technical Certificate 403164

Prepare for entry-level jobs in food service as kitchen helpers, salad makers, bus persons, cafeteria servers, cook's helpers, prep cooks, and dishwashers.

Outcomes

- Apply safety and sanitation codes to conditions and operations in food service kitchens
- Prepare recipes and formulas to industry standards
- Apply basic food theory to solve problems in food preparation
- Demonstrate attributes of a culinary professional

Careers

- Entry-level Kitchen Positions

Curriculum

Credits Req:	Course:		Credits:
13.00-14.00 Occupation Specific			
3.00	1031612500	Culinary Principles	3.00
3.00	1031612600	Culinary Applications	3.00
1.00-2.00	1031612200	Sanitation and Safety Basics	1.00
3.00	1031614000	Food Practicum I	3.00
3.00	1031614100	Food Practicum II	3.00
13.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Kitchen Management

Technical Certificate 403166

Build on the Culinary Career Essentials to learn the managerial functions required for positions as kitchen managers, deli managers, sous chef, or institutional food service managers.

Outcomes

- Apply safety and sanitation codes to conditions and operations in food service kitchens
- Prepare recipes and formulas to industry standards
- Apply basic food theory to solve problems in food preparation
- Produce creative menus for buffet, a` la carte, and catered events
- Supervise food service operations using prescribed management theories and techniques
- Integrate purchasing principles and food cost controls into menus
- Demonstrate attributes of a culinary professional

Careers

- Entry-level Kitchen Management

Curriculum

Credits Req:	Course:		Credits:
15.00-17.00 Occupation Specific			
3.00	1031612500	Culinary Principles	3.00
3.00	1031612600	Culinary Applications	3.00
1.00-2.00	1031612200	Sanitation and Safety Basics	1.00
2.00	1031615500	Menu Planning	2.00
2.00	1031616000	Food Purchasing	2.00
2.00	1031617500	Food Service Cost Control	2.00
2.00-3.00	1031618100	Food Service Management	2.00
15.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Leadership Essentials

Technical Diploma less than 1 year 301966

This program helps the student enhance their leadership influence through coaching and motivating team members, establishing effective communication throughout the organization and managing through change. Ideal for future leaders, or current leaders who wish to have stronger impact.

Outcomes

- Perform leadership functions to achieve organizational objectives
- Facilitate effective employee relations

Careers

- Supervisor
- Manager
- Business Owner
- Team Leader

Curriculum

Credits Req:	Course:		Credits:
9.00 Occupation Specific			
1.00	1010210600	Business Essentials	1.00
1.00-3.00	1010210800	Operations Management Role and History	1.00
3.00	1010211300	Human Resources Roles and Laws	1.00
	1010211600	Human Resources Recruitment	1.00
	1010211800	Human Resources Employee Evaluation	1.00
3.00	1019616000	Leadership Qualities of Leaders	1.00
	1019617000	Leadership Organizational Culture	1.00
	1019617500	Leadership Change Management	1.00
1.00-3.00	1089010300	Professional Career Management	1.00
3.00 Occupation Support			
3.00	1080119500	Written Communication	3.00
12.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Liberal Arts - Associate of Arts

Associate of Arts 208001

Entrance Requirements

UW Math Placement Basic Math Skills >= 300, UW English Placement English >= 335

The Associate of Arts degree provides a greater concentration on social sciences and humanities. It also provides a foundation if you intend to continue your 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.

By completing this degree, you have the benefit of a degree-to-degree transfer, where universities grant junior status and automatically waive specific lower division requirements, such as general degree requirements, regardless of individual courses taken at Nicolet. If you do not intend to pursue a bachelor's degree, the Associate of Arts signify achievement of diverse skills and knowledge that are valued in today's work environments.

Outcomes

- Apply forms of effective communication in various contexts
- Demonstrate quantitative reasoning
- Demonstrate critical and/or creative thinking
- Apply scientific methods
- Demonstrate cultural awareness
- Apply Ethics to individual, social, environmental, and informational contexts

Careers

- Business (management, marketing, human resources, accounting, finance economics)
- Communication (English, journalism, mass media)
- Education (early childhood, elementary, secondary, physical, special)
- Fine Arts (art, music, theatre)
- History
- International Studies
- Literature
- Public Relations
- Social Sciences (psychology, sociology, social work, geography, political science)

Curriculum

		Credits	Prerequisite(s)		
General Studies		1			
20-890-101	Foundations of University Learning	1			
English		6			
20-801-219	English Composition I	3			
20-801-223	English Composition II	3	20-801-219 English Composition I or 10-801-195 Written Communication (B or better)		
Speech		3			
20-810-201	Fundamentals of Speech	3			
Humanities		12			
Must include at least one art course, one literature course and two additional courses from any of the following subjects: art, history, journalism/writing, literature, music, philosophy, theatre/film, world language.					
Social Sciences		12			
Must include at least one Historical Perspective course, one Behavioral/Social Science course and two additional courses from any of the following subjects: anthropology, economics, geography, history, political science, psychology, sociology.					
Mathematics & Natural Science		10			
Must include mathematics at the level of Statistics, Quantitative Reasoning, Elementary Math Education or higher *AND* 7 credits of Natural Science (one lab course required) chosen from biology, chemistry, geography (selected courses), geology, and physics.					

Health/Wellness/Physical Education	1			
Diversity/Ethnic Studies	3			
Courses that meet this requirement may also count toward Humanities or Social Science. These credits are not in addition to the 60 credits required for the degree.				
World Language	(4)			
May be met with one-year high school, with a grade of “C” or better, or one semester in college.				
Electives	11-15			
*16 if world language satisfied through HS. Select any college transfer courses beyond the minimum requirements. Once credit of health and physical education beyond the Health/Wellness/PE credit may be selected.				
Total Program Credits:	60			

*16 credits if students satisfy the world language requirement with one year of high school (C or better). Existing occupationally specific courses from an approved Applied Associate Degree may be used to satisfy the elective credit requirement when those courses are part of an existing articulation agreement with at least one postsecondary institution and meet discipline or major specific requirements within the agreement at the receiving college.

GRADUATION REQUIREMENTS

2.0 cumulative GPA

Liberal Arts - Associate of Science

Associate of Science 208002

Entrance Requirements

UW Math Placement Basic Math Skills >= 300, UW English Placement English >= 335

The Associate of Science degree places greater emphasis on science and mathematics. It also provides a foundation if you intend to continue your 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.

By completing this degree, you have the benefit of a degree-to-degree transfer, where universities grant junior status and automatically waive specific lower division requirements, such as general degree requirements, regardless of individual courses taken at Nicolet. If you do not intend to pursue a bachelor's degree, the Associate of Science signify achievement of diverse skills and knowledge that are valued in today's work environments.

Outcomes

- Apply forms of effective communication in various contexts
- Demonstrate quantitative reasoning
- Demonstrate critical and/or creative thinking
- Apply scientific methods
- Demonstrate cultural awareness
- Apply Ethics to individual, social, environmental, and informational contexts

Careers

- Agriculture
- Business (management, marketing, human resources, accounting, finance, economics)
- Education (early childhood, elementary, secondary, physical, special)
- Engineering
- Health (dentistry, medicine, nursing, optometry, chiropractic, physical therapy, veterinary, pharmacy)
- Informational Technologies
- Mathematics
- Sciences (biology, biochemistry, chemistry, physics, sport/ exercise science)
- Social Sciences (psychology, sociology, social work, geography, geology, political science)

		Credits	Prerequisite(s)		
General Studies		1			
20-890-101	Foundations of University Learning	1			
English		6			
20-801-219	English Composition I	3			
20-801-223	English Composition II	3	20-801-219 English Composition I or 10-801-195 Written Communication (B or better)		
Speech		3			
20-810-201		3			
Humanities		6			
Must include one art course and one literature course.					
Social Sciences		6			
Must include at least one Historical Perspective course and one Behavioral/Social Science course.					
Mathematics & Natural Science		20			
Algebra for Calculus (20-804-224) or higher required. Must include one physical science lab course and one Life science Lab course. Additional science courses can be selected from the following disciplines: Biology, chemistry, geography (select courses) geology, and physics.					

Health/Wellness/Physical Education	1			
Diversity/Ethnic Studies	3			
Courses that meet this requirement may also count toward Humanities or Social Science. These credits are not in addition to the 60 credits required for the degree.				
World Language	(4)			
May be met with one-year high school, with a grade of "C" or better, or one semester in college.				
Electives	13-17			
*18 if world language satisfied through HS. Select any college transfer courses beyond the minimum requirements. Once credit of health and physical education beyond the Health/Wellness/PE credit may be selected.				
Total Program Credits:	60			

*18 credits if students satisfy the world language requirement with one year of high school (C or better). Existing occupationally specific courses from an approved Applied Associate Degree may be used to satisfy the elective credit requirement when those courses are part of an existing articulation agreement with at least one postsecondary institution and meet discipline or major specific requirements within the agreement at the receiving college.

GRADUATION REQUIREMENTS

2.0 cumulative GPA

Marketing - Digital Marketing Promotions

Technical Diploma less than 1 year 301048

Master the art of engaging customers through Nicolet College's Digital Marketing Technical Diploma. Learn essential skills like SEO, social media content creation, email campaigns, website design, and e-commerce. Blend traditional marketing principles–product, pricing, promotion, and placement–with cutting -edge digital strategies to thrive in today's competitive marketplace.

Outcomes

- Apply foundational digital marketing principles
- Create digital marketing content
- Promote products or services in a digital environment

Careers

- Digital Marketing Specialist
- Web and Digital Designer
- Social Media Strategist

Curriculum

Credits Req:	Course:		Credits:
18.00 Occupation Specific			
18.00	1010413100	Digital Marketing Fundamentals	3.00
	3010412000	Graphic Design and Branding	3.00
	3010413000	Social Media and Digital Content	3.00
	3010414100	Digital Advertising	3.00
	3010415000	Web Design and Development	3.00
	3010416000	Ecommerce Marketing	3.00
18.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Medical Assistant

Technical Diploma 1 year 315091

Medical assistants work primarily in physician offices or ambulatory care clinics. The medical assistant is trained in various aspects of the medical office, including clinical, laboratory, and administrative procedures. Responsibilities might include obtaining a health history, preparing the patient for physical examination, assisting with the exam, assisting with minor surgery, performing routine CLIA-waived tests, disinfecting, and sterilizing instruments. With theory-based content online you can focus on skills practice and assessment during your open lab time. After the competition of this program, students are eligible to become a Certified Medical Assistant.

Students must successfully pass a background check and complete clinical requirements. For more information, please connect with a Success Coach.

Outcomes

- Perform medical office administrative functions
- Provide patient care in accordance with regulations, policies, laws, and patient rights
- Perform medical laboratory procedures
- Demonstrate professionalism in a healthcare setting
- Demonstrate safety and emergency practices in a healthcare setting

Careers

- Medical Office Assistant
- Laboratory Assistant
- Surgical Office Assistant
- Phlebotomist
- Optometric Assistant
- Podiatric Assistant
- Pharmacy Assistant
- Chiropractic Assistant

Entrance Requirements

- Submit completed background information disclosure
- Submit and pass Wisconsin Criminal background check including DHFS forms
- Completion of developmental courses if necessary based on entrance test scores

Upon Acceptance:

- Submit proof of Health Care Provider level CPR
- Submit proof of non-reactive TB Skin Test
-Submit proof of all required immunizations and/or blood titers

Curriculum

Credits Req:	Course:		Credits:
25.00-26.00 Occupation Specific			
2.00	3150930100	Medical Asst Admin Procedures	2.00
4.00	3150930400	Medical Asst Clin Procedures 1	4.00
3.00	3150930600	Med Asst Clin Procedures 2	3.00
3.00-4.00	3150930200	Human Body in Health and Disease	3.00
2.00	3150930300	Medical Asst Lab Procedures 1	2.00
2.00	3150930500	Med Asst Lab Procedures 2	2.00
2.00	3150930900	Medical Law Ethics and Professionalism	2.00
2.00	3150930700	Medical Office Insurance and Finance	2.00
2.00	3150130800	Pharmacology for Allied Health	2.00
3.00	3150931000	Medical Assistant Practicum	3.00
7.00-8.00 Occupation Support			
3.00	3150110100	Medical Terminology	3.00
2.00	3180130500	Applied Communication Listening Speaking	2.00

2.00-3.00	3180130400	Applied Communications Writing	2.00

32.00 Total Degree Credits

Graduation Requirements

GPA: 2.000

- Students must be admitted into the core program, and have success coach approval to enroll in Medical Asst Admin Procedures, Medical Asst Lab Procedures 1, and Medical Asst Clin Procedures 1.

Metal Fabrication

Technical Diploma 1 year 314572

The Metal Fabrication program will help students develop fabrication skills used in today's manufacturing industries. Students will learn shielded metal arc welding, gas metal arc welding, gas tungsten arc welding, and oxy-fuel cutting methods. Students will also develop blueprint reading skills, design and layout, metal forming and assembly, as well as inspection and quality control. They will gain hands-on experience with automated cutting processes and first-hand exposure assembling metal projects.

Outcomes

- Demonstrate industry recognized safety practices
- Form materials to detailed drawings
- Cut materials to detailed drawings
- Join materials to detailed drawings
- Layout components/assemblies
- Inspect product

Careers

- Steel Fabricator
- Welder
- Structural Steel Fitter
- Metal Layout/Designer
- Robotic Welding Operator
- Automated Equipment Operator

Curriculum

Credits Req:	Course:		Credits:
28.00 Occupation Specific			
1.00	3144210100	Drawings and Weld Symbols	1.00
26.00	1044210300	Print Reading	3.00
	1044215700	Thermal Cutting	2.00
	1044215800	Shielded Metal Arc Weld on Carbon Steel	2.00
	1044215900	Gas Metal Arc Welding on Carbon Steel	3.00
	1044216300	Weld Inspection and Testing	1.00
	1045714800	Metal Cutting	2.00
	1045715000	Metal Forming	2.00
	1045716000	Design and Layout	1.00
	1045717000	Intro to Assembly	2.00
	1045718000	Advanced Assembly	3.00
	1045719000	Fabrication Inspection	2.00
	1045719200	Fabrication	3.00
1.00	1044217200	Safety in Manufacturing	1.00
2.00-3.00 Occupation Support			
1.00-3.00	3180410200	Geometry Skills	1.00
1.00-3.00	3180410100	Math Skills	1.00
30.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Nursing - Associate Degree

Associates of Applied Science 105431

Prepare to launch your career as an entry-level nurse, contributing effectively as part of a healthcare team. Graduates are expected to demonstrate critical thinking, clinical judgment, and clinical competence. The educational framework is grounded in the nursing process and is designed to provide care for individuals across the lifespan. The state aligned curriculum incorporates a range of educational methodologies, including lectures, skills training, and clinical experiences in various settings.

Students must successfully pass a background check and complete clinical requirements. For more information, please connect with a Success Coach. Additional program entrance information below.

*All nursing courses (10-543) are sequential, requiring successful completion, of a grade of "C" or better, of all nursing courses (10-543) in one term to progress to the next term.

Outcomes

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

Careers

- Registered Nurse

Entrance Requirements

- Completion of admission requirements as a pre-nursing student
- Completion of developmental courses if necessary based on entrance test scores
- Successful completion of the nursing assistant course or verification of completion of the nursing assistant course
- Successful completion of two semesters of high school chemistry (C or higher) or one semester of college chemistry (C or higher)
- Completion of General Anatomy & Physiology with a grade of “C” or better
- Completion of online Associate Degree Nursing (ADN) Introductory Module
- Petition to take the HESI A2 exam

*All nursing courses are sequential, requiring successful completion, grade of C or better, of all nursing courses (10-543) in one term to progress to the next term.

Curriculum

Credits Req:	Course:		Credits:
38.00 Technical Studies			
38.00	1054310100	Nursing Fundamentals	2.00
	1054310200	Nursing Skills	3.00
	1054310300	Nursing Pharmacology	2.00
	1054310400	Nsg Intro Clinical Practice	2.00
	1054310500	Nursing Health Alterations	3.00
	1054310600	Nursing Health Promotion	3.00
	1054310700	Nsg Clinical Care Across Lifespan	2.00
	1054310800	Nsg Intro Clinical Care Mgt	2.00
	1054310900	Nsg Complex Health Alterat 1	3.00
	1054311000	Nsg Mental Health Community Con	2.00
	1054311100	Nsg Intermediate Clinical Practice	3.00
	1054311200	Nursing Advanced Skills	1.00
	1054311300	Nsg Complex Health Alterations 2	3.00
	1054311400	Nsg Management Professional Concepts	2.00

	1054311500	Nsg Advanced Clinical Practice	3.00
	1054311600	Nursing Clinical Transition	2.00
27.00 General Studies			
12.00	1080617700	General Anatomy and Physiology	4.00
	1080617900	Advanced Anatomy and Physiology	4.00
	1080619700	Microbiology	4.00
3.00	1080119500	Written Communication	3.00
3.00	1080919800	Intro to Psychology	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00
3.00	1080917200	Introduction to Diversity Studies	3.00
3.00	1080918800	Developmental Psychology	3.00
65.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Other course substitutions are available for Intro to Diversity Studies.

Nursing Assistant

Technical Diploma less than 1 year 305431

The nursing assistant is a vital member of the health care team. The nursing assistant carries out assigned duties under the direction of the professional nurse. Responsibilities include bathing, dressing, toileting, assisting with feeding, taking vital signs, ambulating, lifting and moving clients, and performing other selected nursing procedures. The nursing assistant program consists of 118 hours total, which includes lecture, 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.

Students must successfully pass a background check and complete clinical requirements. For more information, please connect with a Success Coach.

Outcomes

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

Careers

- Nursing Assistant

Curriculum

Credits Req:	Course:		Credits:
2.00-3.00 Occupation Specific			
2.00-3.00	3054330000	Nursing Assistant	3.00
2.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Office Assistant

Technical Diploma 1 year 311061

The Office Assistant program prepares students for a variety of administrative tasks in today's rapidly changing workplace. Students learn basic office procedures and essential software skills including word processing, spreadsheets, databases, and desktop publishing. Students learn records management, human relations and communication skills working individually and in a team environment. Office assistants help with routine tasks necessary to keep an office functioning.

Outcomes

- Perform accurate workplace communications
- Use technology skills for business tasks
- Perform routine office procedures
- Demonstrate professionalism and effective workplace relationships

Careers

- Office Assistant
- Receptionist
- Typist
- General Office Clerk

Curriculum

Credits Req:	Course:		Credits:
22.00-25.00 Occupation Specific			
1.00	1010210600	Business Essentials	1.00
2.00-3.00	1010211300	Human Resources Roles and Laws	1.00
	1010211600	Human Resources Recruitment	1.00
1.00	1010212100	Customer Service	1.00
1.00	1010311500	MS Word Beginning	1.00
1.00	1010312500	MS Outlook	1.00
1.00	1010312600	MS Excel Beginning	1.00
1.00	1010314100	MS Powerpoint Beginning	1.00
2.00	1010611400	Records Management	2.00
2.00	1010613300	Business Office Technologies	2.00
1.00-3.00	1019617000	Leadership Organizational Culture	1.00
1.00	1015110500	Digital Literacy with Cyber Security	1.00
1.00	1010311700	MS Word Intermediate	1.00
1.00	1010312700	MS Excel Intermediate	1.00
3.00	1010611600	Document Processing	3.00
2.00-3.00	1010617100	Administrative Procedures Basics	2.00
1.00	1010110200	Introduction to Accounting	1.00
9.00-10.00 Occupation Support			
3.00	1080119500	Written Communication	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00
3.00-4.00	1080412300	Math with Business Applications	3.00
31.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Office Management

Associates of Applied Science 101069

We are all familiar with the one person in the office that handles everything from hiring to leading to paying bills. That person is the Office Manager! You can gain the skills you need to be the Office Manager here! The Office Management Associate Degree program at Nicolet College provides the tools you need to oversee the smooth operation of a business office. You will learn how to:

Hire and supervise office workers
Perform office accounting duties
Interface with vendors
Leverage office systems and technology to gain efficiencies
Manage administrative projects from start to finish

Outcomes

- Communicate professionally and effectively with customers
- Manage staff, projects, and business processes
- Perform financial-related tasks
- Use technology to manage products and processes
- Organize operations and procedures

Careers

- Office Manager
- Administrative Manager
- Records and Information Manager
- Event Planner

Curriculum

Credits Req:	Course:		Credits:
39.00-46.00 Technical Studies			
1.00	1010210600	Business Essentials	1.00
2.00-3.00	1010211300	Human Resources Roles and Laws	1.00
	1010211600	Human Resources Recruitment	1.00
1.00	1010212100	Customer Service	1.00
1.00	1010311500	MS Word Beginning	1.00
1.00	1010312500	MS Outlook	1.00
1.00	1010312600	MS Excel Beginning	1.00
1.00	1010314100	MS Powerpoint Beginning	1.00
2.00	1010611400	Records Management	2.00
2.00	1010613300	Business Office Technologies	2.00
1.00-3.00	1019617000	Leadership Organizational Culture	1.00
1.00	1015110500	Digital Literacy with Cyber Security	1.00
1.00	1010311700	MS Word Intermediate	1.00
1.00	1010312700	MS Excel Intermediate	1.00
3.00	1010611600	Document Processing	3.00
1.00	1010110200	Introduction to Accounting	1.00
1.00	1010315500	QuickBooks Basics	1.00
1.00	1010316900	Canva	1.00
3.00	1010612600	Editing Business Applications	3.00
2.00-3.00	1019616000	Leadership Qualities of Leaders	1.00
	1019617500	Leadership Change Management	1.00
1.00-3.00	1010210900	Operations Mgmt Business Operation	1.00
1.00-3.00	1010222000	Strategic Mgmt Vision and Innovation	1.00

1.00-3.00	1010224500	Business Finance Personal Finance	1.00
2.00	1010219200	Business Internship	2.00
1.00	1089010300	Professional Career Management	1.00
2.00	1010614200	Event Planning	1.00
	1010614400	Travel Planning	1.00
2.00-3.00	1010617100	Administrative Procedures Basics	2.00
2.00	1010617200	Administrative Procedures Advanced	2.00
18.00 General Studies			
3.00	1080119500	Written Communication	3.00
3.00-4.00	1080412300	Math with Business Applications	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00
3.00	1080919500	Economics	3.00
3.00	1080919900	Psychology of Human Relations	3.00
3.00	1080119700	Technical Reporting	3.00
3.00 Electives			

60.00 Total Degree Credits

Graduation Requirements

GPA: 2.000

Phlebotomy Certificate

Technical Certificate 405132

The Phlebotomy local certificate teaches infection control, blood-collecting techniques including venipuncture and skin punctures to provide samples necessary for lab analysis. Students will also learn techniques and procedures needed to assist with various lab procedures, including some specimen processing and CLIA-waived testing in Hematology, Immunology and Chemistry. Students participate in Phlebotomy Practicum at local healthcare facilities the last 4 weeks of the program.

Students must successfully pass a background check and complete clinical requirements. For more information, please connect with a Success Coach.

Outcomes

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

Careers

- Phlebotomist in Clinical Laboratory
- Phlebotomist in Hospital Laboratory
- Specimen Processor
- Laboratory Assistant

Curriculum

Credits Req:	Course:		Credits:
4.00 Occupation Specific			
4.00	3051331000	Phlebotomy 1	3.00
	3051332500	Phlebotomy Practicum	1.00
4.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Plumbing Apprentice

Apprenticeship Training 504275

Learn to install and repair pipes for water, gas, sewage, and drainage systems, and to install and repair sanitary facilities. You'll test your installations to ensure compliance with plumbing code. Work can be indoors or outdoors on existing or new construction projects. Plumbers may work on a ladder/scaffold, in trenches and in various weather conditions. Work requires both stamina and physical strength, working in cramped or uncomfortable positions, and standing for long periods.

Apprentices who complete this apprenticeship have the opportunity to transfer course credits towards the Technical Studies – Journey Worker degree.

Outcomes

- Apply state plumbing code requirements to the installation and repair of sanitary drain systems
- Apply state plumbing code requirements to the installation and repair of venting systems
- Apply state plumbing code requirements to the installation and repair of water supply systems
- Apply state plumbing code requirements to the installation and repair of storm drain systems
- Apply State plumbing code requirements to the installation and repair of POWTS systems
- Refer to the Wisconsin Administrative Plumbing codes.
- Prepare for journey level licensure examination.

Careers

- Journeyman Plumber

Entrance Requirements

ADMISSION PROCESS
- Complete Nicolet College application.
- Submit official copies of high school transcript or GED/HSED, and college transcripts to the Admissions Office.
- Send copy of official apprenticeship contract from the Department of Workforce Development, Bureau of Apprenticeship and Standards to the Admissions Office.
- Complete Admissions testing.

Curriculum

Credits Req:	Course:		Credits:
16.00 Occupation Specific			
16.00	5042775100	Sanitary Drains 1	2.00
	5042775200	Vents and Venting Systems	2.00
	5042775300	Water Distribution 1	2.00
	5042775400	Water Distribution 2	2.00
	5042775500	Sanitary Drains 2	2.00
	5042775600	Private Onsite Wastewater Treatment Sys	2.00
	5042775700	Green Plumbing Applications	2.00
	5042775800	Plumbing Advanced Topics TSA	2.00
16.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Professional Communication

Technical Certificate 408012

The Professional Communication 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.

Outcomes

- Apply the writing process in the production of print materials
- Analyze and confirm accuracy of written documents
- Develop speaking, nonverbal communication, and listening skills
- Develop skills to prepare technical reports, proposals, and grants
- Develop small group communication skills

Careers

- The Professional Communication certificate is a value-added feature for any career path

Curriculum

Credits Req:	Course:		Credits:
12.00 Occupation Specific			
3.00	2080123400	Grant Writing and Community Funding	3.00
3.00	1080119500	Written Communication	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00
3.00	1080119700	Technical Reporting	3.00
12.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Professional Development

Technical Certificate 408902

By completing the Certificate of Professional Development participants gain valuable skills in Communication, Job Seeking, Leadership, and Professionalism.

Outcomes

- Develop skills that make you stand out
- Develop communication skills
- Learn how to be a leader
- Learn how to be a professional
- Learn how to successfully apply/obtain a job

Entrance Requirements

- Completion of Certificate of Professional Development registration form

Curriculum

Credits Req:	Course:		Credits:
0.15 Occupation Specific			
0.05	4710240508	Comm and Personality Styles in Workplace	0.60
	4710240533	Women in the Workforce	0.60
	4710240604	Motivation and Team Building	0.60
	4789041303	Listen Effectively Communicate Clearly	0.50
0.05	4710240507	Conflict Management	0.60
	4710240530	Diversity Embracing Change	0.60
	4710240610	Dealing with Negativity	0.60
	4719644103	Principles and Qualities of Leadership	0.40
	4789041402	Demonstrate Positive Attitude	0.50
0.05	4710240503	Manage Time and Overcome Procrastination	0.60
	4789041401	Demonstrate Integrity	0.50
	4789042600	Exhibiting a Professional Image	0.25
0.15	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Communication: complete one of the following activities:

___Conduct an informational interview
___Tour a prospective college campus
___Tour a prospective place of employment
___Speak at a campus or workplace event

Job Seeking: attend one of the following workshops:

___Developing a Career Portfolio
___Developing a Resume and Cover Letter
___Tips on Job Interviewing and Presentation Skills
___Accessing Job Leads and Job Openings to Find the Perfect Job

Job Seeking: complete one of the following activities:

___Participate in mock interviews
___Complete a job shadow in a career field of interest
___Attend a college fair, job Fair, or professional fair in your field

Leadership: complete one of the following activities:

___Attend a leadership retreat or professional conference
___Attend a state/ regional/ national conference with a club
___Complete 3 hours of community service

Professionalism: complete one of the following activities:

___Attend Dining with Professionals
___Attend a transfer fair or job fair
___Complete 3 hours of community service

- Career portfolio presentation

Activities listed are not exhaustive. The Certificate of Professional Development Committee will determine if a submitted activity meets the requirement. Please note that activities should be in addition to current course requirements.

Radiography Shared LTC

Associates of Applied Science 105261

The program prepares individuals for a career as a radiographer in diagnostic imaging (x-ray). The radiographer produces images of the human body in order to aid healthcare providers in the diagnosis of injuries and diseases. Graduates of the program are eligible to take the certification examination administered by the American Registry of Radiologic Technologists (ARRT).

Outcomes

- Apply knowledge of anatomy, physiology, positioning, and radiographic techniques to accurately demonstrate anatomical structures on a radiograph or other imaging receptor.
- Determine exposure factors to achieve optimum radiographic techniques with minimum radiation exposure to the patient.
- Evaluate radiographic images for appropriate positioning and image quality.
- Model professional and ethical behavior consistent with the A.R.R.T. Code of Ethics
- Provide patient care and comfort.
- Recognize emergency patient conditions and initiate lifesaving first aid and basic life support procedures.
- Report malfunctions to the proper authority.
- Exercise independent judgment and discretion in the technical performance of medical imaging procedures.
- Participate in radiologic quality assurance programs.

Careers

- Hospital Radiology and Imaging Department
- Clinic Radiology and Imaging Department
- Diagnostic Imaging Centers

Entrance Requirements

- Submit application to Lakeshore Technical College
- Submit official High School or GED/HSED transcripts
- Submit official college transcripts, if applicable
- Submit acceptable background check and fee payment to LTC
- Successful completion of Nursing Assistant within the past 5 years (or have been working as a Certified Nursing Assistant)
- Successful completion of 4 credit Chemistry requirement (college level with lab component)
- Successful completion of Medical Terminology class
- Complete 4 hour clinical observation and an LTC Informational Session
- Submit Health/TB/Tetanus Form
- Submit Functional Abilities Statement of Understanding Form

Curriculum

Credits Req:	Course:		Credits:
16.00 General Studies			
4.00	1080617700	General Anatomy and Physiology	4.00
3.00	1080119600	Oral Interpersonal Communication	3.00
3.00	1080919800	Intro to Psychology	3.00
3.00	1080119500	Written Communication	3.00
3.00	1080919600	Intro to Sociology	3.00
16.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Nicolet College offers the Radiography program in cooperation with Lakeshore Technical College. Admission procedures, deadlines, and program availability are subject to change. Lakeshore Radiography admissions requirements must be met. The following courses are taken at Lakeshore:

Semester 1

10-526-158 Introduction to Radiography (3 cr) Prerequisite: 10-501-101

10-526-149 Radiographic Procedures 1 (5 cr) Prerequisite: 10-806-177

10-526-159 Radiographic Imaging (3 cr)

10-526-168 Radiography Clinical 1 (2 cr) Prerequisite: 30-543-300 or active on WI Nurse Aid Directory; 10-806-177. Co-requisites: 10-526-149, 10-526-158, 10-526-159

Semester 2
10-526-192 Radiographic Clinical 2 (3 cr) Prerequisite: Co-requisite: 10-526-168

Semester 3
10-526-230 Advanced Radiographic Imaging (2 cr) Prerequisite: 10-526-159
10-526-191 Radiographic Procedures 2 (5 cr) Prerequisite: 10-526-149
10-526-193 Radiographic Clinical 3 (3 cr) Prerequisite: 10-526-192

Semester 4
10-526-231 Imaging Modalities (2 cr) Prerequisite: 10-526-191
10-526-199 Radiographic Clinical 4 (3 cr) Prerequisite: 10-526-193
10-526-194 Imaging Equipment Operation (3 cr) Prerequisite: Co-requisite: 10-526-199
10-526-189 Radiographic Pathology (1 cr)

Semester 5
10-526-190 Radiographic Clinical 5 (2 cr) Prerequisite: 10-526-199

Semester 6
10-526-197 Radiation Protection and Biology (3 cr) Prerequisite: 10-526-194
10-526-198 Radiography Clinical 6 (2 cr) Prerequisite: 10-526-190
10-526-174 ARRT Certification Seminar (2 cr) Prerequisite: 10-526-190
10-526-195 Radiographic Image Analysis (2 cr) Prerequisite: 10-526-194

Total Program Credits: 65 (including General Anatomy and Physiology 4 credits)
Note: A grade of "C" or better is required in any course to progress in courses which require that course as a prerequisite.

Receptionist

Technical Diploma less than 1 year 301063

The Receptionist diploma prepares a student for an entry-level office position such as receptionist or office clerk. The program allows for flexibility and for the student to continue to the Office Assistant Technical Diploma and the Office Management Associate's Degree.

Outcomes

- Perform entry-level administrative procedures
- Create internal and external relationships

Careers

- Receptionist
- Office Clerk
- Customer Service Representative

Entrance Requirements

- Keyboarding: Demonstrate proper keyboarding techniques with speed and accuracy of at least 25 wpm with 2 or fewer errors.
- Computer Literacy: Demonstrate basic computer operating techniques.

Curriculum

Credits Req:	Course:		Credits:
12.00-17.00 Occupation Specific			
1.00	1010210600	Business Essentials	1.00
1.00-3.00	1010211300	Human Resources Roles and Laws	1.00
1.00	1010212100	Customer Service	1.00
1.00	1010311500	MS Word Beginning	1.00
1.00	1010312500	MS Outlook	1.00
1.00	1010312600	MS Excel Beginning	1.00
1.00	1010314100	MS Powerpoint Beginning	1.00
2.00	1010611400	Records Management	2.00
2.00	1010613300	Business Office Technologies	2.00
1.00-3.00	1019617000	Leadership Organizational Culture	1.00
1.00	1015110500	Digital Literacy with Cyber Security	1.00
3.00 Occupation Support			
3.00	1080119500	Written Communication	3.00
16.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Shielded Metal Arc Welding

Technical Certificate 404424

This certificate is offered for individuals interested in pursuing the skills necessary to be a successful welder in the Shielded Metal Arc Welding process. Students will learn how to interpret prints and weld symbols prior to engaging in the weld process using various metal types including carbon steel, stainless steel, and aluminum. They will also perform the thermal cutting processes during this educational experience.

Outcomes

- Print interpretation and weld symbols
- Weld inspection and testing
- Shielded metal arc welding on carbon steel
- Shielded metal arc welding AWS testing on carbon steel
- Thermal cutting

Careers

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

Entrance Requirements

Approved Safety Course or Training

Curriculum

Credits Req:	Course:		Credits:
6.00 Occupation Specific			
5.00	1044215700	Thermal Cutting	2.00
	1044215800	Shielded Metal Arc Weld on Carbon Steel	2.00
	1044216300	Weld Inspection and Testing	1.00
1.00	3144210100	Drawings and Weld Symbols	1.00
6.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Substance Use Disorder Counseling

Associates of Applied Science 105501

The program is designed for individuals interested in working with addiction issues. Through mostly online, minimal classroom/laboratory, and field experience, you will develop skills in counseling, diagnosis of addiction issues, treatment planning, group facilitation, and crisis management. Students will also learn how to respect client's rights, understand the complexity of addiction illnesses, and adhere to ethical guidelines. The degree will prepare you for entry-level work in facilities such as clinics, hospitals, community residential facilities, and various community and social services agencies.

After completion of department approved coursework, students are eligible to apply for certification in Wisconsin to become a Substance Abuse Counselors - In Training (SAC-IT).

Students must successfully pass a background check and complete clinical requirements. For more information, please connect with a Success Coach.

Outcomes

- Evaluate client for SUD treatment
- Develop individualized treatment plans
- Facilitate client referrals
- Counsel clients
- Provide education relevant to substance use and recovery
- Produce professional SUDC documentation
- Manage client cases
- Display professional conduct in the clinical setting
- Develop professional relationships with client(s)
- Apply personal wellness strategies for the helping professions

Careers

- SUDC Counselor
- SUDC Counselor Aid
- Residential SUDC Counselor
- Treatment Counselor
- Resident Manager

Entrance Requirements

--Submit an acceptable Wisconsin Criminal/Caregiver Background check

Curriculum

Credits Req:	Course:		Credits:
45.00 Technical Studies			
3.00	1080918800	Developmental Psychology	3.00
3.00	1055012200	Across the Lifespan	3.00
3.00	1055020800	SUDC Assessment Diagnosis and Treatment	3.00
3.00	1055021000	Boundaries Ethics for Helping Profession	3.00
3.00	1055021100	Clinical Experience 1	3.00
3.00	1055021200	Clinical Experience 2	3.00
3.00	1055020500	Counseling Theory	3.00
3.00	1055020900	Family Systems	3.00
3.00	1055020200	Foundations of Case Management	3.00
3.00	1055020400	Group Facilitation	3.00
3.00	1055020600	Introduction to Interview and Counsel	3.00
3.00	1055020000	Intro to Substance Use Disorder Profess	3.00
3.00	1055020300	Overview of Mental Health Disorders	3.00
3.00	1055020700	Psychopharmacology	3.00
3.00	1055020100	Understanding Substance Use	3.00
19.00 General Studies			

4.00	1080619800	Human Biology	4.00
3.00	1080919800	Intro to Psychology	3.00
3.00	1080119500	Written Communication	3.00
3.00	1080915900	Abnormal Psychology	3.00
3.00	1080119600	Oral Interpersonal Communication	3.00
3.00	1080917200	Introduction to Diversity Studies	3.00
3.00 Electives			

67.00 Total Degree Credits

Graduation Requirements

GPA: 2.000

Technical Studies Journey Worker

Associates of Applied Science 104995

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 of Applied Science degree customized to their individual career goals and interests. Thirty-nine credits are granted toward the degree, based upon possession of a Certificate of Apprenticeship issued by the Wisconsin Department of Workforce Development Bureau of Apprenticeship Standards (DWD-BAS). The apprenticeship program must be at least three years long and include at least 400 hours of prescribed paid-related technical instruction to fulfill the 39-credit minimum.

Careers

- Lineman
- Journeyman Lineman

Entrance Requirements

-Possess a Certificate of Apprenticeship (completion) issued by the Wisconsin Department of Workforce Development-Bureau of Apprenticeship Standards.
-Complete all required WTCS apprentice paid related technical instruction with a minimum course grade of C. There are no time limits on credit recognition.

Curriculum

Credits Req:	Course:	Credits:
6.00 Electives		
6.00	**Total Degree Credits**	

Graduation Requirements

GPA: 2.000
60 Total Credits are required

Students will be awarded 39 technical credits for their apprenticeship training. Students must complete a minimum of 21 additional credits to meet the WTCS Associate of Applied Science 60 credit minimum degree requirement. These must include 15 credits of general education distributed across the following categories and 6 elective technical studies or additional general education credits.

Communications - 6 credits
Social Science - 3 credits
Behavioral Science - 3 credits
Math and/ or Science - 3 credits
Additional Elective or General Education
OR Associate Degree Level Technical Studies - 6 credits

Students must complete at least 25% of credits through the technical college awarding the AAS degree. A Nicolet College apprenticeship program with at least 400-hours of paid-related instruction (PRI) meets this threshold.

A minimum GPA of 2.0 is required to graduate.

Tribal Business Management

Technical Certificate 401025

Develops the skill of people who work or plan to work in a tribal organization or Native American business environment. Areas covered include fundamental management skills and how a native nation's historical, legal, political and cultural context impact an organization's work.

Outcomes

- Understand the relationship between a Native nation's legal, political and cultural context and the workplace
- Lead, motivate, and supervise others
- Plan and execute projects and everyday operations
- Manage organizational culture
- Manage organizational personnel and non-personnel resources

Careers

- First Line Supervisor/Manager
- Administrative Services Manager
- Program Manager

Curriculum

Credits Req:	Course:		Credits:
10.00 Occupation Specific			
1.00	1010210600	Business Essentials	1.00
9.00	1010214000	Fundamentals of Tribal Management	3.00
	1010214100	Advanced Tribal Management	3.00
	1010214200	Tribal Supervisory Management	3.00
10.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Welding

Technical Diploma 1 year 314421

Learn welding at your own pace, through hands-on learning, and with your instructor and success coach to guide you. The Welding program is designed to give students entry-level skills required in fabrication, construction, maintenance and other metal working industries. You'll 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, you'll have the skills needed to take a welding certification test or job-entry performance test.

Outcomes

- Demonstrate industry-recognized safety practices
- Interpret welding drawings
- Produce gas metal arc welds (GMAW)
- Produce shielded metal arc welds (SMAW)
- Produce flux core arc welds (FCAW)
- Produce gas tungsten arc welds (GTAW)
- Perform cutting operations

Careers

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

Curriculum

Credits Req:	Course:		Credits:
26.00 Occupation Specific			
1.00	3144210100	Drawings and Weld Symbols	1.00
1.00	3144215600	Welding Metallurgy	1.00
23.00	1044210300	Print Reading	3.00
	1044212000	Gas Tungsten Arc Welding on Carbon Steel	2.00
	1044212300	Gas Tungsten Arc Welding on Stainless	1.00
	1044212600	Gas Tungsten Arc Welding on Aluminum	1.00
	1044213000	Introduction to Machine Operations	2.00
	1044215000	Gas Metal Arc Welding on Stainless Steel	1.00
	1044215300	Gas Metal Arc Welding on Aluminum	1.00
	1044215700	Thermal Cutting	2.00
	1044215800	Shielded Metal Arc Weld on Carbon Steel	2.00
	1044215900	Gas Metal Arc Welding on Carbon Steel	3.00
	1044216300	Weld Inspection and Testing	1.00
	1044216700	Intro to Fabrication	1.00
	1044216900	Flux Core Arc Welding on Carbon Steel	3.00
1.00	1044217200	Safety in Manufacturing	1.00
4.00-5.00 Occupation Support			
1.00-2.00	3189010700	Ethics for the Workplace	1.00
1.00-3.00	3180410200	Geometry Skills	1.00
1.00-3.00	3180410100	Math Skills	1.00
1.00-2.00	3189010400	Professional Skills for Success	1.00
30.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

Welding/Maintenance & Fabrication

Technical Diploma less than 1 year 304422

This industry recognized credential provides the skills necessary to entry-level employment in the field. All competencies apply to the welding technical diploma degree.

Outcomes

- Demonstrate industry-recognized safety practices
- Interpret welding drawings
- Produce gas metal arc welds (GMAW)
- Produce shielded metal arc welds (SMAW)
- Perform cutting operations

Careers

- Welder
- Cutter
- Solderer
- Brazer

Curriculum

Credits Req:	Course:		Credits:
13.00 Occupation Specific			
1.00	3144210100	Drawings and Weld Symbols	1.00
11.00	1044210300	Print Reading	3.00
	1044215700	Thermal Cutting	2.00
	1044215800	Shielded Metal Arc Weld on Carbon Steel	2.00
	1044215900	Gas Metal Arc Welding on Carbon Steel	3.00
	1044216300	Weld Inspection and Testing	1.00
1.00	1044217200	Safety in Manufacturing	1.00
2.00-3.00 Occupation Support			
1.00-3.00	3180410200	Geometry Skills	1.00
1.00-3.00	3180410100	Math Skills	1.00
15.00	**Total Degree Credits**		

Graduation Requirements

GPA: 2.000

COURSES AND COURSE DESCRIPTIONS

Accounting (101)

10-101-101-00 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.

10-101-102-00 Introduction to Accounting
Students learn to apply debit/credit theory in preparing basic journal entries. Also includes financial statement ratios, bank reconciliations, and payroll. Lecture. Credits: 1.

10-101-111-00 Payroll Accounting Project
Students will prepare payroll tax during a quarter for a business. Lab. Credits: 1.Prerequisite: 1010111000 Payroll Accounting Foundations (C or better) (concurrent enrollment allowed).

10-101-112-00 Payroll Accounting
Teaches accounting theory and application for payroll, including preparation and reporting processes, laws and government reporting requirements Lab, Lecture. Credits: 3.Prerequisite: 1010115100 Accounting Principles Accounting Cycle (C or better) (concurrent enrollment allowed).

10-101-115-00 Tax 1 Individual Income Taxation
Students will learn about individual income taxation. Lecture. Credits: 2.

10-101-116-00 Tax 1 Tax Deductions and Credits
Students will learn about tax deductions and credits. Lecture. Credits: 1.Prerequisite: 1010111500 Tax 1 Individual Income Taxation (C or better) (concurrent enrollment allowed).

10-101-117-00 Tax 1 Preparing Individual Tax Returns
Students will learn about preparing individual tax returns Lecture. Credits: 1.Prerequisite: 1010111600 Tax 1 Tax Deductions and Credits (C or better) (concurrent enrollment allowed).

10-101-122-00 Tax 2 Research Planning and Property Transaction Taxation
Students will determine the impact of various tax issues on tax liability including depreciation, property transactions, AMT, and at-risk and passive transactions. Students will also perform tax research and planning. Lecture. Credits: 2.Prerequisite: 1010111700 Tax 1 Preparing Individual Tax Returns (C or better).

10-101-123-00 Tax 2 Business Gift Estate and Trust Taxation
Students will study tax laws and prepare business, gift, estate and trust tax returns Lecture. Credits: 1.Prerequisite: 1010112200 Tax 2 Research Plan and Property Trans (C or better) (concurrent enrollment allowed).

10-101-135-00 QuickBooks Applications
Perform advanced level accounting functions in QuickBooks: complex daily transactions, payroll, month end, reports and budgets Lab, Lecture. Credits: 1.Prerequisite: 1010315500 QuickBooks Basics (C or better).

10-101-151-00 Accounting Principles: Accounting Cycle
Develop an understanding of the fundamental principles of accounting and all steps of the accounting cycle. Lecture. Credits: 2.

10-101-153-00 Accounting Principles: Partnership Accounting
Students will prepare various accounting records for partnerships Lecture. Credits: 1.Prerequisite: 1010121000 Acct Princ Receivables Cash and Assets (C or better).

10-101-156-00 Accounting Principles: Equity Financing Accounting
Students will learn the principles of equity financing accounting Lecture. Credits: 1.Prerequisite: 1010121000 Acct Princ Receivables Cash and Assets (C or better).

10-101-157-00 Accounting Principles: Debt Financing Accounting
Students will learn the principles of debt financing accounting Lecture. Credits: 1.Prerequisite: 1010121000 Acct Princ Receivables Cash and Assets (C or better).

10-101-159-00 Accounting Principles: Financial Statement Analysis
Students will learn the principles of financial statement analysis. Lecture. Credits: 1.Prerequisite: 1010121000 Acct Princ Receivables Cash and Assets (C or better).

10-101-166-00 Intermediate Accounting 2
Prepares the learner to account for revenue, leases, deferred income taxes, changes in estimates or principles, retirement plans, accounting for derivatives, and apply the FASB conceptual framework. Lecture. Credits: 2.Prerequisite: 1010122500 Inter Acct Earnings Balances Investment (C or better).

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, and design a plan for internal control of a business. Lecture. Credits: 3.Prerequisites: 1010111200 Payroll Accounting (C or better) and 1010115900 Acctg Princ Financial Statement Analysis (C or better) and 1010113500 QuickBooks Applications (C or better) and 1010311500 MS Word Beginning (C or better).

10-101-178-00 Cost Accounting: Job Order and Process Costing
Students will account for all production costs using job order and process costing Lecture. Credits: 1.Prerequisite: 1010121000 Acct Princ Receivables Cash and Assets (C or better).

10-101-179-00 Cost Accounting: Standard Cost Accounting
Students will perform budgeting, standard costing and variance analysis and communicate results. Lecture. Credits: 1.Prerequisite: 1010117800 Cost Acctg Job Order and Process Costing (C or better) (concurrent enrollment allowed).

10-101-181-00 Cost Accounting: Cost Analysis
Students will analyze cost accounting information for decision making including cost, volume, profit analysis. Lecture. Credits: 1.Prerequisite: 1010117900 Cost Accounting Standard Cost Accounting (C or better) (concurrent enrollment allowed).

10-101-186-00 Accounting Spreadsheet Basics
This course will cover how to use financial/accounting functions in spreadsheets to solve case studies. Lab, Lecture. Credits: 1.

10-101-189-00 Accounting Spreadsheet Applications
This course will cover how to create spreadsheets and charts for financial analysis and budgeting to solve case studies. Lab, Lecture. Credits: 1.Prerequisite: 1010118600 Accounting Spreadsheet

Basics (C or better) (concurrent enrollment allowed).

10-101-205-00 Accounting Principles: Inventory Valuation
This course will provide in depth knowledge of various inventory valuation methods. Lecture. Credits: 1.Prerequisite: 1010115100 Accounting Principles Accounting Cycle (C or better).

10-101-210-00 Accounting Principles: Receivables, Cash and Assets
This course will provide in-depth knowledge of various methods of Account Receivable valuation; Cash valuation, and Internal controls; various fixed asset depreciation methods and intangible asset depletion method principle. Lecture. Credits: 2.Prerequisite: 1010115100 Accounting Principles Accounting Cycle (C or better).

10-101-220-00 Intermediate Accounting: Cash Flow
This course covers how to report and analyze business cash flow. Lecture. Credits: 1.Prerequisite: 1010115900 Acctg Princ Financial Statement Analysis (C or better).

10-101-225-00 Intermediate Accounting: Earnings, Balance Sheets and Investments
Students will apply the FASB conceptual framework and report and analyze business financial position on a balance sheet. Report and analyze business earnings in all aspects of the income statement and account for investments. Lecture. Credits: 2.Prerequisite: 1010115900 Acctg Princ Financial Statement Analysis (C or better).

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.

20-815-221-00 Ceramics
Explores variations in ceramic techniques and concepts through the use of thrown and hand-built forms. Lab. 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
Explores basic digital photography. Develop skills to use a digital camera in manual mode, understand variables of exposure, composition, transferring, storing, and printing of digital images. Lab. Credits: 3.

20-815-265-00 Intermediate Ceramics
Investigates advanced technique, conceptual development, and contemporary issues of art. Lab. Credits: 3.Prerequisite: 2081522100 Ceramics (C or better).

Autom otive Technology (404,602)

10-602-107-00 Auto Service Fundamentals
Focuses on developing skills in professionalism, safety, and the use of basic hand and power tools in accordance with industry standards. Students are introduced to the automotive service industry and learn to use both comprehensive and manufacturer service information to perform basic under-hood and under-car services. Lab, Lecture. Credits: 2.

32-404-301-00 Automotive Safety
Student will demonstrate competence in automotive safety. This is part of the Maintenance and Light Repair ASE G1. Lab, Lecture. Credits: 1.

32-404-302-00 Automotive Service Fundamental Procedures
Student will demonstrate basic automotive service procedures. This is part of the Maintenance and Light Repair ASE G1. Lab, Lecture. Credits: 1.

32-404-304-00 Electrical Principles
Student will summarize electrical principles. his is part of the Maintenance and Light Repair Certification ASE G1. Lab, Lecture. Credits: 1.

32-404-306-00 Automotive Electrical Wire Repair
Student will perform basic electrical testing procedures. his is part of the Maintenance and Light Repair Certification ASE G1. Lab, Lecture. Credits: 1.

32-404-308-00 Steering, Suspension, Inspection, and Light Repair
Student will inspect, diagnose, and repair steering and suspension systems. This is part of the Maintenance and Light Repair ASE G1. Lab, Lecture. Credits: 1.

32-404-310-00 Wheel Alignment
Student will perfrom wheel alignment inspection and repair. This is part of the Maintenance and Light Repair ASE G1. Lab, Lecture. Credits: 1.

32-404-313-00 Battery and Lighting Systems
Student will diagnose, service, and repair automotive battery and lighting systems. This is part of the Maintenance and Light Repair Certification ASE G1. Lab, Lecture. Credits: 1.

32-404-315-00 Starting and Charging Systems
Student will diagnose, service, and repair automotive charging and starting systems. This is part of the Maintenance and Light Repair Certification ASE G1. Lab, Lecture. Credits: 1.

32-404-317-00 Automotive HVAC Systems
Student will perform general A/C diagnosis and repair. This is part of the Maintenance and Light Repair Certification ASE G1. Lab, Lecture. Credits: 1.

32-404-325-00 Engine Performance Maintenance
Students will perform general diagnosis and repair procedure of engine performance systems. This is part of the Maintenance and Light Repair Certification ASE G1. Lab, Lecture. Credits: 1.

32-404-327-00 Manual Drivetrain Fluid Service and Repair
Student will perform fluid service and diagnosis and drive shaft & CV shaft diagnosis & repair. This is part of the Maintenance and Light Repair ASE G1. Lab, Lecture. Credits: 1.

32-404-330-00 Automatic Transmission Service
Student will perform basic automatic transmission/transaxle diagnosis and fluid service. This is part of the Maintenance and Light Repair ASE G1. Lab, Lecture. Credits: 1.

32-404-338-00 Automotive Service Professional Simulation 1
Students will practice entry-level service technician skills. Lab, Lecture. Credits: 1.

32-404-342-00 Hydraulic and Mechanical Brake Systems
Student will perform diagnosis and repair of master cylinders, brake lines, brake power assist units, and electronic brake control systems. This is part of the ASE A5 Certification. Lab, Lecture. Credits: 1.

32-404-345-00 Hybrid Motors and Batteries
Student will learn hybrid motor and battery operation and testing. Lab, Lecture. Credits: 1.

32-404-347-00 Hybrid Manufacturer Specific Systems
Student will survey manufacturer specific hybrid systems. Lab, Lecture. Credits: 1.

32-404-352-00 Engine Repair Cylinder Head
Student will perform service procedures on engine cylinder head. This is part of the ASE A1 Certification. Lab, Lecture. Credits: 1.

32-404-354-00 Engine Repair Engine Block
Student will perform service procedures on engine block. This is part of the ASE A1 Certification. Lab, Lecture. Credits: 1.

32-404-356-00 HVAC System Service
Student will perform refrigerant recovery, recycling, and handling procedures. Student will perform A/C system component replacement and diagnosis. This is part of the ASE A7 Certification. Lab, Lecture. Credits: 1.

32-404-358-00 HVAC Controls
Student will perform diagnosis of HVAC control systems. This is part of the ASE A7 Certification. Lab, Lecture. Credits: 1.

32-404-362-00 Entertainment and Comfort Systems
Student will perform diagnosis of anti-theft and security systems. Student will perform diagnosis of entertainment systems. This is part of the ASE A6 Certification. Lab, Lecture. Credits: 1.Prerequisite: 3240445000 Automotive Data Communication Systems (C or better) (concurrent enrollment allowed).

32-404-364-00 Safety and Anti-theft Systems
Student will perform diagnosis of horn and wiper systems. Student will perform module reprogramming procedures. This is part of the ASE A6 Certification. Lab, Lecture. Credits: 1.Prerequisites: 3240445000 Automotive Data Communication Systems (C or better) (concurrent enrollment allowed) and 3240444500 Automotive Sensors and Diagnostics (C or better) (concurrent enrollment allowed).

32-404-366-00 Automotive Occupational Operations
Student will explore automotive occupational operations Lecture. Credits: 1.

32-404-368-00 Automotive Business Operations
Student will explore automotive business operations Lecture. Credits: 1.

32-404-370-00 Advanced Steering Systems
Student will perform diagnosis and repair of power steering and steering linkage. This is part of the ASE A4 Certification. Lab, Lecture. Credits: 1.

32-404-372-00 Advanced Suspension Systems
Student will perform diagnosis and repair of suspension components. This is part of the ASE A4 Certification. Lab, Lecture. Credits: 1.

32-404-374-00 Manual Driveline and Four Wheel and All Wheel Drive
Student will perform diagnosis and repair of manual transmission/transaxle and Four-wheel and all-wheel drive. This is part of the ASE A3 Certification. Lab, Lecture. Credits: 1.

32-404-376-00 Axles and Differentials
Student will perform diagnose & repair of ring and pinion and differential assembly. This is part of the ASE A3 Certification. Lab, Lecture. Credits: 1.

32-404-378-00 Manual Clutch and Transmission Systems
Student will perform diagnosis and repair of the clutch and transmission systems. This is part of the ASE A3 Certification. Lab, Lecture. Credits: 1.

32-404-380-00 Automatic Transmission Transaxle Diagnosis
Student will perform advanced automatic transmission/transaxle diagnosis. This is part of the ASE A2 Certification. Lab, Lecture. Credits: 1.

32-404-382-00 Automatic Transmission Transaxle Remove and Reinstall
Student will remove and reinstall an automatic transmission/transaxle. This is part of the ASE A2 Certification. Lab, Lecture. Credits: 1.

32-404-384-00 Automatic Transmission Transaxle Rebuild
Student will perform transmission/transaxle rebuilding procedures. This is part of the ASE A2 Certification. Lab, Lecture. Credits: 1.

32-404-386-00 Computerized Engine Controls Systems

Student will perform diagnosis of computerized engine control system. This is part of the ASE A8 Certification. Lab, Lecture. Credits: 1.Prerequisites: 3240445000 Automotive Data Communication Systems (C or better) (concurrent enrollment allowed) and 3240444500 Automotive Sensors and Diagnostics (C or better) (concurrent enrollment allowed).

32-404-388-00 Ignition System
Student will perform diagnosis and repair of ignition system. This is part of the ASE A8 Certification. Lab, Lecture. Credits: 1.

32-404-392-00 EVAP and PCV Systems
Student will perform diagnosis and repair of EVAP and PCV systems. This is part of the ASE A8 Certification. Lab, Lecture. Credits: 1.

32-404-394-00 Exhaust Related Emission Controls
Student will perform diagnosis and repair of catalytic converters, AIR, and EGR systems. This is part of the ASE A8 Certification. Lab, Lecture. Credits: 1.

32-404-396-00 Automotive Diesel Operation
Student will learn diesel engine and fuel system operation and diagnosis. Lab, Lecture. Credits: 1.

32-404-398-00 Automotive Diesel Emissions
Student will learn and diagnose diesel emission systems. Lab, Lecture. Credits: 1.

32-404-399-00 Automotive Service Professional Simulation 2
Students will continue to practice entry service technican skills with refinement on the concern, cause, and correction, including indepth diagnosis. Lab, Lecture. Credits: 1.

32-404-401-00 Wheel and Tire Service
Student will perform diagnosis and repair of wheel and tire systems. This is part of the Maintenance and Light Repair ASE G1. Lab, Lecture. Credits: 1.

32-404-415-00 Engine Repair Mechanical System
Student will perform engine mechanical diagnosis procedures. This is part of the Maintenance and Light Repair ASE G1. Lab, Lecture. Credits: 1.

32-404-420-00 Engine Lubrication Systems
Student will perform diagnosis and repair of the lubrication systems. This is part of the Maintenance and Light Repair ASE G1. Lab, Lecture. Credits: 1.

32-404-425-00 Engine Cooling Systems
Student will perform diagnosis and repair of the cooling systems. This is part of the Maintenance and Light Repair ASE G1. Lab, Lecture. Credits: 1.

32-404-430-00 Drum Brakes
Student will perform diagnosis and repair of drum brake systems. This is part of the Maintenance and Light Repair ASE G1. Lab, Lecture. Credits: 1.

32-404-436-00 Disc Brakes
Student will perform diagnosis and repair of disc brake systems. This is part of the Maintenance and Light Repair ASE G1. Lab, Lecture. Credits: 1.

32-404-440-00 Electronic Brake Control System
Student will perform diagnosis and repair of electronic brake control systems. This is part of the ASE A5 Certification Lab, Lecture. Credits: 1.

32-404-445-00 Automotive Sensors and Diagnostics
This course covers sensors that are common in automotive applications. Student will learn sensor construction, operation, and diagnosis skills including strategy based diagnostics and oscilloscope use. Lab, Lecture. Credits: 1.

32-404-450-00 Automotive Data Communication Systems
This course covers automotive computer networks. Student will learn system construction, operation, and diagnosis skills. Lab, Lecture. Credits: 1.

32-404-460-00 Fuel Systems
Student will perform diagnosis and repair of fuel supply and delivery systems. This is part of the ASE A8 Certification. Lab, Lecture. Credits: 1.

32-404-465-00 Normal and Forced Aspiration Systems
Systems Student will perform diagnosis and repair of air induction systems. This is part of the ASE A8 Certification. Lab, Lecture. Credits: 1.

Business (102,104)

10-102-101-00 Introduction to Business
Introduction to Business is a high-level overview of the business world. Students will explore different types of businesses, how the economy affects them and current trends in business. Students will learn about their own personality preferences, entrepreneurial mindset and different types of business leaders. Students will discover skills needed for business careers and will formulate a career plan. Lecture. Credits: 1.

10-102-106-00 Business Essentials
This class helps new Nicolet students make a successful transition to the College. The course is a chance for students to learn College resources, practice pacing and time management, grit and the learning management system. Students also receive an introduction and have opportunities to practice professional business communication. Lecture. Credits: 1.

10-102-108-00 Operations Management Role and History
Students will discover the critical roles managers play in organizations and explore how managers plan, lead, organize and control. This class will also explore the origins of management and review major developments in business through the centuries and how they are still relevant today. Lecture. Credits: 1.

10-102-109-00 Operations Management Business Operations
This course introduces how to manage processes within organizations including supply chain management and quality assurance. Students will also learn how to manage discrete projects and the basic tenets of project management. Lecture. Credits: 1.

10-102-111-00 Operations Management Global Business
This class reviews the characteristics, opportunities and challenges of the global business environment including how to identify and describe forces that affect global trade. Students will select a country outside the United States and research the viability of conducting business in that country. Lecture. Credits: 1.

10-102-113-00 Human Resources Roles and Laws
This class reviews the role and importance of Human Resources in organizations. Current challenges Human Resources contends with are covered. Students will learn about major employment laws and how to ensure that company programs, practices and policies align

with those laws. Lecture. Credits: 1.

10-102-115-00 Human Resource Management
Examine the strategic role of Human Resources in organizations. Understand employment law. Develop a job portfolio including job description, compensation package, recruiting, interviewing and onboarding plans. Learn performance management and coaching techniques. Lecture. Credits: 3.

10-102-116-00 Human Resources Recruitment
This class will cover how to develop job descriptions and competitive salary packages for open positions. Students will create effective recruiting and interview programs so the best candidates will be selected. Lecture. Credits: 1.

10-102-118-00 Human Resources Employee Evaluation
This class covers onboarding new employees and providing informal and formal feedback. Students will also learn how to mentor and coach employees. Students create onboarding and performance evaluation plans. Lecture. Credits: 1.

10-102-121-00 Customer Service
This course is intended to teach students ways to take care of their customers and add value to customer interactions. They will identify the difference between internal and external customers, and develop verbal, nonverbal, and listening communication skills. Students will develop problem-solving techniques and the ability to lead and expand the customer service process, learn how to deal with customers, and build skills for analyzing and prioritizing customer needs. Students will learn to use the phone, email and other communications methods effectively and efficiently in the world of work. Lecture. Credits: 1.

10-102-130-00 Operations Management
Examine the important role that managers play in organizations and management theories developed throughout history which are still relevant today. Learn and apply the key concepts that contribute to running an effective organization including quality improvement, project management and global expansion of business. As an integrated course, students will also practice professional business writing. Lecture. Credits: 3.

10-102-137-00 Business Analytics
Unlock the power of data to drive business success. This course provides a hands-on introduction to analyzing and interpreting data to solve real-world business challenges. By the end of the course, students will be able to make data-driven recommendations that enhance category growth, revenue generation, and profitability. Lab, Lecture. Credits: 2.Prerequisites: 1010312600 MS Excel Beginning (C or better) and 1080412300 Math with Business Applications (C or better).

10-102-140-00 Fundamentals of Tribal Management
Examines the basics of business and management in a tribal organizational context or Native American business setting. Topics are approached from a culturally relevant perspective and include leadership, human resource development, sustainable resource building, entrepreneurship and program planning. Lecture. Credits: 3.Prerequisite: 1010210600 Business Essentials (C or better).

10-102-141-00 Advanced Tribal Management
Studies the governance and administration of contemporary Native Nations. It examines legislative, 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. Lecture. Credits: 3.Prerequisites: 1010214000 Fundamentals of Tribal Management (C or better) and 1010214200 Tribal Supervisory Management (C or better).

10-102-142-00 Tribal Supervisory Management
Explores management theories and strategies for effective supervisory management in a tribal organizational context or Native American business setting. This course merges tribal traditions or knowledge with business management as tools for successful supervisory management. Topics covered include federal Indian law, business ethics, strategic planning, job analysis and the employee performance evaluation process as tools for effective workforce development and supervisory management. Lecture. Credits: 3.Prerequisites: 1010214000 Fundamentals of Tribal Management (C or better) (concurrent enrollment allowed) and 1010210600 Business Essentials (C or better) (concurrent enrollment allowed).

10-102-152-00 Modern 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.

10-102-192-00 Business Internship
Internships are off-campus experiential learning activities designed for students to earn academic credit by connecting the job experience with the concepts, theories, and ideas learned through their program. Internships are powerful resume builders, offer application of concepts, and expand employable skills. Occupational. Credits: 2.

10-102-193-00 Business Capstone
The purpose of the Capstone activity is to create an opportunity for the student to make connections between the variety of coursework that is part of their degree. This course is an independent study designed by the student under the supervision and guidance of a faculty member. The final assessment will demonstrate competency through one or more of the following: academic or career portfolio, paper, project, presentation, publication, journal, etc. The student should consult with their program advisor or instructor before selecting this course. Independent Study Hours. Credits: 2.

10-102-201-00 Business Law Foundation and Torts
This course examines law and the ways it impacts business operations. The student will learn sources of business law and be exposed to jurisdiction, the adjudication process and the framework of the court system. Torts and intellectual property are also covered. Lecture. Credits: 1.

10-102-205-00 Business Law Contracts
This course will cover the basic requirements of contracts, how they may be breached and the process of collecting damages in a breach. Student will be exposed to The Uniform Commercial Code and the relationship between it and contract law. Lecture. Credits: 1.

10-102-210-00 Business Law Entities and Real Property

This class covers typical business entities such as sole proprietorship, partnership and corporation along with the advantages and disadvantages of each. Students will also learn the critical elements of real property and personal property laws. Lecture. Credits: 1.

10-102-220-00 Strategic Management Vision and Innovation
This course introduces the concept of strategic management through case analyses and considers the basic direction and goals of an organization including vision and mission statements. Students will learn the importance of applying strategy throughout the organization to mitigate and solve problems. Lecture. Credits: 1.

10-102-225-00 Strategic Management Analysis of Competition
Students will conduct environmental analyses of companies including assessing social, political, technological, economic and global factors to define strengths, weaknesses, opportunities and threats in organizations. Risk management is also addressed. Lecture. Credits: 1.

10-102-230-00 Strategic Management Social Responsibility
Students will learn how to identify and promote opportunities of organizations to engage in corporate social responsibility activities and the importance and competitive advantage of doing so. This class will cover the importance of ethics and how to apply them in decision-making. Students will explore ethical dilemmas and determine how to deal with them. Lecture. Credits: 1.

10-102-240-00 Business Finance Financial Statements and Budgeting
Managers use financial statements to gauge the health of their organizations. In this class, students will review and create balance sheets, income and cash flow statements. They will then analyze the statements by calculating and trending ratios. Students will learn capital budgeting and break-even calculations. Lab, Lecture. Credits: 2.Prerequisite: 1010110200 Introduction to Accounting (C or better).

10-102-245-00 Business Finance Personal Finance
Personal Finance is a course designed to help students understand the impact of individual choices on financial goals. Topics covered will include income, money management, spending and credit, as well as saving and investing. This course will provide a foundational understanding for making informed personal financial decisions. Students will create personal finance goals and action plans. Lecture. Credits: 1.Prerequisite: 1010110200 Introduction to Accounting (C or better).

10-102-310-00 AI Tools for Any Profession
This 1-credit course introduces learners to Artificial Intelligence (AI) chatbots, providing a strong foundation in AI literacy, a critical skill for the careers of tomorrow. Focusing on prompt engineering, students will learn how to effectively direct AI systems to assist with tasks such as content creation, brainstorming, problem solving, and data analysis. You will gain expertise in prompt engineering and proficiency in applying advanced AI tools specific to a chosen profession. The course also covers ethical and legal considerations to consider when creating AI content. Lab, Lecture. Credits: 1.

10-104-101-00 Marketing Fundamentals
This course examines the business function of Marketing. Students will learn how marketers deliver value in satisfying customer needs and wants, determine which target markets the organization can best serve, and decide upon appropriate products, services, and programs to serve these markets. Lecture. Credits: 2.

10-104-105-00 Marketing Plan Development
Students will create a marketing plan for a business. They will examine the strengths, weaknesses, opportunities and threats to the business, and then analyze target markets, customers and competitors. Students will create a marketing strategy and budget, then determine metrics to judge its success. The final project will be a Marketing Plan formatted for presentation to a customer or management team. Lecture. Credits: 1.Prerequisite: 1010410100 Marketing Fundamentals (C or better) (concurrent enrollment allowed).

10-145-101-00 Entrepreneurship Fundamentals
Students learn about key elements, risks and rewards of entrepreneurship and paths to developing the entrepreneurial mindset. Students use research and case studies to develop an idea for a new business and determine its viability. Lecture. Credits: 1.

10-145-110-00 Entrepreneurship Business Plan Development
Students create a business plan using a proven framework to guide them through the process. They discover what it takes to identify an opportunity and refine their strategy with instructor feedback at each step. Final project includes a finished business plan and presentation for other stakeholders to prepare them to start a new venture. Lab, Lecture. Credits: 2.Prerequisites: 1010110200 Introduction to Accounting (C or better) (concurrent enrollment allowed) and 1010410100 Marketing Fundamentals (C or better) and 1010410500 Marketing Plan Development (C or better) (concurrent enrollment allowed).

10-196-160-00 Leadership Qualities of Leaders
This course covers the importance of effective leaders and leadership to the success of organizations. Students will explore the critical differences between managers and leaders. Lecture. Credits: 1.

10-196-165-00 Leadership Emotional Intelligence
This course introduces emotional intelligence and its importance in leadership. Leadership qualities and best practices are also covered. Students will assess their emotional intelligence level and leadership acumen and create action plans to leverage and strengthen these skills. Lecture. Credits: 1.

10-196-170-00 Leadership Organizational Culture
This class will cover what the leader's role is in creating the optimal workplace. Students will learn the components of a great workplace and how to improve corporate culture. Students have the opportunity to assess their workplace and provide recommendations for strengthening. Lecture. Credits: 1.

10-196-175-00 Leadership Change Management
This class covers best practices in effecting change in organizations. Students will learn why people resist change and strategies to make change happen effectively. Students will apply an eight-step change model to a situation at work or in their lives. Lecture. Credits: 1.

10-196-180-00 Leadership Team Development
Team development is critical to success. This class will cover setting expectations for your team, motivating them, providing feedback and resolving conflict. Lecture. Credits: 1.

10-196-185-00 Leadership Employee Coaching
Coaching and developing employees are important strategies for retention. In this course, students will learn a coaching model and apply it in a real-world situation. Lecture. Credits: 1.

Carpentry (410,475)

50-410-541-00 Carpentry Apprenticeship 1
Apprentices will be introduced to safe working practices which include the identification, use, and maintenance of commonly used hand tools, portable and stationary power tools, personal protective equipment, and ladders and scaffolding. Course topics also include basic applied math, communication skills, along with an introduction to construction drawings and print reading. Safe material handling will also be examined in this course. Lecture. Credits: 2.

50-410-542-00 Carpentry Apprenticeship 2
Apprentices will continue to further examine construction drawings along with plan specifications. The use of transits and levels, along with an introduction to building layout will be discussed. Course topics will also include the various types of building materials, fasteners, and adhesives used in residential construction. Apprentices will learn trade practices involving residential floor systems, as well as code- related topics. Various floor framing components will be examined, along with floor system layout. Lecture. Credits: 2.

50-410-543-00 Carpentry Apprenticeship 3
Apprentices will learn about wall construction techniques used in residential construction. Various wall construction methods and components will be examined during this course. The course will also discuss and explore roof systems and framing requirements involved. Various roof styles, along with trusses, rafters, ceiling joist, intersecting valleys, eaves and rakes, and other cornice details will be examined. Application of print reading skills will be utilized, along with code-related topics. Lecture. Credits: 2.

50-410-544-00 Carpentry Apprenticeship 4
Apprentices will explore the various thermal and moisture protection materials and industry installation techniques. Insulation materials and residential waterproofing products will be identified and include discussion and best practices for job site installation. The course will also include examining and understanding building science in residential construction. The physics of air movement and interaction of people, residences, and the environment will be discussed, along with framing and air sealing details. Lecture. Credits: 2.

50-410-545-00 Carpentry Apprenticeship 5
Apprentices will explore exterior finishing systems in this course. Exterior finishing systems will include roofing, soffit and fascia, window and door installation, masonry, and exterior siding as well as other various exterior cladding systems used in residential construction. Exterior finish building materials will be examined, along with code-related topics. Lecture. Credits: 2.

50-410-546-00 Carpentry Apprenticeship 6
Apprentices will examine stair design, layout, and building. This course will provide an opportunity to identify stair components and the relationship of occupant safety based on codes and standards. Exterior deck construction will also be discussed, along with the various building materials used and industry installation techniques. Application of print reading skills will be utilized, along with code-related topics. Lecture. Credits: 2.

50-410-547-00 Carpentry Apprenticeship 7
Apprentices will examine interior finish systems. This course will cover drywall installation and finish techniques, interior door installation, window and door trim, crown molding, baseboard, and paneling installation. Acoustical ceiling basics will be explored, along with various interior flooring materials. Cabinetry and countertop installation will also be discussed. Lecture. Credits: 2.

50-410-548-00 Carpentry Apprenticeship 8
This course is intended as a final review and comprehensive assessment of the apprentices experience over the past instructional courses. This course will include a review of construction blueprint reading, applied math and communication skills, building codes, and any other topics covered throughout the program. A discussion of current or emerging industry trends will be included, as well as emerging industry equipment and technologies. Apprentices will also have the opportunity to participate in a capstone hands-on project or industry-related activities with other classmates. Lecture. Credits: 1.

College Parallel

10-606-610-00 Introduction To Engineering
An introductory course that provides new engineering students the opportunity to explore engineering disciplines and engineering design principles through hands-on projects. This course is designed so that students, working alone and in teams, learn the skills and techniques required to solve relevant engineering problems. Course will introduce the major engineering disciplines available to students at most four-year institutions. The underlying goal is to give students engineering experience early in their academic programs, allowing them to make well-informed career choices. Lecture. Credits: 1.

10-809-201-00 Introduction To Education And Teaching
Students are introduced to education and teaching through practical experience in school settings, group discussions, and individual reflection. We will explore the relationships among education, curriculum, and instruction across contexts of home, community and school; connecting school practices with philosophical perspectives of education. Lecture. Credits: 3.

Computer Software (103)

10-103-115-00 MS Word Beginning
This course will cover creating a flyer, research paper, and business letter using Microsoft Word. Lab, Lecture. Credits: 1.

10-103-117-00 MS Word Intermediate
This course will cover creating a multipage document, creating a resume and sharing documents, using mail merge, and creating a newsletter using Microsoft Word. Lab, Lecture. Credits: 1.Prerequisite: 1010311500 MS Word Beginning (C or better) (concurrent enrollment allowed).

10-103-125-00 MS Outlook
This course will cover creating and managing email messages, calendars, contacts, and tasks using Microsoft Outlook. Lab, Lecture. Credits: 1.

10-103-126-00 MS Excel Beginning
This course will cover creating a worksheet and chart; application of formulas, functions, and formatting; and working with large worksheets, charting, and what-if analysis using Microsoft Excel. Lab, Lecture. Credits: 1.

10-103-127-00 MS Excel Intermediate
This course will cover working with financial functions, data tables, amortization schedules, multiple worksheets, and workbooks; creating, sorting, and querying a table; and creating templates; importing data; and working with SmartArt, images, and screenshots using Microsoft Excel. Lab, Lecture. Credits: 1.Prerequisite: 1010312600 MS Excel Beginning (C or better) (concurrent enrollment allowed).

10-103-141-00 MS Powerpoint Beginning
This course will cover creating and editing presentations with pictures; enhancing presentations with shapes and SmartArt; and inserting WordArt, charts, and tables using Microsoft PowerPoint. Lab, Lecture. Credits: 1.

10-103-155-00 QuickBooks Basics
Students will process routine accounting transactions including company setup. Lab, Lecture. Credits: 1.

10-103-169-00 Canva
This course will cover creating a portfolio, business communications including logos, bookmarks, and social media posts, and designing newsletters using Canva. Lab, Lecture. Credits: 1.

Cosm etology (502)

31-502-304-00 Cosmetology Introduction
Provides a look at the opportunities available in the Cosmetology Industry; including product use, retailing and identifying which product to use. This course introduces the fundamental theory and practices of the cosmetology profession with an emphasis on professional practices and safety and infection control. Topics include state rules and regulations, the state regulatory agency, image, bacteriology, decontamination and infection control, safety and infection control. Lecture. Credits: 1.

31-502-306-00 Basic Cut and Style
Students will learn to recognize how to care for the hair and scalp, draping, shampooing, and scalp massage. Through a scientific approach students will design haircuts and styles, utilizing art forms, analysis of design components and knowledge of face profiles. Students will apply various haircutting and styling techniques; utilizing multiple tools. Lab, Lecture. Credits: 2.

31-502-307-00 Basic Texture and Color
This course includes the basics of safe and sanitary permanent waving, chemical hair relaxing and hair color basics which include the law of color, the color wheel, and the theory behind these concepts. The history and product knowledge of these chemical services will be studied along with the differences between each chemical. Students will mix and apply chemicals while developing skills and building client consultation techniques. Lab, Lecture. Credits: 4.

31-502-310-00 Men's Cut and Shave
Students analyze hair growth patterns of the hairline, side burns, and facial hair for the male client. Students complete men's haircuts along with beard and mustache trims, face shaving and trimming of hair on the ears and brows. Lab, Lecture. Credits: 2.

31-502-316-00 Nail Care
Focuses on sanitation, tool safety, and proper procedures 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. Artificial nail enhancement techniques are practiced to show students increased earning when working in a salon. Lab, Lecture. Credits: 1.

31-502-317-00 Skin Care
Students will learn the different types of skin. Structure and functions of the skin will be studied and basic facial techniques applied. They will perform basic skin waxing techniques, removal of superfl uous hair, makeup application, false eyelash application, and skin analysis. Lab, Lecture. Credits: 3.

31-502-318-00 Salon Service Intermediate
Students develop speed and advanced proficiency in all areas of chemical services, hair cutting, barbering techniques, color, nail technology, and skin care with increased attention to individual client needs. Working together as a team and cooperation with other students is assessed along with professional attitude, ethics, and conduct. Clinical. Credits: 4.Prerequisite: 3150237800 Salon Service Basic (C or better) (concurrent enrollment allowed).

31-502-320-00 Salon Science
This course covers several general science topics integral to the field of cosmetology: bacteriology, infection control, salon ecology, introduction to electrology, the basics of electricity, chemistry, and anatomy and physiology. Lecture. Credits: 2.

31-502-321-00 Advanced Cut and Style
Builds on Hair Sculpting to perform full service haircuts and styles. Each design will include all the aspects of full services from greeting, consultation, delivery and completion. Trends in haircutting and styling will be covered. Composition and construction of a variety of wigs and hairpieces to make effective choices for salon guests. Students will employ design principles of balance, contrast, repetition and asymmetry to create long hair designs for wedding, prom and formal events. Lab, Lecture. Credits: 2.Prerequisite: 3150230600 Basic Cut and Style (C or better) (concurrent enrollment allowed).

31-502-329-00 Advanced Texture and Color
Students build on permanent waving techniques, color techniques, soft curl reformation and keratin treatments. Problem solve aspects of color correction and challenges in chemical texturing and hair color services. Observe and research trends and techniques in color and texture. Create a marketable look using theoretical knowledge, application techniques in chemical texturizing and hair color. Lab, Lecture. Credits: 4.Prerequisite: 3150230700 Basic Texture and Color (C or better) (concurrent enrollment allowed).

31-502-330-00 Salon Service Advanced
In this final salon services course the students are given a variety of required services to complete that show they are competent in this service and can complete this task with additional speed and attention to detail. The student is graded on salon management skills using computerized appointment booking and attention to closing out the cash register to balance the day's receipts. Daily running of a competent salon including cleanliness, sanitation, safety, inventory, and retail control, and organization are stressed to prepare the student as a competent employee. Clinical. Credits: 4.Prerequisites: 3150231800 Salon Service Intermediate (C or better) and 3150231700 Skin Care (C or better).

31-502-335-00 State Board Preparation
Examines Wisconsin cosmetology state statutes and administrative code. The state statutes are studied in relation to the corresponding rules involved with each topic. Review all state board required procedures. Practical and written assessment of all state board subjects. Prepare and submit materials for state board exams. Lab, Lecture. Credits: 3.

31-502-369-00 Cosmetology Industry
Build business principles necessary to plan and operate a business establishment. Employer-employee relationships, basic recordkeeping and time management skills are taught. This course prepares students for the salon by spending time with salon mentors to evaluate future career plans. Lab, Lecture. Credits: 1.

31-502-378-00 Salon Service Basic
This course promotes beginning level concentrated student

development of skills by promoting student development of skills and proficiencies in delivering a wide range of client-related services. Emphasis is placed on client consultations, proper business practices, professional attitudes, and refining techniques that will ensure entry-level preparedness for the Wisconsin Licensing exam. Students complete this course by working in an on-campus beauty salon environment. Clinical. Credits: 4.Prerequisite: 3150232900 Advanced Texture and Color (C or better).

Criminal Justice (504)

10-504-100-00 Introduction to Corrections
This class will provide a foundation to students that will enter the corrections profession. The course will cover Ethics and Ethical Decision Making, Professional Communication Skills, Report Preparation, and Correctional Law. The course is aligned with the State of Wisconsin DOJ Jail Academy requirements. Lecture. Credits: 3.

10-504-105-00 Introduction to Policing
This course focuses on the philosophy and history of policing, limitations imposed on law enforcement in a democratic society in accordance with the Constitution; and the role and place of law enforcement in the total criminal justice process. Lecture. Credits: 3.

10-504-106-00 Intro to Policing 1
This course focuses on the philosophy and history of policing, limitations imposed on law enforcement in a democratic society in accordance with the Constitution; and the role and place of law enforcement in the total criminal justice process Topics include Overview of Policing, Communications, Careers Community Policing and Criminal Law. Lecture. Lecture. Credits: 1.

10-504-107-00 Intro to Policing 2
This course focuses on the philosophy and history of policing, limitations imposed on law enforcement in a democratic society in accordance with the Constitution; and the role and place of law enforcement in the total criminal justice process. Topics include Use of Force, Scenarios, and Physical Evidence Collection. Lecture. Lecture. Credits: 1.Prerequisite: 1050410600 Intro to Policing 1 (C or better) (concurrent enrollment allowed).

10-504-108-00 Intro to Policing 3
This course focuses on the philosophy and history of policing, limitations imposed on law enforcement in a democratic society in accordance with the Constitution; and the role and place of law enforcement in the total criminal justice process. Topics include Specialized teams, Corrections, Officer Wellness, Career Paths and tours of local Law Enforcement Agencies. Lecture. Lecture. Credits: 1.Prerequisite: 1050410700 Intro to Policing 2 (C or better).

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.

10-504-130-00 Interviewing for Patrol
This course prepares the student to conduct interviews and interrogations at the patrol officer level. The student will learn how to interview witnesses and victims of crimes in a professional manner. The student will also learn how to conduct legal and constitutionally sound interrogations of criminal suspect. Lecture. Credits: 2.

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.

10-504-141-00 Computers for Patrol
This course prepares the student to utilize computer technology as a patrol officer. Subjects include Time System, TrACS, CCAP, and DOC Locator. Lecture. Credits: 1.

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: 2.

10-504-150-00 Criminal Justice Practical Applications
This class will enable associate degree students to successfully navigate the practical application of the knowledge and skills learned in the program. The course will be focused on the competencies based on the current Wisconsin DOJ training standards. It will prepare the student to successfully complete the practical skills portions of the AAS and 720 hour recruit program. Lab. Credits: 1.Prerequisite: 1050470800 Physical Fitness (C or better).

10-504-155-00 Careers in Corrections and Counseling
This course is designed to help the student to explore careers in corrections and counseling that lay outside of the County Jail. Students will research careers in community corrections, extended supervision, counseling, federal level corrections, state level corrections and more. There will be three research projects that the students will complete through the term. Lecture. Credits: 3.

10-504-700-00 Introduction to Criminal Justice
In this course, students will focus on the following Phase I key topics as addressed in the WI Department of Justice Academy 720 curriculum framework. Topics include: Academy Orientation, Fundamentals of Criminal Justice, Ethics, Cultural Competency, Agency Policy, and Professional Communication. Student learning will occur through lecture, on-campus lab activities, and the Department of Justice 720 Academy Integration Exercises. Lecture. Credits: 3.Corequisite: 1050470100 Basic Patrol Response.

10-504-701-00 Basic Patrol Response
Through classroom lecture, on-campus lab and WI Department of Justice integration activities students will learn and apply skills addressed in the following Department of Justice 720 Academy Phase I topics: Critical Thinking and Decision-Making, Basic Response (RESPOND), Radio Procedures, TraCS, Traffic Law Enforcement, and First Aid/CPR/AED. Lab, Lecture. Credits: 3.Corequisites: 1050470000 Introduction to Criminal Justice, 1050470300 Basic Investigations.

10-504-702-00 Basic Tactics
In this course, students will learn and apply the skills from Phase I topics outlined in the WI Department of Justice 720 Academy. Topics include: Fundamentals of Firearms, DAAT, Vehicle Contacts, Officer Wellness, and Physical Fitness. Student learning will occur through lecture, on-campus lab activities, independent physical fitness activities, and the Department of Justice 720 Academy Integration Exercises Lab, Lecture. Credits: 3.Corequisite: 1050470500 Advanced Tactics.

10-504-703-00 Basic Investigations
In this course, students will learn and apply the skills from the Phase I topics outlined in the WI Department of Justice 720 Academy. Topics include: Constitutional Law, Crimes, Juvenile Law, Interviews, Report Writing, and Evidence. Student learning will occur through lecture, on-campus lab activities, and the Department of Justice 720 Academy Integration Exercises. Lab, Lecture. Credits: 3.Corequisite: 1050470100 Basic Patrol Response.

10-504-704-00 Intermediate Patrol Response
In this course, students will learn and apply the skills from the Phase II topics outlined in the WI Department of Justice 720 Academy. Topics include: Professional Communication Skills, Incident Command System and NIMS, Hazardous Materials and Weapons of Mass Destruction (WMD), Tactical Response, Crisis Management, and TECC. Student learning will occur through lecture, on-campus lab activities, and the Department of Justice 720 Academy Integration Exercises. Lab, Lecture. Credits: 3.Prerequisite: 1050470100 Basic Patrol Response (C or better). Corequisite: 1050470900 Traffic Response.

10-504-705-00 Advanced Tactics
In this course, students will learn and apply the skills from the Phase II topics outlined in the WI Department of Justice 720 Academy. Topics include: Physical Fitness, Defense and Arrest Tactics (DAAT), and Firearms II. Student learning will occur through lecture, on-campus lab activities, and independent physical exercise. Lab, Lecture. Credits: 4.Corequisites: 1050470200 Basic Tactics, 1050470600 Emergency Vehicle Response.

10-504-706-00 Emergency Vehicle Response
In this course, students will learn and apply the skills from the Phase II topics outlined in the WI Department of Justice 720 Academy. Topics include: Emergency Vehicle Operation and Control (EVOC) and Vehicle Contacts II. Student learning will occur through lecture, on-campus lab activities, and the Department of Justice 720 Academy Integration Exercises. Lab, Lecture. Credits: 2.Corequisites: 1050470500 Advanced Tactics, 1050470800 Physical Fitness.

10-504-707-00 Intermediate Investigations
In this course, students will learn and apply the skills from the Phase II topics outlined in the WI Department of Justice 720 Academy. Topics include: Constitutional Law II, Crimes II, Domestics, and Report Writing. Student learning will occur through lecture and the Department of Justice 720 Academy Integration Exercises. Lab, Lecture. Credits: 3.Prerequisite: 1050470300 Basic Investigations (C or better). Corequisite: 1050471000 Advanced Investigations.

10-504-708-00 Physical Fitness
In this Phase III course, students will apply Physical Fitness skills and Officer Wellness required by the WI Department of Justice 720 Academy. Students will apply learning in hands-on lab activities and an on campus physical fitness test/assessment. Lab, Lecture. Credits: 1.Corequisite: 1050470600 Emergency Vehicle Response.

10-504-709-00 Traffic Response
In this course, students will learn and apply the skills from the Phase III topics outlined in the WI Department of Justice 720 Academy. Topics include: Traffic Law Enforcement - Core and Radar, Traffic Crash Investigations and Incident Management, Operating While Intoxicated (OWI), Standardized Field Sobriety Testing (SFST), and Report Writing. Student learning will occur through lecture and on-campus lab activities. Lab, Lecture. Credits: 3.Prerequisite: 1050470200 Basic Tactics (C or better). Corequisite: 1050470400 Intermediate Patrol Response.

10-504-710-00 Advanced Investigations
In this course, students will learn and apply the skills from the Phase III topics outlined in the WI Department of Justice 720 Academy. Topics include: Ethics II: Moral Reasoning and Professional Responsibility, Cultural Competence II: Fair and Impartial Policing, Victims, Sexual Assault, Child Maltreatment, Interrogations, Testifying in Court, and Crimese. Student learning will occur through lecture, on-campus lab activities, and the Department of Justice 720 Academy Integration Exercises. Lab, Lecture. Credits: 3.Corequisite: 1050470700 Intermediate Investigations.

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.

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.Prerequisite: 1080119500 Written Communication (C or better) or 2080121900 English Composition I (C or better).

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.

10-504-920-00 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 Certifiability Standards. Covers 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. Lab, 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 mitigation of hostage-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 hostage response, jail health care, jail fire safety, and CPR. Lab, Lecture. Credits: 3.

30-504-500-00 Overview of Patrol Response
Through classroom lecture, and on-campus lab, and WI Department of Justice integration exercises students will learn and apply skills addressed in the following WI Department of Justice 720 Academy curriculum framework Phase I topics: Critical Thinking and Decision-Making, Basic Response (RESPOND), Radio Procedures, Introduction to TraCS, Traffic Law Enforcement, and First Aid/CPR/AED. This course will also include the WI DOJ 720

Academy Integration Exercises. Lab, Lecture. Credits: 2.

30-504-501-00 Physical Fitness
Through classroom lecture and on-campus lab students will apply Phases I-III Health Fitness WI Department of Justice 720 Academy curriculum framework program requirements and Officer Wellness Suicide Prevention. Lab, Lecture. Credits: 1.

30-504-502-00 Application of Investigations
Through classroom lecture, on-campus lab, and WI Department of Justice 720 Academy integration exercises students will learn and apply skills addressed in the following Phase III topics of the Department of Justice 720 Academy curriculum framework: Ethics II: Moral Reasoning and Professional Responsibility, Cultural Competence II: Fair and Impartial Policing, Interrogations, Testifying in Court, Crimes III and Physical Evidence. Lab, Lecture. Credits: 1.

30-504-503-00 Overview of Criminal Justice
Through classroom lecture and WI Department of Justice 720 Academy integration exercises, students will learn and apply skills addressed in the following WI Department of Justice 720 Academy Phase I curriculum framework topics: Academy Orientation, Fundamentals of Criminal Justice, Ethics, Cultural Competency, Agency Policy, and Professional Communication. Lecture. Credits: 1.

30-504-504-00 Principles of Emergency Vehicle Response
Through classroom lecture, and on-campus lab, and WI Department of Justice 720 Academy integration exercises students will learn and apply skills addressed in the following Department of Justice 720 Academy Phase II topics: Emergency Vehicle Operation and Control (EVOC) and Vehicle Contacts II. Lab, Lecture. Credits: 2.

30-504-505-00 Sensitive Crimes
Through classroom lecture, and on-campus lab and WI Department of Justice 720 Academy integration exercises, students will learn and apply skills addressed in the following Department of Justice 720 Academy curriculum framework Phase III topics: Domestics, Juvenile Law, Victims, Sexual Assault, and Child Maltreatment. The DOJ Phase III Written Examination will be administered in this course. Lab, Lecture. Credits: 2.

30-504-506-00 Overview of Investigations
Through classroom lecture, on-campus lab, and WI Department of Justice 720 Academy integration exercises students will learn and apply skills addressed in the following Department of Justice 720 Academy curriculum framework Phase I topics: Constitutional Law I, Crimes I, Interviews, and Report Writing. The DOJ Phase I Written Examination will be administered in this course. Lab, Lecture. Credits: 2.

30-504-507-00 Application of Traffic Response
Through classroom lecture, and on-campus lab and WI Department of Justice integration exercises, students will learn and apply skills addressed in the following Phase III topics from the WI Department of Justice 720 Academy curriculum framework: Traffic Law Enforcement - Core and Radar, Traffic Crash Investigations & Incident Management, Operating a Motor Vehicle While Intoxicated (OMVWI), Standardized Field Sobriety Tests (SFST), Hazardous Materials and Weapons of Mass Destruction (WMD), Incident Command Systems and NIMS, and Report Writing. Lab, Lecture. Credits: 3.

30-504-508-00 Principles of Investigations
Through classroom lecture, and on-campus lab, and WI Department of Justice 720 Academy integration exercises students will learn and apply skills addressed in the following Phase II topics of the WI Department of Justice 720 Academy curriculum framework: Constitutional Law II, Physical Evidence Collections, and Crisis Management. The Phase II Written Exam will be given in this course. Lab, Lecture. Credits: 1.

30-504-509-00 Principle of Tactics
Through classroom lecture and on-campus lab and integration exercises, students will learn and apply skills addressed in the following Phase II topics from the Department of Justice 720 Academy curriculum frameworks including: Professional Communication Skills II, DAAT, Firearms II, Tactical Response, and a Tactical Emergency Casualty Care. Lab, Lecture. Credits: 5.

30-504-510-00 Overview of Tactics
Through classroom lecture, and on-campus lab and WI Department of Justice 720 Academy integration exercises, students will learn and apply skills addressed in the following Department of Justice 720 Academy curriculum framework Phase I topics: Fundamentals of Firearms, Vehicle Contacts I, Officer Wellness, and DAAT. Lab, Lecture. Credits: 1.

30-504-511-00 Scenario Assessment
Refine previously learned skills and abilities by applying them to various case studies and simulated situations. This course is designed to address from the following blocks of instruction from the Basic Law Enforcement Training 720 Hour Curriculum: Application: Scenario Evaluation 40 hours Lab. Credits: 1.

30-504-512-00 Physical Fitness 1 and 2
This course incorporates phases 1 and 2 of the 720 Law Enforcement Academy physical fitness program. Lab. Credits: 1.

Culinary (316,317,109)

10-316-112-00 Garde Manger Basics
Methods and techniques of preparing and presenting food specialties created in the garde manger department are practiced. Hors d'oeuvres, salads, garnishing, food displays, charcuterie, and culinary competition units are included. Lab, Lecture. Credits: 3.

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.

10-316-122-00 Sanitation and Safety Basics
Learn basic principles of sanitation and safety in order to maintain a safe and healthy food service environment. The course presents laws and regulations related to safety, fire, and sanitation and how to adhere to them in the food service operation. Successful completion of the course enables students to take a national sanitation certification examination. Lecture. Credits: 1.

10-316-125-00 Culinary Principles
Food science principles applied to professional culinary food preparation. Units include professional kitchen operation, recipe terminology, and cooking techniques for various food categories. Lecture. Credits: 3.

10-316-126-00 Culinary Applications
Provides practical experience applying food science principles in food preparation, analysis, and evaluation of preparation techniques. Lab. Credits: 3.Prerequisites: 1031612500 Culinary Principles (C or better) (concurrent enrollment allowed) and 1031612100 Sanitation and Safety Fundamentals (C or better) (concurrent enrollment 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.Prerequisites: 1031612100 Sanitation and Safety Fundamentals (C or better) and 1031612500 Culinary Principles (C or better) and 1031612600 Culinary Applications (C or better).

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: 1031614000 Food Practicum I (C or better) (concurrent enrollment allowed).

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: 1031614000 Food Practicum I (C or better).

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: 1031614000 Food Practicum I (C or better).

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.Prerequisites: 1031612600 Culinary Applications (C or better) and 1031611500 Culinary Math (C or better).

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.Prerequisites: 1031612200 Sanitation and Safety Basics (C or better) and 1031615200 Professional Baking (C or better) (concurrent enrollment allowed).

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.Prerequisites: 1031612100 Sanitation and Safety Fundamentals (C or better) and 1031612500 Culinary Principles (C or better) and 1031612600 Culinary Applications (C or better).

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.Prerequisites: 1031611500 Culinary Math (C or better) and 1031612500 Culinary Principles (C or better) and 1031612600 Culinary Applications (C or better).

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.Prerequisites: 1031614100 Food Practicum II (C or better) and 1031615000 Catering (C or better) and 1031615100 Advanced Professional Cooking (C or better) and 1031615200 Professional Baking (C or better) and 1031615500 Menu Planning (C or better).

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: 1031617000 Restaurant Practicum I (C or better) (concurrent enrollment allowed).

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: 1031611500 Culinary Math (C or better).

10-316-181-00 Food Service Management
Introduction to food service management. Fundamentals of leadership, communication techniques, employee motivation, recruitment, hiring, training employees, and problem solving/decision making processes are covered. Lecture. Credits: 2.

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.Prerequisites: 1031612200 Sanitation and Safety Basics (C or better) and 1031611500 Culinary Math (C or better) and 1031612500 Culinary Principles (C or better) and 1031612600 Culinary Applications (C or better).

10-317-110-00 Culinary Industry
This course provides students with an introduction to the diverse opportunities within the culinary industry. Students will explore career pathways, industry trends, and fundamental culinary concepts while gaining insight into the full culinary program offered at the college.This course is designed for those considering a career in the culinary arts and serves as a foundation for further study in the program. Lecture. Credits: 1.

10-317-120-00 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. The Responsible Beverage Server portion fulfills Wisconsin Statutes which requires new applicants/bartenders/operators to complete training before a license is issued. Lecture. Credits: 2.

10-317-121-00 Dining Room Management
This course emphasizes the service aspect of a hospitality business to create an exceptional customer experience. Examines how the dining room manager is responsible for maintaining standards of

service, training of dining room staff, and motivating and monitoring staff to ensure customers' expectations are being exceeded. The course covers general rules of various service types, how to handle reservations, functions and procedures for dining room staff, and using current point-of-sale technology. Also included are sales techniques for service personnel including menu knowledge and suggestive selling. Lab, Lecture. Credits: 2.Prerequisite: 1031614100 Food Practicum II (C or better).

Early Childhood Education (307)

10-307-108-00 ECE Early Language and Literacy
This 3-credit course explores strategies to encourage the development of early language and literacy knowledge and skill building?in children birth to 8 years of age. Lecture. Credits: 3.Prerequisite: 1030716600 ECE Curriculum Planning (C or better).

10-307-110-00 ECE Soc S Art and Music
This 3-credit course will focus on beginning level curriculum development in the specific integrated content areas of social studies, art, music, & movement (SSAMM). Lecture. Credits: 3.Prerequisite: 1030716600 ECE Curriculum Planning (C or better).

10-307-112-00 ECE STEM
This 3-credit course will focus on beginning level curriculum development in the specific integrated content areas of science, technology, engineering and mathematics. Lecture. Credits: 3.Prerequisite: 1030716600 ECE Curriculum Planning (C or better).

10-307-135-00 Family Child Care Capstone
Demonstrate the integration and application of specific concepts and skills of family child care including mixed-age curriculum, quality standards, professional development, community resources, health and wellness practices, family partnerships, and financial management. This capstone experience reflects the learner's knowledge of family child care through the development of a major project. Lecture. Credits: 3.Prerequisites: (1030730100 Introduction to Family Child Care (C or better) and 1030730200 Family Child Care Responsive Planning (C or better)).

10-307-148-00 ECE Foundations of Early Childhood Ed
This 3-credit course introduces the early childhood profession through a historical overview of the field. The course will explore program trends, quality indicators, and developmentally appropriate practices for children birth to age 8. Lecture. Credits: 3.

10-307-151-00 ECE Infant and Toddler Development
This 3-credit course explores infant and toddler development as it applies to an early childhood education setting. This course focuses children conception through thirty-six months. This course includes training for Wisconsin Breastfeeding Friendly Child Care certification. Lecture. Credits: 3.

10-307-160-00 ECE Field Experience 1
In this 3-credit introductory field experience course, you will be introduced to the foundations of early childhood education under guided supervision of a mentor teacher in an early childhood setting, working with children birth through age 8. This course meets the requirements for the Wisconsin Model Early Learning Standards 18-hour training. Independent Study Hours, Lecture. Credits: 3.Prerequisites: 1030716700 ECE Health Safety and Nutrition (C or better) and 1030716600 ECE Curriculum Planning (C or better).

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.

10-307-167-00 ECE Health Safety and Nutrition
This 3-credit course examines the topics of health, safety, and nutrition within the context of the early childhood educational setting. This course includes training for Abusive Head Trauma, SIDS, and Mandated Reporter certifications. Lecture. Credits: 3.

10-307-169-00 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: 1030715100 ECE Infant and Toddler Development (C or better).

10-307-170-00 ECE Field Experience 2
In this 3-credit intermediate field experience course, you will assist the mentor teacher in carrying out classroom routines and implementing developmentally appropriate learning experiences that promote child development and learning through play. Lecture, Occupational. Credits: 3.Prerequisites: 1030718800 ECE Guiding Child Behavior (C or better) and 1030716000 ECE Field Experience 1 (C or better).

10-307-179-00 ECE Child Development
Description The 3-credit course examines child development within the context of the early childhood education setting. This course focuses on children ages 3 -8 years. Lecture. Credits: 3.

10-307-187-00 ECE Children with Differing Abilities
This 3-credit course focuses on the child with differing abilities in an inclusive early childhood education setting while examining strategies for cultivating partnerships with families and community supports. Lecture. Credits: 3.

10-307-188-00 ECE Guiding Child Behavior
This 3-credit course examines positive strategies to guide children's behavior in the early childhood education setting. This course meets the requirements of the Wisconsin Pyramid Model training. Lecture. Credits: 3.

10-307-190-00 ECE Field Experience 3
In this 3-credit advanced field experience course, you will support young children's development through observation, assessment, and implementation of developmentally appropriate teaching strategies. Independent Study Hours, Lecture, Occupational. Credits: 3.Prerequisite: 1030717000 ECE Field Experience 2 (C or better). Corequisite: 1030721000 ECE Field Experience 4.

10-307-195-00 ECE Family and Community Relationships
This 3-credit course will examine the role of relationships with family and community in early childhood education. In this course, students will complete the Strengthening Families Training. Lecture. Credits: 3.

10-307-201-00 Autism Spectrum Disorder Overview
This course will provide an overview of Autism Spectrum Disorder including: common characteristics, terminology, etiology, diagnostic criteria, treatments, as well as environmental interventions and supports. Lecture. Credits: 3.

10-307-202-00 Autism Strategies Techniques and Tools
This course will provide knowledge about common tools and strategies to support people with Autism Spectrum Disorders in a variety of environments. Participants will develop the skills needed to design materials and interventions such as: social stories, picture communication, behavioral techniques, and implementing common instructional strategies. Lecture. Credits: 3.

10-307-203-00 Autism Navigating Life Transitions
This course will cover how and when to make referrals to agencies as well as what state and local services are available for individuals with Autism Spectrum Disorder. Participants will gain knowledge of transitional issues and challenges at all stages of life (birth-3, early childhood, school-age, post-secondary/vocational, etc.). Lecture. Credits: 3.

10-307-210-00 ECE Field Experience 4
In this final 3-credit pre-professional field experience course, you will demonstrate a comprehensive understanding of children and families as you practice the lead teacher role to design, implement, and evaluate a connected unit of learning experiences. Independent Study Hours, Lecture, Occupational. Credits: 3.Prerequisite: 1030717000 ECE Field Experience 2 (C or better). Corequisite: 1030719000 ECE Field Experience 3.

10-307-301-00 Introduction to Family Child Care
Introduces family child care topics such as quality standards, health and wellness, child development, curriculum planning, guiding children's behavior, program wellness, and provider health and wellness. This course fulfills requirements for Department of Children and Families entry-level courses Fundamentals of Family Child Care and Introduction to the Child Care Profession. Lecture. Credits: 3.

10-307-302-00 Family Child Care Responsive Planning
Focuses on creating responsive family child care programming with an emphasis on building relationships and curriculum. Introduces important topics such as quality standards for relationships, intentional relationships, diversity and anti-bias perspectives, family partnerships, mixed age curriculum, learning environment indoor and outdoor. Lecture. Credits: 3.

10-307-303-00 FCC Financial Management and Planning
Focuses on managing finances of a family child care with an emphasis on principles and practices for budget planning, budget preparation, and fiscal management. Introduces important topics such as quality standards for financial management and planning, business management, financial planning, record keeping, business budgets, marketing and financial management tools and systems. Lecture. Credits: 3.Prerequisites: (1030730100 Introduction to Family Child Care (C or better) and 1030730200 Family Child Care Responsive Planning (C or better)).

Economics (809)

10-809-195-00 Economics
With a focus on contemporary issues, this introductory course covers cost-benefit analysis, economics systems of the world, globalization, supply and demand, market structures, the labor market, economic growth, unemployment, inflation, business cycles, money, and government economic policy. The course strives to help students improve their individual and household decision-making, understand business decision-making, comprehend the current national and international economic issues and policies, and critically evaluate government response to economic concerns. Lecture. Credits: 3.

20-809-287-00 Principles of Macroeconomics
This beginning course focuses on the economy as a whole and how it affects individuals and businesses. With an emphasis on contemporary issues, the course covers the essentials of the market system, alternative economic systems, macroeconomic indicators including GDP, employment, and inflation, business cycles, the money and banking system, fiscal and monetary policy, international trade, and the economic issues of developing nations. The goal of the course is to help students understand current national and international economic issues and the impacts of government economic policies both within our own nation and abroad. Lecture. Credits: 3.

20-809-291-00 Principles of Microeconomics
This beginning course analyzes individual and business decision making as well as government policy effects on businesses and individuals. The course covers supply, demand, elasticity, consumer behavior, business costs of production, market structures, labor and other resource markets, and international trade effects on businesses and individuals. The goal of the course is to help students improve individual decision-making, understand the behavior of consumers, the basics of business decision-making, and the impact of government intervention in the market. Lecture. Credits: 3.

Electromechanical Technology (620)

10-620-102-00 Hydraulic and Pneumatic Operation
Students will learn basic hydraulic and pneumatic fundamentals with associated symbology. Lab, Lecture. Credits: 1.

10-620-106-00 Ladder Logic Elements and Control Logic
Students will learn the basics of sequencing and devices used in hydraulics and pneumatics machines. Lab, Lecture. Credits: 1.

10-620-109-00 Analyze Directional Control Valves
Students will utilize the DCV's to control sequencing , timing and pressure control in hydraulic and pneumatic systems. Lab, Lecture. Credits: 1.

10-620-112-00 PLC Fundamentals and Basic Instructions
Student will learn the components of the plc and beginning level programming. Lab, Lecture. Credits: 1.

10-620-116-00 Analyze the Use of Oscilloscopes
Students will learn the use of the oscillope to test electronic circuits beginning with common power supply systems. Lab, Lecture. Credits: 1.

10-620-118-00 Analyze Sensing Devices and Op Amps
Students will learn the operation and troubleshooting of inductive, capacitive, optical and hall effect sensors. Lab, Lecture. Credits: 1.

10-620-120-00 Analyze SSRs and Switching Circuits
Students will learn about and troubleshoot solid state relays and switching circuits commonly used. Lab, Lecture. Credits: 1.

10-620-123-00 Three Phase Electric Motor Control
Students will learn about safety, 3 phase power transformation and manual control of three phase motor control systems. Lab, Lecture. Credits: 1.

10-620-125-00 Investigate Troubleshooting Methods
Students will learn about the types and methods of troubleshooting for 3 phase motor control systems. Lab, Lecture. Credits: 1.

10-620-127-00 Troubleshooting Common Motor Circuits

Students will examine the function and troubleshooting of reversing, automatic and timer controlled industrial motor control systems. Lab, Lecture. Credits: 1.

10-620-129-00 PLC Timers Counters and Program Controls
Students will learn the operation and the use of timer, counter, MCR and first scan program instructions Lab, Lecture. Credits: 1.

10-620-133-00 PLC Sequencing and Data Function Blocks
Students will learn the operation of event sequencing, addition, subtraction, multiplication and division function blocks. Lab, Lecture. Credits: 1.

10-620-137-00 Basic Robot Assemblies and Operations
Students will learn about robot history, terminology, the components of a robot system, and design of their motion. Lab, Lecture. Credits: 1.

10-620-139-00 Robot Programming and Instructions
Students will learn beginning level operation, teach pendant and program storage methods. Lab, Lecture. Credits: 1.

10-620-143-00 Analyze Robot Frames and Branching
Students will learn advanced methods of robot programming including frames, program editing, postion registers and program branching. Lab, Lecture. Credits: 1.

10-620-147-00 HMI Screen Development and Editing
Students will learn to develop a Human Machine Interface (HMI) screen and edit features of an existing HMI program. Lab, Lecture. Credits: 1.

10-620-149-00 Investigate PLC Troubleshooting
Students will learn the basics of troubleshooting the components of a PLC. Lab, Lecture. Credits: 1.

10-620-152-00 Analyze PLC Analog Inputs
Students will learn to integrate and troubleshoot a varied input signal to a PLC. Lab, Lecture. Credits: 1.

10-620-154-00 Analyze PLC Analog Outputs
Students will learn to integrate and troubleshoot a varied output signal from a PLC. Lab, Lecture. Credits: 1.

10-620-158-00 Analyze PLC Variable Output Applications
Students will learn common variable output circuits and the troubleshooting techniques associated with them. Lab, Lecture. Credits: 1.

10-620-163-00 Analyze Automated System
Students will learn about the common components of automated machines. Lab, Lecture. Credits: 1.

10-620-167-00 Integrate Automated Systems
Students will integrate the common components of an automated machine. Lab, Lecture. Credits: 1.

10-620-169-00 Motor Control Starting and Braking
Students will learn and troubleshoot circuits associated with starting and stopping industrial motor control systems. Lab, Lecture. Credits: 1.

10-620-172-00 Analyze Motor Control Speed and Torque
Students will learn and troubleshoot circuits associated with the control and torque of industrial motor control systems. Lab, Lecture. Credits: 1.

10-620-176-00 Analyze Motion Control Software
Students will learn about and navigate motion control software. Lab, Lecture. Credits: 1.

10-620-178-00 Configure Motion Control Systems
Students will learn how to set-up, configure and deploy a motion control project. Lab, Lecture. Credits: 1.

10-620-180-00 Design Motion Control Projects
Students will learn about and design motion control projects to control position, velocity and current. Lab, Lecture. Credits: 1.

Em ergency Medical Services

30-531-301-00 Emergency Medical Responder and Emergency Medical Technician Part 1
This course provides foundational knowledge for Emergency Medical Technician (EMT) candidates, and all requirements for Emergency Medical Responder (EMR) candidates. Topics include: basic anatomy and physiology, patient assessment, traumatic injury management, airway management, cardiac management and basic medical care. Upon successful completion, candidates will be eligible to participate in the National Registry of EMT's Emergency Medical Responder exams required for Wisconsin EMR certification. Lab, Lecture. Credits: 2.

30-531-302-00 Emergency Medical Technician Part 2
This course will further build upon the base knowledge of the EMR and EMT Part 1 course. Topics include: expanded anatomy, physiology, and pathophysiology, disease processes, more complex patient assessment and critical thinking skills, in addition to additional skills allowed by the Wisconsin Department of Health Services/EMS Section Scope of Practice for EMT's. Lab, Lecture. Credits: 3.Prerequisite: 3053130100 EMR and EMT Part 1 (C or better) (concurrent enrollment allowed).

30-531-304-00 Advanced EMT
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: 3053130100 EMR and EMT Part 1 (C or better).

English (801)

10-801-195-00 Written Communication
Develops writing skills which include prewriting, drafting, revising, and editing. A variety of writing assignments is designed to help the learner analyze audience and purpose, research and organize ideas, and format and design documents based on subject matter and content. Also develops critical reading and thinking skills through the analysis of a variety of written documents. Lecture. Credits: 3.

10-801-196-00 Oral Interpersonal Communication
Focuses upon developing speaking, verbal and nonverbal communications, and listening skills through individual presentations, groups activities, and other projects. Lecture. Credits: 3.

10-801-197-00 Technical Reporting
Teaches preparation and presentation of written, oral, and multi-media technical reports. Lecture. Credits: 3.Prerequisite: 1080119500 Written Communication (C or better) or 2080121900 English Composition I (C or better).

20-801-219-00 English Composition I
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.

20-801-223-00 English Composition II
Advances composition skills, emphasizing well-reasoned argumentative research papers. Lecture. Credits: 3.Prerequisite: 2080121900 English Composition I (C or better) or 1080119500 Written Communication (B or better).

20-801-227-00 Creative Writing
Introduces the writing process as a creative framework for individual expression, emphasizing idea generation, language development, and effective revision as applied to poetry and prose. Students write and critique their own literary efforts while exploring their own writing personas. *Can be taken as a humanities course or an elective. Creative Writing can also be used as a replacement for Composition I, with a program placement test score of 100+, for those seeking to fulfill associate of art or science English requirements. See a success coach with any questions. Lecture. Credits: 3.

20-801-228-00 Advanced Creative Writing
Focuses on concentrated application of expressive language and structure to the development of poetry, fiction, or non-fiction manuscripts. Lecture. Credits: 3.Prerequisite: 2080122700 Creative Writing (D- or better).

20-801-231-00 British Lit Middle Ages thru 18th Cent
Examines early English literature through the 18th century Classical Period, including development of the novel. Lecture. Credits: 3.

20-801-233-00 Children's Literature
Introduces the forms, functions, and merits of literature for children. Students will read and evaluate both classic and contemporary texts for a variety of age levels. Readings, lecture, class discussion, and projects will also explore historical and cultural contexts for, and influences upon, children's literature. Lecture. Credits: 3.

20-801-234-00 Grant Writing and Community Funding
This course is designed for mastering phases of the grant writing and funding process, a prized employability skillset. Students develop a clear and concise mock grant application by identifying needs/problems to address, putting ideas into appropriate language, and using persuasive writing. Searching grant markets for potential funders, relationship cultivation, and building a grant budget will also be highlighted. Group discussion and peer feedback will enhance student learning on the grant process and its way of helping others in modern workplaces and service causes. *Can replace Composition I, with a placement test score of 100+, within associate of art or science English requirements. Lecture. Credits: 3.

20-801-236-00 British Literature
Examines fiction, essays, poetry, and drama ranging from the Middle Ages through the 20th Century. Lecture. Credits: 3.

20-801-238-00 American Literature
American Literature explores the depth and breadth of America's literary traditions. Content may feature both traditional and contemporary literary genres, address topics closely tied to American identity, survey historical movements in literature, and feature major authors of American literature. Lecture. Credits: 3.

20-801-247-00 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.

20-801-248-00 Topics in Literature
Students gain awareness of, and appreciation for, major themes, movements, and writers through an in-depth study of specific literary works as they relate to the special topic. Topics, which vary from semester to semester, may include such areas as environmental, non-fiction, gothic, world, science fiction and fantasy, women's, mystery, and detective literature. Lecture. 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.

20-801-249-00 Sports Literature
Sports Literature explores literary themes through a variety of classic and contemporary works of mixed genres, from songs to novels to plays. These themes do not exclusively reside within the world of sport, but, in some instances, might be best illustrated by it. Analysis of these themes will also be aided by course discussion of cultures that shaped what authors had to say by way of their art. 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.

20-801-260-00 Gothic Literature
Discover the horrible, the grotesque, the taboo, the supernatural, and the simply creepy in British and American gothic literature from the 19th century to the present. This course examines the characteristics of the gothic tradition in novels, short fiction, and corresponding film interpretations. We will explore representations of gender, violence, family, politics, nature, and sexuality in these texts and speculate about their enduring and evolutionary qualities. Lecture. Credits: 3.

20-801-265-00 Environmental Literature
Focuses on the aesthetic, spiritual, commercial, cultural, and historical lenses through which humans understand nature. Students may expect to read and respond to works from regional and travel writers, past and present. Lecture. Credits: 3.

20-801-270-00 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.

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. Those skills include interviewing for a

job, communicating in the work place, and securing a job promotion. Lecture. Credits: 2.

Forestry Equipm ent

30-462-301-00 Workshop Fundamentals
Students will explore and perform forestry equipment maintenance. Lab, Lecture. Credits: 1.

30-462-302-00 Forestry Equipment Welding and Cutting
Students will explore and perform basic welding and cutting techniques on forestry equipment. Lab, Lecture. Credits: 1.

30-462-303-00 Forestry Equipment Electronics
Students will summarize electrical principles and perform electrical maintenance on forestry equipment including CAN Bus technology. Lab, Lecture. Credits: 1.

30-462-304-00 Forestry Equipment Hydraulics
Students will explore and perform hydraulic maintenance on forestry equipment. Lab, Lecture. Credits: 1.

General College: Mathem atics (834)

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.Prerequisites: UW Math Placement Basic Math Skills score >=250 or 7785478000 Principles of College Math (C or better) or Accuplacer Algebra score >=24 or (Tailwind Math College Math Fund score >=15 and Tailwind Math Essential Math Skill score >=42).

General College: Natural Science (836)

10-836-133-00 Prep for Basic Chemistry
Introduces basic principles of chemistry including the properties of matter, atomic structure, and the classification of chemical reactions. Students learn to characterize solutions, acids, and bases, and differentiate between elements and compounds. Lecture. Credits: 2.

General Studies (825,890)

10-890-103-00 Professional Career Management
This course will cover identification of individual interests and the occupations they align with, finding employment, creating a resume and cover letter, participating in an interview, and best practices for maintaining professional employment. Lecture. Credits: 1.

20-890-101-00 Foundations of University Learning
This course introduces the culture of collegiate academics and prepares students to succeed in the University Transfer/Liberal Arts program. Coursework develops critical thinking skills and educational self-awareness foundational to university-level studies. Lecture. Credits: 1.

20-890-290-00 Internship in Liberal Arts and Sciences
Internships offer exposure to a profession. This course enables students with internships to earn academic credit in the University Transfer Liberal Arts Program. Students apply knowledge derived from their academic studies to the workplace and professional exploration. The course enhances an internship experience by providing an academic framework for learning and self-reflection as well as major and career exploration. Internships are completed under the guidance of a faculty mentor with the cooperation of an on-site supervisor. Note: student must have secured an external internship that requires a minimum of 72 hours and submit an internship contract before enrolling in the course. Lecture, Occupational. Credits: 2.Prerequisite: . Permission Required.

31-890-104-00 Professional Skills for Success
This course provides the opportunity to develop the knowledge, skills, and understanding of what it takes to become a professional employee. This course will focus on the development the interpersonal skills of emotional intelligence, communication, teamwork, negotiation, conflict resolution, problem solving, and decision making in a professional setting. Lecture. Credits: 1.

31-890-107-00 Ethics for the Workplace
This course offers the opportunity to develop your ability to recognize and make ethical decisions in the workplace. The focus will be on the recognition and development of values. Expansion of ethical values will focus on demonstrating respect through dignity, diversity, and equality while enhancing guiding actions with the principles of confidentiality, honesty, and transparency in business and in conduct towards others. Lecture. Credits: 1.

Geography (809)

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 (107,201)

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: 1020110900 Design (C or better) or 2081520900 Design (C or better) (concurrent enrollment 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.Prerequisites: 1020117500 Computer Graphics (C or better) and 1020118100 Graphic Design (C or better) and (1020110900 Design (C or better) or 2081520900 Design (C or better)).

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

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.Prerequisites: 1020118100 Graphic Design (C or better) and 1020117500 Computer Graphics (C or better) and (1020110900 Design (C or better) or 2081520900 Design (C or better)).

Heavy Equipment Operator (447)

30-447-301-00 Basic Heavy Equipment Operator
HEO training is an introduction to basic heavy equipment operation providing students with the technical and interpersonal skills necessary for success as an entry-level heavy equipment operator. Participants will learn the essential skills needed to safely operate heavy equipment as well as how to perform basic equipment maintenance, adjustments and repairs. As part of the focus on safety, participants will learn about environmental standards and construction site fundamentals such as grades and soil properties. Lecture. Credits: 2.

50-447-510-00 Heavy Equipment Operator - Classroom Level I
This course introduces students to the basic terminology and equipment used in the heavy equipment trade. This course also introduces the student to working around heavy equipment in a safe and responsible manner. The student will learn how to use personal protective equipment, set up barricades and barriers, and use flags and paddles to control traffic. This course also covers trenching and excavation safety precautions. The student will learn what to expect from an apprenticeship program in heavy equipment and what makes a good operator. Lecture. Credits: 2.

50-447-511-00 Heavy Equipment Operator Hands On Training Level I
In this course, the student will learn about the pre-operational checks and operator maintenance tasksfor heavy equipment. The student will learn basic startup procedures and will be introduced to basic operation of various heavy equipment machines. This course will provide students with an opportunity for hands-on machine operation time on primarily level ground. Students will learn the basic concepts and procedures related to the use of heavy equipment by performing earthmoving work. Students will identify and select the most appropriate types of equipment for a given task and then operate the heavy equipment to perform the work. Lab. Credits: 2.Prerequisite: 5044751000 Heavy Equip Operator Classrm Level I (C or better) (concurrent enrollment allowed).

50-447-512-00 Heavy Equipment Operator - Classroom Level II
This course introduces students to the primary components of a rough-terrain forklift, on-road dump trucks, and skid steers along with prestart inspections, preventive maintenance, and the proper operating procedures. It also provides training on the formulas and calculations used to determine the amounts of soil and other material to be removed from or added to a job-site excavation, focusing on volume and weight calculations. The course also covers the work involved in preparing a site for excavation and construction, along with introducing students to the various types of soils, their properties, and how these properties affect the heavy equipment operator. Lecture. Credits: 2.Prerequisite: 5044751100 Heavy Equip Operator Hands On Level I (C or better).

50-447-513-00 Heavy Equipment Operator - Hands On Training Level II
In this course, the student will continue to learn about the pre-operational checks and operator maintenance tasks for heavy equipment. The student will continue to advance learning startup procedures and will be performing basic operation of various heavy equipment machines. This course will provide students with an opportunity for hands-on machine operation time on both level ground and introduce them to inclined ground. Students will learn general concepts and procedures related to the use of heavy equipment by performing earthmoving work. Students will identify and select the most appropriate types of equipment for a given task and then operate the heavy equipment to perform the work. Lab. Credits: 2.Prerequisite: 5044751200 Heavy Equip Operator Classrm Level II (C or better) (concurrent enrollment allowed).

50-447-514-00 Heavy Equipment Operator - Classroom Level III
This course introduces students to common types of equipment and instruments used for finish grading, materials and methods used to stabilize soils and control soil erosion, and finishing and grading methods used for various applications. Students will be able to identify and describe the common uses, types, components, instruments, and controls of backhoes, off-road dump trucks, dozers, wheel loaders, compaction equipment, and excavators. Lecture. Credits: 2.Prerequisite: 5044751300 Heavy Equip Oper Hands On Train Lev II (C or better).

50-447-515-00 Heavy Equipment Operator - Hands On Training Level III
In this course, the student will continue to advance in startup procedures and will be performing more advanced operation of various heavy equipment machines. This course will provide students with an opportunity for hands-on machine operation time on both level and advance inclined ground excavation techniques. Students will learn higher level concepts and procedures related to the use of heavy equipment by performing earthmoving work. Students will identify and select the most appropriate types of equipment for a given task and then operate the heavy equipment to perform the work. Lab. Credits: 2.Prerequisite: 5044751400 Heavy Equip Operator Classrm Level III (C or better) (concurrent enrollment

allowed).

History (803)

20-803-205-00 Our Story - Indigenous History
To honor and preserve the history of sovereign Indigenous nations, this course engages the past on the premise that we were active agents shaping our story before and after Europeans entered it. This class will examine the diverse and complex cultural, economic, political, and spiritual systems of Indigenous peoples, the dynamics of Indigenous-European encounters, the changing relationship between sovereign Indigenous nations and the United States, and the (re)construction of Indigenous identity. Engagement with Indigenous and Western epistemologies will allow us to analyze them both as valid forms of conferring historical knowledge as well as to seek new ways of telling our story. Lecture. Credits: 3.

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.

20-803-258-00 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.

20-803-270-00 Environmental History
This course introduces the integral place of the environment in American history. It does so by focusing on how the natural world has shaped the human past, how humans have transformed the environment, and how ideas about nature have changed over time. The course argues that an environmental lens opens new vantage points on the familiar stories that comprise our knowledge of American history and on the environmental challenges we face in the present. Lecture. Credits: 3.

Human Services & Substance Use (520,550)

10-520-101-00 Introduction to Human Services
Coursework introduces the typical roles and duties of human services workers. Students assess their own motivations, attitudes, and interests. In addition to the regular classroom hours students will complete an interview with a Human Services worker. Students must complete or have on file current, valid Background Information Disclosure (BID) and Caregiver Background Check (annual Wisconsin and Minnesota) forms, as part of this course. Lecture. Credits: 3.

10-520-143-00 Crisis Intervention Strategies
This course provides strategies for handling crisis situations in the field of Human Services. Student will identify varying theories to assist in the intervention of handling a crisis situation and be required to apply a theory in order to demonstrate competency. Students will evaluate signs and symptoms specific to a myriad of different crisis situations. Students will identify ethical issues resulting in dealing with crisis and apply professional's ethics to the scenario. Learners will be able to incorporate these ethical standards into a thinking cycle to promote positive solution focused decision-making skills to assist in deescalating a crisis situation. Students will also be introduced to a multicultural perspective when dealing with individuals in crisis. Lecture. Credits: 3.

10-520-150-00 Special Populations
Students will examine theories and modalities frequently used in the helping profession, with a strong emphasis on diversity, equity, and inclusivity. A key focus will be on understanding and addressing the special needs of diverse populations, including individuals from various cultural, socioeconomic, and demographic backgrounds. Students will learn how to encourage positive change by recognizing and overcoming systemic barriers that different populations face. The course will also highlight the importance of a solution-focused approach to care, ensuring that all individuals receive equitable and inclusive support tailored to their unique needs.
Lecture. Credits: 3.

10-550-110-00 Understanding Addiction
This course provides information based on the history, changing trends, and concepts of chemical dependence. It also assists in examining the various types of addictions within current culture(s). Attention will be focused on the impact of society on these trends and depicts the biology of psychoactive drugs. The course will also Illustrate the etiology of addiction from the varying perspectives. Lecture. Credits: 3.

10-550-122-00 Across the Lifespan
This course introduces and assists students to evaluate problematic issues found in development across the lifespan. Development areas range from birth to death and includes topics such as sexuality, sexual behaviors, child maltreatment, and AODA/substance abuse issues. This course is designed to encourage understanding of healthy development in humans and provide a foundation of therapeutic interventions and knowledge of development across the lifespan. Students will assess ethical and boundary issues that are common when working in a helping profession. Lecture. Credits: 3.Prerequisite: 1055021100 Clinical Experience 1 (C or better).

10-550-200-00 Intro to Substance Use Disorder Profession
Explore characteristics that are incorporated into substance use counseling and practice. Determine personal values, beliefs, strengths and weaknesses. Analyze the eight practice dimensions used to effectively treat substance use disorders: Clinical Evaluation; Treatment Planning; Referral; Service Coordination; Counseling; Patient, Family and Community Education; Documentation; and Professional and Ethical Responsibilities. Evaluate legal and ethical issues surrounding substance use counseling. Evaluate Information about Wisconsin licensing for substance use counseling. Lecture. Credits: 3.Prerequisites: 1055020600 Introduction to Interview and Counsel (C or better) and 1055020200 Foundations of Case Management (C or better) and 1055021000 Boundaries Ethics for Helping Profession (C or better). Corequisite: 1055021100 Clinical Experience 1.

10-550-201-00 Understanding Substance Use
Explore the bio-psych social dynamics of substance use. Examine treatment approaches, models, and screening criteria. Examine substances of abuse, history of SUDs, and their impact on the individual and society. Lecture. Credits: 3.

10-550-202-00 Foundations of Case Management
Introduction to case management techniques and processes. Incorporates intake assessment techniques, service planning techniques, referral processes, coordination of care, and discharge processes determined by a multidisciplinary team approach. Includes client self-determination and autonomy. Incorporates clinical documentation requirements and processes. Lecture. Credits: 3.Prerequisite: 1055020600 Introduction to Interview and Counsel (C or better).

10-550-203-00 Overview of Mental Health Disorders
Provides an overview to the history, diagnosis, treatment strategies, legal and ethical considerations, and documentation of mental health conditions. Focus is on understanding the mental health conditions that co-occur with substance use disorders. Lecture. Credits: 3.Prerequisite: 1055020600 Introduction to Interview and Counsel (C or better).

10-550-204-00 Group Facilitation
An introduction to theory and practice of group dynamics and processes. Includes ethical considerations, effective group leadership, and stages of group development. Also includes demonstration of group facilitation skills, clinical documentation, co-facilitation strategies, reflective practitioner techniques, and group formation. Lecture. Credits: 3.Prerequisite: 1055020600 Introduction to Interview and Counsel (C or better).

10-550-205-00 Counseling Theory
Summarize the history of, and explore the primary concepts within, the major approaches to counseling. Explore the empirical foundations of each theory. Examine application of theories to counseling. Review specific techniques of each theoretical approach. Examine the role of the counselor within each theoretical approach. Explore the role of the counselor, the scope of practice, and the ethical implications in counseling. Lecture. Credits: 3.Prerequisite: 1055020400 Group Facilitation (C or better).

10-550-206-00 Introduction Interviewing and Counseling Skills
Description Analyze foundational skills in the counseling relationship. Analyze the stages of the helping processes and the roles professionals play in the processes. Analyze the importance of establishing therapeutic relationships. Apply basic counseling techniques. Apply interviewing and counseling skills through mock counseling sessions and personal experience reflections. Examine issues of boundaries and ethics. Lecture. Credits: 3.

10-550-207-00 Psychopharmacology
Overview of psychopharmacology including drug categorization history, drug categorization, and drug classification. Includes analysis of neurophysiology of the brain and endocrine system, effects of substances on the body, analysis of delivery systems, and analysis of medical aspects of SUDs. Also includes etiology of addiction, psychopharmacological aspects of withdrawal management, analysis of medications used to treat SUDs and mental health disorders, and SUD medical impacts on the body. Lecture. Credits: 3.Prerequisite: 1055020100 Understanding Substance Use (C or better).

10-550-208-00 SUDC Assessment, Diagnosis and Treatment
Explore the core components of substance use disorder treatment. Apply the core practice dimensions of Substance Use Disorder Counseling. Evaluate process for SUD clients for the purpose of developing treatment plans and documenting the treatment process. Lecture. Credits: 3.Prerequisite: 1055021000 Boundaries Ethics for Helping Profession (C or better).

10-550-209-00 Family Systems
Provides a broad understanding of family systems theory and practice relevant to the human services field. Focus is on evaluating the communication and interaction patterns and applying interventions and strategies. Lecture. Credits: 3.Prerequisite: 1055020100 Understanding Substance Use (C or better).

10-550-210-00 Boundaries and Ethics for the Helping Profession
Evaluate the ethical codes of the helping professions. Examine professional boundaries related to the helping professions. Incorporate ethical standards into decision making processes. Examine ethical considerations related to professional standards for the helping professions. Examine ethical considerations related to state and federal regulations for the helping professions. Examine the ethical considerations related to professional self-care. Lecture. Credits: 3.Prerequisite: 1055020600 Introduction to Interview and Counsel (C or better).

10-550-211-00 Clinical Experience 1
Immersive experience with an agency including supervised practice in the 12 core functions. Integrates the knowledge, theory, skills, and professional behaviors learned in the two previous semesters of coursework. Emphasis on gaining first-hand knowledge and refine previously acquired skills to gain a greater understanding of self and the helping professions. Lecture, Occupational. Credits: 3.Prerequisites: 1055020100 Understanding Substance Use (C or better) and 1055020600 Introduction to Interview and Counsel (C or better) and 1055020200 Foundations of Case Management (C or better) and 1055021000 Boundaries Ethics for Helping Profession (C or better). Corequisite: 1055020000 Intro to Substance Use Disorder Profess.

10-550-212-00 Clinical Experience 2
Immersion experience with an agency including supervised practice in the 12 core functions. Integrates the knowledge, theory, skills, and professional behaviors learned in previous courses and refined in Clinical I immersion experience. Emphasis on applying previously acquired knowledge and skills and gaining a greater understanding of self and the helping professions through first-hand experience. Lecture, Occupational. Credits: 3.Prerequisites: 1055021100 Clinical Experience 1 (C or better) and 1055020500 Counseling Theory (C or better).

Industrial Equip Mechanic (462)

10-462-103-00 Hydraulic Components and Schematics
Students will learn how to operate the Basic Hydraulic Trainer and draw the schematic symbols in a circuit. Lab, Lecture. Credits: 1.

10-462-105-00 Fixed Displacement Pumps
Students will learn about Pascal's law and the relationship between pressure, force and area. Lab, Lecture. Credits: 1.

10-462-107-00 Hydraulic Pressure Valves
Students will identify different hydraulic valves and use them in an application. Lab, Lecture. Credits: 1.

10-462-109-00 Analyze Basic Pneumatic Trainer
Students will learn how to operate the Basic Pneumatic Trainer. Lab, Lecture. Credits: 1.

10-462-112-00 Analyze Pressure Regulator and Actuator
Students will understand how air compression will affect an actuator. Lab, Lecture. Credits: 1.

10-462-115-00 Basic Electrical Circuits
Students will learn how to measure voltage, current and resistance in an electrical circuit. Lab, Lecture. Credits: 1.

10-462-117-00 Inductance and Capacitance
Students will learn how to define and calculate incuctance and capacitance in an electrical circuit. Lab, Lecture. Credits: 1.

10-462-119-00 Analyze Transformers
Students will learn how to size a transformer and how to identify the step up and step down transformers. Lab. Credits: 1.

10-462-121-00 Mechanical Drive Systems
Students will learn how to install a drive and properly align a shoaft. Lab, Lecture. Credits: 1.

10-462-124-00 Belt and Chain Drives
Students will learn how to properly install and adjust drive components. Lab, Lecture. Credits: 1.

10-462-127-00 Lubrication and Sealing Shafts
Students will learn about proper lubricants and seals for an application. Lab, Lecture. Credits: 1.

10-462-129-00 Common Bearings in Advanced Gear Drives
Students will learn about several bearing styles and common use in a gear drive application. Lab, Lecture. Credits: 1.

10-462-132-00 Pneumatic Valves and Air Logic
Students will be able to identify common air valves and understand how air logic is used. Lab, Lecture. Credits: 1.

10-462-135-00 Filtration and Servicing Components
Students will understand air filtration and component lubrication in an air circuit. Lab, Lecture. Credits: 1.

10-462-137-00 Hydraulic Valves in Actuator
Students will learn how to identify various DCV's and use them in an application on the trainer. Lab, Lecture. Credits: 1.

10-462-139-00 Hydraulic Check Valve Applications
Students will learn the schematic symbols of a check valve and their application. Lab, Lecture. Credits: 1.

10-462-141-00 Accumulators Used in Hydraulics
Students will learn how to charge an accumulator and use them in an application. Lab, Lecture. Credits: 1.

10-462-143-00 Mechanical Print Reading and Schematics
Students will learn drawing symbols and understand how to interprete drawing dimensions. Lecture. Credits: 1.

10-462-170-00 Pump Safety Installation and Operation
Students will learn how to safety start a pump and proper pump installation. Lab, Lecture. Credits: 1.

10-462-172-00 Cavitation and Pseudo Cavitation
Students will learn about cavitation and simulate on the pump trainer. Lab, Lecture. Credits: 1.

10-462-174-00 Pump Suction
Students will learn how fluid enters a pump safely. Lab, Lecture. Credits: 1.

10-462-176-00 Piping Components and Schematics
Students will learn about various piping materials and components. Lab, Lecture. Credits: 1.

10-462-178-00 Piping Configurations Using a Drawing
Students will construct piping material and components into a circuit using a drawing. Lab, Lecture. Credits: 1.

10-462-180-00 Design and PLC Program
Students will learn about the main components of a PLC and how to write a program. Lab, Lecture. Credits: 1.

10-462-182-00 PLC Troubleshooting Processes
Students will learn how to troubleshoot a faulty PLC program. Lab, Lecture. Credits: 1.

10-462-184-00 Evaluate Analog Inputs and Outputs
Students will learn how to identify a PLC input/ output and how their application. Lab, Lecture. Credits: 1.

10-462-186-00 Tag System Used in Process Control
Students will learn how to idenify circuit tags on the trainer as well as on a diagram. Lab, Lecture. Credits: 1.

10-462-188-00 Loop Controller and Control Elements
Students will learn how to install PID parameters. Lab, Lecture. Credits: 1.

10-462-192-00 Sensors to Measure Liquid Level
Students will change parameters in a program to maintain fluid levels. Lab, Lecture. Credits: 1.

10-462-194-00 Validate Functions of PM
Students will learn how to follow a PM checklist and understand the importance of using proper safety protocol. Lecture. Credits: 1.

10-462-196-00 Create a PM Checklist and Schedule
Students will learn how to create a PM checklist and develop a maintenance interval for an industrial machine. Lecture. Credits: 1.

10-462-198-00 Industrial Maintenance Capstone
Common core competency project Lab, Lecture. Credits: 3.

31-462-120-00 Relay Logic used in Hydraulics
Students will analyze the use of electricity to control a hydraulic system. Students will learn relay component identification using ladder logic. Using the ladder logic and relay logic, students will connect circuits on a trainer to operate a circuit. Lab, Lecture. Credits: 1.

31-462-301-00 Industrial Mechanical Capstone
Students will work on a final project to demonstrate a culmination of competencies learned throughout the program. 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.

Info Tech (107,150,152,154, 157)

10-150-110-00 Networking Fundamentals
Gives the student a basic understanding of a network. The student will gain an understanding of basic networking terminology, and OSI model, network cabling practices, TCP/IP addressing, and subnet masking. The student will investigate communication on a LAN environment. Lab, Lecture. Credits: 3.

10-150-111-00 Network Standards and Practices
Students will learn how end user devices and local network devices communicate with each other and the global internet. Lab, Lecture. Credits: 1.

10-150-113-00 Network Topology and Devices
Students will learn the various network topologies and how the network devices connect in those topologies as well as they will explore wireless technologies and how they are used. Lab, Lecture. Credits: 1.

10-150-114-00 Network+ Fundamentals
This course explores network cabling and hardware devices, switching and routing, security, addressing, Ethernet and wireless, LANs and WANs, operations and management, and optimization and troubleshooting. Lab, Lecture. Credits: 3.

10-150-116-00 Configure Network Devices
Students will learn how to configure various network devices, apply security concepts to protect the network, and troubleshoot common issues with the network. Lab, Lecture. Credits: 1.

10-150-120-00 Virtualization Basics and Initial Configuration
This course will introduce Virtualization in the infrastructure; including how to initially setup and configure a virtualized environment. Lab, Lecture. Credits: 1.Prerequisite: 1015011400 Network Plus Fundamentals (C or better).

10-150-124-00 Virtualization Machine Setup and Troubleshooting
This course will explore how to create, configure, and troubleshoot virtual machines. Lab, Lecture. Credits: 1.Prerequisite: 1015011400 Network Plus Fundamentals (C or better).

10-150-128-00 Virtualization Environment Management
This course will explore how to manage, monitor, and maintain a virtual infrastructure. Lab, Lecture. Credits: 1.Prerequisite: 1015011400 Network Plus Fundamentals (C or better).

10-150-130-00 CCNA Networking 1
This course explores enterprise networking concepts, Cisco devices, IPv4 and IPv6 addressing, switching, and IPv4 and IPv6 routing. Lab, Lecture. Credits: 3.Prerequisite: 1015011400 Network Plus Fundamentals (C or better).

10-150-145-00 CCNA Networking 2
This course explores enterprise networking wireless networks, WAN implementation, advanced switching, access control lists (ACLs), management, security, and cyptography. Lab, Lecture. Credits: 3.Prerequisite: 1015013000 CCNA Networking 1 (C or better).

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: 1015011400 Network Plus Fundamentals (C or better).

10-150-150-00 Windows Client
This course explores enterprise client operating system installation, configuration, performance, access, management, and protection. Lab, Lecture. Credits: 3.Prerequisite: 1015414000 A Plus Computer Essentials (C or better).

10-150-180-00 Windows Hybrid Server Core Infrastructure
This course explores enterprise server operating system on-premises server, cloud and Azure concepts, IP address management, DNS implementation, Active Directory, Group Policy, hybrid server and workload management, storage and file service managment, virtualization and containers, and network connectivity. Lab, Lecture. Credits: 3.Prerequisites: 1015011400 Network Plus Fundamentals (C or better) and 1015015000 Windows Client (C or better) (concurrent enrollment allowed).

10-151-105-00 Digital Literacy with Cyber Security
This course will cover identifying and differentiating between major computer components, Microsoft Windows operating system and application operations, computing environment issue troubleshooting, making connections between office network devices, file management, and basic cybersecurity threats and best practices. Lab, Lecture. Credits: 1.

10-151-130-00 Cybersecurity Analyst
This course explores security penetration testing, system hacking, malware and sniffers, reconnaissance and enumeration, session hijacking and DoS, firewalls and honeypots, SQL injections and cryptography and more. Lab, Lecture. Credits: 3.Prerequisites: 1015114000 IT Security (C or better) and 1015011400 Network Plus Fundamentals (C or better).

10-151-135-00 Pen Testing Plus
This course explores security penetration testing, system hacking, malware and sniffers, reconnaissance and enumeration, session hijacking and DoS, firewalls and honetypots, SQL injections and cryptography, and more. Lab, Lecture. Credits: 3.Prerequisites: 1015114000 IT Security (C or better) and 1015011400 Network Plus Fundamentals (C or better).

10-151-140-00 IT Security
This course explores the threats, attacks, and vulnerabilities to an organization's devices, applications, and infrastructure throughout the enterprise. Tools, techniques, and technologies will further the exploration that help assess, secure, and monitor organizational assets as well as respond, investigate, and recover from incidents. Lab, Lecture. Credits: 3.

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 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.

10-152-121-00 Blockchain Basics
This course explores blockchain technology basics including the fundamentals of how blockchains work and the implications the technology has on society. Lecture. Credits: 1.

10-152-125-00 Database Design and Implementation
Students learn to develop webpages that access and manipulate databases that they have created. Lab, Lecture. Credits: 4.Prerequisites: 1015211500 Database Fundamentals (C or better) and 1015212000 Introduction to Programming (C or better) and 1015417700 Web Programming Fundamentals (C or better).

10-152-146-00 Programming 2
Further develops concepts introduced in Introduction to Programming and explores more advanced topics such as methods, classes and arrays. Lab, Lecture. Credits: 3.Prerequisite: 1015212000 Introduction to Programming (C or better).

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.Prerequisites: 1015218300 Interactive Web Programming (C or better) (concurrent enrollment allowed) and 1015216000 Programming 3 (C or better) (concurrent enrollment allowed) and 1015212500 Database Design and Implementation (C or better) (concurrent enrollment allowed).

10-152-160-00 Programming 3
Further develops concepts introduced in Programming 2 and explores more advanced topics such as Graphical User Interfaces and databases. Lab, Lecture. Credits: 3.Prerequisite: 1015214600 Programming 2 (C or better).

10-152-183-00 Interactive Web Programming
Students learn to create interactive webpages that respond to user input. Lab, Lecture. Credits: 3.Prerequisites: 1015212000 Introduction to Programming (C or better) and 1015417700 Web Programming Fundamentals (C or better).

10-152-200-00 Decentralized Finance (Defi)
This course explores blockchain technology basics including the fundamentals of how blockchains work and the implications the technology has on society. Lab, Lecture. Credits: 3.Prerequisites: 1015212100 Blockchain Basics (C or better) and 1015417700 Web Programming Fundamentals (C or better) and 1015212000 Introduction to Programming (C or better) and 1015214600 Programming 2 (C or better).

10-152-210-00 Smart Contracts
This course covers the tools and development of smart contracts that run on the blockchain. Lab, Lecture. Credits: 3.Prerequisites: 1015212100 Blockchain Basics (C or better) and 1015417700 Web Programming Fundamentals (C or better) and 1015212000 Introduction to Programming (C or better) and 1015214600 Programming 2 (C or better).

10-152-220-00 Non-Fungible Tokens (NFTs)
This course covers the tools and development of non-fungible tokens (NFTs) and how they can be used on the blockchain. Lab, Lecture. Credits: 3.Prerequisites: 1015212100 Blockchain Basics (C or better) and 1015417700 Web Programming Fundamentals (C or better) and 1015212000 Introduction to Programming (C or better) and 1015214600 Programming 2 (C or better).

10-152-230-00 Smart Contracts 2
This course continues the exploration of smart contract technology from the smart contracts 1 course and covers additional strategies, techniques, and practices for writing and deploying smart contracts on the blockchain. Lab, Lecture. Credits: 3.Prerequisite: 1015221000 Smart Contracts (C or better).

10-154-110-00 IT Basic Skills
This course explores online Internet fundamentals, computer basics, and common MS Office application features. Lab, Lecture. Credits: 1.

10-154-115-00 Office Applications Associate
This course explores Microsoft Word, Excel, and Outlook to an intermediate level. This course is aligned with the Microsoft Office Specialist: Associate (Office 2019) certification, which includes MO-100: Microsoft Word, MO-200: Microsoft Excel, and MO-400: Microsoft Outlook (Office 2019) certification exams. Lab, Lecture. Credits: 2.

10-154-140-00 A+ Computer Essentials
This course explores computer hardware, operating systems, software, networking, troubleshooting, virtualization, and security concepts. 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.Prerequisites: 1015011400 Network Plus Fundamentals (C or better) and 1015414000 A Plus Computer Essentials (C or better).

10-154-165-00 Project Management
TThis course explores project management principles and practices, including project initiation, project team roles and responsibilities, the Work Breakdown Structure (WBS), project schedule creation, resource planning and management, project budget and risk plan definition, project communications, change request processing and procurement documents, and project tools and documentation. Lab, Lecture. Credits: 3.

10-154-170-00 Help Desk Fundamentals
This course explores IT service management within the ITIL framework, including customer service, end-user support, troubleshooting, helpdesk applications, and the creation and delivery of IT training to others. Lab, Lecture. Credits: 3.

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.

10-154-250-00 IT Security Basics
In this course, you will explore basic IT security and the threats and countermeasures that can be used to protect the infrastructure. Lab, Lecture. Credits: 1.Prerequisite: 1015011400 Network Plus Fundamentals (C or better).

10-154-255-00 IT Security Monitoring
In this course, you will identify and use tools to monitor activity on the network to ensure a secure work environment. Lab, Lecture. Credits: 1.Prerequisite: 1015011400 Network Plus Fundamentals (C or better).

10-154-260-00 IT Security Management
In this course, you will explore the how to manage and maintain a secure IT Infrastructure. Lab, Lecture. Credits: 1.Prerequisite: 1015011400 Network Plus Fundamentals (C or better).

10-154-270-00 Server Operating System Installation and Setup: Server Installation and Setup
This course will explore server installation and setup of operating system, networking, storage, and virtualization. Lab, Lecture. Credits: 1.Prerequisite: 1015011400 Network Plus Fundamentals (C or better).

10-154-275-00 Server Access Setup and Policies
This course will explore user access setup and configuration of permissions and group policies. Lab, Lecture. Credits: 1.Prerequisite: 1015011400 Network Plus Fundamentals (C or better).

10-154-280-00 Server Management and Services
This course will investigate that various services that the server OS can offer and how to manage and maintain the server OS. Lab, Lecture. Credits: 1.Prerequisite: 1015011400 Network Plus Fundamentals (C or better).

10-157-110-00 VMware Data Center Virtualization
This course explores installation, configuration, management, monitoring, and maintenance of a virtualized computing environment in the enterprise. This course is aligned with the VMware Certified Professional – Data Center Virtualization (VCP-DCV) certification exam. Lab, Lecture. Credits: 3.

Laboratory Assistant (513)

30-513-310-00 Phlebotomy 1
Phlebotomy 1 introduces the learner to basic laboratory skills including infection control, OSHA regulations, ergonomics, laboratory safety and non-blood specimen collection. The learner will have training in the collection of blood specimens by capillary, venipuncture, and arterial puncture. Lab, Lecture. Credits: 3.

30-513-325-00 Phlebotomy Practicum
Phlebotomy Practicum (1 credit) is 72 hours gaining experience as a Phlebotomist in a clinical lab or hospital lab. The student will perform venipuncture under the supervision of an approved preceptor. The student will also adhere to infection control and safe practices, perform specimen collection, process specimens, comply with legal regulations and model professional behaviors. Occupational. Credits: 1.Prerequisite: 3051331000 Phlebotomy 1 (C or better).

Marketing (104)

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.

10-104-130-00 Social Media and Digital Content Marketing
This course provides an overview of major social platforms like Facebook, Instagram, X, LinkedIn, Pinterest, YouTube, and TikTok. A student gains hands-on experience in creating various types of content for social media and email campaigns, including the use of AI. Students will learn how to use the social media management platform Hootsuite, schedule posts, create a content calendar, write a creative brief, produce a video, and set up an email campaign with a contacts database using Mailchimp. Upon completion of the coursework, students can test for a certification from Hootsuite. Lab, Lecture. Credits: 3.Prerequisite: 3010412000 Graphic Design and Branding (C or better) (concurrent enrollment allowed).

10-104-131-00 Digital Marketing Fundamentals
To succeed in today's marketplace, a business needs to employ basic digital marketing specialties such as target marketing, keyword research and Search Engine Optimization (SEO) techniques. In this class the student learns by doing; the course teaches how to use digital marketing software tools and market analysis on an existing or a future business to get the best search engine results. This is the introductory course for earning a Digital Marketing Certificate. Lab, 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.

10-104-141-00 Digital Advertising and Analytics
Digital Advertising enables your business to appear online at the very moment someone is looking for products or services like yours. This class will provide an in-depth view of the Google Advertising Platform, YouTube Ads, and Facebook Advertising. In this course, the student gets practice designing Google Display Ads for a Paid Search Campaign using Google's Keyword Planner and Ad Manager tools to craft effective ad copy that targets an audience based on their interests and geographic location.Students should take Digital Marketing Fundamentals prior to this course. Lab, Lecture. Credits: 3.Prerequisites: 1010413100 Digital Marketing Fundamentals (C or better) (concurrent enrollment allowed) and 3010412000 Graphic Design and Branding (C or better) (concurrent enrollment allowed).

30-104-120-00 Graphic Design and Branding
This course provides Graphic Design foundational learning including an introduction to Adobe Professional Design software in addition to Canva. Student will analyze existing brands, learn the components of branding, and gain an in-depth understanding of what makes a brand successful. Hands-on experience will be gained by creating a brand and implementing it across digital content including online profiles, email newsletters, environmental graphics, and more. Lab, Lecture. Credits: 3.

30-104-130-00 Social Media and Digital Content
This course provides an overview of major social platforms like Facebook, Instagram, X, LinkedIn, Pinterest, YouTube, and TikTok. A student gains hands-on experience in creating various types of content for social media and email campaigns, including the use of AI. Students will learn how to use the social media management platform Hootsuite, schedule posts, create a content calendar, write a creative brief, produce a video, and set up an email campaign with a contacts database using Mailchimp. Upon completion of the coursework, students can test for a certification from Hootsuite. Lab, Lecture. Credits: 3.Prerequisite: 3010412000 Graphic Design and Branding (C or better) (concurrent enrollment allowed).

30-104-141-00 Digital Advertising
Digital Advertising enables your business to appear online at the very moment someone is looking for products or services like yours. This class will provide an in-depth view of the Google Advertising Platform, YouTube Ads, and Facebook Advertising. In this course, the student gets practice designing Google Display Ads for a Paid Search Campaign using Google's Keyword Planner and Ad

Manager tools to craft effective ad copy that targets an audience based on their interests and geographic location Lab, Lecture. Credits: 3.Prerequisites: 1010413100 Digital Marketing Fundamentals (C or better) (concurrent enrollment allowed) and 3010412000 Graphic Design and Branding (C or better) (concurrent enrollment allowed).

30-104-150-00 Web Design and Development
This course offers a deep dive into foundational web design and development principles, equipping you with the skills to create visually stunning and functional websites. Delve into user experience, user interface, information architecture, HTML, CSS, and responsive design. Explore content management systems, accessibility, SEO, and integrate web graphics and multimedia. Through hands-on projects, students will apply their knowledge to design and develop a complete website. Lab, Lecture. Credits: 3.Prerequisites: 1010413100 Digital Marketing Fundamentals (C or better) (concurrent enrollment allowed) and 3010412000 Graphic Design and Branding (C or better) (concurrent enrollment allowed).

30-104-160-00 Ecommerce Marketing
Develop the essential skills for online marketing success. Learn how to construct a complete online store with integrated product catalogs, user-friendly navigation, and secure checkout, all designed to ensure a smooth shopping Experience. Use AI Marketing Tools to design an intuitive platform to drive sales through guided search and product discovery. Enhance your brand with appealing visuals and optimized product descriptions to attract and convert customers. Lab, Lecture. Credits: 3.Prerequisites: 1010413100 Digital Marketing Fundamentals (C or better) (concurrent enrollment allowed) and 3010412000 Graphic Design and Branding (C or better) (concurrent enrollment allowed).

Mathem atics (804)

10-804-107-00 College Mathematics
Designed to review and develop fundamental concepts of mathematics pertinent to the areas of arithmetic and algebra, geometry and trigonometry, probability and statistics. Special emphasis is placed on problem solving, critical thinking and logical reasoning, making connections, and using calculators. Topics include performing arithmetic operations and simplifying algebraic expressions, solving linear equations and inequalities in one variable, solving proportions and incorporating percent applications, manipulating formulas, solving and graphing systems of linear equations and inequalities in two variables, finding areas and volumes of geometric figures, applying similar and congruent triangles, converting measurement within and between U.S. and metric systems, applying the Pythagorean Theorem, solving right and oblique triangles, calculating probabilities, organizing data and interpreting charts, calculating central and spread measures, and summarizing and analyzing data. Recommended: pre-algebra or appropriate placement scores. Lab, Lecture. Credits: 3.Prerequisite: Accuplacer Algebra score >=35 or ACT Mathematics score >=18.

10-804-118-00 Intermediate Algebra with Applications
This course offers algebra content with applications and an introduction to functions and complex numbers. Content builds upon the arithmetic of real numbers by using variable equations to solve problems. Topics include graphing and finding algebraic solutions for linear equations and inequalities, quadratic, exponential, polynomial, radical, and rational equations. Lecture. Credits: 4.Prerequisite: 1080413400 Mathematical Reasoning (C or better) or 1083411000 Elem Algebra with Apps (C or better) or UW Math Placement Basic Math Skills score >=365 or UW Math Placement Algebra score >=300.

10-804-123-00 Math with Business Applications
Covers real numbers, basic operations, linear equations, proportions with one variable, percent, simple interest, compound interest, annuity, applying math concepts to the purchasing/buying/selling processes, and basic statistics with business and consumer applications. Lecture. Credits: 3.Prerequisite: Accuplacer Algebra score >=35 or ACT Mathematics score >=18.

10-804-134-00 Mathematical Reasoning
An activity based approach is used to explore numerical relationships, graphs, proportional relationships, algebraic reasoning, and problem solving using linear, exponential and other mathematical models. Students will develop conceptual and procedural tools that support the use of key mathematical concepts in a variety of contexts. This course is not designed for Science, Technology, Engineering, or Math (STEM) students and/or others who require calculus. Lecture. Credits: 3.Prerequisite: 7785478000 Principles of College Math (C or better) or Accuplacer Algebra score >=35 or UW Math Placement Basic Math Skills score >=250 or ACT Mathematics score >=18 or Tailwind Math College Math Fund score >=16.

10-804-189-00 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.Prerequisites: 1083411000 Elem Algebra with Apps (C or better) or 1080410700 College Mathematics (C or better) or 1080413400 Mathematical Reasoning (C or better) or Accuplacer Arithmetic score >=107 or (UW Math Placement Basic Math Skills score >=365 and UW Math Placement Algebra score >=300) or Tailwind Math College Math Fund score >=42.

20-804-224-00 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.Prerequisites: 1080411800 Intermediate Algebra with Applications (C or better) or (UW Math Placement Basic Math Skills score >=365 and UW Math Placement Algebra score >=416) or (Tailwind Math Advanced Algebra score >=51 and Tailwind Math Trig Analytic Geomet score >=56).

20-804-227-00 Elementary Math Education I
Covers mathematics content necessary for prospective early childhood and elementary teachers. Topics include foundational and historical concepts from arithmetic and algebra. Lecture. Credits: 4.Prerequisites: (UW Math Placement Basic Math Skills score >=365 and UW Math Placement Algebra score >=300) or 1080413400 Mathematical Reasoning (C or better) or 1083411000 Elem Algebra with Apps (C or better) or Tailwind Math College Math Fund score >=47.

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.Prerequisites: 1080411800 Intermediate Algebra with Applications (C or better) or (UW Math Placement Basic Math Skills score >=365 and UW Math Placement Algebra score >=475) or 2080425000

Quantitative Reasoning (C or better) or (Tailwind Math Advanced Algebra score >=58 and Tailwind Math Trig Analytic Geomet score >=15).

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.Prerequisites: 1083411000 Elem Algebra with Apps (C or better) or (UW Math Placement Basic Math Skills score >=365 and UW Math Placement Algebra score >=300) or 1080413400 Mathematical Reasoning (C or better) or Tailwind Math College Math Fund score >=47.

20-804-236-00 Calculus and Analytic Geometry I
Covers limits and continuity of functions, the derivative, and its applications. Lecture. Credits: 5.Prerequisites: (2080422400 Algebra for Calculus (C or better) and 2080422800 Plane Trigonometry (C or better)) or (UW Math Placement Basic Math Skills score >=440 and UW Math Placement Algebra score >=550) or (Tailwind Math Advanced Algebra score >=58 and Tailwind Math Trigonometry score >=57).

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.Prerequisites: (UW Math Placement Basic Math Skills score >=365 and UW Math Placement Algebra score >=300) or 1080413400 Mathematical Reasoning (C or better) or 1083411000 Elem Algebra with Apps (C or better) or Tailwind Math College Math Fund score >=47.

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: 2080423600 Calculus and Analytic Geometry I (C or better).

20-804-241-00 Calculus and Analytic Geometry III
Topics include differentiation of vectors, space curves and curvature, functions of variables, level curves and surfaces, limits and continuity, partial derivatives, total differential, tangent planes, 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 (two and three dimensions), vector fields, circulation and flux in two dimensions, and Green's Theorem. Lecture. Credits: 5.Prerequisite: 2080424000 Calculus and Analytic Geometry II (C or better).

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.Prerequisites: 1080413400 Mathematical Reasoning (C or better) or (UW Math Placement Basic Math Skills score >=365 and UW Math Placement Algebra score >=300) or 1083411000 Elem Algebra with Apps (C or better) or Tailwind Math College Math Fund score >=47.

20-804-290-01 Differential Equations Linear Algebra
Differential equations are fundamental tools that scientists and engineers use to model physical reality. Linear algebra is concerned with structure inherent in mathematical systems. Students will see that solutions of certain differential equations form a vector space, and techniques from linear algebra allow us to solve systems of linear differential equations. Topics covered 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: 2080424000 Calculus and Analytic Geometry II (C or better).

20-804-295-00 Differential Equations Linear Algebra
Differential equations are fundamental tools that scientists and engineers use to model physical reality. Linear algebra is concerned with structure inherent in mathematical systems. Students will see that solutions of certain differential equations form a vector space, and techniques from linear algebra allow us to solve systems of linear differential equations. Topics covered 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: 2080424000 Calculus and Analytic Geometry II (C or better).

31-804-101-00 Math Skills
Develops skills in using mathematics principles, essential to the technical service and production workplace, through applied learning contexts. Content includes whole numbers, fractions, percent, graphs, and fundamentals of algebra. Lecture. Credits: 1.Corequisite: 1044210300 Print Reading.

31-804-102-00 Geometry Skills
Develops skills in using mathematics principles, essential to the technical service and production workplace, through applied learning contexts. Content includes geometry and trigonometry, and tools and techniques for precision measurement. Lecture. Credits: 1.Corequisite: 1044210300 Print Reading.

31-804-302-00 Applied Technical Mathematics
Develops skills in using mathematics principles, essential to the technical service and production workplace, through applied learning contexts. Content includes whole numbers, fractions, percent, graphs, fundamentals of algebra, geometry and trigonometry, and tools and techniques for precision measurement. Lecture. Credits: 2.Prerequisite: Accuplacer Arithmetic score >=61 or TABE Math Composite score >=10 or ACT Mathematics score >=17.

Medical Assistant (501,509)

31-501-101-00 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.

31-501-308-00 Pharmacology for Allied Health
Introduces students to classifying medications into correct drug categories and applying basic pharmacology principles. Students

apply basic pharmacodynamics to identifying common medications, medication preparation, and administration of medications used by the major body systems. Lecture. Credits: 2.Prerequisite: 3150930200 Human Body in Health and Disease (C or better) or 1080617700 General Anatomy and Physiology (C or better).

31-509-108-00 Pharmacology for Allied Health
Introduces students to classifying medications into correct drug categories and applying basic pharmacology principles. Students apply basic pharmacodynamics to identifying common medications, medication preparation, and administration of medications used by the major body systems. Prerequisite: 3150930200 Human Body in Health and Disease (C or better) or 1080617700 General Anatomy and Physiology (C or better). 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.Corequisites: 3150930300 Medical Asst Lab Procedures 1, 3150930400 Medical Asst Clin Procedures 1.

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: 1050110100 Medical Terminology (C or better) (concurrent enrollment 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.Corequisites: 3150930100 Medical Asst Admin Procedures, 3150930400 Medical Asst Clin Procedures 1.

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.Prerequisite: 3150930200 Human Body in Health and Disease (C or better) (concurrent enrollment allowed) or 1080617700 General Anatomy and Physiology (C or better). Corequisites: 3150930100 Medical Asst Admin Procedures, 3150930300 Medical Asst Lab Procedures 1.

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: 3150930300 Medical Asst Lab Procedures 1 (C or better). Corequisites: 3150930600 Med Asst Clin Procedures 2, 3150930700 Medical Office Insurance and Finance.

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.Prerequisites: 3150930400 Medical Asst Clin Procedures 1 (C or better) and 3150930300 Medical Asst Lab Procedures 1 (C or better). Corequisites: 3150930500 Med Asst Lab Procedures 2, 3150930700 Medical Office Insurance and Finance.

31-509-307-00 Medical Office Insurance and Finance
Introduces Medical Assistant students to health insurance and finance in the medical office. Students perform bookkeeping procedures, apply managed care guidelines, and complete insurance claim forms. Students use medical coding and managed care terminology to perform insurance-related duties. Lab, Lecture. Credits: 2.Prerequisite: 3150930100 Medical Asst Admin Procedures (C or better). Corequisites: 3150930500 Med Asst Lab Procedures 2, 3150930600 Med Asst Clin Procedures 2.

31-509-309-00 Medical Law Ethics and Professionalism
Prepares students to display professionalism and perform within ethical and legal boundaries in the health care setting. Students maintain confidentiality, examine legal aspects of the medical records, perform risk management procedures, and examine legal and bioethical issues. Lecture. 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. 200 hours of clinical practicum is required. Occupational. Credits: 3.Prerequisites: 3180130400 Applied Communications Writing (C or better) (concurrent enrollment allowed) and 3150930500 Med Asst Lab Procedures 2 (C or better) (concurrent enrollment allowed) and 3150930600 Med Asst Clin Procedures 2 (C or better) (concurrent enrollment allowed) and 3150930700 Medical Office Insurance and Finance (C or better) (concurrent enrollment allowed) and 3150930900 Medical Law Ethics and Professionalism (C or better) (concurrent enrollment allowed).

Medical Term inology (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.

10-501-107-00 Digital Literacy for Healthcare
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.

Metal Fabrication (457)

10-457-148-00 Metal Cutting
Students will develop knowledge of metal cutting saws, shears, plasma, and water jet cutting systems and forming processes. Safety and maintenance is emphasized as students practice cutting techniques on projects. Lab, Lecture. Credits: 2.Prerequisite: 1044217200 Safety in Manufacturing (C or better).

10-457-150-00 Metal Forming
Students will develop the concepts of design and building of simple to intermediate jigs and assembly fixtures. Students will use various software applications and metal fabrication equipment to build jig and fixtures for projects used in the class. Lab, Lecture. Credits: 2.Prerequisite: 1044217200 Safety in Manufacturing (C or better).

10-457-160-00 Design and Layout
This course provides the opportunity for the learner to develop the knowledge, skills, process, and understanding of basic line and angle construction along with flat pattern development for radial line, parallel line, and triangulation. Students will also be able to design a project and use basic layout procedures. Lab, Lecture. Credits: 1.Prerequisite: 1044217200 Safety in Manufacturing (C or better).

10-457-170-00 Intro to Assembly
This course provides the opportunity for the learner to develop advanced blueprint reading skills to read and interpret moderate to advanced blueprints and shop drawings most frequently encountered in industry. Includes multi-view prints, arrangement of views, dimensions and notes, sections, shop sketching, welding symbols, and various welding prints used in the fabrication industry. Lab, Lecture. Credits: 2.Prerequisite: 1044217200 Safety in Manufacturing (C or better).

10-457-180-00 Advanced Assembly
Students will translate the competencies established in Design and Layout to the use of forming equipment. Students will create assemblies from industrial drawings conforming to industry standards. Emphasis will be placed on safe operation procedures, the selection of tooling, and calculations required to accurately complete an assembly. Lab, Lecture. Credits: 3.Prerequisite: 1044217200 Safety in Manufacturing (C or better).

10-457-190-00 Fabrication Inspection
Students will build upon the competencies established in the Intro to Assembly course. Students will create advanced assemblies from industrial drawings conforming to industry standards. Emphasis will expand upon operational safety, tooling types and selection, multiple types and combinations of bending, as well as assembly techniques. Lab, Lecture. Credits: 2.Prerequisite: 1044217200 Safety in Manufacturing (C or better).

10-457-192-00 Fabrication
Students will incorporate measurement of weld defects and assessment of fabrication quality conformance to common welding and assembly codes. Learners conduct etch tests, bend tests and break tests on welds. The process of procedure, welder qualification, and quality control in the fabrication industry is examined. Lab, Lecture. Credits: 3.Prerequisite: 1044217200 Safety in Manufacturing (C or better).

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 more modern society. Music is connected with history, religion, art, architecture, politics and society. Students will learn to identify voices and instruments, and the significance of instrumentation, scoring and arranging. Listen to melody, rhythm, harmony and grouping of sounds to identify periods of music history and their composers. Lecture. 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.

20-805-220-00 Music in Film
Follows the development music and sound in film, from the beginning of the silent-movie era to the great film composers of the twentieth century 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.

20-805-280-01 Music in Film
Follows the development music and sound in film, from the beginning of the silent-movie era to the great film composers of the twentieth century 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.

Nursing (510,543)

10-543-101-00 Nursing Fundamentals
This course focuses on basic nursing concepts to provide evidenced-based care to diverse patient populations across the lifespan. Current and historical issues impacting nursing will be explored within the scope of nursing practice. The nursing process will be introduced as a framework for organizing the care of patients. Lecture. Credits: 2.

10-543-102-00 Nursing Skills
This course focuses on development of evidence-based clinical skills and physical assessment across the lifespan. Content includes mathematical calculations and conversions related to clinical skills. In addition, the course includes techniques related to obtaining a health history and basic physical assessment skills using a body systems approach. Lab. Credits: 3.

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
This introductory clinical course emphasizes basic nursing skills and application of the nursing process in meeting the needs of diverse clients across the lifespan. Emphasis is placed on performing basic nursing skills, the formation of nurse-client relationships, communication, data collection, documentation, and medication administration. Clinical. Credits: 2.Prerequisites: 1054310100

Nursing Fundamentals (C or better) (concurrent enrollment allowed) and 1054310300 Nursing Pharmacology (C or better) (concurrent enrollment allowed) and 1054310200 Nursing Skills (C or better).

10-543-105-00 Nursing Health Alterations
This course elaborates upon the basic concepts of health and illness as presented in Nursing Fundamentals. It applies theories of nursing in the care of patients through the lifespan, utilizing problem solving and critical thinking. This course will provide an opportunity to study conditions affecting different body systems and apply evidence-based nursing interventions. It will also introduce concepts of leadership and management. Lecture. Credits: 3.

10-543-106-00 Nursing Health Promotion
This course focuses on topics related to health promotion for individuals and families throughout the lifespan. Topics include reproductive issues, pregnancy, labor and delivery, post-partum, the newborn, and the child, adaptive and maladaptive behaviors applying mental health principles. An emphasis is placed on teaching and supporting healthy lifestyles choices for individuals of all ages. Nutrition, exercise, stress management, empowerment, and risk reduction practices are highlighted. Study of the family will cover dynamics, functions, discipline styles, and stages of development. Lecture. Credits: 3.

10-543-107-00 Nsg Clinical Care Across Lifespan
This clinical experience applies nursing concepts and therapeutic interventions to patients across the lifespan. It also provides an introduction to concepts of teaching and learning. Extending care to include the family is emphasized. Clinical. Credits: 2.

10-543-108-00 Nsg Intro Clinical Care Mgt
This clinical experience applies nursing concepts and therapeutic nursing interventions to groups of patients across the lifespan. It also provides an introduction to leadership, management, and team building. Clinical. Credits: 2.

10-543-109-00 Nsg Complex Health Alterations 1
Complex Health Alterations I prepares the learner to provide and evaluate care for patients across the lifespan with alterations in cardiovascular, respiratory, endocrine, and hematologic systems as well as patients with fluid/electrolyte and acid-base imbalance, and alterations in comfort. Lecture. Credits: 3.

10-543-110-00 Nsg Mental Health Community Con
This course will cover topics related to the delivery of community and mental health care. Specific health needs of individuals, families, and groups will be addressed across the lifespan. Attention will be given to diverse and at-risk populations. Mental health concepts will concentrate on adaptive/maladaptive behaviors and specific mental health disorders. Community resources will be examined in relation to specific types of support offered to racial, ethnic, economically diverse individuals and groups. Lecture. Credits: 2.

10-543-111-00 Nsg Intermediate Clinical Practice
This intermediate level clinical course develops the RN role when working with clients with complex health care needs. A focus of the course is developing skills needed for managing multiple clients across the lifespan and priorities. Using the nursing process, students will gain experience in adapting nursing practice to meet the needs of clients with diverse needs and backgrounds. Clinical. Credits: 3.

10-543-112-00 Nursing Advanced Skills
This course focuses on the development of advanced clinical skills across the lifespan. Content includes advanced intravenous skills, blood product administration, chest tube systems, basic electrocardiogram interpretation and nasogastric/feeding tube insertion. Lab. Credits: 1.

10-543-113-00 Nsg Complex Health Alterations 2
Complex Health Alterations II prepares the learner to provide and evaluate care for patients across the lifespan with alterations in the immune, neuro-sensory, musculoskeletal, gastrointestinal, hepatobiliary, renal/urinary, reproductive systems and shock, burns and trauma. The learner will also focus on management of care for patients with high-risk perinatal conditions and high-risk newborns. Lecture. Credits: 3.

10-543-114-00 Nsg Management Professional Concepts
This course covers nursing management and professional issues related to the role of the registered nurse. Emphasis is placed on preparing for practice as a registered nurse. Lecture. Credits: 2.

10-543-115-00 Nsg Advanced Clinical Practice
This advanced clinical course requires the student to integrate concepts from all previous courses in the management of groups of clients facing complex health alterations. Students will have the opportunity to further develop critical thinking skills using the nursing process in making clinical decisions. Continuity of care through interdisciplinary collaboration is emphasized. Clinical. Credits: 3.

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.

Nursing Assistant (510,543)

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 Services. Clinical, Lab, Lecture. Credits: 3.

Office Technology (106,107)

10-106-114-00 Records Management
This course explores the comprehensive field of records management by applying basic principles and procedures for storing and retrieving information and maintaining an efficient manual and/or computerized filing system using the simplified filing rules developed by the Association of Records Managers and Administrators, Inc. (ARMA). The following methods of storing records are studied: alphabetic, subject, numeric, and geographic. Basic terminology of records management is taught throughout the course. Records retention, disaster planning, control measurements, information security, and disposition are discussed. Lab, Lecture. Credits: 2.

10-106-116-00 Document Processing
This course will cover basic and advanced document formatting

techniques in administrative and specialized occupational areas while enhancing keyboarding speed and accuracy. Lab, Lecture. Credits: 3.

10-106-126-00 Editing Business Applications
This course will cover proofreading, editing, transcription and composition skills from the Business English standard to create and process business documents. Lecture. Credits: 3.

10-106-133-00 Business Office Technologies
This course will cover operation of popular physical and virtual technologies used in a business office including products and applications used for telephony, office application suites, meetings, and surveys. Lecture. Credits: 2.

10-106-140-00 Meeting Planning
This course will cover how to plan for and successfully execute a business meeting through the use of agendas, rules of conduct, and minutes. Lecture. Credits: 1.

10-106-142-00 Event Planning
This course will cover how to plan for and successfully execute a variety of business events. Lecture. Credits: 1.

10-106-144-00 Travel Planning
This course will cover how to plan for domestic and international travel and successfully execute a business trip. Lecture. Credits: 1.

10-106-170-00 Administrative Procedures
This course will cover the characteristics and personal qualities that are important for administrative professionals by performing office-related tasks and demonstrating an understanding of the skills, equipment, tools, and techniques used by administrative professionals. Lecture. Credits: 3.Prerequisites: 1010611600 Document Processing (C or better) and 1010613000 Integrated Computer Applications Beg (C or better).

10-106-171-00 Administrative Procedures Basics
This course will introduce and review basic administrative concepts such as professionalism, ethics, communications, teamwork, customer service, and leadership. Lecture. Credits: 2.

10-106-172-00 Administrative Procedures Advanced
Designed as a capstone course to demonstrate competencies and provide students with a complete portfolio to obtain employment. Student will create event and travel planning portfolios and both digital and print media concepts for business correspondence. Lecture. Credits: 2.Prerequisite: 1010617100 Administrative Procedures Basics (B or better).

10-106-190-00 Administrative Assistant Internship
Applies previously learned administrative assistant skills in a real work setting. This is a culminating course for the Administrative Assistant program. Occupational. Credits: 3.Prerequisite: 1010617000 Administrative Procedures (C or better).

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.

10-809-260-00 Introduction 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.

20-809-217-00 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.

20-809-225-00 Ethics
Examines concepts of obligation, morality, human rights, and the good life. Competing ethical theories will be explored along with contemporary and historical moral problems. 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: 1.

20-807-202-00 Nutrition for Optimal Health Fit for Life
Examines the nutrient requirements of healthy individuals, nutrient categories and food sources as well as their characteristics in relation to physiological functions, metabolism, and disease prevention. Lecture. Credits: 1.

20-807-203-00 Stress Management Fitness For Life
The course explores the nature of stress, determinant causes, the physiological and psychological reactions to stress and will introduce and implement physiological, cognitive and behavioral stress management techniques. Lecture. Credits: 1.

20-807-204-00 Physical Fitness for Life
Examines the relationship of physical fitness and activity to healthy lifestyles and wellness. Students will access current level of fitness, then plan and implement a personal fitness program. Lecture. 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.

Pipefitting (435)

50-435-709-00 Orientation to the Trade and Safety for Industrial Pipefitters
Course competencies examine safe work practices involved in pipe fitting trades and various industrial settings. Rigging safety, PPE, confined space entry, fall protection, heavy equipment operation, chemical safety and MSDS, boiler safety, and lockout tag-out will be examined. Fall protection, and safe work practices for overhead work, and ladders are covered. OSHA and other safety standards will be reviewed. The course wraps up with an introduction to the trade where apprentices will examine job duties and tasks which have been identified for the industrial pipefitting apprenticeship. Lecture. Credits: 0.50.

50-435-710-00 Blueprint Reading 1 for Industrial Pipefitter Apprentices
Course competencies include an introduction to industrial blueprints; building freehand sketching skills; drawing symbols, lines, and pipe fittings; and interpreting technical information found on blueprints. Apprentices will learn how prints support work processes performed by the pipefitting trade. Lecture. Credits: 0.50.

50-435-711-00 Trade Math for Industrial Pipefitter Apprentices
Course competencies include building apprentice skills working with fractions, decimals, measurement and ratios commonly used by the trade. Measurement, tolerances and interpreting trade related information will help apply math concepts to industrial work processes. Basic algebra, geometry and trigonometry will be applied to industrial pipefitting tasks. Lecture. Credits: 1.

50-435-712-00 Related Science for Industrial Pipefitter Apprentices
Course competencies include the science of matter; properties of solids, liquids and gases; work, energy and power; temperature and heat effects; change of state; heat engines; and force balance and gravity. A field trip to observe related science applications in a plant is included. Related science concepts included in this course will be reinforced and applied later in related instruction. Lecture. Credits: 2.

50-435-713-00 Blueprint Reading 2 for Industrial Pipefitter Apprentices
Course competencies include pipe and pipe fitting blueprint symbols and other technical information found on pipe prints. Apprentices will examine isometric and multi-view drawings; dimensions; and process pipe drawings symbols. Drawing and sketching skills will be further developed. Lecture. Credits: 0.50.

50-435-714-00 Process Piping 1 for Industrial Pipefitter Apprentices
Course competencies include examining the metallurgical properties of various piping materials, applying piping materials to process pipe installations, fabricating piping offsets, calculating values needed to solve pipe layout and fabrication problems associated with pipe welding layouts, comparing clamps and aligning devices employed by the trade, and fabricating miters, tees, saddles, laterals, and elbows. Lecture. Credits: 1.

50-435-715-00 Steam Systems for Industrial Pipefitter Apprentices
Course competencies include steam trapping, boiler accessories, boiler valves, steam heating, steam systems, and high pressure steam. Course includes a field trip to examine steam systems applied to an industrial setting. Lecture. Credits: 2.

50-435-716-00 Blueprint Reading 3 for Industrial Pipefitter Apprentices
Course competencies include identifying piping isometrics and dimensions found on flow diagrams, elevation drawings, section views, and process piping plans. Apprentices will further develop skills in sketching and drawing as well as interpreting information from flow diagrams, pipe drawings, and related industrial prints. Apprentices will learn to use prints and diagrams to interpret information about given runs of pipe. Lecture. Credits: 0.50.

50-435-717-00 Chemical Handling and Hazardous Materials for Industrial Pipefitter Apprentices
Course competencies include safety in handling chemicals, chlorine, caustic soda and other hazardous materials. MSDS information and related procedures will be applied to industrial situations. Lecture. Credits: 0.50.

50-435-718-00 Refrigeration and Air Conditioning for Industrial Pipefitter Apprentices
Course competencies include refrigeration systems, applications of mechanical refrigeration, refrigeration components, and troubleshooting systems. Lecture. Credits: 0.50.

50-435-719-00 Hot Water Heating Systems for Industrial Pipefitter Apprentices
Course examines hot water heating systems and boilers found in industrial plants. Course competencies include hot water heating equipment and components, boiler operations and safety, insulation, heat loss, and maintenance. Lecture. Credits: 0.75.

50-435-720-00 Process Piping 2 for Industrial Pipefitter Apprentices
Course competencies include rolling offsets, parallel offsets, layout of pipe intersections, and fabricating and cutting uneven rolling offsets. Course includes a field trip to observe the application of related concepts. Lecture. Credits: 1.

50-435-721-00 Rigging Safety for Industrial Pipefitter Apprentices
Apprentices will compare types of rigging equipment and their uses; determine safe loads, rig and crib loads, and move a load with cranes and hoists. This course is intended for related instruction in the industrial pipefitter apprenticeship. Course competencies examine safe rigging equipment, hardware, equipment, tools, procedures, and safe work practices applicable to industrial settings. Rigging for cranes, forklifts and other industrial power equipment, and hand devices are included. Lecture. Credits: 1.

50-435-722-00 Blueprint Reading 4 for Industrial Pipefitter Apprentices
Course competencies include interpreting information from isometric drawings and spool drawings. Apprentices will learn how to develop material lists from both types of drawings and build skills working with industrial blueprints. Lecture. Credits: 0.50.

50-435-723-00 Hydraulics for Industrial Pipefitter Apprentices
Gain knowledge of the uses and applications of hydraulics required in the trade. Hydraulic systems, devices and components will be examined. Job duties and tasks related to safety, inspection, testing, maintenance and repair will be included. Course competencies examine hydraulic fluids, safety, hydraulic equipment and components, controls, troubleshooting, repair, and preventative maintenance. Lecture. Credits: 1.

50-435-724-00 Welding and Brazing for Industrial Pipefitter Apprentices
Course compares common welding processes and develops apprentice skills related to welding, cutting, heating and using oxy-gas. Welding with arc, MIG and TIG will be explored. Common cutting and joining techniques will be compared. Industrial brazing techniques will be demonstrated. Joint preparation, using hand and power tools, and working with low-temp and high-temp solders are examined. Welding safety and PPE requirements will be reinforced.

Lecture. Credits: 1.

50-435-725-00 Valves Packings and Gaskets for Industrial Pipefitter Apprentices
Course includes an examination of the various types of valves and their applications in industrial plant processes. Apprentices will also compare gasket types, materials and their applications. Valve packings will be compared and procedures for repacking valves examined. Apprentices will build skills installing and repairing valves. Lecture. Credits: 0.25.

50-435-726-00 Pneumatics for Industrial Pipefitter Apprentices
Gain knowledge of the uses and applications of pneumatics required in the trade. Pneumatic systems, devices and components will be examined. Job duties and tasks related to safety, inspection, testing, maintenance and repair will be included. Lecture. Credits: 1.

Plum bing (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. Focuses on theory, work experience, and the application of plumbing code principles through discussions, drawing exercises, work sheets, and evaluations. Lecture. Credits: 2.

50-427-754-00 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. The course 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 coursework to support completing an applied hands-on project. Lecture. Credits: 2.

Political Science (809)

20-809-235-00 Our Sovereignty - Indigenous Governance
To acknowledge and promote indigenous sovereignty, this course will apply a critical lens and cultural perspectives while analyzing the sovereignty, inherent rights, and the effects decision making has had on indigenous governance and communities. Students will examine and reflect on topics including treaties, intergovernmental relationships, trust responsibility, economic development and diversity, and environmental systems to nurture indigenous leadership, strengthen self-determination and self-governance. Lecture. Credits: 3.

Psychology (809)

10-809-159-00 Abnormal Psychology
The course addresses the foundations of abnormal psychology and psychological disorders, including their characteristics, possible causes, assessments, diagnostic processes, and treatments. The course includes examination of major historical and theoretical perspectives, research, sociocultural considerations, and elements of psychological wellness. Lecture. Credits: 3.Prerequisite: 1080919800 Intro to Psychology (C or better).

10-809-188-00 Developmental Psychology
Study of human development throughout the lifespan. Explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills will enable students to gain an increased knowledge and understanding of themselves

and others. Lecture. Credits: 3.

10-809-198-00 Introduction to Psychology
This science of psychology course is a survey of multiple aspects of behavior and mental processes. It provides an overview of topics such as research methods, theoretical perspectives, learning, cognition, memory, motivation, emotions, personality, abnormal psychology, physiological factors, social influences, and development. Lecture. Credits: 3.

10-809-199-00 Psychology of Human Relations
Focuses on improving personal and job-related relationships through understanding and applying sound psychological principles. Topics include self-concept, motivation, emotions, stress management, conflict resolution, and human relation processes. Lecture. Credits: 3.

20-809-232-00 Abnormal Psychology
Introduces students to the essential features and etiology of various psychological disorders. Students are also introduced to contemporary methods of assessment and treatment using the diagnostic system of the DSM-ITV-TR, and to ways of thinking critically about the diagnosis of psychological disorders from both historical and contemporary perspectives, including socio-cultural considerations of mental illness. Lecture. Credits: 3.Prerequisite: 2080925100 Introduction to Psychology (C or better) or 1080919800 Intro to Psychology (C or better).

20-809-251-00 Introduction to Psychology
Surveys the methods, principles, and theories of psychology as they are applied to understanding, predicting, and modifying human behavior. Essential theoretical perspectives, including cognitive, humanistic, socio-cultural, psychodynamic, learning, and biological/evolutionary inform an understanding of key topics in psychology, among which may include the brain and behavior, development, emotion, memory, motivation, personality, psychological disorders, sensation and perception, thinking, and intelligence. Upon completion, students will be well prepared for more advanced study in the field of contemporary psychology. Lecture. Credits: 3.

20-809-252-00 Developmental Psychology
Study of human development throughout the lifespan. Explores developmental theory and research with an emphasis on the interactive nature of the biological, cognitive, and psychosocial changes that affect the individual from conception to death. Application activities and critical thinking skills will enable students to gain an increased knowledge and understanding of themselves and others. Lecture. 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: 2080925100 Introduction to Psychology (D- or better) or 1080919800 Intro to Psychology (D- or better).

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.

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.

10-806-139-00 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.

10-806-177-00 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.Prerequisite: 1083613300 Prep for Basic Chemistry (C or better) or 2080624000 Survey of Chemistry (C or better) or 2080624100 Introductory Chemistry (C or better) or 2080624500 College Chemistry I (C or better).

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: 1080617700 General Anatomy and Physiology (C or better).

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: 1080617700 General Anatomy and Physiology (C or better).

10-806-198-00 Human Biology
This is an introductory course that emphasizes the structure of the human body and the functional interrelationships of the body's systems. Consideration is given to the human body and disease, human genetics, human ecology, and the role that humans play in the environment. The course consists of 3 hours of lecture and 2 hours of lab per week. Note: This course does not meet requirements for or substitute for General Anatomy and Physiology. 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.

20-806-206-00 Introduction to Physical Geography
An introduction to the spatial and temporal patterns, processes, origins, and relationships of Earth's systems (atmosphere, biosphere, hydrosphere, and lithosphere). This course will utilize geographic tools and a scientific approach to explore how Earth's systems function, as well as how humans interact with these systems. Lab, Lecture. Credits: 5.

20-806-207-00 Physical Geography Landforms
Introduces landforms: their origin, classification, and distribution on the earth's surface. Field trip required. Lab, Lecture. Credits: 4.

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
Covers organism/environment interrelationships, including human impacts and changes. Discusses evolution, ecological processes, species interactions, communities, and local ecosystems. Designed for those interested in natural resources. Lab, Lecture. Credits: 4.

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
Students will be introduced to Geographic Information Systems (GIS), a common and versatile tool used in professional settings to analyze and display data from a spatial perspective. This course will provide the fundamental principles of how GIS functions establishing a solid foundation for future GIS work. The labs are designed to reinforce the theoretical content, ensuring both a conceptual and functional grasp of GIS concepts and how to apply them. Lecture. Credits: 3.

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.

20-806-220-00 Human Biology
This is an introductory course designed for students who want a laboratory science, but are not majoring in biology. It emphasizes the structure of the human body and the functional interrelationships of the body's systems. Consideration is also given to human genetics, human evolution, ecology, and the role that humans play in the environment. Lab, Lecture. Credits: 5.

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 Earth History
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.

20-806-233-00 Hazards and Disasters
This course will examine interactions between humans and the environment brought on by hazards and disasters: what causes hazards and disasters, how human and environmental systems are affected, and methods of mitigating impacts or adapting to them. Topics covered will include both natural hazards and disasters (e.g. severe and extreme weather, earthquakes, volcanoes, fire) and anthropogenic forms (e.g. climate change, water/land issues, pollution, human overpopulation dynamics). 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. 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: 2080422000 Intermediate Algebra (C or better) or 2080425000 Quantitative Reasoning (C or better) or 1080411800 Intermediate Algebra with Applications (C or better).

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: 2080624500 College Chemistry I (D- or better).

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: 2080422000 Intermediate Algebra (D- or better) or 2080425000 Quantitative Reasoning (C or better) or 1080411800 Intermediate Algebra with Applications (C or better).

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.

20-806-286-00 College Physics I Calculus Based
First semester course of a one-year introductory calculus-based college physics sequence. Intended for students wishing to pursue a program of study in the natural sciences or engineering fields. Students will develop a conceptual understanding of physics, as they explore the theoretical and experimental treatment of mechanics, material properties, fluids, heat, sound, and wave motion. Critical thinking and sound problem solving skills are stressed. Lab, Lecture. Credits: 5.Prerequisite: 2080423600 Calculus and Analytic Geometry I (D- or better) (concurrent enrollment allowed).

20-806-287-00 College Physics II Calculus Based
Second semester course of a one-year introductory calculus-based college physics sequence. Intended for students wishing to pursue a program of study in the natural sciences or engineering fields. Topics covered include electricity, magnetism, electro-magnetic waves, optics, and an introduction to modern physics. Completion of the sequence provides a background for more advanced work in these fields. Lab, Lecture. Credits: 5.

Sociology (809)

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 majority/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
Introduces students to the basic concepts of sociology: culture, socialization, social stratification, multiculturalism, and the five institutions, including family, government, economics, religion, and education. Other topics include demography, deviance, technology, environment, social issues, social change, social organization, and workplace issues. Lecture. Credits: 3.

10-809-197-00 Contemporary American Society
Explores the American social and political institutions affecting the individual as a citizen, worker, and participant in various social groups. Topics studied will be flexible and responsive to contemporary issues. Lecture. Credits: 3.

20-809-222-00 Our Ways - Indigenous Culture
To honor and preserve the culture of the sovereign Indigenous nations, this course will explore the foundation and evolution of culture, heritage, and identity of Indigenous peoples. Students will evaluate the roots of Indigenous cultures and how they have changed over time in response to historic eras, and relationships with other tribes, communities, and state/federal governments. Students will assess the ties of Indigenous people to the land, how land has influenced culture, and how those ties have changed over time. This course will examine past, contemporary, and future issues that have, are, and will influence the past, present, and future condition of Indigenous cultures. Lecture. Credits: 3.

20-809-271-00 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 Diversity Studies
In depth topic-based curriculum examines the changing demographic and socio-cultural context of the United States, as a country embedded in an international system. In addition to an analysis of majority/minority relations in a multicultural context, the primary topics of race, ethnicity, age, gender, class, sexual orientation, disability, and religion are explored through the umbrella of concepts of power and privilege. 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.

20-809-279-00 Social Problems
Surveys the major social problems confronting America today, including deviant behavior, inequality, and global social problems. Lecture. Credits: 3.Prerequisite: 2080927100 Introductory Sociology (C or better) or 1080919600 Intro to Sociology (C or better) (concurrent enrollment allowed).

20-809-283-00 Cultural Anthropology
Introduction to the field of Cultural Anthropology; Examines the characteristics of human cultural groups and the differences and relationships between them using ethnographic methods. 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 Film 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.

Welding (421,442)

10-442-103-00 Print Reading
Students will develop print interpretation skills needed in metal fabrication. Learners study orthographic projection, dimensioning, and bill of materials. Learners apply concepts in hands-on activities, practicing basic layout skills and safe operation of saws, shears and drills. Lab, Lecture. Credits: 3.Corequisites: 3180410100 Math Skills, 3180410200 Geometry Skills.

10-442-112-00 Print Reading for Manufacturing
Develops print interpretation skills needed in metal fabrication. Learners study orthographic projection, dimensioning, welding symbols and bill of materials. Learners apply concepts in hands-on activities, practicing basic layout skills and safe operation of saws, shears and drills. Lab, Lecture. Credits: 4.

10-442-120-00 GTAW on Carbon Steel
Develops skills in gas tungsten arc welding. Learners weld carbon steel sheet and plate in the flat, horizontal, and vertical positions. Lab, Lecture. Credits: 2.Prerequisite: 1044217200 Safety in Manufacturing (C or better) (concurrent enrollment allowed).

10-442-123-00 GTAW on Stainless Steel
Develops skills in gas tungsten arc welding. Learners weld stainless steel sheet and plate in the flat, horizontal, and vertical positions. Lab, Lecture. Credits: 1.Prerequisite: 1044217200 Safety in Manufacturing (C or better) (concurrent enrollment allowed).

10-442-126-00 GTAW on Aluminum
Develop skills in gas tungsten arc welding on aluminum. Learners use the “tig” process in flat, horizontal, and vertical positions on aluminum. Required welds include fillet and groove welds with gas tungsten arc welding. Weld quality is assessed per AWS standards. Lab, Lecture. Credits: 1.Prerequisite: 1044217200 Safety in Manufacturing (C or better) (concurrent enrollment allowed).

10-442-130-00 Introduction to Machine Operations
Introduces students to basic machine 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.Prerequisite: 1044217200 Safety in Manufacturing (C or better).

10-442-140-00 Intro to Welding Techniques
Students will explore and perform basic welding techniques. Lab, Lecture. Credits: 1.

10-442-150-00 Gas Metal Arc Welding on Stainless Steel
Builds on skills developed in Gas Metal Arc Welding on stainless steel. Learners use the “mig” process in the flat, horizontal and vertical positions on steel, stainless steel and aluminum. Required welds include fillet and groove welds with spray and pulsed spray transfer. Lab, Lecture. Credits: 1.Prerequisite: 1044217200 Safety in Manufacturing (C or better).

10-442-153-00 GMAW on Aluminum
Develop skills in gas metal arc pulse welding on aluminum. Learners use the “mig” process in flat, horizontal, and vertical positions on aluminum. Required welds include fillet and groove welds with pulsed spray transfer. Weld quality is assessed per AWS standards. Lab, Lecture. Credits: 1.Prerequisite: 1044217200 Safety in Manufacturing (C or better).

10-442-157-00 Thermal Cutting
Develops skill in thermal cutting and gouging processes. Learners practice manual and machine oxy-fuel cutting, plasma cutting and gouging and air carbon arc gouging. Lab, Lecture. Credits: 2.Prerequisite: 1044217200 Safety in Manufacturing (C or better).

10-442-158-00 Shielded Metal Arc Welding on Carbon Steel
Develop skills in shielded metal arc welding. Learners use 6010 and 7018 "stick" electrodes to complete fillet and groove welds in all positions. Weld quality is assessed per AWS D1.1 Structural Steel Code. Lab, Lecture. Credits: 2.Prerequisite: 1044217200 Safety in Manufacturing (C or better).

10-442-159-00 Gas Metal Arc Welding on Carbon Steel
Develop skills in gas metal arc welding. Learners use the “mig” process in all positions on carbon steel. Required welds include fillet and groove welds with short circuit, spray and pulsed spray transfer. Weld quality is assessed per AWS D1.1 Structural Steel Code. Lab, Lecture. Credits: 3.Prerequisite: 1044217200 Safety in Manufacturing (C or better).

10-442-163-00 Weld Inspection and Testing
Emphasizes measurement of weld defects and assessment of weld quality conformance to common welding codes. Learners conduct etch tests, bend tests and break tests on welds. The process of procedure and welder qualification is explored through group activities. Lab, Lecture. Credits: 1.

10-442-167-00 Intro to Fabrication
Expands on skills developed in Weld Print Reading. Learners study groove and projection welding symbols, geometric tolerances, and international prints. Learners apply concepts through individual and group fabrication activities. Lab. Credits: 1.Prerequisite: 1044217200 Safety in Manufacturing (C or better).

10-442-169-00 Flux Core Arc Welding on Carbon Steel
Develops skill in flux cored arc welding. Learners make fillet and groove welds in all positions on steel. Weld quality is assessed per AWS D1.1 - Structural Steel Code. Required work also includes basic welds with the SAW process and backgouging with the air arc process. Lab, Lecture. Credits: 3.Prerequisite: 1044217200 Safety in Manufacturing (C or better).

10-442-172-00 Safety in Manufacturing
Prepares learners for safe operation of work site equipment. Procedures regarding welding machines, band saws, shears, drill presses, punches, grinders, oxy fuel equipment and an array of hand tools are practiced. Crane and forklift operation are introduced. Lab. Credits: 1.Corequisite: 3144215600 Welding Metallurgy.

10-442-195-00 Welding for Automotive
This course introduces welding and cutting procedures used to repair and maintain automobiles. Emphasis will be placed on gas metal arc welding, shielded metal arc welding, oxyacetylene torch cutting processes welding techniques through a variety of different procedures. Lab, Lecture. Credits: 1.

31-442-101-00 Weld Symbols
Students will develop print interpretation skills needed in metal

fabrication. Learners study prints containing section views, detail views, and weld symbols. Learners apply concepts in hands-on activities, print interpretation skills, calculating dimensions, identifying and interpreting weld symbols. Lecture. Credits: 1.

31-442-105-00 Welding Fundamentals
Welding Fundamentals is designed to introduce students to basic techniques in a wide variety of welding and cutting processes. Learners will assess welds for quality as they make fillet and groove welds in all position on steel while experiencing a range of welding processes including Gas Metal Arc Welding, Shielded Metal Arc Welding, and Flux Core Arc Welding, as well as cutting processes such as OFC and PAC. Lab, Lecture. Credits: 3.

31-442-156-00 Welding Metallurgy
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. Lecture. Credits: 1.Corequisite: 1044217200 Safety in Manufacturing.

World Language (802)

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: 2080221700 Spanish I (C or better).

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 literacy significance, as well as a unit on art history, provide vehicles for discussions, presentation, and composition. Lecture. Credits: 4.Prerequisite: 2080222100 Spanish II (C or better).

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: 2080223000 Spanish III (C or better).

20-802-240-00 Indigenous Language
To honor and preserve the language of Indigenous nations, this course centers language and storytelling in Indigenous culture, identity, and community. Students will learn vocabulary, phrases, conversation, and writing in the identified language, as well as examine its history and status, and similarities and differences among Indigenous languages. The specific language will be identified when the course is scheduled. This course is designed for students with no previous training in Indigenous Languages. Lecture. Credits: 4.

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